



## Meeting of the Board of Directors

January 20, 2022  
REGULAR MEETING

Regular Session begins at 9:00 a.m.

Estimated Ending Time 11:30 a.m.

Virtual Meeting via Zoom

<https://sonomacounty.zoom.us/j/92248855470?pwd=OFFVNUliWVh5Wk5SSzVyWWdWbndjdz09>

Or Telephone: +1 669 900 9128

Webinar ID: 922 4885 5470

Passcode: 157476

Meeting Agenda and Documents

# **ZERO WASTE SONOMA**

## **Meeting of the Board of Directors**

January 20, 2022

REGULAR MEETING

Regular Session begins at 9:00 a.m.

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*Note: This packet is 57 pages total*



## Zero Waste Sonoma

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**January 20, 2022  
REGULAR MEETING**

**Regular Session begins at 9:00 a.m.  
Estimated Ending Time 11:30 a.m.**

In accordance with Executive Orders N-25-20 and N-29-20 the Board of Directors meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

#### **Virtual Meeting via Zoom**

<https://sonomacounty.zoom.us/j/92248855470?pwd=OFFVNUliWVh5Wk5SSzVyWWdWbndjdz09>

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#### **PUBLIC COMMENT:**

Public Comment may be submitted via recorded voice message or email. Public comment may also be made by “raising your hand” using the Zoom platform.

Voice recorded public comment: To submit public comment via recorded message, please call 707-565-2722 by 5:00 pm Wednesday, January 19th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played or read at the appropriate time during the board meeting.

Email public comment: To submit an emailed public comment to the Board please email [leslie.lukacs@sonoma-county.org](mailto:leslie.lukacs@sonoma-county.org) and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.



## Agenda

### Item

1. Call to Order Regular Meeting
2. Agenda Approval
3. Public Comments (items not on the agenda)
4. Election of Officers

### Consent (w/attachments)

- 5.1 Minutes of the November 18, 2021 Regular Meeting
- 5.2 November and December 2021, January and February 2022 Outreach Calendar
- 5.3 Resolution No. 2021-26, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings
- 5.4 Updated Reserve Policy and Establishment of the Debt Reserve Fund
- 5.5 Annual Review of the ZWS Rules of Governance
- 5.6 Resolution of ZWS Recognizing Larry Zimmer for his Service to the Board

### Regular Calendar

6. Discussion and Possible Action on the Fiscal Year 2022-23 Work Plan [Collard]
7. Discussion and Possible Action on the Fiscal Year 2022-23 Draft Budget [Collard]
8. Boardmember Comments – NO ACTION
9. Executive Director Report – VERBAL REPORT
10. Staff Comments – NO ACTION
11. Next ZWS meeting: February 17, 2022
12. Adjourn

**Consent Calendar:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

**Regular Calendar:** These items include significant and administrative actions of special interest and are classified by program area. The regular calendar also includes "Set Matters," which are noticed hearings, work sessions and public hearings.

**Public Comments:** Pursuant to Rule 6, Rules of Governance of the Sonoma County Waste Management Agency/Zero Waste Sonoma, members of the public desiring to speak on items that are within the jurisdiction of the Agency shall have an opportunity at the beginning and during each regular meeting of the Agency. When recognized by the Chair, each person



should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item and before Boardmembers propose a motion to vote on any item.

**Disabled Accommodation:** If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Zero Waste Sonoma Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

**Noticing:** This notice is posted 72 hours prior to the meeting on the internet at [www.zerowastesonoma.gov](http://www.zerowastesonoma.gov)



**To:** Zero Waste Sonoma Board Members  
**From:** Leslie Lukacs, Executive Director  
**Subject:** January 20, 2021 Board Meeting Agenda Notes

## Consent Calendar

These items include routine financial, informational and administrative items and **staff recommends that they be approved en masse by a single vote.** Any Board member may remove an item from the consent calendar for further discussion or a separate vote by bringing it to the attention of the Chair.

