

# REGIONAL WASTE MANAGEMENT AUTHORITY

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



## SPECIAL MEETING NOTICE & AGENDA

**DATE:** May 28, 2024

**TIME:** 1:00 p.m.

**PLACE:** City Hall, City of Yuba City (Sutter Room)  
1201 Civic Center Blvd  
Yuba City, California

### I. Call to Order & Roll Call

Bains (Chairman), Buttacavoli, Shaw (Vice-Chairman), Teeter, Woten and Blaser

### II. Public Business from the Floor

Members of the public may address the Authority on any item listed on the agenda prior to the convening of the closed session. No action may be taken on items that do not appear on the posted agenda. No member of the public will be allowed to be present once the Authority convenes into closed session.

### III. Closed Session

#### A. PUBLIC EMPLOYMENT (Pursuant to Government Code Section 54597) Position Title: Executive Director

### IV. Reports

#### A. Regional Waste Management Authority Budget for FY25 (Attachment)

Recommendation: Adopt the FY25 Budget as proposed

#### B. Administrative Staff Cost of Living Salary Adjustments (Attachment)

Recommendation: Approve the staff cost of living salary adjustments and adopt the resulting salary schedule effective July 1, 2024, as proposed, or amended.

#### C. Executive Director Employment Agreement: Consideration to enter into an agreement to have a consulting firm serve as the temporary executive director.

### IV. Other Business

### V. Adjournment

THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, JUNE 20, 2024  
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.

**REGIONAL WASTE MANAGEMENT AUTHORITY  
FY 2025 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
<b>OPERATING EXPENDITURES</b>									
50102 Contracted Personnel	\$ 30,000	\$ 28,892	\$ 30,000	\$ 51,839	\$ 30,000	\$ 38,000	\$ 6,000	8,979	1,000
50110 Salaries and Wages - Admin Staff	-	-	-	-	227,800	155,340	312,600	210,813	234,000
50150 Indirect Costs - Admin Staff	-	-	-	-	82,000	73,499	125,030	91,179	84,000
50200 Office Rent	-	-	-	-	-	-	6,000	-	-
50301 Accounting Services	6,900	6,600	6,900	6,800	9,000	9,000	11,000	11,908	14,000
50302 Legal Fees	5,000	2,507	5,000	6,913	10,000	7,972	10,000	820	5,000
50303 Printing & Copying	-	-	-	-	-	100	5,000	-	11,000
50308 Regional LEA Support	230,000	164,154	230,000	185,299	230,000	203,928	230,000	128,465	238,000
50309-00 Professional Services -- Miscellaneous	37,000	16,164	22,000	18,299	14,000	5,000	3,000	-	-
50309-01 Professional Services --Consultant	74,000	80,691	101,520	121,685	50,000	122,654	-	-	225,000
50309-02 Professional Services -- HHW	370,000	411,119	410,000	333,049	410,000	354,938	410,000	307,500	415,000
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 -- SB1383 Pilot	-	-	-	-	-	-	-	-	70,000
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	-
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	4,000
50903 Board of Directors	2,000	1,150	4,000	2,900	6,000	2,200	5,000	1,900	4,800
50910 Administration and Overhead	12,000	12,000	12,000	12,000	18,000	52,879	-	1,043	-
50919 Miscellaneous	1,000	-	1,000	-	21,400	6,721	1,400	26	-
51000 Office & Misc. Equipment	-	-	-	-	-	-	-	-	2,200
<b>Total Operating Expenditures</b>	<b>\$ 982,100</b>	<b>\$ 811,838</b>	<b>\$ 993,450</b>	<b>\$ 852,064</b>	<b>\$ 1,287,000</b>	<b>\$ 1,104,292</b>	<b>\$ 1,322,560</b>	<b>874,739</b>	<b>1,388,000</b>
<b>OPERATING REVENUES</b>									
40300 Regulatory Surcharge	\$ 750,000	\$ 834,123	\$ 830,000	\$ 840,542	\$ 850,000	\$ 803,685	\$ 820,000	553,570	894,200
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	12,000
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	410,000
<b>Total Operating Revenues</b>	<b>\$ 1,006,100</b>	<b>\$ 947,810</b>	<b>\$ 1,022,530</b>	<b>\$ 987,181</b>	<b>\$ 1,287,000</b>	<b>\$ 1,060,430</b>	<b>\$ 1,069,765</b>	<b>752,253</b>	<b>1,385,200</b>
<b>ANNUAL OPERATING BUDGET SURPLUS ( DEFICIT)</b>	<b>\$ 24,000</b>	<b>\$ 135,972</b>	<b>\$ 29,080</b>	<b>\$ 135,117</b>	<b>\$ -</b>	<b>\$ (43,862)</b>	<b>\$ (252,795)</b>	<b>(122,486)</b>	<b>(2,800)</b>
<b>CAPITAL EXPENDITURES</b>									
Household Hazardous Waste Facility Projects	-	\$ 58,277	-	-	-	\$ 10,000	\$ 92,000	95,665	-
<b>CAPITAL CONTRIBUTIONS</b>									
Household Hazardous Waste Facility Grants	-	\$ 40,533	-	-	-	\$ 10,000	\$ 72,000	100,000	-
Agency Contribution	-	17,744	-	-	-	-	20,000	-	-
		<b>\$ 58,277</b>				<b>\$ 10,000</b>	<b>\$ 92,000</b>	<b>100,000</b>	

