



Meeting of the Board of Directors

March 16, 2016

SPECIAL MEETING

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

Regular Meeting at 8:30 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

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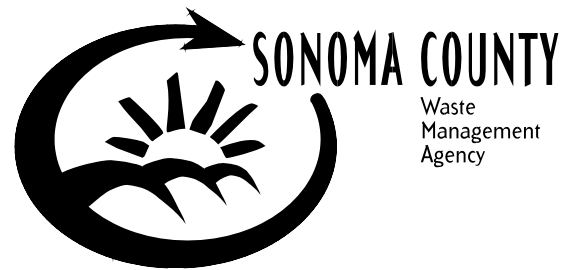
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Note: This packet is 51 pages total



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

Regular Meeting at 8:30 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

- | <u>Item</u> | <u>Action</u> |
|-------------|---|
| 1. | Call to Order Regular Meeting/Roll Call |
| 2. | Closed Session |
| | CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION |
| | Name of case: <i>Renewed Efforts of Neighbors Against Landfill Expansion v. Sonoma County Waste Management Agency</i> , Sonoma County Superior Court Case No. SCV257508 |
| | PUBLIC EMPLOYMENT |
| | Title: Executive Director |
| 3. | Adjourn Closed Session |
| 4. | Agenda Approval |
| 5. | Public Comments (items not on the agenda) |

Consent (w/attachments)

Discussion/Action

- 6.1 Minutes of February 17, 2016 Special Meeting
- 6.2 Purchase of Recycling Receptacles for the City of Sebastopol

Regular Calendar

- | | | |
|-----|---|--------------------------------|
| 7. | Consideration of the FY 2016/17 Draft SCWMA Budget
[Carter](Attachments) | Discussion/Action
All |
| 8. | Analysis of Organic Material Disposal Scenarios
[Carter](Attachments) | Discussion/Action
All |
| 9. | SCWMA Membership Feedback Regarding SCWMA Programs
[Carter](Attachments) | Discussion/Action
Wood/Yard |
| 10. | <u>Attachments/Correspondence:</u> | |
| | 10.1 Outreach Calendar March-April 2016 | |
| 11. | Boardmember Comments | |
| 12. | Staff Comments | |
| 13. | Next SCWMA meeting: April 20, 2016 | |
| 14. | Adjourn | |

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

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

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

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

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



Date: February 17, 2016

To: SCWMA Board Members

From: Patrick Carter, Interim SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of February 17, 2016

Item 2, Closed Session Discussions: No reportable action was taken during closed session.

Item 6, Consent Items: Item 6.1 Minutes of the 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, and 6.5 City/County Payment Program Container Purchase were approved unanimously by the Board.

Item 7, Draft FY 16-17 Work Plan: The SCWMA Work Plan serves as an overview of programs to be performed by SCWMA staff for the upcoming fiscal year. The programs described in the approved Work Plan are then accounted for in the draft budget, which will be presented at the March 16, 2016 meeting. The work plan was approved by the Board.

Item 8, Pharmaceutical Ordinance Discussion: There have been discussions between stakeholders in Sonoma County about a potential ordinance regarding pharmaceutical product stewardship. As the SCWMA accepts unwanted medications through its household hazardous waste disposal program, there is a nexus for SCWMA staff participation in these discussions. The Board directed staff to continue to assist in the effort of a local pharmaceutical program development.

Item 9, Meeting Schedule: The Board considered and voted to approve a resolution changing the SCWMA meeting start times to 8:30 am from 9 am, effective on the March 16, 2016 SCWMA meeting.

Item 10, SCWMA Update: Staff provided an update on the feedback received to date from SCWMA member agencies regarding the future of SCWMA programs. Regarding the one year extension, four member agencies have voted to extend, and one voted to not extend. With five members having provided feedback, none have expressed a preference toward the RCPA governance model for SCWMA programs. There was a robust discussion about the ability to adopt countywide ordinances and the agreements that would need to be put into place by each city if some or all current SCWMA programs became the responsibility of each city. A more full report of the feedback from member Councils and Board will be given at the March 16, 2016 SCWMA meeting as all cities and the County will have provided feedback by then.

Item 11, Attachments/Correspondence: The attachments/correspondence included the February - March 2016 Outreach Calendar, a draft of the Mandatory Organics Recycling Outreach letter, and the updated Drop-off Recycling chart which reflects the closure of a number of CRV buyback centers.



To: Sonoma County Waste Management Agency Board Members

From: Patrick Carter, Interim Executive Director

Subject: March 16, 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 February 17, 2016 Special Meeting:** regular acceptance.
- 6.2 **Purchase of Recycling Receptacles for the City of Sebastopol:** Staff recommends purchase of 55 recycling receptacles for the Sebastopol Downtown and Parks at a cost of \$44,455. Grant funding from the City County Payment Program will cover the cost of this purchase.

Regular Calendar

- 7. **Consideration of the FY 2016/17 Draft SCWMA Budget:** Staff has prepared a Draft Budget for FY 2016-17 with revenues in line with Expenditures for the operating funds (Wood Waste, Yard Debris, HHW, Education, and Planning), and the overall budget revenues and expenditures are lower in this proposed budget from the previous year. Staff recommends approval of the draft budget, and will return at the April 20, 2016 meeting for final approval.
- 8. **Analysis of Organic Material Disposal Scenarios:** Staff has analyzed and is presenting recommendations for the contractor selection process to construct and operate a compost facility at the Central Disposal Site, for outhaul through the SCWMA, and for cities exploring direct-hauling of green waste. Staff believes the most efficient and cost effective method to construct a compost facility at the Central Disposal Site would be through the County and recommends the development of a transition plan, staff believes longer term outhaul agreements should be secured, and staff proposes assisting cities which may be considering direct-hauling of green waste to nearby compost facilities to determine potential environmental and financial impacts of those actions.
- 9. **SCWMA Membership Feedback Regarding SCWMA Programs:** Staff has received feedback from all members except for the Cities of Healdsburg and Santa Rosa. Staff proposes to draft an agreement based on the feedback from Agency members received in 2015 and 2016, and to discuss that draft with City and County Counsel.
- 10. **Attachments/Correspondence:** The Outreach Events Calendar for March and April 2016 are included.



Minutes of February 17, 2016 Special Meeting

The Sonoma County Waste Management Agency met on February 17, 2016, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Present:

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

Staff Present:

Counsel	Ethan Walsh	Staff	Karina Chilcott
Executive Director	Patrick Carter		Lisa Steinman
Agency Clerk	Sally Evans		Felicia Smith

1. Call to Order Special Meeting

The meeting was called to order at 10:37 a.m.

2. Closed Session

Chair Don Schwartz, City of Rohnert Park, stated there was no reportable action out of closed session.

3. Adjourn Closed Session

4. Agenda Approval

After reviewing the agenda, it was decided Items 9 and 10 would be moved to be the first items on the regular calendar.

Madolyn Agrimonti, City of Sonoma, motioned to approve the agenda as amended and John Sawyer, City of Santa Rosa, seconded the motion.

Vote Count:

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

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed unanimously.

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

Allan Tose, Site 40 representative, brought two items to the Board's attention regarding recycling in California and provided two handouts. Mr. Tose stated Assembly Bill 876 requires a plan to recycle locally, and that long-term out-hauling was not an option. Mr. Tose also referenced page 9 of the technical report and where he believed the density of incoming feedstock was incorrect and would reduce the available capacity of the Central Compost Site.

Consent (w/attachments)

- 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
- 6.5 City/County Payment Program Container Purchase

Chair Schwartz asked whether there were enough funding for all Agency members that wished to use this grant.

Patrick Carter, Interim Agency Executive Director, replied affirmatively.

Henry Mikus, City of Sebastopol, motioned to approve the consent agenda and Susan Harvey, City of Cotati, seconded the motion.

Vote Count:

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

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed unanimously.

Regular Calendar

9. **SCWMA Meeting Schedule**

There was brief discussion regarding starting the SCWMA Board of Directors regular meetings at 8:30 a.m. instead of 9:00 a.m. following closed session.

Public Comments

None.

Susan Klassen, County of Sonoma, motioned to approve the resolution for the SCWMA Board of Directors regular meetings to start at 8:30 a.m. instead of 9:00 a.m. 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	Aye	Sebastopol	Aye
Sonoma	Aye	Windsor	Aye

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed unanimously.

10. SCWMA Update

Mr. Carter provided a brief update on the feedback from Agency member councils regarding the future of Agency programs as follows: Healdsburg took action to discuss the responses in a committee, and Sebastopol voted to extend the Agency for one year and were consistent with previous feedback they had provided. Cotati stated they preferred a regional program with the current Agency programs and a one year extension of the Agency. Rohnert Park did not take action to extend the Agency for one year and preferred an “Agency-light” model with a SCWMA Board of Directors meeting quarterly and overseeing Agency programs for education, planning and reporting. Sonoma and Petaluma both voted to extend the Agency for one year but did not provide further feedback.

Mr. Carter stated meetings with Cloverdale, the County, Windsor, and Santa Rosa were scheduled to take place.

Board Discussion

Ms. Harvey inquired if another meeting would take place with Sonoma and Petaluma, since they did not provide further feedback.

Mr. Carter replied his recommendation would be to look at the majority of the member agency to see if it would be acceptable to them.

Ms. Harvey asked Rohnert Park to clarify their position on policy and education.

Chair Schwartz replied Rohnert Park's preference was an “Agency-light” which was as is, minus household hazardous waste and compost. Chair Schwartz noted Rohnert Park felt strongly the Agency should not have a policy making authority, Board members should be staff, and they did not support the one year extension.

Ms. Harvey expressed concern that small cities would not have the capability of implementing ordinances even if a model ordinance were established.

Deb Fudge, Town of Windsor, stated she believed policy decisions would be best made countywide. Ms. Fudge was concerned the presentations to member councils were all being presented differently, as not every city was weighing in on the same things.

Ms. Agrimonti commented the “Agency-light” option was a suggestion from the City of Rohnert Park but not something that necessarily needed to be considered by the Board. Ms. Agrimonti

expressed she wanted to make sure it was known Sonoma also felt policy decisions would be best done countywide.

Public Comments

Ernie Carpenter, AB 939 Local Task Force Representative, stated the LTF was forwarding their concerns and recommendations via resolution to the County of Sonoma, Sonoma County cities, and SCWMA. Mr. Carpenter stated the LTF believed oversight of the programs to could meet the statewide goals of 75% diversion were best served by a public planning body through the SCWMA. Mr. Carpenter stated the LTF recommended the Board of Supervisors and city councils support the SCWMA as the permanent local public planning body with cities and County representation to continue the successful coordination of solid waste recycling, compost, reuse, and education services.

Ken Wells, Sierra Club Representative on the AB 939 Local Task Force, was concerned regarding the shift of the responsibilities for household hazardous management from a public agency to a private entity. Mr. Wells questioned the financial incentive for a private company to manage a household waste program that would lose money every day. Mr. Wells believed the incentive for a private sector was to minimize that loss, which is a different model from a public agency.