- 5.1 November 18, 2021 Meeting Minutes
- 5.2 November & December 2021 and January & February 2022 Outreach Calendar
- 5.3 Resolution No. 2022-2, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings
- 5.4 Updated Reserve Policy and Establishment of the Debt Reserve Fund
- 5.5 Annual Review of the ZWS Rules of Governance
- 5.6 Resolution of ZWS Recognizing Larry Zimmer for his Service to the Board

## Regular Calendar

### 6. Discussion and Possible Action on the Fiscal Year 2022-23 Work Plan

Since FY 06-07, a Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. The Work Plan contains a description of Zero Waste Sonoma's (ZWS) projects, contractor costs, and staff costs. **Staff recommends the Board provides feedback and considers approval of the FY 22-23 Work Plan which is used as a guide for the FY 22-23 Draft Budget**

### 7. Discussion and Possible Action on the Fiscal Year 2022-23 Draft Budget

Staff will share a Draft Budget with the Board which includes establishing funding guidelines and other parameters necessary to integrate the ZWS's annual budget with the County's budget, accounting, and audit process. **Staff recommends the Board provide feedback on the FY 22-23 Zero Waste Sonoma Draft Budget with direction to return at the February 17, 2022 ZWS meeting for final approval.**

Resolution No.: 2022-01

Dated: January 20, 2022

RESOLUTION OF ZERO WASTE SONOMA ("ZWS") ELECTING A CHAIR, A VICE CHAIR, AND A CHAIR PRO TEMPORE

WHEREAS, Resolution No. 92-002 requires Agency to elect a Chair, a Vice Chair, and a Chair Pro Tempore at the first meeting in each calendar year, and;

WHEREAS, this Resolution memorializes the action taken by the ZWS Board of Directors on January 20, 2022 to elect a Chair, Vice Chair, and Chair Pro Tempore.

NOW, THEREFORE BE IT RESOLVED that having first been duly elected by ZWS, the representatives from the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, shall serve as Chair, Vice Chair and Chair Pro Tempore, at the will and pleasure of ZWS for a period of one year commencing from January 20, 2022.

MEMBERS:

-- Cloverdale      -- Cotati      -- County      -- Healdsburg      -- Petaluma

-- Rohnert Park      -- Santa Rosa      -- Sebastopol      -- Sonoma      -- Windsor

AYES: --      NOES: --      ABSENT: --      ABSTAIN: --

SO ORDERED

The within instrument is a correct copy of the original on file with this office.

ATTEST:                      DATE: January 20, 2022

\_\_\_\_\_  
Clerk of Zero Waste Sonoma  
Agency of the State of California in and for the  
County of Sonoma



## Minutes of the November 18, 2021 Meeting

Zero Waste Sonoma met on November 18, 2021, via Zoom to hold a virtual board meeting.

### Board Members Present:

City of Cloverdale – Marta Cruz	City of Santa Rosa - John Sawyer
City of Cotati - Susan Harvey	City of Sebastopol – Diana Rich
City of Healdsburg - Larry Zimmer	City of Sonoma - absent
City of Petaluma - absent	County of Sonoma – Susan Gorin
City of Rohnert Park - Pam Stafford	Town of Windsor - Deb Fudge

### Staff Present:

Executive Director: Leslie Lukacs  
Counsel: Ethan Walsh  
Staff: Xinci Tan, Sloane Pagal, Thora Collard, Courtney Scott, Paige Pedri  
Agency Clerk: Thora Collard

### 1. Call to Order Regular Meeting

Regular session was called to order at 9:01 a.m.  
Introductions

### 2. Agenda Approval

### 3. Public Comments (items not on the agenda)

None

### 4. Consent (w/attachments)

- 4.1 Minutes of the October 21, 2021 Regular Meeting
- 4.2 October, November, and December 2021 Outreach Calendar
- 4.3 Approval of FY 2021-22 First Quarter Financials
- 4.4 Third Amendment to E-Waste Handling Agreement with Recology Sonoma Marin
- 4.5 First Amendment to Compostable Materials Transport Services Agreement with Recology Sonoma Marin
- 4.6 Resolution for Authorization of Submittal of CalRecycle Payment Programs and Related Authorizations
- 4.7 Resolution No. 2021-26, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings

### Action Items:

None

### Public Comments:

None

**Motion:** For approval of all items of the consent calendar.

**First:** County of Sonoma – Susan Gorin

**Second:** City of Cotati - Susan Harvey

**Vote Count:**

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	ABSENT
City of Petaluma	ABSENT	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	ABSENT

AYES -7- NOES -0- ABSENT -3- ABSTAIN -0-

**Motion passed.**

**Deb Fudge arrived at 9:11**

**Regular Calendar**

**5. Community Presentation from the Sebastopol Zero Waste Committee [Lukacs]  
Board Comments/Action Items:**

**Board Comments/Action Items:**

- Are the students willing to present to other jurisdictions?

