



Meeting of the Board of Directors

February 17, 2016

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

Meeting of the Board of Directors

February 17, 2016

SPECIAL MEETING

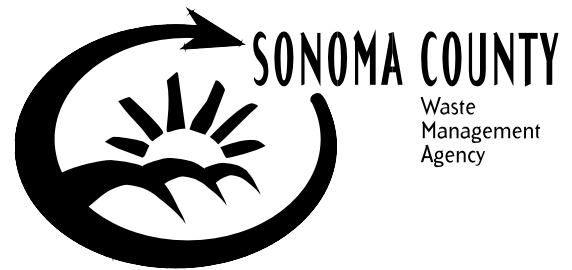
CLOSED SESSION PRIOR TO REGULAR MEETING 8:00 a.m.

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Note: This packet is 61 pages total



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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 ITEM #6.4 *****

<u>Item</u>	<u>Action</u>
1. Call to Order Regular Meeting	
2. Closed Session	
PUBLIC EMPLOYMENT Title: Executive Director	
3. Adjourn Closed Session	
4. Agenda Approval	
5. Public Comments (items not on the agenda)	
<u>Consent</u> (w/attachments)	Discussion/Action
6.1 Minutes of January 20, 2016 Special Meeting	

- | | | |
|-----|--|-----------------------|
| 6.2 | Second Quarter Financial Report | |
| 6.3 | Rules of Governance Annual Review | |
| 6.4 | City/County Payment Program Budget Amendment | Unanimous Vote |
| 6.5 | City/County Payment Program Container Purchase | |

Regular Calendar

- | | | |
|-----|--|--------------------------|
| 7. | Draft FY 16-17 Work Plan
[Carter](Attachments) | Discussion/Action
All |
| 8. | Pharmaceutical Ordinance Discussion
[Steinman](Attachments) | Discussion/Action
HHW |
| 9. | SCWMA Meeting Schedule
[Carter](Attachments) | Discussion/Action
All |
| 10. | SCWMA Update
[Carter](Attachments) | Discussion/Action
All |
| 11. | <u>Attachments/Correspondence:</u> | |
| | 11.1 Outreach Calendar February-March 2016 | |
| | 11.2 Mandatory Organics Recycling Outreach Letter | |
| | 11.3 Drop-off Recycling Chart | |
| 12. | Boardmember Comments | |
| 13. | Staff Comments | |
| 14. | Next SCWMA meeting: March 16, 2016 | |
| 15. | Adjourn | |

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

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

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

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

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



Date: January 20, 2016

To: SCWMA Board Members

From: Patrick Carter, Interim SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of January 20, 2016

Item 3, Closed Session Discussions: No reportable action was taken during closed session.

Item 5, Election of Officers: The Board elected Don Schwartz of Rohnert Park, John Sawyer of Santa Rosa, and Henry Mikus of Sebastopol to serve in the roles of Chair, Vice Chair, and Chair Pro Tem, respectively.

Item 7, Consent Items: Item 7.1 Minutes of the November 18, 2015 Special Meeting, 7.2 EPR and Pharmaceutical Ordinance Update, and 7.3 Recycling Guide 2016 Printing Contract were approved by the Board.

Item 8, City/County Payment Program: This item involved updating the Board on the City County Payment Program (CCPP). The recommended action included a budgetary adjustment, which required a unanimous vote. One member was not present, so the budget adjustment was continued to the February 2016 meeting. A model staff report and resolution authorizing the SCWMA to continue administering the CCPP for Sonoma County jurisdictions will be sent to all Sonoma County City Managers and appropriate County staff. The memo included with the staff report will inform City and County staff of the availability of funds and provide background and context for this request.

Item 9, Compost Program Update: The Board received a progress report regarding the recently-closed compost site cleanup efforts and the permitting efforts for the new compost site at the Central Disposal Site. It was expected that the County would notify the SCWMA about any further issues regarding the former compost site or accept the site as clean, per the JPA agreement, in the coming weeks.

There was much discussion regarding the relationship between the SCWMA, the County, and Republic and the various ways for the new compost site to be constructed and operated. Staff was directed to create a report clarifying the selection process for a contractor to construct and operate the new Central Compost Site, the potential costs of long term compost outhaul, and a hybrid analysis of those two options. The report was requested for the February SCWMA meeting, if possible.

Item 10, Attachments/Correspondence: The attachments/correspondence included the December 2015 – February 2016 Outreach Calendar, three reports on the SCWMA’s educational activities in 2015, and update of the scheduling of meeting among SCWMA members to discuss the SCWMA future, and one case study by Call2Recycle regarding battery recycling in Sonoma County.



To: Sonoma County Waste Management Agency Board Members

From: Patrick Carter, Interim Executive Director

Subject: February 17, 2016 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 January 20, 2016 Board Meeting:** regular acceptance.
- 6.2 **Second Quarter Financial Report:** The JPA requires quarterly reports of the receipts to and disbursements from the SCWMA. This report displays the actual revenues and expenditures, makes estimates for the remainder of the year, and lists the budgeted amounts for comparison. Both revenues and expenditures are lower than budget estimates, but overall staff predicts a net surplus of about \$50,000 as opposed to a \$1.4 million net cost in the amended budget.
- 6.3 **Rules of Governance Annual Review:** The Rules of Governance are required to be reviewed by the Board on an annual basis. Staff does not recommend any changes.
- 6.4 **City/County Payment Program Budget Adjustment:** The budget amendment portion of this item was continued from the January SCWMA meeting due to a Board member absence. Approval of this item would allow for staff to expend all City/County Payment program funds this fiscal year if eligible projects exist. **Approval of this amendment requires a unanimous vote.**
- 6.5 **City/County Payment Program Container Purchase:** Assuming passage of the previous item, this item would grant authority to the Executive Director to purchase recycling receptacles for Rohnert Park and Santa Rosa.

Regular Calendar

- 7. **Draft FY 16-17 Work Plan:** The Work Plan serves as a primer for the Draft Budget. The FY 16-17 Draft Work Plan consolidated and removed programs that are no longer applicable. No new programs are proposed in this Work Plan, in light of the potential expiration of the SCWMA in February 2017.
- 8. **Pharmaceutical Ordinance Discussion:** Discussions have been taking place throughout Sonoma County regarding a local pharmaceutical ordinance. At the January meeting, staff proposed developing a budget to assist with an ordinance, and believe that this can be done under existing staff and legal budget allocations. The preferred model would entail staff assisting the lead agency, as this

Agency's future is uncertain. If no other lead agency is identified, staff could be directed to develop a model ordinance for Agency members to adopt individually.

9. **SCWMA Meeting Schedule:** The Chair has requested discussion and possible action on starting the regular SCWMA meetings at 8:30 am instead of 9 am on the third Wednesday of each month. The meeting location would not change. Staff will accommodate either beginning time.
10. **SCWMA Update:** This item briefly describes the feedback received to date regarding the future of Agency programs from Agency member councils. A more detailed report is expected to be prepared for the March 16, 2016 Agency meeting.
11. **Attachments/Correspondence:** The Outreach Events Calendar for February and March, a notice being sent out to commercial customers generating organic materials, and a revised drop-off recycling chart (in light of the recent closure of many drop-off recycling centers) are included as attachments.



Minutes of January 20, 2016 Special Meeting

The Sonoma County Waste Management Agency met on January 20, 2016, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Present:

City of Cloverdale	Bob Cox
City of Cotati	Susan Harvey
City of Healdsburg	Brent Salmi
City of Petaluma	Dan St. John
City of Rohnert Park	Don Schwartz
City of Sebastopol	Henry Mikus
City of Sonoma	Madolyn Agrimonti
County of Sonoma	Susan Klassen
Town of Windsor	Deb Fudge

Staff Present:

Counsel	Ethan Walsh
Staff	Patrick Carter
	Karina Chilcott
	Felicia Smith
Agency Clerk	Sally Evans

1. Call to Order Special Meeting

The meeting was called to order at 8:57 a.m.

2. Closed Session

Ethan Walsh, Agency Counsel, stated there was no reportable action from closed session.

3. Adjourn Closed Session

4. Agenda Approval

Patrick Carter, Agency Interim Executive Director, noted staff wished to make the presentation for Item 8 and bring back one of the actions under consent at the February Board meeting for a vote, as it required a unanimous vote.

Deb Fudge, Town of Windsor, motioned to approve the 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	Absent	Sebastopol	Aye
Sonoma	Aye	Windsor	Aye

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

Motion passed.

5. Public Comments (items not on the agenda)

None.

6. Election of Officers

Mr. Carter explained the election of officers had historically been a one year term rotation, alphabetically by jurisdiction name, and noted this year would be as followed: Chair: Rohnert Park, Vice Chair: Santa Rosa, and Pro-Tem: Sebastopol.

Public Comments

None.

Ms. Fudge motioned to approve the slate of officers as presented (Chair: Rohnert Park, Vice Chair: Santa Rosa, and Pro-Tem: Sebastopol) and Bob Cox, City of Cloverdale seconded the motion.

Vote Count:

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

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

Motion passed.

Consent (w/attachments)

- 7.1 Minutes of November 18, 2015 Special Meeting
- 7.2 EPR and Pharmaceutical Ordinance Update
- 7.3 Recycling Guide 2016 Printing Contract

Mr. Carter noted the last page of item 7.1, Minutes of November 18, 2015, had a minor typographical error, and should be corrected as followed: Numbering for Item 14 and 15 should read Item 13 and 14.

Public Comments

None.

Madolyn Agrimonti, City of Sonoma, motioned to approve the consent agenda and Mr. Cox seconded the motion.

Vote Count:

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

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

Motion passed.

Regular Calendar

8. City/County Payment Program

Felicia Smith, Agency staff, provided an update regarding the City/County Payment Program grant funding to promote recycling beverage containers, and the new requirements from CalRecycle for the Agency to continue to do so. Ms. Smith reported the Agency currently had approximately \$360,000 in grant funding which needed to be used by June 30, 2017, otherwise it may need to be returned to CalRecycle.

Ms. Smith stated that in order to spend funds as efficiently as possible, staff recommended 1) approval of the Budget Adjustment provided with this month's staff report, 2) Agency members work with their cities to pass an authorizing resolution delegating the Agency authority to act on behalf of Agency members, 3) Agency members reach out to their public works department to let them know regarding available grant funds for the purchase of recycling bins in areas such as downtown and public parks. Ms. Smith noted staff could provide a model staff report for member agencies.

Board Discussion

Ms. Harvey asked for confirmation staff wanted to move forward with seeking a resolution and reaching out to public works.

Mr. Carter replied affirmatively.

Mr. St. John inquired if staff would be doing outreach to Agency members' parks and public works departments as well as business associations regarding the recycling bin opportunities. Mr. St. John also asked if the funds could be used to provide recycling bins through business associations.

Mr. Carter replied Ms. Smith had made presentations and was working to get recycling containers for parks in Cloverdale and parks and bus stops in Santa Rosa. Mr. Carter stated there had been outreach to business groups through the mandatory commercial recycling program, and added the funds could be used through business associations and for city offices.

Susan Klassen, County of Sonoma, inquired why a resolution was needed, as it was not necessary in the past.

Mr. Carter replied it was a new CalRecycle requirement for oversight purposes.

Public Comments

None.

Chair Schwartz motioned to request staff provide within a couple weeks, a draft staff report and resolution regarding the resolution delegating the Agency authority to act on their behalf in implementing and administering the grant funding to promote recycling beverage containers. Staff was also directed to draft a memo or email Agency members could forward to public works directors and city managers with the request, addressing the questions asked at this meeting. Mr. St. John seconded the motion.

Vote Count:

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

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

Motion passed.

9. Compost Program Update

Mr. Carter provided an update on the composting program, including the discussions with the County to return the closed compost to the County in a completely clean condition, discussions with the North Coast Regional Water Quality Control Board staff to terminate permits and monitoring requirements of the compost site, and the permitting documents for the new compost site.

Mr. Carter stated the permit application could possibly be submitted to the Local Enforcement Agency in March. Mr. Carter estimated the facility could be operational in 2018 or 2019.

Board Discussion

Ms. Harvey inquired if there was a date scheduled with the County Board of Supervisors regarding the old compost site, and expressed her concern regarding continuing to make monthly escrow payments.

Ms. Klassen replied the County was still looking at it and she was not sure it was necessary to go to the Board of Supervisors.

Mr. Carter explained that the monthly escrow payments had stopped.

Ms. Harvey inquired if the permit would be transferable. Mr. Carter replied affirmatively.

Mr. St. John stated he believed Tetra Tech had done a great job so far, but he had not yet seen phasing plans he believed Republic would want to look at carefully in preparing the proposal requested by the Agency. Mr. St. John noted some of the Agency member cities expressed they wanted to know the cost and alternatives.

Mr. St. John explained it was not uncommon in the waste industry to have contracts with landfill compost operation haulers for 15-25 years, as it allowed whoever was providing service time to amortize their incurred cost. Mr. St. John noted he believed a long-term out hauling contract would provide backup to the Agency as an alternative if something were to happen with compost as it did last year. Mr. St. John stated he believed the Agency had a commitment to keep compost in County, but in order to maintain a robust and reliable process in the future, there needed to be alternatives. Mr. St. John added that at this point it appeared out hauling to satellite operations would provide what appeared to be a cost effective alternative to building compost. Mr. St. John stated he believed Agency Board members would be willing to work with staff to develop concepts and projections for developing phasing plans and the development of alternative methods of dealing with compost long-term.

Mr. St. John recommended not including comments in staff reports that would send a message to Republic the Agency was considering a competitive bid process. Mr. St. John explained the process with Republic was a negotiation process.

Ms. Fudge stated bidding for waste services was important for Windsor, and explained that there was a referendum on the council that required waste services to be competitively bid.