Mr. Sawyer left at 11:07 a.m.

Ms. Fudge expressed her concern some of the Agency member cities may be moving away from the goals SWAG worked on, specifically to reduce greenhouse gases in the county and reach a higher diversion level.

Pam Davis, Sonoma County Resident, suggested a study session between the LTF and the Board could take place, as there was a lot of institutional knowledge and history around solid waste, recycling, and composting issues that may be of interest and value.

Chair Schwartz recommended Board members review the LTF resolution and those interested in having an item on the agenda or having a separate discussion let Mr. Carter know so it could be put on the agenda.

Roger Larsen, Happy Acres, stated he would also like Happy Acres and RENALE representatives to be invited to the discussion.

Board Discussion

Ms. Harvey also felt the county as a whole needed to refocus on the SWAG goals. Ms. Harvey noted if the Agency were to go away, the cities would not be able to meet all the objectives.

Chair Schwartz asked Mr. Carter if any of the jurisdictions had indicated a preference for the RCPA option and Mr. Carter replied that out of the five jurisdictions who weighed in, no jurisdiction had expressed a preference for the RCPA to date.

Ms. Fudge left at 11:14 a.m.

7. Draft FY 16-17 Work Plan

Mr. Carter discussed the role of the Work Plan and explained that this work plan did not include new programs and was very similar to past Work Plans. Mr. Carter noted the Work Plan reflected the current circumstances of the outhaul with the compost, and all the programs, with the addition of the mandatory organics recycling.

Ms. Harvey noted there were several contracts set to expire in February 2017 and inquired if they were contracts each city would have to put into place and if so, how transferable would they be.

Mr. Carter replied he believed they would not necessarily be transferable for each city, as some of the programs such as the HHW collection program would be required of all the cities if the Agency were to expire, and some programs such as e-waste transport contracts would not actually be necessary. Mr. Carter noted education programs would need to be negotiated directly with the service provider.

Mr. St. John stated that the Agency and the City of Petaluma had a study conducted and were convinced a regional approach was the way to go. Mr. St. John inquired how much staff time was being diverted from the task of resolving compost and outhaul due to trying to rewrite conditions of the JPA. Mr. St. John expressed his concern the Board meeting was once again being used to talk about the JPA and voting instead of talking about reestablishing compost and coming to a long-term solution on organics in the county.

Mr. Carter replied it was a significant amount of his time as the Interim Executive Director that was being spent on governance issues.

Ms. Klassen noted most items in the work plan looked consistent with the prior year except for the composting program, due to outhaul. Ms. Klassen referenced Item 4.10, Mandatory Commercial Recycling Measure, and inquired why there was a drop in contractor cost.

Mr. Carter replied that the Agency has stockpiled some containers and may not need to purchase as many in the following year.

Public Comments

None.

Ms. Agrimonti motioned to approve the Draft Fiscal Year 16-17 Work Plan and Ms. Harvey 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	Absent

AYES -8- NOES -0- ABSENT -2- ABSTAIN -0-
Motion passed.

8. Pharmaceutical Ordinance Discussion

February 17, 2016 – SCWMA Meeting Minutes

Lisa Steinman, Agency Staff, provided an update on the activity involving pharmaceutical ordinances, including the Russian River Watershed's Association (RRWA), Safe Medicine Disposal Ordinance Working Group activities and the status of pharmaceutical ordinances in other counties.

Ms. Steinman stated the Sonoma County Department of Health Services had been attending the Safe Medicine Disposal Working Group meetings and was exploring whether they could act as the lead agency for a countywide program.

Ms. Steinman stated that if the Safe Medicine Disposal Group expressed a preference for the Agency to lead the program, Agency staff believed the Agency could produce a model ordinance to be adopted by individual Agency members fairly quickly and efficiently.

Ms. Steinman stated Agency staff had created a budget for staff and counsel to assist in the development of a pharmaceutical producer responsibility program to be implemented countywide and that budget fit under existing budget appropriations.

Ms. Steinman recommended the Board direct staff to assist the groups working to create local product stewardship programs for pharmaceuticals. Ms. Steinman stated staff would update the Board at a future Agency board meeting if the Safe Medicine Disposal Ordinance Working Group determined it would be preferable for the Agency to lead the development of the Pharmaceutical Product Stewardship Program.

Ms. Harvey stated her understanding was the County could not implement an ordinance for the cities, as the cities would each have to implement an ordinance.

Ms. Steinman replied it was possible for the County to implement this countywide ordinance through existing regulations and has been done in other counties, but County Counsel was exploring how exactly that would work locally.

Ethan Walsh, County Counsel, stated the counties he was aware had adopted an ordinance had done it at the county level. Mr. Walsh noted other counties who did not have a JPA like the Agency would adopt an ordinance and cities individually incorporated the ordinance into their code.

Ms. Harvey inquired if the city could be sued for that.

Mr. Walsh replied affirmatively and provided an example of Alameda being sued and noted they prevailed.

Ms. Klassen inquired if environmental review was required to do the model or countywide ordinances and if that was where a lot of the litigation was coming from as it was with the plastic bags.

Mr. Walsh stated all discretionary actions were subject to CEQA, and noted that while CEQA was required, that was not where he had seen the litigation coming from so far, yet it was early in the process.

Mr. Mikus stated there was a direct cost impact, as the Agency collected pharmaceuticals at the hazardous waste facility and community toxic collection events.

Public Comments

Liz Bortolotto, AB 939 Local Task Force, stated there has been conversation about this at the LTF and the LTF recommended a countywide effort proceeding forward with the Sonoma County Safe Medicine Disposal Ordinance.

Board Discussion

Mr. Schwartz asked for clarification on staff's recommendation.

Mr. Carter stated staff was seeking Board direction for staff to continue participating in the process, to include some of Mr. Walsh's time. Mr. Carter noted if the Agency were to have a greater role, staff would bring it back to the Board's attention.

Mr. Schwartz asked Mr. Walsh if he were to work on the ordinance would this be a model or one for the Agency to adopt.

Mr. Walsh replied that at this point he would suggest something similar to what Los Angeles was doing. Mr. Walsh stated given the uncertainty of the Agency's situation, he believed it would be more lasting to do it at the county level with the ability of the cities to incorporate the ordinance into their codes instead of doing something that could possibly need to be redone in ten months.

11. Attachments/Correspondence:

- 11.1 Outreach Calendar February-March 2016
- 11.2 Mandatory Organics Recycling Outreach Letter
- 11.3 Drop-off Recycling Chart

Mr. Carter reported the Agency had been getting a number of calls regarding many RePlanet CRV buyback locations closing in Sonoma County. Mr. Carter noted the agenda packet contained an updated recycling guide page, which included just a few buyback (CRV) and drop off (free).

Public Comments

None.

12. Boardmember Comments

13. Staff Comments

None.

14. Next SCWMA meeting: March 16, 2016

14. Adjourn

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

Submitted by
Sally Evans



Agenda Item #: **6.2**
Cost Center: **Education**
Staff Contact: **Smith**
Agenda Date: **3/16/2016**

ITEM: **Purchase of Recycling Receptacles for the City of Sebastopol**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Agency staff recommends approval for the Chair and Executive Director to sign a purchase order with 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 working with several cities to provide recycling bins in downtown areas, parks, and commercial spaces. In addition to the authorization to purchase containers for the Cities of Santa Rosa and Rohnert Park at the February 17, 2016 Agency meeting, the City of Sebastopol has requested fifty five recycling containers, as detailed below.

Jurisdiction	Recycling Container Location	Total Cost (including tax)
City of Sebastopol – Public Works	Downtown & City Parks	\$44,455.08

IV. FUNDING IMPACT

The budget for the CCPP purchase account is \$355,799. To date the amount spent or encumbered in that account is \$204,097. Use of \$44,455.08 proposed above would reduce the available funds to \$107,247.

V. ATTACHMENTS

Quote from Barco Products

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

From: [Roberto Hernandez](#)
To: [Felicia Smith](#)
Subject: Barco Products: New Quote # QBP00040985-002
Date: Monday, February 22, 2016 8:23:03 AM



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 #QBP00040985-002 (placed on Feb 19, 2016 4:57:47 PM)

Shipping Information:

Felicia Smith
Sebastopol Public Works Dept
714 Johnson St
Sonoma County
Sebastopol, California, 95472
United States
T: 707-565-3579
F: 707-565-3701

Billing Information:

Accounts Payable
Sonoma County
2300 County Center Drive STE B100
Waste Management Agency
Santa Rosa, California, 95403
United States
T: 707-565-3579
F: 707-565-3701

Product	SKU	Qty	Price	Subtotal
Double Cassidy™ Receptacle	08CL1708	55	\$698.50	\$38,417.50
				Quote Totals
Subtotal				\$38,417.50
Shipping & Handling Total				\$2,580.00
Tax				\$0.00
Grand Total				\$40,997.50

Thank you, **Barco Products**



Agenda Item #: **7**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **3/16/2016**

ITEM: **Consideration of 2016-17 Draft SCWMA Budget**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the FY 16-17 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 20, 2016 Agency meeting for final approval.

II. BACKGROUND

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. Direction was given to staff regarding that document by the Board at the February 17, 2016 Agency meeting.

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

III. DISCUSSION

Information for this discussion can be found in the Explanation and Details and History sections of the FY 16-17 Draft Budget.

The attached Draft Budget is a balanced budget for the Funds supported by tipping fees (\$58/ton for wood waste and yard debris) and the tipping fee surcharge (\$4.85/ton for garbage, wood waste, and yard debris), without the need to adjust those fees.

Key Differences Between FY 2015-16 and FY 2016-17

Revenues

County of Sonoma (Tipping Fee Revenue)

The FY 2015-16 Budget allowed for many contingencies, as the budget was prepared during a time of flux for Agency programs. With the closure of the SCWMA's compost site and resulting outhaul, Agency staff has entered into agreements with compost facilities and can projects the actual costs associated with outhaul and the revenue through the tipping fees needed to offset those costs.

Transfers In – Within a Fund

Transfers to reserve funds are lower this year, as fund balances are expected to be closer to the SCWMA's Reserve Policy this fiscal year.

Expenditures

Contract Services

As explained in the County of Sonoma section with regard to revenues, the costs associated with outhaul are known with more certainty this fiscal year, as the Agency has entered into agreements with out of county compost sites to accept wood waste and yard debris. As such, the costs proposed in this budget are significantly lower this fiscal year than in the previous fiscal year.

Special Departmental Expense

Projected costs are lower for FY 2016-17, as the costs associated with a renewal of the compost facility permit and water quality monitoring will not be incurred.

Transfers Out – Within a Fund

Transfers to reserve funds are lower this year, as fund balances are expected to be closer to the SCWMA's Reserve Policy this fiscal year.