**Public Comments:**

None

**6. Special Department Expense Budget Appropriation for Food Recovery Capacity Study and Approval of Contract with Abound Food Care [Tan]**

**Board Comments/Action Items:**

- How does this impact smaller jurisdictions?
- Appreciation given to the Agency and jurisdictions for their collaboration on the goals of SB1383.

**Public Comments:**

None

**Motion:** the Board approves increasing the budgetary appropriations for **Special Department Expense** by \$31,400 to fund the food recovery capacity study and authorize the Executive Director to enter into contract with Abound Food Care.

**First:** City of Rohnert Park – Pam Stafford

**Second:** City of Cotati - Susan Harvey

**Vote Count:**

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	ABSENT
City of Petaluma	ABSENT	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -8- NOES -0- ABSENT -2- ABSTAIN -0-

**Motion passed.**

**7. Contingency Reserve Fund Budget Appropriation for Compost Rebate Program [Tan]**

**Board Comments/Action Items:**

- Do all the jurisdictions share the allocations?
- Will other counties try to get credit for Sonoma County purchases?
- Is it realistic that the jurisdictions required targets will be met through this rebate program?
- Should jurisdictions still budget for compost purchases?
- When will CalRecycle start enforcing these requirements?
- Do we produce enough compost in the county to meet these requirements?
- Does Sonoma County have priority to purchase compost if the rebates do not satisfy the requirements?

**Public Comments:**

None

**Motion:** the Board approves increasing the budgetary appropriations for **Contingency Reserve Fund** by \$150,000 to fund the compost rebate program.

**First:** City of Cotati - Susan Harvey

**Second:** City of Rohnert Park - Pam Stafford

**Vote Count:**

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	ABSENT
City of Petaluma	ABSENT	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -8- NOES -0- ABSENT -2- ABSTAIN -0-

**Motion passed.**

**8. Boardmember Comments – NO ACTION**

None

**9. Executive Director Report – NO ACTION**

Executive Director presented report.

10. **Staff Comments – NO ACTION**  
None
11. **Next SCWMA meeting:** December 16, 2021
12. **Adjourn:** 10:19 am

Submitted by: Thora Collard

DRAFT



Agenda Item #: 5.2  
 Agenda Date: 1/20/2022

**ITEM: November, December 2021/January, February 2022 Outreach Calendar**

**November 2021 OUTREACH**

Start date	End date	Start time	End time	Event
11/2/21	11/2/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma)
11/5/21	11/7/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)
11/9/21	11/9/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa W)
11/16/21	11/16/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Guerneville)
11/16/21	11/16/21	8:00 AM	9:30 AM	Graton Labor Center (Graton)
11/19/21	11/21/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Sonoma)
11/19/21	11/20/21	9:00 AM	1:00 PM	Household Hazardous Waste Event (Sea Ranch)
11/20/21	11/20/21	9:00 AM	5:00 PM	Mattress Recycling Event (Sonoma)
11/30/21	11/30/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)

**December 2021 OUTREACH**

Start date	End date	Start time	End time	Event
12/7/21	12/7/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)
12/9/21	12/9/21	7:00 AM	9:00 AM	Headsburg and Fulton Labor Centers (Healdsburg and Fulton)
12/10/21	12/12/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Petaluma)
12/14/21	12/14/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)
12/14/21	12/14/21	8:00 AM	9:30 AM	Graton Labor Center (Graton)
12/15/21	12/15/21	9:00 AM	10:00 AM	Latino Service Providers (Santa Rosa)

