

REGIONAL WASTE MANAGEMENT AUTHORITY

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

MEETING NOTICE & AGENDA

DATE: Thursday, April 18, 2024

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), Blaser, Buttacavoli, Shaw (Vice Chairman), Teter, 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 the 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. Approval of minutes from March 21st meeting (Attachment)
- B. Disbursement List for March 2024. (Attachment)

IV. Reports

A. Draft Operating Budget/Assumptions FY25(Attachment)

RECOMMENDATION: Review and provide direction to staff on FY25 Draft Operating Budget.

V. Other Business

VI. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, May 16,2024
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

AGENDA ITEM III-A

REGIONAL WASTE MANAGEMENT AUTHORITY MEETING MINUTES March 21, 2024

I. Call to Order & Roll Call

The meeting was called to order by Vice Chairman Shaw at 5:02 p.m.

Present: Shaw, Blaser, Woten, Teter, and Buttacavoli
Absent: Bains

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

B. SB1383 Local Assistance Grant (OWR4) awarded with funding for additional Staff (Attachment)

RECOMMENDATION: Acceptance of SB1383 Local Assistance Grant and approve recruitment of new RWMA Staff member.

Director Buttacavoli made a motion to accept the 1383 funds and approve an additional staff member. Director Woten seconded the motion, and it was carried unanimously.

Director Blaser asked Scholz to explain the enforcement for SB1383. Scholz explained that the RWMA and Recology have been reaching out to the businesses that don't have services and educating them on what steps they will need to take next.

Director Buttacavoli asked what the total value of the grant was that we had received. Scholz responded that it is a total of \$90 million.

Director Woten asked if we missed anything in our application to receive extra money from the grant. Scholz explained that not everyone applied for the grant this year, which resulted in us receiving extra funds. Woten followed up asking why we need to buy compost. Scholz let him know that this is a requirement based on population.

V. Other Business

None.

VI. Adjournment

The meeting was adjourned at 5:11 p.m.

The next regular meeting of the Regional Waste Management Authority is scheduled for 4:30 p.m. on Thursday, April 18, 2024, 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 MARCH 2024			
CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 96.02	VENDOR PMT ACHPYMT EPIC	EMPLOYERS INSURANCE
EFT	\$ 1,300.00	MISSIONSQUARE	457 CONTRIBUTIONS - MARCH 2024
EFT	\$ 1,000.00	MISSIONSQUARE	401(a) CONTRIBUTIONS - MARCH 2024
EFT	\$ 71.68	TAXOWL	ACCOUNTING SERVICES MARCH 2024
EFT	\$ 200.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 02/16/2024 - 03/15/2024
EFT	\$ 2,958.75	CARD SERVICE CENTER	CREDIT CARD: SUBSCRIPTION - MICROSOFT TEAMS-MISC
EFT	\$ 35,264.49	GUSTO	PAYROLL SERVICES - MARCH 2024
8278	\$ 7,656.42	SUTTER COUNTY HUMAN RESOURCES	RWMA MARCH 2024 BENEFITS
8279	\$ 340.61	SHANNON ALDRICH	JAN-FEB 2024 MILEAGE
8280	\$ 57,108.75	YUBA COUNTY DEVELOPMENT SERVICE AGENCY	23/24 2ND QUARTER SOLID WASTE HOURS
	\$105,996.72		
LAIF			
TRANSFERS			

AGENDA ITEM IV – A
STAFF REPORT

**REGIONAL WASTE MANAGEMENT AUTHORITY
FY 2025 Draft Budget with Assumptions**

Summary

Attached for Board review and consideration is a draft of the Regional Waste Management Authority (RWMA) Budget for FY 2025. 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.

The draft FY 2025 budget includes expenditures of \$1,336,000 which is partially offset by the use of \$375,000 in funding from the SB 1383 Local Assistance Grant award of \$667,566. The overall expenditures budgeted for FY25 are in line with the FY24 expenses.

OPERATING EXPENDITURES

Contracted Personnel (#50102):

Professional and executive level services provided through the Yuba-Sutter Transit Authority and will be billed directly at the fully loaded hourly rate for each employee. Minimal support will be needed in FY25.

Salaries and Wages (#50110):

The FY 2025 budget includes a full year of salaries and wages for the Executive Director and three Management Analysts, including any available step increases.

Indirect Costs (#50150):

The FY 2025 budget includes a full year of indirect costs for the Executive Director and three Management Analysts,.

Office Rent (#50200):

An office space will not be needed in FY25.

Accounting Services (#50301):

An allowance for the annual fiscal audit and payroll services for the Executive Director and Management Analysts.

Legal Fees (#50302):

Allowance for direct legal fees and notices.

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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 (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 2025 budget includes maintenance of the agency website, technical support, and advertising fees.

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

No outside consulting staff will be needed in FY25.

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 offset 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 2025 budget amount is based on anticipated used oil recycling payment program grant funds.

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

Expenses under this program have varied significantly in recent years and were offset 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.

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 FY25 budget includes as well as a portion of the next two-year grant cycle (TA7).

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

There are no grant funds to spend for FY25.

Materials & Supplies (#50499):

FY25 budget is an allowance for materials and supplies for the new RWMA.

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.

Board of Directors (#50903):

Allowance based on per diem payments of \$100 for official Board or committee meetings and an estimated 5 meetings for FY25 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 provided by the Yuba Sutter Transit Authority at an hourly rate.

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.

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

There will be no revenue associated with CEW for FY25, as anticipated.

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. This revenue account reflects the assumption that the proportional tonnage from outside Yuba and Sutter Counties received at the landfill in FY 2025 will be similar to FY 2024.

