



## Meeting of the Board of Directors

October 19, 2016

Closed Session Begins at 8:00 a.m.

Regular Meeting Begins 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**

October 19, 2016

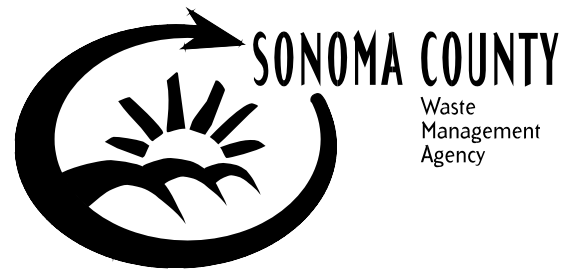
Closed Session Begins at 8:00 a.m.

Regular Meeting begins at 8:30 a.m. (or immediately following closed session)

#### Table of Contents

<u>Description</u>	<u>Page</u>
Agenda	1
Prior Meeting Summary	3
Agenda Notes	4
Item 6.1 Minutes of September 21, 2016 Meeting	6
Item 6.2 Year End Financial Report	9
Item 6.3 Resolution Supporting Proposition 67	24
Item 6.4 First Amendment to the Agreement with C2	27
Alternative Services for Professional Services to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs	
Item 6.5 Second Amendment to the Agreement with C2	31
Alternative Services for Spanish Language Outreach Services	
Item 7 Discussion and Possible Action on Organic Material Hauling	35
Item 8.1 Outreach Calendar October-November 2016	37

*Note: This packet is 37 pages total*



## **SONOMA COUNTY WASTE MANAGEMENT AGENCY**

### **Meeting of the Board of Directors**

**October 19, 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)**

**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	
2. <b><u>Closed Session:</u></b> CONFERENCE WITH LEGAL COUNSEL PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director	
3. Adjourn Closed Session	
4. Agenda Approval	
5. Public Comments (items not on the agenda)	
<b><u>Consent</u></b> (w/attachments)	Discussion/Action
6.1 Minutes of September 21, 2016 Meeting	
6.2 Year End Financial Report	
6.3 Resolution Supporting Proposition 67	

6.4 First Amendment to the Agreement with C2 Alternative Services for Professional Services to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs

6.5 Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services

### **Regular Calendar**

7. Discussion and Possible Action on Organic Material Hauling [Carter](Organics)
8. Attachments/Correspondence:
  - 8.1 Outreach Calendar October-November 2016
9. Boardmember Comments
10. Staff Comments
11. Next SCWMA meeting: November 16, 2016
12. Adjourn

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

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

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

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

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



Date: September 21, 2016

To: SCWMA Board Members

From: Patrick Carter, SCWMA Executive Director

**Executive Summary Report for the SCWMA Board Meeting of September 21, 2016**

**Item 4, Consent Items:** Items 4.1 Minutes of the July 20, 2016 Special Meeting, 4.2 Bi-annual Review and Amendment to the SCWMA Conflict of Interest Code, 4.3 Reauthorization of Resolution for CalRecycle Grants, 4.4 Update on SCWMA Agreements, and 4.5 Regional C&D Protocol Development RFP Results and Next Steps were approved.

**Item 5, Discussion and Possible Action on Request for Information for Composting Capacity:** The Request for Information (RFI) to secure future organics processing capacity was released on September 9, 2016, with a question period until September 30, 2016. Responses are due November 14, 2016. The RFI was included in the packet (it is also available online at [http://www.recyclenow.org/agency/requests\\_for\\_proposals.asp](http://www.recyclenow.org/agency/requests_for_proposals.asp)). Staff also initiated a discussion about lost revenue which would occur if SCWMA participants individually committed flow to organics processing facilities which do not have agreements with the SCWMA or the County. Staff will continue to explore this issue and report back to the Board.

**Item 6, Attachments/Correspondence:** The attachments/correspondence included the September-October 2016 Outreach Calendar.



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

**From:** Patrick Carter, Executive Director

**Subject:** October 19, 2016 Board Meeting Agenda Notes

**The meeting will begin at 8:00 am in closed session.**

## **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 September 21, 2016 Meeting:** regular acceptance.
- 6.2 **Year End Financial Report:** This report is the annual summary of all SCWMA revenues and expenditures for Fiscal Year 2015-16. The SCWMA received \$8,467,351 in revenue (which was \$2,065,527 less than budgeted), and incurred \$8,025,552 of expenditures (which was \$4,223,418 under budget). The net surplus to the SCWMA for FY 2015-16 was \$441,799. **Staff recommends approval of the report.**
- 6.3 **Resolution Supporting Proposition 67:** Staff recommends approval of the resolution in support of Proposition 67 on the November 2016 ballot, which would reaffirm the statewide carryout bag waste reduction program.
- 6.4 **First Amendment to the Agreement with C2 Alternative Services for Professional Services to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs:** Approval of the First Amendment to the Agreement with C2 for used oil outreach and assistance would extend the term to June 30, 2017. Staff recommends approval.
- 6.5 **Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services:** Approval of the Second Amendment to the Agreement with C2 for Spanish language outreach and assistance would extend the term to June 30, 2017. Staff recommends approval.

## **Regular Calendar**

- 7. **Discussion and Possible Action on the Organic Material Hauling:** The Central Disposal Site transfer building will become unavailable to receive green and wood waste on November 1, 2016. Staff explored options to continue green waste service elsewhere on that site, but to date all options are uneconomical. As such, staff has requested that the Ratto Group provide cost information to haul green waste directly to the Redwood Landfill compost facility, bypassing the Central Disposal Site. The cost of that additional effort is unknown at this point, but is expected to not have a significant rate impact as the additional hauling distance is relatively short and the County Concession and SCWMA surcharge fees will not be collected on that material. **Staff recommends the Board direct SCWMA staff to assist City and County staff affected by the unavailability of the Central Disposal**

**Site to redirect yard debris directly to the Redwood Landfill.**

8. **Attachments/Correspondence:** The Outreach Events Calendar for October and November 2016 is included. No action is required on this item.



## Minutes of September 21, 2016 Meeting

The Sonoma County Waste Management Agency met on September 21, 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	Johannes Hoevertsz
City of Rohnert Park	Don Schwartz		Town of Windsor	Deb Fudge

**Staff Present:**

Executive Director	Patrick Carter		Staff	Felicia Smith
Counsel	Ethan Walsh			Sujata Shrivastav
Staff	Kristin Thigpen			

**1. Call to Order Regular Meeting**

The meeting was called to order at 8:32 a.m.

**2. Agenda Approval**

The motion for agenda approval was made by Bob Cox, City of Cloverdale, and seconded by Susan Harvey, City of Cotati.

**Vote Count:**

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

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

**Motion passed unanimously.**

**3. Public Comments (items not on the agenda)****4. Consent (w/attachments)**

- 4.1 Minutes of July 20, 2016 Special Meeting
- 4.2 Bi-annual Review and Amendment to the SCWMA Conflict of Interest Code
- 4.3 Reauthorization of Resolution for CalRecycle Grants
- 4.4 Update on SCWMA Agreements
- 4.5 Regional C&D Protocol Development RFP Results and Next Steps



**The motion for consent calendar approval was made by Susan Harvey, City of Cotati, and seconded by John Sawyer, City of Santa Rosa.**

**Vote Count:**

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

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

**Motion passed unanimously.**

**Regular Calendar**

**5. Discussion and Possible Action on Request for Information for Composting Capacity of Organic Waste Processing**

Patrick Carter, Executive Director, introduced the item, detailing the efforts by staff to release the Organic Waste Processing Request for Information (RFI), the RFI timeline and milestones, and the potential impacts financial of organic material delivery to a non-County-owned facility. Three scenarios for recovering lost revenue were presented, including the SCWMA member or its franchised hauled compensating the SCWMA and County for the lost revenue, requiring organic processing facilities to collect surcharges on behalf of the SCWMA and County, or for the SCWMA to alter its surcharge rate to compensate.