## January 2022 OUTREACH

Start date	End date	Start time	End time	Event
1/4/22	1/4/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)
1/7/22	1/9/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)
1/11/22	1/11/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)
1/11/22	1/11/22	8:00 AM	9:30 AM	Graton Labor Center (Graton)
1/15/22	1/16/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)
1/18/22	1/18/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)
1/25/22	1/25/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Boyes Hot Springs)

## February 2022 OUTREACH

Start date	End date	Start time	End time	Event
2/1/22	2/1/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa)
2/8/22	2/8/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)
2/8/22	2/8/22	8:00 AM	9:30 AM	Graton Labor Center (Graton)
2/15/22	2/15/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cotati)
2/22/22	2/22/22	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, W)
2/25/22	2/27/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Cloverdale)



Agenda Item #: 5.3  
Staff Contact: Walsh  
Agenda Date: 1/20/2022  
Approved By: LL

## **ITEM: Resolution No. 2022-2, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends that the Board adopt Resolution No. 2022-2, making findings and determinations under AB 361 for the continuation of virtual meetings.

### **II. BACKGROUND**

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means.

The provisions in the Brown Act that were suspended by the Governor’s Executive Order are contained in Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public
- A quorum of the legislative body must be in the jurisdiction

With the Governor’s Executive Order, the four above requirements were suspended, allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the Board is aware, this allowed the Board meetings to be conducted by Zoom with Board members, staff, and the public all joining from remote locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21, which continued to allow for complete virtual meetings until September 30, 2021.

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person

would present imminent risks to the health and safety of attendees. As a result, if Zero Waste Sonoma desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

### III. DISCUSSION

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation. Zero Waste Sonoma already complies with this requirement, so it presents no change to our current practice.
2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Board must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. State officials at Cal-OSHA have, through the adoption of certain regulations, recommend measures to promote social distancing throughout the State. Additionally, on September 22, 2021, Sonoma County Health Officer Dr. Sundari Mase has issued a recommendation to continue online meetings (teleconference meetings) as those meetings promote social distancing, and "present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19." Dr. Mase recommended that if an agency holds in person meetings, a written safety protocol be developed and followed, requiring social distancing and that face masks be worn. Dr. Mase also recommended that for in person meetings, an agency consider holding meetings outdoors to reduce the risk of COVID-19 transmission.

The enclosed resolution makes the necessary findings for the Board, which is subject to the Brown Act, to continue with virtual meetings for the time being. As the Board meets on the

third Thursday of every month, it is possible that more than 30 days may elapse between consecutive meetings. AB 361 is silent as to whether special meetings are required on a more frequent basis to keep up with the 30-day renewal of findings requirement, although scheduling such meetings would ensure strict compliance. Alternatively, if the Board does not meet within thirty days after its prior meeting, the Board should make its renewed findings at the beginning of its next meeting prior to any other action or discussion. Board staff will return to the Board with a resolution every meeting to allow for the continuance of virtual meetings for so long as the Board and staff believes that virtual meetings are necessary.

It is important to that AB 361 does not require Zero Waste Sonoma to continue with virtual meetings, but simply gives the Board that option. If at any time the Board desires to return to in person meetings, the Board can agendaize that topic for discussion and direct staff to initiate the transition back to in-person or hybrid meetings. However, at this time, Board staff is recommending adoption of the resolution to allow the Board to continue to be held remotely in order to ensure social distancing consistent with the recommendations of state and local officials.

#### **IV. FUNDING IMPACT**

There is no fiscal impact for this item

#### **V. CONCLUSION**

Staff recommends that the Board adopt Resolution No. 2022-2, making findings and determinations under AB 361 for the continuation of virtual meetings.

