

REGIONAL WASTE MANAGEMENT AUTHORITY

Serving Sutter County, Yuba County, Live Oak, Marysville, Wheatland and Yuba City



MEETING NOTICE & AGENDA

DATE: Thursday, June 15, 2023

TIME: 4:30 p.m.

PLACE: Yuba County Government Center
Board of Supervisors Chambers
915 Eighth Street
Marysville, California

I. Call to Order & Roll Call

Bains (Chairman), Buttacavoli, Shaw (Vice Chairman), Teter, Vasquez and Woten

II. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the jurisdiction of the Authority and are not on the agenda for this meeting. No action may be taken on items that do not appear on the posted agenda.

III. Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

A. Minutes from the Meeting of May 18, 2023. (Attachment)

B. Disbursement List for May 2023. (Attachment)

IV. Reports

A. Recognition of service and contributions to the RWMA of Alyson Burleigh (Aurora Environmental) upon her impending retirement (June 30, 2023)

RECOMMENDATION: No action required.

B. California Department of Resources Recycling and Recovery (CalRecycle) Used Oil Payment Program Application for FY 2023/2024 (OPP Cycle 14). (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-23 authorizing the submittal of a regional application for the CalRecycle Used Oil Payment Program Cycle 14 for FY 2023/2024 as proposed.

C. Yuba-Sutter Household Hazardous Waste Facility Concrete Pavement Repair Project. Review and award consideration for an agreement with the recommended firm for the Yuba-Sutter Household Hazardous Waste Facility concrete pavement repair project. (Attachment)

RECOMMENDATION: Authorize the execution of an agreement with Hyatt Contracting to repair the designated section of the concrete pavement at the Yuba-Sutter Household Hazardous Waste Facility as proposed.

D. Regional Waste Management Authority Budget for Fiscal Year 2023/2024. (Attachment)

RECOMMENDATION: Adopt the Fiscal Year 2023/2024 RWMA Budget as proposed.

E. Status Reports on Current Projects.

V. Other Business

VI. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, JULY 20, 2023
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

AGENDA ITEM III – A

**REGIONAL WASTE MANAGEMENT AUTHORITY
MEETING MINUTES
May 18, 2023**

I. Call to Order & Roll Call

The meeting was called to order by Chairman Bains at 5:00 p.m.

Present: Bains, Blaser, Buttacavoli, Shaw, Teter, Vasquez and Woten
Absent: None

II. Public Business from the Floor

None.

III. Consent Calendar

Director Vasquez made a motion to approve the Consent Calendar. Director Shaw seconded the motion and it carried unanimously.

IV. Reports

A. Local Agency Investment Fund (LAIF) Signature Authority Title Change.

Scholz requested a change in signature authority for the Local Agency Investment Fund to reflect the current staff and titles, replacing the contracted Administrator position with the new in-house Executive Director position.

Director Vasquez made a motion to adopt Resolution No. 3-23 changing the authorized signers of the Regional Waste Management Authority's LAIF account as proposed. Director Shaw seconded the motion and it carried unanimously.

B. Regional Waste Management Authority Budget for Fiscal Year 2023/2024.

In order to grow the RWMA we would like to propose the attached budget. The largest items of increase are salaries and benefits. We will also incur new costs associated with rent, insurance, and additional staff. Scholz would like the Board to consider the RWMA to hire an Analyst II within the next couple of months.

Director Shaw posed the question, will the RWMA be in a deficit for the next couple of years or is this a long-term debt they will get into with hiring another Analyst? Scholz confirmed that the deficit would only be a short-term debt and after a 2 years the RWMA will be back in surplus.

Director Shaw asked what the fine would be for entities that are out of compliance with SB1383. Scholz stated that the initial fine would be \$10,000 however, Burleigh confirmed that CalRecycle will work with the jurisdictions if they are putting forth a good faith effort.

The board will further review the RWMA budget at the June 15th board meeting.

V. Other Business

None.

VI. Adjournment

The meeting was adjourned at 5:20 p.m.

