



## Meeting of the Board of Directors

September 16, 2015

SPECIAL MEETING

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

Regular Meeting at 9:00 a.m.

(or immediately following closed session)

*City of Santa Rosa Council Chambers*

*100 Santa Rosa Avenue*

*Santa Rosa, CA*

Meeting Agenda and Documents

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

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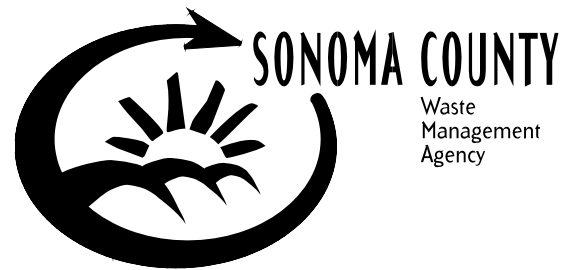
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*Note: This packet is 66 pages total*



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**September 16, 2015**

**SPECIAL MEETING**

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

**Regular Meeting at 9:00 a.m. (or immediately following closed session)**

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

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

## **Agenda**

**\*\*\* UNANIMOUS VOTE ON ITEMS # 6.2 and 8 \*\*\***

- | <u>Item</u> | <u>Action</u>  |
|-------------|--|
| 1.          | Call to Order Regular Meeting  |
| 2.          | CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION<br>Name of case: <i>Renewed Efforts of Neighbors Against Landfill Expansion v. Sonoma County Waste Management Agency</i> , Sonoma County Superior Court Case No. SCV257508<br><br>CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION<br>Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 (One case)<br>Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 (One case) |
| 3.          | Adjourn Closed Session   |

4. Agenda Approval
5. Public Comments (items not on the agenda)

**Consent** (w/attachments)

Discussion/Action

- 6.1 Minutes of August 19, 2015 Special Meeting
- 6.2 FY 15-16 Budget Adjustments
- 6.3 FY 14-15 Year End Financial Report
- 6.4 Compost Closure Progress Report

**Unanimous Vote**

**Regular Calendar**

7. Agency Future Update  
[Carter](Attachments)

Discussion/Action  
**All**

8. Do-it-Yourself Composting Education Outreach Ideas  
[Chilcott](Attachments)

**Unanimous Vote**  
**Organics**

9. Attachments/Correspondence:

- 9.1 September and October 2015 Outreach Events
- 9.2 Recycling Guide Correspondence

10. Boardmember Comments

11. Staff Comments

12. Next SCWMA meeting: October 21, 2015

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](http://www.recyclenow.org)



Date: August 24, 2015

To: SCWMA Board Members

From: Henry J. Mikus, SCWMA Executive Director

**Executive Summary Report for the SCWMA Board Meeting of August 19, 2015**

**Item 3: Closed Session Discussions:** The Board reported the following upon conclusion of the respective closed session discussions:

1. Existing Litigation: The Board authorized BBK Law to prepare and prosecute the Agency's defense against the recently filed lawsuit challenging the EIR and site selection for a new compost facility.
2. Anticipated Litigation: The Board authorized BBK Law to file suit on the Agency's behalf.
3. Public Employment: The Board accepted the resignation of Henry Mikus, Executive Director, whose last day of work for the Agency will be September 4, 2015.

**Item 6: Consent Items Approved:** Items 6.1, June 24, 2015 regular monthly Meeting Minutes, and 6.2 Compost Shutdown Progress Report, were approved by the Board.

**Item 7: JPA Future Status Report:** The Board received a report concerning ongoing discussions with the county and with the Regional Climate Protection Authority (RCPA) regarding framework for either or both organizations taking responsibilities for SCWMA functions. Chair St. John appointed a four person ad-hoc committee to engage in these discussions working forward.

**Item 8: Executive Committee Role and Composition:** The Board received guidance from Agency Counsel Ethan Walsh concerning the role of the Executive Committee, and how "standing committees" or "ad-hoc committees" are impacted by the Brown Act. Future agenda setting will be done by the Chair and Director with input from Board members always welcome. The Executive Committee will be used as required as an ad-hoc committee.

**Item 9: Do-it-Yourself Composting Education Outreach Ideas:** Per the Board's request at the June meeting, staff reported back on proposed compost education programs focused on "do-it-yourself" and on-site composting. Staff outlined program details and costs for four possible distinct programs. The Board was not able to reach decisions on implementing any or all four proposed programs, and directed staff to return with more information and further discussion.

**Item 10: Attachments/Correspondence:** The attachments/correspondence were the August/September 2015 Outreach Calendar, a memo concerning efforts the Russian River Watershed Association will be taking towards developing a regional safe medicine disposal ordinance, and a letter concerning the Green Building Products display.



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

**From:** Patrick Carter, Interim Executive Director

**Subject:** September 16, 2015 Board Meeting Agenda Notes

***Also note: there is a Closed Session discussion scheduled prior to the regular meeting which is to begin at 8:00 AM.***

## Consent Calendar

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

- 6.1 **Minutes of the August 19, 2015 Board Meeting:** regular acceptance.
- 6.2 **FY 15-16 Budget Adjustments:** It is necessary to adjust the FY 15-16 Budget to account for two costs that were not known at the time of original budget approval: additional payments to the Escrow Account regarding the compost site (four payments of \$193,200 for a total of \$772,800), and to account for a slight increase in County services costs (\$1,593). This item requires a unanimous vote.
- 6.3 **FY 14-15 Year End Financial Report:** Staff has prepared a summary of Agency revenues and expenditures for Fiscal Year 2014-15, in accordance with the JPA. While the overall result across all Agency funds was a net decrease in the fund balance, a combination of unexpected revenues and decreased expenditures resulted in a lower decrease of fund balance than originally budgeted (\$3.0 million decrease instead of a \$5.2 million decrease).
- 6.4 **Compost Closure Progress Report:** Sonoma Compost Company, the Ratto Group, and Agency staff are continuing to implement the closure plan on schedule. Republic Services has expressed concern regarding the handling of wood waste in the Central Transfer Station. Staff is working with Republic, the Ratto Group, and the County to resolve these issues. This item is only informational at this point.

## Regular Calendar

- 7. **Agency Future Update:** The Hybrid model concept, in which some Agency functions are performed by the County/Republic and other Agency functions are performed under the SCTA/RCPA umbrella, has been developed further by the Ad Hoc Committee, County, RCPA, and Agency staff. Staff has not identified technical infeasibilities with this model, believes the model should continue to be explored, and a merger plan developed, if both the RCPA and SCWMA Board are in concurrence. The RCPA Board will discuss this concept at their September 14, 2015 meeting.
- 8. **Do-it-Yourself Composting Education Outreach Ideas:** This items was continued from the August 19, 2015 Board meeting where staff was given direction to revise the projects to bolster project

evaluation and examine alternate partnerships and efficiencies. Staff has done so, and presents four project options (1 – agricultural and landscape composting demonstration and on-farm workshops, 2 – in-school worm composting presentations and bin construction, 3 – how-to compost and worm compost instructional videos, and 4 – personalized how-to compost and worm compost workshops) for the Board’s consideration, with an overall cost that is approximately \$6,000 less when compared to the August options. Staff recommends approval of all four options. *Note: This may be a “Unanimous Vote” item depending on the aggregate cost of programs that are approved by the Board.*

9. **Attachments/Correspondence:** The Outreach Events Calendar for September and October and a letter from a Colorado Recycling Grant Administrator complimenting staff on the Agency’s Recycling Guide are included as attachments.





## Minutes of August 19, 2015 Special Meeting

The Sonoma County Waste Management Agency met on August 19, 2015, 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  
Brent Salmi  
Dan St. John  
Don Schwartz  
John Sawyer  
Larry McLaughlin  
Madolyn Agrimonti  
Shirlee Zane  
Deb Fudge

### Staff Present:

Counsel  
Staff

Agency Clerk

Ethan Walsh  
Henry Mikus  
Patrick Carter  
Karina Chilcott  
Sally Evans

### 1. Call to Order Special Meeting

The meeting was called to order at 9:25 a.m.

### 2. Agenda Approval

**John Sawyer, City of Santa Rosa, motioned to approve the agenda and Don Schwartz, City of Rohnert Park, seconded the motion.**

### Vote Count:

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-

### 3. Report on Closed Session: Conference with Legal Counsel-Existing Litigation

Ethan Walsh, Agency Counsel, reported out of closed session the Agency Board unanimously voted by a 10-0 vote to authorize Agency Counsel to defend the action brought by RENALE against

the Agency challenging the approval of the Central Site Alternative. Mr. Walsh noted the other two items on the closed session agenda will continue after open session.

**4. Adjourn Closed Session to the End of the Regular Meeting**

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

None.

**6. Consent (w/attachments)**

6.1 Minutes of June 24, 2015 Regular Meeting

6.2 Compost Shutdown Progress Report

Mr. Sawyer abstained from the minutes, as he was not present at the last meeting.

**Mr. Schwartz motioned to approve the consent agenda and Susan Harvey, City of Cotati, seconded the motion.**

**Vote Count:**

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

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

**Regular Calendar**

**7. JPA Future Status Report**

Henry Mikus, Agency Executive Director, stated some things had happened since the JPA Future Status Report was completed, he would provide a status update, and asked others to report their information. Mr. Mikus added that at the June Board meeting, the Board asked staff to contract with R3, the consultant who previously did the Agency's service delivery analysis.

Mr. Mikus explained the Board wanted R3 to analyze three items: the SCWMA continuing, the County of Sonoma assuming responsibility for the Agency's programs, and a hybrid between Republic and the Regional Climate Protection Authority (RCPA). R3 was also to research and provide specific examples of opt-out provisions language from other JPA agreements.

Mr. Mikus reported R3 was contacted and provided a cost proposal that was shared with the Executive Committee. Mr. Mikus noted the Executive Committee examined the proposal, felt the cost was high, and had a discussion regarding how the tasks could be accomplished through other means. The decision was made to not use R3, but instead have staff and the Executive Committee meet with the County directly to start a conversation about costs, and for staff to research opt-out provisions.

Mr. Mikus stated that since that Executive Committee meeting, meetings with County staff and RCPA Executive Director Suzanne Smith have occurred to discuss the development of a plan for a scenario involving those organizations taking the Agency's responsibilities.

Mr. Mikus stated that in an initial meeting with the County, the County had not made a decision or expressed interest in an all-County option, and noted the email he shared with the Board said the County would explore that. Mr. Mikus added there have been some meetings on these subjects recently, and inquired if Chair St. John additional information to report.

Chair St. John explained the Executive Committee felt there was little for R3 to evaluate, and until the Executive Committee can describe hybrid option in detail, it was premature to involve R3.

Chair St. John noted there had been positive conversations regarding the governance of a hybrid agency with County and RCPA staff. Chair St. John proposed the Board allow him and Vice Chair Schwartz to continue the discussions and within a month bring back to the Board a clear definition of what that option would look like and potential impacts on costs. Chair St. John added that at this point the discussions seemed favorable and that there may be some moderate cost savings through this option. Chair St. John noted there were some questions raised at this meeting that need further research, particularly the issue of the purpose of a regional agency.

Susan Harvey, City of Cotati, stated that based on this Staff Report, it appeared the concept of a JPA model is completely eliminated, because the only two options discussed were the hybrid and County options. Ms. Harvey added that even in the other two models, it seems that the whole concept around policy had been lost, and it had been stated in the past that policy will drive diversion.

Chair St. John stated that the JPA option was not off the table. Chair St. John noted the direction he took from the Board at the June meeting was that the option needed to be included.

Deb Fudge, Town of Windsor, stated that while RCPA seems to be an option certainly worth considering, she wants to make sure the JPA doesn't fall off the table, because there are so many things that are a float right now and situations could change.

Shirlee Zane, County of Sonoma, stated that from the County's perspective, the fiscal administrative side still needed to be looked at. Ms. Zane added that in terms of models that involve the County, there would be an assumption that a contractual arrangement would be reached with the city partners and Republic Services to operate the HHW and organics program and some type of agreement under master operations agreement with Republic regarding compensating for any type of disposal fees for any type of arrangement to offer and run those programs.

Chair St. John stated that there were more details that need to be brought back to the Board, including discussions of flow commitment and how assignment of compost and HHW could take place.

Don Schwartz, City of Rohnert Park, reiterated what Chair St. John stated regarding the direction from the last meeting was to assess the cost and governance for the two options for which there was no data, and it was not the intent to take something off the table.

Mr. Schwartz stated the questions are about the governance model; if it should have a JPA and how it would be structured. Mr. Schwartz explained there could be a JPA that is not operated by an agency and staff could contract with someone else for operations. Mr. Schwartz noted that one of the questions he saw on the matrix from the cities is what was the most cost effective way to operate as a governing body.

Mr. Schwartz asked Agency Counsel to apply the library JPA model issue raised in the staff report regarding the County directly operating as a JPA. Mr. Schwartz noted it was discussed in his city that there is the assumption that if the Board wanted to, they could just hand the whole operation, including governance, over to the County. Mr. Schwartz noted that the RCPA option seemed to imply responsibilities would be handed to them, but his understanding was that the regional agency had to be a JPA, even if operational functions were performed by another body.

Mr. Walsh replied that was how he read the statute that authorizes the formation of a regional agency. Mr. Walsh added that it states a regional agency may comprise of member agencies who are part of that larger regional agency, which would suggest that you have to have a JPA and could not necessarily contract just with one entity that would serve as the regional agency. Mr. Walsh stated there would need to be a JPA formed, and added that to an extent it may be a semantic issue of how they could set up the mechanics of it, and it wouldn't preclude having the County or RCPA having responsibility over programs. Mr. Walsh stated that RCPA is currently a two body, legislatively-formed entity; RCPA and the Sonoma County Transportation Authority. Mr. Walsh added he didn't see a reason why there couldn't be another legal entity under that umbrella.

Mr. Walsh added that if this were to move forward, the question is how those responsibilities would be transitioned from the Waste Management Agency to whatever future entity is responsible for the various tasks the Agency does. Mr. Walsh added there are mechanical issues that would need to be worked out, and added he didn't want that to interfere with the policy discussion and the best way to approach it. Mr. Walsh noted there would have to be further discussion if the County was going to take the larger role in this, and that he would want to discuss the best and cleanest way to transition with County Counsel.

Mr. Schwartz inquired if an option, for example, could be to have a JPA that is affiliated with RCPA, and the JPA could contract with RCPA, the County, create its own staff, or any combination of those things for particular services.

Mr. Walsh replied those are all options that were on the table.

Chair St. John confirmed with Agency Counsel that, as Chair, he could appoint an ad hoc committee. Chair St. John appointed Ms. Fudge, Mr. Sawyer, Mr. Schwartz, and himself to the ad hoc committee to develop a hybrid model.

## **Public Comments**

None.

## **8. Exec Committee Role and Composition**

Mr. Mikus stated the Executive Committee helped with agenda preparation for the last several years, and added that Agency Counsel had suggested rethinking that process.

Mr. Walsh stated his understanding is that for some years there had been an informal executive committee that consisted of the Chair, the Vice Chair, and the Chair Pro Tem, which took on some additional responsibilities. Mr. Walsh noted that under the Agency's Rules of Governance, the Chair has the responsibility to meet with the Executive Director to establish the agenda for each meeting.

Mr. Walsh stated that his understanding was that when the Agency hired an independent Executive Director the Vice Chair and the Chair Pro Tem started to take a more involved role in the formation of the agendas. Mr. Walsh noted that over the past few years they occasionally were involved in other issues.

Mr. Walsh recommended to the Board that as issues come up, it would be the Chair's prerogative to establish committees, as needed. Mr. Walsh believed the most appropriate way to deal with issues would be to establish ad hoc committees at the Board meetings to deal with specific issues that come before the Board that need to be dealt with before the next meeting. Mr. Walsh added that once those issues are completed the ad hoc committee would be disbanded, and as other ad hoc committees are needed, they can be established on a case by case basis, rather than just having a default of the Chair, Vice Chair, and the Chair Pro Tem be responsible for all potential issues.

Mr. Walsh added that the Chair would have primary responsibility for setting the agenda with the Executive Director, with the understanding that on an as needed basis the Chair could call someone in to assist periodically or if someone had input on the agenda, they could discuss that with the Chair.

Madolyn Agrimonti, City of Sonoma, stated there are executive committees within boards and there are standing ad hoc committees, and it almost felt like this Executive Committee has turned into a standing committee for any issue that comes up. Ms. Agrimonti noted she had not been on the Agency Board long but was in agreement with Mr. Walsh, as there are different issues that could possibly be addressed by other Board members who may have an interest in a given area.

Mr. Walsh replied that the executive committee was never formally established, according to his conversation with the Agency's previous legal counsel. Mr. Walsh thought the Executive Committee's role had evolved over time, and his concern was that it evolved too much towards becoming a standing committee. Mr. Walsh noted that if the Board wanted to have a standing executive committee they could do that, but they would require regular meetings in accordance with the Brown Act and would require an amendment to the Agency's Rules of Governance. Mr. Walsh noted that given the nature of the types of issues they have come up, the Chair could assist with the agenda setting, and as issues come up on a case by case basis, it made sense to have ad hoc committees.

