



Meeting of the Board of Directors

March 19, 2014
9:00 a.m.

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

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

March 19, 2014

9:00 a.m.

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Note: This packet is 76 pages total



SONOMA COUNTY WASTE MANAGEMENT AGENCY

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March 19, 2014

9:00 a.m.

Estimated Ending Time 11:30 a.m.

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

***** UNANIMOUS VOTE ON ITEM #6 *****

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 19, 2014	
<u>Regular Calendar</u>	
5. FY 14-15 Draft Budget [Carter](Attachments)	Discussion/Action All
6. Sonoma Compost Agreement 1st Amendment [Carter](Attachments)	Unanimous Vote Organics
7. Compost Site Selection: Draft RFP for Engineering [Mikus, Carter](Attachments)	Discussion/Action Organics

8. June and July Strategic Planning Meetings
[Mikus](Attachments) Discussion/Action
Planning
9. Attachments/Correspondence:
 - 9.1 Reports by Staff and Others:
 - 9.1.a March 2014 and April 2014 Outreach Events
 - 9.1.b EPR Report
 - 9.1.c Organics Grant Program Overview
10. Boardmember Comments
11. Staff Comments
12. Next SCWMA meeting: April 16, 2014
13. Adjourn

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

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

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

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

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

Date: February 19, 2014
To: SCWMA Board Members
From: Henry J. Mikus, SCWMA Executive Director



Executive Summary Report for the SCWMA Board Meeting of February 19, 2014

Item 4: Consent: The Consent Agenda contained six items: the Minutes of the January 15, 2014 Regular Board Meeting, the "Recycle Guide" printing contract for the 2014 editions, the 2nd Quarter financial report, the draft RFP for bidding a new HHW contract, purchase of storm drain labels with oil program grant money, and authorization to act as the regional entity for the CalRecycle grant from the City/County Payment Program. The consent items passed on a unanimous vote, with one member abstaining on approval of minutes for a meeting where they were not present, and another member absent.

Item 5: Carryout Bag Ordinance Second Reading and Final Vote for Approval: by unanimous vote the Board waived the second reading and approved the Carryout Bag Ordinance. Although by law the ordinance is in effect 30 days after approval, the specified implementation date is September 1, 2014.

Item 6: Administrative Penalties Ordinance Second Reading and Final Vote for Approval: by unanimous vote the Board waived the second reading and approved the Administrative Penalties Ordinance.

Item 7: Carryout Bags Draft Outreach Program: Staff presented the Outreach Program plans for educating both the public and affected merchants about the new Carryout Bag Ordinance. For retailers, the plan includes direct mailings, development of bilingual "tool kits", conducting three education "fairs", and includes a component for including Hispanic businesses. For the public, the plan calls for an "I've got A Bag Habit!" campaign which includes distribution of reusable bags through Sonoma County Human Services offices, at events including fairs and Farmers' Markets, plus both English and Spanish paid advertising and social media efforts.

Item 8: Reusable Bags Purchase: The Board approved expenditures sufficient for purchasing 20,000 reusable bags to be used as part of the Carryout Bag Ordinance Outreach Program. Half the purchase, 10,000 bags, will be nylon and locally made using overstock or up-cycled materials. The balance of 10,000 bags will be manufactured overseas using woven polypropylene, similar to the popular bags obtained and distributed last year. The Board weighed the greater expense of the locally produced bags with buying overseas, and settled on an evenly divided purchase to balance the lowest unit cost with supporting our local economy. The split purchase also allows two different types of bags to be distributed, to separately address the different needs for grocery bags, and shopping bags for other types of merchants.

Item 9: FY 14-15 Draft Work Plan: by unanimous vote the Board approved the Draft Work Plan. The Work Plan is a compilation of staff and contractor expenses by tasks and projects, and upon approval is the foundation for the actual budget. The Draft FY 14-15 Agency Budget set for discussion at the March Agency Board meeting.

Item 10: Consultant selection for Evaluating Delivery Options of Agency Services: Via unanimous vote the Board approved a contract with R3 Consulting to perform an evaluation of Agency services, including possible delivery options, at a not to exceed price of \$28,710. This project furthers the Board's desire to determine the path ahead, beyond the end of the Agency's initial 25-year term in 2017.

Item 11: Attachments/Correspondence: The only attachment was the February – April Outreach Calendar.



To: Sonoma County Waste Management Agency Board Members

From: Henry Mikus, Executive Director

Subject: March 19, 2014 Board Meeting Agenda Notes

Packet content comment: For last month's Board meeting staff utilized a new format for the agenda packet whose main aim was to make key meeting-related information more accessible for our Board members. A newly-included item was a summary section with condensed information about each agenda item. Staff recognized this new summary duplicated the existing "Director's Notes" in several ways; thus staff asked the Board whether or not the summary was helpful and if the Board felt the duplication between the two documents was problematic. Comment on the summary was completely positive, while comment on the duplicative effort was mixed. On further discussion with the Executive Committee the decision was made to continue using both documents another month, mainly to recognize while the two documents do cover similar information, they also serve differing useful roles.

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 19, 2014 Board meeting:** regular approval.

Regular Calendar

5. **FY 14-15 Draft Budget:** Last month the Board approved the draft Work Plan, which was then used as the basis for putting together the draft budget for FY 14-15. For the first time in several years there are shortfalls between revenues and expenses.

The HHW contract is being rebid, with the likely result that contract costs will rise. Staff suggests use of excess fund balance monies to balance this section of the budget for the FY 14-15.

The Organics Program is hampered by the end of the original Agency Agreement in 2017, which limits options, decisions, and finance. In addition, the facility is nearly at capacity under current operating methods plus some new and difficult environmental requirements are

being imposed. As described in more detail in Item 6 below, our operating contractor, Sonoma Compost Company (SCC) has recommended some service enhancements to address the capacity concerns. Implementing the improvements, both for operating benefits plus regulatory compliance, shift the financial dynamic from a surplus to a deficit. The Agency pays to have inbound materials for organics processing hauled from the outlier transfer stations to Central; although the organics tip fee at these transfer stations is slightly higher that difference only covers part of the added haul expense which is subsidized by the rest of the program. Staff recommends adjusting the organics tip fees plus use of excess fund balance money to balance the organics cost centers financials. The largest change to these fees is an adjustment to cover much more of the outlier site hauling expense.

6. **Sonoma Compost Agreement 1st Amendment:** With their proposal that resulted in the current operating contract with Sonoma Compost Company (SCC), effective in early 2013, SCC included recommendations for several possible future program improvements. At that point, the plan was to implement these enhancements when circumstances were deemed appropriate, and finances were worked out. SCC has requested to implement two of their original proposals, to install a sort line followed by a screening machine, to allow much more efficient removal of contaminants (trash). SCC has also proposed obtaining a new windrow turner that would enable much improved use of space for compost windrows. SCC is asking for Agency financial assistance, but has also agreed to a shared distribution of any residual or resale income if the program does not continue beyond the Agency 2017 term date. Staff has prepared several options for addressing the SCC request. Given the major benefits in safety, operational efficiency, regulatory compliance, and environmental concerns, staff recommends full funding for the improvements.
7. **Compost Site Selection: Draft RFP for Engineering:** Members of the Board's Technical Subcommittee have suggested that the Agency have engineering design and analysis work done to bring clarity and more certainty to some of the difficult issues involved with selecting a site for a new compost facility. The draft scope of work is presented for Board discussion. As an added incentive to do this work, we have just learned of a grant opportunity which could provide funds for construction, renovation, or expansion of compost facilities which result in added diversion of green and food waste from landfilling. The engineering work would aid the grant application.
8. **June and July Strategic Planning Meetings:** The Board had contemplated additional Strategic Planning work Sessions beyond the most recent such meeting in December, and asked that the next session be held once the consultant report evaluating Agency functions and service delivery options was done. With that report due to be presented to the Board in May, staff has adjusted upcoming draft agendas to free up the June meeting date for a strategy session. July would also be available for a follow-up session.
9. **Attachments/Correspondence:** Other than the Director's notes, there are only two items this month presented under "Reports by Staff and Others":

- 9.2.a **Outreach Events Calendar:** This is our regular, updated listing of Outreach Events listing events planned for March, and April 2014.
- 9.2.b **EPR Report:** The “Extended Producer Responsibility” report typically done every six months.
- 9.2.c **Organic Grant Program Overview:** The overview available from CalRecycle about their Organic Grant Program is included as information.

Information for the Board on Non-Agenda Items:

First Flush Program Progress Update: Because Water Board staff requested we divert as much storm contact water as possible, and because the engineering for the pipe modifications to store “first-flush” storm water was not complete, we elected, as a show of good intent, to haul accumulated water from our sedimentation pond for treatment during the storm events that occurred between the end of February and early March. About 1 million gallons of water were taken to the LWWTP for treatment.

March 10, 2014

To: SCWMA Board Members
From: Henry J. Mikus, SCWMA Executive Director

Summary of Staff Reports for the SCWMA Board Meeting of March 19, 2014

Consent Calendar

4.1. Minutes of February 19, 2014

Meeting minutes are the official written record of Agency meetings. Meeting minutes summarize the major points of the Agency meetings and describe specific actions or direction to staff.

Regular Calendar

5. FY 14-15 Draft Budget

At the February meeting the Board reviewed and approved the draft Work Plan, which is the task and staff-hour oriented budget planning tool. The Work Plan is used to develop the actual Agency Operating Budget for the upcoming Fiscal Year, FY 14-15. The budget is organized around Cost Centers and within those Cost Centers, “sub-objects” (in the accounting system parlance) which are really line items for the different subject groupings of expenditures. The Cost Centers are Wood, Yard (together Wood and Yard comprise our organics program), HHW, Education, Planning, Organics Reserve, HHW Facility Closure Reserve, HHW Facility Reserve, and Contingency Reserve.

Despite the fortunate circumstance where Agency finances have been stable for several years, there are possible shortfalls looming for FY 14-15.

The HHW contract is up for bid; with the current contract labor rates dating to 2005, staff expects an increase for the HHW contractor’s services with the new bids. The RFP for the new HHW contract was just issued, and proposals are due so that cost figures for the new contract should be known for the Board’s April meeting, when the final budget approval is planned to occur. Excess held in the HHW Cost Center fund balance is the suggested source of funds to balance the HHW budget.

The organics program cost will also rise. Storm water related regulatory directives, to achieve “Zero-Discharge” status and in the interim “First-Flush” diversion and treatment, will require some new annual expenses. At the time our new Compost Operating Contract was entered into in 2013 with Sonoma Compost (SCC), the contractor’s proposal included adding some operational enhancements in the future based upon need and Agency-SCC negotiations on financing. SCC has proposed installing an incoming materials sort line and a screening machine. Also, given site capacity constraints and attendant permit compliance issues, SCC has also suggested purchasing a new much more space-efficient compost windrow turning machine. Several possible ways to handle these proposals are presented in the staff report.

The Agency pays a per-ton fee to have inbound organics materials hauled from the outlier transfer stations to the compost facility at Central. There is a tip fee differential between compost materials brought to Central and those taken at the other transfer stations, but the difference only covers about 20% of the hauling expense. The Agency has looked at incoming materials holistically, and revenue from materials delivered direct to Central has subsidized the cost of hauling from other locations.

Because of overriding benefits to operations, safety, efficiency, regulatory compliance, and environmental concerns, staff is recommending the operational enhancements proposed by SCC be funded by the Agency. A combination of raised tip fees, weighted to reduce the hauling subsidy, and use of cost center excess fund balances, are suggested to offset the additional expenses for the organics program.

6. Sonoma Compost Agreement 1st Amendment:

Our compost program contract operator, Sonoma Compost Company (SCC), has requested Agency financial participation in several program operating improvements. At the time SCC and the Agency negotiated the current contract, their proposal included mention of several service enhancements for the future, to be done when the time was proper and financing was settled by further discussion. Staff concurs that two of these items, installation of a sort line to manually remove contaminants (typically non-organics trash) coupled with an additional screening machine, are now necessary. SCC has also evaluated site capacity issues and proposes to use a much more efficient and space-saving windrow turning machine to substantially improve site operations. Staff believes, given the need and recognizing the constraints the Agency term limit puts on effectively financing or amortizing capital expenditures, that Agency participation in paying for these improvements is in the program's best interest.

Staff has analyzed and presented several financing options and amounts for the Board to consider. It must be noted that agreeing to share or cover any or all expense has effects on the budget as proposed in the previous agenda item. However, given all factors to consider, staff recommends financing these operations improvements. However, staff has in place agreement with SCC regarding sharing of residual or resale value of any improvement items at the end of three years should the program not continue.

7. Compost Site Selection: Draft RFP for Engineering

The Board's discussions the latter part of last year on selecting a new compost facility site were about practical, financial, and technical considerations, with several topics still developing because of on-going actions. The Board formed a Technical Sub-Committee to work with staff in working through these topics. One Sub-Committee suggestion, particularly because the site selection decision is so difficult, was to hire an engineering firm to do some analysis and design to bring a much greater degree of clarity and certainty to some of these items.

Staff has prepared a draft Scope of Work for this engineering work, which is presented to the Board for concurrence and direction to move forward in issuing the RFP to obtain proposals.

In an interesting related topic, staff has very recently learned of a substantial grant opportunity that would fit our compost program expansion very well, and having the degree of information the engineering work would provide would be invaluable to the grant application. A grant "Overview" is included under "Attachments & Correspondence".

8. June and July Strategic Planning Meetings:

At the Board's December 2013 Strategic Planning Work Session, staff was directed to obtain the services of a consultant to evaluate Agency services and delivery options. The Board also indicated it wished this report to be complete before any further strategic meetings should occur.

R3 Consulting Group has been retained to do the Agency evaluation, and they are on-track to report their findings at the May Board meeting. Agency staff have worked with the April and May draft agendas to clear up June so it can become the next Strategic Planning Work Session. Also, the July meeting is often skipped for a summer break, so that meeting slot would be open for a follow-up, 3rd strategy session.

The Board is being asked to acknowledge June and July as Strategic Planning Work Sessions, and to direct staff to make arrangement for Sherry Lund to continue as the work sessions' facilitator.

9. Attachments/Correspondence

The monthly Outreach Events Calendar is presented, showing events planned for March through April of 2014. There is an updated "Extended Producer Responsibility" report, which staff prepares every six months. Finally, the Overview by CalRecycle for their recently announced Organics Grant is included for reference.



Minutes of February 19, 2014 Meeting

The Sonoma County Waste Management Agency met on February 19, 2014, 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
Jim Wood
Dan St. John
John McArthur
Jennifer Phillips
Sue Kelly
Steve Barbose
Susan Klassen
Debora Fudge

Staff Present:

Counsel
Staff

Janet Coleson
Henry Mikus
Patrick Carter
Karina Chilcott
Lisa Steinmann

Clerk

Rebecca Lankford

1. Call to Order

The meeting was called to order at 9:03 a.m.

2. Agenda Approval

Henry Mikus, Agency Executive Director, suggested moving Agenda Items 9 and 10 ahead of Items 6, 7, 8 and 5.

Jim Wood, Chair from City of Healdsburg, inquired if any board members were opposed to the suggested changes. With no opposition Mr. Wood confirmed the suggested changes to the regular calendar.