**The next regular meeting of the Regional Waste Management Authority is scheduled for 4:30 p.m.
on Thursday, June 15, 2023, in the Yuba County Board of Supervisors Chambers
at the Yuba County Government Center unless otherwise noticed.**

AGENDA ITEM III - B
REGIONAL WASTE MANAGEMENT AUTHORITY
DISBURSEMENT LIST
MONTH OF MAY 2023

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 2,470.00	YUBA-SUTTER TRANSIT	CONTRACT SERVICES - APRIL 2023
EFT	\$ 38.97	YUBA-SUTTER TRANSIT	3RD QTR FY 2023 REIMBURSEABLE EXPENSES
EFT	\$ 22,179.79	PAYCHEX OF NEW YORK	PAYROLL APRIL 2023
EFT	\$ 115.63	PAYCHEX OF NEW YORK	PAYROLL SERVICES FOR APRIL 2023
EFT	\$ 1,300.00	MISSIONSQUARE	457 CONTRIBUTIONS - APRIL 2023
EFT	\$ 1,000.00	MISSIONSQUARE	401(a) CONTRIBUTIONS - APRIL 2023
EFT	\$ 100.00	ANGELA TETER	BOARD MEETING 4/20/2023
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 4/20/2023
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 4/20/2023
EFT	\$ 100.00	ANGELA TETER	BOARD MEETING 5/18/2023
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 5/18/2023
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 5/18/2023
8215	\$ 100.00	ANDY VASQUEZ	BOARD MEETING 4/20/2023
8216	\$ 2,733.75	AURORA ENVIRONMENTAL INC	SB1383 PROGRAM IMPLEMENTATION & ADMINISTRATION 4/23
8/216	\$ 1,721.25	AURORA ENVIRONMENTAL INC	PROFESSIONAL SERVICES - APRIL 2023
8216	\$ 438.75	AURORA ENVIRONMENTAL INC	HHW GRANT PROJECT MANAGEMENT 1/23 - 4/23
8217	\$ 100.00	BOB WOTEN	BOARD MEETING 4/20/2023
8218	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 4/20/2023
8219	\$ 310.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 3/16/2023 - 4/15/2023
8220	\$ 72.05	SHANNON ALDRICH	MILEAGE REIMBURSEMENT - APRIL 2023
8221	\$ 150.00	STREAMLINE	WEBSITE SERVICES - MAY 2023
8222	\$ 100.00	ANDY VASQUEZ	BOARD MEETING 5/18/2023
8223	\$ 100.00	BOB WOTEN	BOARD MEETING 5/18/2023
8224	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 5/18/2023
8225	\$ 3,129.00	M-H-M INC	HHW FACILITY CONCRETE PROJECT
8226	\$ 29,229.16	RECOLOGY YUBA SUTTER	HHW & USED OIL - MARCH 2022
8227	\$ 1,070.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 4/16/2023 - 5/15/2023
8228	\$ 5,274.62	SUTTER COUNTY HUMAN RESOURCES DEPT	EMPLOYEE FRINGE BENEFITS - SS & SA - 5/2023
8229	\$ 56,834.00	YUBA COUNTY CDSA	3RD QUARTER LEA PAYMENT FY 2023
	\$ 129,266.97		

LAIF
TRANSFERS

AGENDA ITEM IV – B
STAFF REPORT

**CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)
USED OIL PAYMENT PROGRAM APPLICATION FOR FY 2023/2024 (OPP CYCLE 14)**

The California Department of Resources Recycling and Recovery (CalRecycle) released the on-line application for the Used Oil Payment Program (OPP Cycle 14) for FY 2023/2024 on May 25th. Applications are due by June 28th. In preparation for this application, staff is now requesting that the Board adopt the attached resolution authorizing the submittal of this regional funding application. With the RWMA as the Lead Agency, letters of authorization are not required from the member agencies to participate in this regional program. July 26th is the latest date by which the Board resolution is required to be submitted.