### **Public Comments**

Roger Larsen, Happy Acres, stated it appeared the Board was giving up their power to the committee. Mr. Larsen inquired how the JPA has existed working the way it had been working without an executive committee, without two people who were not even elected making decisions for those who were. Mr. Larsen stated he saw a newspaper article this week where a non-elected from this Board said what all ten Board members were doing, were working hard on, and decided to do. Mr. Larsen felt that the Board members have given up looking into and hearing what the citizens say. Mr. Larsen added that if this is left to a committee, the Board won't

have to listen to Mr. Larsen as much anymore, as the committee will make the decisions without any input from the public, or with a lot less input from the Board, which was something he believed they should all think about.

Chair St. John stated he believed Mr. Larsen had a misunderstanding, as the committees don't make the decisions. They advise the Board, and the decisions are made by the Agency Board.

Mr. Larsen replied he did not believe he had a misunderstanding based on discussions he had with Chair St. John.

Chair St. John stated that he was only clarifying a statement so the public did not have the misunderstanding. Chair St. John added that the ad hoc committees and the standing committees, which there are none, bring their recommendation back to the Agency Board, and the Board makes the decisions.

## **9. Do-it-Yourself Composting Education Outreach Ideas**

Karina Chilcott, Agency staff, stated that at the June 24<sup>th</sup> Board meeting staff was directed to develop details and a budget for a variety of a short list of Do-it-Yourself on Site Composting activities.

Ms. Chilcott stated the first project for the Board's consideration was a professional composting workshop. Ms. Chilcott explained the Agency could contract with the Community Alliance with Family Farmers (CAFF) to conduct a six hour workshop targeting small farmers in Sonoma County interested in learning about on site composting techniques. CAFF could organize a green waste database matching landscapers and farmers with green and brown materials. Agency staff could be responsible for administering a competitive grant program where farmers could apply for two hours of on-site consultation with Soil Scientist, Will Bakx. The overall cost to the Agency to fully implement this project would be \$10,766, and it was estimated that 44 tons of organic material annually could get composted within Sonoma County.

Ms. Chilcott stated the second project for the Board's consideration is conducting worm composting in schools. The Agency could contract with the Compost Club, a non-profit, who would conduct thirty school worm composting presentations in K-6 schools, middle schools, and high schools in Sonoma County. The Compost Club would calculate how much food waste was generated on campus and estimate the number of worm bins needed. The Compost Club estimated that from historical data seven schools would initiate a school-wide worm compost system, while 75% would prefer worm composting as a classroom enrichment activity. The overall cost to the Agency for this project would be \$3,996, and an estimated that 157.5 tons of organic material, primarily food waste, could get composted annually within Sonoma County. Ms. Chilcott stated that the Compost Club would collect matching funds from the Rose Foundation and various local clubs and foundations.

The third project was a video series for composting and worm composting. Ms. Chilcott stated the Agency could contract with the University of California Cooperative Extension (UCCE), to produce a series of ten-one-to-two minute professionally produced videos; five on composting and five worm composting. The videos would also get dubbed with Spanish, under contract with C2 Alternative Services. Publicity for the videos would focus on social media outlets such as Facebook, Google+, Instagram, and You Tube. The overall cost for this project would be \$44,554,

and was estimated that 3,877 tons of organic material annually could be composted within Sonoma County.

Ms. Chilcott stated the fourth project was conducting composting and worm composting workshops. The Agency could contract with UCCE to coordinate five regional workshops, three Spanish workshops, and six “go where the people are” style composting workshops. As an incentive for attending a workshop, attendees could be provided with an Agency-sponsored \$25 off coupon to purchase composting products such as bins and worms. Considering the complexity of managing logistics for composting products and worms, the Agency could contract with Triformis, a third party contractor, to manage logistics. Triformis would be responsible for comprehensive management with fulfillment delivery; receiving, tracking order, processing payments, and quality control. Agency staff could partner with UCCE to advertise the workshops, provide post cards at Master Gardner information tables, social media, utility bill inserts, etc. Spanish language advertising would be conducted by C2 Alternative Services. The overall cost for this project would be \$27,421, and it’s estimated that 310 tons of organic material could get composted within Sonoma County.

Ms. Chilcott noted that some projects described in this report will require permits from the Sonoma County Department of Environmental Health, specifically the rotation of green waste to the farmers property, collection of food waste for worm composting, composting food waste, etc. Ms. Chilcott added that each composting site proposed to compost would need to be reviewed on a case by case basis, to determine requirements needed.

Shirlee Zane, County of Sonoma, commended Ms. Chilcott for her good work. Ms. Zane noted that Option 3 has the most diversion for the money and avoids the outhaul.

Mr. Schwartz inquired regarding Option 3, referenced page 75 of the Agenda Packet and asked Ms. Chilcott to explain the diversion calculations.

Ms. Chilcott replied she asked UC Cooperative Extension to help with the anticipated diversion, and they estimated 5,000 people based on a video series produced by the Orange County Master Gardeners.

Mr. Schwartz asked if Orange County had a 64% success rate.

Ms. Chilcott replied that Master Gardners says it’s 64% of respondents, based on a survey every two or three years regarding composting activities.

Mr. Schwartz asked where the funding for this would come from.

Patrick Carter, Agency staff, stated would be the Organics Reserve.

Chair St. John inquired if this is budgeted.

Mr. Carter replied this was not budgeted.

Bob Cox, City of Cloverdale, noted options 1 and 2 do not mention they would be bilingual, and inquired if that was a possibility.

Ms. Chilcott replied the plan would be to have Hugo Mata at the professional composting workshop to provide translation if needed; if farmers wanted to send their supervisors and they would feel more comfortable in Spanish language. Ms. Chilcott added that Spanish wasn't considered for composting in the schools.

Mr. Mikus added that as part of the Agency's mandatory commercial recycling program, staff has been at school, and staff's experience has been that most schools have their own staff or students who provide translations.

Deb Fudge, Town of Windsor, thought all four programs were important because they affect different segments of society. Ms. Fudge added that it was always great to reach school children, especially when there will be at least two years with no composting in county to keep the awareness in the public eye.

John Sawyer, City of Santa Rosa, expressed that composting is the right thing to do and inquired if this activity would change the cost currently incurred in outhaul.

Mr. Mikus replied the reason this came up for consideration at the last meeting was the Board wanted to identify segments of the population that would have some consequences due to the outhaul. Mr. Mikus noted there was a paragraph under financial impacts that detailed what staff thought the outhaul reduction would be.

Mr. Mikus stated the potential estimated diversion per year for all the options combined is 4,400 tons. At \$58/ton, that was a quarter of a million dollars in savings in outhaul. Another way to look at it was if the project diverted 1200-1300 tons, it would offset the cost of the program. Mr. Mikus added this comparison was only done for one year, but in reality the benefits of the program would likely go beyond one year.

Ms. Zane believed the programs were very creative and highlighted option 3, which she felt provided the most diversion for the money. Ms. Zane noted option 3 diverts about 4,000 tons per year vs. option 2, which is only diverts 157 ton per year, or option 1, which diverts only 44 tons per year. Ms. Zane stated the actual cost of diversion per ton is only \$11.49/ton for option 3 for no outhaul and 10 times as much diversion as option 4, and quite a bit more than option 1 or option 2. Ms. Zane added that option 3 really targets a significant amount, and noted that as highlighted by Mr. Cox, the Spanish is another advantage in reaching Spanish speaking households.

Ms. Harvey stated that while she agreed with Ms. Zane, she believed it is really important introduce composting to children at a young age. Ms. Harvey shared that her son-in-law works at the Water Agency and he says children are just like sponges and they do a lot conservation activities with kids.

Mr. Schwartz asked how staff planned to evaluate these programs.

Ms. Chilcott replied there were a number of things that can be counted, such as attendance at events and website hits for the videos. Ms. Chilcott noted that staff will provide the Board with a progress report.



Mr. Carter stated that when staff has partnered with UCCE for the home composting in the past, they provided surveys to people that attended. Mr. Carter noted he thinks that was where the 64% success rate came from, as they looked at people that attended and people actually were continuing that activity into the future. Mr. Carter added that he thought staff would be able to get similar metrics out of them to evaluate the program as well.

Ms. Chilcott mentioned that UCCE planned on hiring an intern to do a post evaluation survey as well.

Mr. Schwartz replied he liked the idea but doesn't trust the numbers. Mr. Schwartz noted the 64% refers to increase or start composting. Mr. Schwartz stated he was not comfortable with hiring interns to do program evaluation and asked that staff do that and report back in six months if the project is approved. Mr. Schwartz noted that these weren't expensive programs and the potential is worth it, given the potential savings. Mr. Schwartz stated he has come across issues in the past regarding optimistic assumptions and he couldn't see how the 64% number can be applied to the 5,000 realistically. Mr. Schwartz noted that he is still willing to support the program with the caveat to get a report back in six months with a professional evaluation conducted by staff.

Chair St. John stated he's reluctant to increase the Agency's expenditures at a time when the Agency has very high expenditures on unexpected items. Chair St. John acknowledged there was quite a bit of support for these programs and added it doesn't diminish the work staff has done to bring these to the Board.

### **Public Comments**

Pam Davis, Sonoma Compost, stated she had been part of a couple of meetings with the Farmers Guild and some other community groups that are interested in looking at on-farm composting, and she wanted to let the Board know there was interest from the agricultural community to look at what they can do with their own materials, but also some of the permitting for agricultural land allows materials from off-site to be brought on-site, as long as it was used on site.

Ms. Davis stated she worked with Rick Kaye at the Compost Club, and the Alexander Valley School had an amazing program and students learned business skills while they were collecting food scraps and creating compost and selling bags of compost at the farmers markets. Ms. Davis believed the Compost Club had done fabulous work in the past.

Ms. Davis expressed that she liked that the four proposals because they targeted many different aspects in the community

Stu Clark, DEI, expressed his support for option 2 and shared he was familiar with the in school worm program Rick Kaye and the Compost Club perform, and found it to be incredibly effective. Mr. Clark noted the 100% matching funds available. Mr. Clark added that it was about \$25/ton to divert 157 tons, making it a good value. Mr. Clark noted he also supported educating young students and added that regarding the issue of Spanish language, he believed that every school was able to include the entire school. Mr. Clark commented Mr. Kaye has personally designed this system and they are great worm bins. Mr. Clark shared he uses Mr. Kaye's system at home and added that for \$4,000 it would be money well spent.

Mr. Sawyer referenced option 1 and acknowledged the compelling argument for further education for farmers on how to do on site composting. Mr. Sawyer inquired if financial participation by farmers for the workshop could be added. Mr. Sawyer said it seems that a workshop that is almost \$11,000 is a valuable tool and there may be a possibility of having farmers and those in the agriculture community participate in that cost, especially if not having to buy compost is going to save them money in the future. Mr. Sawyer said he's in favor of options 2 and 3, and was wondering if option 1 might have some ability to recover some of those costs.

Ms. Chilcott stated CAFF was going to charge a nominal registration fee, as this was not going to be a free workshop. Ms. Chilcott referenced the budget in the attachments under budget option 1, and noted the budget includes the workshop as well as the personalized on site compost instruction, which would be the grant program through the Agency. Ms. Chilcott noted that would be minus \$6,000. Ms. Chilcott stated the workshop is not as expensive, as it's in the \$4,000 range.

**Ms. Zane motioned the Board adopt both options 2 and 3. Ms. Harvey seconded the motion.**

Ms. Fudge stated she wanted all four options, and didn't want to vote against this but strongly believed all four are needed, the cost was small, and believed the benefit will reach different people.

Chair St. John asked if the maker of the motion would consider amending her motion.

Ms. Zane replied she would look at option 4 again. Ms. Zane inquired if Ms. Fudge thought option 4 has better outcomes for farmers.

Ms. Fudge replied she thought that all four options together hit all the communities they are trying to hit and she recommended that all be pursued.

Ms. Zane replied the problem she had with option 4 when she did the cost breakdown is that option 4 is \$87/ton and the expected diversion is only 310 tons, vs. option 3, which is \$11/ton, with an expected diversion of almost 4,000 tons. Ms. Zane noted there was quite a significant difference in costs and in diversion.

Ms. Fudge replied she was looking at the big picture and trying to hit all segments of society in different ways people. Ms. Fudge noted she looked at the outcome, diversion and large cost savings for all four added together.

Chair St. John stated there was a motion and a second on the table and now are back into discussion. Chair St. John asked if they are better off calling the motion or if Ms. Zane chooses to amend the motion.

Ms. Zane replied she would not amend the motion until she knew if that was in the budget.

Chair St. John replied that question has already been asked and this was in the budget.

Ms. Zane inquired if it would be coming out of contingencies and asked how much was in contingencies.

Mr. Carter replied the Organics Reserve had about two million dollars in it currently.

Ms. Fudge explained the summary she was looking at and mattered to her was that if you take all four options together, 4,400 tons would be diverted from being hauled out, with a \$250,000 savings total for all four options.

Ms. Zane stated she didn't have a problem with option 4, but the problem she has with option 1 is that it's \$244/ton with the diversion only being 44 tons. Ms. Zane noted there was a huge difference between option 1 and option 3, as option 3 is \$11.00 per ton and almost 4,000 tons of diversion.

Ms. Zane stated that if options 2 to 4 were adopted today, they could go back to CAFF and ask for a better deal than \$244/ton.

Chair St. John acknowledged that Ms. Zane is willing to amend her motion for options 2, 3, and 4.

**Ms. Zane replied she would accept the amendment to include option 4, but would not accept option 1.**

**Chair St. John asked if Ms. Harvey is in agreement with amending the motion to include options 2, 3, and 4.**

**Ms. Harvey replied affirmatively.**

**Mr. Schwartz requested the motion be amended include that staff report back on the results of this in six months with the best professional judgment on how cost effective this has been.**

**Ms. Zane and Ms. Harvey stated they were in agreement with the amendment proposal by Mr. Schwartz.**

**Chair St. John noted there was an amended motion for options 2, 3, and 4 and requires staff to come back in six months.**

**Vote Count:**

Cloverdale	Aye	Cotati	Aye
County	Aye	Healdsburg	Aye
Petaluma	Aye	Rohnert Park	Aye
Santa Rosa	Aye	Sebastopol	Aye
Sonoma	Aye	Windsor	No

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

The motion failed.

Ms. Fudge stated she's opposed because she would like to support all the program.

Chair St. John asked if there was an alternate motion.

**Ms. Fudge motioned to include options 1 through 4 and Bob Cox, City of Cloverdale, seconded the motion.**

Chair St. John clarified that it would include the same provision of a six month check-in.

Ms. Zane asked if option 1 would be \$5,000 instead of \$10,000 for just being six months.

Mr. Schwartz replied the evaluation would be presented by professional staff after six months of operation.

Ms. Zane stated she wanted to make an amendment to option 1 to reduce the cost of that program.

**Vote Count:**

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

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

The motion failed.

Mr. Schwartz stated the reason for his vote was he didn't think they should be subsidizing the agricultural use of comport.

Chair St. John noted the motion failed and asked if there was an alternative motion.

Ms. Harvey asked why this had to be an unanimous vote.

Chair St. John replied it was more than \$50,000.

Ms. Fudge stated she would be willing to modify the motion to ask CAFF to try to get at least 100 participants, but she didn't want to make it a requirement. Ms. Fudge stated she was willing to raise the nominal fee to help pay for a portion of the workshop so that small farmers who are struggling already can attend, but not make it so expensive that people can't participate.

Chair St. John inquired if a motion was needed to continue.

Mr. Walsh replied it is not necessary, as there is no action being taken on this.

Chair St. John stated this will be continued with the staff direction as provided by Ms. Fudge. Chair St. John noted there were likely a number of good videos on composting and wondered if any could be used here in Sonoma County instead of producing new ones. Chair St. John noted that his City uses non-profits to do workshops on water conservation activities that use volunteers. Chair St. John inquired if there have been any discussions with non-profits such as Daily Acts, on what they could provide that may be more economically favorable.

Ms. Harvey noted that the largest expense in option 1 had to do with the individualized two hour sessions and inquired if something could be done about that, as it was \$6,000 of the \$10,000.

Chair St. John stated they will continue the discussion.

Nea Bradford, Petaluma Resident, requested to comment on the Board's motions on the four options. Ms. Bradford stated she knew an individual who had been working in the county for almost ten years with various schools and private parties in doing both worm and regular composting. Ms. Bradford suggested the Board consider the longevity of the projects. Ms. Bradford added that the individual she knows has seen a fair amount of lack of interest with worm composting after initial interest, as it gets too hard to keep up. Ms. Bradford added the composting tends to last longer, and even though option 1 is expensive, it may last longer in the future, and the opportunity to teach people how to compost on site may last much longer than the money put into worm bins. Ms. Bradford noted it may seem simple when watching the video regarding how to compost, but it really takes some expertise and someone going on site to help people get started so they are successful in making their composting operation work is really important. Ms. Bradford noted the experts going out to help individual farmers will help assure that vested money continues on long after the initial workshop.

Chair St. John asked that comments be made during the public comment session in the future.

Ms. Zane inquired if the Sonoma County Farm Bureau offers any classes on compost, and it was determined that would be added to the list for staff to look into.