Mr. St. John stated public waste services were bid through a competitive process, and the successful contractor was Republic. Mr. St. John noted the Agency was engaged in negotiating a change order to that waste management services contract that was competitively selected.

Ms. Harvey viewed the statement in the staff report as a balancing act that had to take place; trying to work with Republic first, with the possibility it would go out to bid.

Ms. Klassen commended staff for doing a great job in the cleanup of the compost site and noted the County was looking to wrap the process up rapidly.

Ms. Klassen explained Republic would be putting a lot of time and effort in studying the final permits, design, and putting together a cost proposal, and she felt Republic needed to have some assurance the County was not asking for a price for a new compost site for the sake of trying to decide whether to build the site or not and then turn around and do a competitive bid.

Mr. Mikus, City of Sebastopol, did not recall the Agency Board having a formal discussion where Republic was selected as the group with which the Agency would negotiate. Mr. Mikus noted the County, included provisions in the MOA for Republic to assume the composting operation and provide pricing, and the Agency Board asked Republic to honor that.

Mr. St. John stated the Agency Board directed the Agency Executive Director to send a letter to the County, enacting that provision in the MOA, and basically saying they wanted to negotiate with Republic for the services. Mr. St. John stressed the importance of having the operator involved in looking at the details to make sure the plans were efficient from an operator stand point.

Ms. Agrimonti inquired where the conversation took place that Republic was going to exclusively be used as the contractor, and added she believed a corporation as big as Republic would be used to being competitive all the time. Ms. Agrimonti expressed she was concerned the Agency had been hit hard by a lot of circumstances and would not want anyone questioning why they only dealt with one corporation.

Ms. Harvey asked for staff's input and noted she did not recall agreeing as a Board compost would be given to Republic and she believed that to be preliminary information to look at.

Mr. Carter replied he did not feel he was given direction to exclusively negotiate with Republic but he was trying to work with Republic to obtain information that would be helpful to make decisions and at the same time not put them at a disadvantage by doing so.

Ms. Klassen stated she was unaware if the Agency Board had collectively discussed in detail what the concept of asking for a price from Republic really meant and recommended greater discussion on the topic. Ms. Klassen noted the Agency Board would be involved, but the negotiations would be with the County, as it was a County/Republic contract that would be amended.

Ms. Klassen stated the question was whether the Agency was at a place where they were asking the County to take compost over, and noted she did not believe that to be a decision the Agency Board had made yet. Ms. Klassen stated she believed the County's position was that if the County was being asked to take over the operation, they would negotiate with Republic as their contractor, as the County would only want to have one contract.

Ms. Fudge stated she believed it was awkward for Republic to provide all the information at this stage and she was in agreement that needed to be discussed further. Ms. Fudge noted the Board had talked at length a few years prior regarding design-build being a more cost effective option and she believed design-build and operation were separate questions.

Ms. Klassen said she thought they were talking about long-term operations design-build and a long-term operations contract, because that would be the only way it could be amortized and built.

Mr. St. John stated his comment was not to say a final decision had been made Republic was going to be the operator. Mr. St. John noted a contractor would not be asked to do a change order unless there was intent to exercise the change order if the price was acceptable. Mr. St. John added Mr. Carter and Ms. Klassen would not be successful in negotiating a good price for the Agency if they were not committed, if the price was affordable to the Agency members.

Ms. Agrimonti inquired how the Agency would obtain the results since Republic is the County's contractor. Ms. Agrimonti stated she concurred with Mr. St. John regarding the practicality but she was not comfortable with the current process.

Chair Schwartz noted this was an informational item and no action could be taken, but provided direction for staff to develop an analysis or report in February or March that considered the following issues: 1) clarify direction regarding the intent on bidding or selection process for a compost contractor and how the Agency fits with the County and how the County fits with

Republic and 2) consideration of outhaul cost options. Chair Schwartz noted if some members chose to outhaul, it would affect the compost site cost for the rest of the members.

Public Comments

Allan Tose, Site 40 representative, provided documents regarding a study conducted by CalRecycle about tipping fees in California, including green waste and trash. Mr. Tose noted California was compared to other states and the rest of the world. Mr. Tose also noted the average rate for green waste in California was \$39 per ton and Sonoma County was at \$78.

Mr. Tose stated all the facilities the Agency shipped out to were in agricultural zoning but Sonoma County would not allow composting in agricultural zoning on a major scale because they would not be able to collect the \$19 gate fee. Mr. Tose explained that since the Central Disposal Site was the only place in Sonoma County zoned to do commercial composting, there was no way private enterprise could compete, therefore rate payers were having to pay higher costs. Mr. Tose stated if Site 40 could operate, they would be able to compost at the standard rate in California.

10. Attachments/Correspondence:

- 10.1 Outreach Calendar December 2015-February 2016
- 10.2 Eco Desk (English and Spanish) 2015 Annual Report
- 10.3 Website www.recyclenow.org 2015 Annual Report
- 10.4 Education 2015 Outreach Summary
- 10.5 SCWMA Future Update
- 10.6 Call2Recycle Case Study

Mr. St. John commended the Agency for the quality of the Annual Reports.

Ms. Harvey inquired why the report regarding the Eco Desk stated calls were returned the following day.

Mr. Carter replied the calls were generally returned within 24 hours, but those calls that were received after hours or on weekends were returned the following day or on Monday.

Chair Schwartz reported the City of Rohnert Park's staff recommendation for the Agency future would be as followed: 1) RCPA option, 2) Agency-light, which was an independent agency without compost and household hazardous waste operations, 3) stand alone as is Agency. Chair Schwartz noted Rohnert Park would recommend not approving the resolution extending the Agency unless it needed to be at some point for legal reasons.

Public Comments

None.

11. Boardmember Comments

Mr. St. John thanked the Agency members for their confidence in him as Chair and noted 2015 was a difficult year. Mr. St. John added he would continue to advocate for the Agency's core mission.

Mr. St. John shared he and John Brown, Petaluma Agency Board member, were not aware of a time the Agency was unable to conduct their business due to the way the Agency was structured

and the way the JPA was written. Mr. St. John noted compost was lost in part due to the lack of attention and diversion to other things, and recommended focusing the Agency resources on the Agency's core mission and returning compost to Sonoma County.

Ms. Fudge stated that she expected the discussion in Windsor to discuss elected and staff on the Board and noted the staff report in Windsor would likely lay out the options and discussion would take place, but she did not believe their staff would be recommending one option over another.

Ms. Fudge noted there was a website in Sonoma County regarding Styrofoam and added this was something the Agency could take on countywide, in addition to bringing back compost as soon as possible.

12. Staff Comments

None.

13. Next SCWMA meeting: February 17, 2016

14. Adjourn

The meeting was adjourned at 10:05 a.m.

Submitted by
Sally Evans



Agenda Item #: **6.2**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **2/17/2016**

ITEM: **Second Quarter Financial Report**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 2015-16 Second Quarter Financial Report on the Consent Calendar.

II. BACKGROUND

In accordance with the requirement in the joint powers agreement the Sonoma County Waste Management Agency (SCWMA) staff make quarterly reports to the Board of Directors of Agency operations and of all receipts to and disbursements from the SCWMA, this report covers the First and Second Quarter of FY 15-16 (July 1, 2015 - December 31, 2015).

III. DISCUSSION

The Second Quarter Financial Report uses information from the County accounting system, Enterprise Financial System (EFS), for expenditures and revenues. The FY 2015-16 Second Quarter Financial Report contains the actual amounts spent or received to date at the end of the quarter, the projected revenues and expenses, the adjusted budget, and the difference between the budget and the projections.

Revenues are expected to meet expectations with a few exceptions: tipping fee in the 42601 – County of Sonoma account for the Yard Debris Fund and 46029 – Donations/Contributions.

- 42601 – County of Sonoma: The FY 15/16 Budget was created in May 2015 when the status of the former compost facility and the tipping fee needed were unknown. As a result, the budget allowed for a higher tip fee than was necessary. Though tip fees listed in the attached report are only up to September 2015, staff estimates that approximately \$3.9 million will be received for this fiscal year.
- 46029 – Donations/Contributions: Agency staff is observing a decrease in participation with electronic waste collection events, and is receiving less revenue from these events than was projected in the budget.

Two areas where the revenues are expected to significantly exceed budget projections are 46029 – Donations/Contributions in the Organics Reserve (due to the expected redeposit of escrow funds into the Reserve after closure of the escrow account) and 42358 – State Other Funding in the Education fund due to the expected reimbursement of City County Payment Program expenditures where are expected to be significantly greater than the budget estimation.

With regard to expenditures the following accounts vary significantly from budget projections:

- 51201 – Administration Costs are projected to be under budget due to a staff vacancy (Department Analyst) for three quarters of the year, staff vacancy for one Waste

Management Specialist for the first quarter, reduced pay rate for the Interim Executive Director, and part-time status of the Senior Office Assistant for the remainder of the fiscal year.

- 51249 – Other Professional Services are expected to exceed the budget projections due to an increase in spending related to the City County Payment Program. The expenditures will be offset by grant funds.
- 51803 – Other Contract Services are expected to be significantly lower than budget estimates primarily due to the overestimate of compost program outhaul costs. Outhaul costs are expected to be in line with tipping fee revenues.
- 52162 – Special Department Expense is expected to be lower than predicted due to staff plans to not renew the existing compost site permit.

Overall, revenues are expected to be greater than expenditures by approximately \$50,000. This outlook is significantly better than the projected \$1.4 million net cost (deficit) included in the FY 2015/16 Final Budget, as amended.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 2015-16 Second Quarter Financial Report on the Consent Calendar.