The minimum funding amounts for small jurisdictions is expected to continue to be the same as for past cycles: \$5,000 for cities and \$10,000 for counties. Live Oak, Marysville, Wheatland, and Sutter County would all receive the applicable minimum amount. Funding amounts for larger jurisdictions are calculated on a per capita basis. While Yuba City and Yuba County would usually receive higher amounts, these jurisdictions are projected to receive slightly over \$10,000 each because the amount of funding available has been reduced for the last three cycles due to the pandemic. The combined funding amount for all six of the RWMA jurisdictions in Fiscal Year 2022/2023 cycle was \$46,630 compared to pre-pandemic cycles that were approximately \$60,000 per year. The final amount will be provided by CalRecycle following receipt of all of the applications.

The following conceptual work program and budget based on a reduced funding projection of \$46,630 is now being presented for review by the Board. Should the final funding amount be greater than projected, the additional funds will be used to fund additional public education activities.

OPP Cycle 14 Used Oil Payment Program – Proposed Projects and Budget

1. Public education and information to promote used oil and oil filter recycling.	\$3,580
2. Support the English as a Second Language (ESL) teacher training program based on the number of teachers that participate.	\$1,050
3. Fund the used oil and oil filter collection and recycling costs at the Yuba-Sutter Household Hazardous Waste Facility.	\$39,000
4. Coordination of the public education and information campaign and grant management and administration.	\$3,000
TOTAL	\$46,630

Staff will be prepared to review this project in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 4-23 authorizing the submittal of a regional application for the CalRecycle Used Oil Payment Program Cycle 14 for FY 2023/2024 as proposed.

Attachment

REGIONAL WASTE MANAGEMENT AUTHORITY

RESOLUTION NO. 4-23

**CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)
USED OIL PAYMENT PROGRAM CYCLE 14, FY 2023/2024**

WHEREAS, pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, the payment program allows regional participation; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of the payment programs.

NOW, THEREFORE, BE IT RESOLVED that the Regional Waste Management Authority is authorized to submit a Used Oil Payment Program regional application for Cycle 14, FY 2023/2024, on behalf of itself as Regional Lead Participant and the following participants: Cities of Live Oak, Marysville, Wheatland and Yuba City and the Counties of Yuba and Sutter; and

BE IT FURTHER RESOLVED that the Executive Director, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment under the Oil Payment Program; and

BE IT FURTHER RESOLVED that this Resolution is effective until August 15, 2025.

The foregoing resolution was passed by the Regional Waste Management Authority this 15th day of June 2023. Effective June 15, 2023.

Chairperson
Regional Waste Management Authority

ATTEST:

Signed: _____
Lisa O'Leary, Clerk to the Board

Date: _____

AGENDA ITEM IV – C
STAFF REPORT

**YUBA-SUTTER HOUSEHOLD HAZARDOUS WASTE FACILITY
CONCRETE PAVEMENT REPAIR PROJECT AWARD**

In November 2021, CalRecycle awarded the RWMA a \$100,000 Small Project Household Hazardous Waste Grant for the following projects:

- Update and print 15,000 hazardous waste program brochures to update and replace the current brochure stock.
- Install a new outdoor water supply on the east side of the HHW Facility building with interior shut-off equipment.
- Purchase replacement and additional personal protection equipment (e.g., gloves, masks, and lab coats) for use at the HHW Facility.
- Replace portions of cracked concrete paving on the west side of the HHW Facility building; and,
- Provide grant project management and administration.

The grant term extends through September 2024.

RWMA staff contracted with MHM Incorporated to provide engineering design and construction management services for this project after consulting with two other local engineers. At the May 2023 meeting, the Board approved and authorized the release of the Yuba-Sutter Household Hazardous Waste Facility Concrete Pavement Repair project bid packet prepared by MHM Incorporated.

The Invitation for Bids for this project was issued following the May 18th Board meeting. The following four bids were received for the Reinforced Concrete Slab Repair project (not including the optional Reinforced Concrete Slab Repair project) by the May 25, 2023 deadline:

Hyatt Contracting	\$88,420.00
Rock Creek Construction	\$98,822.10
SCC Concrete	\$101,666.90
CO-T Construction	\$192,925.00

The bids were received and reviewed by MHM Incorporated and the joint recommendation of the MHM Incorporated and RWMA staff is that this project be awarded to Hyatt Contracting as the lowest responsible bidder. As a result, staff is now requesting that the Board authorize staff to execute an agreement with Hyatt Contracting to repair the designated section of the concrete pavement at the Yuba-Sutter Household Hazardous Waste Facility as proposed.