**10. Attachments/Correspondence:**

**10.1 Reports by Staff and Others:**

10.1.a August and September 2015 Outreach Events

10.1.b RRWA Medicines Memo

10.1.c Donation of Green Building Products Showcase

Mr. Mikus pointed out item 10.1.b, the short memo regarding activity with the Russian River Watershed Association and the outreach they are going to be doing to the different councils on the safe medicines take-back.

**11. Boardmember Comments**

None.

**12. Staff Comments**

None.

**13. Next SCWMA meeting: September 16, 2015**

**14. Reconvene into Closed Session.**

**Mr. Sawyer motioned to reconvene in closed session in the Mayor's conference room and Chair St. John seconded the motion.**

Mr. Walsh clarified they would reconvene into open session after closed session.

**Reconvene into Open Session.**

Mr. Walsh reported two actions from closed session. Mr. Walsh stated the Board authorized legal counsel to initiate litigation on behalf of the Agency. Mr. Walsh also reported the Board accepted the resignation of the Executive Director and agreed to his request to waive the ninety day notice period and allowed him to resign effective 30 days from the date of his letter of August 4<sup>th</sup>, making his resignation effective September 4<sup>th</sup>.

**Ms. Agrimonti motioned to adjourn and Mr. Cox seconded the motion.**

The meeting was adjourned at 11:53 p.m.

Submitted by  
Sally Evans

DRAFT



Agenda Item #: 6.2  
Cost Center: All  
Staff Contact: Carter  
Agenda Date: 9/16/2015

ITEM: **Budget Adjustments for FY 15-16**

**I. BACKGROUND**

At the May 20, 2015 Agency meeting, the budget for FY 15-16 was unanimously approved by the Agency Board. The budgeting process followed by the Agency includes an opportunity to make changes (Budget Adjustments) to the budget after the fiscal year-end to reflect information more current than was available at the time of budget approval in May. There are three proposed Budget Adjustments for the Agency's FY 15-16 Budget.

**II. DISCUSSION**

These budgetary adjustments include a minor increase to the cost of the County providing accounting services to the Agency (an increase to \$19,806 from \$18,213), and an increase of appropriations to the Organics reserve of \$772,800 to account for the four expected payments to the escrow account that are expected to occur in FY 15-16.

**III. FUNDING IMPACT**

The net effect of these budgetary adjustments is expenditures of \$774,393 more than had previously been budgeted. There are no offsetting revenues to balance the additional expenditures, so the result will be decreased fund balances. However, with the underlying litigation related to the establishment of the escrow account expected to be completely resolved in the coming months, the Agency will likely close the escrow account and receive over \$1.5 million back in the Organics reserve as a result.

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

Staff recommends approving the Budget Adjustments to the FY 15-16 Budget with a unanimous vote, which is required by the Joint Powers Agreement, and to authorize the Interim Executive Director to submit the Budget Adjustments to the Auditor-Controller's Office.

**V. ATTACHMENTS**

Budget Summary  
Budget Adjustment Summary  
Resolution

Approved by   
Patrick Carter, Interim Executive Director, SCWMA

**FY 15-16 SONOMA COUNTY WASTE MANAGEMENT AGENCY BUDGET  
SUMMARY**

	Wood Waste 78101	Yard Debris 78102	H H W 78104	Education 78107	Diversion	Planning 78108	Organics Reserve 78103	Facility Closure 78105	Facility Reserve 78106	Contin. 78109
<b>REVENUES</b>										
44002 Interest on Pooled Cash	753	4,823	3,519	595	0	278	16,149	342	5,858	973
42358 State Other Funding	0	0	148,872	135,000	0	0	0	0	0	0
44050 Unrealized Gains and Losses	0	0	0	0	0	0	0	0	0	0
42601 County of Sonoma	232,000	7,452,000	1,252,173	313,043	0	40,134	0	0	0	0
46003 Sales Non Taxable	0	0	0	0	0	0	0	0	0	0
46040 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0
46029 Donations/Contributions	0	10,000	216,641	25,535	0	3,274	0	0	0	0
47101 Transfers In - Within a Fund	0	0	0	0	0	0	91,275	0	471,938	107,702
<b>TOTAL REVENUES</b>	<b>232,753</b>	<b>7,466,823</b>	<b>1,621,205</b>	<b>474,174</b>	<b>0</b>	<b>43,686</b>	<b>107,424</b>	<b>342</b>	<b>477,796</b>	<b>108,675</b>
<b>EXPENDITURES</b>										
<b>SERVICES AND SUPPLIES</b>										
51041 Insurance - Liability	1,320	1,800	5,400	2,160	0	1,320	0	0	0	0
52091 Memberships/Certifications	0	0	10,200	150	0	0	0	0	0	0
52101 Other Supplies	0	0	0	0	0	0	0	0	0	0
52111 Office Supplies	0	1,000	2,000	21,630	0	0	1,000	0	0	2,000
51249 Other Professional Services	0	0	134,912	49,774	0	0	0	0	0	0
51916 County Services	2,741	4,297	5,359	4,396	0	1,457	0	0	0	1,556
51803 Other Contract Services	219,630	7,199,140	1,135,000	38,014	0	0	922,800	0	0	0
51201 Administration Services	25,041	138,973	242,557	285,947	0	31,351	64,239	0	0	64,504
51213 Engineer Services	0	0	0	0	0	0	12,500	0	0	0
51211 Legal Services	0	5,000	10,000	25,000	0	1,000	250,000	0	0	10,000
51207 Client Accounting Services	1,312	1,789	5,368	2,147	0	1,312	0	0	0	0
51206 Accounting/Auditing Services	500	6,000	7,500	3,000	0	1,000	2,500	0	0	1,500
51919 EFS Charges	0	0	0	4,000	0	0	0	0	0	0
51205 Advertising/Marketing Svc	0	0	12,000	2,000	0	0	0	0	0	0
51401 Rents and Leases - Equipment	0	0	0	3,000	0	0	0	0	0	0
51421 Rents and Leases - Bldg/Land	0	0	30,000	8,025	0	0	0	0	0	0
52162 Special Departmental Expense	0	82,000	400	0	0	0	50,000	0	0	0
52163 Professional Development	0	2,500	0	0	0	0	0	0	0	0
51225 Training Services	0	600	600	1,200	0	0	0	0	0	0
51922 County Car Expense	0	0	0	3,000	0	0	0	0	0	0
51901 Telecommunication Data Lines	0	936	1,860	3,720	0	0	0	0	0	0
51902 Telecommunication Usage	0	0	200	1,000	0	0	0	0	0	0
51906 ISD - Supplemental Projects	0	0	0	25,000	0	0	0	0	0	0
51909 Telecommunication Wireless S	0	0	0	1,800	0	0	0	0	0	0
51911 Mail Services	0	400	50	1,000	0	0	0	0	0	0
51915 ISD - Reprographics Services	0	200	500	3,000	0	0	0	0	0	0
51923 Unclaimable County Car Expen	0	0	0	0	0	0	0	0	0	0
51904 ISD - Baseline Services	3,531	6,017	3,531	1,047	0	3,531	0	0	0	0
<b>SUBTOTAL</b>	<b>254,075</b>	<b>7,450,652</b>	<b>1,607,437</b>	<b>490,010</b>	<b>0</b>	<b>40,971</b>	<b>1,303,039</b>	<b>0</b>	<b>0</b>	<b>79,560</b>



### Budget Adjustments Summary

Fund		78101		78102		78103		78104	
		Wood Waste		Yard Debris		Organics Reserve		HHW	
		New Amount	Change	New Amount	Change	New Amount	Change	New Amount	Change
Expenditures									
Account	Account Title								
51916	County Services	2,741	554	4,297	2,982			5,359	(3,587)
51803	Other Contract Services					922,800	772,800		
<b>Total Expenditures</b>		<b>2,741</b>	<b>554</b>	<b>4,297</b>	<b>2,982</b>	<b>922,800</b>	<b>772,800</b>	<b>5,359</b>	<b>(3,587)</b>

Fund		78107		78108		78109		Total	
		Education		Planning		Contingency Reserve		All	
		New Amount	Change	New Amount	Change	New Amount	Change	New Amount	Change
Expenditures									
Account	Account Title								
51916	County Services	4,396	818	1,457	(730)	1,556	1,556	19,806	1,593
51803	Other Contract Services							922,800	772,800
<b>Total Expenditures</b>		<b>4,396</b>	<b>818</b>	<b>1,457</b>	<b>(730)</b>	<b>1,556</b>	<b>1,556</b>	<b>942,606</b>	<b>774,393</b>

RESOLUTION NO.: 2015-

DATED: September 16, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ADOPTING  
ADJUSTMENTS TO THE FY 2015/16 ANNUAL BUDGET

WHEREAS, the Agency approved the Sonoma County Waste Management Agency Fiscal Year 2015-16 Budget by unanimous vote on May 20, 2015; and

WHEREAS, additional costs have become known to Agency staff that were not reasonably foreseeable at the time of budget adoption; and

WHEREAS, the Agency Board of Directors wishes to make adjustments to the FY 2015/16 Budget to account for additional costs in the amount of 774,393.

NOW, THEREFORE BE IT RESOLVED that the Sonoma County Waste Management Agency Board of Directors hereby approves the adjustments to the FY 2015/16 Sonoma County Waste Management Agency Budget.

MEMBERS:

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

AYES -- NOES -- ABSENT -- ABSTAIN --

SO ORDERED

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

ATTEST: DATE: September 16, 2015

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



Agenda Item #: **6.3**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **9/16/2015**

ITEM: **Fiscal Year 2014-15 Year End Financial Report**

**I. BACKGROUND**

In accordance with the requirement contained in the Joint Powers Authority Agreement that the Agency Board of Directors receive quarterly financial reports, this report contains information about Agency operations, all receipts to, and disbursements from, the Agency for Fiscal Year 14-15.

**II. DISCUSSION**

This report, using information from the County accounting system (EFS) for revenues and expenditures, contains the actual amounts spent or received to date, accounts payable and receivable, the approved budget and the difference between the approved budget and the actual revenues/expenditures.

Included in this financial report are accounts payable and accounts receivable. Accounts payable are invoices that are expected to be paid after the close of the fiscal year for services received prior to June 30, 2015, the end of the fiscal year. Accounts receivable are revenues anticipated for work and/or services performed by the Agency prior to the end of the fiscal year. By including the accounts payable and receivable as well as the reserve balances, this report serves as a year-end financial statement.

Revenues

1. The State Other Funding account consists of grant funding that has not been released from a subsidiary account in the County system. All of the SCWMA grant awards go into these subsidiary accounts. When the planned and approved work has been completed, a release request is sent to the Auditor/Controller office for processing. Until the processing is complete, the State Other Funding account for that particular grant work is considered unearned revenue. The grant funds in the subsidiary account appear as liabilities in the general ledger until they are spent. In this case, significant amounts from the City/County Payment Program were not fully expended and therefore were not realized as revenues.
2. Tipping Fee Revenues were \$143,720 more than budgeted due to greater amounts of waste delivered to the County's solid waste system than anticipated in the Agency budget. However, the transition from the County operations of the solid waste system to Republic's operation of the system resulted in a few issues to be worked out regarding the distribution of tipping fee and surcharge funding. Agency and County staff are resolving the issues which will be clarified in the FY 2014-15 Audit.
3. Unrealized Gains and Losses related to adjustments made by the Treasury, which maintains the Agency's funds. Accounting practices under which the County and Agency function (GASB 31) require the Sonoma County Treasury to adjust the fund balances on an annual basis depending on the market value of each fund, as calculated by the Treasury. Historically, the

adjustments were listed in the notes of the financial statements of the Treasury, but were also listed as findings in their annual audits. The decision was made by the Treasury to include the adjustments through normal operations instead of as notes in the financial statements. In the future, the Agency can expect the Treasury adjustments to be made in EFS, and therefore reported by Agency staff during the presentation of the Agency's quarterly financial reports.

4. Sale of Material was \$175,205 greater than budget estimates due to the unanticipated revenue sharing amount related to the Sonoma Compost Company agreement.
5. Prior Year Revenue is negative due to a decision by the Auditor to account for the Revenue Sharing that was partially due in FY 13-14. The negative revenue indicates the adjustment that compensated for expected revenue that did not occur in FY 13-14. This revenue is accounted for in item 4 above, Sale of Material.

### Expenditures

The one expenditure sub-object significantly over budget is Legal Services. These expenditures are related to litigation related to the composting operations.

A number of expenditure sub-objects are significantly under budget.

1. Administration Services is the cost of Agency staff. A staff vacancy for a majority of the year resulted in \$101,766 in reduced expenditures in this account.
2. Advertising/Marketing Services were \$23,428 under budget as the level of effort required to advertise the carryout bag ordinance was less than expected.
3. Engineering Services was \$87,685 under budget due to the delay in certifying the compost relocation EIR and related permitting work associated with that project. These costs are expected to occur in FY 15-16.
4. Other Professional Services consists of two sets of grants, the Oil Payment Program and the City/County Payment Program. Funds for these grants are held in advance and are not realized as revenue until the SCWMA posts expenditures against those revenues. The Agency did not utilize the City/County Payment Program to its fullest extent this Fiscal Year, in large part because of the long-vacant staff position.
5. Other Contract Work was under budget by nearly \$1.8 million mostly due to the decision by this Board to not construct a new compost pond as part of the zero discharge requirements for the site. There were significant savings in the Household Hazardous Waste fund due mainly to the Agency and Clean Harbor's participation in the PaintCare program where the paint disposal expense was incurred by PaintCare rather than SCWMA.
6. The Special Department Expense account was \$88,905 under budget due to this Agency not pursuing a new solid waste facility permit for the new compost facility during FY 14-15. It is expected these costs will be incurred in FY 15-16.

## **III. FUNDING IMPACT**

In summary, the revenues were \$157,425 greater than budgeted and the expenditures were \$2,034,865 under budget. The FY 14-15 Budget had been balanced through the expected use of nearly \$3.5 million from reserves, which would have resulted in a net cost of \$5.2 million. However, the combination of increase revenues and lower than expected expenditures resulted in a net cost of \$3.0 million. This is still a net cost (or decrease in fund balance), but is approximately \$2.2 million less than expected.

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

Staff recommends approving the FY 14-15 Year-End Financial Report on the Consent Calendar.

