

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee Meeting

Thursday, April 18, 2024, 8:30 am – 9:30 am

In Person: San Rafael City Hall, 1400 Fifth Ave, 3RD Floor, Large Conference Room,
San Rafael, CA 94901

The Executive Committee is comprised of 5 of the 12 JPA Board Seats: San Rafael,
Novato, County of Marin, Southern Marin Appointee, and Ross Valley Appointee.

Current Committee: Heather Abrams, Dan Eilerman, Todd Cusimano, John Stefanski,
Jessica Deakyne

AGENDA

Call to Order

1. Open Time for Public Comment (Information Only) 5 Minutes

Consent Calendar 2 Minutes

2. Approve JPA Executive Committee Meeting Minutes from February 29, 2024
(Action) 2 Minutes

Regular Agenda

3. Executive Director Update (Information Only) 5 Minutes
4. SB 54 Public Comment Letter (Action) 10 Minutes
5. FY 22/23 Audit (Information and Discussion) 10 Minutes
6. FY 24/25 Draft Proposed Budget (Action) 20 Minutes
7. FY 24/25 Draft HHW Facility Budget (Action) 10 Minutes
8. Adjournment

Agendas & Staff Reports also available at
<https://zerowastemarin.org/>



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail **WasteMgmt@MarinCounty.org** at least five business days in advance of the event. The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Open Time for Public Comment

Fairfax

The public is welcome to address the Committee on matters not on the agenda within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the Committee is not permitted to discuss or act on any matter not on the agenda unless it determines that an emergency exists or that there is a need to take immediate action which arose following the posting of the agenda.

Larkspur

Mill Valley

Recommendation

Novato

Receive public comment. Information Only.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

**MARIN COUNTY HAZARDOUS and SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

Executive Committee Meeting

Executive Committee
Thursday, February 29, 2024
County of Marin – Dept. of Public Works
3501 Civic Center Drive, Suite 304
12:30 – 2:00 PM

MEMBERS PRESENT

Heather Abrams, Fairfax,
Chair, and Ross Valley
Appointee
Dan Eilerman, County of
Marin (Alt.)
Todd Cusimano, Mill Valley
Vice Chair and Southern
Marin Appointee
Jessica Deakyne, Novato
(Alt.)
John Stefanski, San Rafael
(Alt.)

STAFF PRESENT

Kimberly Scheibly, Executive
Director
Justin Newsome (Admin)

Call to Order

1. Open Time for Public Comment

No public comment was tendered.

Consent Agenda

2. Approve JPA Board Meeting Minutes from April 25, 2019

Vice Chair Cusimano called the meeting to order and began with requesting an introduction from all present members and staff. He asked if there was a motion to approve the meeting minutes from April 25, 2019.

Motion to approve the JPA Board Meeting Minutes from April 25, 2019

Motion: Member Eilerman. Second: Member Deakyne. Abstain: None

Regular Agenda

3. Executive Director Update

Executive Director Scheibly delivered the updates from the past year: she reported a deep dive into understanding the county's policies, procedures, and protocols, identifying the gaps and deficiencies in Zero Waste Marin, and looking for areas of improvement. She noted the county of Marin's current transition period in moving from a County Administrator to a County Executive and that the reporting will change.

Member Eilerman spoke about the matter sharing that in the past only 4-5 department heads reported to Matthew [Hymel] and going forward it will be all department heads with the exception for County Counsel, to create a modern reporting structure for the organization. The new County Executive will start the first week of May.

Executive Director Scheibly spoke about the look ahead to the upcoming fiscal year with the focus on improving processes, internal controls, and setting goals. A new accounting firm was hired to do the annual financial audit, Pimenti & Brinker. The firm has been helpful in the auditing process by identifying deficiencies and working closely with JPA Staff, Department of Public Works Accounting, and the Fiscal Officer to implement internal controls.

Executive Director Scheibly concluded the Executive Director's report. Information item only. No action taken.

4. Amended Staffing Agreement

Executive Director Scheibly updated the committee on the fiscal managerial and operational functions of the JPA that are provided through the agreement between the JPA and the County of Marin. The original agreement from 1995 was extended every year by vote and in 2019 an audit suggested this process be amended to reflect current practices; it expired in June 2020. ZWM contracted a consultant to perform an organizational assessment and a ZWM update which was delayed due to the

pandemic and an extension was decided upon due to this; a renewable term clause was added and carried forward.

The new agreement has been reviewed by County Counsel and will be moved to the Executive Committee, then to the full board to approve. Scheibly reiterated that the annual budget would remain the controlling document that identifies specific programs, contracts, and funding.

Scheibly proposed to adopt a motion to review and approve the attached revised and restated agreement between the JPA and the county of Marin for staff services, rent, and associated administrative support and forward the recommended approval to the full JPA board for final approval May 16, 2024.

Member Eilerman asked if there were any policy level changes to the agreement. Scheibly added that the main changes are the exhibits (A and B), office space, staffing, payment terms, and clarifications about the Executive Director.

Motion: Vice Chair Cusimano Second: Member Eilerman. Vote: Unanimous. Abstentions: None.

5. Budget Process

Executive Director Scheibly reported that the auditing firm made recommendations for improving the process by pointing out the number of revenue and expense codes used in each of the Zero Waste funds. Zero Waste has three funds: Zero Waste, Hazardous Waste, and Administration. Many of the expense funds were consolidated into one object code. Currently the process has begun implementing a budget monitoring process to allow for easier comparisons, budgeting expenses, revenues, and actuals. This process will expedite future financial audits and internal controls between the accounting department, department of finance, and ZWM staff.

The Administrative fund was changed last fiscal year to the Regulatory Administration Compliance and Reporting fund. The Zero Waste fund is renamed to the Zero Waste Programs fund, and finally the Household Hazardous Waste fund. The JPA member agencies may choose, per agreement, to participate in all but the RACR fund because Novato has its own hazardous waste facility and did not want to pay double. Also, Novato has historically opted out of the Zero Waste fund and has been the only member agency to do so.

To align with best accounting practices and standards the auditor considers the RACR fund to be the general fund, the Zero Waste Programs fund and Household Hazardous fund as special reserve funds. They recommend that all unrestricted revenues be placed in the RACR fund, and all revenues that are committed to specific expenditures be placed in the Zero Waste and Household Hazardous Waste fund.

Scheibly proposed to adopt a motion recommending the proposed budget categories be considered for adoption by the full board at its May 16, 2024 meeting or to provide specific direction on any desired changes to take back to the board.

Motion: Member Deakyne Second: Vice Chair Cusimano. Vote: Unanimous. Abstentions: None.

6. Contract Process

Executive Director Scheibly highlighted the contract tracking process, logging vendor names, types of agreement, contract amounts, and when the contracts were first implemented as well as recommendations after the contract review. Scheibly reviewed for the committee the current list for vendor contracts and services provided.

Scheibly presented two recommendations for adoption.

1. Adopt a motion to recommend the JPA follow county of Marin procurement procedures with the above changes.

Motion: Member Eilerman. Second: Member Deakyne. Vote: Unanimous. Abstentions: Vice Chair Cusimano not present for vote

2. Adopt a motion to approve staff recommendations for continuing existing contracts.

Motion: Member Stefanski. Second: Member Eilerman. Vote: Unanimous. Abstentions: Vice Chair Cusimano not present for vote

7. Adjournment

Board Chair:

Motion: _____ Second: _____

Ayes _____

Noes: _____

Abstentions: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Executive Director Update

Fairfax

The Executive Director will provide an update on recent and ongoing activities provided by staff.

Larkspur

Recommendation

Mill Valley

Receive oral report. Information only.

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: SB 54 CalRecycle ZWM Public Comment Letter

Fairfax

Senate Bill 54 (Allen, 2022), the Plastic Pollution Prevention and Packaging Producer Responsibility Act (the Act) was signed into law on June 30, 2022. This landmark extended producer responsibility regulation aims to eliminate packaging that is not 100% recyclable or compostable, improve the recycling rates of materials deemed recyclable to at least 60%, and reduce the overall amount of packaging by at least 25% by 2032.

Larkspur

Mill Valley

In addition, the law requires producers to manage single-use plastic and develop a sustainable funding mechanism. Producers in California will be required to join the Producer Responsibility Organization (PRO), Circular Action Alliance, appointed by CalRecycle. The PRO will oversee producers; establish a plan, collect fees, and report to CalRecycle.

Novato

Ross

This regulation is part of a multiyear effort meant to shift the costs associated with these materials from local jurisdictions to producers. CalRecycle formally opened the 45-day public comment period on March 8, 2024.

San Anselmo

San Rafael

Recommendation

Sausalito

Approve SB 54 public comment letter for the Executive Director to provide to CalRecycle.