Conclusion

This budget reflects the direction given to staff in the FY 2016-17 Work Plan and reflects the level of effort required to implement Agency programs. No tipping fee or surcharge increases are recommended in this budget. Staff recommends tentative approval of this budget with direction for staff to return at the April 20, 2016 Agency meeting for final approval.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances

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

**FY 16-17 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

	Wood Waste 78101	Yard Debris 78102	H H W 78104	Education 78107	Planning 78108	Organics Reserve 78103	Facility Closure 78105	Facility Reserve 78106	Contin. 78109	Total All Funds	FY 15-16 Budget	% Diff.
REVENUES												
42358 State Other Funding	0	0	149,341	140,000	0	0	0	0	0	289,341	283,872	2%
42601 County of Sonoma	290,000	4,524,000	1,221,909	305,477	39,164	0	0	0	0	6,380,550	9,289,351	-31%
44002 Interest on Pooled Cash	190	4,906	1,208	245	21	14,035	344	8,247	1,127	30,322	33,290	-9%
44050 Unrealized Gains and Losses	0	0	0	0	0	0	0	0	0	0	0	0%
46003 Sales - Non Taxable	0	0	0	0	0	0	0	0	0	0	0	0%
46029 Donations/Contributions	0	0	221,141	25,535	3,274	0	0	0	0	249,950	255,450	-2%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0	0	0%
47101 Transfers In - Within a Fund	0	0	0	0	0	59,522	0	64,391	28,233	152,146	670,915	-77%
TOTAL REVENUES	290,190	4,528,906	1,593,599	471,257	42,458	73,557	344	72,638	29,360	7,102,309	10,532,878	-33%
EXPENDITURES												
51041 Insurance - Liability	1,080	1,800	5,520	2,400	1,200	0	0	0	0	12,000	12,000	0%
51201 Administration Services	20,147	127,342	240,055	289,742	30,718	62,652	0	0	56,888	827,544	852,612	-3%
51205 Advertising/Marketing Svc	0	0	12,000	2,000	0	0	0	0	0	14,000	14,000	0%
51206 Accounting/Auditing Services	500	6,000	7,500	3,000	1,000	2,500	0	0	1,500	22,000	22,000	0%
51207 Client Accounting Services	1,074	1,789	5,487	2,386	1,193	0	0	0	0	11,929	11,928	0%
51211 Legal Services	0	5,000	10,000	30,000	1,000	250,000	0	0	10,000	306,000	301,000	2%
51213 Engineer Services	0	0	0	0	0	12,500	0	0	0	12,500	12,500	0%
51225 Training Services	0	0	500	1,500	0	0	0	0	0	2,000	4,200	-52%
51249 Other Professional Services	0	0	132,196	28,000	0	0	0	0	0	160,196	184,686	-13%
51401 Rents and Leases - Equipment	0	0	0	3,000	0	0	0	0	0	3,000	3,000	0%
51421 Rents and Leases - Bldg/Land	0	0	7,000	8,025	0	0	0	0	0	15,025	38,025	-60%
51801 Other Services	0	0	0	0	0	0	0	0	0	0	0	0%
51803 Other Contract Services	260,000	4,316,000	1,081,000	24,714	0	50,000	0	0	0	5,731,714	9,556,479	-40%
51901 Telecommunication Data Lines	0	960	1,920	3,840	0	0	0	0	0	6,720	3,796	77%
51902 Telecommunication Usage	0	0	200	750	0	0	0	0	0	950	25,200	-96%
51904 ISD - Baseline Services	3,531	6,017	3,531	3,531	3,531	0	0	0	0	20,141	17,657	14%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0	0	0	0	1,800	-100%
51909 Telecommunication Wireless S	0	0	0	1,800	0	0	0	0	0	1,800	1,000	80%
51911 Mail Services	0	600	0	1,000	0	0	0	0	0	1,600	3,450	-54%
51915 ISD - Reprographics Services	0	0	500	0	0	0	0	0	0	500	700	-29%
51916 County Services	1,789	2,982	9,145	3,976	1,988	0	0	0	0	19,880	21,473	-7%
51919 EFS Charges	0	0	0	4,000	0	0	0	0	0	4,000	4,000	0%
51922 County Car Expense	0	0	0	3,000	0	0	0	0	0	3,000	3,720	-19%
51923 Unclaimable County Car Expen	0	0	0	0	0	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	10,200	150	0	0	0	0	0	10,350	10,350	0%
52101 Other Supplies	0	0	0	0	0	0	0	0	0	0	0	0%
52111 Office Supplies	0	1,600	2,000	24,630	0	1,000	0	0	1,000	30,230	27,630	9%
52162 Special Departmental Expense	0	0	0	0	0	50,000	0	0	0	50,000	132,400	-62%
52163 Professional Development	0	0	0	2,500	0	0	0	0	0	2,500	3,700	-32%
SUBTOTAL	288,121	4,470,090	1,528,754	443,944	40,630	428,652	0	0	69,388	7,269,580	11,269,306	-35%
57011 Transfers Out - Within a Fund	1,615	57,907	64,391	26,859	1,374	0	0	0	0	152,146	670,915	-77%
57015 Transfers Out - All Others	454	908	454	454	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	2,069	58,815	64,845	27,313	1,828	0	0	0	0	154,870	673,639	-77%
TOTAL EXPENDITURES	290,190	4,528,905	1,593,599	471,257	42,458	428,652	0	0	69,388	7,424,450	11,942,945	-38%
NET COST	0	(0)	(0)	(0)	(0)	355,095	(344)	(72,638)	40,028	322,140	1,410,067	

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

WOOD WASTE - 78101

REVENUES

42601 County of Sonoma

Revenues from fees collected at County disposal sites for wood waste outhaul are dedicated toward the operations of the Wood Waste fund. The SCWMA's disposal fee portion of the tipping fee \$58 per ton, which is the same as last year.

	<u>All Transfer Stations</u>
Wood Waste Tonnage	5,000
Disposal Fee	<u>\$ 58.00</u>
Total Revenue FY 16-17	\$ 290,000

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Wood Waste cost center portion of the premium for FY 16-17 is 9% of the total premium cost to SCWMA.

Annual premium \$12,000 X 9% = \$1,080

51201 Administration Services

This account reflects the cost of SCWMA staff.

Budgeted FY 15-16	Requested FY 16-17	Difference	% Difference
\$ 25,041	\$ 20,147	\$ (4,894)	-20%

51206 Accounting/Auditing Services

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

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$11,929 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The wood waste cost center allocation is \$ 1,074

51803 Other Contract Services

An estimated 5,000 tons of wood waste will be collected, transported, and hauled to out-of-county compost facilities in FY 16-17, at a cost of \$260,000.

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

WOOD WASTE - 78101

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 16-17 is \$20,141.

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

57011 Transfers Out - Within a Fund

The contribution to the Organics Reserve this fiscal year is \$ 1,615

57015 Transfers Out - All Others

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every five years. Computer replacements are due this Fiscal Year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 78102

REVENUES

42601 County of Sonoma

Revenues from fees collected at County disposal sites for yard waste processing are dedicated toward the operations of the Yard Debris cost center.

	All Transfer Stations
Yard Debris (tons)	78,000
Disposal Fee (per ton)	\$ 58.00
	\$ 4,524,000

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Yard Debris Cost Center portion of the premium for FY 16-17 is 15% of the total premium cost to SCWMA.

Annual premium \$12,000 X 15% = \$1,800

51201 Administration Services

This account reflects the cost of SCWMA staff.

	Budgeted FY 15-16	Requested FY 16-17	Difference	% Difference
Total	\$ 138,973	\$ 127,342	\$ (11,631)	-8%

51206 Accounting/Auditing Services

This \$5,000 expense reflects an allocated portion of the estimated \$22,000 cost for required audits performed by the County Audit Division.

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$11,929 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The yard debris cost center allocated amount is \$ 1,789

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 78102

51803 Other Contract Services

It is estimated that 76,000 tons of yard debris need to be collected, transported, and disposed of at three out-of-county compost facilities.

Operation	Tonnage	Rate	Operation Total
Redwood Landfill	44,000	\$ 54.00	\$ 2,376,000
Cold Creek Compost	18,000	\$ 56.00	\$ 1,008,000
City of Napa	16,000	\$ 57.00	\$ 912,000
Jepson Prairie Organics	-	\$ 68.00	\$ -
Home Composting (UCCE)			\$ 20,000
Total Processing Expense for	78,000 tons		\$ 4,316,000

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 16-17 is \$20,141.

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

51911 Mail Services

This reflects the cost of mailing educational information about the Commercial Organics Recycling program to applicable generators of organic material.

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

52111 Office Supplies

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

57011 Transfers Out - Within a Fund

When the fund balance in a fund exceeds the levels described in the Agency's Reserve Policy, transfers are made to the appropriate reserve fund.

The expected this fiscal year is \$ 57,907

57015 Transfers Out - All Others

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every five years. Computer replacements are due this Fiscal Year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

REVENUES

42358 State Other Funding

SCWMA is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the proper management of used motor oil. For FY 16-17, the Oil Payment Plan revenue is expected to be \$149,341.

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 16-17 is 323,000.

	FY 15-16 Budget	FY 16-17 Request
Disposed Tons	324,750	323,000
Surcharge	\$ 4.85	\$ 4.85
Tip. Fee Rev. Subtotal	\$ 1,575,038	\$ 1,566,550
 Tipping Fee Revenue	 \$ 1,566,550	
HHW Cost Center Percentage	78.00%	
HHW Tipping Fee Allocation	\$ 1,221,909	

46029 Donations/Contributions

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System. E-waste revenue sharing is the result of a state operated program that subsidizes collectors and recyclers who in turn share with the agencies of record. SCWMA has contracts with ECS Refining, Inc. and Goodwill Industries of the Redwood Empire.

	FY 15-16 Budget	FY 16-17 Request
Petaluma Surcharge Fee Payment	\$ 102,141	\$ 102,141
E-waste revenue sharing payment	\$ 110,000	\$ 110,000
Battery Collections (HHT facility)	\$ 4,500	\$ 9,000
 Donations/Reimbursement Total	 \$ 216,641	 \$ 221,141

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The HHW Cost Center portion of the premium for FY 16-17 is 46% of the total premium cost to SCWMA.

Annual premium \$12,000 X 46% = \$5,520

51201 Administration Services

This account reflects the cost of SCWMA staff.

	FY 15-16 Budget	FY 16-17 Budget	Difference	% Increase
Total	\$ 242,557	\$ 240,055	\$ (2,503)	-1%

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

51205 Advertising/Marketing Svc

Staff is continuing to advertise the E-waste events sponsored by SCWMA. The budgeted \$12,000 will be used to reach residents through local media informing them of upcoming opportunities for E-waste collection.

51206 Accounting/Auditing Services

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

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$11,929 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers. The HHW cost center allocated amount is \$ 7,500

51211 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$210/hour. The budgeted amount is \$10,000.