Grant Funds (#41110):

This account includes an estimated \$422,000 from the Used Oil Payment Program Cycle OPP14; \$23,000 for the current two-year Waste Tire Amnesty Grant program. and, \$375,000 from SB1383 Local Assistance Grant (OWR4). Total SB1383 grant amount is \$665,566 to be expended over 2 years.

Annual Budget Surplus/(Deficit):

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

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

RECOMMENDATION: Review and direct staff regarding the Fiscal Year 2025 RWMA Draft Budget.

Attachments

**REGIONAL WASTE MANAGEMENT AUTHORITY
FY 2025 DRAFT BUDGET**

	FY 2021 Budget	FY 2021 Audited	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual Mar-24	FY 2025 Proposed Apr-24
OPERATING EXPENDITURES									
50102 Contracted Personnel	\$ 30,000	\$ 28,892	\$ 30,000	\$ 51,839	\$ 30,000	\$ 38,000	\$ 6,000	8,979	2,500
50110 Salaries and Wages - Admin Staff	-	-	-	-	227,800	155,340	312,600	210,813	395,000
50150 Indirect Costs - Admin Staff	-	-	-	-	82,000	73,499	125,030	91,179	140,000
50200 Office Rent	-	-	-	-	-	-	6,000	-	-
50301 Accounting Services	6,900	6,600	6,900	6,800	9,000	9,000	11,000	11,908	13,000
50302 Legal Fees	5,000	2,507	5,000	6,913	10,000	7,972	10,000	820	3,000
50303 Printing & Copying	-	-	-	-	-	100	5,000	-	15,000
50308 Regional LEA Support	230,000	164,154	230,000	185,299	230,000	203,928	230,000	128,465	240,000
50309-00 Professional Services -- Miscellaneous	37,000	16,164	22,000	18,299	14,000	5,000	3,000	-	6,000
50309-01 Professional Services -- Consulting Staff Support	74,000	80,691	101,520	121,685	50,000	122,654	-	-	-
50309-02 Professional Services -- HHW	370,000	411,119	410,000	333,049	410,000	354,938	410,000	307,500	430,000
50309-03 Professional Services -- Used Oil	70,000	55,888	45,000	42,084	44,800	41,275	46,630	8,004	22,000
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	-	4,875	-	-	-
50309-06 Professional Services -- Waste Tires	29,600	20,040	24,830	18,401	27,100	13,912	35,000	-	23,000
50309-07 Professional Services -- HHW Grant Projects	50,000	446	50,000	1,433	95,000	8,000	95,000	95,000	-
50499 Materials & Supplies	2,200	205	2,200	215	3,000	8,874	10,000	-	-
50502 Telephone and Internet	-	-	-	-	2,400	-	2,400	408	1,000
50900 Insurance	-	-	-	-	5,000	-	-	-	-
50901 Dues & Subscriptions	700	628	700	628	1,000	-	6,000	7,749	35,000
50902 Travel & Meetings	500	-	500	-	500	-	2,500	945	3,000
50903 Board of Directors	2,000	1,150	4,000	2,900	6,000	2,200	5,000	1,900	3,000
50910 Administration and Overhead	12,000	12,000	12,000	12,000	18,000	52,879	-	1,043	1,000
50919 Miscellaneous	1,000	-	1,000	-	21,400	6,721	1,400	26	-
51000 Office & Misc. Equipment	-	-	-	-	-	-	-	-	3,500
Total Operating Expenditures	\$ 985,100	\$ 814,869	\$ 996,690	\$ 855,979	\$ 1,287,000	\$ 1,109,167	\$ 1,322,560	874,739	1,336,000
OPERATING REVENUES									
40300 Regulatory Surcharge	\$ 750,000	\$ 834,123	\$ 830,000	\$ 840,542	\$ 850,000	\$ 803,685	\$ 820,000	553,570	870,000
40700 Interest & Miscellaneous Revenue	24,800	16,586	17,000	17,634	15,400	18,889	24,000	12,937	24,000
40800 CEW Recovery Payments	100	-	-	-	-	6,179	-	-	-
40900 Regional LEA Support Reimbursements	25,000	16,314	16,000	12,362	11,000	12,500	14,000	4,900	11,000
41110 Grant Funds	-	-	-	-	-	-	-	-	-
Oil Payment Program	70,000	55,888	45,000	44,881	44,800	41,275	46,630	2,238	22,000
Beverage Container Recycling Payment Program	61,200	11,354	47,800	50,519	-	500	-	-	-
Tire Grant	25,000	13,099	16,730	12,210	19,000	13,912	35,000	-	23,000
Household Hazardous Waste Grant-Operating	50,000	446	50,000	1,433	95,000	8,490	8,000	100,000	-
SB 1383 Local Assistance Grant	-	-	-	7,600	251,800	155,000	122,135	78,608	375,000
Total Operating Revenues	\$ 1,006,100	\$ 947,810	\$ 1,022,530	\$ 987,181	\$ 1,287,000	\$ 1,060,430	\$ 1,069,765	752,253	1,325,000
ANNUAL OPERATING BUDGET SURPLUS (DEFICIT)	\$ 21,000	\$ 132,941	\$ 25,840	\$ 131,202	\$ -	\$ (48,737)	\$ (252,795)	(122,486)	(11,000)
CAPITAL EXPENDITURES									
Household Hazardous Waste Facility Projects	-	\$ 58,277	-	-	-	\$ 10,000	\$ 92,000	95,665	-
CAPITAL CONTRIBUTIONS									
Household Hazardous Waste Facility Grants	-	\$ 40,533	-	-	-	\$ 10,000	\$ 72,000	100,000	-
Agency Contribution	-	17,744	-	-	-	-	20,000	-	-
		\$ 58,277				\$ 10,000	\$ 92,000	100,000	