

ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA
DEL NORTE, EL DORADO, GLENN, IMPERIAL, INYO, LASSEN



MADERA, MARIPOSA, MODOC, MONO, NEVADA, PLUMAS,
SIERRA, SISKIYOU, TEHAMA, TRINITY, TUOLUMNE

CHAIR – WENDY OTTO, TRINITY COUNTY
VICE CHAIR – BOB WILLIAMS, TEHAMA COUNTY
EXECUTIVE DIRECTOR – GREG NORTON

TECHNICAL ADVISORY GROUP (TAG)
TAG CHAIR – KRISTINA MILLER, TEHAMA COUNTY
TAG VICE CHAIR – GRETCHEN OLSEN, TUOLUMNE COUNTY
PROGRAM MANAGER – MARY PITTO

MEMORANDUM

To: ESJPA Board of Directors
From: Mary Pitto, Program Manager
Date: November 30, 2011
RE: ESJPA Budget – CY 2012

The proposed ESJPA budget for the 2012 calendar year is shown on the following page based on the existing dues payment schedule.

To better understand the budget, it is necessary to understand the inter-relationship between the ESJPA and RCRC. The ESJPA and RCRC are two separate legal entities, each with their own by-laws and Board of Directors. The RCRC is a non-profit, mutual benefit corporation with a Board of Directors consisting of County Supervisors who are representatives of the 31 participating counties. The ESJPA however, is a governmental agency with a Joint Powers Agreement. The Board of Directors of the ESJPA consists of delegates (or designated staff “alternates”) from the 22 member counties. The ESJPA, itself, does not employ staff, but instead contracts with RCRC to provide the management, technical, and administrative services required to carry out direction from the ESJPA delegates. This contract is subject to annual review and follows the budget on today’s agenda.

The current composition of staffing for ESJPA includes RCRC employees, assigned partly to ESJPA activities: the Program Manager (50%), an Accounting Clerk (25%), a Program Assistant for grant implementation assistance (10%) and Administrative Assistant for administrative support as needed. The full time position of the Program Administrator was not filled in 2010 and 2011 and instead, RCRC contracted for additional consulting services for grant administration and specific issues or projects. RCRC proposes this same scenario for 2012.

The ESJPA’s 2012 revenue includes \$118,800 in membership dues. Revenue from dues, the RCRC past contributions, and miscellaneous income (such as interest earned and mileage reimbursement for the ESJPA truck) are used by the ESJPA to pay: (1) RCRC for Technical Services (including advocacy efforts and regulatory involvement in accordance with the Board approved ESJPA/RCRC Agreement; (2) the consulting services of Sweetser & Associates, and; (3) other miscellaneous expenses as listed in the budget.

Note that the budget on the following page shows a payment of \$90,000 to RCRC for its Technical Support services to the ESJPA. This payment partially reimburses RCRC for the overall ESJPA costs, including personnel and overhead. The infrastructure support (i.e. office equipment, supplies,

duplication costs, annual auditing, insurance, legal fees, postage, etc) are included as expense line items.

In addition to income from membership dues, the ESJPA's CY 2012 revenue also includes grant reimbursements in the amount of \$140,000. This amount is a significant decrease because the ESJPA has not applied for any of the new CalRecycle competitive grants. The following is a list of current grant activities that are included in the CY 2012 budget.

CIWMB Used Oil Block Grants (Alpine, Colusa, and Mariposa)
CIWMB Regional Tire Grant TCA-8
Department of Conservation City/County Payments

The ESJPA's revenue has included a "Contribution from RCRC", as RCRC's cost has generally exceeded the revenue from the ESJPA between \$20,000 and \$60,000 annually. However, until 2009 the Agency budget did not show it and it was absorbed by RCRC. Many of the RCRC expenses were shown only in the "Department" budget and were not reflected in the "Agency" budget. In the last few years the budget expenses included line items not previously shown in the ESJPA Agency budget, but which attributed to the cost differences. For the 2011 budget year, the RCRC contribution was \$27,494 with the expectation of using \$41,672 of ESJPA reserves (carryover).

For 2012, the ESJPA budget expenditures over revenues are \$62,164. For the 2012 budget year, RCRC will not be making a contribution and the ESJPA will again draw down its reserves (carryover). However, the ESJPA is projected to be under budget in 2011 and the carryover is anticipated to be in excess of \$120,000.

Recommendation:

It is recommended that the ESJPA Board adopt the 2012 ESJPA Budget as shown on the following page.

ENVIRONMENTAL SERVICES JOINT POWERS AUTHORITY

FY 2012 BUDGET

January 1-December 31, 2012

Income:	2012 Budget	2011 Budget	Change
Member County Dues	118,800	118,800	0
Contracts-grants/projects	140,000	318,987	(178,987)
Contribution from RCRC	0	27,494	(27,494)
Interest	65	90	(25)
Miscellaneous	51	100	(49)
Total Income	258,916	465,471	(206,555)
Expenditures:			
Auditing	6,220	7,123	(903)
Bank Fees	100	200	(100)
Community Relations	400	400	0
Consultants	44,000	44,000	0
Conferences Attended by Staff	2,000	2,000	0
Contract Support Services	90,000	90,000	0
Delivery Services	100	100	0
Dues, Fees and Subscriptions	2,000	3,000	(1,000)
Equipment & Furniture	500	500	0
Grants and Contracts	140,000	318,987	(178,987)
Insurance	2,915	4,900	(1,985)
Legal Fees	1,000	2,000	(1,000)
Meetings	3,300	3,300	0
Miscellaneous	1,000	1,000	0
Office Expense	500	500	0
Off-site Storage	1,320	2,200	(880)
Rent	21,215	20,933	282
Travel-Delegates	2,000	2,000	0
Travel-Employees	2,500	2,500	0
Truck	0	1,500	(1,500)
Total Expenditures	321,070	507,143	(186,073)
Net Expenditures Over Revenues	(62,154)	(41,672)	(20,482)