51249 Other Professional Services

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

51421 Rents and Leases - Bldg/Land

This account includes \$7,000 to rent locations for Community Toxics Collection events.

51803 Other Contract Services

This account reflects contract services costs for the major programs operation of the HHW facility, Community Toxics Collections, and the Toxic Rover. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

	FY 15-16 Budget	FY 16-17 Request
HHW Collection Program	\$ 1,040,000	\$ 1,000,000
E-waste Collection	\$ 65,000	\$ 65,000
Out-of-County Hazardous Waste	\$ 15,000	\$ 16,000
Total	\$ 1,120,000	\$ 1,081,000

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 16-17 is \$20,141. The HHW cost center will be charged \$ 3,531

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

52091 Memberships/Certifications

There are two memberships this fiscal year, California Product Stewardship Council (CPSC) and the Product Stewardship Institute (PSI). Both of these organizations are promoting extended producer responsibility and SCWMA staff benefits from the contacts and information provided. The requested amount is \$10,000 for this fiscal year.

57011 Transfers Out - Within a Fund

When revenues exceed expenditures in the HHW cost center, funds are transferred to either the HHW Facility Closure Reserve or the HHW Facility Reserve. Since the HHW Closure Reserve has met its fund balance goal, transfers would be made to the HHW Facility Reserve. The transfers to reserves is estimate to be: \$ 64,391

57015 Transfers Out - All Others

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every five years. Computer replacements are due this Fiscal Year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 78107

REVENUES

42358 State Other Funding

SCWMA expects to continue to receive grant funds from CalRecycle for beverage container recycling (City/County Payment Program). These funds will be used for the mandatory commercial recycling education program and for the purchase of additional recycling containers to assist beverage container recycling.

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 16-17 is 323,000.

	FY 15-16 Budget	FY 16-17 Request
Disposed Tons	324,750	323,000
Surcharge	\$ 4.85	\$ 4.85
Tip. Fee Rev. Subtotal	\$ 1,575,038	\$ 1,566,550
 Tipping Fee Revenue	 \$ 1,566,550	
Education Cost Center Percentage	19.50%	
Education Tipping Fee Allocation	\$ 305,477	

46029 Donations/Contributions

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment	\$ 25,535
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EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Education cost center portion of the premium for FY 16-17 is 20% of the total premium cost to SCWMA.

Annual premium \$12,000 X 20% = \$2,400

51201 Administration Services

This account reflects the cost of SCWMA staff.

	FY 15-16 Budget	FY 16-17 Request	Difference	% Increase
Total	\$ 285,947	\$ 289,742	\$ 3,796	1%

51205 Advertising/Marketing Svc

The budgeted \$2,000 reflects the potential for participation in regional outreach programs.

51206 Accounting/Auditing Services

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 78107

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$11,929 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The education cost center allocated amount is \$ 2,386

51211 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$210/hour. The budgeted amount for education is \$25,000.

51249 Other Professional Services

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

51421 Rents and Leases - Bldg/Land

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

51803 Other Contract Services

This account covers the cost of the Agency's education program contracts as listed below:

	FY 15-16 Budget	FY 16-17 Request	Difference
Recycling Guide Translation and Printing	\$ 16,600	\$ 16,900	\$ 300
Spanish Language Outreach	\$ 5,114	\$ 5,114	\$ -
Temporary Staffing	\$ 2,700	\$ 2,700	\$ -
Carryout Bags Program Evaluation	\$ 10,600	\$ -	\$ (10,600)
AT&T Advertising	\$ 3,000	\$ -	\$ (3,000)
TOTAL	\$ 38,014	\$ 24,714	\$ (13,300)

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 16-17 is \$20,141.

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

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

52091 Memberships/Certifications

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 78107

52111 Office Supplies

This account contains costs for office supplies, records storage, and other items for educational outreach at public events.

57011 Transfers Out - Within a Fund

The Agency Board of Directors has established a policy for accumulating reserve funds for specific purposes. The Contingency Reserve is to be used for operational expenses when there is an unforeseen need.

The transfers to reserves is estimate to be: \$ 26,859

57015 Transfers Out - All Others

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every five years. Computer replacements are due this Fiscal Year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 78108

REVENUES

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 16-17 is 323,000.

	FY 15-16 Budget	FY 16-17 Request
Disposed Tons	324,750	323,000
Surcharge	\$ 4.85	\$ 4.85
Tip. Fee Rev. Subtotal	\$ 1,575,038	\$ 1,566,550
 Tipping Fee Revenue	 \$ 1,566,550	
Planning Cost Center Percentage	2.50%	
Planning Tipping Fee Allocation	\$ 39,164	

46029 Donations/Contributions

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment \$ 3,274

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Planning cost center portion of the premium for FY 16-17 is 10% of the total premium cost to SCWMA.

Annual premium \$12,000 X 10% = \$1,200

51201 Administration Services

This account reflects the cost of SCWMA staff.

	Budgeted FY 15-16	Requested FY 16-17	Difference	% Increase
Total	\$ 31,351	\$ 30,718	\$ (633)	-2%

51206 Accounting/Auditing Services

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 78108

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$11,929 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers. The planning cost center allocated amount is \$ 1,193

51211 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$210/hour. The budgeted amount for planning is \$10,000.

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 16-17 is \$20,141.

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

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

57011 Transfers Out - Within a Fund

The Agency Board of Directors has established a policy for accumulating reserve funds for specific purposes. The Contingency Reserve is to be used for operational expenses when there is an unforeseen need.

The contribution to the Contingency Reserve is \$ 1,374

57015 Transfers Out - All Others

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every five years. Computer replacements are due this Fiscal Year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

ORGANICS RESERVE - 78103

REVENUES

44002 Interest on Pooled Cash

The Organics Reserve is expected to accrue \$14,035 in interest during FY 16-17

47101 Transfers In - Within a Fund

This transfer includes contributions from the operations of the Wood Waste and Yard Debris funds at the end of FY 16-17. Board established reserve policy restricts these funds for composting program-related expenditures.

Wood Waste	\$ 1,615
Yard Debris	\$ 57,907
Subtotal	\$ 59,522

EXPENDITURES - SERVICES AND SUPPLIES

51201 Administration Services

This account reflects the cost of SCWMA staff.

	Budgeted FY 15-16	Requested FY 16-17	Difference	% Increase
Total	\$ 64,239	\$ 62,652	\$ (1,587)	-2%

51206 Accounting/Auditing Services

The budgeted \$2,500 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

51211 Legal Services

This sub-object reflects an estimation for legal services provided by Agency and Special Counsel to the SCWMA for litigation defense. The estimated amount during FY 16-17 is \$250,000.

51213 Engineer Services

The SCWMA utilizes staff from the Department of Transportation and Public Works and the Sonoma County Permit and Resource Management Department to assist with required environmental studies, General Plan amendments, permit acquisition, and other development requirements associated with the planned compost site development and acquisition. The anticipated expense for FY 16-17 is \$12,500 for the Compost Site Relocation Project.

51803 Other Contract Services

\$50,000 has been allocated for consultant assistance during the permitting of a new compost site at the Central Disposal Site.

52162 Special Departmental Expense

The application fee for a solid waste facility permit for a compost facility at the Central Disposal Site would be paid with these funds.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HHW CLOSURE RESERVE - 78105

REVENUES

44002 Interest on Pooled Cash

This fund is expected to gain \$344 in interest during FY 16-17.

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 16-17.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HHW FACILITY RESERVE - 78106

REVENUES

44002 Interest on Pooled Cash

This fund is expected to gain \$8,247 in interest during FY 16-17.

47101 Transfers In - Within a Fund

Transfers from the HHW cost center are detailed by this account.

The projected transfer this year is: \$ 59,522

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 16-17.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 15-16 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

CONTINGENCY FUND - 78109

REVENUES

47101 Transfers In - Within a Fund

This operational transfer (OT) is an on-going contribution from the Education and Planning cost centers to fund the Contingency Reserve established by Board policy to cover unforeseen expenses and one-time projects. There are no transfers to this reserve fund expected this Fiscal Year.

Education	\$ 26,859
Planning	\$ 1,374
Subtotal	\$ 28,233

EXPENDITURES - SERVICES AND SUPPLIES

51201 Administration Services

This account reflects the cost of SCWMA staff.

	Budgeted FY 15-16	Requested FY 16-17	Difference	% Increase
Total	\$ 64,504	\$ 56,888	\$ (7,616)	-12%

51206 Accounting/Auditing Services

The budgeted \$1,500 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

51211 Legal Services

This account reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$210/hour. The budgeted amount is \$10,000 for assistance with the future of JPA programs.

52111 Office Supplies

This reflects costs for office-related expenses associated with the JPA renewal discussion.