Additionally, it should be noted that the engineering design, construction project management and concrete repair project will exceed the \$82,216 in grant funds allocated to this grant project by \$20,289. Limited remaining funds from the other grant funded projects can be contributed to this difference which will need to be funded directly by the RWMA.

Staff will be prepared to review this project in detail at the Board meeting.

RECOMMENDATION:

Authorize the execution of an agreement with Hyatt Contracting to repair the designated section of the concrete pavement at the Yuba-Sutter Household Hazardous Waste Facility as proposed.

AGENDA ITEM IV – D
STAFF REPORT

REGIONAL WASTE MANAGEMENT AUTHORITY BUDGET FOR FY 2024

Summary

Attached for Board review and consideration is the proposed Regional Waste Management Authority (RWMA) Budget for FY2024. Included with the draft budget is a line-by-line description of each budget item including any assumptions used to arrive at the proposed figures. The proposed budget assumes many of the major terms and conditions of previous budgets including continued operation of the Household Hazardous Waste Facility (HHWF) and support of the regional solid waste Local Enforcement Agency (LEA) provided by the Yuba County Environmental Health Department, but this will continue to be a transition year with the hiring of an additional RWMA staff member and the continued ramping up of SB 1383 related programs and activities. The most significant budget impact of this transition will be the phase-out of the consulting staffing contracts with Yuba-Sutter Transit and Aurora Environmental, Inc.

Three revisions included in this draft budget from the one discussed at the May 2023 Board meeting include:

- Reduction in the Office Rent budget from \$18,000 to \$6,000 for a temporary office space
- Reduction in the Board of Directors meeting budget from \$8,000 to \$5,000 to reflect a reduced estimated number of Board meetings
- Increase in the Capital Expenditures for the Household Hazardous Waste Facility Projects from \$72,000 to \$92,000 and addition of \$20,000 in agency contributions for this project

The draft FY 2024 operating budget includes expenditures of \$1,235,560 which includes the use of \$122,135 in funding from the one-time SB 1383 Local Assistance Grant award of \$284,735. The draft FY 2024 capital budget includes capital expenditures of \$92,000 for the Household Hazardous Waste Facility concrete repair project and capital contributions of \$72,000 from a CalRecycle grant and \$20,000 as an agency contribution.

Significant variances in the FY 2024 budget compared to the previous budget are line items and expenses related to permanent staff and a new office space, materials, and equipment. The FY 2024 budget reflects a significant reduction in the allowance for Professional Services – Consulting Staff Support in Account #50309-01 which now provides a reduced allowance for expected support to transition program information and projects to permanent staff. Related to this transition is the elimination of the allowance for Professional Services – Rate Review in Account #50309-05 as these activities will be provided by permanent staff instead of by consulting staff. Another significant variance in the FY 2024 budget is the reduction in Contracted Personnel #50102 as the agreement with the Yuba-Sutter Transit will expire on June 30 and the RWMA staff will assume all tasks previously completed by Yuba-Sutter Transit staff, with some funds left to ensure a smooth transition.

Staff will be prepared at the meeting to review the draft budget in detail.

RECOMMENDATION: Adopt the Fiscal Year2024 RWMA Budget as proposed.

