

# REGIONAL WASTE MANAGEMENT AUTHORITY

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



## MEETING NOTICE & AGENDA

**DATE:** Thursday, May 19, 2022

**TIME:** 4:30 p.m.

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

**A remote option for audience participation is being provided only as a courtesy. Members of the Regional Waste Management Authority Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.**

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

<https://us02web.zoom.us/j/88687319434?pwd=THFTd0hka2x6djRwM2h1K3FyaIRQZz09>

To join by telephone conference call: 1-669-900-6833

Meeting ID: 886 8731 9434

Password: 5807575

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press \*9 to raise your hand or press \*6 to send a request to be unmuted to submit comments.

### I. Call to Order & Roll Call

Bains (Vice Chairman), Buttacavoli, Pendergraph (Chairman), Shaw, 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 April 21, 2022. (Attachment)

B. Disbursement List for April 2022. (Attachment)

**IV. Reports**

**A. California Department of Resources Recycling and Recovery (CalRecycle) Used Oil Payment Program Application for FY 2022/2023 (OPP Cycle 13).** (Attachment)

RECOMMENDATION: Adopt Resolution No. 1-22 authorizing the submittal of a regional application for the CalRecycle Used Oil Payment Program Cycle 13 for FY 2022/2023 as proposed.

**B. Consulting Staff Support Proposal for FY 2022/2023.** (Attachment)

RECOMMENDATION: Authorize execution of a contract amendment with Aurora Environmental, Inc. as proposed.

**C. Regional Waste Management Authority Budget for Fiscal Year 2022/2023.** (Attachment)

RECOMMENDATION: Adopt the Fiscal Year 2022/2023 RWMA Budget as proposed.

**D. Status Reports on Current Projects.**

1. Executive Director and Management Analyst I/II Staff Recruitment
2. June 16, 2022 Board Meeting Cancellation Reminder

**V. Other Business**

**VI. Adjournment**

**THE REGULAR MONTHLY MEETING OF JUNE 16, 2022 HAS BEEN CANCELLED**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, JULY 21, 2022  
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

**AGENDA ITEM III – A**

**REGIONAL WASTE MANAGEMENT AUTHORITY  
MEETING MINUTES  
April 21, 2022**

**I. Call to Order and Roll Call**

The meeting was called to order by Vice-Chairman Bains at 4:43 p.m.

Present: Bains, Buttacavoli, Coe (for Pendergraph), Shaw, Vasquez and Woten  
Absent: Pendergraph

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

Director Woten made a motion to approve the Consent Calendar. Director Buttacavoli seconded the motion and it carried unanimously.

**VI. Reports**

**A. Staff Transition Plan.**

Martin reported there were three qualified applicants for the RWMA Executive Director position and all three were interviewed by the jurisdiction administrators, but all three ultimately withdrew their names for consideration for various reasons prior to the special board meeting that had been scheduled for March 23, 2022. In response, the RWMA Technical Advisory Committee (TAC) has recommended slight changes to the job description and changing the posted maximum annual salary of \$140,000 to read simply “depending on qualifications”. The new job description would be less technical resulting in more emphasis on executive leadership and coordination skills because someone can learn the waste management side of the position.

Martin also reported that we are also hiring a Management Analyst position which closed on March 29<sup>th</sup>. We only had one candidate with waste management experience. After meeting with her to discuss the position and the agency, she also removed her name for consideration for the position. As a result, we will now be looking for a Management Analyst I position instead of a Management Analyst II position as there are still several potential candidates though none with waste management experience. Given the delayed Executive Director recruitment, the TAC is recommending that we move ahead with the interview and selection process for the Management Analyst position.

As recommended by the TAC assuming Board approval of the amended Executive Director job description, the revised job announcement was released on April 13<sup>th</sup> with a first review date of May 17<sup>th</sup>. Unlike the last effort, this posting was placed on a national industry job board. Based on this schedule, we are not expecting to have the Executive Director on board before July 1<sup>st</sup> at the earliest. The Management Analyst is not expected to be on board before June 1<sup>st</sup>.

Director Blaser asked why all three candidates removed their name from consideration. Martin responded that each offered different reasons. One said that they were the top candidate for a similar position offering a substantially higher salary, another cited personal reasons that prevented them from making a move at this time and the third simply decided that they were no longer interested in the position.

Director Shaw suggested that we should leverage Martin's connections in the industry. Martin stated that he has gone out to his connections, but with this being essentially a new agency with no track record, others appear to be pursuing positions at established agencies. Martin did note that Yuba County has offered the services of a head-hunter who has been working with them to help expand the search. Martin stated that this position has been posted on several industry job boards including the Solid Waste Association of North America's national service.

