

NOVATO SANITARY DISTRICT

Solid Waste Committee

Meeting Date: May 20, 2019

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm, Tuesday, May 20, 2019 at the District offices, 500 Davidson Street, Novato CA.

Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and order of consideration for agenda items are for reference only. The Committee may consider item(s) in a different order than set forth herein.

AGENDA

1. APPROVE AGENDA:

2. PUBLIC COMMENT: (PLEASE OBSERVE A THREE MINUTE TIME LIMIT)

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.

3. ANNUAL SOLID AND HOUSEHOLD HAZARDOUS WASTE (S&HHW) PROGRAMS BUDGET:

- a. Review FY19-21 Preliminary S&HHW budget, and subject to minor changes and edits, recommend its adoption by the District Board of Directors.

4. ADJOURN:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

NOVATO SANITARY DISTRICT SOLID WASTE COMMITTEE AGENDA ITEM SUMMARY

TITLE: Solid Waste Committee: Fiscal Year (FY) 19-21 Preliminary Solid and Household Hazardous Waste (S&HHW) Budget.	MEETING DATE: May 20, 2019 AGENDA ITEM NO.: 3.a.
RECOMMENDED ACTION: Review FY 19-21 Preliminary S&HHW budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.	
SUMMARY AND DISCUSSION: <p>At the May 13, 2019 Board meeting, staff presented the District's preliminary Budget for Fiscal Years (FY) 19-21 to the Board.</p> <p>The Solid Waste Committee (Committee) is being presented the proposed preliminary S&HHW budget for the Committee's review, and subject to minor changes and edits, requested to present its recommendation for adoption to the full Board.</p> <p>The preliminary S&HHW budget and budget narrative are attached for the Solid Waste Committee's review. Staff suggests that the Committee review these items, and subject to minor changes and edits, recommend the preliminary Solid Waste budget for adoption by the full Board at its June 10, 2019 meeting.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Budget Narrative - Preliminary FY 19-21 Solid and Household Hazardous Waste (S&HHW) Programs. 2. Preliminary S&HHW budget, Fiscal Years FY 19-21. 	
DEPT. MGR.: dlj, ssk	GENERAL MANAGER: SSK

Novato Sanitary District Budget Narrative - Preliminary FY 19-20 Solid and Household Hazardous Waste (S&HHW) Programs Budget

Attached is the preliminary budget for the Solid and Household Hazardous Waste (S&HHW) programs for fiscal year (FY) 19-20 and estimated FY 20-21. A budget narrative discussing budget elements is provided below.

Expenditures

67400 - Management Services. Expenditures include the ongoing operation, administration and staffing of the permanent HHW facility, HHW contracts, monthly, quarterly and annual reporting requirements, staffing of Committee meetings, chairing and attending Local Task Force meetings, attending JPA meetings, managing Zero Waste programs, monitoring legislation, staffing outreach events, working with CalRecycle staff on AB1826 and SB1383 requirements, coordinating with Recology staff and outreach to businesses, multifamily properties and community events. Expenditures also include administration of the Used Oil grant program.

Staff time in FY 19-20 will continue to be dedicated to HHW programs, including updating our HHW contract and administering the HHW programs. Increased time will be focused on organics diversion as required under AB1826 and SB1383 the state mandatory organics diversion laws. Ongoing outreach includes participating in community events, City climate change committees, school assemblies and working with CalRecycle and Recology on mandatory recycling and organics diversion requirements, Zero Waste issues and HHW programs.

67500 – Household Hazardous Waste. Expenditures include contractor costs for the HHW facility and ongoing maintenance of the HHW facility including any necessary repairs and signage.

Estimated expenditures for the HHW program contractor costs continue to increase due to increased participation and expanding hazardous waste streams. In 2018, participation at the HHW facility increased over 3% from 2017 – the highest participation ever at the facility. Since 2010, participation at the HHW Facility has increased by over 100%. This increased participation results in higher waste disposal and labor costs. Although the Paintcare program launched in March 2014 resulted in lower costs for disposal of latex and some oil base paints, Paintcare still does not accept many types of paints and related products, such as spray paints, which account for a significant portion of our waste stream. In addition, increased participation and detailed sorting required by the Paintcare program has increased labor costs. In 2018, in place of the semi-annual E-Waste events, the HHW Facility began collection of E-waste on a regular basis. This has significantly improved overall program participation, resulting in a 27% increase in E-Waste participation since 2017. With higher participation in the program, HHW contractor costs will continue to increase in FY 19-20 and beyond. Also maintained in FY 19-20 budget are expenditures for purchase of sharps containers distributed at three (3) Novato pharmacies and the HHW Facility at no cost, along with disposal of this sharps waste.