Tiburon

Attachment

SB 54 Plastic Pollution Prevention and Packaging Producer Responsibility Act Regulations Public Comment Letter

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

ZERØWASTEMARIN
PROTECTING OUR RESOURCES TOGETHER
ZeroWasteMarin.org

Belvedere

Date: April 18, 2024

Corte Madera

To: Claire Derksen
Department of Resources Recycling and Recovery, Regulations Unit
1001 "I" St., MS-24B
Sacramento, CA 95814

County of Marin

Fairfax

Re: SB 54 Plastic Pollution Prevention and Packaging Producer
Responsibility Act Regulations

Dear Claire Derksen,

Larkspur

Mill Valley

Novato

The Marin Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) is responsible for ensuring Marin County is compliant with California state laws regarding hazardous and solid waste. We appreciate the opportunity to provide public comment on the SB 54 Plastic Pollution Prevention and Packaging Producer Responsibility Act Draft Regulations (the Act). Zero Waste Marin (ZWM) supports the goals and objectives outlined in the Act, though we do have suggested changes which are summarized below.

Ross

San Anselmo

San Rafael

Regarding § 18980.2. (pages 18, 20, 21, 26, 27, 30, 31) we are concerned with the Department's "sole discretion" to include or exclude covered material categories from obtaining an exemption from the Act. We believe that, at the very least, decision discretion should include both the Department and the Advisory Board, but in many applications should expand to local jurisdictions, processing facilities, recycling service providers, and other qualified persons through a process determined by the Department.

Sausalito

Tiburon

In addition to the fiscal impacts and affected entities highlighted in § 18980.2.5(b)(7) (page 29) we ask that documentation include the potential environmental and social implications if the change is made.

§ 18980.4.(a)(4)(B) (page 47) is extremely concerning. The mandates of SB 1383 have significantly increased organic waste diversion to compost facilities, though alongside that has been an increase in contamination at compost facilities. Many compost facilities screen their final recovered organic waste product and use the "overs" as alternative daily cover or other mechanisms defined as "disposal" by § 18980.3.5 (page 44). Reaching 100 percent conversion would be nearly impossible and would dramatically harm California's goals of reducing short-lived climate pollutants.

According to § 18980.3. (page 32), “covered material shall not be considered recycled before it has been accepted by a responsible end market”. Though, § 18980.4.4. (pages 51-53) repeatedly discusses covered materials that “do not have a responsible end market”. This needs further explanation.

In addition to specifying the submittal date of the producer responsibility plan to the Advisory Board, and subsequently the Department, we believe § 18980.6.1. (page 58) should also include a set time period that the PRO is required to “make the plan available for review and public comment” as defined by subsection (d).

Included below are recommendations that will directly assist local jurisdictions in their ability to comply with the Act.

§ 18980.2.5 Covered Material Category List Recommendations (page 29), we would like the Department to consider establishing a mechanism for local jurisdictions and other entities that hold solid waste franchise agreements to also provide recommendations to the CMC list.

§ 18980.4.3(e) (page 50), the Department may request records pertaining to responsible end markets. We believe the Department should establish a mechanism for local jurisdictions to request said data from the Department. Ensuring the validity of this data will further elevate historical burdens local jurisdictions have encountered from plastic pollution and assure that materials reach an ethical, sustainable end market.

Article 11: Requirements for Local Jurisdictions and Recycling Service Providers. We ask that a list of jurisdiction requirements is included prior to the exemptions for local jurisdictions summarized by § 18980.11 (page 95-97).

§ 18980.13. Compliance Evaluation and Determination (pages 99-102). We ask that a compliance timeline for jurisdictions be included for new Covered Material Categories. Compliance will likely require Board(s) approval, Ordinance Amendments, or Franchise Agreement Amendments, which are all time-intensive processes that cannot be implemented immediately.

Additionally, we would like to request that the § 18980.13.1. (pages 102-105) be amended to include that jurisdictions or local governments are automatically granted the ability to propose a corrective action plan prior to the issuance of Administrative Civil Penalties. As local governments, these penalties would be incurred by the local tax base, which would economically harm the communities we represent.

Regarding Notices and § 18980.13.3. (106-107), we ask to include that Notices of Violation, disciplinary action, and all accompanying documents be delivered by one of the following means (1), (2), or (3), and by email or electronic delivery. This will ensure documents are received and are accessible to all recipients.

Throughout the entirety of the Act, the Notice of Proposed Action, and CA Public Resources Code, it is clear that local jurisdictions will be reimbursed by the PRO, but it is not clear how reimbursements will be allocated. Aside from the specifications outlined in PRC 42064(j-k) and the fees assessed according to PRC 42053(d)(1)(C), ZWM would like a more granularly defined plan for local jurisdiction reimbursement.

Lastly, are ZWM's comments on the initial Covered Material Categories List.

Many of the Material types include a form "w/ a plastic component" (Category ID M2P & M3P (page 4), PF1P (page 6), PF13P (page 8)). We believe that "w/ a plastic component" needs further definition.

Category ID M6N (page 5), tin/steel/bi metal is listed as not potentially recyclable. This is readily recyclable in our jurisdictions and those surrounding us.

Category ID PF3N (page 6) and PF9N (page 7). While they should be recycled if they can be, if they are food stained then they can go in compost, but both are listed as not potentially compostable.

Category ID PF2P (page 6). Food Service Ware w/ plastic component. Not included is "Food Service Ware w/o a plastic component, which should qualify as "Potentially Compostable", and should not fall in Category ID PF3N.

ZERØWASTEMARIN
PROTECTING OUR RESOURCES TOGETHER
ZeroWasteMarin.org

Zero Waste Marin commends CalRecycle's oversight of SB 54 thus far in the rulemaking process and strongly believes in the ability of the Act to reduce environmental and public harms, incentivize investments in new infrastructure and technologies that reduce disposal and increase recovery, and support a more circular economy. We appreciate the opportunity to provide our comment and look forward to remaining engaged in the Act's public rulemaking process.

Sincerely,

Kimberly Scheibly
Executive Director
Zero Waste Marin

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

County of Marin

From: Kimberly Scheibly, Executive Director

Fairfax

Re: Draft Audit and Financial Statements for Year Ending June 30, 2023

Larkspur

Attached are the Draft Financial Statement and Auditor's Report, for the JPA, for the year ending June 30, 2023. The audit is currently 95% complete and will provide financial statements with a narrative overview and analysis of the authority for the given audit period. This item is for discussion only.

Mill Valley

Novato

Representatives from Pisenti & Brinker LLP will be at this meeting to give a brief presentation and address any questions.

Ross

RECOMMENDATION

San Anselmo

Information and Discussion

San Rafael

Attachments:

Sausalito

1. Financial Statements and Auditors' Draft Report Year Ended June 30, 2023 from Pisenti & Brinker.
2. Presentation from Pisenti & Brinker.

Tiburon



Marin County Hazardous and Solid Waste
Joint Powers Authority

Financial Statements

Fiscal Year Ended June 30, 2023



PISENTI & BRINKER LLP
Certified Public Accountants & Advisors

Table of Contents

	Page
Independent Auditor's Report	1
Management's Discussion and Analysis	3
Basic Financial Statements	
Government-Wide Financial Statements:	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements:	
Balance Sheet – Governmental Funds	10
Statement of Revenues, Expenditures, and Changes in Fund Balances	11
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	12
Notes to the Basic Financial Statements	13
Required Supplementary Information	
Budgetary Comparison Schedules:	
General Fund	19
Household Hazardous Waste Program – Special Revenue Fund	20
Zero Waste Program – Special Revenue Fund	21

Fiscal Year Ended June 30, 2023

As management of the Marin County Hazardous and Solid Waste Joint Powers Authority (the Authority), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements and the accompanying notes to the basic financial statements.

Financial highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$2,711,189 (net position).
- The Authority recognized an overall increase in net position of \$1,123,003 for the fiscal year ended June 30, 2023.
- Total revenues increased by \$554,686 and total expenses decreased by \$261,085, from the prior fiscal year.

Overview of the financial statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. Authority's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements.

Government-wide financial statements

The *government-wide financial statements*, as listed in the table of contents, provide a broad overview of the Authority's activities as a whole, and are comprised of the *statement of net position* and the *statement of activities*.

The *statement of net position* provides information about the financial position of the Authority as a whole on the full accrual basis, similar to that used in the private sector.

The *statement of activities* provides information about the Authority's revenues and all its expenses, also on the full accrual basis, with the emphasis on measuring net revenues and expenses of each of Authority's programs. The statement explains the change in *net position* for the year.

Fund financial statements

The governmental fund financial statements are as listed in the table of contents.

Fiscal Year Ended June 30, 2023

Fund financial statements (continued)

A *fund* is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Authority are governmental type funds.

Governmental funds are used to account for essentially the same functions reported in governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Authority maintains three individual governmental funds; a general fund, and two special revenue funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, and for the special revenue funds. The Authority adopts an annual appropriated budget for those funds.

Notes to the basic financial statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements.

Required supplementary information

Schedules presenting budgetary comparison information for the Authority's funds can be found in the table of contents.