V. ATTACHMENTS

Second Quarter Financial Report FY 2015-16 Revenue and Expenditure Summary

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

All SCWMA Funds/Accounts	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
All Revenues						
42358 - State Other Funding	\$ 283,872.00	\$ 283,872.00	\$ 10,170.90	\$ 448,872.00	\$ 459,042.90	\$ 175,170.90
42601 - County of Sonoma	\$ 9,289,351.00	\$ 9,289,351.00	\$ 1,728,455.02	\$ 4,085,717.98	\$ 5,814,173.00	\$ (3,475,178.00)
44002 - Interest on Pooled Cash	\$ 124,565.00	\$ 33,290.00	\$ 8,899.87	\$ 27,667.33	\$ 36,567.20	\$ 3,277.20
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (16,335.11)	\$ -	\$ (16,335.11)	\$ (16,335.11)
46029 - Donations/Contributions	\$ 255,450.00	\$ 255,450.00	\$ 98,868.09	\$ 1,916,716.07	\$ 2,015,584.16	\$ 1,760,134.16
46050 - Cancelled/Stale Dated Warrants	\$ -	\$ -	\$ 286.00	\$ -	\$ 286.00	\$ 286.00
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ 1.72	\$ -	\$ 1.72	\$ 1.72
47101 - Transfers In - within a Fund	\$ 579,640.00	\$ 670,915.00	\$ -	\$ 670,915.00	\$ 670,915.00	\$ -
All Revenues	\$ 10,532,878.00	\$ 10,532,878.00	\$ 1,830,346.49	\$ 7,149,888.38	\$ 8,980,234.87	\$ (1,552,643.13)
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 12,000.00	\$ 12,000.00	\$ 10,332.99	\$ -	\$ 10,332.99	\$ (1,667.01)
51201 - Administration Services	\$ 852,612.00	\$ 852,612.00	\$ -	\$ 725,135.00	\$ 725,135.00	\$ (127,477.00)
51205 - Advertising/Marketing Svc	\$ 14,000.00	\$ 14,000.00	\$ 3,548.57	\$ 10,451.43	\$ 14,000.00	\$ -
51206 - Accounting/Auditing Services	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -
51207 - Client Accounting Services	\$ 11,928.00	\$ 11,928.00	\$ -	\$ 11,928.00	\$ 11,928.00	\$ -
51211 - Legal Services	\$ 301,000.00	\$ 301,000.00	\$ 85,944.19	\$ 206,193.81	\$ 292,138.00	\$ (8,862.00)
51213 - Engineer Services	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -
51225 - Training Services	\$ 4,200.00	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 4,200.00	\$ -
51249 - Other Professional Services	\$ 184,686.00	\$ 184,686.00	\$ 28,932.06	\$ 333,143.19	\$ 362,075.25	\$ 177,389.25
51401 - Rents and Leases - Equipment	\$ 3,000.00	\$ 3,000.00	\$ 1,089.15	\$ 1,910.85	\$ 3,000.00	\$ -
51421 - Rents and Leases - Bldg/Land	\$ 38,025.00	\$ 38,025.00	\$ 4,500.00	\$ 7,425.00	\$ 11,925.00	\$ (26,100.00)
51801 - Other Services	\$ -	\$ -	\$ 20,950.92	\$ -	\$ 20,950.92	\$ 20,950.92
51803 - Other Contract Services	\$ 8,741,784.00	\$ 9,556,479.00	\$ 3,312,772.97	\$ 3,325,742.84	\$ 6,638,515.81	\$ (2,917,963.19)
51901 - Telecommunication Data Lines	\$ 3,796.00	\$ 3,796.00	\$ 1,376.64	\$ 2,419.36	\$ 3,796.00	\$ -
51902 - Telecommunication Usage	\$ 25,200.00	\$ 25,200.00	\$ 288.01	\$ 2,400.91	\$ 2,688.92	\$ (22,511.08)
51904 - ISD - Baseline Services	\$ 17,657.00	\$ 17,657.00	\$ 7,148.68	\$ 12,340.24	\$ 19,488.92	\$ 1,831.92
51906 - ISD - Supplemental Projects	\$ 1,800.00	\$ 1,800.00	\$ 547.60	\$ 1,252.40	\$ 1,800.00	\$ -
51909 - Telecommunication Wireless Svc	\$ 1,000.00	\$ 1,000.00	\$ 572.28	\$ 427.72	\$ 1,000.00	\$ -
51911 - Mail Services	\$ 3,450.00	\$ 3,450.00	\$ 204.35	\$ 946.30	\$ 1,150.65	\$ (2,299.35)
51915 - ISD - Reprographics Services	\$ 700.00	\$ 700.00	\$ 847.19	\$ 642.43	\$ 1,489.62	\$ 789.62
51916 - County Services Chgs	\$ 19,880.00	\$ 21,473.00	\$ -	\$ 21,473.00	\$ 21,473.00	\$ -
51919 - EFS Charges	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
51922 - County Car Expense	\$ 3,720.00	\$ 3,720.00	\$ 415.32	\$ 1,500.00	\$ 1,915.32	\$ (1,804.68)
51923 - Unclaimable county car exp	\$ -	\$ -	\$ 26.16	\$ -	\$ 26.16	\$ 26.16
52091 - Memberships/Certifications	\$ 10,350.00	\$ 10,350.00	\$ 10,350.00	\$ -	\$ 10,350.00	\$ -
52111 - Office Supplies	\$ 27,630.00	\$ 27,630.00	\$ 4,396.53	\$ 6,450.00	\$ 10,846.53	\$ (16,783.47)
52162 - Special Department Expense	\$ 132,400.00	\$ 132,400.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ (92,400.00)
52163 - Professional Development	\$ 3,700.00	\$ 3,700.00	\$ -	\$ 3,700.00	\$ 3,700.00	\$ -
57011 - Transfers Out - within a Fund	\$ 670,915.00	\$ 670,915.00	\$ -	\$ 670,915.00	\$ 670,915.00	\$ -
57015 - Transfers Out - All Others	\$ 2,724.00	\$ 2,724.00	\$ -	\$ -	\$ -	\$ (2,724.00)
All Expense/Expenditure Accts	\$ 11,126,657.00	\$ 11,942,945.00	\$ 3,494,243.61	\$ 5,429,097.48	\$ 8,923,341.09	\$ (3,019,603.91)
All Expense/Expenditure Accts	\$ 11,126,657.00	\$ 11,942,945.00	\$ 3,494,243.61	\$ 5,429,097.48	\$ 8,923,341.09	\$ (3,019,603.91)
All Revenues	\$ 10,532,878.00	\$ 10,532,878.00	\$ 1,830,346.49	\$ 7,149,888.38	\$ 8,980,234.87	\$ (1,552,643.13)
Net Cost	\$ 593,779.00	\$ 1,410,067.00	\$ 1,663,897.12	\$ (1,720,790.90)	\$ (56,893.78)	\$ (1,466,960.78)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78101 - SCWMA - Wood Waste						
All Revenues						
42601 - County of Sonoma	\$ 232,000.00	\$ 232,000.00	\$ 73,654.40	\$ 220,963.20	\$ 294,617.60	\$ 62,617.60
44002 - Interest on Pooled Cash	\$ 753.00	\$ 753.00	\$ 135.89	\$ 407.67	\$ 543.56	\$ (209.44)
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (695.79)	\$ -	\$ (695.79)	\$ (695.79)
Revenues Total	\$ 232,753.00	\$ 232,753.00	\$ 73,094.50	\$ 221,370.87	\$ 294,465.37	\$ 61,712.37
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 1,320.00	\$ 1,320.00	\$ 103.33	\$ -	\$ 103.33	\$ (1,216.67)
51201 - Administration Services	\$ 25,041.00	\$ 25,041.00	\$ -	\$ 25,041.00	\$ 25,041.00	\$ -
51206 - Accounting/Auditing Services	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
51207 - Client Accounting Services	\$ 1,312.00	\$ 1,312.00	\$ -	\$ 1,312.00	\$ 1,312.00	\$ -
51803 - Other Contract Services	\$ 219,630.00	\$ 219,630.00	\$ 79,928.52	\$ 139,701.48	\$ 219,630.00	\$ -
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 1,238.36	\$ 2,292.64	\$ 3,531.00	\$ -
51916 - County Services Chgs	\$ 2,187.00	\$ 2,741.00	\$ -	\$ 2,741.00	\$ 2,741.00	\$ -
57011 - Transfers Out - within a Fund	\$ 91,275.00	\$ 91,275.00	\$ -	\$ 91,275.00	\$ 91,275.00	\$ -
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ -	\$ -	\$ (454.00)
Expense/Expenditure Totals	\$ 345,250.00	\$ 345,804.00	\$ 81,270.21	\$ 262,863.12	\$ 344,133.33	\$ (1,670.67)
All Expense/Expenditure Accts	\$ 345,250.00	\$ 345,804.00	\$ 81,270.21	\$ 262,863.12	\$ 344,133.33	\$ (1,670.67)
All Revenues	\$ 232,753.00	\$ 232,753.00	\$ 73,094.50	\$ 221,370.87	\$ 294,465.37	\$ 61,712.37
Net Cost	\$ 112,497.00	\$ 113,051.00	\$ 8,175.71	\$ 41,492.25	\$ 49,667.96	\$ (63,383.04)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78102 - SCWMA - Yard Debris						
All Revenues						
42601 - County of Sonoma	\$ 7,452,000.00	\$ 7,452,000.00	\$ 978,551.10	\$ 2,935,653.30	\$ 3,914,204.40	\$ (3,537,795.60)
44002 - Interest on Pooled Cash	\$ 4,823.00	\$ 4,823.00	\$ 10.76	\$ 1,000.00	\$ 1,010.76	\$ (3,812.24)
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (2,296.54)	\$ -	\$ (2,296.54)	\$ (2,296.54)
46029 - Donations/Contributions	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ (10,000.00)
Revenues Total	\$ 7,466,823.00	\$ 7,466,823.00	\$ 976,265.32	\$ 2,936,653.30	\$ 3,912,918.62	\$ (3,553,904.38)
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 1,800.00	\$ 1,800.00	\$ 516.65	\$ -	\$ 516.65	\$ (1,283.35)
51201 - Administration Services	\$ 138,973.00	\$ 138,973.00	\$ -	\$ 90,000.00	\$ 90,000.00	\$ (48,973.00)
51206 - Accounting/Auditing Services	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
51207 - Client Accounting Services	\$ 1,789.00	\$ 1,789.00	\$ -	\$ 1,789.00	\$ 1,789.00	\$ -
51211 - Legal Services	\$ 5,000.00	\$ 5,000.00	\$ 1,575.00	\$ 1,000.00	\$ 2,575.00	\$ (2,425.00)
51225 - Training Services	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ -
51803 - Other Contract Services	\$ 7,199,140.00	\$ 7,199,140.00	\$ 2,466,068.72	\$ 1,500,000.00	\$ 3,966,068.72	\$ (3,233,071.28)
51901 - Telecommunication Data Lines	\$ 936.00	\$ 936.00	\$ 152.96	\$ 783.04	\$ 936.00	\$ -
51904 - ISD - Baseline Services	\$ 6,017.00	\$ 6,017.00	\$ 2,054.68	\$ 3,962.32	\$ 6,017.00	\$ -
51911 - Mail Services	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ -
51915 - ISD - Reprographics Services	\$ 200.00	\$ 200.00	\$ 57.57	\$ 142.43	\$ 200.00	\$ -
51916 - County Services Chgs	\$ 2,982.00	\$ 5,964.00	\$ -	\$ 5,964.00	\$ 5,964.00	\$ -
51922 - County Car Expense	\$ -	\$ -	\$ 415.32	\$ -	\$ 415.32	\$ 415.32
51923 - Unclaimable county car exp	\$ -	\$ -	\$ 26.16	\$ -	\$ 26.16	\$ 26.16
52111 - Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ 43.48	\$ 200.00	\$ 243.48	\$ (756.52)
52162 - Special Department Expense	\$ 82,000.00	\$ 82,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (77,000.00)
52163 - Professional Development	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
57015 - Transfers Out - All Others	\$ 908.00	\$ 908.00	\$ -	\$ -	\$ -	\$ (908.00)
Expense/Expenditure Totals	\$ 7,450,245.00	\$ 7,453,227.00	\$ 2,470,910.54	\$ 1,618,340.79	\$ 4,089,251.33	\$ (3,363,975.67)
All Expense/Expenditure Accts	\$ 7,450,245.00	\$ 7,453,227.00	\$ 2,470,910.54	\$ 1,618,340.79	\$ 4,089,251.33	\$ (3,363,975.67)
All Revenues	\$ 7,466,823.00	\$ 7,466,823.00	\$ 976,265.32	\$ 2,936,653.30	\$ 3,912,918.62	\$ (3,553,904.38)
Net Cost	\$ (16,578.00)	\$ (13,596.00)	\$ 1,494,645.22	\$ (1,318,312.51)	\$ 176,332.71	\$ 189,928.71

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78103 - SCWMA - Organics Reserve						
All Revenues						
44002 - Interest on Pooled Cash	\$ 107,424.00	\$ 16,149.00	\$ 3,514.79	\$ 10,544.37	\$ 14,059.16	\$ (2,089.84)
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (5,653.12)	\$ -	\$ (5,653.12)	\$ (5,653.12)
46029 - Donations/Contributions	\$ -	\$ -	\$ -	\$ 1,800,000.00	\$ 1,800,000.00	\$ 1,800,000.00
47101 - Transfers In - within a Fund	\$ -	\$ 91,275.00	\$ -	\$ 91,275.00	\$ 91,275.00	\$ -
Revenues Total	\$ 107,424.00	\$ 107,424.00	\$ (2,138.33)	\$ 1,901,819.37	\$ 1,899,681.04	\$ 1,792,257.04
All Expense/Expenditure Accts						
51201 - Administration Services	\$ 64,239.00	\$ 64,239.00	\$ -	\$ 64,239.00	\$ 64,239.00	\$ -
51206 - Accounting/Auditing Services	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
51211 - Legal Services	\$ 250,000.00	\$ 250,000.00	\$ 71,869.09	\$ 178,130.91	\$ 250,000.00	\$ -
51213 - Engineer Services	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -
51801 - Other Services	\$ -	\$ -	\$ 10,248.62	\$ -	\$ 10,248.62	\$ 10,248.62
51803 - Other Contract Services	\$ 150,000.00	\$ 964,695.00	\$ 449,977.91	\$ 900,000.00	\$ 1,349,977.91	\$ 385,282.91
51911 - Mail Services	\$ -	\$ -	\$ 3.28	\$ -	\$ 3.28	\$ 3.28
52111 - Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ 86.13	\$ 250.00	\$ 336.13	\$ (663.87)
52162 - Special Department Expense	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 35,000.00	\$ 35,000.00	\$ (15,000.00)
Expense/Expenditure Totals	\$ 530,239.00	\$ 1,344,934.00	\$ 532,185.03	\$ 1,192,619.91	\$ 1,724,804.94	\$ 379,870.94
All Expense/Expenditure Accts	\$ 530,239.00	\$ 1,344,934.00	\$ 532,185.03	\$ 1,192,619.91	\$ 1,724,804.94	\$ 379,870.94
All Revenues	\$ 107,424.00	\$ 107,424.00	\$ (2,138.33)	\$ 1,901,819.37	\$ 1,899,681.04	\$ 1,792,257.04
Net Cost	\$ 422,815.00	\$ 1,237,510.00	\$ 534,323.36	\$ (709,199.46)	\$ (174,876.10)	\$ (1,412,386.10)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78104 - SCWMA - HHW						
All Revenues						
42358 - State Other Funding	\$ 148,872.00	\$ 148,872.00	\$ -	\$ 148,872.00	\$ 148,872.00	\$ -
42601 - County of Sonoma	\$ 1,252,173.00	\$ 1,252,173.00	\$ 530,565.81	\$ 721,607.19	\$ 1,252,173.00	\$ -
44002 - Interest on Pooled Cash	\$ 3,519.00	\$ 3,519.00	\$ 1,833.36	\$ 5,500.08	\$ 7,333.44	\$ 3,814.44
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (3,049.00)	\$ -	\$ (3,049.00)	\$ (3,049.00)
46029 - Donations/Contributions	\$ 216,641.00	\$ 216,641.00	\$ 86,364.51	\$ 100,000.00	\$ 186,364.51	\$ (30,276.49)
46050 - Cancelled/Stale Dated Warrants	\$ -	\$ -	\$ 286.00	\$ -	\$ 286.00	\$ 286.00
46200 - PY Revenue - Miscellaneous	\$ -	\$ -	\$ 1.72	\$ -	\$ 1.72	\$ 1.72
Revenues Total	\$ 1,621,205.00	\$ 1,621,205.00	\$ 616,002.40	\$ 975,979.27	\$ 1,591,981.67	\$ (29,223.33)
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 5,400.00	\$ 5,400.00	\$ 5,683.14	\$ -	\$ 5,683.14	\$ 283.14
51201 - Administration Services	\$ 242,557.00	\$ 242,557.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ (17,557.00)
51205 - Advertising/Marketing Svc	\$ 12,000.00	\$ 12,000.00	\$ 3,548.57	\$ 8,451.43	\$ 12,000.00	\$ -
51206 - Accounting/Auditing Services	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -
51207 - Client Accounting Services	\$ 5,368.00	\$ 5,368.00	\$ -	\$ 5,368.00	\$ 5,368.00	\$ -
51211 - Legal Services	\$ 10,000.00	\$ 10,000.00	\$ 63.00	\$ 4,000.00	\$ 4,063.00	\$ (5,937.00)
51225 - Training Services	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ -
51249 - Other Professional Services	\$ 134,912.00	\$ 134,912.00	\$ 26,768.81	\$ 108,143.19	\$ 134,912.00	\$ -
51421 - Rents and Leases - Bldg/Land	\$ 30,000.00	\$ 30,000.00	\$ 3,900.00	\$ -	\$ 3,900.00	\$ (26,100.00)
51801 - Other Services	\$ -	\$ -	\$ 7,529.41	\$ -	\$ 7,529.41	\$ 7,529.41
51803 - Other Contract Services	\$ 1,135,000.00	\$ 1,135,000.00	\$ 314,825.18	\$ 750,000.00	\$ 1,064,825.18	\$ (70,174.82)
51901 - Telecommunication Data Lines	\$ 1,860.00	\$ 1,860.00	\$ 458.88	\$ 1,401.12	\$ 1,860.00	\$ -
51902 - Telecommunication Usage	\$ 200.00	\$ 200.00	\$ 49.09	\$ 150.91	\$ 200.00	\$ -
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 1,238.36	\$ 2,292.64	\$ 3,531.00	\$ -
51911 - Mail Services	\$ 50.00	\$ 50.00	\$ 3.70	\$ 46.30	\$ 50.00	\$ -
51915 - ISD - Reprographics Services	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
51916 - County Services Chgs	\$ 8,946.00	\$ 5,359.00	\$ -	\$ 5,359.00	\$ 5,359.00	\$ -
52091 - Memberships/Certifications	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	\$ -	\$ 10,200.00	\$ -
52111 - Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 80.00	\$ 500.00	\$ 580.00	\$ (1,420.00)
52162 - Special Department Expense	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ (400.00)
57011 - Transfers Out - within a Fund	\$ 471,938.00	\$ 471,938.00	\$ -	\$ 471,938.00	\$ 471,938.00	\$ -
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ -	\$ -	\$ (454.00)
Expense/Expenditure Totals	\$ 2,083,416.00	\$ 2,079,829.00	\$ 374,348.14	\$ 1,591,250.59	\$ 1,965,598.73	\$ (114,230.27)
All Expense/Expenditure Accts	\$ 2,083,416.00	\$ 2,079,829.00	\$ 374,348.14	\$ 1,591,250.59	\$ 1,965,598.73	\$ (114,230.27)
All Revenues	\$ 1,621,205.00	\$ 1,621,205.00	\$ 616,002.40	\$ 975,979.27	\$ 1,591,981.67	\$ (29,223.33)
Net Cost	\$ 462,211.00	\$ 458,624.00	\$ (241,654.26)	\$ 615,271.32	\$ 373,617.06	\$ (85,006.94)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78105 - SCWMA - HHW Facility Reserve						
All Revenues						
44002 - Interest on Pooled Cash	\$ 342.00	\$ 342.00	\$ 116.77	\$ 350.31	\$ 467.08	\$ 125.08
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (176.70)	\$ -	\$ (176.70)	\$ (176.70)
Revenues Total	\$ 342.00	\$ 342.00	\$ (59.93)	\$ 350.31	\$ 290.38	\$ (51.62)
All Expense/Expenditure Accts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All Revenues	\$ 342.00	\$ 342.00	\$ (59.93)	\$ 350.31	\$ 290.38	\$ (51.62)
Net Cost	\$ (342.00)	\$ (342.00)	\$ 59.93	\$ (350.31)	\$ (290.38)	\$ 51.62
78106 - SCWMA - HHW Operating Reserve						
All Revenues						
44002 - Interest on Pooled Cash	\$ 5,858.00	\$ 5,858.00	\$ 1,990.66	\$ 5,971.98	\$ 7,962.64	\$ 2,104.64
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (2,664.58)	\$ -	\$ (2,664.58)	\$ (2,664.58)
47101 - Transfers In - within a Fund	\$ 471,938.00	\$ 471,938.00	\$ -	\$ 471,938.00	\$ 471,938.00	\$ -
Revenues Total	\$ 477,796.00	\$ 477,796.00	\$ (673.92)	\$ 477,909.98	\$ 477,236.06	\$ (559.94)
All Expense/Expenditure Accts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All Revenues	\$ 477,796.00	\$ 477,796.00	\$ (673.92)	\$ 477,909.98	\$ 477,236.06	\$ (559.94)
Net Cost	\$ (477,796.00)	\$ (477,796.00)	\$ 673.92	\$ (477,909.98)	\$ (477,236.06)	\$ 559.94