3. Public Comments (items not on the agenda)

Ann Hancock, representing the No Name Garbage Group (N.N.G.G), reported on a meeting of the group on February 6, 2014. Ms. Hancock stated the group discussed how they could support the Agency in taking action. The N.N.G.G believes that the Agency is a viable and valuable organization and wants the expiration date looked at immediately. While the N.N.G.G believes the expiration date is the most important issue to be addressed they would also like to see the Agency's unanimous vote requirements reconsidered.

Deb Fudge, Town of Windsor, arrived at 9:08am

Jens Kullberg, owner and operator of Stage Gulch Vineyards, stated he does not believe Site 40 should be selected as the new compost site. Mr. Kullberg believes that the increased fuel costs, increased labor costs, increase in road damage, greenhouse gas emissions, and, taking productive farmland out of production should be adequate reasons to not select the site. Mr. Kullberg noted that compost facilities pose many issues to vineyards such as airborne diseases, dust, insects, odor and particulate that may produce off flavored grapes which wineries are not accepting of. Mr. Kullberg indicated as a farmer the compost facility would devalue his grapes and put him out of business.

Roger Larsen, Happy Acres, presented a video to Board Members of a recent rain event and runoff at the Central Landfill Site. Mr. Larsen noted a large volume of water runoff that he believes is not compliant with the Site's zero-discharge requirement. Mr. Larsen described the pond runoff as black and odorous.

4. Consent (w/attachments)

4.1 Minutes of January 15, 2014

4.2 Recycle Guide Printing

4.3 2nd Quarter Financial Report

4.4 HHW Contract Draft RFP

4.5 Storm Drain Label Purchase

4.6 City/County Payment Program Authorization

Susan Harvey, City of Cotati, abstained from the vote of Item 4.1 the Minutes of January 15, 2014 due to her absence.

Dan St. John, City of Petaluma, moved to approve the Consent Calendar. Steve Barbose, City of Sonoma, seconded the motion. The motion passed, with the noted abstentions.

4.1 Vote Count:

Cloverdale- Aye

County- Aye

Petaluma- Aye

Santa Rosa- Absent

Sonoma – Aye

Cotati- Abstain

Healdsburg- Aye

Rohnert Park- Aye

Sebastopol- Aye

Windsor- Aye

AYES -8- NOES -0- ABSENT -1- ABSTAIN -1-

4.2-4.6 Vote Count:

Cloverdale- Aye

County- Aye

Petaluma- Aye

Santa Rosa- Aye

Sonoma – Aye

Cotati- Abstain

Healdsburg- Aye

Rohnert Park- Aye

Sebastopol- Aye

Windsor- Aye

AYES -9- NOES -0- ABSENT -1- ABSTAIN -0-

Regular Calendar

5. FY 14-15 Draft Work Plan

Patrick Carter, Agency staff, presented the Fiscal Year 2014-2015 Draft Work Plan, noting it provides an insight into the programs Agency staff are looking at and planning for the upcoming fiscal year. Mr. Carter informed Board Members that staff would be looking for feedback regarding the programs and projects included in the plan. Mr. Carter highlighted several items included in the Work Plan. New and on-going projects forecasted for Organic Reserves include compost site relocation and the acquisition of a General Industrial Storm Water Permit. Agency renewal and the Waster Characterization Study are projects which have been accounted for under Contingency Reserve. Mr. Carter noted that the on-going expense of the Household Hazardous

Waste Facility is the largest planned expenditure for HHW, however, he noted funds and staff time have been allocated for a possible Extended Producer Responsibility Grant CalRecycle may offer. Mr. Carter also reported that consideration is being given to filling the vacant Waste Management Specialist position with an increased focus on education. The implementation of a program certifying C&D facilities has also been included in the FY14-15 Work Plan. Mr. Carter noted that the general administrative tasks as well tasks billed directly to the County of Sonoma remain relatively unchanged from the FY13-14 budget.

Board Questions

Mr. St. John asked what is being done or planned for the selection of a new compost site.

Mr. Mikus responded that he intends to have a draft RFP for engineering services prepared for Board approval by the April 2014 meeting; noting that the funding would come from the Organics Reserve as presented in 2.1 of the FY14-15 Work Plan.

Ms. Harvey stated that working on the Agency renewal is a top priority. She expressed concern over hiring a new staff member given the uncertainty of the Agency and asked if thought had been given to filling the position via a contractor until the future of the Agency is resolved.

Mr. Mikus acknowledged Ms. Harvey's concern. He explained that when the Waste Management Specialist position was left vacant two years ago its primary focus was on the compost program, which at the time was facing uncertainty. Mr. Mikus stated that a vacancy that was planned to last less than a year has now exceeded two years and has become a hardship on Agency Staff.

Ms. Fudge agreed with Ms. Harvey noting the Agency renewal should be a top priority,

Public Comments

Ernie Carpenter expressed his desire to ensure the Waste Characterization Study focuses on all waste, including that which goes out of the County and C&D.

Ken Wells strongly encouraged the Board to support the C&D Certification Program noting that it would provide consistency throughout the County and ensure the processing facilities are accurately reporting debris amounts. Mr. Wells also suggested the Agency engage the Local Task Force (LTF) for assistance with establishing the program.

Board Discussion

Sue Kelly, City of Sebastopol, asked for clarification regarding the storm water permit issues.

Mr. Mikus replied that the County of Sonoma currently holds a General Industrial Discharge Permit which covers the entire Central Landfill Site, however, it has been indicated tenants at the Site may become responsible for obtaining their own permits; this would include the Compost Facility and the HHW Facility.

Steve Barbose, City of Sonoma, asked Agency Staff to address the points raised by Mr. Carpenter regarding the Waste Characterization Study.

Mr. Carter explained that there is self-haul debris and debris from C&D processing facilities being taken out of the county system, which neither the County or the Agency receive funds for. Mr. Carter reported that in 2012 the County generated approximately 300,000 tons of garbage; about

240,000 tons were part of the county system, about 30,000 tons was generated in Petaluma and sent directly to the Redwood Landfill and the remaining 30,000 tons of material was taken to other landfills. Mr. Carter believes that at the direction of the Board, Agency staff could work with neighboring agencies to determine the source of the 30,000 tons taken out of the County.

Mr. St. John inquired about the required reporting the Agency completes on behalf of the cities, specifically regarding the diversion of C&D debris.

Mr. Carter indicated the Annual Report the Agency submits to CalRecycle focuses on the amount of material generated, what type of waste was generated and what diversion programs are in place in the jurisdiction; where the waste goes is not a focus of the report. Mr. Carter noted that there is information available to determine what material is going where and who is taking it there, but, at this time, how that information would be used has not been determined. Agency Staff would need direction from the Board regarding what to do with the information once it is obtained.

Mr. St. John clarified that CalRecycle does not require the Agency to address the flow of C&D debris in terms of reporting.

Mr. Carter responded affirmatively.

Mr. Wood Reopened Public Comment

A citizen reported on her attendance at the Integrated Waste Management Meeting in Cotati on January 22, 2014. She believed the main point the neighbors of the Central Landfill Site wish to stress is that they do not want their neighborhood to become the slum of Sonoma County noting that they already have a landfill and recycling facility and should not have to have a compost facility as well.

Mr. Barbose, moved to approve the FY 14-15 Draft Work Plan. Ms. Harvey seconded the motion. The motion passed unanimously.

Vote:

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

AYES -10-

NOES -0-

ABSENT -0-

ABSTAIN -0-

6. Evaluation of Delivery Options of Agency Services

Mr. Mikus reported that at the December Strategic Planning Session Agency Staff received direction from the Board to acquire the services of a consultant to evaluate the Agency's function and delivery options of the Agency's current functions including those that are legally required, those that may have a negative impact if ceased and those which are necessary for health and safety. Mr. Mikus stated the Agency received four responses to the Request for Proposals which had been issues; these were from: HDR, SCS Engineers, R3 Consulting and D. Edwards, Inc. Based on the firms' responses to the RFP and references Agency Staff recommends the Board authorize entering into an agreement with R3 Consulting for evaluation services.

Jennifer Phillips, City of Santa Rosa, arrived at 9:30am.

Board Questions

None

Public Comments

Ken Wells, speaking as the Sierra Club's representative to the LTF, stated that the LTF believes the renewal of the JPA is of the highest importance and is willing to offer its services to the Agency as needed.

Board Discussion

Ms. Fudge noted that the Town of Windsor has contracted the services of R3 Consulting and was pleased with their methodical, unbiased work.

Mr. St. John also noted his satisfaction with R3 Consulting as the City of Petaluma has contracted their services as well.

Mr. Mikus stated that R3 Consulting has experience with multiple Agency jurisdictions in various capacities. Included in the proposal received from R3 Consulting they offered to engage members regarding their jurisdiction's ability to take on Agency provided tasks.

Ms. Harvey moved to approve the authorization of the Agency to enter into an agreement with R3 Consulting. Bob Cox, City of Cloverdale seconded the motion. The motion passed unanimously.

Vote:

Cloverdale- Aye
Petaluma- Aye
Sonoma – Aye

Cotati- Aye
Rohnert Park- Aye
Windsor- Aye

County- Aye
Santa Rosa- Aye

Healdsburg- Aye
Sebastopol- Aye

AYES -10-

NOES -0-

ABSENT -0-

ABSTAIN -0-

7. Administrative Penalties Ordinance Second Reading

Mr. Carter reported this was the Second Reading of the Administrative Penalties Ordinance, which if passed, would allow the Agency the ability to enforce any ordinance it may enact. Mr. Carter reported that at the January 15, 2014 Board Meeting the ordinance was introduced and the reading was waived with a unanimous vote for approval. Mr. Carter reiterated this would be the second reading and formal adoption of the Administrative Penalties Ordinance.

Mr. Carter indicated Agency Staff recommends the Board vote to waive a full reading and adopt, by title only, AN ORDINANCE OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY RELATING TO ADMINISTRATIVE PENALTIES.

Board Questions

None

Public Comments

None

Board Discussion

Susan Klassen, County of Sonoma, moved to waive the full reading and adopt by Title only the Ordinance of the Sonoma County Waste Management Agency Relating to Administrative Penalties. Ms. Harvey seconded the motion. The motion passed unanimously.

Vote:

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

AYES -10-

NOES -0-

ABSENT -0-

ABSTAIN -0-

8. Carryout Bags Draft Outreach Program

Karina Chilcott, Agency Staff, provided a report highlighting the Agency's plans for conducting necessary retailer and public outreach for successful implementation of the Agency's proposed Carryout Bag Ordinance. Ms. Chilcott indicated Agency Staff recommends the Board direct staff to proceed with public and retailer education outreach.

Board Questions

None

Public Comments

None

Board Discussion

Based on a voice vote conducted by Mr. Wood, Agency Staff received direction to proceed with the necessary outreach.

9. Reusable Bags Project Purchase

Ms. Chilcott reported that at the January 16, 2013 SCWMA Board meeting, reusable bag public education activities took place in 2013 regardless of whether a carryout bag ordinance would be adopted by the Agency. At that time the Board approved the purchase of 8,000 polypropylene bags for \$12,340; Board member comments indicated that should it become necessary to reorder bags there would be a preference for a local or USA-made bag. Ms. Chilcott noted that after extensive research she found 14 reusable bag manufacturers in the United States with the bags costing on average triple that of their China-made counterparts.

Ms. Chilcott noted that the only local quote received for the proposed nylon bag design was from Bijan's Protective Equipment (BPE) locating in Santa Rosa, CA. BPE has proposed to use nylon fabrics located in the United States. Their cost for 20,000 bags would be approximately \$59,000. The lowest big received for a similar nylon bag came from Simply + Green Solutions, Inc. which has offices in Alhambra, CA and manufacturing plants in China. Simply + Green Solutions, Inc. quoted the cost of 20,000 bags between approximately \$30,000 and \$35,000.

Ms. Chilcott presented quotes she received from manufactures for Woven Polypropylene bags, noting all manufacturing of these bags take place in China.

Ms. Chilcott presented the Board with five scenarios for the purchase of the bags; she asked the
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Board for direction in the selection bags for purchasing, giving consideration to: location of manufacturing and material.

Board Questions

Mr. Mikus clarified that the funds for this purchase had originally been allocated for the for the Carryout Bag Ordinance EIR, however, the report came in significantly under what had been budget so the remaining funds were set aside for the purchase of reusable bags.

Mr. St. John asked if it was the intention of the Agency to give the bags away; suggesting a nominal fee as those receiving the bag may then place a higher value on it.

Mr. Mikus responded that one concern many jurisdictions expressed was the accessibility of reusable bags to members of the population who could not afford them; noting that Agency staff have partnered with human services to distribute bags to clients.

Mr. St. John indicated that he is not suggesting not giving them to people with a need but reiterated his concern that when products are given away typically little value is placed on them.

Mr. Carter explained that the Agency has historically used different “buy-in” tools ranging from suggested donations to signing a pledge sheet.

Public Comments

June Michaels expressed her excitement over a local manufacturer being able to produce reusable carryout bags. Ms. Michaels noted Bijian is a well-established company that contract primarily with the military to make padding and other equipment. Ms. Michaels believes that the company's prices, turnaround time and ability to store and deliver product as needed make them a superior option.

Board Discussion

Ms. Fudge noted that the need for two types of bags exists, as people will likely not want to take their polypropylene bag into a department store or other similar retail establishment. Ms. Fudge also indicated she would like to see labeling on the nylon bag encouraging people to take it when shopping for things other than groceries.

Ms. Harvey also expressed her support of providing two different types of bags, noting that people will not want to put clothing in the same bag they put their groceries in. Additionally Ms. Harvey expressed her appreciation for Agency staff finding a local manufacturer.

Ms. Klassen expressed her support of providing two different types of bags as well. Ms. Klassen inquired if it would be possible with the nylon bag to include an attached pocket to stuff the bag itself into.

Ms. Chilcott replied that it is a concept she could explore if it were the desire of the Board.

Mr. St. John inquired if the purchase of the bags required a formal competitive bid.

Ms. Coleson noted that proposals were obtained by Agency staff in a manner compliant with the rules for the Agency.

Mr. Wood noted that the products are not all comparable, some are distinctly different.

Mr. Cox recommended Agency staff reach out to the Sonoma County Tourism Board to partner with them on the purchase of the nylon bag.

Mr. St. John asked why staff had not present a scenario where half the purchase was China made nylon bags and the other half was China made polypropylene.

Ms. Chilcott noted it was merely an oversight; she had created scenarios which she believed would best meet the Board's previously expressed preferences.

Mr. St. John stated that he had never seen a situation where the cost of a locally manufactured commodity opposed to an imported one has been so substantial. Mr. St. John noted his support of the overall goal but that he could not support the significant price difference.

Mr. Mikus stated when Agency staff proposed the initial reusable bag purchase there were interest from the Board in finding a local or domestic manufacturer for any subsequent purchases. Mr. Mikus noted that while the Bijian nylon bags are more expensive than the China-made nylon bags they are significantly more economical than other types of domestically made reusable bags. Mr. Mikus indicated at this time the Board is being asked to make a policy decision, to buy locally and more expensive or foreign and less expensive.