#### **V. ATTACHMENTS**

FY 14-15 Year End Financial Report  
Reserve Policy

Approved by   
Patrick Carter, Interim Executive Director, SCWMA

Fiscal Year 14-15 Sonoma County Waste Management Agency Annual Financial Report

Account Description	Budget		Actual Year to Date	Remaining Balance	% Remaining
	Original	Final			
<b>00004 - All Revenues</b>					
42358 - State Other Funding	\$ 286,512.00	\$ 286,512.00	\$ 238,572.50	\$ 47,939.50	16.73%
42601 - County of Sonoma	\$ 4,850,100.00	\$ 4,850,100.00	\$ 4,993,819.73	\$ (143,719.73)	-2.96%
44002 - Interest on Pooled Cash	\$ 52,961.00	\$ 52,961.00	\$ 52,206.41	\$ 754.59	1.42%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (65,155.89)	\$ 65,155.89	0.00%
46003 - Sales - Non Taxable	\$ 15,000.00	\$ 15,000.00	\$ 190,204.50	\$ (175,204.50)	-1168.03%
46029 - Donations/Contributions	\$ 369,050.00	\$ 369,050.00	\$ 366,547.04	\$ 2,502.96	0.68%
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ (45,145.86)	\$ 45,145.86	0.00%
47101 - Transfers In - within a Fund	\$ 630,508.00	\$ 630,508.00	\$ 630,508.00	\$ -	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,361,556.43</b>	<b>\$ (157,425.43)</b>	<b>-2.54%</b>
<b>00005 - All Expense/Expenditure Accts</b>					
51041 - Insurance - Liability	\$ 12,000.00	\$ 12,000.00	\$ 10,176.89	\$ 1,823.11	15.19%
51201 - Administration Services	\$ 816,693.00	\$ 816,693.00	\$ 714,926.77	\$ 101,766.23	12.46%
51205 - Advertising/Marketing Svc	\$ 34,250.00	\$ 34,250.00	\$ 10,821.91	\$ 23,428.09	68.40%
51206 - Accounting/Auditing Services	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 10,329.00	\$ 10,329.00	\$ 13,355.54	\$ (3,026.54)	-29.30%
51211 - Legal Services	\$ 70,000.00	\$ 320,000.00	\$ 466,216.82	\$ (146,216.82)	-45.69%
51213 - Engineer Services	\$ 17,500.00	\$ 91,585.00	\$ 3,900.00	\$ 87,685.00	95.74%
51225 - Training Services	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 2,400.00	100.00%
51249 - Other Professional Services	\$ 216,632.00	\$ 216,632.00	\$ 166,499.53	\$ 50,132.47	23.14%
51401 - Rents and Leases - Equipment	\$ 2,460.00	\$ 2,460.00	\$ 2,769.91	\$ (309.91)	-12.60%
51402 - Rents and Leases - Heavy Eqt	\$ -	\$ -	\$ -	\$ -	0.00%
51421 - Rents and Leases - Bldg/Land	\$ 37,225.00	\$ 37,225.00	\$ 8,183.00	\$ 29,042.00	78.02%
51503 - Foundation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
51803 - Other Contract Services	\$ 5,569,188.00	\$ 8,995,177.00	\$ 7,196,921.84	\$ 1,798,255.16	19.99%
51901 - Telecommunication Data Lines	\$ -	\$ -	\$ 6,653.76	\$ (6,653.76)	0.00%
51902 - Telecommunication Usage	\$ -	\$ -	\$ 743.12	\$ (743.12)	0.00%
51904 - ISD - Baseline Services	\$ 20,141.00	\$ 20,141.00	\$ 18,509.04	\$ 1,631.96	8.10%
51906 - ISD - Supplemental Projects	\$ -	\$ -	\$ 1,870.50	\$ (1,870.50)	0.00%
51909 - Telecommunication Wireless Svc	\$ -	\$ -	\$ 3,355.74	\$ (3,355.74)	0.00%
51911 - Mail Services	\$ -	\$ -	\$ 1,201.44	\$ (1,201.44)	0.00%
51915 - ISD - Reprographics Services	\$ -	\$ -	\$ 6,222.03	\$ (6,222.03)	0.00%
51916 - County Services Chgs	\$ 19,879.00	\$ 19,879.00	\$ 19,880.00	\$ (1.00)	-0.01%
51919 - EFS Charges	\$ 4,192.00	\$ 4,192.00	\$ -	\$ 4,192.00	100.00%
51922 - County Car Expense	\$ 3,000.00	\$ 3,000.00	\$ 1,435.96	\$ 1,564.04	52.13%
51923 - Unclaimable county car exp	\$ -	\$ -	\$ 81.26	\$ (81.26)	0.00%
52061 - Fuel/Gas/Oil	\$ -	\$ -	\$ -	\$ -	0.00%
52091 - Memberships/Certifications	\$ 10,150.00	\$ 10,150.00	\$ 10,150.00	\$ -	0.00%
52111 - Office Supplies	\$ 27,730.00	\$ 27,730.00	\$ 18,232.40	\$ 9,497.60	34.25%
52162 - Special Department Expense	\$ 122,400.00	\$ 122,400.00	\$ 33,494.67	\$ 88,905.33	72.64%
52163 - Professional Development	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
57011 - Transfers Out - within a Fund	\$ 630,508.00	\$ 630,508.00	\$ 630,508.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 2,724.00	\$ 2,724.00	\$ -	\$ 2,724.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 7,652,901.00</b>	<b>\$ 11,402,975.00</b>	<b>\$ 9,368,110.13</b>	<b>\$ 2,034,864.87</b>	<b>17.85%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 7,652,901.00</b>	<b>\$ 11,402,975.00</b>	<b>\$ 9,368,110.13</b>	<b>\$ 2,034,864.87</b>	
<b>All Revenues</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,361,556.43</b>	<b>\$ (157,425.43)</b>	
<b>Net Cost</b>	<b>\$ 1,448,770.00</b>	<b>\$ 5,198,844.00</b>	<b>\$ 3,006,553.70</b>	<b>\$ 2,192,290.30</b>	

Fiscal Year 14-15 Sonoma County Waste Management Agency Annual Financial Report

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78101 - SCWMA - Wood Waste</b>					
00004 - All Revenues					
42601 - County of Sonoma	\$ 170,850.00	\$ 170,850.00	\$ 168,440.77	\$ 2,409.23	1.41%
44002 - Interest on Pooled Cash	\$ 1,117.00	\$ 1,117.00	\$ 1,562.57	\$ (445.57)	-39.89%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (1,380.21)	\$ 1,380.21	0.00%
46003 - Sales - Non Taxable	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
46029 - Donations/Contributions	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 181,967.00</b>	<b>\$ 181,967.00</b>	<b>\$ 173,623.13</b>	<b>\$ 8,343.87</b>	<b>4.59%</b>
00005 - All Expense/Expenditure Accts					
51041 - Insurance - Liability	\$ 360.00	\$ 360.00	\$ 305.31	\$ 54.69	15.19%
51201 - Administration Services	\$ 5,525.00	\$ 5,525.00	\$ 16,369.63	\$ (10,844.63)	-196.28%
51206 - Accounting/Auditing Services	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 310.00	\$ 310.00	\$ 400.75	\$ (90.75)	-29.27%
51803 - Other Contract Services	\$ 164,130.00	\$ 164,130.00	\$ 129,284.90	\$ 34,845.10	21.23%
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 3,209.64	\$ 321.36	9.10%
51911 - Mail Services	\$ -	\$ -	\$ 4.93	\$ (4.93)	0.00%
51916 - County Services Chgs	\$ 596.00	\$ 596.00	\$ 596.00	\$ -	0.00%
57011 - Transfers Out - within a Fund	\$ 166,445.00	\$ 166,445.00	\$ 166,445.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ 454.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 341,851.00</b>	<b>\$ 341,851.00</b>	<b>\$ 317,116.16</b>	<b>\$ 24,734.84</b>	<b>7.24%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 341,851.00</b>	<b>\$ 341,851.00</b>	<b>\$ 317,116.16</b>	<b>\$ 24,734.84</b>	
<b>All Revenues</b>	<b>\$ 181,967.00</b>	<b>\$ 181,967.00</b>	<b>\$ 173,623.13</b>	<b>\$ 8,343.87</b>	
<b>Net Cost</b>	<b>\$ 159,884.00</b>	<b>\$ 159,884.00</b>	<b>\$ 143,493.03</b>	<b>\$ 16,390.97</b>	

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78102 - SCWMA - Yard Debris</b>					
00004 - All Revenues					
42601 - County of Sonoma	\$ 3,281,000.00	\$ 3,281,000.00	\$ 2,808,544.50	\$ 472,455.50	14.40%
44002 - Interest on Pooled Cash	\$ 7,010.00	\$ 7,010.00	\$ 7,747.57	\$ (737.57)	-10.52%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (9,793.46)	\$ 9,793.46	0.00%
46003 - Sales - Non Taxable	\$ 10,000.00	\$ 10,000.00	\$ 190,204.50	\$ (180,204.50)	-1802.05%
46029 - Donations/Contributions	\$ 5,000.00	\$ 5,000.00	\$ 23,603.95	\$ (18,603.95)	-372.08%
<b>Total 00004 All Revenues</b>	<b>\$ 3,303,010.00</b>	<b>\$ 3,303,010.00</b>	<b>\$ 3,020,307.06</b>	<b>\$ 282,702.94</b>	<b>8.56%</b>
00005 - All Expense/Expenditure Accts					
51041 - Insurance - Liability	\$ 7,200.00	\$ 7,200.00	\$ 6,106.13	\$ 1,093.87	15.19%
51201 - Administration Services	\$ 215,209.00	\$ 215,209.00	\$ 262,568.78	\$ (47,359.78)	-22.01%
51206 - Accounting/Auditing Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 6,197.00	\$ 6,197.00	\$ 8,012.97	\$ (1,815.97)	-29.30%
51211 - Legal Services	\$ 5,000.00	\$ 5,000.00	\$ 6,810.00	\$ (1,810.00)	-36.20%
51213 - Engineer Services	\$ 5,000.00	\$ 5,000.00	\$ 910.00	\$ 4,090.00	81.80%
51225 - Training Services	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	100.00%
51401 - Rents and Leases - Equipment	\$ 2,460.00	\$ 2,460.00	\$ 2,769.91	\$ (309.91)	-12.60%
51402 - Rents and Leases - Heavy Eqt	\$ -	\$ -	\$ -	\$ -	0.00%
51803 - Other Contract Services	\$ 3,397,964.00	\$ 3,397,964.00	\$ 2,985,255.85	\$ 412,708.15	12.15%
51901 - Telecommunication Data Lines	\$ -	\$ -	\$ 956.00	\$ (956.00)	0.00%
51904 - ISD - Baseline Services	\$ 6,017.00	\$ 6,017.00	\$ 5,470.32	\$ 546.68	9.09%
51911 - Mail Services	\$ -	\$ -	\$ 174.72	\$ (174.72)	0.00%
51916 - County Services Chgs	\$ 11,928.00	\$ 11,928.00	\$ 11,928.00	\$ -	0.00%
51919 - EFS Charges	\$ 4,192.00	\$ 4,192.00	\$ -	\$ 4,192.00	100.00%
51922 - County Car Expense	\$ 3,000.00	\$ 3,000.00	\$ 1,435.96	\$ 1,564.04	52.13%
51923 - Unclaimable county car exp	\$ -	\$ -	\$ 81.26	\$ (81.26)	0.00%
52061 - Fuel/Gas/Oil	\$ -	\$ -	\$ -	\$ -	0.00%
52111 - Office Supplies	\$ 5,000.00	\$ 5,000.00	\$ 175.00	\$ 4,825.00	96.50%
52162 - Special Department Expense	\$ 82,000.00	\$ 82,000.00	\$ 30,990.67	\$ 51,009.33	62.21%
52163 - Professional Development	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
57011 - Transfers Out - within a Fund	\$ 147,272.00	\$ 147,272.00	\$ 147,272.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 908.00	\$ 908.00	\$ -	\$ 908.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 3,907,447.00</b>	<b>\$ 3,907,447.00</b>	<b>\$ 3,476,917.57</b>	<b>\$ 430,529.43</b>	<b>11.02%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 3,907,447.00</b>	<b>\$ 3,907,447.00</b>	<b>\$ 3,476,917.57</b>	<b>\$ 430,529.43</b>	
<b>All Revenues</b>	<b>\$ 3,303,010.00</b>	<b>\$ 3,303,010.00</b>	<b>\$ 3,020,307.06</b>	<b>\$ 282,702.94</b>	
<b>Net Cost</b>	<b>\$ 604,437.00</b>	<b>\$ 604,437.00</b>	<b>\$ 456,610.51</b>	<b>\$ 147,826.49</b>	



Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78103 - SCWMA - Organics Reserve</b>					
00004 - All Revenues					
44002 - Interest on Pooled Cash	\$ 33,208.00	\$ 33,208.00	\$ 25,842.21	\$ 7,365.79	22.18%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (39,062.88)	\$ 39,062.88	0.00%
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ (43,235.29)	\$ 43,235.29	0.00%
47101 - Transfers In - within a Fund	\$ 313,717.00	\$ 313,717.00	\$ 313,717.00	\$ -	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 346,925.00</b>	<b>\$ 346,925.00</b>	<b>\$ 257,261.04</b>	<b>\$ 89,663.96</b>	<b>25.85%</b>
00005 - All Expense/Expenditure Accts					
51201 - Administration Services	\$ 63,447.00	\$ 63,447.00	\$ 43,191.43	\$ 20,255.57	31.93%
51206 - Accounting/Auditing Services	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%
51211 - Legal Services	\$ 10,000.00	\$ 260,000.00	\$ 423,346.09	\$ (163,346.09)	-62.83%
51213 - Engineer Services	\$ 12,500.00	\$ 86,585.00	\$ 2,990.00	\$ 83,595.00	96.55%
51803 - Other Contract Services	\$ 750,880.00	\$ 4,077,690.00	\$ 2,917,282.08	\$ 1,160,407.92	28.46%
51911 - Mail Services	\$ -	\$ -	\$ 236.22	\$ (236.22)	0.00%
52111 - Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ 556.04	\$ 443.96	44.40%
52162 - Special Department Expense	\$ 40,000.00	\$ 40,000.00	\$ 2,218.00	\$ 37,782.00	94.46%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 880,327.00</b>	<b>\$ 4,531,222.00</b>	<b>\$ 3,392,319.86</b>	<b>\$ 1,138,902.14</b>	<b>25.13%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 880,327.00</b>	<b>\$ 4,531,222.00</b>	<b>\$ 3,392,319.86</b>	<b>\$ 1,138,902.14</b>	
<b>All Revenues</b>	<b>\$ 346,925.00</b>	<b>\$ 346,925.00</b>	<b>\$ 257,261.04</b>	<b>\$ 89,663.96</b>	
<b>Net Cost</b>	<b>\$ 533,402.00</b>	<b>\$ 4,184,297.00</b>	<b>\$ 3,135,058.82</b>	<b>\$ 1,049,238.18</b>	

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78104 - SCWMA - HHW</b>					
00004 - All Revenues					
42358 - State Other Funding	\$ 151,512.00	\$ 151,512.00	\$ 168,176.30	\$ (16,664.30)	-11.00%
42601 - County of Sonoma	\$ 1,100,423.00	\$ 1,100,423.00	\$ 1,587,667.09	\$ (487,244.09)	-44.28%
44002 - Interest on Pooled Cash	\$ 2,535.00	\$ 2,535.00	\$ 6,458.23	\$ (3,923.23)	-154.76%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (5,507.00)	\$ 5,507.00	0.00%
46029 - Donations/Contributions	\$ 322,297.00	\$ 322,297.00	\$ 295,800.89	\$ 26,496.11	8.22%
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ 1,765.03	\$ (1,765.03)	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 1,576,767.00</b>	<b>\$ 1,576,767.00</b>	<b>\$ 2,054,360.54</b>	<b>\$ (477,593.54)</b>	<b>-30.29%</b>
00005 - All Expense/Expenditure Accts					
51041 - Insurance - Liability	\$ 3,660.00	\$ 3,660.00	\$ 3,103.95	\$ 556.05	15.19%
51201 - Administration Services	\$ 195,220.00	\$ 195,220.00	\$ 227,459.98	\$ (32,239.98)	-16.51%
51205 - Advertising/Marketing Svc	\$ 12,000.00	\$ 12,000.00	\$ 10,821.91	\$ 1,178.09	9.82%
51206 - Accounting/Auditing Services	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 3,150.00	\$ 3,150.00	\$ 4,073.07	\$ (923.07)	-29.30%
51211 - Legal Services	\$ 10,000.00	\$ 10,000.00	\$ 1,860.00	\$ 8,140.00	81.40%
51225 - Training Services	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	100.00%
51249 - Other Professional Services	\$ 138,158.00	\$ 138,158.00	\$ 154,866.63	\$ (16,708.63)	-12.09%
51421 - Rents and Leases - Bldg/Land	\$ 30,000.00	\$ 30,000.00	\$ 2,900.00	\$ 27,100.00	90.33%
51803 - Other Contract Services	\$ 1,193,800.00	\$ 1,193,800.00	\$ 1,029,449.71	\$ 164,350.29	13.77%
51901 - Telecommunication Data Lines	\$ -	\$ -	\$ 1,835.52	\$ (1,835.52)	0.00%
51902 - Telecommunication Usage	\$ -	\$ -	\$ 131.63	\$ (131.63)	0.00%
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 3,209.64	\$ 321.36	9.10%
51911 - Mail Services	\$ -	\$ -	\$ 10.36	\$ (10.36)	0.00%
51915 - ISD - Reprographics Services	\$ -	\$ -	\$ 3,141.76	\$ (3,141.76)	0.00%
51916 - County Services Chgs	\$ 6,063.00	\$ 6,063.00	\$ 6,063.00	\$ -	0.00%
52091 - Memberships/Certifications	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
52111 - Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 1,100.33	\$ 899.67	44.98%
52162 - Special Department Expense	\$ 400.00	\$ 400.00	\$ 286.00	\$ 114.00	28.50%
57011 - Transfers Out - within a Fund	\$ 140,285.00	\$ 140,285.00	\$ 140,285.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ 454.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 1,756,821.00</b>	<b>\$ 1,756,821.00</b>	<b>\$ 1,608,098.49</b>	<b>\$ 148,722.51</b>	<b>8.47%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 1,756,821.00</b>	<b>\$ 1,756,821.00</b>	<b>\$ 1,608,098.49</b>	<b>\$ 148,722.51</b>	
<b>All Revenues</b>	<b>\$ 1,576,767.00</b>	<b>\$ 1,576,767.00</b>	<b>\$ 2,054,360.54</b>	<b>\$ (477,593.54)</b>	
<b>Net Cost</b>	<b>\$ 180,054.00</b>	<b>\$ 180,054.00</b>	<b>\$ (446,262.05)</b>	<b>\$ 626,316.05</b>	

Account Description	Budget		Actual		Remaining	%
	Original	Final	Year to Date	Balance	Remaining	
<b>78105 - SCWMA - HHW Facility Reserve</b>						
00004 - All Revenues						
44002 - Interest on Pooled Cash	\$ 412.00	\$ 412.00	\$ 406.14	\$ 5.86	1.42%	
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (376.30)	\$ 376.30	0.00%	
<b>Total 00004 All Revenues</b>	<b>\$ 412.00</b>	<b>\$ 412.00</b>	<b>\$ 29.84</b>	<b>\$ 382.16</b>	<b>92.76%</b>	
<b>All Expense/Expenditure Accts</b>						
<b>All Revenues</b>	<b>\$ 412.00</b>	<b>\$ 412.00</b>	<b>\$ 29.84</b>	<b>\$ 382.16</b>		
<b>Net Cost</b>	<b>\$ (412.00)</b>	<b>\$ (412.00)</b>	<b>\$ (29.84)</b>	<b>\$ (382.16)</b>		