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78107 - SCWMA - Education						
All Revenues						
42358 - State Other Funding	\$ 135,000.00	\$ 135,000.00	\$ 10,170.90	\$ 300,000.00	\$ 310,170.90	\$ 175,170.90
42601 - County of Sonoma	\$ 313,044.00	\$ 313,044.00	\$ 129,128.75	\$ 183,915.25	\$ 313,044.00	\$ -
44002 - Interest on Pooled Cash	\$ 595.00	\$ 595.00	\$ 836.32	\$ 2,508.96	\$ 3,345.28	\$ 2,750.28
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (1,474.63)	\$ -	\$ (1,474.63)	\$ (1,474.63)
46029 - Donations/Contributions	\$ 25,535.00	\$ 25,535.00	\$ 10,725.10	\$ 14,809.90	\$ 25,535.00	\$ -
Revenues Total	\$ 474,174.00	\$ 474,174.00	\$ 149,386.44	\$ 501,234.11	\$ 650,620.55	\$ 176,446.55
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 2,160.00	\$ 2,160.00	\$ 2,893.24	\$ -	\$ 2,893.24	\$ 733.24
51201 - Administration Services	\$ 285,947.00	\$ 285,947.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ (60,947.00)
51205 - Advertising/Marketing Svc	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
51206 - Accounting/Auditing Services	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
51207 - Client Accounting Services	\$ 2,147.00	\$ 2,147.00	\$ -	\$ 2,147.00	\$ 2,147.00	\$ -
51211 - Legal Services	\$ 25,000.00	\$ 25,000.00	\$ 10,361.42	\$ 14,638.58	\$ 25,000.00	\$ -
51225 - Training Services	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
51249 - Other Professional Services	\$ 49,774.00	\$ 49,774.00	\$ 2,163.25	\$ 225,000.00	\$ 227,163.25	\$ 177,389.25
51401 - Rents and Leases - Equipment	\$ 3,000.00	\$ 3,000.00	\$ 1,089.15	\$ 1,910.85	\$ 3,000.00	\$ -
51421 - Rents and Leases - Bldg/Land	\$ 8,025.00	\$ 8,025.00	\$ 600.00	\$ 7,425.00	\$ 8,025.00	\$ -
51803 - Other Contract Services	\$ 38,014.00	\$ 38,014.00	\$ 1,972.64	\$ 36,041.36	\$ 38,014.00	\$ -
51901 - Telecommunication Data Lines	\$ 1,000.00	\$ 1,000.00	\$ 764.80	\$ 235.20	\$ 1,000.00	\$ -
51902 - Telecommunication Usage	\$ 25,000.00	\$ 25,000.00	\$ 238.92	\$ 2,250.00	\$ 2,488.92	\$ (22,511.08)
51904 - ISD - Baseline Services	\$ 1,047.00	\$ 1,047.00	\$ 1,378.92	\$ 1,500.00	\$ 2,878.92	\$ 1,831.92
51906 - ISD - Supplemental Projects	\$ 1,800.00	\$ 1,800.00	\$ 547.60	\$ 1,252.40	\$ 1,800.00	\$ -
51909 - Telecommunication Wireless Svc	\$ 1,000.00	\$ 1,000.00	\$ 572.28	\$ 427.72	\$ 1,000.00	\$ -
51911 - Mail Services	\$ 3,000.00	\$ 3,000.00	\$ 197.37	\$ 500.00	\$ 697.37	\$ (2,302.63)
51915 - ISD - Reprographics Services	\$ -	\$ -	\$ 789.62	\$ -	\$ 789.62	\$ 789.62
51916 - County Services Chgs	\$ 3,578.00	\$ 4,396.00	\$ -	\$ 4,396.00	\$ 4,396.00	\$ -
51919 - EFS Charges	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
51922 - County Car Expense	\$ 3,720.00	\$ 3,720.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ (2,220.00)
52091 - Memberships/Certifications	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	\$ -
52111 - Office Supplies	\$ 21,630.00	\$ 21,630.00	\$ 4,186.92	\$ 5,000.00	\$ 9,186.92	\$ (12,443.08)
52163 - Professional Development	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -
57011 - Transfers Out - within a Fund	\$ 54,691.00	\$ 54,691.00	\$ -	\$ 54,691.00	\$ 54,691.00	\$ -
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ -	\$ -	\$ (454.00)
Expense/Expenditure Totals	\$ 544,337.00	\$ 545,155.00	\$ 27,906.13	\$ 597,115.11	\$ 625,021.24	\$ 79,866.24
All Expense/Expenditure Accts	\$ 544,337.00	\$ 545,155.00	\$ 27,906.13	\$ 597,115.11	\$ 625,021.24	\$ 79,866.24
All Revenues	\$ 474,174.00	\$ 474,174.00	\$ 149,386.44	\$ 501,234.11	\$ 650,620.55	\$ 176,446.55
Net Cost	\$ 70,163.00	\$ 70,981.00	\$ (121,480.31)	\$ 95,881.00	\$ (25,599.31)	\$ (96,580.31)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78108 - SCWMA - Planning						
All Revenues						
42601 - County of Sonoma	\$ 40,134.00	\$ 40,134.00	\$ 16,554.96	\$ 23,579.04	\$ 40,134.00	\$ -
44002 - Interest on Pooled Cash	\$ 278.00	\$ 278.00	\$ 106.10	\$ 318.30	\$ 424.40	\$ 146.40
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (216.56)	\$ -	\$ (216.56)	\$ (216.56)
46029 - Donations/Contributions	\$ 3,274.00	\$ 3,274.00	\$ 1,367.83	\$ 1,906.17	\$ 3,274.00	\$ -
Revenues Total	\$ 43,686.00	\$ 43,686.00	\$ 17,812.33	\$ 25,803.51	\$ 43,615.84	\$ (70.16)
All Expense/Expenditure Accts						
51041 - Insurance - Liability	\$ 1,320.00	\$ 1,320.00	\$ 1,136.63	\$ -	\$ 1,136.63	\$ (183.37)
51201 - Administration Services	\$ 31,351.00	\$ 31,351.00	\$ -	\$ 31,351.00	\$ 31,351.00	\$ -
51206 - Accounting/Auditing Services	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
51207 - Client Accounting Services	\$ 1,312.00	\$ 1,312.00	\$ -	\$ 1,312.00	\$ 1,312.00	\$ -
51211 - Legal Services	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 500.00	\$ 500.00	\$ (500.00)
51904 - ISD - Baseline Services	\$ 3,531.00	\$ 3,531.00	\$ 1,238.36	\$ 2,292.64	\$ 3,531.00	\$ -
51916 - County Services Chgs	\$ 2,187.00	\$ 1,457.00	\$ -	\$ 1,457.00	\$ 1,457.00	\$ -
57011 - Transfers Out - within a Fund	\$ 53,011.00	\$ 53,011.00	\$ -	\$ 53,011.00	\$ 53,011.00	\$ -
57015 - Transfers Out - All Others	\$ 454.00	\$ 454.00	\$ -	\$ -	\$ -	\$ (454.00)
Expense/Expenditure Totals	\$ 95,166.00	\$ 94,436.00	\$ 2,374.99	\$ 90,923.64	\$ 93,298.63	\$ (1,137.37)
All Expense/Expenditure Accts	\$ 95,166.00	\$ 94,436.00	\$ 2,374.99	\$ 90,923.64	\$ 93,298.63	\$ (1,137.37)
All Revenues	\$ 43,686.00	\$ 43,686.00	\$ 17,812.33	\$ 25,803.51	\$ 43,615.84	\$ (70.16)
Net Cost	\$ 51,480.00	\$ 50,750.00	\$ (15,437.34)	\$ 65,120.13	\$ 49,682.79	\$ (1,067.21)

Fiscal Year 15-16 Sonoma County Waste Management Agency Financial Report, Second Quarter

Fund/Account	Budget		Actual	Estimated	Actual and	Over/Under
	Original	Final	Year to Date	Q3-Q4	Estimated	Budget
78109 - SCWMA - Contingency Fund						
All Revenues						
44002 - Interest on Pooled Cash	\$ 973.00	\$ 973.00	\$ 355.22	\$ 1,065.66	\$ 1,420.88	\$ 447.88
44050 - Unrealized Gains and Losses	\$ -	\$ -	\$ (108.19)	\$ -	\$ (108.19)	\$ (108.19)
46029 - Donations/Contributions	\$ -	\$ -	\$ 410.65	\$ -	\$ 410.65	\$ 410.65
47101 - Transfers In - within a Fund	\$ 107,702.00	\$ 107,702.00	\$ -	\$ 107,702.00	\$ 107,702.00	\$ -
Revenues Total	\$ 108,675.00	\$ 108,675.00	\$ 657.68	\$ 108,767.66	\$ 109,425.34	\$ 750.34
All Expense/Expenditure Accts						
51201 - Administration Services	\$ 64,504.00	\$ 64,504.00	\$ -	\$ 64,504.00	\$ 64,504.00	\$ -
51206 - Accounting/Auditing Services	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
51211 - Legal Services	\$ 10,000.00	\$ 10,000.00	\$ 2,075.68	\$ 7,924.32	\$ 10,000.00	\$ -
51801 - Other Services	\$ -	\$ -	\$ 3,172.89	\$ -	\$ 3,172.89	\$ 3,172.89
51916 - County Services Chgs	\$ -	\$ 1,556.00	\$ -	\$ 1,556.00	\$ 1,556.00	\$ -
52111 - Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 500.00	\$ 500.00	\$ (1,500.00)
Expense/Expenditure Totals	\$ 78,004.00	\$ 79,560.00	\$ 5,248.57	\$ 75,984.32	\$ 81,232.89	\$ 1,672.89
All Expense/Expenditure Accts	\$ 78,004.00	\$ 79,560.00	\$ 5,248.57	\$ 75,984.32	\$ 81,232.89	\$ 1,672.89
All Revenues	\$ 108,675.00	\$ 108,675.00	\$ 657.68	\$ 108,767.66	\$ 109,425.34	\$ 750.34
Net Cost	\$ (30,671.00)	\$ (29,115.00)	\$ 4,590.89	\$ (32,783.34)	\$ (28,192.45)	\$ 922.55

SCWMA FY 15-16 Second Quarter Fund Balances		
Fund	FY 15/16 Beginning Balance	Q2 Ending Balance
Wood Waste	\$ 110,626.46	\$ 102,450.75
Yard Debris	\$ 907,251.35	\$ (587,393.87)
Organics Reserve	\$ 2,442,137.99	\$ 1,907,814.63
HHW	\$ 1,094,793.76	\$ 1,336,448.02
HHW Closure Reserve	\$ 69,138.91	\$ 69,078.98
HHW Operating Reserve	\$ 1,182,845.96	\$ 1,182,172.04
Education	\$ 280,760.03	\$ 402,240.34
Planning	\$ 70,051.66	\$ 85,489.00
Contingency Reserve	\$ 217,131.50	\$ 212,540.61



Agenda Item #: **6.3**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **2/17/2016**

ITEM: **Rules of Governance Annual Review**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board review the attached Rules of Governance and direct staff to amend them, if necessary. If no amendments are necessary, this review shall satisfy the annual review requirements.