Ms. Fudge addressed Mr. St. John asking that if it be the general will of the Board to opt for a local manufacturer that he consider voting affirmatively to allow staff to proceed.

Mr. Wood clarified that currently the consensus of the Board is to proceed with the purchase of both the polypropylene bags and the nylon bags. He inquired if the vote could be split into two votes, one for each type of bag.

Mr. Barbose motioned to approve the purchase of 10,000 locally made nylon bags and 10,000 China-made polypropylene bags. Ms. Harvey seconded the motion.

Mr. St. John offered an amendment to the motion to change the quantity of bags purchased to 5,000 locally made nylon bags and 15,000 China-made bags instead of 10,000 locally made nylon bags/10,000 China-made recycled Woven Polypropylene bags.

Mr. Barbose asked for staff input regarding the need for the nylon bag, noting that many people already have bags for grocery shopping.

Ms. Chilcott responded that purchasing 10,000 of each type of bag would work best for outreach plans, also reiterating that bag preferences vary from person to person.

Ms. Coleson inquired if the amendment to the motion was accepted.

Mr. Barbose rejected the amendment to the motion.

Ms. Coleson recommended as the amendment to the motion was rejected that the Board vote on the motion and second currently presented.

Vote:

Cloverdale- Aye
Petaluma- Nay
Sonoma – Aye

Cotati- Aye
Rohnert Park- Aye
Windsor- Aye

County- Aye
Santa Rosa- Aye

Healdsburg- Aye
Sebastopol- Aye

AYES -9-

NOES -1-

ABSENT -0-

ABSTAIN -0-

The motion carried with nine aye votes and one nay vote.

10. Carryout Bag Ordinance Second Reading

Mr. Carter indicated that the ordinance being presented to the Board is identical to the one approved unanimously at the January 15, 2014 Board Meeting except that the Carryout Bag Ordinance would become Ordinance 2014-02 instead of Ordinance 2014-01. Mr. Carter indicated that Agency Staff recommends the Board vote to waive full reading and adopt by Title only AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ESTABLISHING A WASTE REDUCTION PROGRAM FOR CARRYOUT BAGS. As this would be considered a major program expansion, per the JPA agreement, approval of this ordinance requires a unanimous vote.

Board Questions

None

Public Comments

None

Board Discussion

Ms. Harvey motioned to waive full reading and adopt by Title only AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ESTABLISHING A WASTE REDUCTION PROGRAM FOR CARRYOUT BAGS, establishing Ordinance 2014-02. Mr. Cox seconded. The motion passed unanimously.

Vote:

Cloverdale- Aye
Petaluma- Aye
Sonoma – Aye

Cotati- Aye
Rohnert Park- Aye
Windsor- Aye

County- Aye
Santa Rosa- Aye

Healdsburg- Aye
Sebastopol- Aye

AYES -10-

NOES -0-

ABSENT -0-

ABSTAIN -0-

11. Attachments/Correspondence:

11.1 Reports by Staff and Others:

11. 1. a February, March, and April 2014 Outreach Events

12. Board member Comments

Ms. Fudge thanked Agency Staff for preparing and issuing the RFP for the HHW contract. Ms. Fudge also expressed her pleasure with the new agenda form, noting it was easier to read.

Ms. Phillips announced that at the February 25, 2014 Santa Rosa City Council Meeting the Council would be considering an item which would replace her position on the SCWMA Board with a Council Member while making her the Alternate.

Ms. Harvey acknowledged the time and effort Agency Staff have dedicated to the Carryout Bag Ordinance.

13. Staff Comments

Mr. Mikus noted that changed format of the Agenda and asked Board Members to provide any feedback to him at their convenience.

Mr. Mikus also indicated that he would be discussing the Strategic Planning Session process with the Executive Committee and formulating a plan to bring to the Board.

Lisa Steinman, Agency Staff, announced three new PaintCare sites: Peterson Paints and Sherwin Williams both located in Petaluma, as well as Garrett Ace Hardware in Windsor.

14. Next SCWMA meeting: March 19, 2014

15. Adjourn

The meeting was adjourned at 11:10 A.M.

Submitted by
Rebecca Lankford



Agenda Item #: **5**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **3/19/2014**

ITEM: **FY 14-15 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. That document was approved by the Board at the February 19, 2014 Agency meeting.

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

Information for this discussion can be found in the Revenue, Expenditure and Fund Balance History sections of the FY 14-15 Draft Budget.

The attached Draft Budget is a deficit budget. Staff understands the Board prefers a balanced budget, so the presentation of a deficit budget is done with much consideration, for specific reasons.

There are two major areas of uncertainty in the Agency's two largest agreements that are currently unresolved and may not be resolved before this budget needs to be adopted. These unknown factors: 1) are the cost of labor to run the Household Toxics Facility and, 2) issues with the operation of the Central Compost Facility – the contractor's request for additional revenue to purchase equipment and the capture and proper disposal of storm water runoff at the site. These are the Agency's two largest programs in terms of contractor cost and fluctuations in the cost of those programs can have significant impacts on providing a balanced budget.

From a cost perspective, the worst case scenarios for both the Yard Debris and Household Hazardous Waste Cost Centers result in significant structural deficits unless significant cuts to programs or increases to revenues are made. In more optimistic models, the deficits are more manageable, but still persistent.

For routine management of Agency finances, staff maintains a positive balance of available funds for each of the operating cost centers: wood, yard, HHW, education, and planning. These fund balances are typically adjusted at the end of each fiscal year in order to maintain sufficient

operating money available for subsequent fiscal year. If these fund balances grow over time, excess monies are transferred to the Reserve Accounts. The cost center fund balances are separate from the four Reserve Accounts. The Board has a Reserve Policy that establishes minimum amounts to be maintained both for the operating cost center fund balances and the Reserve Accounts.

Agency staff is conservative in its budgeting, the result of which are fund balances that are projected to be greater than Board established goals. A major policy decision for the Board during the course of this budget is to decide whether the fund balances should be drawn down closer to their goals for this budget cycle in an effort to mitigate program reductions and bridge the gap until agreements are in place and more certainty exists regarding program costs, whether programs are reduced to close the deficit, or whether revenues are increased to eliminate the structural deficit.

A combination of factors, including that fund balances in the operating costs centers are above the goals set forth in the Agency's Reserve Policy, that there is significant uncertainty in the two most expensive programs the Agency administers, and that increases to the tipping fees would result in large surpluses if potential costs do not materialize, has led staff to recommend the following course of action:

- Appropriate sufficient expenditures to cover additional costs to the composting and HHW programs
- Increase the wood waste and yard debris tipping fees
- Draw down fund balances in the non-reserve cost centers closer to Reserve Policy Goals

Appropriating funding does not guarantee the funding will be spent. Staff believes it has demonstrated its commitment to conservatively spend the ratepayer's money such that actual expenditures are often below budget requests. If additional costs in the composting and HHW programs are not realized, staff would adjust spending targets accordingly.

One issue that will persist regardless of whether the Sonoma Compost agreement is amended is the deficit created by the transport of material from outlying transfer stations to the Central Compost Site. The Agency is expected to be charged around \$12/ton for that service, yet the difference in tipping fees at the outlying transfer stations and Central is about \$2/ton. Staff proposes bridging that gap in part, as well as including additional revenue to cover the cost of compost water disposal that is likely to exist for the remainder of the time the composting operation is at the existing site. The table below is staff's proposal for increasing tipping fees:

Fee Type	Current	Proposed
Wood Waste, Central	\$27.60	\$28.00
Wood Waste, Other Transfer Stations	\$29.70	\$31.00
Yard Debris, Central	\$34.10	\$35.00
Yard Debris, Other TS	\$36.20	\$42.00

The third recommendation is to draw down some of the fund balance that is above the goals established in the Agency Reserve Policy. The table below shows the fund balance projections if the budget is implemented as presented:

Cost Centers	Beginning FB	Net Cost	Ending FB	Goal	Difference
Wood	\$186,127	\$0	\$186,382	\$26,242	\$159,885
Yard	\$1,168,327	\$236,953	\$931,374	\$570,008	\$361,366
HHW	\$422,468	\$219,350	\$203,118	\$272,412	\$(69,294)
Education	\$189,072	\$20,005	\$169,067	\$107,644	\$61,423
Planning	\$31,911	\$0	\$33,790	\$9,282	\$22,629

With the exception of the HHW cost center, all cost centers remain above their respective fund balance goals. While HHW would be below the fund balance goal, the Board should understand there is a HHW Facility Reserve fund which is projected to have a \$1,033,418 balance at the end of FY 14-15 if this budget is implemented, while the Reserve Policy goal is \$600,000.

Key Differences Between FY 13-14 and FY 14-15

Revenues

Tipping Fee Revenue

The 9% increase in tipping fee revenue is attributed to the proposed fee increases for wood waste and yard debris.

Miscellaneous Revenue

Agency staff does not expect to receive non-State grant funds during this fiscal year, so funding was removed this year.

OT-Within Enterprise

The Wood Waste cost center is the only cost center projected to contribute to reserves this fiscal year, so the amount transferred is much lower.

Expenditures

Liability Insurance

Insurance premiums have been rising consistently over the past several years, so staff has included additional funding to cover these costs.

Memberships

The California Product Stewardship Council (CPSC) has increased its membership fees from \$5,500 to \$9,000, which accounts for the increased funding requested in this sub-object.

Miscellaneous Expense

As explained in Miscellaneous Revenue, no non-State grant funds are expected this fiscal year, so no expenditures are requested in this category.

Office Expense

Additional expenditures related to promoting composting programs and the carryout bag waste reduction ordinance account for the additional expenditures in this category.

Professional Services

Staff proposes to shift the Mandatory Commercial Recycling duties from temporary staff to permanent staff. Though it will still be reimbursable by grant funds, some of the grant expenditures will be realized in Administrative Costs instead of Professional Services in this budget. The decrease in requested funds reflects this shift.

Contract Services

The projected increased costs to operate the composting and HHW facilities account for the large increase to the funding requested in this sub-object.

EFS Costs

The County is modernizing its financial accounting system. As the Agency uses the County's system, new costs are being passed on to the Agency for its participation.

Advertising

The budgeted \$22,250 reflects the additional expenditures necessary to advertise and provide outreach for the carryout bag waste reduction ordinance.

Enforcement Agency Fees

Additional funding is requested to begin the permit process for a new compost site, and for increased storm water monitoring costs for the existing compost and HHW facilities.

OT-Within Enterprise

Fewer transfers to reserves result in a decreased amount requested in this sub-object.

Conclusion

For the reasons described above, staff recommends a combination of allocating expenditures for the worst case scenario of higher operating costs at both the composting and HHW facilities, an increase of tipping fees for wood waste and yard debris, and drawing down non-Reserve fund balances for the FY 14-15 Budget. Once costs are known, Agency staff will be in a better position to correct fiscal deficits, if any exist, in FY 15-16 through cost-cutting or increased revenues.

III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the FY 14-15 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 16, 2014 SCWMA meeting for final approval.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances

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

**FY 14-15 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 13-14 Budget	% Diff.
REVENUES													
1700 Interest/Pooled Cash	1,117	7,010	2,535	1,134	0	191	33,208	412	6,201	1,153	52,961	47,175	12%
2500 State-Other	0	0	151,512	135,000	0	0	0	0	0	0	286,512	285,473	0%
2901 Tipping Fee Revenue	175,500	3,542,000	1,118,600	244,694	0	34,956	0	0	0	0	5,115,750	4,675,400	9%
4020 Sale of Material	5,000	10,000	0	0	0	0	0	0	0	0	15,000	15,000	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0	0	5,000	-100%
4102 Donations/Reimburse	5,000	5,000	324,540	30,196	0	4,314	0	0	0	0	369,050	379,050	-3%
4624 OT-Within Enterprise	0	0	0	0	0	0	11,218	0	0	1,879	13,097	156,495	-92%
TOTAL REVENUES	186,617	3,564,010	1,597,187	411,024	0	39,461	44,426	412	6,201	3,032	5,852,370	5,563,593	5%
EXPENDITURES													
SERVICES AND SUPPLIES													
6103 Liability Insurance	360	7,200	3,660	720	0	60	0	0	0	0	12,000	9,689	24%
6280 Memberships	0	0	10,000	150	0	0	0	0	0	0	10,150	5,650	80%
6300 Miscellaneous Expense	0	0	0	0	0	0	0	0	0	0	0	5,000	-100%
6400 Office Expense	0	5,000	2,000	17,730	0	0	1,000	0	0	2,000	27,730	16,850	65%
6500 Professional Services	0	0	138,158	78,474	0	0	0	0	0	0	216,632	237,223	-9%
6521 County Services	596	11,928	6,063	1,193	0	99	0	0	0	0	19,880	17,501	14%
6540 Contract Services	164,123	3,438,752	1,393,800	27,414	0	0	130,000	0	15,000	20,000	5,189,089	4,424,037	17%
6573 Administration Costs	5,525	215,209	195,220	242,069	0	22,387	63,447	0	11,266	61,570	816,692	800,483	2%
6590 Engineering Services	0	5,000	0	0	0	0	12,500	0	0	0	17,500	7,500	133%
6610 Legal Services	0	5,000	10,000	25,000	0	10,000	10,000	0	0	10,000	70,000	62,000	13%
6629 Accounting Services	310	6,197	3,150	620	0	52	0	0	0	0	10,328	9,946	4%
6630 Audit Services	500	6,000	7,500	3,000	0	1,000	2,500	0	0	1,500	22,000	21,000	5%
6697 EFS Costs	0	4,192	0	0	0	0	0	0	0	0	4,192	0	100%
6785 Advertising	0	0	12,000	22,250	0	0	0	0	0	0	34,250	12,000	185%
6820 Rents/Leases - Equip	0	2,460	0	0	0	0	0	0	0	0	2,460	2,460	0%
6840 Rental Bldg/Improve	0	0	30,000	7,225	0	0	0	0	0	0	37,225	36,625	2%
7062 Enforce Agency Fees	0	82,000	400	0	0	0	40,000	0	0	0	122,400	35,400	246%
7110 Professional Development	0	1,500	0	0	0	0	0	0	0	0	1,500	1,500	0%
7130 Textbook/Tuition	0	600	600	1,200	0	0	0	0	0	0	2,400	2,400	0%
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	0	0%
7400 Data Processing	3,531	6,017	3,531	3,531	0	3,531	0	0	0	0	20,141	18,310	10%
SUBTOTAL	174,944	3,800,055	1,816,082	430,576	0	37,129	259,447	0	26,266	95,070	6,639,569	5,728,574	16%
OTHER CHARGES													
8624 OT-Within Enterprise	11,218	0	0	0	0	1,879	0	0	0	0	13,097	13,097	0%
8648 OT-Between Enterprise	454	908	454	454	0	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	11,672	908	454	454	0	2,333	0	0	0	0	15,821	15,821	0%
TOTAL EXPENDITURES	186,616	3,800,963	1,816,536	431,030	0	39,462	259,447	0	26,266	95,070	6,655,390	5,744,395	16%
NET COST	(0)	236,953	219,350	20,005	0	0	215,021	(412)	20,065	92,038	803,020	180,802	

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$186,127	0.6%	\$1,117

2901 Tipping Fee Revenue

Revenues from fees collected at County disposal sites for wood waste processing are dedicated toward the operations of the Wood Waste cost center. The proposed fee at Central Disposal Site is \$28 per ton and at the transfer stations the rate is \$31 per ton. The previous fiscal year's rates have been in effect since FY 07-08.

