

# NOVATO SANITARY DISTRICT

Meeting Date: May 18, 2020

The Solid Waste Committee of the Board of Directors of Novato Sanitary District will hold a meeting at 4:00 p.m., Monday, May 18, 2020.

**NOTE: Consistent with the Governor's Executive Orders on the Brown Act, this Board Committee meeting will be held via Zoom® conferencing. To participate:**

Join Zoom Meeting by clicking the following link or copy and paste it into your browser:  
<https://us02web.zoom.us/j/85337395070> When prompted, enter meeting ID: 853 3739 5070

If you do not have internet access, you can still join the meeting by phone, dialing by your location:

- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)

When prompted, enter meeting ID: 853 3739 5070

Public comments for this meeting can be submitted via email at [info@novatosan.com](mailto:info@novatosan.com). The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you'd like to provide written comment on. Written comments submitted will be read into the record during the Public Comment period of the Board meeting.

To provide comments during the meeting:

1. If in the Zoom teleconference, use the "raise hand" feature in Zoom. The Host will notify and unmute you when it is your turn to speak.
2. If on a phone, press \*9 ("star + 9"), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments during the meeting, please email those comments to the District's Administrative Secretary at [julieh@novatosan.com](mailto:julieh@novatosan.com)

*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. This agenda packet is also available\* on the District's website: [www.novatosan.com](http://www.novatosan.com). Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein. **\*There is no public access to District facilities currently due to the COVID-19 emergency.***

Next Page →

## **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 FY 20-22 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

<b>TITLE: Solid Waste Committee: Fiscal Year (FY) 20-22 Preliminary Solid and Household Hazardous Waste (S&amp;HHW) Budget.</b>	<b>MEETING DATE: May 18, 2020</b>  <b>AGENDA ITEM NO.: 3.a.</b>
<b>RECOMMENDED ACTION: Review FY 20-22 Preliminary S&amp;HHW budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At the May 11, 2020 Board meeting, staff presented the District's preliminary Budget for Fiscal Years (FY) 20-22 to the Board.</p> <p>The Solid Waste Committee (Committee) is being presented the proposed preliminary S&amp;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&amp;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 8, 2020 meeting.</p>	
<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Budget Narrative - Preliminary FY 20-22 Solid and Household Hazardous Waste (S&amp;HHW) Programs.</li> <li>2. Preliminary S&amp;HHW budget, Fiscal Years FY 20-22.</li> </ol>	
<b>DEPT. MGR.:</b> dlj, ssk	<b>GENERAL MANAGER:</b> SSK

## **Proposed FY 20-21 Solid and Household Hazardous Waste (HHW) Programs Budget**

Enclosed is the proposed budget and narrative for the Solid and Household Hazardous Waste (HHW) programs for FY 20-21 and estimated for FY 21-22.

### **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 20-21 will continue to be dedicated to HHW programs. Due to prior COVID-19 related shelter-in-place restrictions, the HHW Facility was closed for 2 months in FY 19-20. For at least an initial period in FY 20-21 participation will be by appointment only, requiring staff to schedule appointments and manage reports. During FY 20-21, staff will monitor participation closely to comply with any new shelter-in-place orders. Increased time will also be focused on organics diversion as required under AB1826 and SB1383 the state mandatory organics diversion laws. Outreach will also be dictated by any new shelter in place and social distancing orders with regards to community events, school assemblies, etc. Staff will continue to work with CalRecycle, County, City, and Recology staff on mandatory recycling and organics diversion requirements and Zero Waste issues.

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. Expenditures for the HHW program contractor costs continue to increase due to increased participation and expanding hazardous waste streams. In 2019, participation at the HHW facility increased over 18% from 2018 – the highest participation ever at the facility. This increased participation results in higher waste disposal and labor costs. In addition, our contractor, Stericycle, was recently acquired by Clean Earth, a Pennsylvania hazardous waste company, and waste fees are expected to increase next year. 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 impacted our program participation, resulting in a 47% increase in E-Waste participation since 2018. Fortunately, Stericycle/Clean Earth collects all our electronic waste at no charge, which is a significant benefit. Also included in FY 20-21 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– 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 is now being applied for and received by the City to fund recycling activities at schools and public events.

67540 - Education, Publicity/Advertising, Outreach. Outreach in the time of Covid 19 will adapt to social distancing orders and additional changes as required. As community events open up, expenditures will include booth sponsorship and rental, along with signage and advertising. Additional costs are included for website development and changes, Facebook postings, print advertising, and increased social media outreach. As a result of SB1383 organics mandates, outreach with businesses and multifamily programs will continue with mailings, advertising, and social media posts. We will continue to work closely with Recology to promote organics diversion and recycling programs. There will be an increased emphasis on social media outreach, through local sites such as Patch and Facebook, and conference calls. "Face-to-face" public outreach, if allowed, will also incorporate social media and discourage any physical contact. Any face-to-face outreach at schools will be dependent upon school restrictions, although social media events and outreach will be offered.

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 (4.2%) in fees for FY 20-21, as a result of increased HHW program costs. 90% 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 state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$36,949 for FY 20-21. The \$36,949 accounts for current fees assessed on Novato self haul waste disposed at Redwood Landfill. The amount for FY 20-21 is an estimate based on the prior year, as the County JPA has not passed their annual budget.

**FY 20-21 Preliminary Budget  
Solid and Household Hazardous Waste (S&HHW)**

<b>EXPENDITURES</b>		<b>Adopted Budget <u>FY 18-19</u></b>	<b>Adopted Budget <u>FY 19-20</u></b>	<b>Projected Exp. <u>FY 19-20</u></b>	<b>Proposed Budget <u>FY 20-21</u></b>	<b>Preliminary Budget <u>FY 21-22</u></b>
<u>Account</u>	<u>Program</u>					
67400	Management Services	\$142,464.00	\$147,500.00	\$104,000.00	\$150,000.00	\$155,250.00
67500	Household Hazardous Waste & E-Waste	\$260,000.00	\$292,000.00	\$290,000.00	\$310,000.00	\$320,000.00
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	\$0.00	\$0.00	\$0.00	\$0.00
67540	Outreach/Publicity/Education	\$23,500.00	\$20,500.00	\$16,000.00	\$18,000.00	\$19,000.00
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>
<b>TOTAL AB939 SOLID/HHW EXPENDITURES</b>		<b>\$463,501.00</b>	<b>\$486,269.00</b>	<b>\$436,269.00</b>	<b>\$504,269.00</b>	<b>\$520,519.00</b>
<b>REVENUES</b>						
41105	AB939 Solid Waste Fees	\$400,772.00	\$434,260.00	\$434,260.00	\$452,260.00	\$468,510.00
41107-1	Used Oil Grant	\$15,060.00	\$15,060.00	\$15,060.00	\$15,060.00	\$15,060.00
41107-2	Beverage Container Recycling Grant	\$13,930.00	\$0.00	\$0.00	\$0.00	\$0.00
41107-3	JPA reimbursement & self haul fees	\$33,739.00	\$36,949.00	\$36,949.00	\$36,949.00	\$36,949.00
<b>TOTAL AB939 SOLID/HHW REVENUES</b>		<b>\$463,501.00</b>	<b>\$486,269.00</b>	<b>\$486,269.00</b>	<b>\$504,269.00</b>	<b>\$520,519.00</b>