Director Vasquez made a motion to approve the revised Executive Director job description as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

## **B. Status Reports on Current Projects.**

### **1. Management Analyst /II Staff Recruitment**

Martin noted that this item had been discussed earlier on this agenda.

### **2. Initial SB 1383 Compliance Report (Submitted March 29, 2022)**

Martin stated that the regional SB 1383 compliance report was submitted on March 29<sup>th</sup>. We will be meeting with CalRecycle for our annual meeting on May 10<sup>th</sup> at which time we will be discussing the compliance report.

### **3. SB 1383 Local Assistance Grant Program for FY 2021-22**

Martin stated that we have not heard otherwise, that we expect to receive a check under this program when they are distributed the first week of May.

### **4. FY 2022-23 Budget Preparation**

Martin stated that a preliminary RWMA budget for FY 2023 will be sent to the TAC the week of April 25<sup>th</sup> for review. A draft budget will be on the May agenda for Board consideration at either the May or July meeting.

Martin noted that this early budget process is to determine if an increase in the RWMA surcharge is necessary. The surcharge, which is the primary agency funding source, is currently \$0.75 per month on each

residential collection account with a corresponding percentage on each commercial and debris box account. Based on the preliminary draft budget, staff will not be recommending an increase in the surcharge as the current revenue outlook appears to be sufficient for the next couple of years.

**VII. Other Business**

Director Shaw reported that Yuba City adopted an amendment to their Recology contract to bring it in line with those of the other five jurisdictions. He specifically recognized the work of Alyson Burleigh of Aurora Environmental, Inc. for her work to get it across the finish line.

**VIII. Adjournment.**

The meeting was adjourned at 5:06 p.m.

**The next meeting of the Regional Waste Management Authority is scheduled for 4:30 p.m. on Thursday, May 19, 2022, 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 APRIL 2022**

| CHECK NO. | AMOUNT               | VENDOR                     | PURPOSE                                 |
|-----------|----------------------|----------------------------|---|
| EFT       | \$ 5,498.75          | YUBA-SUTTER TRANSIT        | CONTRACT SERVICES - MARCH 2022          |
| 8079      | \$ 3,602.00          | CITY OF YUBA CITY          | HHW FACILITY LEASE APRIL - JUNE 2022    |
| 8080      | \$ 165.00            | MESSENGER PUBLISHING GROUP | AD IN TERRITORIAL DISPATCH - TIRE GRANT |
| 8081      | \$ 38,395.02         | RECOLOGY YUBA SUTTER       | HHW & USED OIL - FEBRUARY 2022          |
| 8082      | \$ 150.00            | STREAMLINE                 | WEBSITE SERVICES - APRIL 2022           |
| 8083      | \$ 50,898.75         | YUBA COUNTY CDSA           | 2ND QUARTER LEA PAYMENT FY 2021/2022    |
| 8084      | \$ 15,390.00         | AURORA ENVIRONMENTAL INC   | PROFESSIONAL SERVICES - MARCH 2022      |
| 8084      | \$ 506.25            | AURORA ENVIRONMENTAL INC   | TIRE GRANT MANAGEMENT - MARCH 2022      |
| 8085      | \$ 2,045.00          | CLEARSTREAM RECYCLING INC  | BEVERAGEMAX RECYCLING CONTAINERS        |
| 8086      | \$ 193.00            | KKCYRESULTS RADIO          | RADIO ADS FOR TIRE GRANT ADVERTISING    |
| 8087      | \$ 320.00            | RECOLOGY YUBA SUTTER       | TIRE GRANT MARCH 2022                   |
|           | <b>\$ 117,163.77</b> |                            |   |

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TRANSFERS

AGENDA ITEM IV – A  
STAFF REPORT

**CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) USED OIL PAYMENT PROGRAM APPLICATION FOR FY 2022/2023 (OPP CYCLE 13)**

The California Department of Resources Recycling and Recovery (CalRecycle) is expected to release the on-line application for the Used Oil Payment Program (OPP Cycle 13) for FY 2022/2023 on May 26<sup>th</sup>. Applications are expected to be due by June 28<sup>th</sup>. 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. The Board resolution is expected to be required to be submitted by late July.

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 approximately \$9,800 and \$10,000, respectively, because the amount of funding available has been reduced for the last two cycles due to the pandemic. The combined funding amount for all six of the RWMA jurisdictions in Fiscal Year 2021/2022 cycle was \$44,881 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 \$44,800 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 13 Used Oil Payment Program – Proposed Projects and Budget

|  |                 |
|--|-----------------|
| 1. Public education and information to promote used oil and oil filter recycling.  | \$1,750         |
| 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         |
| <b>TOTAL</b>   | <b>\$44,800</b> |

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

RECOMMENDATION: Adopt Resolution No. 1-22 authorizing the submittal of a regional application for the CalRecycle Used Oil Payment Program Cycle 13 for FY 2022/2023 as proposed.