Attachments: Proposed FY 2024 Budget and Budget Assumptions

**REGIONAL WASTE MANAGEMENT AUTHORITY
FY 2024 REVISED DRAFT BUDGET**

Updated May 31, 2023

	FY 2021 Budget	FY 2021 Audited	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Projected	FY 2024 Final Draft
OPERATING EXPENDITURES							
50102 Contracted Personnel	\$ 30,000	\$ 28,892	\$ 30,000	\$ 51,839	\$ 30,000	\$ 32,000	\$ 6,000
50110 Salaries and Wages - Admin Staff	-	-	-	-	227,800	155,240	312,600
50150 Fringe Benefits - Admin Staff	-	-	-	-	82,000	70,330	125,030
50200 Office Rent	-	-	-	-	-	-	6,000
50301 Accounting Services	6,900	6,600	6,900	6,800	9,000	9,000	11,000
50302 Legal Fees	5,000	2,507	5,000	6,913	10,000	10,000	10,000
50303 Printing & Copying	-	-	-	-	-	100	5,000
50308 Regional LEA Support	230,000	164,154	230,000	185,299	230,000	230,000	230,000
50309-00 Professional Services -- Miscellaneous	37,000	16,164	22,000	18,299	14,000	5,000	3,000
50309-01 Professional Services -- Consulting Staff Support	74,000	80,691	101,520	121,685	50,000	150,000	-
50309-02 Professional Services -- HHW	370,000	411,119	410,000	333,049	410,000	410,000	410,000
50309-03 Professional Services -- Used Oil	70,000	55,888	45,000	42,084	44,800	46,630	46,630
50309-04 Professional Services -- CRV Recycling	61,200	11,354	47,800	50,519	-	-	-
50309-05 Professional Services -- Rate Review	3,000	3,031	3,240	3,915	-	2,000	-
50309-06 Professional Services -- Waste Tires	29,600	20,040	24,830	18,401	27,100	13,780	35,000
50309-07 Professional Services -- HHW Grant Projects	50,000	446	50,000	1,433	95,000	8,490	8,000
50499 Materials & Supplies	2,200	205	2,200	215	3,000	9,000	10,000
50502 Telephone and Internet	-	-	-	-	2,400	-	2,400
50900 Insurance	-	-	-	-	5,000	-	-
50901 Dues & Subscriptions	700	628	700	628	1,000	1,000	6,000
50902 Travel & Meetings	500	-	500	-	500	1,170	2,500
50903 Board of Directors	2,000	1,150	4,000	2,900	6,000	4,800	5,000
50910 Administration and Overhead	12,000	12,000	12,000	12,000	18,000	18,000	-
50919 Miscellaneous	1,000	-	1,000	-	21,400	1,300	1,400
Total Operating Expenditures	<u>\$ 985,100</u>	<u>\$ 814,869</u>	<u>\$ 996,690</u>	<u>\$ 855,979</u>	<u>\$ 1,287,000</u>	<u>\$ 1,177,840</u>	<u>\$ 1,235,560</u>
OPERATING REVENUES							
40300 Regulatory Surcharge	\$ 750,000	\$ 834,123	\$ 830,000	\$ 840,542	\$ 850,000	\$ 799,410	\$ 820,000
40700 Interest & Miscellaneous Revenue	24,800	16,586	17,000	17,634	15,400	35,360	24,000
40800 CEW Recovery Payments	100	-	-	-	-	-	-
40900 Regional LEA Support Reimbursements	25,000	16,314	16,000	12,362	11,000	14,000	14,000
41110 Grant Funds							
Oil Payment Program	70,000	55,888	45,000	44,881	44,800	46,630	46,630
Beverage Container Recycling Payment Program	61,200	11,354	47,800	50,519	-	-	-
Tire Grant	25,000	13,099	16,730	12,210	19,000	11,100	35,000
Household Hazardous Waste Grant-Operating	50,000	446	50,000	1,433	95,000	8,490	8,000
SB 1383 Local Assistance Grant	-	-	-	7,600	251,800	155,000	122,135
Total Operating Revenues	<u>\$ 1,006,100</u>	<u>\$ 947,810</u>	<u>\$ 1,022,530</u>	<u>\$ 987,181</u>	<u>\$ 1,287,000</u>	<u>\$ 1,069,990</u>	<u>\$ 1,069,765</u>
ANNUAL OPERATING BUDGET SURPLUS (DEFICIT)	<u>\$ 21,000</u>	<u>\$ 132,941</u>	<u>\$ 25,840</u>	<u>\$ 131,202</u>	<u>\$ -</u>	<u>\$ (107,850)</u>	<u>\$ (165,795)</u>
CAPITAL EXPENDITURES							
Household Hazardous Waste Facility Projects		<u>\$ 58,277</u>				<u>\$ 10,000</u>	<u>\$ 92,000</u>
CAPITAL CONTRIBUTIONS							
Household Hazardous Waste Facility Grants		\$ 40,533				\$ 10,000	\$ 72,000
Agency Contribution		17,744				-	20,000
		<u>\$ 58,277</u>				<u>\$ 10,000</u>	<u>\$ 92,000</u>