The projected tonnage remains at 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.

FY 13-14 Budget			
	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

FY 14-15 Request			
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,500	2,500	6,000
Tonnage Rate (including transportation)	\$ 28.00	\$ 31.00	
Total Revenue FY 14-15	\$ 98,000	\$ 77,500	\$ 175,500

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 14-15 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 14-15 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 \$12,000 X 3% = \$330

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.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 14-15. According to the agreement with Sonoma Compost approved on February 20, 2013, processing fees will be \$21.12/ton for wood waste used as fuel and \$22.86/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.

	<u>Tonnage</u>	<u>Rates</u>	<u>Estimated Cost</u>
Fuel	2,000	\$ 21.12	\$ 42,240
Non-fuel	4,000	\$ 22.86	\$ 91,440
Hauling (Transfer Stations)	2,500	\$ 12.18	\$ 30,450
Total Processing and Hauling			\$ 164,130

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

<u>Budgeted FY 13-14</u>	<u>Requested FY 14-15</u>	<u>Difference</u>	<u>% Difference</u>
\$ 6,752	\$ 5,525	\$ (1,227)	-18%

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$10,328 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 \$ 310

6630 Audit Services

This expense of \$500 reflects an allocated portion of the estimated \$22,000 cost of the audit performed by the County's Audit Division.

7400 Data Processing

This sub-object covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 14-15 is \$20,141, an increase from the \$18,310 from FY 13-14.

The Wood Waste cost center will be charged \$ 3,531

8624 OT-Within Enterprise

The contribution to the Organics Reserve this fiscal year is \$ 11,218

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 fourth year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 1,168,327	0.6%	\$ 7,010

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 proposed rate is \$35.00 per ton and at the other transfer stations the rate is \$42 per ton. The previous rates have been in effect since FY 07-08.

The projected tonnage of 94,000 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 13-14 Budget		
	<u>Central</u>	<u>Transfer Stations</u>	<u>Total</u>
Yard Debris	55,000	34,000	89,000
Tonnage Rate	\$ 34.10	\$ 36.20	
	\$ 1,875,500	\$ 1,230,800	\$ 3,106,300

	FY 14-15 Request		
	<u>Central</u>	<u>Transfer Stations</u>	<u>Total</u>
Yard Debris	58,000	36,000	94,000
Tonnage Rate	\$ 35.00	\$ 42.00	
Total Revenue FY 14-15	\$ 2,030,000	\$ 1,512,000	\$ 3,542,000

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 14-15 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 \$12,000 X 60% = \$7,200

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.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 14-15. The rates are \$28.56/ton for material used at Laguna for biosolids composting and \$25.93/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 second year of a three year agreement. Additional funding was allocated in this sub-object for dealing with stormwater, and also assumed additional reimbursement to Sonoma Compost Company for the First Amendment.

Operation	Tonnage	Rate	Operation Total
Laguna	10,000	\$ 28.56	\$ 285,600
SCC facility	84,000	\$ 25.93	\$ 2,178,120
Hauling (Transfer Stations)	36,000	\$ 12.18	\$ 438,480
Home Composting (UCCE)			\$ 16,660
Total Processing Expense for	94,000 tons		\$ 2,918,860

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	Budgeted FY 13-14	Requested FY 14-15	Difference	% Difference
Total	\$ 210,374	\$ 215,209	\$ 4,835	2%

6590 Engineering Services

This sub-object is reserved for any environmental analysis that may be necessary through PRMD. The amount budgeted is \$5,000.

6610 Legal Services

This sub-object reflects an estimation of legal services provided by Agency Counsel in FY 14-15 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 \$10,328 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 \$ 6,197

6630 Audit Services

This \$5,000 expense reflects an allocated portion of the estimated \$22,000 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; \$30,000 is for LEA inspections and \$52,000 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 14-15 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

This sub-object covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 14-15 is \$20,141 , an increase from the \$18,310 from FY 13-14.

The Yard Debris cost center will be charged \$ 6,017

8624 OT-Within Enterprise

Due to the projected deficit in the yard debris cost center, there is no expected contribution to the Organics Reserve this fiscal year.

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 fourth year of contributing \$908 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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.

Estimated Year End FY 13-14 Cash	Rate	Interest Earned
\$ 422,468	0.6%	\$ 2,535

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 14-15, the Oil Payment Plan revenue is expected to be \$151,512.

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 14-15 is 235,000, including 6,000 tons for the C&D diversion program.

	FY 13-14 Budget	FY 14-15 Request
Disposed Tons	235,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,398,250	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
HHW Cost Center Percentage	80.00%	
HHW Tipping Fee Allocation	\$ 1,118,600	

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 13-14 Budget	FY 14-15 Request
Petaluma Surcharge Fee Payment	\$ 144,942	\$ 138,040
E-waste revenue sharing payment	\$ 190,000	\$ 180,000
Battery Collections (HHT facility)	\$ 6,500	\$ 6,500
 Donations/Reimbursement Total	 \$ 341,442	 \$ 324,540

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 14-15 is 30.5% of the total premium cost to SCWMA.

Annual premium \$12,000 X 30.5% = \$3,660

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 \$10,000 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.

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 13-14 Budget	FY 14-15 Request
HHW Collection Program	\$ 1,157,000	\$ 1,300,000
E-waste Collection	\$ 70,000	\$ 65,000
HTF Storm Water Monitoring	\$ -	\$ 15,000
Out-of-County Hazardous Waste	\$ 13,800	\$ 13,800
Total	\$ 1,240,800	\$ 1,393,800

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	FY 13-14 Budget	FY 14-15 Budget	Difference	% Increase
Total	\$ 213,889	\$ 195,220	\$ (18,669)	-9%

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.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$10,328 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 \$ 3,150

6630 Audit Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 equipment.

7400 Data Processing

This sub-object covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 14-15 is \$20,141, an increase from the \$18,310 from FY 13-14.

The HHW cost center will be charged	\$ 3,531
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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. Since the HHW Closure Reserve has met its fund balance goal, transfers would be made to the HHW Facility Reserve. There is no contribution to Reserves this Fiscal Year.

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 fourth year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 189,072	0.6%	\$ 1,134

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 14-15 is 235,000, including 6,000 tons for the C&D diversion program.

	FY 13-14 Budget	FY 14-15 Request
Disposed Tons	235,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,398,250	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
Education Cost Center Percentage	17.50%	
Education Tipping Fee Allocation	\$ 244,694	

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	\$ 30,196
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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 \$12,000 X 6% = \$720

6280 Memberships

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Budget	FY 14-15 Request	Difference
Phone and Fax	\$ 1,500	\$ 1,500	\$ -
Postage	\$ 1,500	\$ 1,500	\$ -
Fair Supplies	\$ 700	\$ 1,200	\$ 500
Reprographics	\$ 3,000	\$ 3,000	\$ -
Records Storage	\$ 2,400	\$ 2,400	\$ -
Office Supplies	\$ 1,500	\$ 5,480	\$ 3,980
Fair Promotional Items	\$ 2,300	\$ 2,300	\$ -
Fair Passes for Booth Workers	\$ 350	\$ 350	\$ -
TOTAL	\$ 13,250	\$ 17,730	\$ 4,480

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.

6540 Contract Services

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

	FY 13-14 Budget	FY 14-15 Request	Difference
Recycling Guide Translation and Printing	\$ 15,900	\$ 16,600	\$ 700
Spanish Language Outreach	\$ 5,114	\$ 5,114	\$ -
Manpower Assistance	\$ 4,000	\$ 2,700	\$ (1,300)
AT&T Advertising	\$ 3,000	\$ 3,000	\$ -
TOTAL	\$ 28,014	\$ 27,414	\$ (600)

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	FY 13-14 Budget	FY 14-15 Request	Difference	% Increase
Total	\$ 164,467	\$ 242,069	\$ 77,602	47%

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 \$25,000.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 \$10,328 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The education cost center allocated amount is \$ 620

6630 Audit Services

The budgeted \$3,000 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

6785 Advertising

The budgeted \$22,250 reflects the additional expenditures necessary to advertise and provide outreach for the carryout bag waste reduction ordinance.

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

This sub-object covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 14-15 is \$20,141 , an increase from the \$18,310 from FY 13-14.

The Education cost center will be charged \$ 3,531

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.

There is no contribution to Reserves this Fiscal Year.

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 fourth year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

DIVERSION - 799510

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 31,911	0.6%	\$ 191

2900 State - Other

There are no anticipated grant awards in FY 14-15 for this cost center.

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 14-15 is 235,000, including 6,000 tons for the C&D diversion program.

	FY 13-14 Budget	FY 14-15 Request
Disposed Tons	235,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,398,250	\$ 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 \$12,000 X 0.5% = \$60

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.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 799619

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	Budgeted FY 13-14	Requested FY 14-15	Difference	% Increase
Total	\$ 21,693	\$ 22,387	\$ 694	3%

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.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$10,328 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 \$ 52

6630 Audit Services

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

7400 Data Processing

This sub-object covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 14-15 is \$20,141, an increase from the \$18,310 from FY 13-14.

The Planning cost center will be charged \$ 3,531

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 to the Contingency Reserve is \$ 1,879

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 fourth year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 5,534,680	0.6%	\$ 33,208

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	\$ 11,218
Yard Debris	\$ -
Subtotal	\$ 11,218

EXPENDITURES - SERVICES AND SUPPLIES

6540 Contract Services

Tasks budgeted for this sub-object include finishing the Waste Characterization Study (\$20,000), Zero Discharge Engineering (\$45,000), and storm water disposal (\$65,000).

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	Budgeted FY 13-14	Requested FY 14-15	Difference	% Increase
Total	\$ 76,544	\$ 63,447	\$ (13,097)	-17%

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 14-15 is \$12,500 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.

7062 Enforcement Agency Fees

If a compost site is selected for construction, a new solid waste facility permit will be necessary. The application fee would be paid with these funds.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 68,621	0.6%	\$ 412

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 13-14.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 1,023,478	0.6%	\$ 6,201

4624 OT-Within Enterprise

Transfers from the HHW cost center are detailed by this sub-object.
There is no transfer requested this fiscal year.

EXPENDITURES - SERVICES AND SUPPLIES

6540 Contract Services

This sub-object would cover necessary storm water improvements at the Household Toxics Facility. The requested amount is \$15,000.

6573 Administrative Services

This sub-object would include staff time related to storm water improvements at the Household Toxics Facility. The requested amount is \$11,266.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 14-15 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 13-14 Cash	Rate	Interest Earned
\$ 192,161	0.6%	\$ 1,153

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. There are no transfers to this reserve fund expected this Fiscal Year.

Education	\$ -
Diversion	\$ -
Planning	\$ 1,879
<u>Subtotal</u>	<u>\$ 1,879</u>

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 13-14 Budget	FY 14-15 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

\$20,000 is requested for the Contingency Reserve's contribution to a waste characterization study.

6573 Administration Costs

This sub-object reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA.

	Budgeted FY 13-14	Requested FY 14-15	Difference	% Increase
Total	\$ 106,764	\$ 61,570	\$ (45,194)	-42%

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 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 \$22,000 cost for auditing services performed by the County's Audit Division.