Attachment

**REGIONAL WASTE MANAGEMENT AUTHORITY**

**RESOLUTION NO. 1-22**

**CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) USED OIL PAYMENT PROGRAM CYCLE 13, FY 2022/2023**

**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 13, FY 2022/2023, on behalf of itself as Lead Agency 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 Administrator, 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, 2024.

The foregoing resolution was passed by the Regional Waste Management Authority this 19<sup>th</sup> day of May 2022. Effective May 19, 2022.

\_\_\_\_\_  
Chairperson  
Regional Waste Management Authority

**ATTEST:**

Signed: \_\_\_\_\_  
Lisa O'Leary, Clerk to the Board

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

AGENDA ITEM IV – B  
STAFF REPORT

**CONSULTING STAFF SUPPORT PROPOSAL FOR FY 2022/2023**

The RWMA has long contracted with Aurora Environmental, Inc. for a wide range of consulting staff support services and since the planned appointment of permanent staff has been delayed, Aurora Environmental, Inc. has agreed to continue providing services on a month-to-month basis, as needed, until the transition of program information and projects to permanent staff is complete. The attached proposal focuses on the transition tasks and provision of support for AB 939, mandatory recycling compliance and implementation services; grant program application, management and implementation services; and, general RWMA staff support through FY 2023, as needed. These services would be provided as an amendment to the current contract with Aurora Environmental, Inc. for similar services that has been in place since FY 1996.

The proposal focuses on the transfer of program information and projects to permanent agency staff and to assist with projects as needed. The proposal includes a list of programs and projects for which the transfer of program information and projects will likely be necessary and/or to continue some of these tasks into the beginning of the new fiscal year to maintain these activities and meet deadlines. Staff has estimated that the cost for the services proposed to be provided in FY 2022/2023 will be \$50,000 and that applicable grant revenue offsets will be minimal.

RWMA staff will be prepared at the meeting to answer any questions that the Board may have regarding this proposed contract amendment.

RECOMMENDATION:        Authorize execution of a contract amendment with Aurora Environmental, Inc. as proposed.

Attachment

# AURORA

ENVIRONMENTAL, INC.

May 9, 2022

Keith Martin, Administrator  
Regional Waste Management Authority  
2100 B Street  
Marysville, California 95901

**Re: Letter Proposal for Staff Support Services for Fiscal Year 2022/2023**

Dear Keith:

As you are aware, Aurora Environmental, Inc. will be pleased to provide on-going staff support services to the RWMA on a month-to-month basis in Fiscal Year 2022/2023 to transfer program information and projects to permanent agency staff and to assist with projects as needed. These activities are budgeted at a not to exceed amount of \$50,000 to be billed on a time (\$135/hour) and materials basis. The following is a general list of projects anticipated to be discussed with and/or worked on with permanent staff:

- Transfer program information and projects to permanent agency staff
- Review Recology Yuba-Sutter's quarterly disposal and diversion reports and CalRecycle Recycling and Disposal Reporting System (RDRS) quarterly reports
- Assist with preparation of the Annual Report to CalRecycle for 2021 and the first half of 2022 (due October 2022)
- Implement and manage the CalRecycle Used Oil Payment Program Grant
- Implement and manage the CalRecycle Beverage Container Recycling City/County Payment Program
- Implement and manage the CalRecycle Waste Tire Amnesty Grant Program
- Implement and manage the CalRecycle Household Hazardous Waste Grant Program
- Complete review of Recology Yuba-Sutter's Rate Year 2023 Rate Applications, as necessary
- Prepare draft staff reports for RWMA Board and Technical Advisory Committee meetings and attend meetings via Zoom
- Review Recology Yuba-Sutter's invoices for the operation of the Household Hazardous Waste Facility and track revenues and expenses for this program
- Address issues related to the Household Hazardous Waste Facility
- Review of Recology Yuba-Sutter's records to document business and other entities' compliance with the provisions of the Mandatory Commercial Recycling Law (AB 341); Mandatory Organics Recycling Law (AB 1286); and SB 1383

Mr. Keith Martin, Administrator, Regional Waste Management Authority

May 9, 2022

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- Review and document Recology Yuba-Sutter's compliance with certain provisions of the collection service agreements as designated by the Contract Administrators of each RWMA jurisdiction
- Research, plan and/or prepare components required by SB 1383, including identification of edible food generators; edible food capacity assessment; organic waste capacity assessment; outreach and education; monitoring and reporting; and, assessment of expanded organic waste diversion and edible food recovery programs
- Update the YubaSutterRecycles.com website
- Coordinate submittal of a funding request for the FY 2022/2023 CalRecycle Beverage Container Recycling City/County Payment Program

I appreciate the continued opportunity to provide services to the RWMA and look forward to working to transition program information and projects to the permanent agency staff in the coming year.