#### **VI. ATTACHMENTS**

1. Resolution Making Findings and Determinations under AB 361
2. 9/22/2021 Recommendation of the Health Officer: Public Meetings

**A RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY (ALSO KNOWN AS ZERO WASTE SONOMA) MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS**

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361, Chapter 165, Statutes of 2021 (“AB 361”), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect; and

WHEREAS, the Board of the Sonoma County Waste Management Agency (also known as Zero Waste Sonoma) has considered the circumstances of the state of emergency; and

WHEREAS, state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, according to the Sonoma County Health Officer, the grounds for the social distancing recommendation include that online meetings (teleconference meetings) “present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19”; and

WHEREAS, the continuation of virtual meetings will allow for full participation by members of the public until social distancing recommendations are lifted; and

WHEREAS, the Board of the Sonoma County Waste Management Agency desires to continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Sonoma County Waste Management Agency hereby finds, determines, and resolves as follows:

1. The above recitals and true and correct and shall be the findings of the Board of Directors of the Sonoma County Waste Management Agency.
2. The Board of Directors the Sonoma County Waste Management Agency shall continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3) based upon the findings and determinations hereby made by the Board.

PASSED, APPROVED, and ADOPTED, by the Board of Directors of the Sonoma County Waste Management Agency, on this 20th day of January, 2022, by the following vote:

MEMBERS:

- - Cloverdale	- - Cotati	- - County	- - Healdsburg	- - Petaluma
- - Rohnert Park	- - Santa Rosa	- - Sebastopol	- - Sonoma	- - Windsor

AYES: - -      NOES: - -      ABSENT: - -      ABSTAIN: - -

SO ORDERED

The within instrument is a correct copy of the original on file with this office

ATTEST:                      DATE: January 20, 2022

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Clerk of the Sonoma County Waste Management Agency  
In and for the County of Sonoma



## County of Sonoma Emergency Readiness, Response and Recovery



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**September 24, 2021 10:38 AM**

# **Recommendation of the Health Officer: Public Meetings**

[En Español \[https://socoemergency.org/recomendacion-del-funcionario-de-salud-reuniones-publicas/\]](https://socoemergency.org/recomendacion-del-funcionario-de-salud-reuniones-publicas/)

# Sonoma County Public Health Recommendations for Safely Holding Public Meetings

September 22, 2021

**Each local government agency is authorized to determine whether to hold public meetings in person, online (teleconferencing only), or via a combination of methods. The following are recommendations from Sonoma County Public Health to minimize the risk of COVID-19 transmission during a public meeting of a legislative body held in compliance with Government Code section 54953(e):**

1. Online meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19.
2. If a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended, when possible, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person.
3. If a local agency holds in person meetings, a written safety protocol should be developed and followed. It is recommended that the

protocol require social distancing – i.e., six feet of separation between attendees – and face masking of all attendees in compliance with [Order of the Health Officer of the County of Sonoma C19-25](#).

4. If a local agency holds in person meetings, seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
  
5. Consider holding public meetings outdoors. Increasing scientific consensus is that outdoor airflow reduces the risk of COVID-19 transmission compared to indoor spaces. Hosting events outdoors also may make it easier to space staff and members of the public at least six feet apart.
  
6. Current evidence is unclear as to the added benefit of temperature checks in addition to symptom checks. We encourage focus on symptom checks as they may screen out individuals with symptoms but no fever and help reinforce the message to not go out in public if you are not feeling well.
  
7. Consider a voluntary attendance sheet with names and contact information to assist in contact tracing of any cases linked to a public meeting.

Dr. Sundari R. Mase, MD MPH

Health Officer of the County of Sonoma



Agenda Item #: **5.4**  
Cost Center: **All**  
Staff Contact: **Collard**  
Agenda Date: **1/20/2022**  
Approved By: **LL**

## **ITEM: Updated Reserve Policy and Establishment of the Debt Reserve Fund**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends approval of the 2022 Reserve Policy and creation of a new Debt Servicing Reserve Fund.

### **II. BACKGROUND**

At the February 18, 2021 Board meeting, the Financial Strategy for the North County HHW Facility Financing presentation was given to the board. The recommendation from the consultant was to implement changes to our budget to make us eligible for financing for the proposed facility. The Board approved a contribution to a debt services financing fund in the FY 21/22 fiscal year.

### **III. DISCUSSION**

The Reserve Fund Policy was last updated on June 20, 2018. The draft reserve policy adds the language and guidelines for a new Debt Servicing Reserve Policy.