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Summary

	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	69,474	68,139	63,700	47,175	52,961	5,786	12%
2500 State - Other	354,594	189,711	230,097	285,473	286,512	1,039	0%
2901 County	4,873,336	4,888,290	4,938,625	4,675,400	5,115,750	440,350	9%
3980 Revenues-Prior Year	0	0	443	0	0	0	0%
4020 Sale of Materials	346,453	128,640	15,000	15,000	15,000	0	0%
4040 Miscellaneous Revenue	49,620	52,585	0	5,000	0	(5,000)	-100%
4102 Donations and Reimbursements	413,798	444,103	384,154	379,050	369,050	(10,000)	-3%
SUBTOTAL	6,107,275	5,771,468	5,632,019	5,407,098	5,839,273	432,175	8%
4624 OT-Within Enterprise	673,046	1,223,756	155,145	156,495	13,097	(143,398)	-92%
4648 OT-Between Enterprise	11,807	0	0	0	0	0	0%
SUBTOTAL	684,853	1,223,756	155,145	156,495	13,097	(143,398)	-92%
TOTAL REVENUES	6,792,128	6,995,224	5,787,164	5,563,593	5,852,370	288,777	5%
EXPENDITURES							
6040 Communications	0	540	0	0	0	0	0%
6103 Liability Insurance	8,915	9,227	10,205	9,689	12,000	2,311	24%
6280 Memberships	4,000	4,000	4,000	5,650	10,150	4,500	80%
6300 Miscellaneous Expense	53,900	42,067	0	5,000	0	(5,000)	-100%
6400 Office Expense	73,503	24,157	17,600	16,850	27,730	10,880	65%
6500 Professional/Spec Svcs	309,758	167,061	214,615	237,223	216,632	(20,591)	-9%
6521 County Services	16,748	13,866	17,501	17,501	19,880	2,379	14%
6540 Contract Services	4,375,327	4,078,553	4,326,294	4,424,037	5,189,089	765,052	17%
6573 Administrative Costs	678,475	666,320	705,029	800,483	816,692	16,209	2%
6590 Engineering Services	2,032	6,601	7,410	7,500	17,500	10,000	133%
6610 Legal Expenses	71,186	65,783	55,197	62,000	70,000	8,000	13%
6629 Accounting Services	8,333	10,017	9,848	9,946	10,328	382	4%
6630 Audit Services	20,000	20,000	21,000	21,000	22,000	1,000	5%
6697 EFS Costs	0	0	0	0	4,192	4,192	100%
6785 Advertising	19,484	9,423	12,000	12,000	34,250	22,250	185%
6820 Rents/Lease Equipment	2,419	2,869	2,390	2,460	2,460	0	0%
6840 Rents/Leases-Bldgs/Impv	26,550	31,243	36,625	36,625	37,225	600	2%
7062 Enforcement Agency Fees	30,861	25,341	35,400	35,400	122,400	87,000	246%
7110 Professional Development	0	0	1,500	1,500	1,500	0	0%
7130 Textbook/Tuition	0	0	2,400	2,400	2,400	0	0%
7301 County Car Expense	1,119	2,460	2,574	3,000	3,000	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	22	10	64	0	0	0	0%
7400 Data Processing	10,116	10,588	18,310	18,310	20,141	1,831	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	11,807	0	0	0	0	0	0%
SUBTOTAL	5,724,555	5,190,126	5,499,962	5,728,574	6,639,569	910,995	16%
8624 OT - Within Enterprise	673,046	1,223,756	156,495	156,495	13,097	(143,398)	-92%
8648 OT - Between Enterprises	2,724	2,720	2,724	2,724	2,724	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
9650 PY Professional/Spec Svcs	0	0	0	0	0	0	0%
SUBTOTAL	675,770	1,226,476	159,219	159,219	15,821	(143,398)	-90%
TOTAL EXPENDITURES	6,400,325	6,416,602	5,659,181	5,887,793	6,655,390	767,597	13%
NET COST	(391,803)	(578,622)	(127,983)	324,200	803,020	478,820	148%
ROUNDING ERROR	1	4	0	0	0		
FUND BALANCE							
Beginning Fund Balance	7,670,161	8,120,183	8,698,801	8,698,801	8,826,784		
Less: Net Cost for Current Year	391,802	578,618	127,983	(324,200)	(803,020)		
Audit/Encumbrance Adjustments	58,217	0	0	0	0		
Ending Fund Balance	8,120,183	8,698,801	8,826,784	8,374,601	8,023,764		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Yard Debris 799213							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	6,875	9,787	8,628	4,537	7,010	2,473	55%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	3,225,469	3,229,421	3,256,784	3,106,300	3,542,000	435,700	14%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	249,120	92,091	10,000	10,000	10,000	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,000	45,780	5,000	5,000	5,000	0	0%
SUBTOTAL	3,486,464	3,377,079	3,280,412	3,125,837	3,564,010	438,173	14%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	3,064	0	0	0	0	0	0%
SUBTOTAL	3,064	0	0	0	0	0	0%
TOTAL REVENUES	3,489,528	3,377,079	3,280,412	3,125,837	3,564,010	438,173	14%
EXPENDITURES							
6103 Liability Insurance	2,125	2,200	6,123	5,814	7,200	1,386	24%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	2,315	4,243	2,322	2,000	5,000	3,000	150%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	3,294	2,769	10,500	10,500	11,928	1,428	14%
6540 Contract Services	2,845,644	2,612,083	2,873,100	2,873,100	3,438,752	565,652	20%
6573 Administrative Costs	85,346	106,678	210,374	210,374	215,209	4,835	2%
6590 Engineering Services	635	0	0	0	5,000	5,000	100%
6610 Legal Expenses	5,009	4,056	5,000	5,000	5,000	0	0%
6629 Accounting Services	3,844	4,621	4,588	4,588	6,197	1,609	35%
6630 Audit Services	4,000	4,000	5,000	5,000	6,000	1,000	20%
6697 EFS Costs	0	0	0	0	4,192	4,192	100%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	2,419	2,869	2,390	2,460	2,460	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	30,573	25,034	35,000	35,000	82,000	47,000	134%
7110 Professional Development	0	0	1,500	1,500	1,500	0	0%
7130 Textbook/Tuition	0	0	600	600	600	0	0%
7301 County Car Expense	1,119	2,460	2,574	3,000	3,000	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	22	10	64	0	0	0	0%
7400 Data Processing	3,372	3,517	5,470	5,470	6,017	547	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	3,064	0	0	0	0	0	0%
SUBTOTAL	2,992,781	2,774,540	3,164,605	3,164,406	3,800,055	635,649	20%
8624 OT - Within Enterprise	426,000	425,000	140,523	140,523	0	(140,523)	-100%
8648 OT - Between Enterprises	908	904	908	908	908	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	426,908	425,904	141,431	141,431	908	(140,523)	-99%
TOTAL EXPENDITURES	3,419,689	3,200,444	3,306,036	3,305,837	3,800,963	495,126	15%
NET COST	(69,839)	(176,635)	25,624	180,000	236,953	56,953	32%
ROUNDING ERROR		4	0	0	0		
FUND BALANCE							
Beginning Fund Balance	908,245	1,017,320	1,193,951	1,193,951	1,168,327	570,008	361,366
Less: Net Cost for Current Year	69,839	176,631	(25,624)	(180,000)	(236,953)		
Audit/Encumbrance Adjustments	39,236						
Ending Fund Balance	1,017,320	1,193,951	1,168,327	1,013,951	931,374		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Wood Waste 799114							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	2,184	2,245	1,036	301	1,117	816	271%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	242,900	234,278	206,718	170,850	175,500	4,650	3%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	97,333	36,549	5,000	5,000	5,000	0	0%
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	347,417	278,072	217,754	181,151	186,617	5,466	3%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	2,216	0	0	0	0	0	0%
SUBTOTAL	2,216	0	0	0	0	0	0%
TOTAL REVENUES	349,633	278,072	217,754	181,151	186,617	5,466	3%
EXPENDITURES							
6103 Liability Insurance	832	861	306	291	360	69	24%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	4	10	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	1,627	1,447	525	525	596	71	14%
6540 Contract Services	178,270	148,795	155,902	160,148	164,123	3,975	2%
6573 Administrative Costs	4,603	5,275	10,202	6,752	5,525	(1,227)	-18%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	800	962	857	955	310	(645)	-68%
6630 Audit Services	1,500	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	1,686	1,758	3,210	3,210	3,531	321	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	2,216	0	0	0	0	0	0%
SUBTOTAL	191,538	159,608	171,502	172,381	174,944	2,563	1%
8624 OT - Within Enterprise	138,000	200,000	8,317	8,317	11,218	2,901	35%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	138,454	200,454	8,771	8,771	11,672	2,901	33%
TOTAL EXPENDITURES	329,992	360,062	180,273	181,152	186,616	5,464	3%
NET COST	(19,641)	81,990	(37,481)	1	(0)	(1)	-130%
ROUNDING ERROR	1	1	0	0	0		
FUND BALANCE							
Beginning Fund Balance	199,312	230,636	148,645	148,645	186,127	26,242	159,885
Less: Net Cost for Current Year	19,640	(81,991)	37,481	(1)	0		
Audit/Encumbrance Adjustments	11,684						
Ending Fund Balance	230,636	148,645	186,127	148,644	186,127		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste 799312							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	2,168	1,318	3,904	1,743	2,535	792	45%
2500 State - Other	232,686	155,135	150,473	150,473	151,512	1,039	1%
2901 County	1,078,312	1,118,304	1,206,429	1,174,530	1,118,600	(55,930)	-5%
3980 Revenues-Prior Year	0	0	443	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	356,549	351,388	347,608	341,442	324,540	(16,902)	-5%
SUBTOTAL	1,669,715	1,626,145	1,708,857	1,668,188	1,597,187	(71,001)	-4%
4624 OT-Within Enterprise	0	315,756	0	0	0	0	0%
4648 OT-Between Enterprise	1,988	0	0	0	0	0	
SUBTOTAL	1,988	315,756	0	0	0	0	0%
TOTAL REVENUES	1,671,703	1,941,901	1,708,857	1,668,188	1,597,187	(71,001)	-4%
EXPENDITURES							
6103 Liability Insurance	3,877	4,013	3,113	2,955	3,660	705	24%
6280 Memberships	4,000	4,000	4,000	5,500	10,000	4,500	82%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	32,645	2,262	2,000	2,000	2,000	0	0%
6500 Professional/Spec Svcs	198,756	138,505	134,991	134,991	138,158	3,167	2%
6521 County Services	4,743	4,091	5,338	5,338	6,063	725	14%
6540 Contract Services	1,228,181	1,173,843	1,162,104	1,240,800	1,393,800	153,000	12%
6573 Administrative Costs	210,397	219,096	213,889	213,889	195,220	(18,669)	-9%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	1,190	2,574	2,000	5,000	10,000	5,000	100%
6629 Accounting Services	1,844	2,217	2,201	2,201	3,150	949	43%
6630 Audit Services	8,500	7,500	7,500	7,500	7,500	0	0%
6785 Advertising	19,484	9,423	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	30,000	30,000	30,000	0	0%
7062 Enforcement Agency Fees	288	307	400	400	400	0	0%
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	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,686	1,758	3,210	3,210	3,531	321	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	1,988	0	0	0	0	0	0%
SUBTOTAL	1,740,579	1,592,589	1,583,346	1,666,384	1,816,082	149,698	9%
8624 OT - Within Enterprise	0	0	1,350	1,350	0	(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	0	0	0	0	0	0	0%
SUBTOTAL	454	454	1,804	1,804	454	(1,350)	-75%
TOTAL EXPENDITURES	1,741,033	1,593,043	1,585,150	1,668,188	1,816,536	148,348	9%
NET COST	69,330	(348,858)	(123,707)	0	219,350	219,350	100%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	17,892	(50,097)	298,761	298,761	422,468	272,412	(69,294)
Less: Net Cost for Current Year	(69,330)	348,858	123,707	0	(219,350)		
Audit/Encumbrance Adjustments	1,341						
Ending Fund Balance	(50,097)	298,761	422,468	298,761	203,118		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Education 799411							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	900	1,749	2,420	485	1,134	649	134%
2500 State - Other	121,908	34,576	79,624	135,000	135,000	0	0%
2901 County	266,944	286,469	237,709	188,764	244,694	55,930	30%
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	49,036	52,585	0	5,000	0	(5,000)	-100%
4102 Donations and Reimbursements	38,102	39,011	22,442	23,294	30,196	6,902	30%
SUBTOTAL	476,890	414,390	342,195	352,543	411,024	58,481	17%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	1,881	0	0	0	0	0	0%
SUBTOTAL	1,881	0	0	0	0	0	0%
TOTAL REVENUES	478,771	414,390	342,195	352,543	411,024	58,481	17%
EXPENDITURES							
6040 Communications	0	540	0	0	0	0	0%
6103 Liability Insurance	1,249	1,292	612	581	720	139	24%
6280 Memberships	0	0	0	150	150	0	0%
6300 Miscellaneous Expense	53,900	42,067	0	5,000	0	(5,000)	-100%
6400 Office Expense	23,550	15,149	11,278	10,850	17,730	6,880	63%
6500 Professional/Spec Svcs	111,002	28,556	79,624	102,232	78,474	(23,758)	-23%
6521 County Services	4,941	3,566	1,050	1,050	1,193	143	14%
6540 Contract Services	22,840	20,438	28,014	28,014	27,414	(600)	-2%
6573 Administrative Costs	207,626	187,206	112,596	164,467	242,069	77,602	47%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	19,249	23,454	20,000	20,000	25,000	5,000	25%
6629 Accounting Services	1,524	1,832	1,819	1,819	620	(1,199)	-66%
6630 Audit Services	3,000	3,000	3,000	3,000	3,000	0	0%
6785 Advertising	0	0	0	0	22,250	22,250	100%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	3,550	8,243	6,625	6,625	7,225	600	9%
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	1,200	1,200	1,200	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	1,686	1,797	3,210	3,210	3,531	321	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	1,881	0	0	0	0	0	0%
SUBTOTAL	455,998	337,140	269,028	348,198	430,576	82,378	24%
8624 OT - Within Enterprise	0	0	3,891	3,891	0	(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	4,345	4,345	454	(3,891)	-90%
TOTAL EXPENDITURES	456,452	337,594	273,373	352,543	431,030	78,487	22%
NET COST	(22,319)	(76,796)	(68,822)	0	20,005	20,005	100%
ROUNDING ERROR	0	(2)	0	0			
FUND BALANCE							
Beginning Fund Balance	15,323	43,452	120,250	120,250	189,072	107,644	61,423
Less: Net Cost for Current Year	22,319	76,798	68,822	0	(20,005)		
Audit/Encumbrance Adjustments	5,810						
Ending Fund Balance	43,452	120,250	189,072	120,250	169,067		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Diversion 799510							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	727	0	0	0	0	0	0%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	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	727	0	0	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	727	0	0	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%
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	109,046	727	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	109,046	727	0	0	0	0	0%
TOTAL EXPENDITURES	109,046	727	0	0	0	0	0%
NET COST	108,319	727	0	0	0	0	0%
ROUNDING ERROR	0	0					
FUND BALANCE							
Beginning Fund Balance	109,046	727	0	0	0		
Less: Net Cost for Current Year	(108,319)	(727)	0	0	0		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	727	0	0	0	0		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Planning 799619							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	155	167	156	20	191	171	857%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	59,711	19,818	30,985	34,956	34,956	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	9,147	2,924	4,104	4,314	4,314	(0)	0%
SUBTOTAL	69,013	22,909	35,245	39,290	39,461	171	0%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	2,658	0	0	0	0	0	0%
SUBTOTAL	2,658	0	0	0	0	0	0%
TOTAL REVENUES	71,671	22,909	35,245	39,290	39,461	171	0%
EXPENDITURES							
6103 Liability Insurance	832	861	51	48	60	12	25%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	700	0	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	1,151	1,238	88	88	99	11	13%
6540 Contract Services	0	0	0	0	0	0	0%
6573 Administrative Costs	62,853	22,400	12,582	21,693	22,387	694	3%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	5,000	10,000	10,000	0	0%
6629 Accounting Services	321	385	383	383	52	(331)	-87%
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	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	1,686	1,758	3,210	3,210	3,531	321	10%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	2,658	0	0	0	0	0	0%
SUBTOTAL	71,201	27,642	22,314	36,422	37,129	707	2%
8624 OT - Within Enterprise	0	0	2,414	2,414	1,879	(535)	-22%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	454	2,868	2,868	2,333	(535)	-19%
TOTAL EXPENDITURES	71,655	28,096	25,182	39,290	39,462	172	0%
NET COST	(16)	5,187	(10,063)	0	0	0	100%
ROUNDING ERROR	(1)	1	0	0			
FUND BALANCE							
Beginning Fund Balance	27,019	27,036	21,848	21,848	31,911	9,282	22,629
Less: Net Cost for Current Year	17	(5,188)	10,063	0	(0)		
Audit/Encumbrance Adjustments	(2)						
Ending Fund Balance	27,036	21,848	31,911	21,848	31,911		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Organics Reserve 799221							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	40,184	38,517	37,752	32,570	33,208	638	2%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	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	584	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	40,768	38,517	37,752	32,570	33,208	638	2%
4624 OT-Within Enterprise	564,000	625,000	148,840	148,840	11,218	(137,622)	-92%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	564,000	625,000	148,840	148,840	11,218	(137,622)	-92%
TOTAL REVENUES	604,768	663,517	186,592	181,410	44,426	(136,984)	-76%
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	562	992	0	0	1,000	1,000	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	100,392	49,361	61,086	55,000	130,000	75,000	136%
6573 Administrative Costs	81,243	69,226	60,480	76,544	63,447	(13,097)	-17%
6590 Engineering Services	1,397	6,601	7,410	7,500	12,500	5,000	67%
6610 Legal Expenses	23,156	16,770	10,000	10,000	10,000	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	1,500	2,500	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	0	0	40,000	40,000	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	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	208,250	145,450	141,476	151,544	259,447	107,903	71%
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	208,250	145,450	141,476	151,544	259,447	107,903	71%
NET COST	(396,518)	(518,067)	(45,116)	(29,866)	215,021	244,887	-820%
ROUNDING ERROR	0	1	0	0			
FUND BALANCE							
Beginning Fund Balance	4,574,975	4,971,498	5,489,564	5,489,564	5,534,680	FB Goal 0	Difference 5,319,659
Less: Net Cost for Current Year	396,518	518,066	45,116	29,866	(215,021)		
Audit/Encumbrance Adjustments	5						
Ending Fund Balance	4,971,498	5,489,564	5,534,680	5,519,430	5,319,659		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Closure Reserve 799320							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	534	515	468	408	412	4	1%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	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	534	515	468	408	412	4	1%
4624 OT-Within Enterprise	0	7,273	0	0	0	0	0%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	7,273	0	0	0	0	0%
TOTAL REVENUES	534	7,788	468	408	412	4	1%
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%
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	(534)	(7,788)	(468)	(408)	(412)	(4)	1%
ROUNDING ERROR	1	0	0	0			
FUND BALANCE							
Beginning Fund Balance	59,832	60,365	68,153	68,153	68,621	68,000	1,032
Less: Net Cost for Current Year	533	7,788	468	408	412		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	60,365	68,153	68,621	68,561	69,032		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Facility Reserve 799338							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	14,326	12,571	7,064	6,141	6,201	60	1%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	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	14,326	12,571	7,064	6,141	6,201	60	1%
4624 OT-Within Enterprise	0	0	0	1,350	0	(1,350)	-100%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	1,350	0	(1,350)	-100%
TOTAL REVENUES	14,326	12,571	7,064	7,491	6,201	(1,290)	-17%
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	10,281	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	15,000	15,000	100%
6573 Administrative Costs	0	0	0	0	11,266	11,266	100%
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	10,281	0	0	0	26,266	26,266	100%
8624 OT - Within Enterprise	0	598,029	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	598,029	0	0	0	0	0%
TOTAL EXPENDITURES	10,281	598,029	0	0	26,266	26,266	100%
NET COST	(4,045)	585,458	(7,064)	(7,491)	20,065	27,556	-368%
ROUNDING ERROR	1	0	0	0			
FUND BALANCE							
Beginning Fund Balance	1,607,767	1,611,812	1,026,354	1,026,354	1,033,418	600,000	413,353
Less: Net Cost for Current Year	4,044	(585,458)	7,064	7,491	(20,065)		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	1,611,812	1,026,354	1,033,418	1,033,845	1,013,353		