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

	Summary						
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	211,268	238,573	459,043	283,872	289,341	5,469	2%
42601 County of Sonoma	5,051,647	4,993,820	5,814,173	9,289,351	6,380,550	(2,908,801)	-31%
44002 Interest on Pooled Cash	56,047	52,206	36,567	33,290	30,322	(2,968)	-9%
44050 Unrealized Gains and Losses	0	(65,156)	(16,335)	0	0	0	0%
46003 Sales Non Taxable	173,456	190,205	0	0	0	0	0%
46029 Donations/Contributions	589,572	366,547	2,015,584	255,450	249,950	(5,500)	-2%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
46050 Cancelled/Stale Dated Warrants	0	0	286	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	443	(45,146)	2	0	0	0	0%
SUBTOTAL	6,082,433	5,731,048	8,309,320	9,861,963	6,950,163	(2,911,800)	-30%
47101 Transfers In - Within a Fund	156,495	630,508	670,915	670,915	152,146	(518,769)	-77%
SUBTOTAL	156,495	630,508	670,915	670,915	152,146	(518,769)	-77%
TOTAL REVENUES	6,238,928	6,361,556	8,980,235	10,532,878	7,102,309	(3,430,569)	-33%
EXPENDITURES							
51041 Insurance - Liability	10,205	10,177	10,333	12,000	12,000	0	0%
51201 Administration Services	700,354	714,927	725,135	852,612	827,544	(25,068)	-3%
51205 Advertising/Marketing Svc	9,163	10,822	14,000	14,000	14,000	0	0%
51206 Accounting/Auditing Services	21,293	22,000	22,000	22,000	22,000	0	0%
51207 Client Accounting Services	12,227	13,356	11,928	11,928	11,929	1	0%
51211 Legal Services	47,950	466,217	292,138	301,000	306,000	5,000	2%
51213 Engineer Services	22,490	3,900	12,500	12,500	12,500	0	0%
51225 Training Services	0	0	4,200	4,200	2,000	(2,200)	-52%
51249 Other Professional Services	195,766	166,500	362,075	184,686	160,196	(24,490)	-13%
51401 Rents and Leases - Equipment	2,396	2,770	3,000	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	35,235	8,183	11,925	38,025	15,025	(23,000)	-60%
51801 Other Services	0	0	20,951	0	0	0	0%
51803 Other Contract Services	4,183,009	7,196,922	6,638,516	9,556,479	5,731,714	(3,824,765)	-40%
51901 Telecommunication Data Lines	0	6,654	3,796	3,796	6,720	2,924	77%
51902 Telecommunication Usage	(364)	743	2,689	25,200	950	(24,250)	-96%
51904 ISD - Baseline Services	18,509	18,509	19,489	17,657	20,141	2,484	14%
51906 ISD - Supplemental Projects	5,293	1,871	1,800	1,800	0	(1,800)	-100%
51909 Telecommunication Wireless Svc	0	3,356	1,000	1,000	1,800	800	80%
51911 Mail Services	2,852	1,201	1,151	3,450	1,600	(1,850)	-54%
51915 ISD - Reprographics Services	0	6,222	1,490	700	500	(200)	-29%
51916 County Services	16,356	19,880	21,473	21,473	19,880	(1,593)	-7%
51919 EFS Charges	0	0	4,000	4,000	4,000	0	0%
51922 County Car Expense	1,226	1,436	1,915	3,720	3,000	(720)	-19%
51923 Unclaimable County Car Expense	90	81	26	0	0	0	0%
52091 Memberships/Certifications	4,000	10,150	10,350	10,350	10,350	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	31,021	18,232	10,847	27,630	30,230	2,600	9%
52162 Special Departmental Expense	29,631	33,495	40,000	132,400	50,000	(82,400)	-62%
52163 Professional Development	0	0	3,700	3,700	2,500	(1,200)	-32%
SUBTOTAL	5,348,702	8,737,602	8,252,426	11,269,306	7,269,580	(3,999,726)	-35%
57011 Transfers Out - Within a Fund	156,495	630,508	670,915	670,915	152,146	(518,769)	-77%
57015 Transfers Out - All Others	2,724	0	0	2,724	2,724	0	0%
SUBTOTAL	159,219	630,508	670,915	673,639	154,870	(518,769)	-77%
TOTAL EXPENDITURES	5,507,921	9,368,110	8,923,341	11,942,945	7,424,450	(4,518,495)	-38%
NET COST	(731,007)	3,006,554	(56,894)	1,410,067	322,140	(1,087,927)	-77%
ROUNDING ERROR	3	(1)	0	0	0		
FUND BALANCE							
Beginning Fund Balance	8,742,309	9,554,807	6,374,738	6,374,738	6,431,632		
Less: Net Cost for Current Year	731,004	(3,006,553)	56,894	(1,410,067)	(322,140)		
Audit/Encumbrance Adjustments	81,491	(173,516)	0	0	0		
Ending Fund Balance	9,554,807	6,374,738	6,431,632	4,964,671	6,109,492		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Wood Waste 78101							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	218,545	168,441	294,618	232,000	290,000	58,000	25%
44002 Interest on Pooled Cash	1,002	1,563	544	753	190	(563)	-75%
44050 Unrealized Gains and Losses		(1,380)	(696)	0	0		
46003 Sales Non Taxable	48,048	0	0	0	0	0	0%
46029 Donations/Contributions	49,000	5,000	0	0	0	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
SUBTOTAL	316,595	173,623	294,465	232,753	290,190	57,437	25%
47101 OT-Within Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	316,595	173,623	294,465	232,753	290,190	57,437	25%
EXPENDITURES							
51041 Insurance - Liability	306	305	103	1,320	1,080	(240)	-18%
51201 Administration Services	14,984	16,370	25,041	25,041	20,147	(4,894)	-20%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	500	500	500	500	500	0	0%
51207 Client Accounting Services	1,202	401	1,312	1,312	1,074	(238)	-18%
51211 Legal Services	0	0	0	0	0	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	151,686	129,285	219,630	219,630	260,000	40,370	18%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	3,210	3,210	3,531	3,531	3,531	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	5	0	0	0	0	0%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0%
51916 County Services	490	596	2,741	2,741	1,789	(952)	-35%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	1	0	0	0	0	0	0%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	172,380	150,671	252,858	254,075	288,121	34,046	13%
57011 Transfers Out - Within a Fund	8,317	166,445	91,275	91,275	1,615	(89,660)	-98%
57015 Transfers Out - All Others	454	0	0	454	454	0	0%
SUBTOTAL	8,771	166,445	91,275	91,729	2,069	(89,660)	-98%
TOTAL EXPENDITURES	181,151	317,116	344,133	345,804	290,190	(55,614)	-16%
NET COST	(135,444)	143,493	49,668	113,051	0	(113,051)	-100%
ROUNDING ERROR	0	0	0	0	0		
FUND BALANCE							
Beginning Fund Balance	160,600	298,120	110,627	110,627	60,959	43,218	17,741
Less: Net Cost for Current Year	135,444	(143,493)	(49,668)	(113,051)	(0)		
Audit/Encumbrance Adjustments	2,076	(44,000)					
Ending Fund Balance	298,120	110,627	60,959	(2,424)	60,959		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Yard Debris 78012							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State - Other	0	0	0	0	0	0	0%
42601 County	3,192,359	2,808,545	3,914,204	7,452,000	4,524,000	(2,928,000)	-39%
44002 Interest on Pooled Cash	8,017	7,748	1,011	4,823	4,906	83	2%
44050 Unrealized Gains and Losses		(9,793)	(2,297)	0	0		
46003 Sale of Materials	130,092	190,205	0	0	0	0	0%
46029 Donations and Reimbursements	172,926	23,604	0	10,000	0	(10,000)	-100%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
SUBTOTAL	3,503,394	3,020,307	3,912,919	7,466,823	4,528,906	(2,937,917)	-39%
47101 OT-Within Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	3,503,394	3,020,307	3,912,919	7,466,823	4,528,906	(2,937,917)	-39%
EXPENDITURES							
51041 Insurance - Liability	6,123	6,106	517	1,800	1,800	0	0%
51201 Administration Services	270,582	262,569	90,000	138,973	127,342	(11,631)	-8%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	5,000	6,000	6,000	6,000	6,000	0	0%
51207 Client Accounting Services	5,776	8,013	1,789	1,789	1,789	0	0%
51211 Legal Services	4,271	6,810	2,575	5,000	5,000	0	0%
51213 Engineer Services	0	910	0	0	0	0	0%
51225 Training Services	0	0	600	600	0	(600)	-100%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	2,396	2,770	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	2,765,060	2,985,256	3,966,069	7,199,140	4,316,000	(2,883,140)	-40%
51901 Telecommunication Data Lines	0	956	936	936	960	24	3%
51902 Telecommunication Usage	(52)	0	0	0	0	0	0%
51904 ISD - Baseline Services	5,470	5,470	6,017	6,017	6,017	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	175	400	400	600	200	50%
51915 ISD - Reprographics Services	0	0	200	200	0	(200)	-100%
51916 County Services	9,814	11,928	5,964	5,964	2,982	(2,982)	-50%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	1,226	1,436	415	0	0	0	0%
51923 Unclaimable County Car Expense	90	81	26	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	2,964	175	243	1,000	1,600	600	60%
52162 Special Departmental Expense	29,288	30,991	5,000	82,000	0	(82,000)	-100%
52163 Professional Development	0	0	2,500	2,500	0	(2,500)	-100%
SUBTOTAL	3,108,007	3,329,646	4,089,251	7,452,319	4,470,090	(2,982,229)	-40%
57011 Transfers Out - Within a Fund	140,523	147,272	0	0	57,907	57,907	100%
57015 Transfers Out - All Others	908	0	0	908	908	0	0%
SUBTOTAL	141,431	147,272	0	908	58,815	57,907	6377%
TOTAL EXPENDITURES	3,249,438	3,476,918	4,089,251	7,453,227	4,528,905	(2,924,322)	-39%
NET COST	(253,956)	456,611	176,333	(13,596)	(0)	13,596	-100%
ROUNDING ERROR	0	0	0	0	0		
FUND BALANCE							
Beginning Fund Balance	1,229,816	1,495,862	907,251	907,251	730,919	670,514	60,405
Less: Net Cost for Current Year	253,956	(456,611)	(176,333)	13,596	0		
Audit/Encumbrance Adjustments	12,090	(132,000)					
Ending Fund Balance	1,495,862	907,251	730,919	920,847	730,919		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste 78104							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	148,366	168,176	148,872	148,872	149,341	469	0%
42601 County of Sonoma	1,378,027	1,587,667	1,252,173	1,252,173	1,221,909	(30,264)	-2%
44002 Interest on Pooled Cash	4,105	6,458	7,333	3,519	1,208	(2,311)	-66%
44050 Unrealized Gains and Losses	0	(5,507)	(3,049)	0	0	0	0%
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	335,157	295,801	186,365	216,641	221,141	4,500	2%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
46050 Cancelled/Stale Dated Warrants	0	0	286	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	443	1,765	2	0	0	0	0%
SUBTOTAL	1,866,098	2,054,361	1,591,982	1,621,205	1,593,599	(27,606)	-2%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	1,866,098	2,054,361	1,591,982	1,621,205	1,593,599	(27,606)	-2%
EXPENDITURES							
51041 Insurance - Liability	3,113	3,104	5,683	5,400	5,520	120	2%
51201 Administration Services	237,129	227,460	225,000	242,557	240,055	(2,502)	-1%
51205 Advertising/Marketing Svc	9,163	10,822	12,000	12,000	12,000	0	0%
51206 Accounting/Auditing Services	7,500	7,500	7,500	7,500	7,500	0	0%
51207 Client Accounting Services	2,771	4,073	5,368	5,368	5,487	119	2%
51211 Legal Services	819	1,860	4,063	10,000	10,000	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	600	600	500	(100)	-17%
51249 Other Professional Services	133,291	154,867	134,912	134,912	132,196	(2,716)	-2%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	29,525	2,900	3,900	30,000	7,000	(23,000)	-77%
51801 Other Services	0	0	7,529	0	0	0	0%
51803 Other Contract Services	1,083,734	1,029,450	1,064,825	1,135,000	1,081,000	(54,000)	-5%
51901 Telecommunication Data Lines	0	1,836	1,860	1,860	1,920	60	3%
51902 Telecommunication Usage	(104)	132	200	200	200	0	0%
51904 ISD - Baseline Services	3,210	3,210	3,531	3,531	3,531	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	10	50	50	0	(50)	-100%
51915 ISD - Reprographics Services	0	3,142	500	500	500	0	0%
51916 County Services	4,989	6,063	5,359	5,359	9,145	3,786	71%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	4,000	10,000	10,200	10,200	10,200	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	2,389	1,100	580	2,000	2,000	0	0%
52162 Special Departmental Expense	343	286	0	400	0	(400)	-100%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	1,521,870	1,467,813	1,493,661	1,607,437	1,528,754	(78,683)	-5%
57011 Transfers Out - Within a Fund	1,350	140,285	471,938	471,938	64,391	(407,547)	-86%
57015 Transfers Out - All Others	454	0	0	454	454	0	0%
SUBTOTAL	1,804	140,285	471,938	472,392	64,845	(407,547)	-86%
TOTAL EXPENDITURES	1,523,674	1,608,098	1,965,599	2,079,829	1,593,599	(486,230)	-23%
NET COST	(342,425)	(446,262)	373,617	458,624	(0)	(458,624)	-100%
ROUNDING ERROR	0	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	297,551	648,531	1,094,794	1,094,794	721,177	229,313	491,865
Less: Net Cost for Current Year	342,425	446,263	(373,617)	(458,624)	0		
Audit/Encumbrance Adjustments	8,556						
Ending Fund Balance	648,531	1,094,794	721,177	636,170	721,178		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Education 78107							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	62,902	70,396	310,171	135,000	140,000	5,000	4%
42601 County of Sonoma	221,732	379,165	313,044	313,044	305,477	(7,567)	-2%
44002 Interest on Pooled Cash	2,214	3,074	3,345	595	245	(350)	-59%
44050 Unrealized Gains and Losses	0	(1,636)	(1,475)	0	0	0	0%
46003 Sales Non Taxable	(4,684)	0	0	0	0	0	0%
46029 Donations/Contributions	26,098	32,779	25,535	25,535	25,535	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	(610)	0	0	0	0	0%
SUBTOTAL	308,262	483,168	650,621	474,174	471,257	(2,917)	-1%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	308,262	483,168	650,621	474,174	471,257	(2,917)	-1%
EXPENDITURES							
51041 Insurance - Liability	612	611	2,893	2,160	2,400	240	11%
51201 Administration Services	96,316	138,187	225,000	285,947	289,742	3,795	1%
51205 Advertising/Marketing Svc	0	0	2,000	2,000	2,000	0	0%
51206 Accounting/Auditing Services	3,000	3,000	3,000	3,000	3,000	0	0%
51207 Client Accounting Services	2,290	802	2,147	2,147	2,386	239	11%
51211 Legal Services	23,171	31,939	25,000	25,000	30,000	5,000	20%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	3,000	3,000	1,500	(1,500)	-50%
51249 Other Professional Services	62,475	11,633	227,163	49,774	28,000	(21,774)	-44%
51401 Rents and Leases - Equipment	0	0	3,000	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	5,710	5,283	8,025	8,025	8,025	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	19,834	19,992	38,014	38,014	24,714	(13,300)	-35%
51901 Telecommunication Data Lines	0	3,862	1,000	1,000	3,840	2,840	284%
51902 Telecommunication Usage	(208)	611	2,489	25,000	750	(24,250)	-97%
51904 ISD - Baseline Services	3,410	3,410	2,879	1,047	3,531	2,484	237%
51906 ISD - Supplemental Projects	5,293	1,871	1,800	1,800	0	(1,800)	-100%
51909 Telecommunication Wireless Svc	0	3,356	1,000	1,000	1,800	800	80%
51911 Mail Services	0	775	697	3,000	1,000	(2,000)	-67%
51915 ISD - Reprographics Services	0	1,109	790	0	0	0	0%
51916 County Services	981	1,193	4,396	4,396	3,976	(420)	-10%
51919 EFS Charges	0	0	4,000	4,000	4,000	0	0%
51922 County Car Expense	0	0	1,500	3,720	3,000	(720)	-19%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	150	150	150	150	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	19,139	15,933	9,187	21,630	24,630	3,000	14%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	1,200	1,200	2,500	1,300	108%
SUBTOTAL	242,023	243,716	570,330	490,010	443,944	(46,066)	-9%
57011 Transfers Out - Within a Fund	3,891	146,429	54,691	54,691	26,859	(27,832)	-51%
57015 Transfers Out - All Others	454	0	0	454	454	0	0%
SUBTOTAL	4,345	146,429	54,691	55,145	27,313	(27,832)	-50%
TOTAL EXPENDITURES	246,368	390,145	625,021	545,155	471,257	(73,898)	-14%
NET COST	(61,895)	(93,023)	(25,599)	70,981	(0)	(70,981)	-100%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE						FB Goal	Difference
Beginning Fund Balance	120,247	185,253	280,760	280,760	306,359	44,394	261,965
Less: Net Cost for Current Year	61,895	93,023	25,599	(70,981)	0		
Audit/Encumbrance Adjustments	3,111	2,484					
Ending Fund Balance	185,253	280,760	306,359	209,779	306,359		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Planning 78108							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	40,984	50,002	40,134	40,134	39,164	(970)	-2%
44002 Interest on Pooled Cash	190	402	424	278	21	(257)	-93%
44050 Unrealized Gains and Losses		(232)	(217)	0			
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	4,831	4,332	3,274	3,274	3,274	(0)	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
SUBTOTAL	46,005	54,504	43,616	43,686	42,458	(1,228)	-3%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	46,005	54,504	43,616	43,686	42,458	(1,228)	-3%
EXPENDITURES							
51041 Insurance - Liability	51	51	1,137	1,320	1,200	(120)	-9%
51201 Administration Services	2,769	7,778	31,351	31,351	30,718	(633)	-2%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	1,293	1,000	1,000	1,000	1,000	0	0%
51207 Client Accounting Services	189	67	1,312	1,312	1,193	(119)	-9%
51211 Legal Services	0	0	500	1,000	1,000	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	0	0	0	0	0	0	0%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	3,210	3,210	3,531	3,531	3,531	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	0	0	0	0	0	0%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0%
51916 County Services	82	100	1,457	1,457	1,988	531	36%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	0	0	0	0	0	0	0%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	7,594	12,206	40,288	40,971	40,630	(341)	-1%
57011 Transfers Out - Within a Fund	2,414	30,077	53,011	53,011	1,374	(51,637)	-97%
57015 Transfers Out - All Others	454	0	0	454	454	0	0%
SUBTOTAL	2,868	30,077	53,011	53,465	1,828	(51,637)	-97%
TOTAL EXPENDITURES	10,462	42,283	93,299	94,436	42,458	(51,978)	-55%
NET COST	(35,543)	(12,222)	49,683	50,750	(0)	(50,750)	-100%
ROUNDING ERROR	2	0	0	0			
FUND BALANCE							
Beginning Fund Balance	21,838	57,830	70,052	70,052	20,369	4,063	16,306
Less: Net Cost for Current Year	35,541	12,222	(49,683)	(50,750)	0		
Audit/Encumbrance Adjustments	449						
Ending Fund Balance	57,830	70,052	20,369	19,302	20,369		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Organics Reserve 78103							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	0	0	0	0	0	0	0%
44002 Interest on Pooled Cash	32,252	25,842	14,059	16,149	14,035	(2,114)	-13%
44050 Unrealized Gains and Losses		(39,063)	(5,653)	0			
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	60	0	1,800,000	0	0	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	(43,235)	0	0	0	0	0%
SUBTOTAL	32,312	(56,456)	1,808,406	16,149	14,035	(2,114)	-13%
47101 Transfers In - Within a Fund	148,840	313,717	91,275	91,275	59,522	(31,753)	-35%
SUBTOTAL	148,840	313,717	91,275	91,275	59,522	(31,753)	-35%
TOTAL REVENUES	181,152	257,261	1,899,681	107,424	73,557	(33,867)	-32%
EXPENDITURES							
51041 Insurance - Liability	0	0	0	0	0	0	0%
51201 Administration Services	35,555	43,191	64,239	64,239	62,652	(1,587)	-2%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	2,500	2,500	2,500	2,500	2,500	0	0%
51207 Client Accounting Services	0	0	0	0	0	0	0%
51211 Legal Services	5,597	423,346	250,000	250,000	250,000	0	0%
51213 Engineer Services	22,490	2,990	12,500	12,500	12,500	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	10,249	0	0	0	0%
51803 Other Contract Services	72,041	2,917,282	1,349,978	964,695	50,000	(914,695)	-95%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	0	0	0	0	0	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	236	3	0	0	0	0%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0%
51916 County Services	0	0	0	0	0	0	0%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	53	556	336	1,000	1,000	0	0%
52162 Special Departmental Expense	0	2,218	35,000	50,000	50,000	0	0%
52163 Professional Development	0		0	0	0	0	0%
SUBTOTAL	138,235	3,392,320	1,724,805	1,344,934	428,652	(916,282)	-68%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	138,235	3,392,320	1,724,805	1,344,934	428,652	(916,282)	-68%
NET COST	(42,917)	3,135,059	(174,876)	1,237,510	355,095	(882,415)	-71%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	5,489,564	5,577,197	2,442,138	2,442,138	2,617,014	0	2,261,919
Less: Net Cost for Current Year	42,917	(3,135,059)	174,876	(1,237,510)	(355,095)		
Audit/Encumbrance Adjustments	44,716						
Ending Fund Balance	5,577,197	2,442,138	2,617,014	1,204,628	2,261,919		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Closure Reserve 78105							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	0	0	0	0	0	0	0%
44002 Interest on Pooled Cash	403	406	467	342	344	2	0%
44050 Unrealized Gains and Losses	0	(376)	(177)	0	0	0	0%
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
SUBTOTAL	403	30	290	342	344	2	0%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	403	30	290	342	344	2	0%
EXPENDITURES							
51041 Insurance - Liability	0	0	0	0	0	0	0%
51201 Administration Services	0	0	0	0	0	0	0%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	0	0	0	0	0	0	0%
51207 Client Accounting Services	0	0	0	0	0	0	0%
51211 Legal Services	0	0	0	0	0	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	0	0	0	0	0	0	0%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	0	0	0	0	0	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	0	0	0	0	0	0%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0%
51916 County Services	0	0	0	0	0	0	0%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	0	0	0	0	0	0	0%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	0	0	0	0	0	0	0%
NET COST	(403)	(30)	(290)	(342)	(344)	(2)	0%
ROUNDING ERROR	0	0	0	0	0	0	0%
FUND BALANCE							
Beginning Fund Balance	68,153	69,109	69,139	69,139	69,429	68,000	1,773
Less: Net Cost for Current Year	403	30	290	342	344		
Audit/Encumbrance Adjustments	553						
Ending Fund Balance	69,109	69,139	69,429	69,481	69,773		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Operating Reserve 78106							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	0	0	0	0	0	0	0%
44002 Interest on Pooled Cash	6,068	6,124	7,963	5,858	8,247	2,389	41%
44050 Unrealized Gains and Losses	0	(5,671)	(2,665)	0	0	0	0%
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
SUBTOTAL	6,068	453	5,298	5,858	8,247	2,389	41%
47101 Transfers In - Within a Fund	1,350	140,285	471,938	471,938	64,391	(407,547)	-86%
SUBTOTAL	1,350	140,285	471,938	471,938	64,391	(407,547)	-86%
TOTAL REVENUES	7,418	140,738	477,236	477,796	72,638	(405,158)	-85%
EXPENDITURES							
51041 Insurance - Liability	0	0	0	0	0	0	0%
51201 Administration Services	0	0	0	0	0	0	0%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	0	0	0	0	0	0	0%
51207 Client Accounting Services	0	0	0	0	0	0	0%
51211 Legal Services	0	0	0	0	0	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0%
51803 Other Contract Services	0	0	0	0	0	0	0%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	0	0	0	0	0	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	0	0	0	0	0	0	0%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0%
51916 County Services	0	0	0	0	0	0	0%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	0	0	0	0	0	0	0%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	0	0	0	0	0	0	0%
NET COST	(7,418)	(140,738)	(477,236)	(477,796)	(72,638)	405,158	-85%
ROUNDING ERROR	1	0	0	0			
FUND BALANCE							
Beginning Fund Balance	1,026,354	1,042,108	1,182,846	1,182,846	1,660,082	600,000	1,132,720
Less: Net Cost for Current Year	7,417	140,738	477,236	477,796	72,638		
Audit/Encumbrance Adjustments	8,336						
Ending Fund Balance	1,042,108	1,182,846	1,660,082	1,660,642	1,732,720		