**Board Comments:**

Deb Fudge, Town of Windsor, emphasized that time was of the essence to figure out permit processes, rates, and hauling fees.

Chair Schwartz, City of Rohnert Park, asked whether R3 would assist in the evaluation of this project, as the budget for their assistance was nearly gone. Chair Schwartz asked whether on fees on these materials were required to be remitted to the County.

Mr. Carter responded that he had the authority to augment to the R3 budget for assistance and did not believe the fees were required to be collected if the material was not delivered to a County-owned facility, as residential green waste is exempt from the cities' flow commitments.

**Public Comment:**

Rick Downey from C&S Waste Solutions expressed that RFI appeared more like an RFQ, overreaching in terms of response. Mr. Downey expressed that he felt the JPA worked efficiently for composting organic waste, acting as a safety net when Sonoma Compost shut down. Mr. Downey encouraged the cities to pay close attention to the legal requirements for processing green waste and cautioned them to act responsibly.

Ken Wells commented that the fee charged on green waste may be considered a tax without a sufficient nexus to the service provided.

**6. Attachments/Correspondence:**

September 21, 2016 – SCWMA Meeting Minutes

## 6.1 Outreach Calendar September-October 2016

### **7. Board Member Comments:**

None

### **8. Staff Comments:**

None

### **9. Next SCWMA meeting:**

The next SCWMA meeting will be held on October 19, 2016.

### **10. Adjournment:**

The meeting adjourned at 8:55 a.m.

Submitted by:

Patrick Carter



Agenda Item #: **6.2**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **10/19/2016**  
Approved by:

ITEM: **Fiscal Year 2015-16 Year End Financial Report**

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

Staff recommends approving the FY 2015-16 Year-End Financial Report on the Consent Calendar.

**II. BACKGROUND**

In accordance with the requirement contained in the Joint Powers Authority Agreement that the SCWMA Board of Directors receive quarterly financial reports, this report contains information about SCWMA operations, all receipts to, and disbursements from, the SCWMA for Fiscal Year 2015-16.

**III. DISCUSSION**

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

Included in this financial report are accounts payable and accounts receivable. Accounts payable are invoices that are expected to be paid after the close of the fiscal year for services received prior to June 30, 2016, the end of the fiscal year. Accounts receivable are revenues anticipated for work and/or services performed by the SCWMA prior to the end of the fiscal year. By including the accounts payable and receivable as well as the reserve balances, this report serves as a year-end financial statement.

Revenues

1. The State Other Funding account consists of grant funding once it has been released from a subsidiary account in EFS. All of the SCWMA grant awards are first placed into subsidiary accounts. When the planned and approved work has been completed, a release request is sent to the Auditor/Controller office for processing. Until the processing is complete, the State Other Funding account for those grant activities is considered unearned revenue. In this case, staff completed an extra year's worth of backlogged projects in the City/County Payment Program and recognized the associated revenue, causing resulting in greater than budgeted revenues in this account.
2. County of Sonoma tipping fee revenues were technically \$2.6 million less than budgeted. However, at the time of budget adoption, staff was unclear on the amount of revenue needed to cover the cost of outhauling and disposing of green waste and wood waste, so a very

conservative budget was passed. Staff was able to secure capacity at much lower costs than budgeted and the Board set the resulting tipping fees lower than estimated in the budget, resulting in lower revenues than budgeted. There is a corresponding decrease of expenditures in account Other Contract Services. Tipping fees for the Wood Waste, Yard Debris, HHW, Education, and Planning Funds (the operating funds) were sufficient to cover the associated programs.

3. Unrealized Gains and Losses related to adjustments made by the Treasury, which maintains the SCWMA's funds. Accounting practices under which the County and SCWMA function (GASB 31) require the Sonoma County Treasury to adjust the fund balances on an annual basis depending on the market value of each fund, as calculated by the Treasury. Historically, the adjustments were listed in the notes of the financial statements of the Treasury, but were also listed as findings in their annual audits. The decision was made by the Treasury to include the adjustments through normal operations instead of as notes in the financial statements.
4. Donations/Contributions was \$377,806 greater than budget estimates due mainly to the settlement with Sonoma Compost Company. Reimbursements in the HHW, Education, and Planning funds were also higher than expected.

#### Expenditures

1. Administration Services is the cost of SCWMA staff. Staff vacancies for a majority of the year resulted in \$352,083 in reduced expenditures in this account.
2. The name for the account for legal services was changed by the County in the current fiscal year and affects all prior reports. Though the name is now County Counsel – Legal Advice, it refers to SCWMA Counsel for SCWMA purposes. The account is under budget, as the settling of litigation reduced the need for SCWMA and Special Counsel to continue the budgeted level of effort.
3. Other Professional Services refers to grant-funded projects. A budget amendment was passed by the Board to allow staff the flexibility to clear backlogged City/County Payment Program recycling projects, but staff did not use the entire amount allocated, resulting in lower than budgeted expenditures in that account.
4. Rents and Leases, Building/Land was under budget due to the SCWMA having fully reimbursed the County for the cost of the HHW facility at the Central Disposal Site. As such, the SCWMA was not charged the annual \$23,000 reimbursement payment.
5. Other Contract Services was under budget due mainly to the more favorable rates staff secured for out of county compost site disposal, as described in the revenue section under County of Sonoma.
6. Special Department Expense account was \$105,861 under budget due to the SCWMA not pursuing a new solid waste facility permit for the new compost facility.

## **IV. FUNDING IMPACT**

In summary, the SCWMA received \$8,467,351 in revenue (which was \$2,065,527 less than budgeted), and incurred \$8,025,552 of expenditures (which was \$4,223,418 under budget). The net surplus to the SCWMA for FY 2015-16 was \$441,799.