FY 14-15 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Contingency Reserve 799718							
	Actual FY 11-12	Actual FY 12-13	Estimated FY 13-14	Budgeted FY 13-14	Requested FY 14-15	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	1,421	1,270	2,272	970	1,153	183	19%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	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	1,421	1,270	2,272	970	1,153	183	19%
4624 OT-Within Enterprise	109,046	275,727	6,305	6,305	1,879	(4,426)	-70%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	109,046	275,727	6,305	6,305	1,879	(4,426)	-70%
TOTAL REVENUES	110,467	276,997	8,577	7,275	3,032	(4,243)	-58%
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	3,446	1,501	2,000	2,000	2,000	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	992	755	0	0	0	0	0%
6540 Contract Services	0	74,033	46,088	66,975	20,000	(46,975)	-70%
6573 Administrative Costs	26,407	56,439	84,906	106,764	61,570	(45,194)	-42%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	22,582	18,929	13,197	12,000	10,000	(2,000)	-17%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	500	1,500	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	53,927	153,157	147,691	189,239	95,070	(94,169)	-50%
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	53,927	153,157	147,691	189,239	95,070	(94,169)	-50%
NET COST	(56,540)	(123,840)	139,114	181,964	92,038	(89,926)	-49%
ROUNDING ERROR	(1)	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	150,749	207,434	331,275	331,275	192,161	116,926	(16,804)
Less: Net Cost for Current Year	56,541	123,841	(139,114)	(181,964)	(92,038)		
Audit/Encumbrance Adjustments	144						
Ending Fund Balance	207,434	331,275	192,161	149,311	100,123		



Agenda Item #: **6**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **3/19/2014**

ITEM: **Sonoma Compost Agreement 1st Amendment**

I. BACKGROUND

Sonoma Compost Company (SCC) was the contractor awarded the composting operation agreement with the Agency on February 20, 2013. During negotiation and Board deliberation on that agreement, SCC noted a number of site improvements it would perform, including pond aeration and construction of two additional sedimentation traps to improve water quality and odors on the site. SCC also noted that the inclusion of a mechanical sort-line and another screen would remove contamination from incoming material and would result in cleaner finished material.

SCC has been having difficulty adhering to conditions in the solid waste facility permit related to the amount of time the material is on site before it is processed and placed into windrows for composting. While Agency staff notes that these permit conditions are the most stringent in the State for all composting facilities which accept similar feedstock types, the permit conditions exist and SCC must comply.

II. DISCUSSION

Agency staff and SCC addressed these permit conditions in two ways, changing internal processes and purchasing additional equipment. Internal processes that can be changed include updating documents related to the permit to clarify terms that have been historically ambiguous, updating the equipment list, and updating the Odor Impact Minimization Plan and Best Management Practices to include new procedures. These measures are already underway; Agency and SCC staff intend that these items will be completed Spring or Summer 2014.

The other step to improve permit compliance, overall site efficiency, and employee safety involves purchasing additional equipment. SCC is negotiating with the Bay Area Air Quality Management District to secure permits and assurances of future regulatory compliance for a new grinder, and is undertaking this effort without requesting assistance from the Agency. As mentioned above, SCC has previously identified a mechanical sort-line and material screen as a way to decrease contamination, sort out small/fine material that would not need to be passed through the grinder (eliminating some wear and tear on the grinder), remove contamination in one set location with less traffic, and potentially increase the amount of saleable material, which would result in greater revenue sharing payments to the Agency. Finally, SCC believes that purchasing a larger windrow turner would increase the amount of material in each windrow, and would increase site processing capacity which would greatly assist with permit condition compliance.

While the internal processes and updating permit-related documents are relatively minor and can

be accomplished without major expenditures, purchasing all of the equipment detailed above is beyond the means of SCC within the confines of the remaining three years of the Agency/SCC agreement. As mentioned above, SCC is pursuing the purchase of a new grinder without assistance from the Agency as a necessity to continue operating at this site. The sort-line and screen were mentioned in the competitive bid process as optional additional items that could be added, if the Board wished for it, and SCC is requesting the Board consider adding it for all the reasons described previously. The new item, which was not part of the original bid, is a larger windrow turner, and its purchase would be to improve site efficiency and permit compliance. SCC has examined the market for used windrow turners with capacity similar to what is needed, and did not find any available.

The Agency is not obligated to accept the proposal from SCC. However, if the Board rejects the proposal, the Board should understand that permit compliance will become increasingly difficult, given the trend of increasing incoming material and regulatory scrutiny on a site which has always been considered temporary. To be fair to SCC, it should be noted that they have made many large purchases including a water truck, four loaders over the past 4 years, a pond aerator, and they are going through the process of purchasing a new grinder – a total of \$1,035,000, most of which has occurred over the past year or will occur shortly. SCC has also agreed to a provision which would require them to pay the Agency 50% of the gross sale amount if they decide to sell the windrow turner at the end of the term of this agreement.

Staff has examined five scenarios and the consequence thereof to resolve these issues, ranging from outright rejection of SCC's proposal to full acceptance of SCC's proposal. These scenarios were evaluated by the following criteria: fiscal impact, environmental impact, ease of permit compliance, community impact, and impact to SCC.

Scenario 1: Complete Acceptance of SCC's Proposal

This scenario would involve the additional payment to SCC of approximately \$420,000 per year for the next three years to cover the costs of the additional equipment. The expected benefit to the site would be reduced contamination resulting in cleaner feedstock, less wear and tear on the grinder, increase employee safety, and increased windrow capacity which would result in increased site efficiency and improved permit compliance.

Scenario 2: Partial Acceptance of SCC's Proposal – Sort-Line and Screen

This scenario would involve the additional payment to SCC of approximately \$170,000 per year for the next three years to cover the cost of just the sort-line and screen equipment. The expected benefit to the site would be reduced contamination resulting in cleaner feedstock, less wear and tear on the grinder, and increased employee safety.

Scenario 3: Partial Acceptance of SCC's Proposal – Windrow Turner

This scenario would involve the additional payment to SCC of approximately \$250,000 per year for the next three years to cover the cost of just the windrow turner. The expected benefit to the site would be increased windrow capacity which would result in increased site efficiency and increased ease of permit compliance.

Scenario 4: Acceptance of SCC's Proposal – Reduced Payment

This scenario would involve the additional payment to SCC of a portion of the approximately \$420,000 per year for the next three years to cover the costs of the additional equipment. This

negotiated amount would be somewhere between \$0 and \$420,000 per year. The expected benefit to the site would be reduced contamination resulting in cleaner feedstock, less wear and tear on the grinder, increased employee safety, and increased windrow capacity which would result in increased site efficiency and increased ease of permit compliance.

Scenario 5: Complete Rejection of SCC's Proposal

This scenario would involve rejecting SCC's proposal. No Agency funds would be used to pay for the additional equipment requested by SCC. This scenario would rely upon other processes as a means to ensure permit compliance, which would only become more difficult over time as this site is currently configured.

Table 1 was created to qualitatively analyze the above described scenarios.

Analysis Criteria	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
SCWMA Fiscal	5	2	4	2-4	1
Environmental	1	3	3	1	5
Permit Compliance	1	3	2	1	5
Community	1	2	2	1	5
SCC Fiscal	1	1	1	5	1
Total	9	11	12	10-12	17

Lower numbers indicate lower negative impact. It is important to note that these scenarios are ranked relative to each other and the totals assume that all categories are weighted equal to each other.

Staff believes that conditions at the site must change in order to better address solid waste permit compliance. Scenario 1 ranked this highest of the alternatives examined though it has significant fiscal drawbacks to the Agency, which are described below.

III. FUNDING IMPACT

The funding impacts depend on the scenario selected. The scenario with the least funding impact to the Agency is Scenario 5, which maintains the status quo. The Scenario with the greatest funding impact would be Scenario 1, which would cost the Agency \$1,257,312 more over the course of three years, or \$34,925 per month for 36 months.

Funding Impact	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Additional Cost/Month	\$34,925	\$14,053	\$20,872	Less than \$34,925	None
Total Additional Cost	\$1,257,312	\$505,925	\$751,387	Less than \$1,257,312	None

If the Board selects an option other than Scenario 5, the source for additional funding must be identified and expenditures appropriated. Two options include use of the significant fund balances in the Wood Waste, Yard Debris, and Organics Reserve cost centers, and/or increasing the tipping fee for wood waste and yard debris.

The table below is a summary of the current fund balance, projected fund balance, fund balance goals, and projected difference for the three cost centers:

Cost Center	Current FB	Projected FB, June 30, 2014	Agency FB Goal	Projected Difference
Wood Waste	\$173,532	\$186,127	\$26,242	\$159,885
Yard Debris	\$1,304,924	\$1,168,327	\$570,008	\$598,319
Organics Reserve	5,456,192	\$5,534,680	-	\$5,534,680
Total	6,934,648	\$6,889,134	\$596,250	\$6,292,884

There are sufficient fund balances available to cover the costs of the Scenario 1 (highest cost) using the fund balances detailed above without going below fund balance goals. However, any funding removed from the Organics Reserve results in less money for acquiring or building a new compost site. Additionally, measures that may be required in the Zero Discharge project will involve additional expenditures of fund from these cost centers and will draw these fund balances down further.

The other approach is to examine increasing wood waste and/or yard debris tipping fees. The last increase to these fees occurred at the beginning of FY 06/07, nearly eight years ago. Transportation costs to get material from the outlying transfer stations to the Central Compost Site have increased, and recently, Zero Discharge measures have been implemented which have the potential to be significant ongoing costs. As the site receives approximately 100,000 tons of material per year, an easy technique for estimating the increase to the tipping fee, if spread out equally across wood waste and yard debris equally, would be an increase of \$1/ton results in approximately \$100,000 in additional revenue per year. Implementing Scenario 1 would require a tipping fee increase of \$4.20 (\$1,257,312 / 3 years / 100,000 tons per year). The other scenarios would require lesser fee increases.

If the Board decides to examine increasing tipping fees, staff recommends a greater increase to the tipping fee for the transfer stations other than the Central Disposal Site. The Agency pay over \$11/ton for material transferred from the Annapolis, Guerneville, Healdsburg, and Sonoma transfer stations, but currently charges \$2.10/ton additional at those transfer stations than at Central. Charging the full amount would result in a significant tipping fee increase to those outlying transfer stations, so staff is proposing to raise the fees according to the table below.

Fee Type	Current	Proposed
Wood Waste, Central	\$27.60	\$28.00
Wood Waste, Other Transfer Stations	\$29.70	\$31.00
Yard Debris, Central	\$34.10	\$35.00
Yard Debris, Other TS	\$36.20	\$42.00

The Table above assumes the selection of Scenario 1 and the use of fund balanced in the yard debris cost center to cover the costs of this increased payment to SCC.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends implementing Scenario 1 using a combination of fund balance and increased tipping fees as a funding source.

V. ATTACHMENTS

First Amendment to the Agreement with Sonoma Compost Company
Proposal from Sonoma Compost Company
Appropriations Transfer

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

FIRST AMENDMENT TO AGREEMENT FOR ORGANIC MATERIAL PROCESSING, COMPOSTING AND
MARKETING SERVICES AGREEMENT BY AND BETWEEN THE SONOMA COUNTY WASTE MANAGEMENT
AGENCY AND SONOMA COMPOST COMPANY

This First Amendment to Agreement for Organic Material Processing, Composting, and Marketing Services ("Agreement"), dated 19th day of March, 2014, is by and between the SONOMA COUNTY WASTE MANAGEMENT AGENCY, a joint powers agency, and Sonoma Compost Company, a California General Partnership. All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing Agreement, as amended.

RECITALS

WHEREAS, it has become necessary to amend the above described Agreement, originally entered into on February 20, 2013 due to circumstances beyond the control of Contractor; and

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

The following Section 4.8 is hereby added to Section 4, Compensation for Services:

4.8 Reimbursement for Sort-Line, Screen, and Windrow Turner. Contractor shall purchase sort-line and windrow turner equipment to increase operational efficiency. Agency shall make thirty six (36) monthly payments of up to \$34,925 (thirty four thousand, nine hundred twenty five dollars) each to Contractor as reimbursement for Contractor's purchase of a sort-line, screen, and windrow turner. Sonoma Compost Company shall submit receipts for all purchases related to this Section, and the exact payment shall be 1/36 of the total purchase amount. All equipment referenced in this section shall be used at the Central Compost Site for the purpose of fulfilling this Agreement, and shall not be used for a different purpose without the written authorization of the Executive Director. On April 1, 2016, Contractor shall notify Agency of its intent to either continue use of or sell the equipment referenced in this section. If Contractor chooses to sell some or all of the equipment referenced in this section, Contractor shall make a payment to the Agency of 50% of the gross sale amount from said equipment.

In all other respects, the Agreement shall remain as originally adopted.

IN WITNESS WHEREOF, this First Amendment has been executed by the duly authorized representatives of all parties.

“Agency”: SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: _____
Chairperson, SCWMA Board of Directors

“Contractor”: SONOMA COMPOST COMPANY
a California General Partnership

By: _____

APPROVED AS TO FORM FOR AGENCY:

Agency Counsel

APPROVED AS TO SUBSTANCE FOR AGENCY:

Agency Executive Director

February 5, 2014

Sonoma Compost Company (SCC) is seeking an amendment to the existing Agreement to adjust the contractor payment schedule to address significant changes in conditions that affect the cost of the organics recycling program. This amendment will provide for the purchase of additional equipment to implement needed operational efficiencies and to meet regulatory requirements on the site.