FY 16-17 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Contingency Reserve 78109							
	Actual FY 13-14	Actual FY 14-15	Estimated FY 15-16	Budgeted FY 15-16	Requested FY 16-17	Difference	% Change
REVENUES							
42358 State Other Funding	0	0	0	0	0	0	0%
42601 County of Sonoma	0	0	0	0	0	0	0%
44002 Interest on Pooled Cash	1,796	589	1,421	973	1,127	154	16%
44050 Unrealized Gains and Losses	0	(1,496)	(108)	0	0	0	0%
46003 Sales Non Taxable	0	0	0	0	0	0	0%
46029 Donations/Contributions	1,500	5,032	411	0	0	0	0%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	(3,066)	0	0	0	0	0%
SUBTOTAL	3,296	1,059	1,723	973	1,127	154	16%
47101 Transfers In - Within a Fund	6,305	176,506	107,702	107,702	28,233	(79,469)	-74%
SUBTOTAL	6,305	176,506	107,702	107,702	28,233	(79,469)	-74%
TOTAL REVENUES	9,601	177,565	109,425	108,675	29,360	(79,315)	-73%
EXPENDITURES							
51041 Insurance - Liability	0	0	0	0	0	0	0%
51201 Administration Services	43,019	19,372	64,504	64,504	56,888	(7,616)	-12%
51205 Advertising/Marketing Svc	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	1,500	1,500	1,500	1,500	1,500	0	0%
51207 Client Accounting Services	0	0	0	0	0	0	0%
51211 Legal Services	14,092	2,262	10,000	10,000	10,000	0	0%
51213 Engineer Services	0	0	0	0	0	0	0%
51225 Training Services	0	0	0	0	0	0	0%
51249 Other Professional Services	0	0	0	0	0	0	0%
51401 Rents and Leases - Equipment	0	0	0	0	0	0	0%
51421 Rents and Leases - Bldg/Land	0	0	0	0	0	0	0%
51801 Other Services	0	0	3,173	0	0	0	0%
51803 Other Contract Services	90,654	115,657	0	0	0	0	0%
51901 Telecommunication Data Lines	0	0	0	0	0	0	0%
51902 Telecommunication Usage	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	0	0	0	0	0	0	0%
51906 ISD - Supplemental Projects	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	0	0	0	0	0	0	0%
51911 Mail Services	2,852	0	0	0	0	0	0%
51915 ISD - Reprographics Services	0	1,971	0	0	0	0	0%
51916 County Services	0	0	1,556	1,556	0	(1,556)	-100%
51919 EFS Charges	0	0	0	0	0	0	0%
51922 County Car Expense	0	0	0	0	0	0	0%
51923 Unclaimable County Car Expense	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	0	0	0	0	0%
52101 Other Supplies	0	0	0	0	0	0	0%
52111 Office Supplies	6,476	468	500	2,000	1,000	(1,000)	-50%
52162 Special Departmental Expense	0	0	0	0	0	0	0%
52163 Professional Development	0	0	0	0	0	0	0%
SUBTOTAL	158,593	141,231	81,233	79,560	69,388	(10,172)	-13%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	158,593	141,231	81,233	79,560	69,388	(10,172)	-13%
NET COST	148,993	(36,334)	(28,192)	(29,115)	40,028	69,143	-237%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	328,186	180,797	217,132	217,132	245,324	121,143	84,152
Less: Net Cost for Current Year	(148,993)	36,334	28,192	29,115	(40,028)		
Audit/Encumbrance Adjustments	1,604						
Ending Fund Balance	180,797	217,132	245,324	246,247	205,296		