II. BACKGROUND

The Rules of Governance are to be reviewed by the Sonoma County Waste Management Agency Board of Directors on an annual basis for applicability. The Rules were last reviewed at the January 18, 2015 Agency meeting, and Rules 16 and 17 were added. Rule 16 allowed for confidential information discussed in an Agency closed session meeting to be discussed with legal counsel of the local agency or with members of the local legislative body during a closed session meeting. Rule 17 made it explicit that Agency Alternate Board members may attend closed session meetings of the Agency.

III. DISCUSSION

Staff has reviewed the Rules of Governance and has no recommendations for amendment.

IV. FUNDING IMPACT

There is no funding impact as a result of this item.

V. ATTACHMENTS

Rules of Governance

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA

**RULES OF GOVERNANCE
OF THE
SONOMA COUNTY WASTE MANAGEMENT AGENCY (“AGENCY”)**

RULE 1: The Director, in consultation with the Chair, shall prepare an agenda for each meeting of the Agency. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Director shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: Whenever possible, staff shall deliver a copy of the agenda for any regular meeting to each member of the Agency ten (10) days in advance of such meeting.

RULE 3: Unless otherwise provided by law, the Agency may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Agency.

RULE 5: All questions of law shall be referred to the Agency’s counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Agency directly on items of interest to the public that are within the subject matter jurisdiction of the Agency. The total time allocated for public testimony on any particular issue shall be 10 minutes. Any person desiring to address the Agency shall, when recognized by the Chair, speak from the rostrum and give his or her name and address to the Clerk and limit his or her statement to 5 minutes. In order to facilitate the business of the Agency, the Chair may further modify the time of each such address.

RULE 7: One half or more of the members of the Agency constitute a quorum for the transaction of business. No act of the Agency shall be valid or binding unless a majority of a quorum concur therein. Provided, however, that a unanimous vote of all members of the Agency is required for action on: (a) major program expansion(s); (b) capital expenditures greater than \$50,000; or (c) adoption of annual budgets.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote “aye,” “no,” or “abstain.”

RULE 10: A vote of “abstain” does not constitute concurrence and does not constitute a “no” vote.

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Agency’s counsel.

RULE 12: At the first meeting in each calendar year the Agency shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, his or her duties shall be

assumed Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chairman Pro Tempore shall perform the duties of the Chair.

RULE 13: The Chair may, from time to time, appoint such subcommittees of the Agency as are necessary and convenient.

RULE 14: These rules shall be reviewed by the Agency at the first meeting in each calendar year.

RULE 15: The Chair, Vice-Chair, and the Chair Pro Tempore shall serve at the will and pleasure of the Agency.

RULE 16: Per Government Code § 54956.96(a)(1), all information presented to the Agency Board in closed session is confidential. However, a member of the legislative body of a member local agency who is present in closed session may disclose information obtained in that closed session that has direct financial or liability implications for the member's local agency to the following individuals:

- A. Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency; and/or
- B. Other members of the legislative body of the member local agency present in a closed session of that member local agency.

RULE 17: Per Government Code § 54956.96(a)(2), any designated alternate member of the Agency Board who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the Agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the Agency.



Agenda Item #: **6.4**
Cost Center: **Education**
Staff Contact: **Smith**
Agenda Date: **2/17/2016**

ITEM: **City/County Payment Program Budget Amendment**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the attached Budget Adjustment. As this action involves adjusting the Budget, approval will require a unanimous vote.

II. BACKGROUND

The Sonoma County Waste Management Agency has administered the City County Payment Program for all Sonoma County jurisdictions since 2000; submitting payment requests, collecting the funds, creating agreements for beverage container collection service, purchasing new collection containers and enclosures, and, since 2012, administering an educational campaign around the State's Mandatory Commercial Recycling program.

III. DISCUSSION

The budget adjustment approval portion of an item on this subject was continued from the January 20, 2016 meeting, as not all members were present. Staff recommends approval of this budget adjustment to allow staff to efficiently expend grant funds within the current fiscal year, if possible.

IV. FUNDING IMPACT

Currently, the Agency has approximately \$355,799.06 in unspent grant funding. As The FY 15-16 Budget does not contain sufficient appropriations to expend all of these funds, staff has prepared a Budget Adjustment to allow this expenditure.

V. ATTACHMENTS

Budget Adjustment and 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
REVENUES										
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
TOTAL REVENUES	232,753	7,466,823	1,621,205	474,174	0	43,686	107,424	342	477,796	108,675
EXPENDITURES										
SERVICES AND SUPPLIES										
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	355,799	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
SUBTOTAL	254,075	7,450,652	1,607,437	796,035	0	40,971	1,303,039	0	0	79,560

Budget Adjustments Summary

Fund

Expenditures

Account Account Title

51249 Other Professional Services

Total Expenditures

78107		Total	
Education		All	
New Amount	Change	New Amount	Change
355,799	306,025	355,799	306,025
355,799	306,025	355,799	306,025

RESOLUTION NO.: 2016-

DATED: February 17, 2016

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 \$306,025.

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: February 17, 2016

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 #: **6.5**
Cost Center: **Education**
Staff Contact: **Smith**
Agenda Date: **2/17/2016**

ITEM: **City/County Payment Program Container Purchase**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Agency staff recommends approval for the Chair and Executive Director to sign the purchase orders with Upbeat Site Furnishings & Barco Products to purchase recycling receptacles.

II. BACKGROUND

In January 2000, the California Department of Conservation (DOC) appropriated \$10.5 million annually to be paid to cities and counties to support the recycling of cans and bottles. The program is called the City/County Payment Program (CCPP).

III. DISCUSSION

Staff is currently working with several cities to provide recycling bins in downtown areas, parks, and commercial spaces. The City of Santa Rosa's Transportation & Public Works department has requested twenty four receptacles to be used along the Transit Mall as well as bus shelters throughout the city. The City of Rohnert Park's General Services department has requested eighty exterior recycling bins to be used throughout their city parks.

Jurisdiction	Recycling Container Location	Total Cost
City of Santa Rosa – Transportation & Public Works	Transit Mall & Neighboring Bus Stations	\$52,380.17
City of Rohnert Park – General Services	City Parks	\$67,961.71

IV. FUNDING IMPACT

As of January 12, 2016 the unspent CCPP grant funding is \$355,799.06. Use of \$120,341.88 would reduce the available funds to \$235,457.18.

V. ATTACHMENTS

Quote from Upbeat Site Furnishings
Quote from Barco Products

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA



Company Address 211 N Lindbergh Blvd
St. Louis, MO 63141
US

Created Date 2/5/2016
Quote Number SFQ-00010659

Prepared By Trudy Hawk
Phone (314) 755-1214
Email trudy.hawk@upbeat.com
Fax (314) 755-1215

Contact Name Felicia Smith
Phone (707) 565-2413
Email felicia.smith@sonoma-county.org

Bill To Name Sonoma County Waste Management Agency
Bill To 2300 County Center Dr.
Santa Rosa, CA 95404
US

Ship To Name Sonoma County Waste Management Agency
Ship To 55 Stony Point Rd
Santa Rosa, CA 95401
US

Product	Sales Price	Quantity	Total Price
LEX70-Exposition 70 Gal Trash Receptacle/Recycler, Side Doors	\$1,781.30	24.00	\$42,751.20

Subtotal \$42,751.20
Shipping and Handling \$2,944.12
Total \$45,695.32



Hello, Felicia Smith

Thank you for your quote from Barco Products. You can check the status of your quote by [logging into your account](#). If you have any questions about your quote please contact us at sales@barcoproducts.com or call us at 1-800-338-2697 7 a.m. to 5 p.m. CT, Monday through Friday
Your quote confirmation is below. Thank you again for your business.

Your quote #QBP00040497-004 (placed on Feb 9, 2016 2:39:51 PM)

Shipping Information:

Felicia Smith
Sonoma County
PENDING
City of Rohnert Park
Rohnert Park, California, 94928
United States
T: 707-565-2413

Billing Information:

Product	SKU	Qty	Price	Subtotal
Double Cassidy™ Receptacle	08CL1708	85	\$698.50	\$59,372.50
				Quote Totals
Subtotal				\$59,372.50
Shipping & Handling Total				\$3,394.12
Tax				\$0.00
Grand Total				\$62,766.62

Thank you, **Barco Products**



Agenda Item #: **7**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **2/17/2016**

ITEM: FY 16-17 Draft Work Plan

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends adoption of the FY 16-17 Draft Work Plan as a guide for the FY 16-17 Draft Budget.

II. BACKGROUND

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

The FY 16-17 Work Plan includes the Organics Program (composting hauling, compost education, and Christmas tree recycling projects), the Surcharge Funds (HHW, Education, and Planning Funds), a section on General Administration, and a section describing projects where Agency staff time is billed directly to the County. The headings for the Work Plan include contractor cost, staff cost, the goal or justification for the program/project, and a schedule for the program or project, as well as the routine work that is done on a regular basis. The staff cost components are based on estimates of required work hours.

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

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

Statute – The most definitive document is the Assembly Bill 939 passed in 1989, which required each city and county to prepare solid waste management planning documents that demonstrate reduction of the amount of solid waste landfilled, long-term ability to ensure the implementation of countywide diversion programs, and provision of adequate disposal capacity for local jurisdictions through the siting of disposal and transformation facilities.

Agreement – The JPA agreement, approved in 1992, contains the provisions which establish the core mission of the SCWMA which are to provide four regional programs (household hazardous waste, wood waste, yard waste and public education). The First amendment to the JPA, made in 1995, added regional planning and reporting duties by making SCWMA the AB 939 Regional Agency.

CoIWMP - The document that provides “CoIWMP” Programs for Agency activities is the Countywide Integrated Waste Management Plan (CoIWMP), which includes the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), Non-Disposal Facility Element (NDFE), and the Siting Element. This planning document identifies programs for implementation that address household hazardous waste, organic waste and public education. Those programs which are neither “MANDATED” nor specifically listed in the “CoIWMP” which were started at Board direction, are identified in the Work Plan as “BOARD DIRECTED.”

III. DISCUSSION

Programs in this work plan have been consolidated when compared to previous work plans. No programs that have not been previously discussed by the Board are proposed, but this Work Plan reflects that the Mandatory Organics Recycling program required by state law has been incorporated. The Work Plan staff costs assume a full fiscal year, although actual costs would be less if the Agency does not continue past February 2017. For planning purposes, it is easier to plan for a full year and not incur all costs than to plan for a partial year and have to amend later in the event of extension or renewal.

Organics (Wood Waste and Yard Debris)

This section has seen significant changes from the previous Work Plan. The closure of the compost facility has transitioned a number of programs from support of that facility to support of compost material outhaul. Contractor costs have increased compared to the previous Work Plan to reflect the increased cost of the outhaul process. Removed programs include compost hauling (consolidated into the composting program), debris box pilot project (the project continues, but does not require Agency staff input), and Food Waste Education (incorporated into Education tasks).

Organics Reserve

The compost relocation process will continue into FY 16-17. Contractor and staff costs reflect the level of effort expected to continue the permitting process for the new site and continue the legal process over the selection of the Central Disposal Site.

Contingency Reserve

With the Joint Powers Authority (JPA) agreement set to expire in 2017, staff believes additional staff time and legal advice will be necessary to conclude the process to renew, replace, or dissolve the SCWMA.

Household Hazardous Waste (HHW)

Staff expects to continue operating the HHW programs much in the same form as with the previous Fiscal Year. Contractor and staff costs are expected to be similar to the previous Work Plan.

Education

Most programs listed in this Work Plan were listed in the previous Work Plan, with the exception of the Mandatory Organics Recycling program. This state-required program will require additional staff time and potential program costs (printing, mailing, etc.), but complements the existing Mandatory Commercial Recycling (also, state-required), as both programs involve direct educational outreach with commercial waste generators.

Planning

The main task in this fund is the annual filing of the AB 939 Annual Report and maintenance of the Countywide Integrated Waste Management Plan.

General Administration

The activities in General Administration remain the same as last year, with the exception of removing the monitoring legislation task. Staff will continue to monitor legislation in the normal course of completing other tasks.

County Projects

Disposal site support was removed from this set of tasks, as these tasks are billed to the County. Funding to support the disposal sites, will be from SCWMA Education programs instead of the County.