<b>78106 - SCWMA - HHW Operating Reserve</b>						
00004 - All Revenues						
44002 - Interest on Pooled Cash	\$ 6,201.00	\$ 6,201.00	\$ 6,124.23	\$ 76.77	1.24%	
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (5,671.42)	\$ 5,671.42	0.00%	
47101 - Transfers In - within a Fund	\$ 140,285.00	\$ 140,285.00	\$ 140,285.00	\$ -	0.00%	
<b>Total 00004 All Revenues</b>	<b>\$ 146,486.00</b>	<b>\$ 146,486.00</b>	<b>\$ 140,737.81</b>	<b>\$ 5,748.19</b>	<b>3.92%</b>	
00005 - All Expense/Expenditure Accts						
51201 - Administration Services	\$ 11,266.00	\$ 11,266.00	\$ -	\$ 11,266.00	100.00%	
51803 - Other Contract Services	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%	
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 26,266.00</b>	<b>\$ 26,266.00</b>	<b>\$ -</b>	<b>\$ 26,266.00</b>	<b>100.00%</b>	
<b>All Expense/Expenditure Accts</b>	<b>\$ 26,266.00</b>	<b>\$ 26,266.00</b>	<b>\$ -</b>	<b>\$ 26,266.00</b>		
<b>All Revenues</b>	<b>\$ 146,486.00</b>	<b>\$ 146,486.00</b>	<b>\$ 140,737.81</b>	<b>\$ 5,748.19</b>		
<b>Net Cost</b>	<b>\$ (120,220.00)</b>	<b>\$ (120,220.00)</b>	<b>\$ (140,737.81)</b>	<b>\$ 20,517.81</b>		

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78107 - SCWMA - Education</b>					
00004 - All Revenues					
42358 - State Other Funding	\$ 135,000.00	\$ 135,000.00	\$ 70,396.20	\$ 64,603.80	47.85%
42601 - County of Sonoma	\$ 262,871.00	\$ 262,871.00	\$ 379,164.90	\$ (116,293.90)	-44.24%
44002 - Interest on Pooled Cash	\$ 1,134.00	\$ 1,134.00	\$ 3,074.30	\$ (1,940.30)	-171.10%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (1,636.37)	\$ 1,636.37	0.00%
46029 - Donations/Contributions	\$ 32,439.00	\$ 32,439.00	\$ 32,778.52	\$ (339.52)	-1.05%
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ (609.65)	\$ 609.65	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 431,444.00</b>	<b>\$ 431,444.00</b>	<b>\$ 483,167.90</b>	<b>\$ (51,723.90)</b>	<b>-11.99%</b>
00005 - All Expense/Expenditure Accts					
51041 - Insurance - Liability	\$ 720.00	\$ 720.00	\$ 610.61	\$ 109.39	15.19%
51201 - Administration Services	\$ 242,069.00	\$ 242,069.00	\$ 138,186.63	\$ 103,882.37	42.91%
51205 - Advertising/Marketing Svc	\$ 22,250.00	\$ 22,250.00	\$ -	\$ 22,250.00	100.00%
51206 - Accounting/Auditing Services	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 620.00	\$ 620.00	\$ 801.51	\$ (181.51)	-29.28%
51211 - Legal Services	\$ 25,000.00	\$ 25,000.00	\$ 31,938.73	\$ (6,938.73)	-27.75%
51225 - Training Services	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
51249 - Other Professional Services	\$ 78,474.00	\$ 78,474.00	\$ 11,632.90	\$ 66,841.10	85.18%
51421 - Rents and Leases - Bldg/Land	\$ 7,225.00	\$ 7,225.00	\$ 5,283.00	\$ 1,942.00	26.88%
51803 - Other Contract Services	\$ 27,414.00	\$ 27,414.00	\$ 19,991.90	\$ 7,422.10	27.07%
51901 - Telecommunication Data Lines	\$ -	\$ -	\$ 3,862.24	\$ (3,862.24)	0.00%
51902 - Telecommunication Usage	\$ -	\$ -	\$ 611.49	\$ (611.49)	0.00%
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 3,409.80	\$ 121.20	3.43%
51906 - ISD - Supplemental Projects	\$ -	\$ -	\$ 1,870.50	\$ (1,870.50)	0.00%
51909 - Telecommunication Wireless Svc	\$ -	\$ -	\$ 3,355.74	\$ (3,355.74)	0.00%
51911 - Mail Services	\$ -	\$ -	\$ 775.21	\$ (775.21)	0.00%
51915 - ISD - Reprographics Services	\$ -	\$ -	\$ 1,109.38	\$ (1,109.38)	0.00%
51916 - County Services Chgs	\$ 1,193.00	\$ 1,193.00	\$ 1,193.00	\$ -	0.00%
52091 - Memberships/Certifications	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0.00%
52111 - Office Supplies	\$ 17,730.00	\$ 17,730.00	\$ 15,933.03	\$ 1,796.97	10.14%
57011 - Transfers Out - within a Fund	\$ 146,429.00	\$ 146,429.00	\$ 146,429.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ 454.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 577,459.00</b>	<b>\$ 577,459.00</b>	<b>\$ 390,144.67</b>	<b>\$ 187,314.33</b>	<b>32.44%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 577,459.00</b>	<b>\$ 577,459.00</b>	<b>\$ 390,144.67</b>	<b>\$ 187,314.33</b>	
<b>All Revenues</b>	<b>\$ 431,444.00</b>	<b>\$ 431,444.00</b>	<b>\$ 483,167.90</b>	<b>\$ (51,723.90)</b>	
<b>Net Cost</b>	<b>\$ 146,015.00</b>	<b>\$ 146,015.00</b>	<b>\$ (93,023.23)</b>	<b>\$ 239,038.23</b>	

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78108 - SCWMA - Planning</b>					
00004 - All Revenues					
42601 - County of Sonoma	\$ 34,956.00	\$ 34,956.00	\$ 50,002.47	\$ (15,046.47)	-43.04%
44002 - Interest on Pooled Cash	\$ 191.00	\$ 191.00	\$ 402.08	\$ (211.08)	-110.51%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (232.44)	\$ 232.44	0.00%
46029 - Donations/Contributions	\$ 4,314.00	\$ 4,314.00	\$ 4,332.16	\$ (18.16)	-0.42%
<b>Total 00004 All Revenues</b>	<b>\$ 39,461.00</b>	<b>\$ 39,461.00</b>	<b>\$ 54,504.27</b>	<b>\$ (15,043.27)</b>	<b>-38.12%</b>
00005 - All Expense/Expenditure Accts					
51041 - Insurance - Liability	\$ 60.00	\$ 60.00	\$ 50.89	\$ 9.11	15.18%
51201 - Administration Services	\$ 22,387.00	\$ 22,387.00	\$ 7,777.95	\$ 14,609.05	65.26%
51206 - Accounting/Auditing Services	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
51207 - Client Accounting Services	\$ 52.00	\$ 52.00	\$ 67.24	\$ (15.24)	-29.31%
51211 - Legal Services	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 3,209.64	\$ 321.36	9.10%
51916 - County Services Chgs	\$ 99.00	\$ 99.00	\$ 100.00	\$ (1.00)	-1.01%
57011 - Transfers Out - within a Fund	\$ 30,077.00	\$ 30,077.00	\$ 30,077.00	\$ -	0.00%
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ 454.00	100.00%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 67,660.00</b>	<b>\$ 67,660.00</b>	<b>\$ 42,282.72</b>	<b>\$ 25,377.28</b>	<b>37.51%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 67,660.00</b>	<b>\$ 67,660.00</b>	<b>\$ 42,282.72</b>	<b>\$ 25,377.28</b>	
<b>All Revenues</b>	<b>\$ 39,461.00</b>	<b>\$ 39,461.00</b>	<b>\$ 54,504.27</b>	<b>\$ (15,043.27)</b>	
<b>Net Cost</b>	<b>\$ 28,199.00</b>	<b>\$ 28,199.00</b>	<b>\$ (12,221.55)</b>	<b>\$ 40,420.55</b>	

Account Description	Budget		Actual	Remaining	%
	Original	Final	Year to Date	Balance	Remaining
<b>78109 - SCWMA - Contingency Fund</b>					
00004 - All Revenues					
44002 - Interest on Pooled Cash	\$ 1,153.00	\$ 1,153.00	\$ 589.08	\$ 563.92	48.91%
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (1,495.81)	\$ 1,495.81	0.00%
46029 - Donations/Contributions	\$ -	\$ -	\$ 5,031.52	\$ (5,031.52)	0.00%
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ (3,065.95)	\$ 3,065.95	0.00%
47101 - Transfers In - within a Fund	\$ 176,506.00	\$ 176,506.00	\$ 176,506.00	\$ -	0.00%
<b>Total 00004 All Revenues</b>	<b>\$ 177,659.00</b>	<b>\$ 177,659.00</b>	<b>\$ 177,564.84</b>	<b>\$ 94.16</b>	<b>0.05%</b>
00005 - All Expense/Expenditure Accts					
51201 - Administration Services	\$ 61,570.00	\$ 61,570.00	\$ 19,372.37	\$ 42,197.63	68.54%
51206 - Accounting/Auditing Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
51211 - Legal Services	\$ 10,000.00	\$ 10,000.00	\$ 2,262.00	\$ 7,738.00	77.38%
51503 - Foundation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
51803 - Other Contract Services	\$ 20,000.00	\$ 119,179.00	\$ 115,657.40	\$ 3,521.60	2.95%
51915 - ISD - Reprographics Services	\$ -	\$ -	\$ 1,970.89	\$ (1,970.89)	0.00%
52111 - Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 468.00	\$ 1,532.00	76.60%
<b>Total 00005 All Expense/Expenditure Accts</b>	<b>\$ 95,070.00</b>	<b>\$ 194,249.00</b>	<b>\$ 141,230.66</b>	<b>\$ 53,018.34</b>	<b>27.29%</b>
<b>All Expense/Expenditure Accts</b>	<b>\$ 95,070.00</b>	<b>\$ 194,249.00</b>	<b>\$ 141,230.66</b>	<b>\$ 53,018.34</b>	
<b>All Revenues</b>	<b>\$ 177,659.00</b>	<b>\$ 177,659.00</b>	<b>\$ 177,564.84</b>	<b>\$ 94.16</b>	
<b>Net Cost</b>	<b>\$ (82,589.00)</b>	<b>\$ 16,590.00</b>	<b>\$ (36,334.18)</b>	<b>\$ 52,924.18</b>	
<b>All Expense/Expenditure Accts</b>	<b>\$ 7,652,901.00</b>	<b>\$ 11,402,975.00</b>	<b>\$ 9,368,110.13</b>	<b>\$ 2,034,864.87</b>	
<b>All Revenues</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,204,131.00</b>	<b>\$ 6,361,556.43</b>	<b>\$ (157,425.43)</b>	
<b>Net Cost</b>	<b>\$ 1,448,770.00</b>	<b>\$ 5,198,844.00</b>	<b>\$ 3,006,553.70</b>	<b>\$ 2,192,290.30</b>	

**Fund Balances**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Net Cost</b>	<b>Audit Adjustment</b>	<b>Ending Balance</b>
Wood Waste	\$ 298,119.49	\$ 143,493.03	\$ (44,000.00)	\$ 110,626.46
Yard Debris	\$ 1,495,861.86	\$ 456,610.51	\$ (132,000.00)	\$ 907,251.35
Organics Reserve	\$ 5,577,196.81	\$ 3,135,058.82	\$ -	\$ 2,442,137.99
HHW	\$ 648,531.71	\$ (446,262.05)	\$ -	\$ 1,094,793.76
HHW Closure Reserve	\$ 69,109.07	\$ (29.84)	\$ -	\$ 69,138.91
HHW Operations Reserve	\$ 1,042,108.15	\$ (140,737.81)	\$ -	\$ 1,182,845.96
Education	\$ 185,252.80	\$ (93,023.23)	\$ 2,484.00	\$ 280,760.03
Planning	\$ 57,830.11	\$ (12,221.55)	\$ -	\$ 70,051.66
Contingency Reserve	\$ 180,797.32	\$ (36,334.18)	\$ -	\$ 217,131.50

<b>Fund</b>	<b>Ending Balance</b>	<b>Target</b>	<b>Difference</b>
Wood Waste	\$ 110,626.46	\$ 22,600.67	\$ 88,025.79
Yard Debris	\$ 907,251.35	\$ 499,446.84	\$ 407,804.51
Organics Reserve	\$ 2,442,137.99	Undefined	\$ -
HHW	\$ 1,094,793.76	\$ 220,172.02	\$ 874,621.74
HHW Closure Reserve	\$ 69,138.91	\$ 68,000.00	\$ 1,138.91
HHW Operations Reserve	\$ 1,182,845.96	\$ 600,000.00	\$ 582,845.96
Education	\$ 280,760.03	\$ 24,371.57	\$ 256,388.46
Planning	\$ 70,051.66	\$ 1,220.57	\$ 68,831.09
Contingency Reserve	\$ 217,131.50	\$ 63,980.35	\$ 153,151.15

## **SONOMA COUNTY WASTE MANAGEMENT AGENCY RESERVE POLICY**

### **I. Purpose**

To define parameters for the collection, treatment and distribution of reserve funds resulting from the operations of the Sonoma County Waste Management Agency (SCWMA).

### **II. Policy**

#### **Organics Reserve**

##### **Collection**

As stated in Section 11 of the "Agreement Between The Cities Of Sonoma County And Sonoma County For A Joint Powers Agency To Deal With Waste Management Issues" (JPA Agreement)

"Agency shall separately account for all costs of handling and disposing yard waste and wood waste so that the costs of each are known."

##### **Treatment**

There is no stated fund goal for this reserve due to the parameter contained in the JPA agreement. Any funds remaining in the Wood Waste and Yard Waste cost centers at the close of the fiscal year are to be transferred to the Organics Reserve excluding a small (15% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

Any interest earned on the funds contained in the Organics Reserve shall remain within the reserve.

##### **Distribution**

The language in the JPA Agreement restricts the funds accumulated in the Organics Reserve for use only in conjunction with the organics program, which includes Board approved projects in the Wood Waste, Yard Waste cost centers as well as the Organics Reserve.

#### **Household Hazardous Waste (HHW) Closure Reserve**

##### **Collection**

This reserve is mandated by the permit-by-rule for treatment of hazardous waste collected at the HHW facility, which is owned by the County of Sonoma and occupied and operated by the SCWMA. The SCWMA is the permit holder of Permit No: 00-7161 issued by the Certified Unified Program Agency (Sonoma County Department of Emergency Services) and is responsible for establishing and maintaining a closure fund. The permit-by-rule states that "holder may establish the amount contained in the closure fund".



Since these reserves are mandated by permit, collection and transfer of these funds will take precedence over any contributions to the HHW Facility Reserve.

#### Treatment

The fund goal shall be reviewed every five years with a comparison of similar facilities located in California and adjusted accordingly. Should regulatory or legislative changes occur between review periods, the fund goal should be adjusted at the next appropriate budget development and approval process.

The HHW Closure Reserve does not include deconstruction of the building. These estimated costs were not included as part of the HHW Closure Fund because the building could potentially have other beneficial uses for the County or any other owner of the property. However, it is recognized the HHW Facility Reserve Funds would be adequate for deconstruction if required

Once the fund goal is achieved, there will be no further transfers from the HHW cost center into the reserve. The interest earned on the reserve funds will remain with the reserve.

#### Distribution

The only distribution will be when the facility is vacated by the SCWMA at which time SCWMA will relinquish the permit for HHW operations at this site.

#### HHW Facility Reserve

##### Collection

Any funds remaining in the HHW cost center at the close of the fiscal year are to be transferred to the HHW Facility Reserve excluding a small (15% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

##### Treatment

The reserve fund goal is either 33% of the budgeted annual HHW program operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) or \$600,000, whichever is greater. The interest earned on the reserve funds will remain with the reserve.

##### Distribution

Distribution from this reserve will happen whenever the disposal costs exceed the budgeted appropriation, such as an emergency requiring additional disposal of toxics. The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing.

In the event, there are funds collected greater than the stated fund goal, a transfer to the Contingency Reserve can be made with the same Board approved appropriation transfer process. This type of transfer would allow the excess reserve funds to be used for specific projects other than the operation of the HHW facility.

## Contingency Reserve

### Collection

Any funds remaining in the Education and Planning cost centers at the close of the fiscal year can be transferred to the Contingency Reserve excluding a small (10% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost centers for cash flow purposes for the succeeding fiscal year.

The funds collected and/or transferred into the Contingency Reserve are to be used for support of the Education and Planning cost centers in the event that projects beyond those approved in the Work Plan are necessary for the diversionary efforts of SCWMA.

### Treatment

The fund goal is 25% of the operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) of the two cost centers.

The interest earned on the reserve funds will remain with the reserve.

### Distribution

Distribution of funds from the Contingency Reserve is at the discretion of the Board of Directors. Specific projects/expenditures are to be considered by the Board for potential funding from the reserve. Precedence of projects will be given to any that stem from regulations or legislation.

The Executive Director has spending authority, provided by the Purchasing Policy adopted by the Board of Directors in 1995, not to exceed \$5,000. This purchasing authority shall apply to the reserve funds.