Sincerely,



Alyson Burleigh  
President

AGENDA ITEM IV – C  
STAFF REPORT

**REGIONAL WASTE MANAGEMENT AUTHORITY BUDGET FOR FY 2022/2023**

**Summary**

Attached for Board review and consideration is the draft Regional Waste Management Authority (RWMA) Budget for FY 2022/2023. 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 be a transition year with the hiring of the first-ever RWMA employees and the related ramping up of SB 1383 related programs and activities. The most significant budget impacts of this transition will be the reduction and ultimate phase-out of the consulting staffing contracts with Yuba-Sutter Transit and Aurora Environmental, Inc.

The draft FY 2023 budget includes expenditures of \$1,287,100 which is balanced with the use of \$251,800 in funding from the one-time SB 1383 Local Assistance Grant award of \$284,735. Significant variances in the FY 2023 budget compared to the previous budget are the new line items and expenses related to permanent staff and a new office space, materials and equipment. The FY 2023 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 2023 budget is the elimination of expenses in Professional Services – CRV Recycling in Account #50309-04 and corresponding earned revenues in the Grant Funds Account #41100 for the Beverage Container Recycling Payment Program for the Beverage Container Recycling programs. This reflects the final expenditure of funds in FY 2022 that have been held over from prior fiscal years by the RWMA as Yuba County has been serving as the Lead Agency for this program since FY 2015. Yet another significant variance in the FY 2023 budget compared to prior budgets are the expense and corresponding grant revenues for a HHW grant reflected in Professional Services – HHW Grant Projects in Account #50309-07 and Account #41110. As noted above, the addition of SB 1383 Local Assistance Grant funds to Account #41110 is part of a new one-time revenue source that will be expended over two years.

**Expenditures**

Total budgeted expenses for FY 2023 are significantly higher than the amount budgeted for FY 2022, primarily due to the addition of permanent staff, office, and equipment expenses while the staff support contracts with both Yuba-Sutter Transit and Aurora Environmental, Inc. are being ramped down until the transition is complete. Notable variations from the prior year budget or year-end projections are as follows:

- Contracted Personnel: The FY 2022 projection exceeds the budgeted amount most notably due to tasks related to amending the RWMA Joint Powers Agreement (JPA), establishing an RWMA employee structure, recruitment activities, and SB 1383 implementation. The number of Contracted Personnel hours for these tasks are expected to decline as the RWMA hires employees and they begin to absorb such duties and tasks.
- Salaries and Wages: This is a new line item for FY 2023 and is an allowance for the salaries and wages for the upcoming appointment of an Executive Director and Management Analyst.
- Fringe Benefits: This is a new line item for FY 2023 and is an allowance for the fringe benefits for the appointed staff based on the adopted RWMA Personnel Manual.
- Professional Services - Miscellaneous: The FY 2022 budget included a \$10,000 allowance for expected staff recruitment expenses and another \$2,000 for this purpose is included in for FY 2023.
- Professional Services – Consulting Staff Support: FY 2022 expenditures were much higher than budgeted due to the extensive amount of time spent on the amended JPA and Regional Agency Formation Agreement project; SB 1383 related projects; and assisting with staff recruitment activities. The FY 2023 budget is significantly lower as it is anticipated to primarily be for transitioning program information and projects to permanent staff and providing services on an as needed basis.
- Professional Services - HHW: While projected FY 2022 expenses are lower than the budgeted allowance for the household hazardous waste (HHW) facility, the FY 2023 budget retains the FY 2022 budgeted amount as an allowance for this line item.
- Professional Services – CRV Recycling: FY 2022 reflects the final expenditure of funds that have been held over by the RWMA from prior fiscal years. Yuba County has been serving as the Lead Agency for this program since FY 2015 and now holds the most recently received City/County Beverage Container Recycling Payment Program funds.
- Professional Services – Household Hazardous Waste (HHW) Grant Projects: The FY 2020 budget included a \$100,000 grant to replace a major portion of the fence and the two gates at the Household Hazardous Waste Facility. Grant management expenses for this two-year project were \$1,654 in FY 2020 and \$446 in FY 2021. The corresponding grant-funded security improvements in the amount of \$57,367 in FY 2020 and \$40,533 in FY 2021 were capitalized as was the \$17,744 contributed by the RWMA in FY 2021. The \$100,000 in off-setting revenues is reflected in Grant Funds (#41110) and Capital Contributions, as applicable.