### **IV. ATTACHMENTS**

Draft 2022 Reserve Policy  
Resolution

# **SONOMA COUNTY WASTE MANAGEMENT AGENCY 2022 REVISED RESERVE POLICY**

## **I. Purpose**

To define parameters for the collection, treatment and distribution of reserve funds resulting from the operations of the Sonoma County Waste Management Agency (SCWMA).

## **II. Policy**

The SCWMA shall maintain three reserve funds, Organics Reserve Fund, Contingency Reserve Fund, and Debt Servicing Reserve Fund. The Contingency Reserve Fund will have three subcategories for collection; HHW Facility Closure, HHW Operating Reserves and an Operating Contingency Fund.

### **Organics Reserve Fund**

#### **Treatment**

The fund goal for the Organics Reserve Fund is 25% of the operational expenses of the Organics Fund. Any funds remaining in the Organics Fund at the close of the fiscal year are to be transferred to the Organics Reserve Fund excluding a small (15% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the Fund for cash flow purposes for the succeeding fiscal year.

Any interest earned on the funds contained in the Organics Reserve shall remain within the reserve.

#### **Distribution**

The funds accumulated in the Organics Reserve will only be for use in conjunction with the organics program, which includes Board-approved projects in the Organics Fund as well as the Organics Reserve.

### **Contingency Reserve Fund**

The Contingency Reserve Fund is established to cover the costs of unpredictable expenditures (such as natural disasters and emergencies), and one-time projects (such as special studies, facility closures, and capital purchases). The Contingency Fund has three subsections.

#### ***1. Household Hazardous Waste (HHW) Facility Closure***

##### **Collection**

This reserve is mandated by the permit-by-rule for treatment of hazardous waste collected at the HHW facility, which is owned by the County of Sonoma and occupied and operated by the SCWMA. The SCWMA is the permit holder of Permit No: 00-7161 issued by the Certified Unified Program Agency (Sonoma County Department of Emergency Services) and is responsible for establishing and

maintaining a closure fund. The permit-by-rule states that “holder may establish the amount contained in the closure fund”.

Since these reserves are mandated by permit, collection and transfer of these funds will take precedence over any contributions to the HHW Facility Reserve.

**Treatment**

The fund goal shall be reviewed every five years with a comparison of similar facilities located in California and adjusted accordingly. As of FY 2018-19, this reserve goal is \$67,000. Should regulatory or legislative changes occur between review periods, the fund goal should be adjusted at the next appropriate budget development and approval process.

The HHW Closure Reserve does not include deconstruction of the building. These estimated costs were not included as part of the HHW Closure Fund because the building could potentially have other beneficial uses for the County or any other owner of the property. However, it is recognized the HHW Facility Reserve Funds would be adequate for deconstruction if required

The interest earned on the reserve funds will remain with the Contingency Reserve Fund.

**Distribution**

The only distribution will be when the facility is vacated by the SCWMA at which time SCWMA will relinquish the permit for HHW operations at this site.

**2. HHW Facility Operating Reserve**

**Collection**

Any funds remaining in the HHW cost center at the close of the fiscal year are to be transferred to the Contingency Reserve excluding a small (15% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

**Treatment**

The reserve fund goal is \$600,000. The interest earned on the reserve funds will remain with the reserve.

**Distribution**

Distribution from this reserve will happen whenever the disposal costs exceed the budgeted appropriation, such as an emergency requiring additional disposal of toxics. The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller’s Office for processing.

### **3. Operating Contingency Reserve**

#### **Collection**

Any funds remaining in the Education and Outreach cost center at the close of the fiscal year shall be transferred to the Contingency Reserve Fund excluding a small (15% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost centers for cash flow purposes for the succeeding fiscal year.

The funds collected and/or transferred into the Contingency Reserve are to be used for support of the Education and Outreach cost center in the event that projects beyond those approved in the Work Plan are necessary for the diversionary efforts of SCWMA.

#### **Treatment**

The fund goal is 25% of the operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) of the Education and Outreach cost center.

The interest earned on the reserve funds will remain with the reserve.

#### **Distribution**

Distribution of funds from the Contingency Reserve is at the discretion of the Board of Directors. Specific projects/expenditures are to be considered by the Board for potential funding from the reserve. Precedence of projects will be given to any that stem from regulations or legislation.