The JPA Agreement sets the approval parameter for a unanimous vote to be \$50,000 or a major program change. These parameters are in effect for the reserve fund usage. For larger and more complex projects, staff will present details concerning the project, along with a project specific budget, which will include the impact on the remaining reserve, for Board review.

The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing. The appropriation transfer is to be accompanied by a project budget that will include the appropriate sub-objects for efficient processing, payment and auditing.



Agenda Item #: **6.4**  
Cost Center: **Organics**  
Staff Contact: **Carter**  
Agenda Date: **9/16/2015**

## **ITEM: Compost Closure Progress Report**

### **I. BACKGROUND**

Per a lawsuit-related settlement, the existing compost facility at the Central Disposal Site is required to shut down. The site, on the County-owned landfill property, is to be vacated and returned in clean condition by October 15, 2015. In order to meet the end date, the compost facility contractor Sonoma Compost Company and SCWMA staff developed a closure schedule with input from the contract hauler, the Ratto Group:

1. Cease accepting residential collection routes green waste by July 1, 2015
2. Cease accepting self-haul green waste by September 1, 2015
3. Cease accepting wood waste by September 1, 2015
4. Have all in-process material processed and ready for sale by September 15, 2015
5. Have the site vacant and clean by October 1, 2015, thus providing a 2-week buffer for unexpected occurrences.

Per the plan, the Ratto Group initiated full outhaul of residential and commercial route green waste by July 1. This measured move to full outhaul was successful as there were no issues from the transition to outhaul. Self-haul green waste and wood waste outhaul began August 29, 2015.

### **II. DISCUSSION**

Overall, the outhaul of compost feedstock by the Ratto Group is progressing as expected.

One issue that has been brought to staff's attention involves the loading of wood waste at the Central Transfer Station. Republic staff has notified Agency staff that the area currently used to store wood material before outhaul is "unsustainable" and have requested Agency staff work with them to resolve it. Two solutions put forth would include the Agency transferring the composting facility permit to Republic so Republic could use the existing compost deck to process this material in a more efficient manner or use other areas of the Central Disposal Site to process the materials.

The alternative which Republic has suggested on multiple occasions would be for the Agency to transfer its solid waste facility permit covering the composting operations at the Central Disposal Site to Republic, and Republic could potential receive the wood materials at that site for consolidation, processing, and trans-loading. If the Agency were to affirmatively transfer that permit, staff recommends that an agreement in which Republic completely indemnifies the Agency be included in that transfer. Agency Counsel has reviewed this scenario, and while the process seems relatively straightforward, there is still risk involved with the transfer, hence the recommendation for indemnification. Staff would need complete assurances that no violations of the RENALE settlement agreement and the County license agreement would be incurred by the Agency in this scenario.

The alternative Agency staff would prefer is a situation in which Republic uses another location at the Central Disposal Site to handle the wood material. Staff understands this scenario may involve additional regulatory requirements, so it may not be the preferred scenario for Republic.

A mitigating option Agency staff has proposed for further exploration is for debris boxes and other source separated wood loads controlled by the Ratto Group be hauled directly to the Redwood Landfill for processing, bypassing the Central Transfer Station where the material congestion is an issue, according to Republic. This option alone would not solve the wood problem, but it would decrease the amount of material on site, which should benefit Republic's operation of the site. Pursuing this option would mean the Agency and County would forego fees on those materials that would normally be collected.

Staff will continue to explore options, include potential costs, as these are services not previously described in the Master Operating Agreement, but staff felt it necessary at this point to bring this issue to the Board's attention.

### **III. FUNDING IMPACT**

Funding for outhaul is currently borne by the Organics Reserve, but inbound material gate rates are set to rise October 1, 2015 to cover the additional expense of outhaul.

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

Staff will continue to monitor the situation with the wood waste and will update the Board if further action is required.

### **V. ATTACHMENTS**

None

Approved by:   
Patrick Carter, Interim Executive Director, SCWMA



Agenda Item #: **7**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **9/16/2015**

## **ITEM: SCWMA Future Update**

### **I. BACKGROUND**

The Board has discussed the issue of the Sonoma County Waste Management Agency's Joint Powers Authority agreement renewal or replacement on many occasions since the April 18, 2012 Agency meeting. A summary document of that background is included as an attachment to this staff report.

### **II. DISCUSSION**

At the August 19, 2015 Agency meeting, the Board formed an Ad Hoc Committee to explore the potential for Agency programs to be merged with those performed by the Regional Climate Protection Authority (RCPA), a statute-created government agency whose mission is to improve coordination on climate change issues and establish a clearinghouse for efforts to reduce greenhouse gas (GHG) emissions. As background, the RCPA has a twelve member Board of Directors with one member representing each city in Sonoma County and three members of the County Board of Supervisors. The only current overlap of membership from the Agency and RCPA Boards is Supervisors Zane and Gorin, the County's alternate member on the Agency Board. The RCPA coordinates countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions, including GHG emissions related to solid waste generation and disposal, so there is a nexus for considering the merger of the two agencies.

Initial conversations with Agency Counsel, staff from the RCPA, and County staff have not revealed any technical infeasibility preventing Agency functions and Agency staff from merging, if that is the decision of the Agency members. If the RCPA and Agency Boards are interested in further examining the feasibility of this merger, many details would still need be worked out, but at this initial stage, Agency staff believes a merger is a viable option.

Agency staff, County staff, and Agency Board members have had a number of conversations with RCPA staff on the concept of merging Agency programs under the RCPA umbrella. Through these conversations, Agency staff has gained the following understandings:

- The option of having the County run all Agency programs appears less viable than initially thought. However, this does not preclude the County/Republic from assuming some operational programs which are currently Agency responsibilities.
- RCPA staff has a strong preference toward keeping their existing Board membership and bylaw model in the event of a merger.
- RCPA staff has a strong preference toward keeping programs intact with the existing program managers to ensure continuity, provided budgetary requirements could be met.



- RCPA staff indicated a preference that the operational programs such as the composting operation and household hazardous waste collection and disposal be assigned elsewhere, though this could be discussed further.
- Members of the Ad Hoc Committee expressed an interest in retaining some form of policy control over operational programs, in the event those programs were reassigned to the County/Republic.
- The RCPA Board would consider this initial concept at its September 14, 2015 meeting.

With regard to the first bullet regarding the "County option," the County indicated a preference at its June 23, 2015 meeting for merging Agency functions with RCPA functions. The County indicated a willingness to assume responsibility for regional reporting, if that was the desire of the other Agency members, but thought that there may be greater efficiencies gained by merging Agency programs under RCPA programs. Agency staff has consulted with Agency Counsel and CalRecycle staff to discuss the logistics of having a single member performing Regional Agency reporting, and the conclusion was that a Joint Powers Authority agency would be required to perform Regional Agency reporting, as the Agency currently does for its members. County staff, the Ad Hoc Committee, and Agency staff came to the conclusion that this option is not likely to be viable. If the County were to perform these reporting functions, they would prefer to have their Board making the decisions, whereas if the cities wanted to participate in these discussions and program, the SCWMA or RCPA model would be a better method for city participation to occur.

If the RCPA Board of Directors is interested in further exploring the concept of the RCPA/SCWMA merger at their September 14, 2015 meeting, Agency staff recommends further coordination with Agency Counsel, County staff, and RCPA staff to develop a plan for the merger, including a description of the financial implications, a staffing plan, governance model, description of program authority, and description of any legal documents or agreement necessary to effect the merger and transition of programs from the Agency to the County and/or Republic Services.

### **III. FUNDING IMPACT**


Staff time, including Agency Counsel assistance, will be required to develop the merger plan, but no other funding impacts are expected at this time.

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

Staff recommends that the Agency Board of Directors give direction to Agency staff, contingent upon the interest from the RCPA at its September 14, 2015 Board of Directors meeting, to develop a merger plan with collaboration from County and RCPA staff.

### **V. ATTACHMENTS**

RCPA Staff Report  
JPA Renewal Background

Approved by:   
Patrick Carter, Interim Executive Director, SCWMA

## Staff Report

**To:** RCPA Board of Directors

**From:** Suzanne Smith, Executive Director

**Item:** Item 4.2.1 – Consideration of possible role for RCPA in Sonoma County Waste Management Agency programs and policy development

**Date:** September 14, 2015

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### **Issue:**

What is the status of the Sonoma County Waste Management Agency (SCWMA)? Should the SCWMA dissolve in early 2017, is there a role for RCPA to serve as the countywide forum for policy, education and outreach, planning and reporting on solid waste and diversion matters?

### **Background:**

The SCWMA is a joint powers authority (JPA), including representatives from all ten local jurisdictions, whose mission is to implement waste diversion programs as required by State law AB 939. The Agency's primary tasks are to create and maintain a treatment system for wood waste and yard debris, manage a program for the collection and proper disposal of household hazardous waste, inform local residents and businesses of ways they can help reduce, reuse and recycle their solid waste and properly dispose of hazardous materials, and perform planning and reporting functions as required by AB 939. The JPA is set to expire in February 2017 and there has been discussion over the past few months about how that might be addressed.

In June, the SCWMA directed its staff to explore options regarding the future of solid waste programs (i.e. compost, household hazardous waste, policy, education/outreach, planning/reporting) currently managed by SCWMA. The options being considered include:

- Extend/revise the current JPA
- Shift the programs to the County of Sonoma with the Board of Supervisors as the policy body
- Shift some of the operational programs to the County of Sonoma (i.e. compost) and shift other programs to the RCPA (i.e. policy)

There is a nexus in linking solid waste diversion and recycling with the RCPA through the RCPA Mission, Goals and Objectives to reduce the GHG emissions derived from solid waste and avert GHG emissions through recycling and related programs. The following objective related to solid waste is part of the approved RCPA Mission, Goals and Objectives:

*Minimize solid waste GHG emissions through waste reduction, re-use, recycling, and disposal / conversion technology while also maximizing use of bio-energy sources.*

- ✓ *Proposed lead coordinator:* Sonoma County/City Solid Waste Advisory Group
- ✓ *Program Activities:*

*a) Support solid waste management programs that will:*

- Reduce the amount of waste generated*
- Promote the reuse of products and packaging*
- Provide for the recycling of discards including products, packaging and organics*

*b) After implementing Solutions contained in a), landfill what remains and produce energy from methane production and using waste as fuel for other energy generation opportunities such as biomass power generation.*

*c) Support actions to fully implement the Countywide Integrated Waste Management Plan*

*d) Track progress on reducing GHG emissions from solid waste collection and land fill operations and issue an annual report card*

The RCPA received the attached correspondence asking that we consider engaging in the discussion as to whether the RCPA may be a good fit for some of the activities currently undertaken by SCWMA. To that end, staff has had meetings with SCWMA staff and SCWMA Board members serving on an ad hoc committee to discuss the concept and learn more about what such a proposal might entail.

A few key factors for consideration derived from those discussions and RCPA staff analysis include:

- The RCPA offers a similar governance structure to the SCWMA in that all jurisdictions would have a seat at the table for policy discussions related to solid waste.
- The nexus between solid waste policy, the SCWMA programs and the mission of the RCPA is appropriate.
- Existing SCWMA programs are robust. If it is desirable for programs to continue, the staff, funding and related resources would be required going forward. RCPA does not have the capacity to absorb the workload without additional staffing and budget.
- The RCPA has not historically operated programs directly but does have experience managing programs and consultant contracts for programs similar to those carried out by SCWMA (i.e. Energy Upgrade California, PAYS Windsor).

#### **Policy Impacts:**

A decision to end the existing JPA and request RCPA take on a greater work load and policy responsibility is significant. To date there appears to be no legal reason the RCPA could not assume the responsibilities of the SCWMA.

#### **Fiscal Impacts:**

Should the hybrid approach be desired and RCPA be asked to take on certain programs and responsibilities the budget for those activities would need to be fleshed out. Currently the SCWMA staff and programs are funded through tipping fees, surcharges, and grants.

#### **Staff Recommendation:**

Discuss concepts and questions related to SCWMA and RCPA opportunities and provide direction to staff regarding the Board's level of interest in pursuing the concept of RCPA taking responsibility for some of the work currently carried out by the SCWMA.



## **JPA Renewal Background**

In 1992, prompted by AB 939, California's Integrated Waste Management Act of 1989, the Sonoma County Waste Management Agency (SCWMA, or the Agency) was formed as a Joint Powers Agency (JPA) comprised of the incorporated cities of Sonoma County plus the County of Sonoma. The current list of member jurisdictions is made up of ten (10) local governments, comprised of the nine (9) cities/town plus the County of Sonoma. The Town of Windsor was not an original member but joined the Agency shortly after its July 1992 incorporation.

Statutory authority for Joint Powers Authorities or Agencies is found in California Government Code Sections 6500-6536, as well as some decisional law. This statutory scheme gives public agencies the authority to enter into agreements to jointly exercise common powers; thus a JPA may exercise the powers common to its members. The Agency does not have any power or authority greater than that of its members.

A "Joint Powers Agreement" was developed and adopted to set forth "...terms and provisions..." for the Agency to operate under. Section 20 states that "The term of this Agreement shall be for twenty-five (25) years." This section also states that "This Agreement may be extended from year to year thereafter by mutual agreement of the Participants." Thus, the Agency Agreement would otherwise cease in 2017 without some sort of renewal in place. Adoption of approving resolutions by the members' governing bodies occurred by February 1992, and the Agency had its first Board meeting in April 1992.

The original Joint Powers Agreement, specifically Section 4, sets forth Agency membership as follows: "The Joint Powers Agency created by this Agreement shall have one member from Sonoma County and one member from each City that joins the Agency (each of whom shall be an elected Councilmember, County Supervisor or appointee)." Further in Section 4 the Agreement states, "An appointee shall be an employee of the city or county making the appointment."

As stated in the Agency Agreement, AB 939 "...requires Participants to divert recyclable and recoverable materials from the waste stream and to cooperate to achieve their diversion goals." Thus the Agency members decided to form the Agency to "...cooperate with each other... so as to carry out, in an efficient manner, these objectives." The Agency Agreement defined four specific areas of responsibility for the Agency related to waste diversion: yard waste, wood waste, household hazardous waste, and public education.

The First Amendment to the Agreement occurred in January 1996. This Amendment added a new Section 27 to the Agreement which established the Agency as a "Regional Agency" pursuant to Public Resources Code Section 40970 et seq., to act on behalf of its members to perform the

necessary solid waste planning and reporting functions. Thus regional solid waste planning and reporting responsibilities were added to the list of agency functions.

The original Agreement and the subsequent First Amendment were enacted by resolutions adopted by each of the member jurisdictions' governing bodies.

JPA renewal was discussed at the April 18, 2012 Agency meeting and was continued to be discussed over the course of the following months. Amended and restated Joint Powers Authority agreements were drafted and revised. These renewal discussions culminated in a facilitated discussion among Board members at a December 18, 2013 Strategic Planning Session of the Agency. Recognizing all the issues could not be resolved in a single session, a subsequent strategic planning sessions was planned for after additional research was performed.

Concurrent with these discussions, this Board examined and took action that resulted in the passage of a countywide carryout bag ordinance (with Santa Rosa opting out to enforce an identical ordinance within its own borders). The Agency's member jurisdictions adopted a Second Amendment to the JPA Agreement in advance of the ordinance's introduction on January 15, 2014. The Second Amendment explicitly stated the Agency had the authority to adopt ordinances which would be effective countywide and that Agency members reserved the right to opt out of non-core programs such as the carryout bag ordinance.

At the February 19, 2014 Agency meeting, the Board entered into an agreement with R3 Consulting Group to examine Agency programs and service delivery options for its members. R3's analysis was completed and presented to the Board at the May 21, 2014 Agency meeting and was a subject of further discussion at the June 23, 2014 Strategic Planning Session. As a result of feedback received at the June 23, 2014 Strategic Planning Session, the Third Amendment to the JPA was included as an attachment at the July 16, 2014 Agenda Packet and presented to the Board at the November 19, 2014 Agency meeting.

A White Paper about the Agency functions was developed and distributed to Agency members on March 10, 2015. At the March 18, 2015 Agency meeting, the Board directed staff to present a matrix of questions to Agency members to consider and give feedback about. By June 23, 2015, all members had considered the matrix questions. When the County considered the matrix at its June 23, 2015 Board of Supervisors meeting, County staff introduced an idea for consolidating Agency functions under another government entity, the Regional Climate Protection Authority (RCPA).

At the August 19, 2015 Agency meeting, the Board created an Ad Hoc Committee to explore the idea provided by the County to merge Agency programs with the RCPA programs.



Agenda Item #: **8**  
Cost Center: **Organics Reserve**  
Staff Contact: **Chilcott**  
Agenda Date: **9/16/2015**

ITEM: **Do-it-Yourself Composting Education Outreach Ideas**

**I. BACKGROUND**

On May 22, 2015, the Agency Board announced an agreement to settle a federal water quality lawsuit regarding its compost operations that requires closing the municipal compost operations at the Central Landfill in fall 2015. At the June 24, 2015 meeting, the Board voted unanimously to certify the Final EIR for a new compost site and to approve the Central Site Alternative as the selected site for a new compost facility. Considering the far-reaching impacts closure of the compost facility will have on the region's residents and businesses, the Board also directed staff to develop projects, including cost information and potential diversion, for Do-it-Yourself (DIY) onsite composting activities. At the August 19, 2015 Board meeting, Agency staff presented details for four on-site composting proposals targeting the commercial sector (small farmers and landscapers), schools and the general public. As there were a number of comments from Boardmembers, staff was directed to further refine the proposals.