## **V. ATTACHMENTS**

FY 2015-16 Year End Financial Report  
Reserve Policy

**Summary of All SCWMA Funds**

Summary of All SCWMA Funds		Budget		Actual	Remaining
Account	Description	Original	Final	Year to Date	Balance
All Revenues					
42358	State Other Funding	\$ 283,872	\$ 283,872	\$ 483,739	\$ (199,867)
42601	County of Sonoma	\$ 9,289,351	\$ 9,289,351	\$ 6,646,308	\$ 2,643,043
44002	Interest on Pooled Cash	\$ 124,565	\$ 33,290	\$ 38,523	\$ (5,233)
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (7,340)	\$ 7,340
46029	Donations/Contributions	\$ 255,450	\$ 255,450	\$ 633,257	\$ (377,807)
46050	Cancelled/Stale Dated Warrants	\$ -	\$ -	\$ 286	\$ (286)
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ 1,663	\$ (1,663)
47101	Transfers In - within a Fund	\$ 579,640	\$ 670,915	\$ 670,915	\$ -
	All Revenues	\$ 10,532,878	\$ 10,532,878	\$ 8,467,351	\$ 2,065,527
All Expenditures					
51041	Insurance - Liability	\$ 12,000	\$ 12,000	\$ 10,333	\$ 1,667
51201	Administration Services	\$ 852,612	\$ 852,612	\$ 500,529	\$ 352,083
51205	Advertising/Marketing Svc	\$ 14,000	\$ 14,000	\$ 7,384	\$ 6,616
51206	Accounting/Auditing Services	\$ 22,000	\$ 22,000	\$ 22,000	\$ -
51207	Client Accounting Services	\$ 11,928	\$ 11,928	\$ 23,139	\$ (11,211)
51211	County Counsel - Legal Advice	\$ 301,000	\$ 301,000	\$ 261,466	\$ 39,534
51213	Engineer Services	\$ 12,500	\$ 12,500	\$ -	\$ 12,500
51225	Training Services	\$ 4,200	\$ 4,200	\$ 295	\$ 3,905
51249	Other Professional Services	\$ 184,686	\$ 490,711	\$ 409,387	\$ 81,324
51401	Rents and Leases - Equipment	\$ 3,000	\$ 3,000	\$ 1,992	\$ 1,008
51421	Rents and Leases - Bldg/Land	\$ 38,025	\$ 38,025	\$ 9,285	\$ 28,740
51801	Other Services	\$ -	\$ -	\$ 21,501	\$ (21,501)
51803	Other Contract Services	\$ 8,741,784	\$ 9,556,479	\$ 5,988,298	\$ 3,568,181
51901	Telecommunication Data Lines	\$ 3,796	\$ 3,796	\$ 4,321	\$ (525)
51902	Telecommunication Usage	\$ 25,200	\$ 25,200	\$ 881	\$ 24,319
51904	ISD - Baseline Services	\$ 17,657	\$ 17,657	\$ 19,659	\$ (2,002)
51905	ISD - Improvement Projects	\$ -	\$ -	\$ 514	\$ (514)
51906	ISD - Supplemental Projects	\$ 1,800	\$ 1,800	\$ 2,472	\$ (672)
51907	ISD - Device Modernization Pro	\$ -	\$ -	\$ 9,795	\$ (9,795)
51909	Telecommunication Wireless Svc	\$ 1,000	\$ 1,000	\$ 1,574	\$ (574)
51911	Mail Services	\$ 3,450	\$ 3,450	\$ 1,971	\$ 1,479
51912	Records Services	\$ -	\$ -	\$ 22	\$ (22)
51915	ISD - Reprographics Services	\$ 700	\$ 700	\$ 1,052	\$ (352)
51916	County Services Chgs	\$ 19,880	\$ 21,473	\$ 8,158	\$ 13,315
51919	EFS Charges	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
51922	County Car Expense	\$ 3,720	\$ 3,720	\$ 1,888	\$ 1,832
51923	Unclaimable county car exp	\$ -	\$ -	\$ 60	\$ (60)
52091	Memberships/Certifications	\$ 10,350	\$ 10,350	\$ 10,350	\$ -
52111	Office Supplies	\$ 27,630	\$ 27,630	\$ 9,772	\$ 17,858
52162	Special Department Expense	\$ 132,400	\$ 132,400	\$ 26,539	\$ 105,861
52163	Professional Development	\$ 3,700	\$ 3,700	\$ -	\$ 3,700
57011	Transfers Out - within a Fund	\$ 670,915	\$ 670,915	\$ 670,915	\$ -
57015	Transfers Out - All Others	\$ 2,724	\$ 2,724	\$ -	\$ 2,724
	All Expenditures	\$ 11,126,657	\$ 12,248,970	\$ 8,025,552	\$ 4,223,418
	All Expenditures	\$ 11,126,657	\$ 12,248,970	\$ 8,025,552	\$ 4,223,418
	All Revenues	\$ 10,532,878	\$ 10,532,878	\$ 8,467,351	\$ 2,065,527
	Net Cost	\$ 593,779	\$ 1,716,092	\$ (441,799)	\$ 2,157,891

<b>78101</b>	<b>Wood Waste</b>				
Account	Description	Budget		Actual	Remaining
		Original	Final	Year to Date	Balance
All Revenues					
42601	County of Sonoma	\$ 232,000	\$ 232,000	\$ 349,104	\$ (117,104)
44002	Interest on Pooled Cash	\$ 753	\$ 753	\$ 1,599	\$ (846)
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (28)	\$ 28
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ 22,675	\$ (22,675)
<b>All Revenues</b>		<b>\$ 232,753</b>	<b>\$ 232,753</b>	<b>\$ 373,350</b>	<b>\$ (140,597)</b>
All Expenditures					
51041	Insurance - Liability	\$ 1,320	\$ 1,320	\$ 103	\$ 1,217
51201	Administration Services	\$ 25,041	\$ 25,041	\$ 12,812	\$ 12,229
51206	Accounting/Auditing Services	\$ 500	\$ 500	\$ 500	\$ -
51207	Client Accounting Services	\$ 1,312	\$ 1,312	\$ 2,545	\$ (1,233)
51803	Other Contract Services	\$ 219,630	\$ 219,630	\$ 175,791	\$ 43,839
51904	ISD - Baseline Services	\$ 3,531	\$ 3,531	\$ 3,405	\$ 126
51907	ISD - Device Modernization	\$ -	\$ -	\$ 1,689	\$ (1,689)
51911	Mail Services	\$ -	\$ -	\$ 103	\$ (103)
51916	County Services Chgs	\$ 2,187	\$ 2,741	\$ 916	\$ 1,825
57011	Transfers Out - within a Fund	\$ 91,275	\$ 91,275	\$ 91,275	\$ -
57015	Transfers Out - All Others	\$ 454	\$ 454	\$ -	\$ 454
<b>All Expenditures</b>		<b>\$ 345,250</b>	<b>\$ 345,804</b>	<b>\$ 289,140</b>	<b>\$ 56,664</b>
<b>All Expenditures</b>		<b>\$ 345,250</b>	<b>\$ 345,804</b>	<b>\$ 289,140</b>	<b>\$ 56,664</b>
<b>All Revenues</b>		<b>\$ 232,753</b>	<b>\$ 232,753</b>	<b>\$ 373,350</b>	<b>\$ (140,597)</b>
<b>Net Cost</b>		<b>\$ 112,497</b>	<b>\$ 113,051</b>	<b>\$ (84,210)</b>	<b>\$ 197,261</b>