Issue #1: Compost “Overs” Market Decline

The biofuel market for “overs”¹ become increasingly volatile and unreliable recently. Due to increased environmental regulations, many of these facilities have closed, or instituted more stringent requirements.

Overs are generated following the composting process, when compost is screened prior to sale to achieve a uniform particle size and to remove additional contaminants. The resulting residual product, or “overs”¹, have been marketed to the biofuel industry for many years, and has typically been a revenue generator for Sonoma Compost and the Agency.

However, overs are only marketable if they contain a minimal amount of contamination. Because the bulk of incoming material is derived from curbside collection and transfer stations and delivered by a third party, Sonoma Compost has no control over the cleanliness or contamination level of incoming feedstock. Sonoma Compost presently uses a loader to spread incoming material on the operating floor, and up to five employees sort through the material, pulling out trash and other prohibited items.

Proposed Solution: Pre-Screen/Sortline

Sonoma Compost Company (SCC) proposes to purchase a pre-screen and sortline for incoming material. This equipment will allow incoming material to be more efficiently sorted and cleaned prior to grinding.

Yard debris will be run through a pre-screen which will separate out “fines” such as leaves, grass and small twigs. These fines may be placed directly in the windrow, reducing the number of hours the diesel grinder must operate.

After passing through the pre-screen, the remaining material will be run over a conveyor sort line, where workers at picking stations will remove contaminants. The end product will be loaded into the grinder, and prepared for windrow.

- Cleaner feedstock will result in cleaner finished products
- Clean feedstock can be ground more finely if it contains fewer contaminants.
- Finer feedstock produces fewer overs at the final screening.
- The sort line will improve worker safety at the facility. By incorporating a sort-line, there will be less foot traffic on the operating pad where trucks are unloading and heavy equipment is operating.

Cost

Cost of the proposed sortline and screen is \$505,925.

Issue #2: Site Capacity/Processing

¹ *Overs are the residual product that is screened out at the end of the compost process, and provides for uniform particle size. In addition, the screening process affords a final opportunity to clean the compost of additional debris.

Sonoma Compost Company processed nearly 100,000 tons of material in 2013. The site is permitted for 108,000 tons. As the site is approaching its permitted capacity, operational efficiencies are required in order to comply with permit conditions.

In the past two years, SCC has begun to encounter issues with meeting incoming material feedstock processing time requirements, due in part to inadequate windrow space. SCC has reconfigured or eliminated product stockpiles to maximize windrow space, but must incorporate additional site efficiencies to process the current input of feedstock until such time as a new compost site is operational.

Proposed Solution: Windrow Turner

SCC proposes to purchase a new windrow turner which will build larger windrows and provide for a more efficient design that will allow windrows to be spaced more closely together. SCC is presently working with engineers to demonstrate what additional space could be provided by reconfiguring windrows.

This proposal will allow for processing additional material up to the permitted limit of 108,000 tons, and will allow for more efficient operation and addressing the significant site constraints.

Cost

Cost of the proposed windrow turner is \$751,387.

The above proposal reflects investments that are needed to address current site constraints and material through-put, as we reach the permitted and operational capacity of the site. In order to comply with regulatory and operational conditions for the next 3 years or until a new compost site is selected, permitted, and developed, it is necessary to invest in new equipment and processes to maximize site efficiency.

Sonoma Compost Company, in conjunction with SCWMA staff, has been active in addressing these operational and site constraints in the past several years as well, including recently working with the LEA to update the Solid Waste Facility Permit and working with the County to identify possible off-site storage locations for finished compost. These discussions are currently underway.

SCC has also made significant investments to improve site operations. In the past three months, SCC has purchased a bucket loader and water truck at no cost to the SCWMA. In addition, Sonoma Compost has entered into an agreement to purchase a new grinder and has submitted an application to the Bay Area Air Quality Management District for a Permit for the grinder. These equipment costs total over \$600,000 and will be borne by Sonoma Compost.

Sonoma Compost Company believes that all of these investments are critical to the ongoing operation of the compost program, while the long-term plan for the compost facility is navigated.

SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS

Resolution No. 2014-

District Name: Sonoma County Waste Management Agency (JPA)
Address: 2300 County Center Dr., Suite B-100
Santa Rosa, CA 95403
Phone: 565-3687
FY: 2013-14

Auditor's Office Use Only

DOCUMENT #

BATCH #

BATCH DATE

	TC	INDEX	SUB-OBJECT	PROJECT	SUB-OBJECT TITLE	AMOUNT
TO:	203	799213	6540	Compost Site Operations	Contract Services	\$105,000
FROM:		799213	4624	Retained Earnings	Retained Earnings	\$105,000

WHEREAS, it has become necessary to amend the Agreement between the Sonoma County Waste Management Agency and Sonoma Compost Company, originally entered into on February 20, 2013 due to circumstances beyond the control of Contractor; and

WHEREAS, these additional expenditures were not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 13-14; and

WHEREAS, it is necessary to appropriate funds from the Yard Debris 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:

 - - - - -
Cloverdale Cotati Healdsburg Rohnert Park Petaluma

 - - - - -
Santa Rosa Sebastopol Sonoma Windsor County

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

Date: March 19, 2014

Attested: Rebecca Lankford

Signature: _____
Secretary/Clerk of the Board

Signature: _____
Jim Wood, Chairperson



Agenda Item #: 7
Cost Center: All
Staff Contact: Mikus
Agenda Date: 3/19/2014

ITEM: **Engineering RFP: Compost Site Selection**

I. BACKGROUND

The Board has been engaged in the site selection process for a new compost facility. Two prospective sites are under discussion: "Site 40" east of Petaluma at the intersection of Adobe and Stage Gulch Roads, and the "Central Site Alternative" which is on land not planned for landfill use at the County-owned Central Disposal Site. Both locations have undergone CEQA analysis via an EIR that is in final form but not yet certified. Staff have also presented the Board with information required for making the site selection related to financial, technical, and practical considerations that have impact on each site's viability. Several of these factors, particularly storm water issues and land purchase price concerns, have not been resolved, in large part because those situations are still evolving.

The Board established a Technical Sub-Committee of Board members to work with staff, both in addressing the outstanding issues, and to bring clarity and more concrete information on other topics. Much of the analysis performed thus far, such as facility construction cost estimates, were done using concept plans of a level of detail suitable for EIR discussions. As a result, several Sub-Committee members have recommended that the Agency retain an engineering consultant to produce much more detailed engineering site design drawings, and to provide more in-depth and accurate analyses. Also, discussion with the Sub-Committee have resulted in some potential additional solutions to some issues which should be included in any analysis or evaluation.

II. DISCUSSION

To address the Board Sub-Committee's suggestion to have an engineering firm do more finite design and analysis of the two possible new compost sites, staff has prepare a draft Scope of Work for inclusion in an RFP. The draft scope is attached for the Board's review and comment.

For both sites, the engineering firm would be asked to provide preliminary design drawings of sufficient detail to give reasonable certainty about evaluating methods to deal with storm water regulations, site processing capacity, the operations footprint, infrastructure make-up and configuration, compiling accurate quantities for construction cost estimates, and estimating construction costs and timelines.

The biggest concern with the Central site is management of storm contact water from compost operations, which the North Coast Regional Water Quality Control Board (NCRWQCB) considers to be waste water, and subject to "Zero-Discharge" requirements. SCS Engineers previously made a water analysis for the Agency showing storm contact water amounts for both typical and heavy rainfall years, with matching water storage requirements. One option to be examined is the possible cost for roofing the entire operational portion of the site, so that rainfall could be considered normal run-off rather than contact water. Given a twenty- to thirty-year time frame for the site's use, and attendant hauling/transmission and treatment costs, roofing may be cost

effective. The scope asks that the roofing option be evaluated.

As secondary storm water related concern, that has recently come to light, is that the facility will likely no longer be covered for normal storm water run-off by the County's landfill property General Discharge Permit at some point in the near future. This would require the facility to obtain its own separate permit, and the cost to do so, and meet or maintain the permit's conditions, needs to be figured.

Site 40 is located in a different Water Quality Board district, which has different standards. Site 40 should be evaluated as to costs and consequences of complying with its geographic location specific regulations, at the least to provide an accurate comparison with the Central Site.

Using Site 40 would result in changes to the existing transport system used for delivering organic materials to the current facility. There are impacts to changing this transport structure that must be evaluated.

Agency staff recently learned of a substantial upcoming CalRecycle grant program that would provide funding for projects like our new compost facility. Staff has had conversations with CalRecycle on this opportunity, and is very encouraged by the information obtained. This is the "Greenhouse Gas Reduction Grant" which targets "infrastructure development at facilities" that "achieve greenhouse gas emissions reductions by diverting more materials from landfills and producing beneficial products." The grant awards "would be targeted to build or expand organics infrastructure, such as composting" and could total \$3 million. The development of the facility drawings, as envisioned in the draft Scope of Work, could be of huge benefit in applying for and obtaining this grant.

III. FUNDING IMPACT

The funding impact cannot be known until pricing for the work is obtained via the procurement process.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the draft Scope of Work, and direct staff to issue an RFP for this engineering project.

V. ATTACHMENTS

Draft Scope of Work

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

March 7, 2014

Engineering Analysis of Factors Bearing on New Compost site Selection Scope of Work

A. Central Alternative Site

1. Storm water issues
 - a. Storm contact water
 - i. Confirm pond storage capacity required
 - ii. Leachate pipeline potential for use, cost
 - iii. Viable source for irrigation elsewhere
 - b. Normal storm water run-off
 - i. Pond storage capacity required
 - ii. Viable source for irrigation
 - c. Roofing option
2. Water Supply
 - a. Well
 - b. Stored from storm water
 - c. Irrigation substitutes
3. Compost capacity analysis: amount of materials processed
4. Preliminary Engineered Site Plans
5. Construction Cost estimate

B. Site 40

1. Preliminary Engineered Site Plans
2. Storm water handling
 - a. Pond capacity required
 - b. SFBRWQCB requirements
 - c. Roofing option
3. Transportation
 - a. Costs for extra distance hauling
 - b. Impact on self-haul
 - c. GHG impacts
4. Construction Cost estimate
5. Potential uses for the greater portion of the property



Agenda Item #: **8**
Cost Center: **All**
Staff Contact: **Mikus**
Agenda Date: **3/19/2014**

ITEM: **June and July Strategic Planning Meetings**

I. BACKGROUND

The Board has begun a strategic planning process, via a dedicated “work session” meeting December, 18, 2013. As contemplated by our session Facilitator, Sherry Lund, and further discussed by the Board, the plan for developing strategic plans for the Agency contemplated at least three work sessions.

Per the Board’s direction, a consulting firm, R3 Consulting Group, Inc. was retained to perform evaluations of Agency functions and service delivery methods. The Board agreed to hold its second strategic planning work session after the report from the consultant was received. As listed in their proposal for this work, R3 has indicated their report will be available for distribution and presentation for the May 21, 2014 Board meeting. Thus per the Board’s desire, the next strategic session could be scheduled beginning June 2014 or after.

II. DISCUSSION

Staff has mapped out the next several months’ projected Board meeting discussion items, and believes these can be dealt with across the April and May meetings. This would free the June Board meeting, scheduled for June 18, 2014, to be the second and next strategic planning work session.

The Board often takes a summer meeting break by skipping a monthly meeting; typically this would be July. If the July 16, 2014 meeting were to be retained, it could be used for the third strategic planning work session. A benefit of doing so would be enhanced continuity, as the board would be able to have two strategy sessions in a row.

At this time, staff does not see any upcoming problems from waiting after the May Board meeting until August to conduct regular business.

Also, some discussion has occurred promoting making at least the next strategy session longer than just a morning, to include the afternoon too.

Facilitator Sherry Lund’s initial work and pricing only included the first December 2013 work session. In the interests of continuity, staff believes she should be retained for the next two sessions. Ms. Lund has indicated her availability for both the June and July dates if the Board agrees for her to act as facilitator for those meetings.

III. FUNDING IMPACT

The funding for Ms. Lund’s Facilitator services would have to be drawn from the contingency

Reserve. Based on her fee for the December meeting, the cost for two additional meetings is estimated to be between \$35,000 and \$40,000. Staff believes there are sufficient appropriations in the Contingency Reserve to accommodate the expenditures for this fiscal year.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board decide to use both the June 18, 2014 and July 16, 2014 meeting dates as "Strategic Planning Work Sessions."

Staff also recommends that the Board authorize the Executive Director to enter into agreement with Sherry Lund Associates to provide Facilitator Services for both meetings, at a cost not to exceed \$45,000.

Finally, if the Board approves having the June meeting as a strategy session, staff recommends the Board make a determination as to whether the meeting shall be just the morning or of longer duration.

V. ATTACHMENTS

None

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



Agenda Item #: **9.1.a**
Agenda Date: **3/19/2014**

ITEM: **Outreach Calendar March 2014- April 2014**

March 2014 Outreach Events

<u>Day</u>	<u>Time</u>	<u>Event</u>
3-7	All Day	USCC Compost Operations Training Course, UC Davis
4	4 – 8 PM	Community Toxics Collection, Rohnert Park
6	-	Kids event, Las Casita Mobile Home Park After School Program, Rohnert Park
7	-	Kids event, Rancho Feliz Mobile Home Park After School Program, Rohnert Park
8	10:30 AM - 12:30 PM	Transforming the Lawn at Healdsburg Library
11	4 – 8 PM	Community Toxics Collection, Santa Rosa NW
11	-	HOA Meeting, Rancho Feliz Mobile Home Park , Rohnert Park
18	4 – 8 PM	Community Toxics Collection, Monte Rio
22-23	8 AM- 4 PM	Electronics Waste Collection Event, Graton Fire Department
25	4 – 8 PM	Community Toxics Collection, Sebastopol

April 2014 Outreach Events

1	4 – 8 PM	Community Toxics Collection, Cloverdale
5	10:30 AM – 12:30 PM	Healthy Gardens Lecture at Cloverdale Library
8	4 – 8 PM	Community Toxics Collection, Santa Rosa NE
15	4 – 8 PM	Community Toxics Collection, Windsor
22	4 - 8 PM	Community Toxics Collection, Sonoma
25-26	9 AM- 1 PM	Community Toxics Collection, Sea Ranch N. Fire Station
26-27	8 AM – 4 PM	Electronics Waste Collection Event, Goodwill Healdsburg
29	4 – 8 PM	Community Toxics Collection, Larkfield



Agenda Item #: **9.1.b**
Cost Center: **HHW**
Staff Contact: **Steinman**
Agenda Date: **3/19/2014**

ITEM: **EPR Report**

I. BACKGROUND

The Sonoma County Waste Management Agency (SCWMA) recognizes that Extended Producer Responsibility (EPR) is a waste management approach that will assist and enhance efforts to manage waste products by shifting responsibility for collection, transportation and management for discarded products away from local governments to the manufacturers. To formalize this support, the SCWMA passed and circulated a resolution (Resolution 2001-021) to elected officials at the state and national level.

The SCWMA has maintained an active interest in EPR with actions such as being a founding member of the California Product Stewardship Council (CPSC) and hiring a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation Plan, which the SCWMA Board of Directors approved at their February 21, 2007 meeting.