67530 – Used Oil Grant. This CalRecycle grant is used exclusively for used oil and filter recycling, oil tank maintenance and supplies.

67530-1 Beverage Container Grant. This CalRecycle grant, available to cities and counties, was historically applied for by the District, by way of the City, and used for various recycling activities. As the City is now actively involved in sustainability and waste activities through their Sustainability Coordinator, the City will apply and receive the grant to fund recycling activities at schools and public events.

67540 - Education, Publicity/Advertising, Outreach. As a result of increased outreach for the Zero Waste, organics diversion and multifamily/commercial recycling programs, expenditures include sponsorship and booth rental at many community events, handouts and promotional items, and advertising. Included are costs for website development, Facebook monitoring, print advertising, and social media outreach. For FY 19-20, outreach will continue at local community events, farmer's markets and schools, along with increased focus on food waste and organics diversion at commercial facilities.

67600 - Other. A contingency of \$5,000 is included for unanticipated expenses.

67610 - City AB939 Administrative Services. Funds maintained for City staff services.

Revenues.

AB939 Solid Waste Fees. There is an increase (8.3%) in fees for FY 19-20, due to increased HHW program costs. About 89% of the revenues to fund these programs come from these fees which are assessed on the garbage rate (AB939 fees).

Used Oil Grant. Grant amount is budgeted at \$15,060, which is the preliminary amount proposed by CalRecycle; the actual amount is not known until the state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$36,949 for FY 19-20. The \$36,949 accounts for current fees assessed on Novato self haul waste disposed at Redwood Landfill.

**FY 2019/2021 Preliminary Budget
Solid and Household Hazardous Waste**

EXPENDITURES		Adopted Budget <u>FY2017/2018</u>	Adopted Budget <u>FY2018/2019</u>	Projected Exp. <u>FY2018/2019</u>	Proposed Budget <u>FY2019/2020</u>	Preliminary Budget <u>FY2020/2021</u>
<u>Account</u>	<u>Program</u>					
67400	Management Services	\$138,118.00	\$142,464.00	\$142,464.00	\$147,500.00	\$150,000.00
67500	Household Hazardous Waste & E-Waste	\$242,500.00	\$260,000.00	\$260,000.00	\$292,000.00	\$297,000.00
67530	Used Oil Grant Operations	\$11,269.00	\$11,269.00	\$11,269.00	\$11,269.00	\$11,269.00
67530-1	Beverage Container Grant	\$11,268.00	\$11,268.00	\$11,268.00	\$0.00	\$0.00
67540	Outreach/Publicity/Education	\$21,000.00	\$23,500.00	\$18,500.00	\$20,500.00	\$20,500.00
67600	Other	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
67610	City AB939 Admin Services	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>
TOTAL AB939 SOLID/HAZARDOUS WASTE EXPENDITURES		\$439,155.00	\$463,501.00	\$458,501.00	\$486,269.00	\$493,769.00
REVENUES						
	AB939 Solid Waste Fees	\$376,426.00	\$400,772.00	\$400,772.00	\$434,260.00	\$441,760.00
	Used Oil Grant	\$15,060.00	\$15,060.00	\$15,060.00	\$15,060.00	\$15,060.00
	Beverage Container Recycling Grant	\$13,930.00	\$13,930.00	\$13,930.00	\$0.00	\$0.00
	JPA reimbursement & self haul fees	\$33,739.00	\$33,739.00	\$36,175.00	\$36,949.00	\$36,949.00
	TOTAL AB939 SOLID/HAZARDOUS WASTE REVENUES	\$439,155.00	\$463,501.00	\$465,937.00	\$486,269.00	\$493,769.00