The Executive Director has spending authority, provided by Resolution 2014-30- adopted by the Board of Directors on November 19, 2014, not to exceed \$25,000. This purchasing authority shall apply to the reserve funds.

The JPA Agreement sets the approval parameter for a Super-Majority vote (8 of 10 members) for items pertaining to:

- Approval or amendment of the Agency Budget;
- Incurrence of debt from public or private lending or financing sources in an amount of \$250,000 or more;
- Authorization of expenditures of \$250,000 or more to a single source within a single fiscal year;
- Any increase in fees or imposition of any new fees.

A unanimous vote is required for the Agency to acquire any interest in real property with a value of \$250,000 or more.

The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing. The

appropriation transfer is to be accompanied by a project budget that will include the appropriate accounts for efficient processing, payment and auditing.

### **Debt Servicing Reserve Fund**

#### **Treatment**

The fund goal for the Debt Servicing Reserve Fund will be determined by the financing needs for a new Household Hazardous Waste (HHW) Facility to be sited in the northern portion of the county. During the exploration phase of the siting search, the Board approves the collection of \$745,000 annually for funding of this project. Any funds collected before the establishment of the permanent facility may be used for procurement, construction, or securing financing for the project.

Any interest earned on the funds contained in the Debt Financing Reserve shall remain within the reserve.

#### **Distribution**

The funds accumulated in the Debt Financing Reserve will only be for use in conjunction with the establishment of a new HHW facility.

RESOLUTION OF ZERO WASTE SONOMA (ALSO KNOWN AS SONOMA COUNTY WASTE MANAGEMENT AGENCY) ADOPTING THE 2022 RESERVE POLICY AND CREATING A NEW DEBT SERVICING RESERVE FUND

WHEREAS the board approves the establishment of a new Debt Servicing Reserve Fund;

WHEREAS the ZWS Reserve fund previously approved at the June 20, 2018 Board of Directors meeting is incompatible with the creation of a new fund and therefore needed revision and approval by the ZWS Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby adopt the 2022 Reserve Policy dated January 20, 2022 and authorize the establishment of the new Debt Servicing Reserve Fund.

MEMBERS:

-- Cloverdale	-- Cotati	-- County	-- Healdsburg	-- Petaluma
-- Rohnert Park	-- Santa Rosa	-- Sebastopol	-- Sonoma	-- Windsor

AYES: --      NOES: --      ABSENT: --      ABSTAIN: --

SO ORDERED

The within instrument is a correct copy of the original on file with this office.

ATTEST:                      DATE: January 20, 2022

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Clerk of Zero Waste Sonoma  
Agency of the State of California in and for the  
County of Sonoma



Agenda Item #: 5.5  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 1/20/2022  
Approved By: LL

**ITEM: Annual Review of ZWS Rules of Governance**

**I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board review and approve the attached Rules of Governance.

**II. BACKGROUND**

The Rules of Governance are to be reviewed by Zero Waste Sonoma Board of Directors annually for applicability. The Rules were last revised at the February 19, 2020 meeting.

**III. DISCUSSION**

Staff has reviewed the Rules of Governance and recommends they be adopted as is.

**IV. FUNDING IMPACT**

There is no funding impact as a result of this item.

**V. ATTACHMENTS**

Rules of Governance

**RULES OF GOVERNANCE  
OF THE  
ZERO WASTE SONOMA (“AGENCY”)**

RULE 1: The Executive Director, in consultation with the Chair, shall prepare an agenda for each meeting of the Agency. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Executive Director shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: Whenever possible, staff shall deliver a copy of the agenda for any regular meeting to each member of the Agency seven (7) days in advance of such meeting.

RULE 3: Unless otherwise provided by law, the Agency may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Agency.

RULE 5: All questions of law shall be referred to the Agency’s counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Agency directly on items of interest to the public that are within the subject matter jurisdiction of the Agency. The total time allocated for public testimony on any particular issue shall be 3 minutes. Any person desiring to address the Agency shall, when recognized by the Chair, speak from the rostrum and give his or her name and address to the Clerk and limit his or her statement to 3 minutes. In order to facilitate the business of the Agency, the Chair may further modify the time of each such address.