IV. FUNDING IMPACT

There is no direct funding impact of the FY 16-17 Work Plan. This document is informational and used for planning purposes and to complement the forthcoming FY 16-17 Draft Budget.

V. ATTACHMENTS

FY 16-17 Draft Work Plan

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA

SCWMA

FY 16-17 Draft Work Plan

Organics (Wood Waste and Yard Debris)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
1.1	Composting Program	Manages contracts for composting outhaul and compost sites, and reconciles and processes monthly invoices for payment.	\$4,000,000 (FY 15-16 \$2,859,476)	\$90,752 (FY 15-16 \$103,050)	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the ColWMP.	Monthly
1.2	Christmas Tree Recycling	Provides education to the public about Christmas tree recycling options. <ul style="list-style-type: none"> Coordinates with local non-profit organizations to provide convenient Christmas tree composting Coordinates drop-off sites with haulers Updates information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$0	\$2,736 (FY 15-16 \$1,507)	ColWMP/Section 4.7.2.10 Diversion program that adds organic feedstock	November, December, and January, Annually
1.3	Composting education	In order to reduce the Agency's compost program costs, the Agency will support educational programs with the University of California Cooperative Extension for small scale composting, composting and vermicomposting workshops, and composting in schools.	\$15,000 (FY 15-16 \$16,660)	\$275 (FY 15-16 \$270)	ColWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	Contract expires October 21 2016
	Total	FY 16-17	\$4,015,000	\$93,763		
	Prior Year	FY 15-16	\$2,876,136	\$104,827		
Reserves (Restricted by Board Policy)						
2.1	Compost Site Relocation Project	Permitting of the new compost site at the Central Disposal Site is expected to continue into FY 2016-17. Once permitted, construction would begin, though the construction cost to the Agency is unknown at this time.	\$200,000 Legal and Engineering (FY 15-16 \$250,000)	\$62,652 (FY 15-16 \$64,239)	ColWMP/Section 4.5.3	One Time Use
2.2	JPA Renewal	Continue the discussion about Agency renewal, attempt to gain unanimous support from membership, present information to Agency member governing Councils and Board, and complete any legislative filing needed to renew, extend, replace, or terminate the Agency.	\$20,000 Legal (FY 15-16 \$20,000)	\$56,888 (FY 15-16 \$64,504)	BOARD DIRECTED (recognizing the expiration date of February 2017)	One Time Use
	Total	FY 16-17	\$220,000	\$119,540		
	Prior Year	FY 15-16	\$270,000	\$128,743		

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Household Hazardous Waste						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manage contract for collection of hazardous waste from residents and CESQG (businesses) at the Household Toxics Facility (HTF), Community Toxics Collections (CTC), and Toxics Rover. Provide education resources for the program as needed and coordinate with local organizations.	\$1,200,000 (FY 15-16 \$1,200,000)	\$84,143 (FY 15-16 \$88,083)	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the ColWMP)	Contract expires February 11, 2017
3.2	E-waste Collection at Disposal Sites– (Subsidized by State)	Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling.	\$0	\$7,783 (FY 15-16 \$6,188)	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract expires February 11, 2017
3.3	E-waste Transport	Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling.). Electronic Wastes are transported from the transfer stations and consolidated at the Central Disposal Site for packing and loading through an E-waste Handling Services contract between the Agency and a reuse and recycling contractor.	\$65,000 (FY 15-16 \$65,000)	\$519 (FY 15-16 \$580)	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract expires February 11, 2017
3.4	Oil & Filter Recycling (Grant funded)	This program includes a wide variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels. For specific projects, Used Oil Competitive Grants may be applied for.	\$149,341 (Grant Funded- \$148,872 for FY 15-16)	\$17,145 (FY 15-16 \$13,960)	BOARD DIRECTED	Consultant contract expires February 11, 2017
3.5	Spanish Language Outreach (79% funded from the State's OPP)	Outreaches to Spanish speaking residents about used motor oil and disposal of hazardous waste community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.	\$18,886 (Grant Funded- FY 15-16 \$18,886)	\$1,701 (FY 15-16 \$1,155)	BOARD DIRECTED	Consultant contract expires February 1, 2017

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Household Hazardous Waste (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.6	303 Reporting	The State requires reporting and quantification of HHW collection efforts annually.	\$0	\$5,837 (FY 15-16 \$5,802)	MANDATED Required by regulation.	August 2016
3.7	Product Stewardship Education, Outreach, policy and legislation	<ul style="list-style-type: none"> Participate in statewide and national Extended Producer Responsibility efforts. Develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online) Community outreach at events. Development and planning for Extended Producer Responsibility ordinances as approved by Agency Board. Examines recent and pending legislation relevant to current and projected Agency projects. 	\$10,000 (FY 15-16 \$10,000)	\$7,012 (FY 15-16 \$8,791)	BOARD DIRECTED EPR Implementation Plan (ColWMP/Section 4.3.3.3)	Ongoing
3.8	E-waste Recycling Events	<p>This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency.</p> <ul style="list-style-type: none"> Provide supports for coordination of e-waste event Perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line, etc.) Administer the contract 	\$0	\$10,489 (FY 15-16 \$12,790)	ColWMP/Section 5.4.1.8 Provide recycling information to all County residents	Services through February 11, 2017
3.9	Out-of-County Hazardous Waste (Mendocino County)	Sonoma County residents living in the north/west part of the County can dispose of hazardous waste close to their homes. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$13,800 (FY 15-16 \$13,800)	\$782 (FY 15-16 \$772)	MANDATED - JPA	Spring, Summer, and Fall

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Household Hazardous Waste (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.10	Grants for Extended Producer Responsibility and Household Hazardous Waste	CalRecycle and/or Stewardship Organizations may include Extended Producer Responsibility (EPR) as an allowable activity for future grant funding. Competitive Household Hazardous Waste Grants for specific projects may be available. This task would only include staff time necessary to develop a proposal and apply for grant funding.	\$0	\$1,667	PROPOSED	February 11, 2017
	Total	FY 16-17	\$1,457,027	\$137,079		
	Prior Year	FY 15-16	\$1,456,558	\$140,116		
Education						
4.1	Recycling Guide English/Spanish versions	<p>The annual 32-page Recycling Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages.</p> <ul style="list-style-type: none"> Coordinate consultants as needed for illustrations and cover artwork. Review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.). Prepare publication for on-line viewing. Arrange for printing and distribution of extra Guides (approx. 33,000 English and 13,000 Spanish copies). 	<p>\$12,000</p> <p>(FY 15-16 \$12,000)</p>	<p>\$32,624</p> <p>(FY 15-16 \$19,777)</p>	<p>MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the ColWMP)</p> <p>BOARD DIRECTED (Spanish Guide)</p>	December 2016 to April 2017
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Telephone and email response to questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> Listen to messages daily, logs call into the Access database and returns phone calls/emails within one business day. Research topics to help foster more opportunities (e.g., carpet, formed Styrofoam, plastic bags, etc.) as needed. Information gets recorded in the Access Eco-Desk database. Prepare annual reports summarizing activity on the English and Spanish Eco-Desk. Coordinate with Spanish language contractor as needed. 	\$0	<p>\$19,115</p> <p>(FY 15-16 \$20,025)</p>	<p>MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the ColWMP)</p>	Daily

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.3	Spanish Language Outreach (21% funded from Education)	<p>A contractor provides outreach to Spanish speaking residents about recycling issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.</p> <ul style="list-style-type: none"> Manage the contract for services <p>Provide support for educational materials as needed.</p>	<p>\$5,114</p> <p>(FY 15-16 \$5,114)</p>	<p>\$2,994</p> <p>(FY 15-16 \$2,912)</p>	<p>MANDATED - JPA</p> <p>Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).</p>	<p>Consultant contract expires February 1, 2017</p>
4.4	Grants	Applying for educational/outreach grants as they become available.	\$0	<p>\$4,109</p> <p>(FY 15-16 \$5,861)</p>	<p>MANDATED - JPA</p> <p>Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)</p>	As available
4.5	Web site www.recycle now.org	<p>www.recyclenow.org is a comprehensive web site including topics for Agency, toxics, reduce, recycling, business, multifamily, schools, disposal, compost, resources. The web site is ADA section 508 compliant</p> <ul style="list-style-type: none"> Updates the Eco-Desk Access database to the web site. Makes online .pdfs ADA compliant Manages contract for Guide on-line booklets. Prepares annual reports on web site activity. Prepares electronic newsletter for quarterly distribution 	Service Provided by County Information Systems Department and are included in the budget with all the other ISD charges	<p>\$35,374</p> <p>(FY 15-16 \$41,151)</p>	<p>MANDATED - JPA</p> <p>Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)</p>	Ongoing
4.6	Outreach Partnerships	The Agency provides staff support to the groups engaged in complementary environmental educations (e.g., Sonoma Green Business Program, Republic Services, Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), etc.),	\$0	<p>\$6,600</p> <p>(FY 15-16 \$7,501)</p>	<p>BOARD DIRECTED</p> <p>Expand Agency outreach to businesses (BEA), as well as the general public</p>	Ongoing

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.7	Fairs	<p>Each year the Agency picks a new outreach theme that responds to current topics. The outreach theme for 2016 is “Food – Too Good to Waste” Coordinates vendor registration and makes up calendar.</p> <ul style="list-style-type: none"> Graphic design and production for table-top and 10’x10’ displays and any auxiliary displays (e.g., backdrop, floor, information panels, brochure holders, etc.) Coordinates staffing for events Coordinates fair set up and tear down Orders supplies Refurbish display materials Designs and procures giveaway promotional items 	<p>\$7,225</p> <p>(FY 15-16 \$7,225)</p>	<p>\$17,302</p> <p>(FY 15-16 \$21,947)</p>	<p>MANDATED - JPA (Section 4.7.2.9 of the ColWMP)</p>	<p>Summer and Fall</p>
4.8	Social Community Based On-line Marketing Outreach	<p>Manage no cost on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram</p>	<p>\$0</p>	<p>\$10,808</p> <p>(FY 15-16 \$11,999)</p>	<p>BOARD DIRECTED</p>	<p>Ongoing</p>
4.9	Beverage Container Recycling (Grant funded)	<p>Administer grant funds from the City County Payment Program to increase beverage container recycling.</p>	<p>\$20,000</p> <p>(FY 15-16 \$20,000)</p>	<p>\$5,988</p> <p>(FY 15-16 \$4,411)</p>	<p>BOARD DIRECTED</p>	<p>Ongoing</p>
4.10	Mandatory Commercial Recycling Measure (Grant funded)	<p>Provide support for implementing CalRecycle’s Mandatory Commercial Recycling program which will focus on bilingual education, monitoring and reporting. Activities include:</p> <ul style="list-style-type: none"> Coordinate new business outreach Conduct business site visits & follow-up Conduct multifamily outreach Conduct school outreach Conduct paid advertising Maintain/update Access database 	<p>\$5,000</p> <p>(FY 15-16 \$20,000)</p>	<p>\$81,706</p> <p>(FY 15-16 \$80,815)</p>	<p>MANDATED - STATE Under state law, local jurisdictions are responsible for reporting progress on commercial recycling to CalRecycle.</p>	<p>Ongoing</p>

Approved _____

SCWMA

FY 16-17 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.11	Mandatory Commercial Organics Recycling	Provide support for CalRecycle's Mandatory Commercial Organics Recycling program which will focus on outreach and education, monitoring and reporting. Activities include: <ul style="list-style-type: none"> • Coordinate new business outreach • Conduct business site visits & follow-up • Conduct multifamily outreach • Conduct school outreach • Maintain/update Access database 	\$5,000	\$31,616	MANDATED - STATE Under state law, local jurisdictions are responsible for reporting progress on commercial organics recycling to CalRecycle.	On-going
	Total	FY 16-17	\$55,339	\$248,237		
	Prior Year	FY 15-16	\$64,339	\$224,972		
Planning						
5.1	AB 939 Reporting Requirements	Annual Report writing consists of: <ul style="list-style-type: none"> • Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, large venues/events, HHW program • Update text description of programs. • Submit report to California Department of Resources Recycling and Recovery (CalRecycle) 	\$0	\$8,332 (FY 15-16 \$6,310)	MANDATED – AB 939 Compliance with State regulations (Section 4.7.2.12 of the CoIWMP)	2015 Annual Report due August 2016
	Total	FY 16-17	\$0	\$8,332		
	Prior Year	FY 15-16	\$0	\$6,310		
General Administration						
6.1	Agency Meetings	<ul style="list-style-type: none"> • Prepare agendas/packets • Attend meetings • Research and document development • Prepare and file minutes, resolutions agreements 	\$0	\$150,074 (FY 15-16 \$158,713)	MANDATED-JPA	Ongoing
6.2	SCWMA Financial Management	<ul style="list-style-type: none"> • Approve invoices/journal vouchers • Prepare financial statements to Board • Prepare budget and facilitate approvals • Respond to audits (internal and external) 	\$0	\$53,786 (FY 15-16 \$46,271)	MANDATED-JPA	Ongoing
	Total	FY 16-17	\$0	\$203,860		
	Prior Year	FY 15-16	\$0	\$207,646		

Approved _____

SCWMA

FY 16-17 Draft Work Plan

County Projects						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
A	AB 939 Local Task Force (LTF)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$0	\$10,920 (FY 15-16 \$6,568)	Agency staff has historically provided this service.	Ongoing
B	Annual Stormwater Reporting	Provide information annually to be included in the County's National Pollution Discharge Elimination System (NPDES) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (MS4).	\$0	\$2,857 (FY 15-16 \$2,255)	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
	Total	FY 16-17	\$0	\$13,777		
	Prior Year	FY 15-16	\$0	\$10,802		

	Grand Total	FY 16-17	\$5,747,366	\$824,589		
	Prior Year	FY 15-16	\$4,517,033	\$823,416		

Approved _____
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Agenda Item #: **8**
Cost Center: **All**
Staff Contact: **Steinman**
Agenda Date: **2/17/2016**

ITEM: **Pharmaceutical Ordinance Discussion**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board direct staff to assist the groups working to create local product stewardship programs for pharmaceuticals. Staff will update the Board at a future Agency meeting if the Safe Medicine Disposal Ordinance Working Group determines that it would be preferable for the Agency to lead the development of the pharmaceutical product stewardship program.