**REGIONAL WASTE MANAGEMENT AUTHORITY
FY 2024 BUDGET ASSUMPTIONS**

Prepared May 31, 2023

OPERATING EXPENDITURES

Contracted Personnel (#50102):

Professional and executive level services provided through a Consulting Agreement with Yuba-Sutter Transit that will expire on June 30, 2023, after which any assistance during the transition will be billed directly at the then fully loaded hourly rate for each employee. The FY 2024 budget amount is significantly reduced from FY 2023 as only a limited number of Contracted Personnel hours are expected as the agency separation is completed in FY 2024. The FY 2023 projection slightly exceeds the budget, most notably due to the unexpected delay in onboarding the new Executive Director.

Salaries and Wages (#50110):

The FY 2024 budget includes a full year of salaries and wages for the Executive Director and Management Analyst including any available step increases. This amount also includes allowances for the added Management Analyst II position and any general staff salary scale adjustments to be considered at the June Board meeting. FY 2023 budget was based on a projected allowance for the salaries and wages for Executive Director and Management Analyst staff to be appointed. The Executive Director position was filled mid-year instead of earlier in the fiscal year as originally planned which resulted in lower than anticipated projected expenditures.

Fringe Benefits (#50150):

The FY 2024 budget includes a full year of fringe benefits for the Executive Director and Management Analyst, plus the added Management Analyst II position. FY 2023 budget was based on a projected allowance for the fringe benefits for Executive Director and Management Analyst staff to be appointed. The Executive Director position was filled mid-year instead of earlier in the fiscal year as originally planned which resulted in lower than anticipated projected expenditures.

Office Rent (#50200):

An annual allowance of \$6,000 for rent, including utilities, for the new office to be established separate from the Yuba-Sutter Transit office.

Accounting Services (#50301):

An allowance for the annual fiscal audit and payroll services for the Executive Director and Management Analyst staff, plus the added Management Analyst II.

Legal Fees (#50302):

Allowance for direct legal fees and notices.

Regional LEA Support (#50308):

Allowance for the direct reimbursement of non-billable or grant reimbursable expenses incurred by the Yuba County Environmental Health Department while serving as the regional solid waste Yuba-Sutter Local Enforcement Agency

Regional Waste Management Authority
Budget Assumptions
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(LEA). This charge can vary significantly from year to year due to the workload and the amount of funding that may be received by the LEA from special grants and direct service reimbursements.

Professional Services – Miscellaneous (#50309-00):

Allowance for outside miscellaneous professional support services. All outside professional support services for specific programs or projects are included in the expense line item for those programs for improved project monitoring. The FY 2024 budget includes \$1,800 for the agency website, \$200 for the Zoom account, \$15 for maintaining the domain name and an allowance for any advertising expenses. The FY 2023 budget included an allowance of \$2,000 for general advertising, \$10,000 for outreach related to Senate Bill 1383 programs (i.e., Edible Food Waste Recovery and Mandatory Organic Waste Collection) and a \$2,000 allowance for expected staff recruitment expenses.

Professional Services – Consulting Staff Support (#50309-01):

FY 2024 budget does not anticipate continued staff support as the Aurora Environmental, Inc. contract expires June 30, 2023. FY 2023 budget was based on the staff support Scope of Work for the FY 2023 extension of the Aurora Environmental, Inc. contract to be provided on a month-to-month basis until transition of program information and projects to new permanent staff is complete. This was based on the assumption that the Executive Director would be on board early in the fiscal year. FY 2023 projected expenditures far exceeded the budget amount due to the mid-year start of the new Executive Director.