<b>78102 Yard Debris</b>		Budget		Actual	Remaining
Account	Description	Original	Final	Year to Date	Balance
All Revenues					
42601	County of Sonoma	\$ 7,452,000	\$ 7,452,000	\$ 4,638,102	\$ 2,813,898
44002	Interest on Pooled Cash	\$ 4,823	\$ 4,823	\$ (2,822)	\$ 7,645
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (2,113)	\$ 2,113
46029	Donations/Contributions	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ 301,252	\$ (301,252)
<b>All Revenues</b>		<b>\$ 7,466,823</b>	<b>\$ 7,466,823</b>	<b>\$ 4,934,419</b>	<b>\$ 2,532,404</b>
All Expenditures					
51041	Insurance - Liability	\$ 1,800	\$ 1,800	\$ 517	\$ 1,283
51201	Administration Services	\$ 138,973	\$ 138,973	\$ 70,390	\$ 68,583
51206	Accounting/Auditing Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
51207	Client Accounting Services	\$ 1,789	\$ 1,789	\$ 3,471	\$ (1,682)
51211	County Counsel - Legal Advice	\$ 5,000	\$ 5,000	\$ 1,617	\$ 3,383
51225	Training Services	\$ 600	\$ 600	\$ -	\$ 600
51803	Other Contract Services	\$ 7,199,140	\$ 7,199,140	\$ 4,348,892	\$ 2,850,248
51901	Telecommunication Data Lines	\$ 936	\$ 936	\$ 956	\$ (20)
51904	ISD - Baseline Services	\$ 6,017	\$ 6,017	\$ 5,650	\$ 367
51907	ISD - Device Modernization Pro	\$ -	\$ -	\$ 3,792	\$ (3,792)
51911	Mail Services	\$ 400	\$ 400	\$ 1	\$ 399
51915	ISD - Reprographics Services	\$ 200	\$ 200	\$ 58	\$ 142
51916	County Services Chgs	\$ 2,982	\$ 5,964	\$ 1,883	\$ 4,081
51922	County Car Expense	\$ -	\$ -	\$ 1,888	\$ (1,888)
51923	Unclaimable county car exp	\$ -	\$ -	\$ 60	\$ (60)
52111	Office Supplies	\$ 1,000	\$ 1,000	\$ 43	\$ 957
52162	Special Department Expense	\$ 82,000	\$ 82,000	\$ 23,224	\$ 58,776
52163	Professional Development	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
57015	Transfers Out - All Others	\$ 908	\$ 908	\$ -	\$ 908
<b>All Expenditures</b>		<b>\$ 7,450,245</b>	<b>\$ 7,453,227</b>	<b>\$ 4,468,442</b>	<b>\$ 2,984,785</b>
<b>All Expenditures</b>		<b>\$ 7,450,245</b>	<b>\$ 7,453,227</b>	<b>\$ 4,468,442</b>	<b>\$ 2,984,785</b>
<b>All Revenues</b>		<b>\$ 7,466,823</b>	<b>\$ 7,466,823</b>	<b>\$ 4,934,419</b>	<b>\$ 2,532,404</b>
<b>Net Cost</b>		<b>\$ (16,578)</b>	<b>\$ (13,596)</b>	<b>\$ (465,978)</b>	<b>\$ 452,382</b>

<b>78103</b>	<b>Organics Reserve</b>				
Account	Description	Budget		Actual	Remaining
		Original	Final	Year to Date	Balance
All Revenues					
44002	Interest on Pooled Cash	\$ 107,424	\$ 16,149	\$ 15,724	\$ 425
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (1,524)	\$ 1,524
46029	Donations/Contributions	\$ -	\$ -	\$ 300,000	\$ (300,000)
47101	Transfers In - within a Fund	\$ -	\$ 91,275	\$ 91,275	\$ -
<b>All Revenues</b>		<b>\$ 107,424</b>	<b>\$ 107,424</b>	<b>\$ 405,475</b>	<b>\$ (298,051)</b>
All Expenditures					
51201	Administration Services	\$ 64,239	\$ 64,239	\$ 742	\$ 63,497
51206	Accounting/Auditing Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
51211	County Counsel - Legal Advice	\$ 250,000	\$ 250,000	\$ 231,459	\$ 18,541
51213	Engineer Services	\$ 12,500	\$ 12,500	\$ -	\$ 12,500
51801	Other Services	\$ -	\$ -	\$ 10,249	\$ (10,249)
51803	Other Contract Services	\$ 150,000	\$ 964,695	\$ 432,919	\$ 531,776
51911	Mail Services	\$ -	\$ -	\$ 25	\$ (25)
52111	Office Supplies	\$ 1,000	\$ 1,000	\$ 86	\$ 914
52162	Special Department Expense	\$ 50,000	\$ 50,000	\$ 3,315	\$ 46,685
<b>All Expenditures</b>		<b>\$ 530,239</b>	<b>\$ 1,344,934</b>	<b>\$ 681,294</b>	<b>\$ 663,640</b>
<b>All Expenditures</b>		<b>\$ 530,239</b>	<b>\$ 1,344,934</b>	<b>\$ 681,294</b>	<b>\$ 663,640</b>
<b>All Revenues</b>		<b>\$ 107,424</b>	<b>\$ 107,424</b>	<b>\$ 405,475</b>	<b>\$ (298,051)</b>
<b>Net Cost</b>		<b>\$ 422,815</b>	<b>\$ 1,237,510</b>	<b>\$ 275,819</b>	<b>\$ 961,691</b>



<b>78104</b>	<b>HHW</b>				
Account	Description	Budget		Actual	Remaining
		Original	Final	Year to Date	Balance
All Revenues					
42358	State Other Funding	\$ 148,872	\$ 148,872	\$ 154,353	\$ (5,481)
42601	County of Sonoma	\$ 1,252,173	\$ 1,252,173	\$ 1,297,190	\$ (45,017)
44002	Interest on Pooled Cash	\$ 3,519	\$ 3,519	\$ 8,611	\$ (5,092)
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (1,525)	\$ 1,525
46029	Donations/Contributions	\$ 216,641	\$ 216,641	\$ 294,979	\$ (78,338)
46050	Cancelled/Stale Dated Warrants	\$ -	\$ -	\$ 286	\$ (286)
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ (257,527)	\$ 257,527
<b>All Revenues</b>		<b>\$ 1,621,205</b>	<b>\$ 1,621,205</b>	<b>\$ 1,496,365</b>	<b>\$ 124,840</b>
All Expenditures					
51041	Insurance - Liability	\$ 5,400	\$ 5,400	\$ 5,683	\$ (283)
51201	Administration Services	\$ 242,557	\$ 242,557	\$ 162,545	\$ 80,012
51205	Advertising/Marketing Svc	\$ 12,000	\$ 12,000	\$ 7,384	\$ 4,616
51206	Accounting/Auditing Services	\$ 7,500	\$ 7,500	\$ 7,500	\$ -
51207	Client Accounting Services	\$ 5,368	\$ 5,368	\$ 10,413	\$ (5,045)
51211	County Counsel - Legal Advice	\$ 10,000	\$ 10,000	\$ 588	\$ 9,412
51225	Training Services	\$ 600	\$ 600	\$ -	\$ 600
51249	Other Professional Services	\$ 134,912	\$ 134,912	\$ 142,642	\$ (7,730)
51421	Rents and Leases - Bldg/Land	\$ 30,000	\$ 30,000	\$ 5,300	\$ 24,700
51801	Other Services	\$ -	\$ -	\$ 8,079	\$ (8,079)
51803	Other Contract Services	\$ 1,135,000	\$ 1,135,000	\$ 1,005,309	\$ 129,691
51901	Telecommunication Data Lines	\$ 1,860	\$ 1,860	\$ 1,262	\$ 598
51902	Telecommunication Usage	\$ 200	\$ 200	\$ 146	\$ 54
51904	ISD - Baseline Services	\$ 3,531	\$ 3,531	\$ 3,405	\$ 126
51907	ISD - Device Modernization Pro	\$ -	\$ -	\$ 1,200	\$ (1,200)
51911	Mail Services	\$ 50	\$ 50	\$ 4	\$ 46
51915	ISD - Reprographics Services	\$ 500	\$ 500	\$ 44	\$ 456
51916	County Services Chgs	\$ 8,946	\$ 5,359	\$ 2,008	\$ 3,351
52091	Memberships/Certifications	\$ 10,200	\$ 10,200	\$ 10,200	\$ -
52111	Office Supplies	\$ 2,000	\$ 2,000	\$ 80	\$ 1,920
52162	Special Department Expense	\$ 400	\$ 400	\$ -	\$ 400
57011	Transfers Out - within a Fund	\$ 471,938	\$ 471,938	\$ 471,938	\$ -
57015	Transfers Out - All Others	\$ 454	\$ 454	\$ -	\$ 454
<b>All Expenditures</b>		<b>\$ 2,083,416</b>	<b>\$ 2,079,829</b>	<b>\$ 1,845,731</b>	<b>\$ 234,098</b>
<b>All Expenditures</b>		<b>\$ 2,083,416</b>	<b>\$ 2,079,829</b>	<b>\$ 1,845,731</b>	<b>\$ 234,098</b>
<b>All Revenues</b>		<b>\$ 1,621,205</b>	<b>\$ 1,621,205</b>	<b>\$ 1,496,365</b>	<b>\$ 124,840</b>
<b>Net Cost</b>		<b>\$ 462,211</b>	<b>\$ 458,624</b>	<b>\$ 349,365</b>	<b>\$ 109,259</b>