II. BACKGROUND

At the February 18, 2015 Agency Board meeting, Agency staff presented a list of potential waste diversion programs with summaries as a beginning point for planning the work to be included in the FY 15-16 Work Plan. In terms of Extended Producer Responsibility (EPR), the Agency Board expressed interest in developing additional information and starting planning for a pharmaceutical ordinance. There is staff time included in the FY 15-16 Work Plan and FY 15-16 Budget for this effort.

In Sonoma County, the Agency, every city, and the Unincorporated County have passed Resolutions supporting EPR. It is clear that there is growing interest in a possible pharmaceutical EPR ordinance here in Sonoma County, as other counties have and continue to pass pharmaceutical ordinances.

At the July 23, 2015 Russian River Watershed Association (RRWA) Board of Directors meeting, that Board unanimously directed RRWA staff to develop a safe medicine disposal "road show" to be presented to interested member agency councils/directors/supervisors. A brief presentation was created and covered the history of the safe medicine disposal program in Sonoma and Mendocino Counties, summarizes the societal and environmental impacts of unused medications and the approaches being undertaken by other California communities including Alameda County, and asked for conceptual support to continue evaluating alternatives including Alameda's program. Presentations have been made to every City and the Town Council in Sonoma County, as well as the Water Advisory Committee (WAC), and the Santa Rosa Board of Public Utilities (BPU). The BPU passed a resolution recommending that the Santa Rosa City Council approve a letter of conceptual support. The following agencies signed and submitted letters of conceptual support for a stewardship ordinance for unused medications: Cotati, Cloverdale, Healdsburg, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Petaluma, and Windsor. Nearly all Agency member jurisdictions are strongly supporting the concept of a pharmaceutical ordinance through their submitted letters. Through the Sonoma County Administrator's Office (CAO), the County Board of Supervisors has expressed their desire to have a presentation regarding the Safe Medicine

Disposal Program, including an ordinance discussion.

The Safe Medicine Disposal Ordinance Working Group is a sub-group of the Safe Medicine Disposal Program. The current participants in the group are staff from the Sonoma County Water Agency, Sonoma County Department of Health Services (DHS) Health Policy Planning and Evaluation and Environmental Health, Sonoma County Counsel (on behalf of DHS), Sonoma County Administrator's office, Russian River Watershed Association, Sonoma County Waste Management Agency, City of Santa Rosa, City of Sebastopol, and City of Petaluma. Information about the Safe Medicine Program can be found at <http://www.safemedicinedisposal.org/>.

Since Alameda County's Safe Drug Disposal Ordinance was originally adopted in 2012, other ordinances have been developed or passed which include prescription medications, over the counter medications and some newer ordinances are including sharps. Alameda County has since amended their ordinance to include over the counter medications and sharps. The Safe Medicine Disposal Ordinance Working Group has been reviewing and comparing the different ordinances. Although the primary focus of the group is medications, inclusion of sharps (used needles, syringes, and lancets) is also being discussed. Agency staff has reached out to all the other counties that have passed ordinances or are in the process of introducing ordinances.

Agency staff included an EPR and Pharmaceutical Update item in the January 2016 packet to the Agency Board. That report detailed the activities staff has been participating in such as participating in monthly calls through the Pharmaceutical EPR Working Group hosted by California Product Stewardship Council (CPSC) and taking an active role in the Safe Medicine Disposal Ordinance Working Group spearheaded by RRWA. The recent Medication and Sharps survey, developed by Agency staff and CPSC to gather information from the public, was also discussed. The link to the survey is: <https://www.surveymonkey.com/r/SonomaMedsSharps>.

III. DISCUSSION

The Safe Medicine Disposal Ordinance Working Group has met three times since it was formed in late 2015. It is anticipated that this group will soon open up to include representatives from all the cities and the Town. Some key issues being discussed by this group are the government stakeholder's future roles and responsibilities in development of a model ordinance and the best method for countywide adoption of the ordinance. The group members are in agreement that a future pharmaceutical ordinance should cover all of Sonoma County, including the incorporated cities. Discussions are taking place into what the best approach should be to achieve a countywide product stewardship program for pharmaceuticals.

Participation in the Safe Medicine Disposal Ordinance Working Group is a part of the Sonoma County DHS Health Policy Planning and Evaluation (HPPE) Division strategic plan and is part of DHS HPPE State Alcohol and Other Drug work plan. DHS HPPE and DHS County Counsel have attended the Safe Medicine Disposal Ordinance Working Group meetings for this reason. DHS HPPE will work closely with Agency staff and other working group members to develop the model ordinance, educational materials, and public outreach/community engagement. DHS is still determining capacity to be the lead agency and to operate the program countywide. DHS will continue to be a committed partner in the development of the Safe Medicine Disposal ordinance.

In the event that the DHS is the lead agency for a countywide program, Agency staff recommends

supporting that effort, as additional cost effective and convenient options for properly disposing of pharmaceuticals would complement the Agency's Household Hazardous Waste collection program, which currently accepts medications. If the Safe Medicine Disposal Group expressed a preference for the Agency to lead this program, Agency staff believes the Agency could produce a model ordinance to be adopted by individual Agency members fairly quickly and efficiently, as a number of jurisdictions have already adopted ordinances on this subject.

IV. FUNDING IMPACT

Agency staff has created a budget for Agency staff and Counsel to assist in the development of a pharmaceutical producer responsibility program to be implemented countywide. It is anticipated that no more than 20 hours will be required of Agency Counsel for this task. The hours required of Agency staff, including the Executive Director's time, are not expected to exceed 80 hours. There is no additional cost for Agency staff to work on this task since staff time is already included in the FY 15-16 Budget. The budgeted time would include working with the other stakeholders through The Safe Medicine Disposal Ordinance Working Group. Below are the recommended hours and associated costs for this task.

Resource	Hours	Cost
Agency Staff	80	N/A
Agency Counsel	20	\$4,200

The FY 15-16 Budget included \$10,000 for legal services in the HHW fund, of which \$63 has already been allocated, as of the Second Quarter Financial Report. The funds remaining in that account could accommodate the \$4,200 allocation for Agency Counsel without the need for a budget amendment.

V. ATTACHMENTS

None

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA



Agenda Item #: **9**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **2/17/2016**

ITEM: SCWMA Meeting Schedule

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board consider the Chair's request to alter the timing of the SCWMA Board of Director's meetings.

II. BACKGROUND

Meetings of the Board of Directors of the Sonoma County Waste Management Agency were established by resolution, which was done first by Resolution 92-001 (the first resolution passed by the Agency). Changing the time or location of Board of Directors meetings can be done by the passage of a resolution of the SCWMA.

The Board Chair has requested the Board consider changing the time (but not the location) of meeting of the Board of Directors to 8:30 am from 9:00 am on the third Wednesday of each month.

III. DISCUSSION

The purpose changing the meeting time from 9 am to 8:30 am would be to allow for Agency meetings to potentially be completed earlier and allow Board members more time to arrive at their subsequent destinations. The potential downside to an earlier meeting would be the difficulty for Board members from the more remote locations of the County to arrive at an earlier time. Staff will be available for either starting time; changing the time to 8:30 am would not have a noticeable impact on staff.

IV. FUNDING IMPACT

There are no funding impacts as a result of this item.

V. ATTACHMENTS

Resolution

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA

RESOLUTION NO.: 2016-

DATED: February 17, 2016

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY AMENDING
RESOLUTION NO. 92-001 TO CHANGE THE TIME FOR REGULAR MEETINGS

WHEREAS, the Ralph M. Brown Act (Government Code Sections 54950 et. seq.) requires that this Sonoma County Waste Management Agency (Agency) establish a time and place for regular meetings; and

WHEREAS, the Agency originally established a time and place for regular meetings by Resolution No. 92-001, which time and place has been amended from time to time by the Agency Board; and

WHEREAS, the Agency Board desires to amend the time for holding regular meetings.

NOW, THEREFORE BE IT RESOLVED that commencing after the adoption of this Resolution, the Sonoma County Waste Management Agency Board of Directors shall hold the regular meetings of the Agency Board of Directors on the third Wednesday of each month at 8:30 a.m. at the Santa Rosa City Council Chambers at 100 Santa Rosa Avenue, Santa Rosa, California.

BE IT FURTHER RESOLVED that this Resolution shall replace and supersede all previous actions by the Agency Board of Directors to establish the time and place for its regular meetings, including but not limited to Resolutions Nos. 92-001 and 92-009.

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: February 17, 2016

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 #: **10**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **2/17/2016**

ITEM: SCWMA Update

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This item is informational; there are no recommendations at this time.

II. BACKGROUND

The Board of Directors has discussed the future of Agency programs during many Agency meetings over the past several years. Agency staff sent a model staff report to Agency members for discussion with member Councils and Boards with the intent of receiving feedback on a one year extension of the Agency and governance issues by the March 16, 2016 Agency meeting.

III. DISCUSSION

This report is an interim update. The following meetings took place or are scheduled to take place: Petaluma (1/15), Rohnert Park (1/26), Sonoma (2/1), Cotati (2/9), Healdsburg (2/16), Sebastopol (2/16), Cloverdale (2/23), County (3/1), Windsor (3/2), and Santa Rosa (3/15).

There are divergent opinions among members regarding the extension of the Agency for one year, as Rohnert Park did not vote to extend the existing agreement for one year, while Petaluma, Sonoma, Cotati voted to extend, if necessary. Rohnert Park indicated a preference toward an independent SCWMA (as opposed to the RCPA) but with authority to perform education, planning and reporting functions, and not including authority for the compost or HHW operations. Like Rohnert Park, Cotati also preferred an independent SCWMA, but felt that the authority for the composting and HHW programs should continue under the SCWMA. Petaluma and Sonoma did not weigh in on the specific governance issues.

Staff will provide a verbal update of the results of the Healdsburg and Sebastopol meetings, as those meetings were both scheduled to occur the night before the February 17 Agency meeting.

IV. FUNDING IMPACT

There are no funding impacts as a result of this agenda item.

V. ATTACHMENTS

Summary of Responses

Approved by: _____
Patrick Carter, Interim Executive Director, SCWMA

	Last Updated on: 2/10/2016	2/23/2016	2/9/2016	2/16/2016	1/25/2016	1/26/2016	3/15/2016	2/16/2016	2/1/2016	3/2/2016	3/1/2016
	Issue	Cloverdale	Cotati	Healdsburg	Petaluma	Rohnert Park	Santa Rosa	Sebastopol	Sonoma	Windsor	Unincorporated
1. Compost	Regional Composting Participation		Yes								
	Authority		SCWMA			Individual			Individual		
	Continue JPA if allowed to opt out										
2. HHW	Regional HHW Participation		Yes								
	Authority		SCWMA			Individual					
	Continue JPA if allowed to opt out										
3. Education	Regional Education Participation		Yes			Yes					
	Authority		SCWMA			SCWMA					
	Continue JPA if allowed to opt out										
4. Planning	Regional Planning Participation		Yes			Yes					
	Authority		SCWMA			SCWMA					
	Continue JPA if allowed to opt out										
5.	JPA Authority for countywide ordinances		Yes								
6.	Opt out process		Opt out if other members are made financially whole								
7.	Electeds only		Yes			No					
8.	Number of representatives		One per jurisdiction								
Voting Requirements (9-15)	Budget approval										
	Cap. Expend >\$50k										
	Major prog. Expansion										
	Purchase of real prop.										
	Additional core programs										
	Amendments to JPA										
16.	Supermajority threshold										
17.	Term preference										
18.	Tiered governance structure										
19.	One year extension		Yes		Yes	No			Yes		

	Last Updated on: 2/10/2016	2/23/2016	2/9/2016	2/16/2016	1/25/2016	1/26/2016	3/15/2016	2/16/2016	2/1/2016	3/2/2016	3/1/2016
	Issue	Cloverdale	Cotati	Healdsburg	Petaluma	Rohnert Park	Santa Rosa	Sebastopol	Sonoma	Windsor	Unincorporated
1. Compost	Regional Composting Participation		Yes								
	Authority		SCWMA			Individual			Individual		
	Continue JPA if allowed to opt out										
2. HHW	Regional HHW Participation		Yes								
	Authority		SCWMA			Individual					
	Continue JPA if allowed to opt out										
3. Education	Regional Education Participation		Yes			Yes					
	Authority		SCWMA			SCWMA					
	Continue JPA if allowed to opt out										
4. Planning	Regional Planning Participation		Yes			Yes					
	Authority		SCWMA			SCWMA					
	Continue JPA if allowed to opt out										
5.	JPA Authority for countywide ordinances		Yes								
6.	Opt out process		Opt out if other members are made financially whole								
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	Cap. Expend >\$50k										
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	Purchase of real prop.										
	Additional core programs										
	Amendments to JPA										
16.	Supermajority threshold										
17.	Term preference										
18.	Tiered governance structure										
19.	One year extension		Yes		Yes	No			Yes		