Fiscal Year Ended June 30, 2023

Government-wide financial analysis

Condensed Statement of Net Position

June 30,	2023	2022
Assets		
Current assets	\$ 3,707,256	\$ 2,318,721
Capital assets, net	198,337	6,564
Total assets	3,905,593	2,325,285
Total liabilities	1,194,404	737,099
Net position		
Investment in capital asset	73,450	6,564
Restricted	2,007,399	1,596,335
Unrestricted (deficit)	630,340	(14,713)
Total net position	\$ 2,711,189	\$ 1,588,186

Capital asset and long-term obligation increased due to the implementation of Governmental Accounting Standards Board (GASB) Statement No. 96 *Subscription-Based Information Technology Arrangements* (SBITAs).

By far, the largest portion of the Authority's net position, \$2,007,399, reflects resources that are subjected to restrictions on how they may be used. An additional portion of the Authority's net position, \$73,450, reflects its investment in capital assets, net of accumulated depreciation and less any related outstanding debt that was used to acquire those assets. The Authority uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending.

The balance of unrestricted net position of \$630,340 may be used to meet the Authority's ongoing obligations to citizens and creditors. As of June 30, 2023, the Authority reports positive balances in all of its categories of net position.

**Marin County Hazardous and Solid Waste Joint Powers Authority
Management's Discussion and Analysis**

Fiscal Year Ended June 30, 2023

Government-wide financial analysis (continued)

Condensed Statement of Activities

Fiscal Year Ended June 30,	2023	2022
Revenues		
Program revenues		
Solid waste management fees	\$ 5,029,338	\$ 4,585,492
Operating grant - State of California	65,455	63,509
General revenues		
Investment earnings (loss)	79,309	(29,585)
Total revenues	5,174,102	4,619,416
Expenses		
General fund	840,841	840,773
Household Hazardous Waste program	2,401,677	2,299,035
Zero Waste program	808,581	1,172,376
Total expenses	4,051,099	4,312,184
Change in net position	1,123,003	307,232
Net position, beginning of year	1,588,186	1,280,954
Net position, end of year	\$ 2,711,189	\$ 1,588,186

The Authority's net position increased by \$1,123,003 during the fiscal year ended June 30, 2023, compared to an increase of \$307,232 during the fiscal year ended June 30, 2022. The reasons for this overall increase are discussed below:

- Solid waste management fees from haulers and facility operators increased from fiscal year 2022 to fiscal year 2023 primarily due to an increase in assessments to the haulers, landfill and transfer stations.
- Zero Waste program expenses decreased by \$363,795, due to a reduction in consulting expenses as several functions are now fulfilled internally.

Financial analysis of the Authority's funds

Governmental funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with legal and governmental accounting requirements.

Fiscal Year Ended June 30, 2023

Financial analysis of the Authority's funds (continued)

Governmental funds (continued)

The focus of the Authority's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Authority's financing requirements.

As of June 30, 2023, the Authority's governmental funds reported ending total fund balances of \$2,637,739, an increase of \$1,056,117 from June 30, 2022. The increase in fund balance is primarily due to an increase in assessed solid waste management fees. The Authority had a restricted fund balance of \$2,007,399 as of June 30, 2023.

Economic factors and next year's budget and rates

For the fiscal year ending June 30, 2024, the Authority's budgeted gross expenditures decreased by \$199,265 totaling \$5,498,850. The major component of the decrease in budgeted expenses is related to the implementation of Senate Bill 1383 ("SB 1383"). Consultants were used to evaluate and create an implementation plan for SB 1383, a California law to reduce organic waste methane emissions. The plan has been implemented and compliance with the plan is being monitored internally, which has reduced the need for consulting contracts.

The following is a comparison of the final fiscal year 22-23 and proposed fiscal year 23-24 budgeted expenses for the Authority:

	Fiscal Year Ended June 30, 2023	Fiscal Year Ended June 30, 2024	Increase (decrease)
General	\$ 1,490,756	\$ 1,082,002	\$ (408,754)
Household Hazardous Waste Program	2,848,621	2,704,287	(144,334)
Zero Waste Program	1,358,738	1,712,561	353,823
Total	\$ 5,698,115	\$ 5,498,850	\$ (199,265)

Requests for additional information

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds under its stewardship. Please address any questions about this report or requests for additional financial information to 3501 Civic Center, Suite 304, San Rafael, CA 94903.

Respectfully submitted,

Kimberly Scheibly
Executive Director, Zero Waste Marin

Marin County Hazardous and Solid Waste Joint Powers Authority
Statement of Net Position

June 30, 2023

Governmental
Activities

Assets

Current assets

Cash and investments \$ 3,707,256

Capital assets

Vehicles 938

Right-of-use SBITA assets 197,399

Total capital assets, net of accumulated depreciation and amortization 198,337

Total assets 3,905,593

Liabilities

Accounts payable and accrued expenses 1,069,517

SBITA liability 124,887

Total liabilities 1,194,404

Net position

Investment in capital assets 73,450

Restricted for Household Hazardous Waste program 1,105,036

Restricted for Zero Waste program 896,737

Unrestricted 635,966

Total net position \$ 2,711,189

The notes to the basic financial statements are an integral part of this statement.

Marin County Hazardous and Solid Waste Joint Powers Authority
Statement of Activities

Fiscal Year Ended June 30, 2023

Function/Programs	Expenses	Program revenues Operating grants	Net revenue and change in net position
Governmental Activities:			
General fund	\$ 964,853	\$ 1,644,563	\$ 679,710
Household Hazardous Waste Program	2,401,677	2,459,734	58,057
Zero Waste Program	684,569	990,496	305,927
Total governmental activities	\$ 4,051,099	\$ 5,094,793	1,043,694
General revenues			
Investment earnings on change in fair value of investment pool			79,309
Change in net position			1,123,003
Net position as of June 30, 2022			1,588,186
Net position as of June 30, 2023			\$ 2,711,189

The notes to the basic financial statements are an integral part of this statement.

Marin County Hazardous and Solid Waste Joint Powers Authority
Balance Sheet - Governmental Funds

June 30, 2023

	General Fund	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
Assets				
Cash and investments	\$ 1,018,077	\$ 1,690,081	\$ 999,098	\$ 3,707,256
Liabilities				
Accounts payable and accrued expenses	\$ 387,737	\$ 585,045	\$ 96,735	\$ 1,069,517
Fund balances				
Restricted	-	1,105,036	902,363	2,007,399
Unassigned	630,340	-	-	630,340
Total fund balance	630,340	1,105,036	902,363	2,637,739
Total liabilities and fund balances	\$ 1,018,077	\$ 1,690,081	\$ 999,098	\$ 3,707,256
Reconciliation of the Balance Sheet for Government Funds to the Statement of Net Position:				
Total governmental fund balance				\$ 2,637,739
Amounts reported for governmental activities in the statement of net position are different because:				
Capital assets used in the government activities are not financial resources and therefore are not reported in the governmental funds				198,337
Long-term liabilities are not due and payable in the current period and therefore are not recorded in the governmental fund				(124,887)
Net position of governmental activities				\$ 2,711,189

The notes to the basic financial statements are an integral part of this statement.

Marin County Hazardous and Solid Waste Joint Powers Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances

Fiscal Year Ended June 30, 2023

	General Fund	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
Revenues				
Solid waste management fees	\$ 1,644,563	\$ 2,394,279	\$ 990,496	\$ 5,029,338
Operating grants - State of California	-	65,455	-	65,455
Investment gain on change in fair value of investment pool	37,855	24,191	17,263	79,309
Total revenues	1,682,418	2,483,925	1,007,759	5,174,102
Expenditures				
Current:				
Services and supplies	540,628	2,271,381	454,997	3,267,006
Administration	297,237	130,296	223,946	651,479
Capital outlay	321,411	-	-	321,411
Debt service:				
Principal	196,524	-	-	196,524
Interest	2,976	-	-	2,976
Total expenditures	1,358,776	2,401,677	678,943	4,439,396
Other Financing Sources				
SBITA inception	321,411	-	-	321,411
Excess revenues over expenditures	645,053	82,248	328,816	1,056,117
Fund balance (deficit), beginning	(14,713)	1,022,788	573,547	1,581,622
Fund balance, ending	\$ 630,340	\$ 1,105,036	\$ 902,363	\$ 2,637,739

The notes to the basic financial statements are an integral part of this statement.

Marin County Hazardous and Solid Waste Joint Powers Authority
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities

Fiscal Year Ended June 30, 2023

Net change in governmental fund balances	\$ 1,056,117
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures, however, in the statement of activities the cost of those assets is allocated over their estimated useful lives as depreciation and amortization expense	
Depreciation and amortization expense	(129,638)
Capital outlay	321,411
The SBITA inception provides current financial resources to governmental funds.	(321,411)
Debt proceeds provide current financial resources to government funds, but issuing debt increases long-term liabilities in the statement of net position. Payment of long-term payable is an expenditure in the governmental funds, the repayment reduces the long-term liabilities in the statement of net position.	196,524
Change in net position	\$ 1,123,003

The notes to the basic financial statements are an integral part of this statement.