**II. DISCUSSION**

To address Board comments, Agency staff contacted a number of potential additional program partners and evaluated new cost proposals. In addition, potential financial sponsors were contacted including the Farm Bureau, the Ratto Group, Republic Services and the Sonoma County Winegrape Commission.

Overall, the result from what was originally presented at the August 19, 2015 Board meeting was that the mix of recommended contractors changed and the cost for the aggregate of programs decreased. Based on the Board's project selection(s), after 6 months of program implementation a progress report prepared by Agency staff will be presented; a final report will be prepared at the conclusion of the year-long projects.

## **Matrix of potential composting education outreach activities**

### **Option 1: Small-scale farm and landscape composting workshop**

<b>Small-scale farm and landscape composting workshop</b>	<b>Overall budget: \$8,560</b> <b>Anticipated diversion: 2,120 tons/year</b> <b>1 Year Cost/Ton: \$4/Ton</b>				
<b>Budget snapshot:</b> <table><tr><td>University of California Cooperative Extension (UCCE)</td><td><b>\$8,000</b></td></tr><tr><td>C2 Alternative Services for Spanish outreach</td><td><b>\$560</b></td></tr></table>		University of California Cooperative Extension (UCCE)	<b>\$8,000</b>	C2 Alternative Services for Spanish outreach	<b>\$560</b>
University of California Cooperative Extension (UCCE)	<b>\$8,000</b>				
C2 Alternative Services for Spanish outreach	<b>\$560</b>				
<b>Target audience:</b> Small farmers and landscapers					
<b>Timeline:</b> September, 2015 through September, 2016					
<p><b>Summary:</b> Organized in partnership with University of California Cooperative Extension (UCCE) and Santa Rosa Junior College (SRJC) Shone Farm, the Agency would sponsor one 6-hour workshop targeting small farmers in Sonoma County interested in learning about on-site composting techniques.</p> <p>The workshop would be scheduled in the winter months, around November or early December 2015. Anticipating about 50 attendees (# of attendees will depend on the agenda/structure for the day), attendees would be charged \$20-\$30 each. The workshop venue would be at Santa Rosa Junior College Shone Farm, a 365 acre outdoor showcase of model sustainable agriculture, which engages in successful small-scale composting production from its crop and vineyard production activities. The workshop program would include information about basics of composting, how to work with regulators, how to compost using small farm equipment, etc. SRJC, under contract with UCCE, would be responsible for creating a hands-on composting demonstration showing active piles including raw materials--diatomaceous earth, manure, chipped landscape materials, vegetable and food scraps, grape pomace, chicken feathers, fish scraps, etc.--with the intent of showing mixing and proper moisture management techniques (one sided turner, full windrow turner, front end loader turning). Hugo Mata, working with C2 Alternative Services, would be present at the workshop to provide Spanish translation as needed.</p> <p>At no cost to the Agency, UCCE would be responsible for overall logistics, coordination and promotion including identifying workshop attendees, managing registration, securing the location, securing speakers and related travel arrangements, food, creating the workshop agenda, designing, printing workshop materials, set up/take down workshop materials, clean up facility, distributing promotional materials via email and social media and administering evaluation.</p> <p>One additional <i>new</i> program would be announced at the workshop.</p> <p><b>Follow-up help to farmers and landscapers</b> UCCE would hire a compost expert to visit up to 20 locations and provide technical assistance. The tasks include schedule and conduct on-site follow-up visits to farms and landscape yards with Paul Vossen, UC Farm Advisor and subcontractor. Assistance would include making sure composting is working without causing any environmental contamination, documenting diversion, and evaluating small-scale commercial composting project effectiveness with a written report to the Agency.</p>					

<p><b>Evaluation:</b></p> <p>UCCE would be responsible for performing the following tracking evaluation:</p> <ul style="list-style-type: none"> <li>• Workshop attendees per jurisdiction.</li> <li>• Summary of results of participant feedback post-workshop.</li> <li>• Document diversion and evaluation of small-scale commercial composting with a written report</li> </ul>
<p><b>Anticipated diversion/impact:</b></p> <p>The anticipated diversion calculation below was provided by Paul Vossen, UCCE:</p> <ul style="list-style-type: none"> <li>• Five (5) small-scale farm or landscape composting facilities will start.</li> <li>• Each site can bring in 500 cubic yards of organic waste materials for composting at any one time. Each site can generate compost from 1,000 cubic yards of raw materials – essentially having two composting cycles per year.</li> <li>• Using 848 lbs. per cubic yard x 500 cubic yards / 2,000 lbs. per ton = 212 tons per site (2 times per year) x 5 sites = 2,120 tons per year.</li> </ul>

## Option 2: Conduct worm composting in schools

<p><b>Conduct worm composting in schools</b></p>	<p><b>Overall budget: \$4,492</b>  <b>(\$3,500 matching funds)</b>  <b>Anticipated diversion: 157.5 tons/year</b>  <b>1 Year Cost/Ton: \$29/Ton</b></p>		
<p><b>Budget snapshot:</b></p> <table border="1"> <tr> <td>Compost Club</td><td>\$4,492</td></tr> </table>		Compost Club	\$4,492
Compost Club	\$4,492		
<p><b>Target audience:</b>  School aged children  <b>Timeline:</b>  September, 2015 through September, 2016</p>			
<p><b>Summary:</b> The Agency would contract with the Compost Club, a 501c3 project of the North Coast Resource Conservation and Development Council (NCRC&amp;DC) who would assign 1 to 3 skilled lead expert representatives to provide 30 school presentations. The priority grades would be K-6, middle school science classes, and high school clubs/Environmental Studies Classes, respectively.</p> <p>Based on historical data, it is expected that 25% of the schools visited, or 7 schools, will be inclined to initiate a school wide vermicompost system, while 75% will prefer vermicomposting as a classroom enrichment activity using Rubbermaid containers and worms. For Spanish language instruction, some Compost Club staff members are bilingual and can deliver the presentation in Spanish. In addition, schools provide bilingual staff to assist with additional translation, if needed.</p> <p>If the Board approves this project, other organizations have pledged, or are considering pledging, matching funds:</p> <ul style="list-style-type: none"> <li>• The Crabb-Grasseschi Foundation has pledged \$2,500 in match funds</li> <li>• The Rose Foundation has tentatively pledged \$500 pending Board approval in August</li> <li>• The Santa Rosa Sunrise Rotary Clubs has tentatively pledged \$500.</li> </ul>			
<p><b>Evaluation:</b></p> <p>The Compost Club would be responsible for performing the following tracking evaluation:</p> <ul style="list-style-type: none"> <li>• Waste assessment ** summary for schools desiring a campus-wide vermiculture system</li> </ul>			

- Number of schools that received presentations per jurisdiction
- Number of schools that started a composting or worm composting program per jurisdiction
- Estimated diversion

The Compost Club will maintain a spreadsheet that reports the above outcomes.

**\*\*Note** that the waste assessment summary is an informal estimate, a bucket test, based on the average waste generated over a one week period. The assessment is used to estimate only the waste suitable for diversion with an onsite vermiculture system, not the entire organic waste stream.

**Anticipated diversion/impact:**

The anticipated diversion calculation below was provided by Rick Kaye, Compost Club:

10,500 lbs. diverted per school per year x 30 schools = 315,000 lbs. or 157.5 tons (primarily food waste)/year.

### Option 3: Video production for how-to compost

<b>Video production for how-to compost (English and Spanish)</b>	<b>Overall budget: \$39,306</b> <b>Anticipated diversion: 3,877 tons/year</b> <b>1 Year Cost/Ton: \$10/Ton</b>
<b>Target audience:</b> General public <b>Timeline:</b> September, 2015 through September, 2016	
<b>Budget snapshot:</b>	
University of California Cooperative Extension (UCCE)	<b>\$31,976</b>
C2 Alternative Services for Spanish outreach	<b>\$3,305</b>
S2 Advertising for social media outreach	<b>\$4,025</b>
<p><b>Project summary:</b> The Agency would contract with UCCE Sonoma to produce a series of 10 one to two minute professionally produced videos (5 videos on composting and 5 videos on vermicomposting). The video series idea builds on Orange County Master Gardeners videos launched in 2011. While there are a multitude of <i>how to</i> composting videos on the internet, given the backdrop of the closure of the municipal composting program, UCCE feels that it is important to make a Sonoma County <i>branded</i> series that might help address local resident concerns. Many typical videos are <i>talking heads</i>, i.e. straight narration to the viewer and viewers have become accustomed to shorter instructional content. Best practice instructional videos are 3-minutes or less and utilize a series of narrated, pictorial and kinesthetic approaches in order to convey key message effectively. Many existing composting videos exceed the suggested 3 minute length and therefore may lose viewer interest.</p>	
<p>Proposed topics could include the following:</p> <ul style="list-style-type: none"> <li>• What is composting and why should I do it? (including discussion of composting versus vermicomposting and how long does it take)</li> <li>• How to start &amp; turn a compost pile and what type of compost bin to use</li> <li>• What does and does NOT go in a compost pile</li> <li>• Trouble shooting your compost pile (including what are these bugs in my compost?)</li> </ul>	

- Using compost & soil health and nutrition
- What is composting with worms
- What is a worm compost bin and where should it be placed
- What kind of worms do you use & where can I source them and worm food
- Troubleshooting your worm compost bin
- Harvesting & worm castings

To address Spanish language, UCCE proposes that Spanish language would get dubbed into the videos. The Spanish translation for the script and the talent for voice over will be accomplished by bilingual staff, a subcontractor for C2 Alternative Services working with Hugo Mata.

In order to accomplish the tasks for this project, UCCE proposes hiring an administrative resource, Sonoma County Master Gardener (SCMG) Compost Project Leader, who would oversee the development of the video series, along with a complimentary workshop series (see Option 4 below). Anticipated Project Leader tasks would include script development, location management, *talent* management as well as managing a professional videographer for shooting and editing the final video products and placing the videos on the Sonoma County Master Gardener web site.

English version videos would get publicized using existing Agency social media outlets, with the help of a contractor, S2 Advertising. Services to include creation of social media channels and on-line conversations for composting education. Social media to include but not limited to: Facebook, Google +, Instagram and YouTube. Spanish version videos would get publicized through a contract with C2 Alternative Services working with Hugo Mata.

**Evaluation:**

UCCE would be responsible for performing the following tracking evaluation:

- Number of English video views per month.
- Number of Spanish video views per month.

**Anticipated diversion/impact:**

The anticipated diversion calculation below was provided by Mimi Enright, UCCE:

In terms of potential audience reach and impact from the proposed video series, the UCCE Sonoma Master Gardeners recently completed a video on *Growing Vegetables with Less Water*. The video is featured prominently on the UCCE eb site (which in 2014 had 256,226 visitors). UCCE also posted the video on our Facebook page (which has 2,127 *fans* who see our regular posts). UCCE promoted the video via Facebook and in a span of 4 days reached 8,045 people (1,873 of whom were Sonoma County residents). A video series on composting created by the Orange County Master Gardeners had 16,524 views since 2011; this is with no marketing or promotion of the videos.

Based on this data, it is UCCE's assertion that a social media campaign utilizing the UCCE Sonoma Master Gardener website, Facebook page and Pinterest page will reach a large audience of Sonoma County residents. Coupling this with additional targeted outreach should ensure a broad reach of the video series in Sonoma County. The UCCE Sonoma Master Gardeners can also promote the video series through regular tabling at major events, community gatherings, workshops, farmers' markets, information desk and library lectures; in fiscal year 2014-15 UCCE reached 18,458 Sonoma County residents via these channels.

Based on this data, UCCE estimates reaching 5,000 Sonoma County residents with this video series

in one year. Based on data from a 2013 survey UCCE conducted with attendees at UCCE Sonoma Master Gardener workshops, 64% of those individuals attending workshops had started or increased composting. UCCE believes that using this number to project potential diversion of green waste from the landfill is conservative given the targeted nature of the video series. Respondents to the survey also estimated the volume of kitchen scraps and yard waste diverted from the landfill as a result of their composting.

Video Series diversion calculations:

- $5000 \times 64\% = 3200$  households beginning or increasing home composting
- Kitchen scraps diverted = 4.4 gallons per month/household = 14,080 gallons per month = 40.83 tons per month = 490 tons per year = 979,968 pounds per year = 837 cubic yards per year
- Yard waste diverted = 42 gallons per month/household = 134,400 gallons per month = 282.24 tons per month = 3,386.88 tons per year = 6,773,760 pounds per year = 7,988 cubic yards per year
- Total diverted = 3,876.88 tons per year = 7,753,729 pounds per year = 8,825 yd<sup>3</sup> per year

#### Option 4: Conduct composting and worm composting workshops

<b>Conduct 14 composting and worm composting workshops (English &amp; Spanish)</b>	<b>Overall budget: \$28,343</b> <b>Anticipated diversion: 310 tons/year</b> <b>1 Year Cost/Ton: \$91/Ton</b>												
<b>Target audience:</b> General public													
<b>Timeline:</b> September, 2015 -September, 2016													
<b>Budget snapshot:</b> <table border="1" data-bbox="427 1192 1308 1423"> <tr> <td>University of California Cooperative Extension (UCCE)</td><td>\$5,551</td></tr> <tr> <td>C2 Alternative Services for Spanish outreach</td><td>\$4,060</td></tr> <tr> <td>S2 Advertising for social media outreach</td><td>\$7,000</td></tr> <tr> <td>Triformis</td><td>\$10,232</td></tr> <tr> <td>Chapman Design (illustrator)</td><td>\$500</td></tr> <tr> <td>Printing</td><td>\$1,000</td></tr> </table>		University of California Cooperative Extension (UCCE)	\$5,551	C2 Alternative Services for Spanish outreach	\$4,060	S2 Advertising for social media outreach	\$7,000	Triformis	\$10,232	Chapman Design (illustrator)	\$500	Printing	\$1,000
University of California Cooperative Extension (UCCE)	\$5,551												
C2 Alternative Services for Spanish outreach	\$4,060												
S2 Advertising for social media outreach	\$7,000												
Triformis	\$10,232												
Chapman Design (illustrator)	\$500												
Printing	\$1,000												
<p><b>Summary:</b> The Agency would contract with UCCE to coordinate 5 regional workshops, 3 Spanish workshops and 6 <i>go where the people are</i> composting information tables at events. All workshops would include composting and vermiculture instruction.</p> <p>In order to accomplish the tasks for this project, UCCE proposes hiring an administrative resource, Sonoma County Master Gardener (SCMG) Compost Project Leader, who would oversee the development of a series of composting workshops. Anticipated SCMG Compost Leader tasks would involve securing locations, event registration sign-up using EventBrite or similar, training and coordinating MG speakers, updates to the Sonoma County Master Gardener web site and development of resource materials to support learning.</p> <p>Venues for the English workshops would be tested with 5 workshops conducted in quiet classroom</p>													



locations in each geographic area in Sonoma County (north, central, east, west, south) at locations to be identified (such as UCCE office in Santa Rosa or Sonoma Ecology Center, etc.). In addition, 6 workshops would be conducted at popular *go where the people are* at venues such as the Roseland Farmers' Market, Santa Rosa Wednesday Night Farmers' Market, Petaluma Art & Garden Festival, Heirloom Expo Kid's Day, Citrus Fair, Spring Home & Garden Show, etc. Proposed venues for the Spanish workshops are La Luz in Sonoma, Graton Labor Center and Bayer Farm. The three Spanish-only language workshops would be conducted by UCCE Spanish speaking staff in conjunction with the Agency's Spanish language outreach contractor, C2 Alternative Services working with Hugo Mata who would oversee collecting registrant information. Based on a successful composting workshop series conducted in Napa County, adjusted for population, it is estimated that there may be about 400 workshops attendees.

As an incentive for attending a workshop, attendees would be provided with an Agency-sponsored coupon to purchase composting products (bins, worms, etc.). Realizing the complexity of managing bin bulk purchase, storage, distribution, etc., Agency staff located a third party vendor to manage logistics. Triformis, a Los Angeles based company, has been providing compost bins, worm compost bins, compost tumblers and composting accessories to municipalities throughout North America since it was founded in 1995. Clients include the entire County of Los Angeles, City of San Diego, and the County of San Mateo. Triformis would be responsible for the comprehensive management of fulfillment and delivery (drop ship), storage of products, receiving and tracking orders, creating vouchers for the agreed upon amount, processing payments and quality control for the Agency. UCCE, in conjunction with Agency staff, would be responsible for copying and distributing order forms and workshop attendee vouchers and emailing Triformis an Excel spreadsheet of workshop attendees. Only Sonoma County residents, one per address, would be allowed to use the coupons. Triformis order forms and how-to guides would be available in English and Spanish. Note that the Soil Saver, Wriggly Wranch and Compost Tumbler are made from 100% recycled material. The scenario below shows each Triformis offering including the Agency's \$25 incentive. This task budgets 400 coupons at \$25 each, or \$10,000 in Agency subsidy.