<b>78105</b>	<b>HHW Facility Reserve</b>						
Account	Description	Budget		Actual		Remaining	
		Original	Final	Year to Date		Balance	
All Revenues							
44002	Interest on Pooled Cash	\$ 342	\$ 342	\$ 525	\$	(183)	
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (81)	\$	81	
<b>All Revenues</b>		<b>\$ 342</b>	<b>\$ 342</b>	<b>\$ 444</b>	<b>\$</b>	<b>(102)</b>	
<b>All Expenditures</b>							
<b>All Revenues</b>		<b>\$ 342</b>	<b>\$ 342</b>	<b>\$ 444</b>	<b>\$</b>	<b>(102)</b>	
<b>Net Cost</b>		<b>\$ (342)</b>	<b>\$ (342)</b>	<b>\$ (444)</b>	<b>\$</b>	<b>102</b>	

<b>78106</b>	<b>HHW Operating Reserve</b>						
	All Revenues						
44002	Interest on Pooled Cash	\$ 5,858	\$ 5,858	\$ 8,979	\$	(3,121)	
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (1,022)	\$	1,022	
47101	Transfers In - within a Fund	\$ 471,938	\$ 471,938	\$ 471,938	\$	-	
<b>All Revenues</b>		<b>\$ 477,796</b>	<b>\$ 477,796</b>	<b>\$ 479,895</b>	<b>\$</b>	<b>(2,099)</b>	
<b>All Expenditures</b>							
<b>All Revenues</b>		<b>\$ 477,796</b>	<b>\$ 477,796</b>	<b>\$ 479,895</b>	<b>\$</b>	<b>(2,099)</b>	
<b>Net Cost</b>		<b>\$ (477,796)</b>	<b>\$ (477,796)</b>	<b>\$ (479,895)</b>	<b>\$</b>	<b>2,099</b>	

<b>78107</b>	<b>Education</b>				
Account	Description	Budget		Actual	Remaining
		Original	Final	Year to Date	Balance
All Revenues					
42358	State Other Funding	\$ 135,000	\$ 135,000	\$ 329,387	\$ (194,387)
42601	County of Sonoma	\$ 313,044	\$ 313,044	\$ 320,785	\$ (7,741)
44002	Interest on Pooled Cash	\$ 595	\$ 595	\$ 3,861	\$ (3,266)
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (1,054)	\$ 1,054
46029	Donations/Contributions	\$ 25,535	\$ 25,535	\$ 32,605	\$ (7,070)
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ (57,408)	\$ 57,408
<b>All Revenues</b>		<b>\$ 474,174</b>	<b>\$ 474,174</b>	<b>\$ 628,176</b>	<b>\$ (154,002)</b>
All Expenditures					
51041	Insurance - Liability	\$ 2,160	\$ 2,160	\$ 2,893	\$ (733)
51201	Administration Services	\$ 285,947	\$ 285,947	\$ 198,250	\$ 87,697
51205	Advertising/Marketing Svc	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
51206	Accounting/Auditing Services	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
51207	Client Accounting Services	\$ 2,147	\$ 2,147	\$ 4,165	\$ (2,018)
51211	County Counsel - Legal Advice	\$ 25,000	\$ 25,000	\$ 25,537	\$ (537)
51225	Training Services	\$ 3,000	\$ 3,000	\$ 295	\$ 2,705
51249	Other Professional Services	\$ 49,774	\$ 355,799	\$ 266,745	\$ 89,054
51401	Rents and Leases - Equipment	\$ 3,000	\$ 3,000	\$ 1,992	\$ 1,008
51421	Rents and Leases - Bldg/Land	\$ 8,025	\$ 8,025	\$ 3,985	\$ 4,040
51803	Other Contract Services	\$ 38,014	\$ 38,014	\$ 25,388	\$ 12,626
51901	Telecommunication Data Lines	\$ 1,000	\$ 1,000	\$ 2,103	\$ (1,103)
51902	Telecommunication Usage	\$ 25,000	\$ 25,000	\$ 735	\$ 24,265
51904	ISD - Baseline Services	\$ 1,047	\$ 1,047	\$ 3,792	\$ (2,745)
51905	ISD - Improvement Projects	\$ -	\$ -	\$ 514	\$ (514)
51906	ISD - Supplemental Projects	\$ 1,800	\$ 1,800	\$ 2,472	\$ (672)
51907	ISD - Device Modernization	\$ -	\$ -	\$ 1,766	\$ (1,766)
51909	Telecommunication Wireless	\$ 1,000	\$ 1,000	\$ 1,574	\$ (574)
51911	Mail Services	\$ 3,000	\$ 3,000	\$ 1,760	\$ 1,240
51912	Records Services	\$ -	\$ -	\$ 22	\$ (22)
51915	ISD - Reprographics Services	\$ -	\$ -	\$ 951	\$ (951)
51916	County Services Chgs	\$ 3,578	\$ 4,396	\$ 2,185	\$ 2,211
51919	EFS Charges	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
51922	County Car Expense	\$ 3,720	\$ 3,720	\$ -	\$ 3,720
52091	Memberships/Certifications	\$ 150	\$ 150	\$ 150	\$ -
52111	Office Supplies	\$ 21,630	\$ 21,630	\$ 9,562	\$ 12,068
52163	Professional Development	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
57011	Transfers Out - within a Fund	\$ 54,691	\$ 54,691	\$ 54,691	\$ -
57015	Transfers Out - All Others	\$ 454	\$ 454	\$ -	\$ 454
<b>All Expenditures</b>		<b>\$ 544,337</b>	<b>\$ 851,180</b>	<b>\$ 614,525</b>	<b>\$ 236,655</b>
<b>All Expenditures</b>		<b>\$ 544,337</b>	<b>\$ 851,180</b>	<b>\$ 614,525</b>	<b>\$ 236,655</b>
<b>All Revenues</b>		<b>\$ 474,174</b>	<b>\$ 474,174</b>	<b>\$ 628,176</b>	<b>\$ (154,002)</b>
<b>Net Cost</b>		<b>\$ 70,163</b>	<b>\$ 377,006</b>	<b>\$ (13,650)</b>	<b>\$ 390,656</b>