Year Ended June 30, 2023

Note A. Reporting Entity

The Marin County Hazardous and Solid Waste Joint Powers Authority (the “Authority”) was formed under a joint powers agreement between the County of Marin and eleven cities and towns within Marin County. The purpose of the Authority is to administer and enforce hazardous waste and solid waste management plans, as mandated by California law.

The governing board of the Authority consists of one appointed official from each of the member agencies. The Authority has contracted with Marin County Department of Public Works for administrative services and the City of San Rafael for Hazardous Waste management services.

Note B. Summary of Significant Accounting Policies

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Authority.

The statement of activities demonstrates the degree to which the direct expenses of a given function or program is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues include grants that are restricted to meeting operational or capital requirements of a particular function or program, as well as restricted investment income. Other revenues not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Revenues are considered available when they are collectible within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues available if they are collected within 60 days of the end of the current fiscal period. Investment revenues are considered measurable and are recognized if available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Year Ended June 30, 2023

Note B. Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

The Authority reports two types of governmental funds: the general fund and special revenue funds.

General Fund: This fund is established to account for resources used to finance the general services performed by the Authority. Revenues are primarily derived from solid waste management fees. The fund is charged with all costs of operating the Authority for which a separate fund has not been established.

Special Revenue Funds: These funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The major funds in this category are Household Hazardous Waste (“HHW”) and Zero Waste.

HHW Special Revenue Fund: This fund is established to account for hazardous waste disposal primarily provided by Marin Sanitary Service (via a contract with City of San Rafael Fire Department) and the Novato Sanitary District. This fund is primarily funded by the solid waste management fees.

Zero Waste Special Revenue Fund: This fund is established to account for the program to reduce and eliminate waste and obtains its resources from the solid waste management fees.

Cash and Investments

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31 and GASB Statement No. 72, the Authority reports cash and investments at fair value on the balance sheet and recognizes the corresponding change in the fair value of investments in the year in which the change occurred.

Capital Assets

Capital assets owned by the Authority are recorded at cost, or if received in-kind, at estimated fair market value on the date received. The cost of normal repairs and maintenance are recorded as expenses. Improvements that add to the value or extend the life of assets are capitalized. Assets capitalized have an original cost of \$2,500 or more, and over one year of estimated useful life.

Depreciation expense is calculated using the straight-line method over estimated useful lives.

Budgets

Both the original budget and the final budget (if changes were adopted) are included in these financial statements as approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting.

Year Ended June 30, 2023

Note B. Summary of Significant Accounting Policies (continued)

Net Position

Net position is classified into three components: 1) net investment in capital assets, 2) restricted, and 3) unrestricted. These classifications are defined as follows:

- Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by outstanding balances of other debt that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position – This component of net position consists of net position with limits on its use that are imposed by outside parties or enabling legislation.
- Unrestricted net position – This component of net position consists of net position that does not meet the definitions of "restricted" or "invested in capital assets."

Subscription-Based Information Technology Arrangements

For the year ended June 30, 2023, the Authority implemented GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). The primary objective of this Statement is to enhance the relevance and consistency of information about governments' subscription activities. This statement establishes a single model for subscription accounting based on the principle that subscriptions are financings of the right to use an underlying asset. Under this Statement, an organization is required to recognize a subscription liability and an intangible right-to-use subscription asset. The implementation of GASB Statement No. 96 did not have an effect on the Authority's beginning fund balance.

Fund Balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned. Following is a description of the components applicable to the Authority:

Restricted: This component consists of amounts with constraints placed on use by creditors, grantors, contributors or laws or other governments regulations; or restrictions imposed by law through constitutional provisions or enabling legislation.

Unassigned: The residual classification for the general fund and includes all amounts not contained in the other classifications. This amount is technically available for any purpose.

Solid Waste Management Fees

The Authority is primarily funded by a solid waste management fee imposed on solid waste haulers and facilities for solid waste originating in Unincorporated Marin County, cities and towns in the County or deposited at a solid waste facility or in the County's landfill. The solid waste management fee is allocated annually to solid waste haulers and facilities based on the number of tons handled by each.

Year Ended June 30, 2023

Note B. Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Note C. Cash and Investments

Cash and investments are comprised of cash pooled with the Marin County Treasury Pool (the County Pool), an external investment pool. The Authority's position in the pool is the same as the value of the pool shares. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund.

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer ("Treasurer").

The County's Pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, one of the ways that the County manages its exposure to interest rate risk is by limiting the weighted average maturity of the County Pool to 540 days, or 1.5 years. For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

As of June 30, 2023, the County Pool has a weighted average maturity of 196 days.

Year Ended June 30, 2023

Note C. Cash and Investments (continued)

Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of government investment pools (such as the County Pool).

Concentration of Credit Risk

The investment policy of the County contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. For a listing of investments in any one issuer (other than U.S. Treasury securities, mutual funds, or external investment pools) that represent 5% or more of the County's total investments, refer to the County of Marin Monthly Report of County, Schools and Districts Investments as of June 30, 2023.

Fair Value Measurements

The Authority categorized its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All funds are invested in the County Pool. The Authority has a recurring fair value measurement for its investment in the County Pool of \$3,707,256 as of June 30, 2023, which is valued using significant other observable inputs (Level 2).

Note D. Capital Assets

Capital asset activity for the year ended June 30, 2023, was as follows:

	Balance		Balance
	June 30, 2022	Increases	June 30, 2023
Depreciable capital assets:			
Vehicle	\$ 28,131	\$ -	\$ 28,131
Right-of-use SBITA assets	-	321,411	321,411
Less accumulated depreciation:			
Vehicle	(21,567)	(5,626)	(27,193)
Right-of-use SBITA assets	-	(124,012)	(124,012)
Depreciable capital assets, net	<u>\$ 6,564</u>	<u>\$ 191,773</u>	<u>\$ 198,337</u>

Marin County Hazardous and Solid Waste Joint Powers Authority
Notes to the Basic Financial Statements

Year Ended June 30, 2023

Note E. Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors and omissions. During the year, the Authority purchased liability insurance with limits of \$2,000,000 with a deductible of \$1,000.

Note F. Related Party Transactions

The County is a member of the Authority. The County Public Works Department provided staffing and other administrative services for the Authority for an amount of \$651,479 for the fiscal year ended June 30, 2023.

The Authority incurred expenditures of \$1,884,000 under a contract with the City of San Rafael (a member government) to operate its Household Waste program.

The Authority made payments to various members for grants administered by the Authority in the amount of approximately \$55,000 during the year ended June 30, 2023.

Note G. Commitments

The Authority has the following commitments over the next 12 months as of June 30, 2023:

Contractor	Purpose	Amount
County of Marin	Staffing and administrative services	\$ 1,359,000
Various contractors	Professional services	175,000
		<u>\$ 1,534,000</u>

Required Supplementary Information

Marin County Hazardous and Solid Waste Joint Powers Authority
Budgetary Comparison Schedule
General Fund

Fiscal Year Ended June 30, 2023

	<u>Original and final budget</u>	<u>Actual</u>	<u>Variance over (under)</u>
Revenues			
Solid waste management	\$ 1,644,563	\$ 1,644,563	\$ -
Investment earnings	500	37,855	37,355
Total revenues	<u>1,645,063</u>	<u>1,682,418</u>	<u>37,355</u>
Expenditures			
Contract staff and support	<u>504,589</u>	<u>297,237</u>	<u>(207,352)</u>
Services and supplies			
Legal	15,000	6,256	(8,744)
Accounting and audit fees	19,200	24,200	5,000
Insurance	20,000	22,697	2,697
Rent	16,941	16,941	-
Training and professional development	1,500	-	(1,500)
Mileage and routine travel	618	-	(618)
Supplies and reproduction	1,200	687	(513)
Compliance reimbursement	667,708	475,947	(191,761)
SB 1383 software subscription	144,000	138,600	(5,400)
SB 1383 consulting	<u>100,000</u>	<u>54,800</u>	<u>(45,200)</u>
Total services and supplies	<u>986,167</u>	<u>740,128</u>	<u>(246,039)</u>
Total expenditures	<u>1,490,756</u>	<u>1,037,365</u>	<u>(453,391)</u>
Excess of revenues over expenditures	<u>\$ 154,307</u>	645,053	<u>\$ 490,746</u>
Fund balance (deficit) as of June 30, 2022		<u>(14,713)</u>	
Fund balance as of June 30, 2023		<u>\$ 630,340</u>	

Marin County Hazardous and Solid Waste Joint Powers Authority
Budgetary Comparison Schedule
Household Hazardous Waste Program - Special Revenue Fund

