

NOVATO SANITARY DISTRICT

Solid Waste Committee

Meeting Date: May 29, 2018

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm, Tuesday, May 29, 2018 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 FY18-20 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) 18-20 Preliminary Solid and Household Hazardous Waste (S&HHW) Budget.	MEETING DATE: May 29, 2018 AGENDA ITEM NO.: 3.a.
RECOMMENDED ACTION: Review FY18-20 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 21, 2018 Board meeting, staff presented the District's preliminary Budget for Fiscal Years 2018-20 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 11, 2018 meeting.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Preliminary Solid and Household Hazardous Waste budget, Fiscal Years FY2018-20. 2. Proposed Preliminary FY2018-2020 Solid and Household Hazardous Waste (HHW) Programs Budget Narrative. 	
DEPT. MGR.: dlj, ssk	GENERAL MANAGER: SSK

**AB939 SOLID, ZERO WASTE AND HAZARDOUS WASTE BUDGET
FY 2018/2019 AND 2019/2020 PROPOSED BUDGET**

EXPENDITURES		Budget	Budget	Expenditures	Projected	Proposed	Preliminary
<u>Account</u>	<u>Program</u>	<u>FY2016/2017</u>	<u>FY2017/2018</u>	<u>Thru</u>	<u>Expenditures</u>	<u>Budget</u>	<u>Budget</u>
				<u>March 2018</u>	<u>FY2017/2018</u>	<u>FY2018/2019</u>	<u>FY2019/2020</u>
67400	Management Services	\$134,750.00	\$138,118.00	\$66,652.00	\$100,555.00	\$142,464.00	\$146,025.00
67500	Household Hazardous Waste & E-Waste	\$220,000.00	\$242,500.00	\$157,208.00	\$255,000.00	\$260,000.00	\$265,000.00
67530	Used Oil and Beverage Container grant programs	\$22,537.00	\$22,537.00	\$128.00	\$22,537.00	\$22,537.00	\$22,537.00
67540	Outreach/Publicity/Education	\$23,500.00	\$21,000.00	\$6,563.00	\$21,000.00	\$23,500.00	\$23,500.00
67600	Other	\$5,000.00	\$5,000.00	\$0.00	\$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>\$0.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>
TOTAL AB939 SOLID/HAZARDOUS WASTE EXPENDITURES		\$415,787.00	\$439,155.00	\$230,551.00	\$414,092.00	\$463,501.00	\$472,062.00
REVENUES							
	AB939 Solid Waste Fees	\$354,134.00	\$376,426.00	\$376,426.00	\$376,426.00	\$400,772.00	\$409,333.00
	Used Oil Grant	\$15,060.00	\$15,060.00	\$14,813.00	\$14,813.00	\$15,060.00	\$15,060.00
	Beverage Container Recycling Grant	\$13,836.00	\$13,930.00	\$13,930.00	\$13,930.00	\$13,930.00	\$13,930.00
	JPA reimbursement & self haul fees	\$32,757.00	\$33,739.00	\$33,739.00	\$33,739.00	\$33,739.00	\$33,739.00
	TOTAL AB939 SOLID/HAZARDOUS WASTE REVENUES	\$415,787.00	\$439,155.00	\$438,908.00	\$438,908.00	\$463,501.00	\$472,062.00

**Novato Sanitary District
Proposed Preliminary FY 2018-2020
Solid and Household Hazardous Waste (S&HHW) Programs
Budget Narrative**

Below is the narrative for the proposed preliminary budget for the Solid and Household Hazardous Waste (S&HHW) programs for FY 2018/2019 and estimated FY2019/2020.

Expenditures

67400 - Management Services. Expenditures include the ongoing operation, administration and staffing of the permanent HHW facility, E-Waste events, 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, coordinating with Recology staff and outreach to businesses, multifamily and community events. Expenditures also include administration of 2 grant programs – Used Oil and Beverage Container Recycling – funded entirely by these grants.

Staff time in FY2018/2019 will continue to be dedicated to HHW programs, including E-Waste events, as well as outreach and education at commercial establishments, multi-family properties and schools. Outreach will focus on organics diversion, as required under AB 1826 and SB1383 the state mandatory organics diversion laws. Ongoing outreach includes participating in community events, school assemblies and working with CalRecycle and Recology on mandatory recycling and organics diversion requirements, Zero Waste issues and HHW programs. Expenditures are also included for consulting services to study and plan for move of the HHW facility to a new location.

67500 – Household Hazardous Waste. Expenditures include contractor costs for the HHW facility, E-Waste events 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 2017, participation at the HHW facility increased over 12% from 2016 – 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. With higher participation in the program, HHW contractor costs will continue to increase in FY2018/2019 and beyond. Also maintained in FY2018/2019 budget are expenditures for purchase of sharps containers distributed at 3 Novato pharmacies and the HHW Facility for free, along with disposal of this sharps waste.

67530/67530-1 – Used Oil and Beverage Container Grants. These CalRecycle grant funds are used exclusively for used oil and filter recycling, oil tank maintenance, supplies, and promotion of beverage container recycling.

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, newsletter articles, print advertising, and social media outreach. For FY 2018/2019, 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 (6.5%) in fees for FY2018/2019, as a result of increased HHW program costs. 86% of the revenues to fund these programs come from these fees 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. Actual amount is not known until the state budget passes.

Beverage Container Recycling Grant. Grant amount is budgeted at \$13,930. Actual amount is not known until the state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$33,739. for FY 2018/2019. The \$33,739. accounts for current fees assessed on Novato self haul waste disposed at Redwood Landfill.