Professional Services – Regional HHW Program (#50309-02):

Allowance for operating costs for the household hazardous waste (HHW) program that are incurred by Recology Yuba-Sutter and for property lease payments to the City of Yuba City. Actual expenditures can vary significantly from budget and are dependent on participation and material volumes and types.

Professional Services – Regional Used Oil Payment Program (#50309-03):

Based on the estimated Used Oil Payment Program related expenditures that are not included in the HHW program account above and are off-set by matching revenues in Grant Funds (#41110). These include continued public education programs, used oil/oil filter collection at the Yuba-Sutter Household Hazardous Waste Facility, and program related administrative costs. This figure also includes those expenses related to the operation of the Yuba-Sutter Household Hazardous Waste Facility that are reimbursable from the State used oil recycling payment program. The FY 2024 budget amount is based on anticipated used oil recycling payment program grant funds, if approved.

Professional Services – CalRecycle Beverage Container City/County Payment Program (#50309-04):

Expenses under this program have varied significantly in recent years and were off-set by matching revenues in Grant Funds (#41110). All the remaining funds held by the RWMA for this program were expended by the end of FY 2022. Since FY 2015, Yuba County has served as the Lead Agency for this City/County Payment Program.

Professional Services – Regional Recology Yuba-Sutter Rate Reviews (#50309-05):

This account previously reflected consulting staff expenses to review Recology Yuba-Sutter's collection rate adjustment applications. Funds were not budgeted for this item for FY 2023 because rate reviews were expected to be conducted by new, permanent staff, although FY 2023 projected expenses reflect review assistance by contract staff for the review of Recology Yuba-Sutter's Rate Year 2024 Rate Applications.

Regional Waste Management Authority
Budget Assumptions
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Professional Services – Waste Tire Amnesty Program (#50309-06):

Expenditures are predominantly off-set by matching revenues in Grant Funds (#41110) and vary based upon community participation. The FY 2024 budget includes the balance of the grant award that began in FY 2022 as well as a portion of the next two-year grant cycle, if awarded. FY 2023 expenditures (and related revenue) are projected to be less than budgeted due to fewer tires being recycled than budgeted.

Professional Services – Household Hazardous Waste (HHW) Grant Projects (#50309-07):

The FY 2022 budget included \$50,000 of a \$100,000 grant that if awarded would provide funding to update and print 15,000 hazardous waste program brochures; install a secure outdoor water supply; purchase replacement and additional personal protection equipment; replace portions of cracked concrete paving at the Household Hazardous Waste Facility; and provide grant project management and administration. This grant was awarded, although only \$5,000 was projected to be expended in FY 2022 with the remaining \$95,000 included in the FY 2023 budget. Actual FY 2022 expenditures were \$1,433 and FY 2023 expenditures are projected to be \$18,490 of which \$10,000 is included in Capital Expenditures and Capital Contributions. Historically, this account has included the budgeted operating and capital projects of the Household Hazardous Waste Facility with the related revenue budgeted in Grant Funds (#41110) while the audited amounts were separated into operating and capital expenditures and revenues. Beginning with the FY 2024 budget, the budgeted capital expenditures and related revenue is being presented in the capital section of the budget. FY 2024 budget includes \$7,991 in projected operating expenditures and \$92,000 in Capital Expenditures and Capital Contributions. The grant term is through September 30, 2024. Expenditures will be off-set by matching revenues in Grant Funds (#41110), except for an estimated \$20,000 agency contribution.

Materials & Supplies (#50499):

FY 2024 budget is an allowance for materials and supplies for the new RWMA office and also computers for the projected new staff position. FY 2023 budget was an allowance for direct materials and supplies not already included in the Administration and Overhead contract with Yuba-Sutter Transit, as well as an allowance for direct office and miscellaneous equipment expenses.

Telephone and Internet (#50502):

Allowance for telephones and service and internet service for new office and permanent staff.

Insurance (#50900):

An allowance for insurance costs for the new office and operations.

Dues & Subscriptions (#50901):

Allowance for direct expenses for memberships and subscriptions, such as the Solid Waste Association of North America, the Yuba-Sutter Chamber of Commerce, QuickBooks, and for a software tool for managing/reporting for SB 1383 and Annual Reports.