Fiscal Year Ended June 30, 2023

	Original and final budget	Actual	Variance over (under)
Revenues			
Solid waste management	\$ 2,394,279	\$ 2,394,279	\$ -
State aid - Oil Payment Program	65,000	65,455	455
Investment earnings	2,000	24,191	22,191
Total revenues	2,461,279	2,483,925	22,646
Expenditures			
Contract staff and support	206,324	130,296	(76,028)
Services and supplies			
Oversight	182,309	166,839	(15,470)
Facility operations	1,917,482	1,716,774	(200,708)
Insurance HHW operations	100,000	-	(100,000)
Novato HHW grant	52,650	52,650	-
Bulb and battery program	164,800	166,944	2,144
Legal	2,732	2,777	45
Sharps and needles program	85,933	85,933	-
Oil Payment Program	136,391	79,464	(56,927)
Total services and supplies	2,642,297	2,271,381	(370,916)
Total expenditures	2,848,621	2,401,677	(446,944)
Excess (deficit) of revenues over (under) expenditures	\$ (387,342)	82,248	\$ 469,590
Fund balance as of June 30, 2022		1,022,788	
Fund balance as of June 30, 2023		\$ 1,105,036	

Marin County Hazardous and Solid Waste Joint Powers Authority
Budgetary Comparison Schedule
Zero Waste Program - Special Revenue Fund

Fiscal Year Ended June 30, 2023

	<u>Original and final budget</u>	<u>Actual</u>	<u>Variance over (under)</u>
Revenues			
Solid waste management	\$ 990,496	\$ 990,496	\$ -
Investment earnings	<u>1,000</u>	<u>17,263</u>	<u>16,263</u>
Total revenues	<u>991,496</u>	<u>1,007,759</u>	<u>16,263</u>
Expenditures			
Contract staff and support	<u>452,678</u>	<u>223,946</u>	<u>(228,732)</u>
Services and supplies			
Legal	2,060	1,155	(905)
Construction and demolition program implementation	15,000	10,468	(4,532)
Member agency and community support	40,000	56,944	16,944
State, regional and local "wasteshed" partnership	15,000	13,515	(1,485)
Edible food donation support	180,000	-	(180,000)
Training, conference and professional memberships	10,000	6,269	(3,731)
Zero waste school program	380,000	194,587	(185,413)
Information and outreach campaign	260,000	169,880	(90,120)
Zero waste grant program	-	2,179	2,179
Truck	<u>4,000</u>	<u>-</u>	<u>(4,000)</u>
Total services and supplies	906,060	454,997	(451,063)
Total expenditures	<u>1,358,738</u>	<u>678,943</u>	<u>(679,795)</u>
Excess (deficit) of revenues over (under) expenditures	<u>\$ (367,242)</u>	328,816	<u>\$ 696,058</u>
Fund balance as of June 30, 2022		<u>573,547</u>	
Fund balance as of June 30, 2023		<u>\$ 902,363</u>	

Marin County Hazardous and
Solid Waste Joint Powers Authority

Report to the Executive Committee

April 18, 2024



PISENTI & BRINKER LLP
Certified Public Accountants & Advisors

Pisenti & Brinker Introduction

- Kellin Gilbert, CPA
 - Audit Partner
- Brett Bradford, CPA
 - Quality Control Report Reviewer
- Sarah Owen
 - Supervisor

The 2023 Engagement

- Pisenti & Brinker was engaged to opine on if the Marin County Hazardous and Solid Waste Joint Powers Authority financial statements were free of material misstatement.
- Audit is almost complete (95%) at this time
- We expect to report:
 - An unmodified opinion

Audit of the fiscal year ended June 30, 2023

Financial Statements

Relative Roles & Responsibilities

- **Management** is responsible for all operational decisions, preparing the financial statements, all footnote disclosures, and for establishing a system of internal control
- **Auditor** is responsible for auditing the Financial Statements in accordance with GAAS
 - Considering risks of material misstatement in the Financial Statements – Inherent risk
 - Considering internal controls relevant to the Financial Statements – Control risk
 - Performing tests of year-end balances based on risk assessment
 - Evaluating adequacy of disclosures

Focus of the 2023 Audit

Significant areas of focus:	Percent of effort:
• Evaluation of accounting processes and planning	20%
• Grant revenue recognition and accounts receivable	15%
• Procedures to ensure completeness of liabilities	15%
• Other tests of transactions and year end balances	20%
• Financial statement presentation and disclosure	30%

Required Communications

Accounting Policies and Practices

- There were no significant changes to existing accounting policies during the year.
- The Authority adopted Government Accounting Standards Board (“GASB”) statement No. 96. The implementation of the new standard created a Subscription Based Information Technology Arrangement (SBITA) asset and liability in the amount of \$321,411 as of July 1, 2022.

Required Communications

Observations About the Audit Process

- We did not identify any significant unusual transactions or have any disagreements with management about the scope of the audit or significant disclosures to be included in the financial statements.
- We did not encounter any difficulties in dealing with Management during the course of our audit nor did we communicate with management about any significant issues arising from the audit that would need to be communicated to the Board.

Required Communications

Internal Control Matters

During the audit we identified the following three items as internal control deficiencies:

- Material weakness
 - Unrecorded Liabilities
- Significant deficiency
 - Accounting Records – expenditure groupings in MUNIS does not facilitate tracking compliance with budgets
 - Unrecorded Prior Year Adjustments

*These items were identified during the 2022 financial statement audit and were communicated to management after the close of the 2022-23 fiscal year. Our understanding is that management is working to correct these items for the fiscal year 23-24.

Questions?

- Kellin Gilbert: 707-577-1511
 - kgilbert@pbllp.com

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Draft Proposed Budget for FY 24-25

Fairfax

Staff received notice in March that the JPA was awarded the LAG in the amount of \$1,157,867.00. At the suggestion of the Budget Subcommittee, two scenarios have been created for spending this money. Scenario 1 spends the money in one FY, while Scenario 2 spreads the funding over two fiscal year periods; however, Scenario 2 is only for FY25.

Larkspur

Attached and described below are the two Scenarios for the draft, proposed Marin County Hazardous and Solid Waste Management Joint Powers Authority FY24 -25 Budget and associated hauler and facility fee assessments. Assessment fees are charged to the landfill, material recovery facility, transfer station and the five haulers operating in the County. Due to the LAG funding, the proposed budgets for both Scenarios 1 and 2 result in a decrease in overall Assessment fees charged.

Mill Valley

Novato

Ross

Background

San Anselmo

The methodology to calculate the assessments generating the JPA's revenue requirement is prescribed in the 1996 JPA Agreement. That methodology utilizes the local hauler and local waste facility disposal figures as the means to allocate the revenue requirement (the revenue requirement is then translated into individual Assessments upon each hauler or facility). The tonnage allocation is reset every two years based on recent actuals. The FY24-25 Assessments were calculated using the most recently available 2023 data.

San Rafael

Sausalito

Tiburon

Most of the expense contained in residents' and businesses' "resource hauling bill" is for the collection, processing, and disposal of the materials in the landfill (gray), organics (green) and recycling (blue/brown) containers. Those costs are regulated by the individual Cities, Towns, County, or special districts with Franchise oversight. Please recall that the JPA is not funded by County, City or Town general funds or any sort of assessment on the Member Agencies. The JPA is funded by lump-sum assessments on the five waste haulers noted above and the following solid waste facilities:

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Redwood Landfill in Novato, Marin Resource Recovery Center and Marin Sanitary Transfer Station in San Rafael. In turn, the franchised haulers pass along these costs to their customers as prescribed in the rate setting methodology section of the franchise agreements. The facility operators may choose to pass on these costs to the customers who use their facilities.

The JPA Budget is Organized into Three Funds

The three funds used to organize the JPA's finances are the Regulatory Administration & Compliance Reporting Fund (RACR), the Zero Waste Program Fund, (ZWP), and the Household Hazardous Waste (HHW) Fund.

1. Zero Waste Fund allows for optional Member participation. All Members currently participate.
2. Regulatory Administration & Compliance Reporting Fund mandates all Members participate.
3. Household Hazardous Waste (HHW) Fund allows for optional Member Participation. Novato does not participate in this program, as it operates its own household hazardous waste collection program.

For comparison purposes, the approved **FY 23/24 Operating Budget** is shown below.

Approved FY 23/24 Budget				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$1,712,561	\$1,082,002	\$2,704,287	\$5,498,851
Contingency	\$171,256	\$108,200	\$700,429	\$979,885
Rev Requirement	\$1,883,817	\$1,190,203	\$3,404,716	\$6,478,736
Interest	\$1,000	\$500	\$2,000	\$3,500
State Oil Payment	\$0	\$0	\$65,000	\$65,000
Assessments	\$1,560,709	\$1,050,109	\$2,682,924	\$5,293,742
Carry Over	\$322,108	\$139,594	\$654,792	\$1,116,494
Revenue	\$1,883,817	\$1,190,203	\$3,834,716	\$6,908,736

Below is the proposed FY24/25 Operating Budget. Also for comparison, to show how the hauler/facility assessments would have been affected had the JPA not received the Local Assistance Grant from CalRecycle.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Proposed FY 24/25 Budget Without LAG				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$1,951,881	\$1,358,126	\$2,959,833	\$6,269,840
Contingency	\$195,188	\$135,813	\$1,116,492	\$1,447,493
Rev Requirement	\$2,147,069	\$1,493,939	\$4,076,325	\$7,717,333
Interest	\$1,000	\$1,000	\$2,000	\$4,000
State Oil Payment	\$0	\$0	\$165,000	\$165,000
Assessments	\$1,387,302	\$1,475,304	\$2,698,444	\$5,561,050
Carry Over	\$758,767	\$17,635	\$1,210,881	\$1,987,283
Revenue	\$2,147,069	\$1,493,939	\$4,600,851	\$7,717,333

Overall, expenses for programs in the 3 JPA funds increased 19% (\$1,238,597) with the largest expense being for staffing and benefits (9% increase). The JPA now has 7 full-time contracted employees and 20% dedicated administrative support. The expansion of existing programs and the addition of new programs are primarily responsible for the remaining increases. Assessment fees increased by 5%. The formula used to calculate the Carry Over amount is based on fund balances from the FY23 audit, FY24 carry over and contingency, and actual expenditures for FY24.