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 a cost of \$225,000 for use of an outside firm to serve as acting Executive Director. This cost is offset by a reduction of \$225,000 in expenditures related to a full time ED including, Salary and Wages and Indirect costs.

The draft FY 2025 budget includes expenditures of \$1,388,000 which is partially offset by the use of \$410,000 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. Minimal to no support will be needed.

**Salaries and Wages (#50110):**

The FY 2025 budget includes a full year of salaries and wages for the three Management Analysts, including any available step increases. ED costs have been removed.

**Indirect Costs (#50150):**

The FY 2025 budget includes a full year of indirect costs for the three Management Analysts. ED costs have been removed.

**Office Rent (#50200):**

An office space will not be needed in FY25.

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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.

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 – SB 1383 Food Dehydrator Pilot (#50309-05):

This account includes costs associated with a pilot sanctioned by CalRecycle to distribute food dehydrators to meet SB 1383 requirements. Costs will be offset by grant funds.

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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).

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 RWMA employees.

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 6 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

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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.

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 \$22,000 from the Used Oil Payment Program Cycle OPP14; \$23,000 for the current two-year Waste Tire Amnesty Grant program. and, \$410,000 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. FY2025 is projected to have a deficit of \$2800.

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

RECOMMENDATION: Approve the Fiscal Year 2025 RWMA Draft Budget.

Attachments

## AGENDA ITEM IV-B

### STAFF REPORT

#### **ADMINISTRATIVE STAFF COST OF LIVING SALARY ADJUSTMENTS**

RWMA annually reviews the compensation package (salary and benefits) for the authority's employees to determine if any adjustments are warranted. The review occurs during the development and adoption of the RWMA annual budget so the resulting changes, if any, can be included with an effective date of July 1<sup>st</sup> of each year.

To provide input into this process staff tracks published inflation indexes as well as salary and benefit package adjustments granted by the member jurisdictions and related agencies for comparable positions. Related organizations that are traditionally surveyed include the member jurisdictions, the Yuba-Sutter Transit Authority, and the Western Placer Waste Management Authority.

Based on the inflation indexes and actions taken by comparison organizations, management proposes a cost-of-living adjustment of 3.0 percent to the base salaries for the three administrative staff. If approved the salary scale adjustment would be effective July 1, 2024. Pursuant to California Code of Regulations Section 570.5, the proposed monthly salary schedule for FY 2025 is attached (Appendix A) for Board consideration and approval.

If approved as proposed, the combined first year cost of the above recommendation when applied to the three Regional Waste Management Authority positions would be approximately \$6950 which was included in the FY 2025 budget assumptions.

Staff will be prepared to discuss the recommendations in detail if desired.

**RECOMMENDATION:** Approve the staff cost of living salary adjustments and adopt the resulting salary schedule effective July 1, 2024, as proposed, or amended.

Attachment: Draft Monthly Salary Schedule, Effective July 1, 2024

## APPENDIX A

### MONTHLY SALARY SCHEDULE PROPOSED 5/28/2024

<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Management Analyst I	\$5,397	\$5,667	\$5,950	\$6,248	\$6,560
Management Analyst II	\$6,248	\$6,560	\$6,888	\$7,232	\$7,593
Executive Director					TBD

#### Notes:

Longevity Pay: Pursuant to the terms and conditions set forth in Section 12.07.03 of the Regional Waste Management Personnel Manual, full time permanent employees (except for the Executive Director position) may be eligible for merit-based longevity pay adjustments beyond the top step of their current classification.

The Executive Director's salary is not determined by range and step, but at an amount determined by the Board of Directors.