<b>78108</b>	<b>Planning</b>						
Account	Description	Budget		Actual		Remaining	
		Original	Final	Year to Date		Balance	
All Revenues							
42601	County of Sonoma	\$ 40,134	\$ 40,134	\$ 41,126	\$	(992)	
44002	Interest on Pooled Cash	\$ 278	\$ 278	\$ 532	\$	(254)	
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ (129)	\$	129	
46029	Donations/Contributions	\$ 3,274	\$ 3,274	\$ 4,173	\$	(899)	
46200	PY Revenue - Miscellaneous	\$ -	\$ -	\$ (7,328)	\$	7,328	
<b>All Revenues</b>		<b>\$ 43,686</b>	<b>\$ 43,686</b>	<b>\$ 38,373</b>	<b>\$</b>	<b>5,313</b>	
All Expenditures							
51041	Insurance - Liability	\$ 1,320	\$ 1,320	\$ 1,137	\$	183	
51201	Administration Services	\$ 31,351	\$ 31,351	\$ 14,504	\$	16,847	
51206	Accounting/Auditing Services	\$ 1,000	\$ 1,000	\$ 1,000	\$	-	
51207	Client Accounting Services	\$ 1,312	\$ 1,312	\$ 2,545	\$	(1,233)	
51211	County Counsel - Legal Advice	\$ 1,000	\$ 1,000	\$ -	\$	1,000	
51904	ISD - Baseline Services	\$ 3,531	\$ 3,531	\$ 3,405	\$	126	
51907	ISD - Device Modernization Pro	\$ -	\$ -	\$ 1,348	\$	(1,348)	
51911	Mail Services	\$ -	\$ -	\$ 79	\$	(79)	
51916	County Services Chgs	\$ 2,187	\$ 1,457	\$ 635	\$	822	
57011	Transfers Out - within a Fund	\$ 53,011	\$ 53,011	\$ 53,011	\$	-	
57015	Transfers Out - All Others	\$ 454	\$ 454	\$ -	\$	454	
<b>All Expenditures</b>		<b>\$ 95,166</b>	<b>\$ 94,436</b>	<b>\$ 77,664</b>	<b>\$</b>	<b>16,772</b>	
<b>All Expenditures</b>		<b>\$ 95,166</b>	<b>\$ 94,436</b>	<b>\$ 77,664</b>	<b>\$</b>	<b>16,772</b>	
<b>All Revenues</b>		<b>\$ 43,686</b>	<b>\$ 43,686</b>	<b>\$ 38,373</b>	<b>\$</b>	<b>5,313</b>	
<b>Net Cost</b>		<b>\$ 51,480</b>	<b>\$ 50,750</b>	<b>\$ 39,291</b>	<b>\$</b>	<b>11,459</b>	

<b>78109</b>	<b>Contingency Fund</b>				
Account	Description	Budget		Actual	Remaining
		Original	Final	Year to Date	Balance
All Revenues					
44002	Interest on Pooled Cash	\$ 973	\$ 973	\$ 1,515	\$ (542)
44050	Unrealized Gains and Losses	\$ -	\$ -	\$ 136	\$ (136)
46029	Donations/Contributions	\$ -	\$ -	\$ 1,501	\$ (1,501)
47101	Transfers In - within a Fund	\$ 107,702	\$ 107,702	\$ 107,702	\$ -
<b>All Revenues</b>		<b>\$ 108,675</b>	<b>\$ 108,675</b>	<b>\$ 110,854</b>	<b>\$ (2,179)</b>
All Expenditures					
51201	Administration Services	\$ 64,504	\$ 64,504	\$ 41,287	\$ 23,217
51206	Accounting/Auditing Services	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
51211	County Counsel - Legal Advice	\$ 10,000	\$ 10,000	\$ 2,265	\$ 7,735
51801	Other Services	\$ -	\$ -	\$ 3,173	\$ (3,173)
51916	County Services Chgs	\$ -	\$ 1,556	\$ 531	\$ 1,025
52111	Office Supplies	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
<b>All Expenditures</b>		<b>\$ 78,004</b>	<b>\$ 79,560</b>	<b>\$ 48,756</b>	<b>\$ 30,804</b>
<b>All Expenditures</b>		<b>\$ 78,004</b>	<b>\$ 79,560</b>	<b>\$ 48,756</b>	<b>\$ 30,804</b>
<b>All Revenues</b>		<b>\$ 108,675</b>	<b>\$ 108,675</b>	<b>\$ 110,854</b>	<b>\$ (2,179)</b>
<b>Net Cost</b>		<b>\$ (30,671)</b>	<b>\$ (29,115)</b>	<b>\$ (62,098)</b>	<b>\$ 32,983</b>

**Fund Balances**

<b>Fund</b>	<b>FY 15/16 Beginning Balance</b>	<b>FY 15/16 Ending Balance</b>	<b>Fund Balance Goal</b>
<b>Wood Waste</b>	\$ 110,626	\$ 194,836	\$ 43,235
<b>Yard Debris</b>	\$ 907,251	\$ 1,373,229	\$ 678,266
<b>Organics Reserve</b>	\$ 2,442,138	\$ 2,166,319	\$ -
<b>HHW</b>	\$ 1,094,794	\$ 745,428	\$ 244,397
<b>HHW Closure Reserve</b>	\$ 69,139	\$ 69,583	\$ 68,000
<b>HHW Operating Reserve</b>	\$ 1,182,846	\$ 1,662,741	\$ 600,000
<b>Education</b>	\$ 280,760	\$ 294,410	\$ 49,219
<b>Planning</b>	\$ 70,052	\$ 30,761	\$ 4,075
<b>Contingency Reserve</b>	\$ 217,132	\$ 279,229	\$ 133,234

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

### **I. Purpose**

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

### **II. Policy**

#### **Organics Reserve**

##### **Collection**

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

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

##### **Treatment**

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

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

##### **Distribution**

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

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

##### **Collection**

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

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

#### Treatment

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

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

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

#### Distribution

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

#### HHW Facility Reserve

##### Collection

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

##### Treatment

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

##### Distribution

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

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



## Contingency Reserve

### Collection

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

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

### Treatment

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

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

### Distribution

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

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

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

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



Agenda Item #: **6.3**  
Cost Center: **Education**  
Staff Contact: **Carter**  
Agenda Date: **10/19/2016**  
Approved by:

ITEM: **Resolution Supporting Proposition 67**

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

Staff recommends approving the Resolution supporting Proposition 67 on the November 8, 2016 ballot.

**II. BACKGROUND**

The SCWMA adopted Ordinance 2014-02 on February 19, 2014 enacting a waste reduction program for carryout bags. The scope of this ordinance, effective within Sonoma County, is very similar to the statewide legislation the Referendum in Proposition 67 seeks to reaffirm with the voters.

**III. DISCUSSION**

As Ordinance 2014-02 has resulted in a noticeable reduction of carryout bag waste, especially as pollution collected through waterway cleanup efforts, the staff believes the passage of Proposition 67 would have a profoundly positive effect by reducing litter and plastic pollution throughout the state.

**IV. FUNDING IMPACT**

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

**V. ATTACHMENTS**

Resolution Supporting Proposition 67

RESOLUTION NO.: 2016-

DATED: October 19, 2016

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") SUPPORTING  
PROPOSITION 67

WHEREAS, single-use carryout plastic bags are a deadly threat to the environment because they wash into our rivers, lakes, streams, and oceans where they are ingested by or entangle sea turtles, otters, seals, fish, and birds, and

WHEREAS, plastic bags represent a disproportionate and highly visible source of litter because they blow from trash cans, garbage trucks and landfills, lodge in trees, wash into storm drains, and clog and damage recycling equipment, and

WHEREAS, On February 19, 2014, the Sonoma County Waste Management Agency joined over 150 jurisdictions in California by enacting a Carryout Bag Waste Reduction program which prohibited the distribution of free single-use carryout plastic bags in supermarkets and drug stores after September 1, 2014, and

WHEREAS, the Sonoma Coast Chapter of the Surfrider Foundation which has been removing and monitoring plastic marine debris on the Sonoma Coast for nearly two decades states that within a very short time of implementation of the ban they saw a drastic reduction in the amount of plastic bags on the beach, in the near shore environment, and along routes to the coast, and

WHEREAS, evaluations performed by cities and counties are documenting significant reductions in plastic bag litter and waste. San Jose found a 59% drop in park and roadside plastic bag litter, a 60% reduction in creek and river litter, and an 89% reduction in plastic bag litter in storm drains, and

WHEREAS, on September 30, 2014 the Governor approved SB 270, the first statewide ban on single-use plastic bags in the U.S., and

WHEREAS, Proposition 67 asks California voters if they want to RATIFY and keep the existing statute by voting Yes which would result in the implementation of the statewide plastic bag ban.