Major Changes for All 3 JPA Funds (Incr./Decr.) Without LAG		
Description of Change	Amount Change	% Change
Staffing budget increased due to hiring staff to meet obligations of SB1383 and to manage the HHW Facility.	\$121,845.02	9%
Hauler/Facility Assessments increased due to program expense increases.	\$267,307.93	5%
Revenue Increased due to grants, interest, carry over monies, and setting up a reserve fund with money transferred to the JPA from SRFD.	\$808,597.27	12%
The Revenue Requirement increased due to increases in general expenses for improvements to ZW Programs and an increase in contingency money needed.	\$1,238,597.27	19%

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Following are the two spending scenarios for using the Local Assistance Grant awarded. Program expenses are the same for each scenario presented. The difference in the spending plans is due to the revenue requirements.

Scenario 1: 100% LAG spending in FY 2025

For this scenario, all money received from the LAG would be spent in FY25. This results in an ~20% decrease to the haulers and facilities. Revenue increased due to grants, interest, carryover monies, and setting up a reserve fund with money transferred to the JPA from SRFD.

Proposed FY 24/25 Budget with 100% LAG FY25				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$1,951,881	\$1,358,126	\$2,959,833	\$6,269,840
Contingency	\$195,188	\$135,813	\$1,116,492	\$1,447,493
Rev Requirement	\$2,147,069	\$1,493,939	\$4,076,325	\$7,717,333
Interest	\$1,000	\$1,000	\$2,000	\$4,000
State Oil Payment	\$0	\$0	\$165,000	\$165,000
Local Assistance Grant	\$470,000	\$685,000	\$0	\$1,155,000
Assessments	\$917,302	\$790,304	\$2,698,444	\$4,406,050
Carry Over	\$758,767	\$17,635	\$1,210,881	\$1,987,283
Revenue	\$2,147,069	\$1,493,939	\$4,600,851	\$7,717,333

Major Changes for All 3 JPA Funds (Incr./Decr.) With 100% LAG in 1 year		
Description of Change	Amount Change	% Change
Staffing budget increased due to hiring staff to meet obligations of SB1383 and to manage the HHW Facility.	\$121,845.02	9%
Hauler/Facility Assessments decreased due to grant funding for certain program expenses.	-\$887,691.89	-20%
Revenue Increased due to grants, interest, carry over monies, and setting up a reserve fund with money transferred to the JPA from SRFD.	\$808,597.50	19%
The Revenue Requirement increased due to increases in general expenses for improvements to ZW Programs and an increase in contingency money needed.	\$1,238,597.27	19%

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Scenario 2: 50% LAG spending in FY 2025

For this scenario, half of the money received from the LAG would be spent in FY25. And the remaining half would be spent in FY26. This results in an ~6% decrease to the haulers and facilities. Revenue increased due to grants, interest, carryover monies, and setting up a reserve fund with money transferred to the JPA from SRFD. All grant funding must be spent in the 2 year grant award period.

Proposed FY 24/25 Budget with 50% LAG money FY25				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$1,951,881	\$1,358,126	\$2,959,833	\$6,269,840
Contingency	\$195,188	\$135,813	\$1,116,492	\$1,447,493
Rev Requirement	\$2,147,069	\$1,493,939	\$4,076,325	\$7,717,333
Interest	\$1,000	\$1,000	\$2,000	\$4,000
State Oil Payment	\$0	\$0	\$165,000	\$165,000
Local Assistance Grant	\$230,724	\$355,000	\$0	\$585,724
Assessments	\$1,156,579	\$1,120,304	\$2,698,444	\$4,975,327
Carry Over	\$758,767	\$17,635	\$1,210,881	\$1,987,283
Revenue	\$2,147,069	\$1,493,939	\$4,600,851	\$7,717,333

Major Changes for All 3 JPA Funds (Incr./Decr.) With 50% LAG for FY25		
Description of Change	Amount Change	% Change
Staffing budget increased due to hiring staff to meet obligations of SB1383 and to manage the HHW Facility.	\$121,845.02	9%
Hauler/Facility Assessments decreased due to grant funding for certain program expenses.	-\$318,415.54	-6%
Revenue Increased due to grants, interest, carry over monies, and setting up a reserve fund with money transferred to the JPA from SRFD.	\$1,333,123.28	19%
The Revenue Requirement increased due to increases in general expenses for improvements to ZW Programs and an increase in contingency money needed.	\$1,238,597.27	19%

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

RECOMMENDATION

Adopt a Motion to approve the Proposed FY24-25 Draft Proposed Budget for Scenario 1 or Scenario 2 for spending of the Local Assistance Grant for FY25 to be considered for adoption by the Full JPA Board at its upcoming May 2024 meeting or provide specific direction to Staff on any desired changes.

Attachments:

FY 24-25 Proposed Draft Budget by Fund:

- Attachment 1 RACR Fund -100% LAG
- Attachment 2 Household Hazardous Waste Fund-100% LAG
- Attachment 3 Zero Waste Program Fund-100% LAG

FISCAL IMPACT

Due to the Local Assistance Grant award, Assessment fees for the haulers and facilities will decrease. The franchised haulers may pass along these costs/savings to their customers as prescribed in the rate setting methodology section of the franchise agreements. The facility operators may choose to pass on these costs/savings to the customers who use their facilities.

EQUITY IMPACT

Zero Waste Marin is working on behalf of all cities, towns, and the unincorporated areas of Marin County to provide continuous outreach, education, and support of zero waste efforts and compliance with regulations.

**MARIN COUNTY HAZARDOUS AND SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

Regulatory Administration & Compliance Reporting
FY 24/25 (80218601) EXPENSE BUDGET

FY 23/24 APPROVED BUDGET	FY 23/24 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	FY 24/25 BUDGET REQUEST	VARIANCE	% CHANGE	NARRATIVE
\$621,743	\$559,569	Contracted Staff & Benefits	511110	\$440,632	(\$115,017)	-18.5%	Decreased due to reallocation of staff time . Fully burdened salary + benefits 45.6%
		Administrative support	511230	\$66,094			County overhead charges for HR, Payroll, Accounting, IST, Procurement, and other support. Was bundled with Salary FY24.
\$0	\$0	Clothing & PPE	521230	\$2,500	\$2,500	4.6%	ZW Branded materials. For education & inspections.
\$0	\$0	Food for Workshops/Trainings	521410	\$2,500	\$2,500	100%	Was imbeded in other cost categories.
\$35,000	\$33,933	General Liability Insurance	521615	\$30,000	(\$5,000)	-16.7%	Based on estimate from Insurance carrier.
\$0	\$0	Professional Memberships	522210	\$15,000	\$15,000	0.8%	Moved from ZWP Fund. Amount is the same but was not shown in this fund last FY.
\$40,000.00	\$40,000	Procurement of Recovered Organic Waste Products -WMC	522310	\$ 60,000.00	\$20,000	0.2%	Procurement of Recovered Organic Waste Products to help Members meet 2025 Annual Procurement Requirement
\$1,200	\$1,200	Office Supplies	522410	\$1,200	\$0	0.0%	Reflective of annual usage.
\$25,000	\$25,000	SB 1383 Consulting Services for workplan and budgeting	522510	\$25,000	\$0	0.0%	Keep R3 on for implementation guidance of SB 1383.
\$0	\$0	Waste Characterization Study	522510	\$ 200,000.00	\$200,000	0.0%	Requirement of SB1383: Organics Capacity Study. Need WCS first to show the need then will complete the capacity study.
\$160,000	\$160,000	Procurement of Recovered Organic Waste Products -Agromin	522510	\$ 270,000.00	\$110,000	68.8%	Procurement of Recovered Organic Waste Products to help Members meet 2025 Annual Procurement Requirement
\$5,000	\$5,000	Legal Expense	522545	\$7,500	\$2,500	33.3%	Increased due to updates to contracts and agreements.
\$25,000	\$25,000	Outside Acctg & Audit Fees	522585	\$37,500	\$12,500	33.3%	Financial Audit,submittal of State reporting and tax filings, payment of Sales & Use taxes on goods where it was not included.
\$16,941	\$16,941	Rent at Los Gamos	522925	\$25,000	\$8,059	32.2%	Office space rent increase.
\$150,000	\$150,000	Software and Cloud based Subscriptions	522935	\$ 155,000.00	\$5,000	3.3%	Includes SMART1383, Airtable, Doodle, Zoom, GoDaddy and other cloud based reporting and datebase tools.
\$1,500	\$1,500	Training/Professional Development	523210	\$15,000	\$13,500	90.0%	Moved from ZWP Fund. Amount is the same but was not shown in this fund last FY.
\$618	\$618	Mileage & Routine Travel	523445	\$1,200	\$582	48.5%	Routine travel. Increased due to more staff.
		Vehicle Maintenance	540530	\$4,000	\$4,000	100%	Moved from ZWP Fund. Amount is the same but was not shown in this fund last FY.
\$1,082,002	\$1,018,761	State Reporting Fund Ops Total		\$1,358,126	\$276,124	20.3%	