Agenda Item #: 8
Cost Center: All
Staff Contact: Carter
Agenda Date: 3/16/2016

ITEM: Analysis of Organic Material Disposal Scenarios

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the following to the Board: 1) direct staff to develop a transition plan for the construction of a compost site at the Central Disposal Site to be led by the County, 2) direct staff to explore longer term (at least 5 year) overhaul options with composting facilities in the region, including a possible amendment to the hauling agreement with the Ratto Group to request the Ratto Group secure longer term capacity commitments, and 3) direct staff to assist cities which may be considering withdrawing from the regional compost collection system to determine potential environmental and financial impacts in depth, and 4) report back to the Board at a future meeting on the likelihood of member city direct-haul.

II. BACKGROUND

At the January 20, 2016 Agency meeting, the Board of Directors requested staff to return at a future meeting to clarify the direction regarding the intent on bidding or selection process for a compost contractor, the interaction between the Agency, the County, and Republic in that process, and overhaul cost analysis.

III. DISCUSSION

Contractor Selection Process

Agency staff believes the two most viable procedures for construction of a compost facility at the Central Disposal Site are a Design, Build, Operate model competitively bid by the Agency, and the transfer of authority to construct and operate a compost facility to the County. This project was originally envisioned with the former procedure, and the Agency has contributed to an Organics Reserve fund to offset the cost (e.g. through the purchase of real property).

Agency staff believes that the most efficient and cost effective model for the construction and operation of the compost facility at the Central Disposal Site would be accomplished through the County and its contractor, Republic Services (please see the appendix for discussion of the Agency contractor selection model). The County has stated in its feedback regarding Agency programs that if the Cities requested the County to assume authority for developing a new compost site, the County would use its already-competitively-selected contractor, Republic Services, to accomplish the task and that there would not be an additional proposal process; this is a show-stopper issue for the County.

Overhaul Cost Options

Agency staff has entered into agreements with compost three regional compost facilities (Cold Creek Compost, Redwood Landfill, and Jepson Prairie Organics) and will be entering into an

agreement with Northern Organics compost facility in Napa County shortly. Through the current term of the Agency, staff is confident that it can maintain the outhaul service at the current tipping fee rates (\$77.10/ton). However, increased participation caused by the implementation of state mandated Commercial Organics Programs and reduced capacity and increased mitigation costs caused by more stringent water and air quality regulations is expected to increase disposal costs in the coming months and years. If outhaul is necessary for at least a few more years, and staff believes this will be the case, staff recommends securing term commitments of at least five years with existing facilities to ensure disposal capacity and stable disposal rates. Additionally, longer term commitments may result in more favorable rates than currently achieved through the Agency's short term agreements.

Staff believes from a very preliminary analysis of the cost of hauling material directly from the city collection routes to the Redwood Landfill that the resultant costs per ton for cities less than 20 miles from Redwood Landfill (Cotati, Rohnert Park, and Sonoma) may be similar or less than the tipping fee for outhaul. Please see the appendix for more information about the direct-haul methodology. For Cotati, Rohnert Park, and Sonoma, there may be savings to the ratepayers through direct-hauling of green waste to the Redwood Landfill, whereas the remainder of the cities and the County would likely continue to find the current system more cost effective; this is not certain, but this is staff's opinion from the preliminary analysis.

Withdrawal from the regional compost system will impact those who remain in the system, both in the feasibility of constructing a new compost facility at the Central Disposal Site and through the loss of County and Agency program fees.

Impacts on the Central Compost Facility

Using cost estimates developed by Tetra Tech during the preliminary design of the Central Compost Site, staff developed cost scenarios based on the capacity of the facility designed (assuming phasing) and how much of that capacity was utilized (please see the appendix for a description of assumptions). For reference, the current tipping fees for outhaul are \$77.10/ton (\$58/ton SCWMA tipping fee + \$19.10/ton MOA fees), and the Agency is currently outhauling 81,000 – 85,000 tons per year (the City of Petaluma's 10,000 tons per year of direct-haul is not included).

Total Cost Per Ton, by Utilization*			
Capacity	50%	75%	100%
80,000 tpy	\$ 127	\$ 94	\$ 78
112,500 tpy	\$ 116	\$ 87	\$ 72
150,000 tpy	\$ 104	\$ 79	\$ 66
200,000 tpy	\$ 94	\$ 72	\$ 61
*Includes transportation costs, MOA fees, and a County license fee of \$2/ton.			

The conclusion from the table above is that when the facility is receiving feedstock in amounts near its maximum capacity, the costs per ton are equal to or better than the current outhaul costs.

Staff stresses that these estimates are preliminary, and based on assumptions, the most significant of which is the construction cost of the facility. If the actual cost of constructing the

facility varies greatly from Tetra Tech's assumptions, the resulting cost per ton would change.

Participation in the Regional System

Some members have discussed possibly withdrawing from the regional green waste system and direct-hauling to a nearby compost facility. As illustrated above, if members choose to do so, it would affect the how well the capacity of the new compost facility is utilized and the necessary cost per ton. The three cities for which it may be cost effective to direct-haul, represent about 15,000 tons per year of the roughly 81,000 – 83,000 tons of green waste generated by current participants. 15,000 tons of material bypassing the County system would result in \$72,750 less funding for Agency programs (HHW, education, and planning), as well as reduced funding for County Concession Fee funding programs (MOA oversight, an environmental reserve fund, and monitoring and maintenance of closed landfills).

The loss of funding from direct-hauling of green waste could be mitigated through direct payment from a withdrawing city, through increasing the Agency surcharge amount, or through the use of reserve funding near the fiscal year end to true up a structural deficit. From staff's perspective, the fairest solution would be for the withdrawing city to directly compensate the Agency for the lost funding, but the simplest solution from an administrative perspective would be to increase the surcharge amount, if necessary. The increase necessary to compensate for \$72,750 per year, based on expected tonnage would be as high as \$0.25/ton. This would increase the Agency surcharge to \$5.10/ton.

IV. FUNDING IMPACT

Funding impacts are described in the item. Actions taken by individual Agency members could impact the cost effectiveness of the Agency's planned compost site as well as on-going funding of Agency surcharge-funded programs, if not mitigated.

V. ATTACHMENTS

Appendix

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

Appendix to Item 8

Agency Contractor Selection Model

In the scenario which involves the Agency, at least four parties would be involved in operations: the County as landowner, Republic Services as prime contractor responsible for all operations at the site, the Agency as facility owner, and the Agency's competitively bid contractor operating the site. A license agreement with the County would be required, with license payments starting at \$1.50/ton of material collected for the first five years, increasing \$0.25/ton every five years, additional agreements or indemnity with Republic regarding those operations to clarify responsibilities in the event of enforcement actions or violations, as well as the additional effort required for good communication between four layers of administration.