NOW, THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency encourages all California voters to vote YES on Proposition 67 on the November 8, 2016 ballot.

MEMBERS:

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

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

SO ORDERED.

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

ATTEST:

DATE:

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



Agenda Item #: **6.4**  
Cost Center: **HHW**  
Staff Contact: **Carter**  
Agenda Date: **10/19/2016**  
Approved by:

ITEM: **First Amendment to the Agreement with C2 Alternative Services for Professional Services to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs**

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

Staff recommends the Board authorize the Executive Director to sign the First Amendment to the Agreement with C2 Alternative Services for Professional Services, extending the term of the agreement to June 30, 2017.

**II. BACKGROUND**

The SCWMA entered into a certain agreement with C2 Alternative Services (C2) on July 1, 2012 to visit oil recycling centers and coordinate used oil outreach and publicity with SCWMA staff. The agreement with C2 will expire on February 11, 2017 unless the agreement is amended by this Board.

**III. DISCUSSION**

Staff is satisfied with the work perform by C2 and believes it will be advantageous to extend this agreement until June 30, 2017. If this amendment is approved, the SCWMA will have had an agreement with C2 to perform these services for five years. Staff believes it would be prudent to release an RFP for this program no later than April 2017 to ensure the public is still receiving high quality and cost effective programs.

**IV. FUNDING IMPACT**

The FY 2016/17 budget allocates \$65,000 for this program. Extending the agreement to the end of the fiscal year will not require any budget amendments.

**V. ATTACHMENTS**

First Amendment to the Agreement with C2 Alternative Services for Professional Services to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs  
Resolution authorizing the Executive Director to sign the First Amendment to the Agreement with C2 Alternative Services for Professional Services

**FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES TO AUDIT OIL RECYCLING CENTERS AND COORDINATE OIL RECYCLING PUBLICITY AND PROGRAMS**

This First Amendment to Agreement for Disposal Services ("First Amendment") is made as of the 19<sup>th</sup> day of October, 2016, by the Sonoma County Waste Management Agency ("Agency") and C2 Alternative Services ("Contractor").

**RECITALS**

- A. Agency and Contractor entered into that certain Agreement for Spanish Language Outreach Services (the "Agreement") dated July 1, 2012.
- B. The Agreement contains an expiration date of February 11, 2017. The Agency and Contractor desire to extend the term of the Agreement to expire on June 30, 2017.

**AMENDMENT**

1. Amendment to Section 3. Section 3 of the Agreement is hereby amended in its entirety to read as follows:

"3. Term of Agreement. The term of this Agreement shall be from July 1, 2012 to June 30, 2017, unless terminated earlier in accordance with the provisions of Article 4 below.

///

///

[Remainder of page intentionally left blank]

///

///

///

///

2. No Other Changes. Except as amended by this First Amendment, all other terms and conditions in the Agreement shall remain unchanged and shall continue on in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for Spanish Language Outreach Services on the day and year first above written.

**AGENCY:**

SONOMA COUNTY WASTE MANAGEMENT  
AGENCY

By: \_\_\_\_\_  
Patrick Carter, Executive Director

Date: \_\_\_\_\_

**CONTRACTOR:**

C2 Alternative Services

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Ethan Walsh, Agency Counsel

RESOLUTION NO.: 2016-

DATED: October 19, 2016

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE FIRST AMENDMENT TO THE AGREEMENT WITH C2 ALTERNATIVE SERVICES (C2) FOR PROFESSIONAL SERVICES TO AUDIT OIL RECYCLING CENTERS AND COORDINATE RECYCLING PUBLICITY AND PROGRAMS.

WHEREAS, the SCWMA and C2 entered into a certain agreement on July 1, 2012 for C2 to perform professional services related to used oil recycling on behalf of the SCWMA; and

WHEREAS, the term of the aforementioned agreement will expire on February 11, 2017 unless amended by the SCWMA; and

WHEREAS, the SCWMA is satisfied by the performance of required tasks by C2;

NOW, THEREFORE, BE IT RESOLVED that Board of Directors of the SCWMA approves of this First Amendment to this Agreement with C2, extending the term of the agreement to June 30, 2017.

BE IT FURTHER RESOLVED Board authorizes the Executive Director to sign the First Amendment to this Agreement with C2.

MEMBERS:

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

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

SO ORDERED.

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

ATTEST:

DATE:

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





Agenda Item #: **6.5**  
Cost Center: **HHW/Education**  
Staff Contact: **Carter**  
Agenda Date: **10/19/2016**  
Approved by:

ITEM: **Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services**

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

Staff recommends the Board authorize the Executive Director to sign the Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services, extending the term of the agreement to June 30, 2017.

**II. BACKGROUND**

The SCWMA entered into a certain agreement with C2 Alternative Services (C2) on July 1, 2012 to provide Spanish language outreach services on behalf of the SCWMA and to assist SCWMA staff with translation of SCWMA materials and resources. The agreement with amended on May 21, 2014 to extend the term to February 11, 2017.

**III. DISCUSSION**

Staff is satisfied with the work perform by C2 and believes it will be advantageous to extend this agreement until June 30, 2017. If this amendment is approved, the SCWMA will have had an agreement with C2 to perform these services for five years. Staff believes it would be prudent to release an RFP for this program no later than April 2017 to ensure the public is still receiving high quality and cost effective programs.

**IV. FUNDING IMPACT**

The FY 2016/17 budget allocates \$24,000 for this program. Extending the agreement to the end of the fiscal year will not require any budget amendments.

**V. ATTACHMENTS**

Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services

Resolution authorizing the Executive Director to sign the Second Amendment to the Agreement with C2 Alternative Services for Spanish Language Outreach Services

## SECOND AMENDMENT TO AGREEMENT FOR SPANISH LANGUAGE OUTREACH SERVICES

This Second Amendment to Agreement for Disposal Services ("Second Amendment") is made as of the 19th day of October, 2016, by the Sonoma County Waste Management Agency ("Agency") and C2 Alternative Services ("Contractor").

### RECITALS

- A. Agency and Contractor entered into that certain Agreement for Spanish Language Outreach Services (the "Agreement") dated July 1, 2012.
- B. Agency and Contractor amended this agreement ("First Amendment") on May 21, 2014.
- C. The First Amendment contains an expiration date of February 1, 2017. The Agency and Contractor desire to extend the term of the Agreement to expire on June 30, 2017.

### AMENDMENT

1. Amendment to Section 3. Section 3 of the Agreement is hereby amended in its entirety to read as follows:

"3. Term of Agreement

The term of this Agreement shall be July 1, 2012 to June 30, 2017, with annual extensions upon mutual agreement unless terminated earlier in accordance with the provisions of Article 4, below.