The FY 2021 budget included a \$50,000 grant to provide funding to seal cracks in the concrete and install a secure outdoor water supply at the Household Hazardous Waste Facility; fund personal protection equipment for use at that facility; and, reimburse Recology Yuba-Sutter for on-going training of facility staff. This grant was not awarded so the facility improvement projects were not completed and the personal protection equipment and on-going training of facility staff for FY 2021 are reflected in Professional Services – HHW (#50309-02) which is the normal category for these expenses.

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 is projected to be expended in FY 2022 with the remaining \$95,000 included in the FY 2023 budget. The grant term is through September 30, 2024. Expenditures will be off-set by matching revenues in Grant Funds (#41110).

- Materials & Supplies: The FY 2022 budget was an allowance amount of which an expenditure of \$500 is projected. The FY 2023 allowance is anticipated to be used to supply the new office and staff.
- Telephone and Internet: The FY 2023 budget includes this new line item as an allowance for telephones and telephone and internet service for the new office and staff.
- Insurance: The FY 2023 budget includes an allowance for the new office and operations.
- Board of Directors: The FY 2023 budget is increased over FY 2022 due to the mid-FY 2022 increase in the per diem amount from \$50 to \$100 and an expected higher number of meetings in FY 2023.
- Administration and Overhead: The FY 2023 budget reflects an increase in the flat fee from \$1,000 per month to \$1,500 per month 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. This allowance does not include Administrative Assistant or Program Analyst time spent on special projects, nor any Executive Director (acting as the RWMA Administrator) or Program Manager time.
- Miscellaneous: The FY 2022 budget included an allowance for miscellaneous expenses without general ledger accounts. The FY 2023 budget is significantly higher and provides an allowance for the new office, including miscellaneous expenses, such as postage, and directing printing and copying not already included in the Administration and Overhead contract with Yuba-Sutter Transit, as well as expected staff recruitment expenses, office rent, utilities, furniture, computers, and other equipment.

## Revenues

- Regulatory Surcharge: Projected Regulatory Surcharge revenue is higher than the budgeted amount for FY 2022 and the proposed FY 2023 budget reflects this same amount of revenue.
- Covered Electronic Waste (CEW) Recovery Payments: 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.

- Regional LEA Support Reimbursements: The Recology Ostrom Road Landfill company reimburses the RWMA 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 specifically in proportion to increased tonnage received at the landfill from outside Yuba and Sutter Counties. The FY 2023 budget is based on the projected revenue for FY 2022.
- Grant Funds – Used Oil Payment Program: The FY 2022 and FY 2023 revenue budgets decreased compared to previous years due to a reduction in the amount of funding available from CalRecycle with a corresponding reduction in expenses to match the decreased budget amount.
- Grant Funds – Beverage Container Program: The projected FY 2022 revenues reflect final expenditure of funds held over by the RWMA from prior years. No revenue is budgeted for FY 2023 because funds for this program are now held by Yuba County serving as the Lead Agency.
- Household Hazardous Waste Grant: As noted above, the FY 2022 budget included \$50,000 in grant revenue for a since received \$100,000 grant, but just \$5,000 is projected to be expended/received in FY 2022 so the balance is being budgeted for FY 2023.
- SB 1383 Local Assistance Grant: The FY 2023 budget includes revenues of \$251,800 out of the \$284,735 grant award to balance the budget. The balance of this one-time, two-year grant will be expended in FY 2024.

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

RECOMMENDATION: Adopt the Fiscal Year 2022/2023 RWMA Budget as proposed.