Agenda Item #: **11.1**
 Agenda Date: **2/17/2016**

ITEM: **Outreach Calendar February-March 2016**

February 2016 Outreach Events

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	1PM – 2:30 PM	Recycling Presentation – 2 nd /3 rd graders at Mary Collins School – Petaluma
2	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, NE
2	10 AM-12:30 PM	Recycling presentation to Pasitos Program (two presentations) – Cesar Chavez School, Santa Rosa
2	10:30 AM-11 AM	Recycling presentation to Pasitos Program – JX Wilson Elementary, Santa Rosa
2	9 AM – 12:15 PM	Recycling Presentation – K/1 st & 4 th /5 th & 7/8 th graders at Mary Collins School – Petaluma
3	10AM-10:30AM	Recycling presentation to Pasitos Program – Brookhill School, Santa Rosa
3	10AM-12:30PM	Recycling presentation to Pasitos Program (two presentations) – Cook Middle School, Santa Rosa
3	2:30 PM – 4PM	Recycling Presentation – Amy’s Kitchen, Petaluma
4	10AM-10:30AM	Recycling presentation to Pasitos Program– Amarosa School, Santa Rosa
4	10AM-10:30AM	Recycling presentation to Pasitos Program– Fish Mountain, Healdsburg
4	9 AM – 2:30 PM	Recycling Presentation – 2 nd /3 rd & 6 th graders at Mary Collins School, Petaluma
5	10AM-10:30AM	Recycling presentation to Pasitos Program– Forestville School, Forestville
5	10AM-13:30PM	Recycling presentation to Pasitos Program (two presentations) – Cali Calmecca School , Windsor
6	10:30 AM -12:30 PM	Compost: The Single Best Thing You Can Do For Your Garden, Master Gardener Lecture, Windsor Library
9	4 PM – 8 PM	Community Toxics Collection, Rohnert Park
9	10AM-10:30AM	Recycling presentation to Pasitos Program– Burbank Elementary, Santa Rosa
10	10AM-10:30AM	Recycling presentation to Pasitos Program– Boys and Girls Club, Rohnert Park
11	10AM-10:30AM	Recycling presentation to Pasitos Program– Washington Elementary, Cloverdale Park
12-15	12 PM – 8 PM 10 AM – 8 PM 10 AM – 8 PM 10 AM – 5 PM	Cloverdale Citrus Fair, Cloverdale
13	10 AM – 4 PM	Lake Sonoma Steelhead Festival, Geyserville
16	4 PM – 8 PM	Community Toxics Collection, Oakmont

16	2 PM - 3 PM	Recycling Assessment – Vista at Sonoma, Santa Rosa
17	5:30 PM – 6:30 PM	Recycling Presentation – Barking Dog Roasters, Sonoma
18	2:30 PM – 4 PM	Recycling Presentation – RESIG, Windsor
19	9 AM – 11 AM	Recycling Presentation – Green Acres, Sebastopol
20	8 AM – 4 PM	E-waste Collection Event –Cloverdale Citrus Fairgrounds, Cloverdale
23	4 PM – 8 PM	Community Toxics Collection – Monte Rio
23	10:30 AM – 12PM	Recycling Presentation – Oak Grove Elementary 3 rd /4 th graders, Sebastopol
25	10:30 AM – 12PM	Recycling Presentation – Oak Grove Elementary 1st/5 th graders, Sebastopol
25	11 AM – 1:30PM	Recycling Presentation – Oak Grove Elementary K/2 nd graders, Sebastopol
25	9AM-10AM	Graton Labor Center Presentation on Reduce, Reue and Recycle-Graton
26	8 AM – 8:30 AM	Recycling Presentation – Pure Power Solutions, Healdsburg
26	1 PM – 2:30 PM	Recycling Presentation – Stewarts Point Rancheria, Stewarts Point

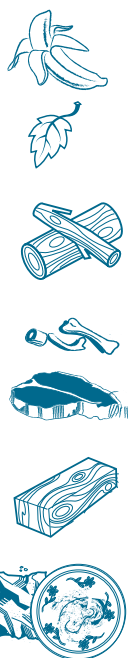
March 2016

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	4 PM – 8 PM	Community Toxics Collection – Rincon Valley
7	2 PM – 3 PM	Recycling Presentation – PEP Housing Kellgren Senior Apts, Petaluma
8	4 PM – 8 PM	Community Toxics Collection – Petaluma
9	2 PM -	Recycling Presentation – PEP Housing Caulfield Ln Senior Apts, Petaluma
15	4 PM – 8 PM	Community Toxics Collection – Larkfield
19-20	8 AM – 4 PM	E-waste Collection Event –Graton Fire Protection District, Graton
22	4 PM – 8 PM	Community Toxics Collection – Sebastopol
25	11:30 AM – 1 PM	Recycling Presentation – Students for Sustainability SSU, Rohnert Park
29	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, NW



Does your business generate 8 cubic yards or more of organics per week?

Organics include food, green waste, landscape/prunings, nonhazardous wood waste & food-soiled paper.



Remember that clean organics, free from plastics and garbage, ensures the highest quality compost products.



State: CalRecycle The California Department of Resources Recycling and Recovery has the authority to implement AB 1826 www.calrecycle.ca.gov/recycle/commercial/organics and AB 341 www.calrecycle.ca.gov/recycle/commercial/

Local: SCWMA The Sonoma County Waste Management Agency, formed in 1992, is a joint powers authority of the nine incorporated cities and the County of Sonoma. The SCWMA reports progress to CalRecycle with regard to outreach and monitoring related to AB 1826 and AB 341. Visit www.recyclenow.org for more information.



February 22, 2016

Re: **Mandatory Commercial Organics Recycling**

Dear Business Owner and Manager,

We would like to inform you of new Mandatory Commercial Organic Waste Recycling requirements in California, AB 1826 (Chesbro, 2014). These new requirements are designed to move California to its statewide goal of a 75% recycling rate, including a reduction in the level of organic waste disposal by 50% from current levels.

Compliance with the new law is based on your company's waste generation:

Amount of waste generated per week:

8 cubic yards or more of organic waste/week
4 cubic yards or more of organic waste/week
4 cubic yards or more of solid waste/week

Compliance by:

April 1, 2016
January 1, 2017
January 1, 2019

The requirement can be met by taking one or any combination of the following actions:

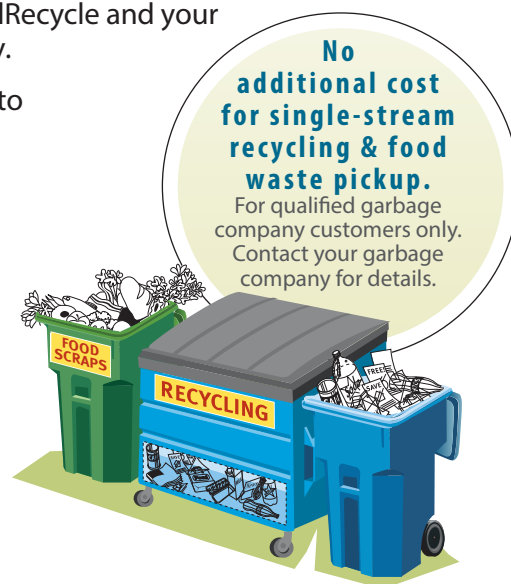
- » **Subscribe to an organic waste recycling service** that collects organic waste for processing. Contact your franchised garbage company to set up service.
- » **Recycle organic waste onsite.** For current composting regulations, check with CalRecycle and your Local Enforcement Agency.
- » **Self-haul organic waste** to a composting facility.
- » **Sell or donate** the generated organic waste.

If you have any questions regarding this letter or for compliance assistance, please contact Agency staff at 565-2413/565-3375.

Sincerely,

Patrick Carter

Interim Executive Director, Sonoma County Waste Management Agency



FOR MORE INFORMATION & COMPLIANCE ASSISTANCE

recyclenow@sonoma-county.org www.recyclenow.org Eco-Desk 565-3375

MANDATORY RECYCLING *for* BUSINESSES

Businesses generate nearly 70% of the solid waste in California.
The State passed two laws that make it mandatory for businesses to recycle.

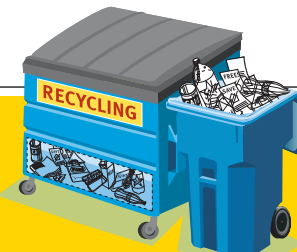
Effective April 1, 2016

AB 1826



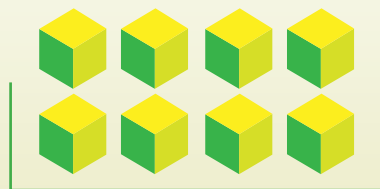
Effective July 1, 2012

AB 341



MANDATORY ORGANICS RECYCLING LAW

Starting April 2016, AB 1826 will require businesses that generate 8 cubic yards or more of organic waste to arrange for organic waste recycling service. Effective January 2017, this requirement will extend to businesses that generate 4 cubic yards or more of organic waste.



8 Cubic Yards starts April 2016

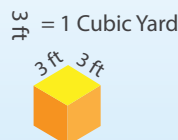


4 Cubic Yards starts January 2017

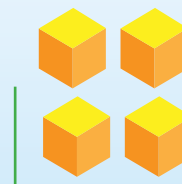
Organics include food, green waste, landscape/ prunings, nonhazardous wood waste & food-soiled paper.

MANDATORY COMMERCIAL RECYCLING LAW

Effective July 1, 2012, AB 341 applies to establishments producing 4 cubic yards or more of commercial solid waste per week and multifamily dwellings of 5 units or more.



Recycling includes beverage container items, paper, glass & plastic.



4 Cubic Yards



Establishments subject to the law include businesses and public entities, including schools and multifamily dwellings of 5 units or more.

The Sonoma County Waste Management Agency helps establishments located within Sonoma County to comply with the State's mandatory recycling requirements.

free support & resources



- » **Conducting waste audits** at no cost
- » **Trainings** on proper separation of trash, recycling & organics
- » **Recycling containers for indoor use** (supplies are limited)

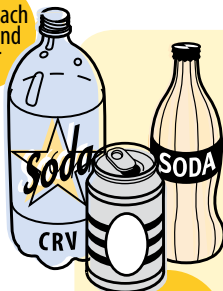


FOR MORE INFORMATION & COMPLIANCE ASSISTANCE
recyclenow@sonoma-county.org www.recyclenow.org Eco-Desk 565-3375

DROP-OFF RECYCLING

Redeem your CRV bottles & cans for \$

10¢ each
24 oz. and
larger



What is CRV?

Beverage containers labeled CRV (California Redemption Value) can be redeemed at designated centers for 5¢ per container under 24 oz. and 10¢ per container 24 oz. and larger.

More information

CalRecycle administers the California Beverage Container Recycling and Litter Reduction Act. For more information, visit www.calrecycle.ca.gov/BevContainer or call 800-RECYCLE (732-9253).

Eligible for CRV

- Beer and malt beverages
- Wine coolers and distilled spirit coolers
- Carbonated fruit drinks, water or soft drinks
- Noncarbonated fruit drinks, water or soft drinks
- Coffee and tea beverages
- 100% fruit juice less than 46 oz.
- Vegetable juice, 16 oz. or less
- Sports drinks

Not eligible for CRV

- Milk
- Medical food
- Infant formula
- Wine
- Spirits
- 100% fruit juice, 46 oz. or more
- 100% vegetable juice more than 16 oz.
- Food and other non-beverage containers

How to read the chart:

- \$** Buyback, CA Redemption Value (CRV)
- M** Machines available for CRV buyback
- D** Drop-off, free
- B** Buys materials
- ★ Some restrictions may apply.

CRV buyback locations revised February, 2016. Locations are subject to change.

Annapolis

Annapolis Transfer Station (Recycling) W-Sa 8-4
33549 Annapolis Rd.....886-5204

Guerneville

Guerneville Transfer Station (Recycling) M-Tu 8-4,
Th-Sa 8-4
13450 Pocket Dr./Hwy. 116.....869-3878

Healdsburg

Healdsburg Transfer Station (Recycling & reuse) M-Sa 8-4
166 Alexander Valley Rd.....433-0321

Petaluma

Central Disposal Site (Recycling & reuse) M-Sa
7-2:30
500 Mechem Rd.....795-3660

Petaluma Recycling Center M-Sa 8-5
315 Second St.....763-4761

Rohnert Park

Safeway RePLANET Tu-Sa 9-3:30,
6340 Commerce Blvd.....877-737-5263 lunch 12-12:30

Santa Rosa

76 Gas Station Brambila Recycling M-Sa 8-4, Su 8-3
370 Sebastopol Rd.....916-643-5313

Global Materials Recovery Services Daily 8-5
3899 Santa Rosa Ave.....586-6666/585-8246

Industrial Carting M-F 7-6,
3911 Santa Rosa Ave.....585-0511 Sa 8-6

Redwood Empire Recycling M-Sa 7-5
3400 Standish Ave.....586-8247

Sebastopol


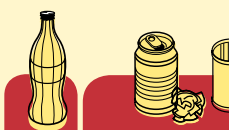



City Corporation Yard Daily 8-5
714 Johnson St.....800-243-0291

Sonoma

Sonoma Transfer Station (Recycling) M-Sa
7-3
4376 Stage Gulch Rd.....996-5423

Windor

West Coast Metals M-F 7-3:30,
470 Caletti Ave.....838-9731 Sa 8-3:30

																			
Glass	Metal						Paper								Plastic			Other	
Bottles & jars (CRV)	Wine bottles		Aerosol cans	Aluminum cans (CRV)	Aluminum foil/ formed containers	Metal, scrap	Tin, steel & bimetal cans (CRV)	Brown paper bags	Cardboard	Cartonboard	Magazines/junk mail	Newspaper	Office pap	Shredded paper	Telephone & paperback books	Plastic containers (CRV)	Plastic containers (non-CRV) & rigid plastics (no Styrofoam)	Plastic fil	Aseptic packaging (Juice boxes, milk cartons & soy/rice milk containers)
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