///

///

[Remainder of page intentionally left blank]

///

///

///

///

2. No Other Changes. Except as amended by this Second Amendment, all other terms and conditions in the Agreement shall remain unchanged and shall continue on in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to Agreement for Spanish Language Outreach Services on the day and year first above written.

**AGENCY:**

SONOMA COUNTY WASTE MANAGEMENT  
AGENCY

**CONTRACTOR:**

C2 Alternative Services

By: \_\_\_\_\_  
Patrick Carter, Executive Director

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Ethan Walsh, Agency Counsel

RESOLUTION NO.: 2016-

DATED: October 19, 2016

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE SECOND AMENDMENT TO THE AGREEMENT WITH C2 ALTERNATIVE SERVICES (C2) FOR SPANISH LANGUAGE OUTREACH SERVICES.

WHEREAS, the SCWMA and C2 entered into a certain agreement on July 1, 2012 to perform Spanish language outreach services related to SCWMA programs and resources; and

WHEREAS, this agreement was amended on May 21, 2014 to extend the term of the agreement to February 11, 2017; and

WHEREAS, the SCWMA is satisfied by the performance of required tasks by C2;

NOW, THEREFORE, BE IT RESOLVED that Board of Directors of the SCWMA approves of this Second Amendment to this Agreement with C2, extending the term of the agreement to June 30, 2017.

BE IT FURTHER RESOLVED Board authorizes the Executive Director to sign the Second Amendment to this Agreement with C2.

MEMBERS:

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

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

SO ORDERED.

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

ATTEST:                      DATE:

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



Agenda Item #: **7**  
Cost Center: **Wood/Yard**  
Staff Contact: **Carter**  
Agenda Date: **10/19/2016**  
Approved by:

ITEM: **Discussion and Possible Action on Organic Material Hauling**

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

Staff recommends the Board direct SCWMA staff to assist City and County staff affected by the unavailability of the Central Disposal Site to redirect yard debris directly to the Redwood Landfill.

**II. BACKGROUND**

From 1993 to 2015, organic materials were processed at SCWMA's compost facility at the Central Disposal Site. With the closure of that site in October 2015, all organic materials have been hauled to four out-of-county compost sites (Napa, Novato, Ukiah, and Vacaville). When the Central Compost Site closed, material delivered to the Central Disposal Site was re-routed to that site's transfer station tipping floor, where it was loaded onto high capacity transfer trucks for shipment to the receiving compost facilities.

Republic Services, which operates the transfer stations informed SCWMA that the transfer station tipping floor at Central would not be available when construction of the Materials Recovery Facility (MRF) began. The construction date has been pushed back several times, but is currently set for November 1, 2016. The SCWMA is dependent on Republic to provide a site at Central for the organic material, as the SCWMA does not have a license, lease, or permit to operate a transfer facility.

SCWMA staff has held several discussions with Republic Services and the Ratto Group staff on the subject of transferring organic material delivered to Central, and asked those parties to develop plans and costs for continuing to providing a location for the public to drop off organic materials and for the franchised haulers to be able to consolidate organic materials at that site.

**III. DISCUSSION**

Republic and the Ratto Group developed a proposal to create the infrastructure to continue receiving organic materials at an alternate location at the Central Disposal Site at cost of approximately \$25/ton, or approximately \$1,000,000 per year, of additional costs. SCWMA staff could not support the magnitude of that increase and requested the Ratto Group provide detailed information of the financial implications (number of trucks affected, additional travel time, and additional fuel, labor, and maintenance costs) of hauling organic material directly to the Redwood Landfill's compost facility, bypassing the Central Disposal Site. SCWMA staff has not received the requested information from the Ratto Group as of the time of this staff report's composition. However, given the information that was presented by Republic and the Ratto Group, staff does

not believe there will be an economical method to continue the flow of organic material through the Central Disposal Site.

#### **SCWMA Surcharge Fees**

If organic material bypasses the Central Disposal Site, Republic and the Ratto Group will not collect or submit the \$4.85/ton surcharge that funds the SCWMA's HHW, Education, and Planning programs. Staff estimates approximately 20,000 tons of material would be affected this fiscal year, resulting in \$97,000 in lost revenue. Staff does not believe the reduced revenue will be a hardship to the SCWMA for the current fiscal year as it likely be offset though reduced staff costs due to vacancies. Staff will present different surcharge amount scenarios during the budget development process early spring 2017.

Without having received information from the Ratto Group, staff believes the additional cost to the ratepayers to haul green waste material directly from routes in Cotati, Rohnert Park, Sebastopol, Santa Rosa, and the southern unincorporated Sonoma County should be negligible, based on the relatively short additional haul distance and the offsetting reduction of fees the Ratto Group will not be collecting on behalf of the SCWMA and County (\$14 – 18/ton, depending on the source of the material).

Though a surcharge increase may be necessary at a later date, SCWMA staff believes that due to the urgency of the situation and lack of expected impact to the ratepayers, it will be advantageous for the affected Cities and the County to direct their franchised hauler to deliver organic material directly to the Redwood Landfill compost facility instead of the Central Disposal Site, and enter into short term agreements with the Redwood Landfill to secure short term capacity to do so. SCWMA staff is ready and willing to assist in both tasks.

#### **IV. FUNDING IMPACT**

Direct haul of organic material to the Redwood Landfill compost facility would result in reduced SCWMA revenues of approximately \$97,000 in the current fiscal year. Reduced tipping fee revenues would be offset by reduced transport and disposal expenses.

#### **V. ATTACHMENTS**

If materials are received from the Ratto Group, they will be distributed at the meeting



## Item 8.1

Agenda Date:

**10/19/2016**

### ITEM: **Outreach Calendar Oct – Nov 2016**

#### **Oct 2016 Outreach Events**

<b><u>Day</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
1	10 AM – 2 PM	Binational Health Week – Sonoma Valley
2	1 PM – 5 PM	Binational Health Week – Santa Rosa
2	1 PM – 4 PM	Dia de los Muertos Petaluma and Binational Health Week - Petaluma
4	4 PM – 8 PM	Community Toxics Collection – Cloverdale
4	1 PM – 2 PM	Analy High School Waste Assessment - Sebastopol
6	4 PM – 7 PM	Petaluma Business Expo - Petaluma
9	2 PM – 6PM	Binational Health Week in Saint John Healdsburg - Healdsburg
11	4 PM – 8 PM	Community Toxics Collection – Larkfield
14	1 PM – 2 PM	Wellness Center Waste Assessment – Santa Rosa
14	2:30 – 3:30 PM	Kaiser Permanente Recycling BMPs – Santa Rosa
15	11 AM-4 PM	LumaFest at SRJC – Petaluma
14-16	9 AM – 5 PM	E-waste Collection Event – Cotati
15	9 AM – 5 PM	E-waste Collection Event – Graton
18	4 PM – 8 PM	Community Toxics Collection – Petaluma
20	12 PM – 1 PM	Recycling Education to Soroptomists Club – Santa Rosa
23	1 PM – 5 PM	Windsor Binational Health Week - Windsor
25	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, SE
26	11 AM – 11:30 AM	Santa Rosa Water Dept Recycling & Compost Training – Santa Rosa
29-30	10 AM – 4 PM	Green is Easy Expo – Santa Rosa

#### **Nov 2016 Outreach Events**

<b><u>Day</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
1	4 PM – 8 PM	Community Toxics Collection – Guerneville
5	10 AM-3 PM	Binational Health Week – Santa Rosa
8	4 PM – 8 PM	Community Toxics Collection – Windsor
15	4 PM – 8 PM	Community Toxics Collection – Oakmont
29	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, NE