Attachments

**REGIONAL WASTE MANAGEMENT AUTHORITY  
FY 2022/2023 DRAFT BUDGET**

Prepared May 9, 2022

|  | FY 2019/2020<br>Budget | FY 2019/2020<br>Audited | FY 2020/2021<br>Budget | FY 2020/2021<br>Audited | FY 2021/2022<br>Budget | FY 2021/2022<br>Projected | FY 2022/2023<br>Draft Budget |
|--|------------------------|-------------------------|------------------------|-------------------------|------------------------|---------------------------|------------------------------|
| <b>OPERATING EXPENDITURES</b>                              |                        |                         |                        |                         |                        |                           |                              |
| 50102 Contracted Personnel                                 | \$ 30,000              | \$ 26,469               | \$ 30,000              | \$ 28,892               | \$ 30,000              | \$ 54,800                 | \$ 30,000                    |
| 50110 Salaries and Wages - Admin Staff                     | -                      | -                       | -                      | -                       | -                      | 6,100                     | 227,800                      |
| 50150 Fringe Benefits - Admin Staff                        | -                      | -                       | -                      | -                       | -                      | 1,500                     | 82,000                       |
| 50301 Accounting Services                                  | 6,600                  | 6,475                   | 6,900                  | 6,600                   | 6,900                  | 6,900                     | 9,000                        |
| 50302 Legal Fees   | 5,500                  | 1,836                   | 5,000                  | 2,507                   | 5,000                  | 10,000                    | 10,000                       |
| 50308 Regional LEA Support                                 | 220,000                | 171,059                 | 230,000                | 164,154                 | 230,000                | 230,000                   | 230,000                      |
| 50309-00 Professional Services -- Miscellaneous            | 12,000                 | 34,296                  | 37,000                 | 16,164                  | 22,000                 | 22,000                    | 14,000                       |
| 50309-01 Professional Services -- Consulting Staff Support | 70,000                 | 74,668                  | 74,000                 | 80,691                  | 101,520                | 136,200                   | 50,000                       |
| 50309-02 Professional Services -- HHW                      | 370,000                | 295,788                 | 370,000                | 411,119                 | 410,000                | 370,000                   | 410,000                      |
| 50309-03 Professional Services -- Used Oil                 | 59,900                 | 43,474                  | 70,000                 | 55,888                  | 45,000                 | 44,881                    | 44,800                       |
| 50309-04 Professional Services -- CRV Recycling            | 62,700                 | 840                     | 61,200                 | 11,354                  | 47,800                 | 50,519                    | -                            |
| 50309-05 Professional Services -- Rate Review              | 3,000                  | 2,258                   | 3,000                  | 3,031                   | 3,240                  | 5,570                     | -                            |
| 50309-06 Professional Services -- Waste Tires              | 20,600                 | 18,440                  | 29,600                 | 20,040                  | 24,830                 | 22,900                    | 27,100                       |
| 50309-07 Professional Services -- HHW Grant Projects       | 100,000                | 1,654                   | 50,000                 | 446                     | 50,000                 | 5,000                     | 95,000                       |
| 50499 Materials & Supplies                                 | 2,200                  | -                       | 2,200                  | 205                     | 2,200                  | 500                       | 3,000                        |
| 50502 Telephone and Internet                               | -                      | -                       | -                      | -                       | -                      | 100                       | 2,400                        |
| 50900 Insurance  | 400                    | -                       | -                      | -                       | -                      | -                         | 5,000                        |
| 50901 Dues & Subscriptions                                 | 700                    | 628                     | 700                    | 628                     | 700                    | 700                       | 1,000                        |
| 50902 Travel & Meetings                                    | 500                    | -                       | 500                    | -                       | 500                    | 100                       | 500                          |
| 50903 Board of Directors                                   | 2,000                  | 1,150                   | 2,000                  | 1,150                   | 4,000                  | 3,500                     | 6,000                        |
| 50910 Administration and Overhead                          | 12,000                 | 12,000                  | 12,000                 | 12,000                  | 12,000                 | 12,000                    | 18,000                       |
| 50919 Miscellaneous  | 1,100                  | -                       | 1,000                  | -                       | 1,000                  | 5,000                     | 21,400                       |
| <b>Total Operating Expenditures</b>                        | <u>\$ 979,200</u>      | <u>\$ 691,035</u>       | <u>\$ 985,100</u>      | <u>\$ 814,869</u>       | <u>\$ 996,690</u>      | <u>\$ 988,270</u>         | <u>\$ 1,287,000</u>          |
| <b>OPERATING REVENUES</b>                                  |                        |                         |                        |                         |                        |                           |                              |
| 40300 Regulatory Surcharge                                 | \$ 750,000             | \$ 782,832              | \$ 750,000             | \$ 834,123              | \$ 830,000             | \$ 850,000                | \$ 850,000                   |
| 40700 Interest & Miscellaneous Revenue                     | 23,000                 | 21,281                  | 24,800                 | 16,586                  | 17,000                 | 15,400                    | 15,400                       |
| 40800 CEW Recovery Payments                                | 5,000                  | 106                     | 100                    | -                       | -                      | -                         | -                            |
| 40900 Regional LEA Support Reimbursements                  | 30,000                 | 16,374                  | 25,000                 | 16,314                  | 16,000                 | 11,000                    | 11,000                       |
| 41110 Grant Funds  |                        |                         |                        |                         |                        |                           |                              |
| Oil Payment Program  | 59,900                 | 47,787                  | 70,000                 | 55,888                  | 45,000                 | 44,881                    | 44,800                       |
| Beverage Container Recycling Payment Program               | 62,700                 | 840                     | 61,200                 | 11,354                  | 47,800                 | 50,519                    | -                            |
| Tire Grant   | 16,500                 | 12,553                  | 25,000                 | 13,099                  | 16,730                 | 15,200                    | 19,000                       |
| Household Hazardous Waste Grant-Operating                  | 100,000                | 1,654                   | 50,000                 | 446                     | 50,000                 | 5,000                     | 95,000                       |
| SB 1383 Local Assistance Grant                             | -                      | -                       | -                      | -                       | -                      | -                         | 251,800                      |
| <b>Total Operating Revenues</b>                            | <u>\$ 1,047,100</u>    | <u>\$ 883,427</u>       | <u>\$ 1,006,100</u>    | <u>\$ 947,810</u>       | <u>\$ 1,022,530</u>    | <u>\$ 992,000</u>         | <u>\$ 1,287,000</u>          |
| <b>ANNUAL OPERATING BUDGET SURPLUS ( DEFICIT)</b>          | <u>\$ 67,900</u>       | <u>\$ 192,392</u>       | <u>\$ 21,000</u>       | <u>\$ 132,941</u>       | <u>\$ 25,840</u>       | <u>\$ 3,730</u>           | <u>\$ -</u>                  |
| <b>CAPITAL EXPENDITURES</b>                                |                        |                         |                        |                         |                        |                           |                              |
| Household Hazardous Waste Facility Fence                   |                        | <u>57,367</u>           |                        | <u>58,277</u>           |                        |                           |                              |
| <b>CAPITAL CONTRIBUTIONS</b>                               |                        |                         |                        |                         |                        |                           |                              |
| Household Hazardous Waste Facility Grant                   |                        | 57,367                  |                        | 40,533                  |                        |                           |                              |
| Agency Contribution-HHW Security Fence                     |                        |                         |                        | 17,744                  |                        |                           |                              |
|  |                        | <u>57,367</u>           |                        | <u>58,277</u>           |                        |                           |                              |