Travel & Meetings (#50902):

Allowance for direct travel and meeting expenses.

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Board of Directors (#50903):

Allowance based on per diem payments of \$100 for official Board or committee meetings and an estimated 8 meetings for FY 2024. Current policy limits compensation to a maximum of 15 meetings each fiscal year.

Administration and Overhead (#50910):

This account has been used for the fees paid to Yuba-Sutter Transit for routine general office and administrative support services required for the daily operation of the agency including bookkeeping per the Consulting Agreement with Yuba-Sutter Transit, but that agreement will end June 30, 2023.

Miscellaneous (#50919):

Allowance for miscellaneous expenses such as postage, bank fees and other miscellaneous expenses without G/L accounts.

OPERATING REVENUES

Regulatory Surcharge (#40300):

Amount collected by Recology Yuba-Sutter as a regulatory surcharge on residential, commercial and debris box collection accounts to fund all RWMA programs including the fully allocated cost of the Household Hazardous Waste (HHW) facility as well as the Yuba-Sutter Local Enforcement Agency function provided by the Yuba County Environmental Health Department.

Interest & Miscellaneous Revenue (#40700):

Interest earnings on the RWMA LAIF account and the SB1383 money market account. This account also includes funds generated by the Small Quantity Commercial Generator program that provides for the disposal of small quantities of hazardous wastes through the Household Hazardous Waste (HHW) Facility; funds received from used oil recycling incentives; reimbursements received for sharps collected at the HHW Facility; payments received for scrap battery and metal collected at the HHW Facility; payments received for reuse of paint collected at the HHW Facility; and, occasional payments received for Covered Electronic Waste collected at the HHW Facility.

Covered Electronic Waste (CEW) Recovery Payments (#40800):

This account was for the SB 20 / SB 50 Covered Electronic Waste (CEW) Recovery Payments for the collection of covered electronic wastes. Beginning FY 2019, revenue was significantly lower than originally projected due to Recology Yuba-Sutter retaining the revenue from the CEWs collected at the Marysville Transfer Station effective October 1, 2018, per the new Collection Service Agreements, as well as new electronic waste recycling vendor freight charges of \$800 per load. FY 2021, FY 2022 and FY 2023 revenue reflects the impact of these new conditions. This account is no longer being used. The CEW revenue received in FY 2023 (\$3,500) is included in Interest & Miscellaneous Revenue (#40700) above and is expected to not be continued in FY 2024.

Regional LEA Support Reimbursements (#40900):

This account is used to recognize Recology Ostrom Road Landfill company reimbursements for extraordinary and non-RWMA expenses incurred by the Yuba County Environmental Health Department while serving as the Regional Solid Waste Local Enforcement Agency (LEA) for Yuba and Sutter Counties which are included in account #50308 above.

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This revenue account reflects the assumption that the proportional tonnage from outside Yuba and Sutter Counties received at the landfill in FY 2024 will be similar to FY 2023.

Grant Funds (#41110):

This account includes an estimated \$46,630 from the Used Oil Payment Program Cycle OPP14 (if approved); \$11,100 for the current two-year Waste Tire Amnesty Grant Program; \$18,000 for the next two-year Waste Tire Amnesty Grant Program (if awarded); estimated \$8,000 for the Household Hazardous Waste Grant operating expenses (see capital expenses below); and, the projected remaining \$122,135 SB 1383 Local Assistance Grant awarded for the grant term ending May 2, 2024.

Annual Budget Surplus/(Deficit):

This figure is the difference between the budgeted or actual expenses and revenues for each fiscal year.

CAPITAL PROGRAM SUMMARY

The capital budget estimates \$92,000 for the completion of replacing some concrete pavement at the Yuba-Sutter Household Hazardous Waste Facility. This project, which is expected to begin in FY 2023, is funded by \$72,000 from a CalRecycle grant and \$20,000 from an agency contribution. The audited year-end capital budget for FY 2021 is the completion of the \$115,644 fence and gates project at the Household Hazardous Waste Facility of which \$97,900 was funded by a Household Hazardous Waste Facility Grant through CalRecycle.