FY 24/25 (80218601) REVENUE BUDGET

FY 23/24 APPROVED BUDGET	FY 23/24 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	FY 24/25 REVENUE REQUEST	NARRATIVE
\$500	\$1,000	Interest	441115	\$1,000	Interest
		Local Assistance Grant Money		\$685,000	
\$1,050,109	\$1,050,109	Solid Waste Management	461510	\$145,251	Hauler, Landfill, Transfer Station Assessments
\$139,594	\$630,340	Carry-Over	N/A	\$662,688	Carry-over from prior fiscal year (contingency + unspent)
\$1,190,203	\$1,681,449	Total Revenue		\$1,493,939	
		<u>GENERAL CONTINGENCIES</u>			
	\$662,688	Contingency Account	900010	\$135,813	
		Contingency Target = 10%		10%	

Item 6. Attachment 1-B

HOUSEHOLD HAZARDOUS WASTE FUND

FY 24/25 (80228601) EXPENSE BUDGET

FY 23/24 APPROVED BUDGET	FY 23/24 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	FY 24/25 BUDGET REQUEST	VARIANCE	% CHANGE	NARRATIVE
\$298,046.00	\$298,046.00	Contract staff and support	511110	\$294,423.37	\$ 40,541	13.6%	Fully burdened salary + benefits 45.6%
\$0.00	\$0.00	Administrative support	511230	\$44,163.50			County overhead charges for HR, Payroll, Accounting, IST, Procurement, and other support.
\$0.00	\$0.00	Clothing & PPE	521220	\$500.00	\$ 500	100.0%	ZW Branded materials. For education & inspections.
\$37,130.00	\$37,130.00	City of Novato Self-haul reimbursement	522310	\$0.00	\$ (37,130)	-100.0%	Hx: Novato HHW Grant paid to Novato Sanitary District based on self haul tonnage from Novato. Removed until there is more discussion.
\$89,838.00	\$89,838.00	Sharps & Needles Program	522310	\$95,000.00	\$ 5,162	5.7%	Support for the Sharps and Needles Program via Environmental Health Services. Increased by COLA per EHS
\$0.00	\$0.00	Printing of Materials	522430	\$10,000.00	\$ 10,000	100.0%	Facility Brochures & printed materials in English & Spanish.
\$75,000.00	\$0.00	Toxic Away Day Events	522510	\$100,000.00	\$ 25,000	33.3%	Toxic Away Days in West Marin responsibility now assumed by ZWM. Subcontract with vendor to collect materials at the events. ZWM will advertise and report.
\$175,000.00	\$170,000.00	Bulb and Battery Program	522510	\$200,000.00	\$ 25,000	14.3%	Fluorescent bulbs and batteries Haz waste collection.
\$50,000.00	\$0.00	HHW Program Review & Agreement Revision	522510	\$2,500.00	\$ (47,500)	-95.0%	Consultant to review the program, agreements, and all regulatory compliance needs.
\$0.00	\$0.00	New Program Development	522510	\$100,000.00	\$ 100,000	100.0%	Solar Panel pilot and take back day pilots.
\$65,000.00	\$65,000.00	Soluna Oil Payment Program	522510	\$80,000.00	\$ 15,000	23.1%	Bilingual outreach & education
\$0.00	\$0.00	CPSC Marin Flares	522510	\$100,000.00	\$ 100,000	100.0%	Awarded OPP Cycle 14 grant but check has not arrived.
\$0.00	\$0.00	Advertising & Marketing	522530	\$1,200.00	\$ 1,200	100.0%	Advertising toxic away days. New responsibility of JPA.
\$5,000.00	\$4,000.00	Legal Services	522545	\$5,000.00	\$ -	0.0%	Legal counsel on Haz Waste new HHW agreement between MRRRA and JPA, contracts and grant agreements, including Bulb and Battery and Marina programs.
\$0.00	\$0.00	Audit of Facility Financial Records	522545	\$10,000.00	\$ 10,000	100.0%	New responsibility of JPA.
\$1,909,272.00	\$1,909,272.00	HHW Facility Operations	522555	\$1,904,546.00	\$ (4,726)	-0.2%	Based on past 3 years iaverage plus anticipated increases in
\$0.00	\$0.00	Minor Equipment-Giveaways	522930	\$10,000.00	\$ 10,000	100.0%	New responsibility of JPA.
\$0.00	\$0.00	Training and Professional Development	523210	\$2,500.00	\$ 2,500	100.0%	Development of New staff person.
\$2,704,286.00	\$2,573,286.00	HHW Fund Total Operating Expenses	Total	\$2,959,832.87	\$ 255,547	9.4%	

FY 24/25 (80228601) REVENUE BUDGET

FY 23/24 APPROVED BUDGET	FY 23/24 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	FY 24/25 REVENUE REQUEST	NARRATIVE
\$2,000	\$2,000	Interest	441115	\$2,000.00	Interest
\$65,000	\$65,455	Other Aid: State	451970	\$165,000.00	CalRecycle Funds for Used Oil Payment Program and Marin Flare Gr
\$2,682,924	\$2,682,924	Solid Waste Management	461510	\$2,627,196.22	Hauler, Landfill, Transfer Station Assessments
\$672,203	\$1,105,036	Carry-Over	N/A	\$1,282,129.00	Carry-over from prior fiscal year (contingency + unspent)
		JPA HHW Reserves from SRFD	461510	\$524,525.78	One time transfer of funds from SRFD to JPA HHW Reserves. Not reflected in budget
\$3,422,127	\$3,855,415	Total Revenue		\$4,600,851	

GENERAL CONTINGENCIES

\$1,282,129	900010	\$1,116,492	20% of expenses +transfer from SRFD (\$50k of which is for Closure
Contingency Account		20%	Not inclusive of the HHW Reserves
Contingency Target = 20%			

Item 6 Attachment 1-C

ZERO WASTE FUND
FY 24/25 (80238601) EXPENSE BUDGET

<u>FY 23/24 APPROVED BUDGET</u>	<u>FY 23/24 TOTAL EST EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>FY 24/25 BUDGET REQUEST</u>	<u>VARIANCE</u>	<u>% CHANGE</u>	<u>NARRATIVE</u>
\$422,561.00	\$380,304.90	Salaries and Wages	511110	\$538,158	\$ 196,320	46.5%	Increase due to reallocation of staff time . Fully burdened salary + benefits 45.6%
\$0	\$0		511230	\$80,724			County overhead charges for HR, Payroll, Accounting, IST, Procurement, and other support. Was bundled with Salary FY24.
\$0	\$0.00	Printing & Mailing-County Print Shop	522430	\$ 100,000.00	\$ 100,000	100.0%	Was embedded in another expense line.
\$15,000	\$15,000.00	PSC-Construction & Demolition Program Implementation	522510	\$15,000	\$ -	0.0%	Contract support for Construction & Demolition outreach at Members. Should this be removed since this is the new staff person in the State Reporting
\$100,000	\$100,000.00	Edible Food Donation Support	522510	\$ 150,000.00	\$ 50,000	50.0%	\$100K used in 22/23 budget for RFP for generation and capacity study for Edible Food Recovery. Mini grant program funding added for FROs.
\$220,000	\$220,000.00	PSC-Zero Waste School Program	522510	\$300,000	\$ 80,000	36.4%	Increased to add more schools the program and continued support to those enrolled.
\$450,000	\$400,000.00	PSC-New Program Development	522510	\$200,000	\$ (250,000)	-55.6%	Rebranded the Reimbursement Program to New Program Development.
\$40,000	\$40,000.00	PSC-Trash Bin Cleaners-ZW Schools	522510	\$50,000	\$ 10,000	25.0%	Part of ZW Schools Program-contracted to clean organics carts.
\$15,000	\$0.00	Translation Services	522520	\$15,000	\$ -	0.0%	This was originally for training expenses but is now for translation services as work to have all materials in English & Spanish.
\$250,000	\$250,000.00	PSC-Advertising & Marketing	522530	\$213,000	\$ (37,000)	-14.8%	PSC: Print, bus shelter, and other outlets for zero waste educational campaigns. Communications Strategy (\$150K) and Social media boosts and Printing from outside vendor (\$63K). Total = \$213K
\$20,000	\$20,000.00	PSC-Graphic Design	522530	\$10,000	\$ (10,000)	-50.0%	County vehicles usage and maintenance.
\$60,000	\$60,000.00	Member Agency & Community Support	522930	\$60,000	\$ -	0.0%	Reusable items for member and community events
\$0	\$0.00	Business Compliance Support	522930	\$ 100,000.00	\$ 100,000	100.0%	Sorting equipment (waste station containers, signage, supplies, etc.)
\$120,000	\$120,000.00	School Compliance Support	522930	\$ 120,000.00	\$ -	0.0%	Sorting equipment (waste station containers, signage, supplies, etc.), Green Team t-shirts, hats, compostable foodware, trash grabbers.
\$1,712,561	\$1,605,305	Zero Waste Fund Expense Totals		\$1,951,881	\$ 239,320	14.0%	