**REGIONAL WASTE MANAGEMENT AUTHORITY  
FY 2022/2023 BUDGET ASSUMPTIONS**

Prepared May 9, 2022

**OPERATING EXPENDITURES**

**Contracted Personnel (#50102):**

Professional and executive level services provided through a Consulting Agreement with Yuba-Sutter Transit. The RWMA is billed by the hour at set hourly rates for all services rendered by the Executive Director (acting as the RWMA Administrator) and the agency Program Managers, as well as, non-ordinary or special services provided by the Administrative Assistant and Program Analyst. This budget item is based on continued expectations of a relatively high number of personnel hours by classification to coordinate planning for programs required by Senate Bill 1383 and to inform new permanent staff about the agency programs and projects. The FY 2022 projection exceeds the budget most notably due to tasks related to establishing an employee structure for the RWMA and recruitment thereof, as well as meeting the demands of Senate Bill 1383. The number of Contracted Personnel hours for these tasks are expected to decline as the RWMA hires its first employees and they begin to absorb such duties and tasks.

**Salaries and Wages (#50110):**

An allowance for the salaries and wages for Executive Director and Management Analyst staff to be appointed.

**Fringe Benefits (#50150):**

An allowance for the fringe benefits for Executive Director and Management Analyst staff to be appointed.

**Accounting Services (#50301):**

An allowance for the annual fiscal audit and payroll services for the Executive Director and Management Analyst staff to be appointed.

**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 Local Enforcement Agency (LEA) for Yuba and Sutter Counties. This charge can vary significantly from year to year due to the work load 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 2023 budget includes 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. Expenses for any additional contracting projects will be considered if and when they arise.

**Regional Waste Management Authority**  
**Budget Assumptions**  
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Professional Services – Consulting Staff Support (#50309-01):

Based on the staff support portion of the Scope of Work for the FY 2023 extension of the Aurora Environmental, Inc. contract which will be provided on a month-to-month basis until transition of program information and projects to new permanent staff is complete.

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 2023 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). By the end of FY 2022, all of the remaining funds held by the RWMA for this program are projected to be expended. 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 are not budgeted for this item for FY 2023 because rate reviews are expected to be conducted by new, permanent staff. FY 2022 budget and expenses include continued review of the Rate Year 2022 Detailed Rate Application by contract staff and consulting staff review of Recology Yuba-Sutter's Rate Year 2023 Rate Applications.