Direct Haul Cost Methodology

It is more difficult for staff to estimate the cost for direct haul from cities to out-of-county compost facilities. Currently, the City of Petaluma, through its franchised hauler, is hauling directly from Petaluma routes to the Redwood Landfill, bypassing the County's transfer stations. Cities considering a similar approach would be affected by both the negotiated disposal fee and haul distance. Assuming the disposal fee is similar for Petaluma and other cities, the variable becomes the haul distance. The table below illustrates the distance to the Redwood Landfill from each city hall.

City	Miles to Redwood Landfill from City Hall
Cloverdale	54.9
Cotati	15.1
Healdsburg	38
Petaluma	8.1
Rohnert Park	16.5
Santa Rosa	23.3
Sebastopol	23.7
Sonoma	19.4
Windsor	32.9

Cotati, Rohnert Park, and Sonoma are all around twice the distance from the Redwood Landfill as Petaluma. Though staff does not have enough information to accurately predict costs for direct haul, staff attempted to determine a cost per ton mile from Petaluma rates to apply to the additional distance. From a preliminary analysis, staff believes Cotati, Rohnert Park, and Sonoma may achieve per ton costs lower than \$77.10/ton through direct haul to the Redwood Landfill. Additionally, the City of Sonoma is examining the feasibility of the construction of a small compost facility by their franchised hauler for the City's green and wood waste.

A similar analysis for northern cities does not appear cost effective, as the Cloverdale City Hall is over 40 miles from Cold Creek Compost and the other cities are even more distant from Cold Creek

Compost. Staff believes the northern cities would find greatly increased costs resulting from direct haul to Cold Creek Compost's facility.

Regional Facility Cost Per Ton Assumptions

Assumptions were made about the operational costs (somewhat less than the comparable costs for Sonoma Compost's operation), interest rate (6%), and MOA fees (\$19.10/ton). The County license fee starts at \$1.50/ton and increases \$0.25/ton every five years.

When the facility operates under-capacity, the rate needed to recover costs increases. For example, if the Agency decided to go for full build-out at 200,000 tons per year capacity, but only used half of that capacity (which was about the generation rate when all cities brought material to the Agency's former compost facility), the resultant cost per ton is about \$94/ton. However, if a facility was built with an 80,000 ton per year capacity (approximately what the Agency is outhauling) and all of those tons were sent to the new facility, the resulting cost per ton would be \$78/ton, equal to the current rate for outhaul.

Participation in the Regional System

Currently, franchise haulers from all Agency members except for Petaluma deliver the green waste to the County transfer stations. The tipping fee for doing so includes the Agency's portion to cover the cost of outhaul, the Agency's \$4.85/ton fee to cover the cost of Agency programs (HHW, education, and planning), and the County's concession fees (MOA oversight, an environmental reserve fund, and monitoring and maintenance of closed landfills). In the direct-haul scenario, the route trucks in a city would deliver the collected material to the Redwood Landfill, bypassing the transfer stations. While there may be reduced costs to ratepayers as a result of direct hauling to the Redwood Landfill, the reduced cost are partially a result of reduced participation in the MOA fees which go to the Agency and the County to fund the programs described above. In the case of the Agency surcharge, a reduction of 15,000 tons per year of material would result in a decrease of revenue of \$72,750 per year.

In addition to financial impacts to the Agency, hauling directly from the city routes to the Redwood Landfill compost facility would increase the distance driven by route trucks. Currently, green waste is collected on the routes, delivered to the transfer stations, consolidated into transfer trucks with greater capacity than route trucks, and transported to the compost facilities. In the direct haul scenario, the route trucks would collect the green waste, bypass the transfer stations, and deliver the green waste directly to the compost facilities. Staff does not have the information necessary to calculate the greenhouse gas generation from both scenarios, but believes that since the distance is not drastically further and on a similar route to that which the route trucks already take, the increase in greenhouse gas emission would be minimal. Similarly, it is staff's opinion that the impact to traffic would not be significant.



Agenda Item #: **9**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **3/16/2016**

ITEM: SCWMA Membership Feedback Regarding SCWMA Programs

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board direct staff to draft a JPA agreement which addresses the feedback provided by Agency members in 2015 and 2016, and to direct Agency Counsel to discuss the draft agreement with City and County Counsel.

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

At the time of the writing of this staff report, feedback has been received from all Agency members with the exception of the Cities of Healdsburg and Santa Rosa. Santa Rosa is expected to discuss the Agency on March 15, 2016. Healdsburg is expected to discuss the Agency at their March 22, 2016 meeting. Agency staff understood that the staff recommendation from both cities is extension of the Agency for one year to give the time needed to determine the future of Agency programs. At this time, not all members have had the opportunity to provide feedback, but staff believes there is the potential for agreement based on the feedback received. Below are staff's observations of the feedback:

- Some opposition, many questions, and little outright support for a JPA involving the RCPA
- Consensus that education and planning/reporting programs should be provided regionally
- Concern among some members about the Agency's role in the construction and operations of a new compost facility at the Central Disposal Site
- Concern that negotiations for the handling of green waste and household hazardous waste may be less desirable than current circumstances
- Concern from some and support from others regarding the Agency's future authority to create countywide solid waste policy

The summary of responses is included as an attachment.

In terms of the potential for agreement, staff believes the following parameters should be included in draft JPA:

- Agency provides regional solid waste education and planning

- Agency provides a service to direct green waste and wood waste to compost facilities as a service for interested jurisdictions, with the ability for Agency members to opt out
- Agency no longer has authority to construct or operate a compost facility
- Agency provides household hazardous waste collection service at locations off the Central Disposal Site for interested jurisdictions, with the ability for Agency members to opt out
- Agency retains the ability to create ordinances which are countywide in scope as a service for interested jurisdictions, with the ability for Agency members to opt-out
- A supermajority vote is required in place of unanimous vote items
- Board membership would be comprised of one vote per jurisdiction

While there may not be consensus on all of these issues, staff believes the flexibility to provide services for interested members and the ability to opt out of the programs for those who do not wish to participate could provide a necessary compromise. Staff recommends drafting an agreement with these parameters.

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: 3/10/2016	2/23/2016	2/9/2016	3/22/2016	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
	Notes	Wanted more information about RCPA from RCPA Board and staff		Staff recommends the one year extension of the SCWMA		Extension not supported because there was a belief that issues could be resolved before Feb. 2017	Staff recommends the one year extension of the SCWMA	Previous responses still stand		Council voted unanimously in favor of extension for one year, and 4-1 in favor of the SCWMA model	Staff and Board emphasized that there were no show stoppers except that if the cities want the County to assume compost and HHW authority, they would negotiate with their existing contractor to provide the service
	Support reso for one year extension	Yes	Yes		Yes	No		Yes	Yes	Yes	Yes
	Regional Composting Participation		Yes								Yes
1. Compost	Authority		SCWMA			Individual			Individual		County through Republic Services
	Continue JPA if allowed to opt out										
	Regional HHW Participation		Yes								Yes
2. HHW	Authority		SCWMA			Individual					County through Republic Services
	Continue JPA if allowed to opt out										
	Regional Education Participation		Yes			Yes					Yes
3. Education	Authority		SCWMA			SCWMA					RCPA
	Continue JPA if allowed to opt out										
	Regional Planning Participation		Yes			Yes					Yes
4. Planning	Authority		SCWMA			SCWMA					RCPA
	Continue JPA if allowed to opt out										
5.	JPA Authority for countywide ordinances		Yes								No, only model ordinances
6.	Opt out process		Opt out if other members are made financially whole								Prefer no opt out, but willing to consider provisions if there are no negative financial impacts to participants
7.	Electeds only		Yes			No					Yes
8.	Number of representatives		One per jurisdiction								Match RCPA Amount
	Budget approval										Match RCPA structure (supermajority)
	Cap. Expend >\$50k										Match RCPA structure (majority)
	Major prog. Expansion										Match RCPA structure
	Purchase of real prop.										Unanimous vote, but would not expect this to be necessary
	Additional core programs										Match RCPA structure
	Amendments to JPA										Unanimous vote of all members
16.	Supermajority threshold										N/A
17.	Term preference										Match RCPA term
18.	Tiered governance structure										No



Agenda Item #: **10.1**
 Agenda Date: **3/16/2016**

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

March 2016

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	4 PM – 8 PM	Community Toxics Collection – Rincon Valley
8	4 PM – 8 PM	Community Toxics Collection – Petaluma
9	2 PM – 3 PM	Recycling Presentation – PEP Housing Caulfield Ln Senior Apts, Petaluma
10	2 PM – 3 PM	Recycling Town Hall – Vista Sonoma, Santa Rosa
11	2 PM – 3 PM	Recycling Presentation – PEP Housing Kellgren 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

April 2016 Outreach Events

<u>Day</u>	<u>Time</u>	<u>Event</u>
1	3 PM – 7 PM	Sonoma Family Life Summer Camp Fair – Coddington, Santa Rosa
1	12 PM - 7pm	Soonoma 2016 Outdoor Expo, Santa Rosa Fairgrounds, Santa Rosa
2	10 AM - 5pm	Soonoma 2016 Outdoor Expo, Santa Rosa Fairgrounds, Santa Rosa
3	10 AM - 4pm	Soonoma 2016 Outdoor Expo, Santa Rosa Fairgrounds, Santa Rosa
2	8 AM – 12 PM	Home Depot Water Smart Fair, Santa Rosa
5	4 PM – 8 PM	Community Toxics Collection – Windsor
5	2 PM – 3 PM	Recycling Presentation – Terracina, Santa Rosa
7	8 AM – 5 PM	Sustainable Enterprises Conference –Rohnert Park
12	4 PM – 8 PM	Community Toxics Collection – Sonoma
12	5:30 PM- 6:30 PM	JX Wilson (at JX Wilson Elementary), Santa Rosa
12	4:30 PM-5:30 PM	PETALUMA (at McKinley Elementary School), Petaluma
17	10 AM – 2 PM	Earth Day & Wellness Festival – Windsor
16-17	8 AM – 4 PM	E-waste Collection Event –Goodwill retail store, Healdsburg
19	4 PM – 8 PM	Community Toxics Collection – Cloverdale

21	12:45 PM - 1:45 PM	Presentation at Tek Tailor, Inc, Santa Rosa
22	8:30 AM – 11:30 AM	Roseland Creek Elementary Career Fair, Santa Rosa
23	12 PM – 4 PM	Earth Day Santa Rosa
24	Q2:30 PM – 4 PM	Annual Small Business Showcase, Wells Fargo Center, Santa Rosa
26	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, SE
30	10 AM – 2 PM	The National Prescription Drug Take-Back Day (sites to be announced April 1 st .)