FY 24/25 (80238601) REVENUE BUDGET

<u>FY 23/24 APPROVED BUDGET</u>	<u>FY 23/24 TOTAL EST REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE SOURCE</u>	<u>FY 24/25 REVENUE REQUEST</u>	<u>NARRATIVE</u>
\$1,000	\$1,000	Interest	441115	\$1,000	Interest
\$0	\$0	Local Assistance Grant Money		\$470,000	
\$1,560,709	\$1,560,709	Solid Waste Management	461510	\$817,302	Hauler, Landfill, Transfer Station Assessments
\$322,108	\$902,363	Carry-Over	N/A	\$858,767	Carry-over from prior fiscal year (contingency + unspent fund balances)
\$1,883,817	\$2,464,072	Total Revenue		\$2,147,069	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$195,188	
		Contingency Target = 10%		10%	

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: April 18, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Marin Household Hazardous Waste Facility Proposed FY25
Operating Budget

Fairfax

As of July 1, 2023, the JPA funds and oversees the operations of Household Hazardous Waste Facility (HHWF) and small business (Very Small Quantity Generators) services for Marin (except for Novato) at 565 Jacoby Street in San Rafael.

Larkspur

Mill Valley

The vast majority of materials received at the facility are either directed for recycling or fuel incineration. This budget shows a minor increase from the FY 24 approved budget. Justin Wilcock, Director of General Operations from Marin Sanitary Service is here to answer any questions the Executive Committee may have regarding the proposed budget.

Novato

Ross

Recommendation

San Anselmo

Adopt a Motion providing specific direction to staff on the HHW Facility Operating Budget that will come before the full JPA Board in May for review and approval.

San Rafael

Attachment:

Sausalito

1. Marin Household Hazardous Waste Facility Budget Proposal and Letter from Marin Recycling and Resource Recovery Association.

Tiburon

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____



HHW PROGRAM MANAGER: JOE SUAREZ
DIRECTOR OF GENERAL OPERATIONS: JUSTIN WILCOCK
JOE'S PHONE: (925) 660-5633
JUSTIN: (415) 755-9528

April 11, 2024

Marin Sanitary Service
1050 Anderson Drive
San Rafael, CA 94901

RE: Fiscal Year 2024/2025 Budget Proposal

Dear Kimberly,

Please accept this letter as the Fiscal Year 2024/25 budget proposal for the Marin Household Hazardous Waste (HHW) Program. The allocation amounts for Marin Sanitary Service oversight and for Marin Household Hazardous Waste Facility contractual services are provided herein.

HHW Program budget proposal summary:

For FY 2024/25, we are proposing a total HHW Program budget of \$1,904,546 which was a 0.24% Decrease from the previous year's budget and under the CPI-U for the San Francisco Bay Area which saw increases of 2.4%.

The budget proposal for Marin Sanitary Service management oversight is \$177,381. This remains Fairly unchanged from the year prior

We are proposing a total MRRRA contractual services budget of \$1,904,546 which was a 0.24% Decrease from the previous year's budget.



Marin Sanitary Service
CONSERVATION — OUR EARTH, OUR MISSION, OUR JOB

The changes in expenditures is based primarily on the following:

- Increasing classified personnel costs:
 - Classified personnel- overcalculated in 2023, this is reflective of current staffing levels with a 5% increase effective January 2025.
- Implementing communication tools for customers:
 - Develop online customer service tools for the website (internet bot, scheduler, and materials search bar).
 - Update of the hazardous waste Website.
- Equipment replacement and Equipment rental/repair
 - Changed as the program is not able to purchase equipment. The program was approved to purchase a fork lift for \$40k in 2024. This is reflected as a rental to the program.
- Vacation and taxes reflective of lower classified personnel costs
- Training instruction reflects revised method of accounting for weekly staff training and other one-time and refresher training required for staff.

MSS and Marin Household Hazardous Waste Facility are proud to propose this budget!

Please see the budget tables on the next page.



Proposed Marin HHW Program Operating Budget FY 2024/25

MSS

Personnel	\$ 1,052,536
Non-personnel	\$ 637,256
Operating Ratio:	\$ 177,381

Rental/ Land (Minus Batteries and SQG) -81,267	\$ 118,640
---	-------------------

Total Marin HHW Program FY 2024/25 Budget: \$ 1,904,546

Marin HHW Program Operating Budget FY 2023/24

MSS

Personnel	\$ 1,083,559
Non-personnel	\$ 588,587
Operating Ratio:	\$ 175,529

Rental/ Land (Minus Batteries and SQG) -53,812	\$ 115,408
---	-------------------

Total Marin HHW Program FY 2023/24 Budget: \$ 1,909,272

Should you need further information, please call me at the number below.

Respectfully,

Joe Suarez
Program Manager
Marin Household Hazardous Waste Facility
1375 Fifth Avenue
San Rafael, CA 94901
(415) 458-5360



Marin Sanitary Service
CONSERVATION — OUR EARTH, OUR MISSION, OUR JOB

MRRRA HHW Facility Operating Budget Request FY24/25

	Granted Budget 2023/2024	Budget Request 2024-2025	Narrative
8111 Classified Personnel	\$ 706,835	\$ 668,891	
8112 Temporary Help (into 8111)	-	-	
8113 Overtime Pay	-	-	
8114 Vacation pay	\$ 59,800.14	\$ 51,644.01	
8121 Group Life/Health Insurance (was 8128)	\$ 116,112.06	\$ 123,915.62	
8125 Worker's Compensation	\$ 63,615.16	\$ 78,177.01	
8126 Retirement	\$ 70,683.51	\$ 72,997.90	
8129 Payroll Taxes	\$ 66,513.18	\$ 56,910.00	
PERSONNEL SUBTOTAL	\$ 1,083,559	\$ 1,052,536	
8130 Legal and Professional	\$ 5,000.00	\$ 5,000.00	
8211 Travel & Conference	\$ 5,500.00	\$ 5,500.00	
8212 Training Instruction & Medical Examinations	\$ 5,500.00	\$ 18,464.77	↑ / weekly training expense
8216 Professional Dues and Subscriptions	\$ 150.00	\$ 150.00	
8240 Rental/Land (excluded from op ratio effective 3/1/2012)	\$ -	\$ -	
8241 Equipment Replacement Fund	\$ 40,000.00	\$ -	
8242 Building and Structure Replacement		\$ -	
8243 Equipment Rental/Repair	\$ 1,200.00	\$ 7,200.00	↑ / purchase new forklift
8260 Printing	\$ -	\$ -	
8261 Duplication	\$ -	\$ -	
8262 Books and Publications	\$ -	\$ -	
8263 Cooking Oil Spill Cleanup	\$ -	\$ -	
8270 Contractual Services	\$ -	\$ -	
8271 Waste Disposal Costs	\$ 362,428.25	\$ 380,549.66	5% disposal cost increase per ACT
8280 Advertising & Community Promotions		\$ -	
8290 Insurance & Surety Bonds	\$ 15,500.00	\$ 15,500.00	
8291 Admin. Allocation	\$ 66,398.23	\$ 36,900.00	
8310 Office Supplies		\$ 40,777.62	Uniform rental expenses
8330 Clothing & PPE Supplies	\$ 3,500.00	\$ 3,500.00	
8360 Miscellaneous Supplies & Materials	\$ 41,705.45	\$ 94,152.25	Calculated based on actuals for FY23/24 plus 3% increase
8422 Maintenance Buildings & Improvements	\$ 41,705.25	\$ 28,102.44	
8523 Facility Closure Fund	\$ -	\$ -	
Equipment Purchases		\$ 1,459.70	
NON-PERSONNEL SUBTOTAL	\$ 588,587	\$ 637,256	
8361 Operating Ratio	\$ 175,529	\$ 177,381	
GRAND TOTAL:	\$ 1,847,676	\$ 1,867,174	
8240 Rental/Land	115,408	118,640	
OUTSIDE FUNDING SOURCES:			
BOP Grant Monies			
Motor Oil Monies			
Cooking Oil Monies			
E-Waste Monies			
Batteries Monies	(6,911)	(6,088)	
Paint Sale Monies			
SQG Monies	(46,901)	(75,179)	
Net Amount:	\$ 1,909,272	\$ 1,904,546	
Misc: Budget adjustment			
Total	\$ 1,909,272	\$ 1,904,546	