<i>Sales Tax Included Free Shipping In Sonoma County Only</i>	<b>Price listed on Triformis website</b>	<b>Price with Agency \$25 discount</b>
<b>Soil Saver Compost Bin</b>	\$89	\$64
<b>Soil Saver Compost Bin with Base</b>	\$109	\$84
<b>Soil Saver Base (no bin)</b>	\$32	\$7
<b>Wriggly Wranch Worm Compost Bin</b>	\$89	\$64
<b>Compost Tumbler</b>	\$169	\$144
<b>Bedding Blocks – 5</b>	\$29	\$4
<b>Red Worms – 1 lb</b>	\$35	\$10
<b>Red Worms – 2 lbs</b>	\$57	\$32
<b>Worm Blanket – 2</b>	\$34	\$9
<b>Compost conditioner</b>	\$19	\$0
<b>Thermometer</b>	\$31	\$6

Workshop attendees would be provided with resource materials available in English and in

Spanish:

- Coupon redeemable online for one item
- *Composting Workshop Guide* adapted from Napa County. Supplemental graphics would be provided by Sheryl Chapman, the professional illustrator responsible for Agency illustrations.

English advertising would be organized in partnership with Agency staff, UCCE staff and S2 Advertising. Advertising tools may include a postcard of composting workshop dates, webpage announcements on Agency and UCCE websites, newspaper ads at targeted locations, utility bill inserts, social media postings and radio spots.

Spanish language advertising would be organized by C2 Alternative Services working with Hugo Mata. Advertising tools may include radio interviews, radio spots, print ads, and distribution of fliers.

**Evaluation:**

UCCE would be responsible for performing the following tracking evaluation for English and Spanish workshops:

- Number of registrants versus attendees per workshop, including date and venue location.
- Number of website visitors to the dedicated composting workshop web page per jurisdiction.
- Summary of results of participant feedback post-workshop sent immediately after the workshop.

Triformis would be responsible for performing the following tracking evaluation:

- Number of coupons redeemed per month per jurisdiction, including purchase preferences.

**Anticipated diversion/impact:**

Every three years, the UCCE Sonoma Master Gardeners conduct a survey of attendees at events to gauge the impact of MG education on behavior change. Based on a 2013 survey, 64% of respondents indicated that they increased or started composting, and reduced their landfill inputs by 4.4 gallons of kitchen scraps and 42 gallons of yard waste per month.

The Napa Master Gardeners had approximately 30 attendees at a similar workshop series in Napa County, therefore we are estimating reach approximately 30 people per event.

Workshop series diversion calculations (Assumptions are provided by UCCE):

400 attendees X 64% = 256 households beginning or increasing home composting

Kitchen scraps diverted = 4.4 gallons per month/household = 1,126.4 gallons per month = 3.27 tons per month = 39.2 tons per year = 78,397.44 pounds per year = 66.95 cubic yards per year

Yard waste diverted = 42 gallons per month/household = 10,752 gallons per month = 22.58 tons per month = 270.95 tons per year = 541,900 pounds per year = 639 cubic yards per year

Total diverted = 310.15 tons per year = 620,297.44 pounds per year = 705.95 yd<sup>3</sup> per year

Options 1 -3 all have one year cost per ton diverted which are less than the Agency's \$58/ton cost of outhaul. As such, if these programs reach the level of diversion estimated by Agency staff and its contractors, the return on the investment would be less than one year. As such, Agency staff recommends these programs for approval.

Option 4 has a higher cost per ton of material diverted, at \$91/ton. If the participants of this program continued their diversion activities for approximately two years, the Agency will have recovered the full cost of this program through avoided outhaul costs. This program targets residents who desire more personalized instruction, rather than the instruction provided in the Option 3 video series.

Approval of this program requires from a financial perspective alone would require faith in the contractors that the program will meet the estimated diversion targets. It is staff's opinion that the UCCE, which is responsible for the educational aspect of this program, has been a reliable partner on other programs, and that the program will meet its diversion goals. As such, staff recommends this option for approval as well.

### **III. FUNDING IMPACT**

The SCWMA FY 15-16 Budget, adopted by the Agency Board on May 21, 2015, does not allocate staff time or contractor funding to implement Do-it-Yourself Composting Education Outreach. The budget would need to be amended to accommodate these additional tasks, with the Organics Reserve as the funding source. If the Agency elected to conduct all the projects described here, the cost would be \$80,701 which would require a unanimous vote.

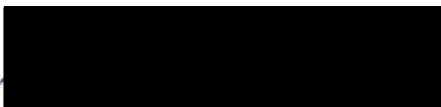
According to the estimates here, the potential diversion from these projects would be 6,465 tons of organic material annually.

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

Staff Recommends approval of Options 1-4 for approval. As the combined cost of all programs exceeds \$50,000, approval of all options requires a unanimous vote.

### **V. ATTACHMENTS**

Budget detail for Options 1-4

Approved by:   
Patrick Carter, Executive Director, SCWMA

## Budget Option 1: Small-scale farm and landscape composting workshop

Small-scale farm and landscape composting workshop					Overall budget: \$8,560
Budget detail (Not including Agency staff time.)					
Task Number and Description	Personnel/Item	Rate	Hours	Unit/materials	Subtotal
<b>Task 1 Organize, promote, execute and evaluate workshop</b>					
Task 1.1 Overall logistics, coordination and promotion including identifying workshop attendees, managing registration, securing the location, securing speakers and related travel arrangements, food, creating the workshop agenda, designing, printing workshop materials, set up/take down workshop materials, clean up facility, distributing promotional materials via email and social media and administering evaluation.	Contractor UCCE	\$0			\$0
Task 1.2 Create active demonstration site including securing raw materials and create active compost piles for demos	Contractor UCCE. Actual work performed by SRJC.			\$4,000	\$4,000
Task 1.3 Spanish translation during workshop	Contractor C2 Alternative Services	\$80	7=\$560		\$560
<b>Task 2 Follow-up help to farmers and landscapers</b>					
Task 2.1 Seminar, demo, and follow-up logistics +subcontractor	Contractor UCCE			\$4,000	\$4,000
<b>Total Agency expense</b>					<b>\$8,560</b>

## Budget Option 2: Conduct worm composting in schools

<b>Conduct worm composting in schools</b>					<b>Overall budget: \$4,492</b> <b>(\$3,500 matching funds)</b>
<b>Budget detail</b> (Not including Agency staff time.)					
Task Number and Description	Personnel/Item	Rate	Hours	Unit/materials	Subtotal
<b>Task 1 Identify schools and conduct presentations</b>					
Task 1.1 Identify and conduct 30 presentations.	Contractor Compost Club	\$75	30		\$2,250
<b>Task 2 Purchase school wide worm bin systems</b>					
Task 2.1 Purchase school wide bin systems, including worms	Contractor Compost Club	\$600		7	\$4,200
Task 2.2 Purchase Rubbermaid classroom worm bins, including worms	Contractor Compost Club	\$25		20	\$500
<b>Task 3 Administration fee</b>					
Task 3.1 NCRC&DC administration fee of 15%	Contractor Compost Club				\$1,042
<b>Matching funding</b>					
Various matching funding from Crabb-Grasseschi Foundation, The Rose Foundation and Santa Rosa Sunrise Rotary Clubs					-\$3,500
<b>Total Agency expense</b>					<b>\$4,492</b>

### Budget Option 3: Video production for how-to compost

Video production for how-to compost (English and Spanish)					Overall budget: <b>\$39,306</b>
Task Number and Description	Personnel/Item	Rate	Hours	Unit/materials	Subtotal
<b>Task 1 Personnel</b>					
Task 1.1 Payroll for .40 FTE Compost Project Leader # \$16.60/hr. including benefits calculated at 0.052 of total wages or \$17.46/hr.	Contractor UCCE	\$17.46	600		\$10,476
<b>Task 2 Professional videographer</b>					
Task 2.1 Professional videographer for 10 1-2 minute videos (\$1000/minute)	Contractor UCCE	\$1,000	20		\$20,000
Task 2.2 Spanish translation of video scripts	Contractor C2 Alternative Services	\$80	15=\$1,200	\$25	\$1,225
Task 2.3 Talent for voice over including reporting and administration	Contractor C2 Alternative Services	\$80	8=\$640		\$640
Task 2.4 Travel expenses	Contractor UCCE			\$500	\$500
<b>Task 3 Supplies</b>					
Task 3.1 Supplies related to video productions	Contractor UCCE			\$1,000	\$1,000
<b>Task 4 Publicity and outreach</b>					
Task 4.1 Initial social marketing set-up fees	Contractor S2 Advertising	\$75	7		\$525
Task 4.2 Monthly management for 4 months. 5 hours per month \$75/hr. or \$300/month	Contractor S2 Advertising	\$75	20		\$1,500
Task 4.3 Social media advertising and boosting expenses	Contractor S2 Advertising			\$2,000	\$2,000
Task 4.4 Spanish language social media and other outreach to promote video, including administration and reporting	Contractor C2 Alternative Services	\$80 \$40	6=\$480 4=\$160	\$750 media buys pass-through  \$50 expenses	\$1,440
<b>Total Agency expense</b>					<b>\$39,306</b>

## Budget Option 4: Conduct composting and worm composting workshops

<b>Conduct 14 composting and worm composting workshops (English &amp; Spanish)</b>					<b>Overall budget: \$28,343</b>
<b>Budget detail</b> (Not including Agency staff time.)					
Task Number and Description	Personnel/Item	Rate	Hours	Unit/materials	Subtotal
<b>Task 1 Personnel</b>					
Task 1.1 Payroll for .40 FTE Compost Project Leader # \$16.60/hr. including benefits calculated at 0.052 of total wages or \$17.46/hr.	Contractor UCCE	\$17.46	232		\$4,050.72
Task 1.2 Spanish language translator at three workshops including coordinate/assist at 3 workshops targeting Spanish speakers (La Luz in Sonoma, Graton Labor Center, Bayer Farm) + content training	Contractor C2 Alternative Services	\$80	26=\$2,080	\$100 expenses	\$2,180
<b>Task 2 Space rental for workshops</b>					
Task 2.1 Space rental and supplies for workshops	Contractor UCCE				\$1,500
<b>Task 3 Professional illustration, printing and advertising</b>					
Task 3.1 Professional illustrations. 10 illustrations @ \$50 each.	Contractor Sheryl Chapman			\$500	\$500
Task 3.2 Printing workshop guides, workshop date postcards, etc.	Agency staff			\$1,000	\$1,000
Task 3.3 English advertising (e.g., newspaper ads, utility bill inserts, workshop calendar postcards, etc.)	Contractor S2 Advertising			\$7,000	\$7,000
Task 3.4 Spanish advertising and workshop registration, including administration and reporting	Contractor C2 Alternative Services	\$80 \$40 35 calls @ \$10 each	6=\$480 5=\$200 10=\$350	\$750 media buys \$100 expenses	\$1,880
<b>Task 4 Workshop Coupons through Triformis</b>					
Task 4. 1 Triformis for management of fulfillment of compost products	Contractor Triformis	\$25		400	\$10,000
Task 4.2 Pricing for the demonstration bins, including shipping	Contractor Triformis				\$232
<b>Total Agency expense</b>					<b>\$28,343</b>

DATED: September 16, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE UNIVERSITY OF CALIFORNIA COOPERATIVE  
EXTENSION, C2 ALTERNATIVE SERVICES, S2 ADVERTISING, TRIFORMIS, AND CHAPMAN DESIGN TO PROMOTE  
SMALL SCALE COMPOSTING PROGRAMS

WHEREAS, the closure of the Sonoma County Waste Management Agency's (Agency) composting facility at the Central Disposal Site will occur no later than October 15, 2015; and

WHEREAS, the closure of the Agency's compost facility will result in less finished compost and mulch products available for purchase in Sonoma County; and

WHEREAS, educating individuals and businesses with regard to creating their own composts and mulches will help alleviate some of the finished product shortages and promote resiliency within the community; and

WHEREAS, the Agency Board of Directors determines it is necessary to enter into agreements with the University of California Cooperative Extension, C2 Alternative Services, S2 Advertising, Triformis, and Chapman Design to execute these small scale composting programs.

NOW THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency Board of Directors authorizes the execution of agreements with University of California Cooperative Extension, C2 Alternative Services, S2 Advertising, Triformis, and Chapman Design.

BE IT FURTHER RESOLVED that Agency staff is directed to amend the Agency's FY 2015-16 Budget in the amount of \$XX,XXX, in Business Unit SC002, Fund 78103, Department 66110300, Account 51803 to account for the additional expenditure this program will require, and submit the amendment to the County of Sonoma Auditor Controller Treasurer Tax Collector's office for processing.

MEMBERS:

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_____ Cloverdale	_____ Cotati	_____ County	_____ Healdsburg	_____ Petaluma
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_____ Rohnert Park	_____ Santa Rosa	_____ Sebastopol	_____ Sonoma	_____ Windsor

AYES:- - NOES: - - ABSENT: - - ABSTAIN: - -

SO ORDERED.

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

ATTEST:

DATE:



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



Agenda Item #: **9.1**  
 Agenda Date: **9/16/2015**

ITEM: **Outreach Calendar September-October 2015**

**September 2015 Outreach Events**

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	4 PM – 8 PM	Community Toxics Collection - Forestville
8	4 PM – 8 PM	Community Toxics Collection - Cotati
12	10:30 AM – 12:30 PM	“The Wonderful World of Worms”, Sonoma County Master Gardener lecture on vermicomposting at the Petaluma Library
8-10	10 AM – 4 PM	Sonoma County Master Gardener Information Table, Heirloom Exposition, Santa Rosa
12	10:30 AM – 12:30 PM	“The Wonderful World of Worms”, Sonoma County Master Gardener lecture on vermicomposting at the Petaluma Library
12	10 AM -3 PM	22th Annual Cloverdale Car and Motorcycle Show, Downtown Cloverdale
12-13	8 AM – 4 PM	E-waste Collection Event –Finley Community Center, Santa Rosa
13	1 PM – 6 PM	Mexican Independence Day Celebration, Wells Fargo Center for the Arts, Santa Rosa
15	4 PM – 8 PM	Community Toxics Collection - Healdsburg
22	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, NW
26	9 AM – 2 PM	Creek Week Celebration and Family Fun Day, Prince Memorial Greenway on Santa Rosa Creek, Santa Rosa
26	10 AM – 2 PM	U.S. Drug Enforcement Agency National Prescription Drug Take-Back Day Healdsburg Police Department- 238 Center St., Healdsburg <a href="http://www.deadiversion.usdoj.gov/drug_disposal/takeback/index.html">http://www.deadiversion.usdoj.gov/drug_disposal/takeback/index.html</a> for details and for more site locations.
29	4 PM – 8 PM	Community Toxics Collection – Sonoma

**October 2015 Outreach Events**

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	4 PM – 8 PM	Petaluma Business Expo Showcase, Petaluma Community Center
3	10 AM-2PM	Windsor Binational Health Week, Windsor Cali Calmecac Language Academy
6	4 PM – 8 PM	Community Toxics Collection – Larkfield
10	10AM-2PM	Sonoma Valley Binational Health Week, Community Health Center, Sonoma
11	1 PM-3PM	Cloverdale Binational Health Week, Cloverdale Fairgrounds, Cloverdale
11	1PM-4PM	Santa Rosa Binational Health Week, Resurrection Parish, Santa Rosa
13	4 PM – 8 PM	Community Toxics Collection – Cloverdale

17-18	8 AM – 4 PM	E-waste Collection Event –Walmart, Windsor
20	4 PM – 8 PM	Community Toxics Collection – Petaluma
21	5:30 PM – 8:30 PM	Sonoma State Sustainability Fair
24	10:30AM – 4PM	North Bay Science Fair, Santa Rosa County Fairgrounds, Hall of Flowers
27	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, SE
31	12 PM-5PM	Halloween Carnival, El Verano Elementary School, Sonoma

## Karina Chilcott

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**From:** Heyboer - CDPHE, Eric [eric.heyboer@state.co.us]  
**Sent:** Tuesday, July 28, 2015 4:11 PM  
**To:** RecycleNow  
**Subject:** Job well done!

To whom it may concern,

I recently vacationed in Sonoma County and was passing through Healdsburg when I came across your 2015 Sonoma County Recycling Guide at a small grocery store near town square. As a recycling professional, I am always on the lookout for outreach materials to see how other recycling programs educate their customers. I'm writing to commend Sonoma County on putting together such a thorough and comprehensive recycling guide. No doubt this was a huge undertaking by program staff as nearly every conceivable item someone may eventually need to discard is represented here. It reveals the County's commitment to giving residents the information they need to divert as much material from the landfill as possible. I will save this guide and share it with our grantees here in Colorado, as a prime example of what should be part of any successful outreach campaign. Excellent work!

Kind regards,

Eric Heyboer  
Recycling Grant Program Administrator



**COLORADO**

Division of Environmental  
Health & Sustainability

Department of Public Health & Environment

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[eric.heyboer@state.co.us](mailto:eric.heyboer@state.co.us) | [www.colorado.gov/cdphe/recyclinggrantrebates](http://www.colorado.gov/cdphe/recyclinggrantrebates)