Since the plan was approved, SCWMA staff has stayed current on EPR legislation and continues to send letters of support to legislators when appropriate. All letters of support are included as part of the SCWMA Board agendas. The SCWMA staff actively participates with CPSC and Product Stewardship Institute (PSI) to develop coordinated efforts with other California local governments to promote EPR legislation for batteries, lamps, and other wastes of concern.

II. DISCUSSION

The purpose of this staff report is to update the SCWMA Board on current EPR legislation and actions.

Alameda County Safe Drug Disposal Ordinance

On July 24, 2012, Alameda's producer responsibility ordinance was adopted by unanimous vote of the Alameda County Board of Supervisors. This is the first ordinance in the country to require producers of pharmaceuticals to share in the responsibility for the end of life costs of unused medications. Three pharmaceutical associations responded by suing Alameda County. Alameda County prevailed in trial court and the case is now on appeal to the Ninth Circuit Court of Appeals.

2014 Legislative Session

Senate Bill 1014, Home-Generated Pharmaceutical Waste Collection and Disposal Act- To address a growing problem of prescription drug abuse, accidental poisonings, and traces of pharmaceuticals found in drinking water, State Senator Hannah-Beth Jackson (D-Santa Barbara) has introduced a bill to create a statewide program to dispose of leftover prescription and over-the-counter drugs.

Continuing the work she began last year on this issue, Senate Bill 1014 would require drug manufacturers to create, finance and manage a statewide system for collecting and safely disposing of unwanted prescription drugs that people have in their homes, similar to a program operated by the pharmaceutical industry in Canada. The bill, modeled after an Alameda County ordinance, will be heard in the Senate Environmental Quality Committee on March 26. This bill was double referred to the Senate Business, Professions and Economic Development Committee as well. The bill is sponsored by the California Product Stewardship Council, Clean Water Action, the California Alliance of Retired Americans, the City and County of San Francisco and Alameda County.

SCWMA staff has submitted a letter of support for Senate Bill 1014 which is attached to this staff report.

There are other bills which SCWMA staff is keeping track of. These include:

AB 1893 (Stone, Eggman) Home-generated Sharps Management

AB 2284 (Williams, Principal coauthor; Senator Correa) Recycling of Household Batteries

SB 1020 (Monning) Photovoltaic Panel Collection & Recycling Act

SB 1274 (Hancock) Mattresses-this bill was introduced by Senator Hancock on 2/21/14 as a clean-up bill to last year's SB 254.

SCWMA will submit letters of support if appropriate for the above mentioned bills.

Russian River Watershed Association (RRWA) Actions

At the February 20, 2014 RRWA Board meeting, Heidi Sanborn of the California Product Stewardship Council came to discuss the Alameda County Safe Drug Disposal Ordinance and EPR. The RRWA Board Chair signed a letter of support for SB1014 (Jackson) on behalf of the Russian River Watershed Association at that meeting.

Pharmaceuticals are collected in Sonoma and Mendocino Counties through the Safe Medicine Disposal Program. Funding for the Program is provided by RRWA, the City of Santa Rosa's Subregional Reclamation System, and the Sonoma County Water Agency.

The Safe Medicine Disposal Symposium is a project that is included in the recently Board-approved RRWA Work Plan for 2014-2015. RRWA will take a partnership role with the City of Santa Rosa, Sonoma County Water Agency, and participating agencies to hold an event celebrating the success and growth of the Safe Medicine Disposal Program since its inception. Presentations are also scheduled to take place regarding EPR and Alameda's ordinance. The Safe Medicine Disposal subcommittee has set the event date and location as follows: Wednesday, September 10, 2014 at the Santa Rosa Utilities Field Office located at 35 Stony Point Road, Santa Rosa, CA. SCWMA staff will keep the SCWMA Board updated on this event.

PaintCare Program

In 2010, AB 1343 (Huffman) - Paint Recovery Act was signed into law by Governor Schwarzenegger. This paint stewardship law requires paint manufacturers to develop and implement a program to collect, transport, and process postconsumer paint to reduce the costs and environmental impacts of the disposal of postconsumer paint in California.

California's paint stewardship law is being implemented by PaintCare, a nonprofit stewardship organization working on behalf of the paint producers. To fund this program, PaintCare Recovery Fees are added to the purchase price of architectural paints and coatings sold in California. The fees are paid to PaintCare by paint manufacturers, then passed down to retailers and eventually consumers. These fees are being used to fund all aspects of the paint stewardship program. Consumers pay a fee up front, at time of purchase, and there is no cost to the consumer when dropping off the paint for recycling. The program was rolled out on October 19, 2012 with retail locations set up as public drop-off sites throughout California. The Household Hazardous Waste Facility is additionally a PaintCare advertised drop-off site since the SCWMA's Household Hazardous Waste Contractor has a direct contract with PaintCare.

Below are the current public drop-off sites in Sonoma County. As the program continues to expand, more retail locations, household hazardous waste facilities, transfer stations, and landfills are expected to become public drop-off sites through this program.

Sonoma County PaintCare Drop-Off Locations

Cotati

Dunn-Edwards
407 Aaron Street

Petaluma

Peterson's Paint & Decorating
800 Lindberg Lane., Ste 140

Sherwin-Williams
905 E. Washington St., Ste. 105

Household Toxics Facility
Central Disposal Site (Bldg. 5), 500 Mecham Rd.

Rohnert Park

Kelly-Moore Paints
480 Rohnert Park Expressway

Santa Rosa

Kelly-Moore Paints- Roberts Ave.
217 Roberts Avenue

Kelly-Moore Paints-4th St.
1026 Fourth Street

Kelly-Moore Paints-Guerneville Rd.
1478 Guerneville Road

Sonoma

Kelly-Moore Paints
18506 Highway 12,

Windsor

Garrett Ace Hardware
10540 Old Redwood Hwy.

Staff will continue to update the Board on current legislative action and on new EPR related items as they arise.

III. FUNDING IMPACT

This agenda item is for informational purposes only. There is no funding impact resulting from this transmittal.

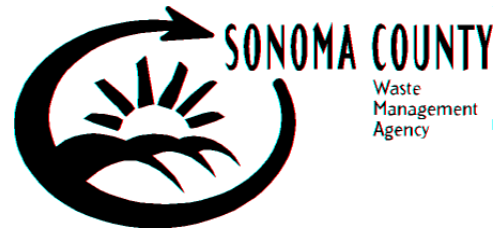
IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

There is no recommended action resulting from this staff report.

V. ATTACHMENTS

Letter of Support- Senate Bill 1014 (Jackson) Safe Medication Management

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



March 10, 2014

Senator Hannah-Beth Jackson
State Capitol, Room 5080
Sacramento, CA 95814
Sent by Fax: (916)-651-4919

**SUBJECT: SENATE BILL 1014 (JACKSON) – SAFE MEDICATION MANAGEMENT -
SUPPORT**

Dear Senator Jackson:

The Sonoma County Waste Management Agency (SCWMA), formed in April 1992, is the joint powers authority of the nine incorporated cities and the County of Sonoma. The mission of the Agency is waste diversion required by State law AB939. The Agency's programs include household hazardous waste, composting, wood waste recycling, planning and education.

In June 2001, the SCWMA, recognizing that Extended Producer Responsibility (EPR) is a waste management approach that significantly improves our ability to manage discarded hazardous products, approved a resolution supporting EPR policies and efforts by governmental and non-governmental organizations to develop such policies. All nine incorporated cities and the County of Sonoma have since passed EPR resolutions.

The SCWMA supports Extended Producer Responsibility (EPR) policies that shift California's product waste management system from one focused on local government funded and ratepayer financed to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability.

The SCWMA strongly supports Senate Bill (SB) 1014 (Jackson), which asks producers of pharmaceuticals, as defined, to create, finance and manage a collection system for California consumers to safely and conveniently dispose of expired and unwanted pharmaceuticals—a system structured after the existing program in Canada which the industry has efficiently operated for 15 years.

Pharmaceuticals are collected in Sonoma County through the Safe Medicine Disposal Program. Funding for the Program is provided by the Russian River Watershed Association, the City of Santa Rosa's Subregional Reclamation System, and the Sonoma County Water Agency. Partnering agencies provide ongoing staff support for the Program's outreach coordination and events. Since the Program's inception in 2007, over 57,000 pounds of pharmaceuticals have been collected. The collection totals have increased every year, so it is logical to project that the collection totals will continue to increase. The cost to manage the program and conduct outreach and education is also projected to increase year to year. Pharmaceutical waste is also collected through Sonoma County's Household Toxics Facility and mobile collection programs although the majority is being collected through the Safe Medicine Disposal Program.

The Problem:

Prescription drug abuse has skyrocketed in recent years,¹ as have hospitalizations for drug overdoses.² One of the four top recommendations of the National Strategy on Preventing Prescription Drug Abuse is to have a safe and convenient method of disposal for prescription, over the counter drugs and vet medicines which we have in our homes. In addition, the lack of safe and convenient disposal options ensures that consumers choose less than desirable options including home storage, flushing medications down the toilet or throwing them in the garbage.

For too long, municipal governments have cobbled together local collection options that fail to meet public demand for safe disposal, draw resources from other vital government functions, create a patchwork of regulations that fail to realize the efficiency that would come from a statewide program.

The Solution:

SB 1014 springboards off of the good work already being done by pharmaceutical companies in Canada and Europe. SB 1014 is a free-market approach that allows manufacturers to design the program in whatever way is most cost effective – with minimal oversight from state regulators. We know that this program will work because of the public surveys in Canada demonstrating the public awareness and use of the program, the volumes collected and the fact that 96% of the pharmacies host collection bins.

SB 1014 is the right solution to this pressing problem because it creates a privately managed and financed system to allow consumers to properly and conveniently dispose of their unwanted pharmaceuticals.

For these reasons, the SCWMA supports SB 1014. If you have any questions about our position, please contact Lisa Steinman, at (707) 565-3632 or Lisa.Steinman@sonoma-county.org.

Sincerely,

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

cc: Senator Kevin de Leon, fax: (916) 651-4922
Senator Jerry Hill, fax (916) 651-4913
Senator Lois Wolk, fax (916) 651-4903
Senator Noreen Evans, fax: (916) 651-4902
Senator Ted W. Lieu, fax (916) 266-9343
Assemblymember Marc Levine, fax (916) 319-2110
Assemblymember Wesley Chesbro, fax: (916) 319-2102
SCWMA Board Members
Heidi Sanborn, California Product Stewardship Council, email: Heidi@calpsc.org

1 California State Task Force on Prescription Drug Misuse. (2009, March 30). Summary Report and Recommendations on Prescription Drugs: Misuse, Abuse and Dependency. Retrieved from State of California Alcohol and Drug Programs: www.adp.ca.gov/director/pdf/Prescription_Drug_Task_Force.pdf

2 O'Callaghan, T. (2010, April 6). More people hospitalized for prescription drug overdose. Retrieved from Time: <http://healthland.time.com/2010/04/06/more-people-hospitalized-for-prescription-drug-overdose/#ixzz2fkIm3CMT>

Organics Grant Program - Overview

Fiscal Year 2014/15

Purpose

To lower overall greenhouse gas emissions by expanding existing capacity or establishing new facilities or food waste reduction projects in California to reduce the amount of California-generated greenwaste, food materials, and/or ADC being sent to a landfill(s). This will be a competitive grant program.

Eligible Applicants

- Local governments (cities, counties, and cities and counties) as defined in Public Resources Code Section 30109.
- Regional or local sanitation agencies, waste agencies, or Joint Powers Authorities.
- Solid waste service providers, owners/operators of solid waste facilities (e.g., landfills and transfer stations).
- Operators of composting or anaerobic digestion facilities or other related digestion or fermentation facilities.
- State agencies (including offices, departments, bureaus, and boards).
- The University of California, the California State University, or other public universities or colleges.
- Private, for-profit entities. For purposes of this program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owners. This definition includes benefit corporations, as defined in Corporations Code section 14601(a). The business must be qualified to do business in California and in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board.
- Nonprofit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code.
- Qualifying Indian Tribes. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 1. Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 2. Can establish that it is a government entity and which meets the criteria of the grant program.

Project Requirements

Projects must be located in California and result in permanent, annual, and measurable:

1. Reductions in Green House Gas (GHG) emissions from the handling or landfilling of California-generated green and food materials; **and**
2. Increase in quantity (tons) of California-generated greenwaste, food materials, and/or ADC (a) diverted from a landfill(s) **and** (b) composted or digested.

Eligible Projects

- Construction, renovation or expansion of facilities in California that compost, anaerobically digest, or use other related digestion or fermentation processes to turn green or food materials into value-added products; this includes purchase of equipment and machinery and real estate improvements associated with the installation thereof. (Note: A facility may partner with another facility.)
- Food waste prevention projects, when partnered with a project described in the bullet above, that rescue edible food from becoming waste normally destined for landfills and results in increased food distribution to people, with any food waste residuals from the project being sent to composting or anaerobic digestion or other digestion or fermentation process when they are available within their service areas. (Note: For a food waste reduction component of a project, collection/delivery expenses are eligible as long as the project scope includes the delivery of rescued food to people in need and tracks the amounts.)

Ineligible Costs

- Costs incurred prior to the date of the Notice to Proceed letter or after the end of the Grant Term.

- The purchase or retrofitting of vehicles or containers for collection of feedstock. For a food waste prevention component of a project, collection/delivery expenses are eligible as long as the project scope includes the delivery of rescued food to people in need and tracks the amounts.
- Food waste dehydrators and liquefiers unless coupled with increased tons of California-generated greenwaste, food materials, and/or ADC (a) diverted from a landfill(s) and (b) being composted or digested.
- Salaries, permitting, and public education/outreach costs (sum total of all three) exceeding 5 percent of total amount requested. Design engineering exceeding 5 percent of total amount requested.
- The same activities or purposes already being funded through other agencies using Greenhouse Gas Reduction Funds.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Purchase or lease of land or buildings.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Purchase of feedstocks. Purchase of offsets.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

Scoring Criteria

- GHG emission reductions: GHGs reductions in metric tons of CO₂ equivalent (MTCO₂e) and in MTCO₂e per grant dollar spent.
- Total tons of additional organic material composted, digested, or prevented from becoming waste and tons per grant dollar spent.
- Disadvantaged communities- Provide economic benefits to these communities (as identified in the OEHHA CalEnviroScreen).
- Shovel readiness – Permits must either be in place or must be pending, so the project exhibits a high degree of readiness and is able to move forward quickly. Major permits may include: Air Quality Management District, Wastewater Discharge, Fire, Solid Waste Facility, and Conditional Use Permits. Provide status of CEQA process.
- Benefits for air and water quality.
- Amount and types of funding already secured and all other funding necessary to complete the proposed project (if applicable). Amount and types of expenditures already incurred to initiate work on the proposed project.
- Fiscal stability – e.g., information regarding financial soundness or past 3 years of balance sheets, profit/loss statements, and federal tax returns.

Funding

- \$3,000,000 maximum per award

Coordination with Air Resources Board

As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with Air Resources Board to ensure that the GHG emission reduction estimation methodologies are as consistent as practicable with methodologies used in other AB 32 program areas.