Professional Services – Waste Tire Amnesty Program (#50309-06):

Expenditures are predominantly off-set by matching revenues in Grant Funds (#41110). FY 2022 budget was based on one-half of the next two-year grant cycle, plus expenses funded by the RWMA, if the grant was awarded. The grant was awarded and the prior two-year grant program also extended into FY 2022. FY 2023 budget is based on estimated expenditures for a full year of the grant program. Reimbursed expenses are limited to tire collection and recycling, and therefore, the RWMA funds the related outreach and administration activities.

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

The FY 2020 budget included a \$100,000 grant to replace a major portion of the fence and the two gates at the Household Hazardous Waste Facility. Grant management expenses for this two year project were \$1,654 in FY 2020 and \$446 in FY 2021. The corresponding grant-funded security improvements in the amount of \$57,367 in FY 2020 and \$40,533 in FY 2021 were capitalized as was the \$17,744 contributed by the RWMA in FY 2021. The \$100,000 in off-setting revenues is reflected in Grant Funds (#41110) and Capital Contributions, as applicable.

The FY 2021 budget included a \$50,000 grant to provide funding to seal cracks in the concrete and install a secure outdoor water supply at the Household Hazardous Waste Facility; fund personal protection equipment for use at that facility; and, reimburse Recology Yuba-Sutter for on-going training of facility staff. This \$50,000 grant was not awarded and the cracks in the concrete were not sealed and the secure outdoor water supply was not installed. The expenses

**Regional Waste Management Authority**  
**Budget Assumptions**  
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for personal protection equipment for use at that facility and reimbursement to Recology Yuba-Sutter for on-going training of facility staff for FY 2021 are reflected in Professional Services – Regional HHW Program (#50309-02) which is the normal category for these expenses.

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 is projected to be expended in FY 2022 with the remaining \$95,000 included in the FY 2023 budget. The grant term is through September 30, 2024. Expenditures will be off-set by matching revenues in Grant Funds (#41110).

Materials & Supplies (#50499):

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 for new office and permanent staff.

Insurance (#50900):

Past expenditures were for direct insurance costs not already included in the Administration and Overhead contract with Yuba-Sutter Transit. Effective FY 2020, Yuba-Sutter Transit no longer charges the RWMA for this expense, although allowance is now provided for the new, separate office. The FY 2023 budget includes this new budget amount as an allowance 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 and the Yuba-Sutter Chamber of Commerce.

Travel & Meetings (#50902):

Allowance for direct travel and meeting expenses.

Board of Directors (#50903):

Allowance based on increased per diem payments of \$100 for official Board or committee meetings and an estimated 10 meetings for FY 2023. Current policy limits compensation to a maximum of 15 meetings each fiscal year.

Administration and Overhead (#50910):

For FY 2023, a flat fee of \$1,500 per month (\$1,000 per month through FY 2022) 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. This allowance does not include Administrative Assistant or Program Analyst time spent on special projects, nor any Executive Director (acting as the RWMA Administrator) or Program Manager time.

Miscellaneous (#50919):

Allowance for miscellaneous expenses such as postage, and direct printing and copying not already included in the Administration and Overhead contract with Yuba-Sutter Transit, as well as allowances for office rent, utilities, furniture, computers and other equipment.

## **OPERATING REVENUES**

### Regulatory Surcharge (#40300):

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

### Interest & Miscellaneous Revenue (#40700):

Interest earnings on the RWMA LAIF 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; payments received for scrap battery and metal collected at the HHW Facility; and, payments received for reuse of paint 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 2020, FY 2021, FY 2022 and FY 2023 revenue reflects the impact of these new conditions.

### 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. FY 2019 revenue was higher than projected due to increased tonnage received at the landfill from outside Yuba and Sutter Counties beginning mid-year. FY 2020 and FY 2021 revenues were projected based on this higher amount for FY 2019 and a full year of these new conditions although FY 2020 audited, FY 2021 audited and FY 2022 amounts reflect reduced proportional tonnage from outside Yuba and Sutter Counties received at the landfill. FY 2023 revenue budget reflects an amount similar to FY 2022 projected revenue.

### Grant Funds (#41110):

This account includes an estimated \$44,800 from the Used Oil Payment Program Cycle OPP13 (if approved); \$19,000 for a full year of the current two-year Waste Tire Amnesty Grant Program; \$95,000 for the Household Hazardous Waste Grant; and, \$251,800 of the \$284,735 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 audited year-end capital budget for FY 2021 is the completion of the fence and gates at the Household Hazardous Waste Facility in the amount of \$58,277, of which \$40,533 was funded by a Household Hazardous Waste Facility Grant through CalRecycle. In FY 2020, this security fence project had capital costs of \$57,367 and was fully funded with the CalRecycle grant.