RULE 7: One half or more of the members of the Agency constitute a quorum for the transaction of business. No act of the Agency shall be valid or binding unless a majority of a quorum concur therein. Eight (8) of ten (10) members of the Agency is a Supermajority. Provided, however, that a supermajority vote of the Agency is required for action on: 1) approval or amendment of the Agency Budget, 2) incurrence of debt from public or private lending or financing sources in an amount of \$250,000 or more, 3) authorization of expenditures of \$250,000 or more to a single source within a single year, and 4) any increase in fees or imposition of any new fees. Provided also, that a unanimous vote is required for the Agency to acquire any interest in real property with a value of \$250,000 or more.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote “aye,” “no,” or “abstain.”

RULE 10: A vote of “abstain” does not constitute concurrence and does not constitute a “no” vote.

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Agency’s counsel.

RULE 12: At the first meeting in each calendar year the Agency shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, his or her duties shall be assumed Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chairman Pro Tempore shall perform the duties of the Chair.

RULE 13: The Chair may, from time to time, appoint such subcommittees of the Agency as are necessary and convenient.

RULE 14: These rules shall be reviewed by the Agency at the first meeting in each calendar year.

RULE 15: The Chair, Vice-Chair, and the Chair Pro Tempore shall serve at the will and pleasure of the Agency.

RULE 16: Per Government Code § 54956.96(a)(1), all information presented to the Agency Board in closed session is confidential. However, a member of the legislative body of a member local agency who is present in closed session may disclose information obtained in that closed session that has direct financial or liability implications for the member’s local agency to the following individuals:

- A. Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency; and/or
- B. Other members of the legislative body of the member local agency present in a closed session of that member local agency.

RULE 17: Per Government Code § 54956.96(a)(2), any designated alternate member of the Agency Board who is attending a properly noticed meeting of the Agency in lieu of a local agency member's regularly appointed member may attend closed sessions of the Agency.

RESOLUTION OF ZERO WASTE SONOMA  
RECOGNIZING LARRY ZIMMER FOR HIS SERVICE TO THE BOARD

WHEREAS, Assembly Bill 939 passed by the California State Legislation in 1989; and

WHEREAS, the County of Sonoma and the municipalities of Sonoma County agreed to comply with the requirements of AB 939 by forming the Sonoma County Waste Management Agency (also known as Zero Waste Sonoma) as a regional joint powers authority, and

WHEREAS, Larry Zimmer has faithfully served the board since February 2018, and

WHEREAS, Larry Zimmer served on the Organics Processing Negotiations sub-committee, and the Compostable Products sub-committee, and

WHEREAS, Larry recognized and upheld the mission of the Zero Waste Sonoma, which is to educate and assist the residents of Sonoma County in their efforts to reduce, reuse and recycle materials in the waste stream, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zero Waste Sonoma hereby recognizes and commends Larry Zimmer on service to Zero Waste Sonoma, and

BE IT FURTHER RESOLVED that the Board of Directors wishes to express their deepest thanks to Larry for his contributions to ZWS, and the grace in which he did it, and wishes him the very best in his future.

MEMBERS:

- |                    |                  |                  |                  |                |
|--------------------|------------------|------------------|------------------|----------------|
| --<br>Cloverdale   | --<br>Cotati     | --<br>County     | --<br>Healdsburg | --<br>Petaluma |
| --<br>Rohnert Park | --<br>Santa Rosa | --<br>Sebastopol | --<br>Sonoma     | --<br>Windsor  |

AYES: --      NOES: --      ABSENT: --      ABSTAIN: --

SO ORDERED

The within instrument is a correct copy of the original on file with this office.

ATTEST:                      DATE: January 20, 2022

\_\_\_\_\_  
Clerk of Zero Waste Sonoma County  
Agency of the State of California in and for the  
County of Sonoma



Agenda Item #: 6  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 1/20/2022  
Approved By: LL

## **ITEM: Discussion and Possible Action on the Fiscal Year 2022-23 Work Plan**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board provides feedback and considers approval of the FY 22-23 Work Plan which is used as a guide for the FY 22-23 Draft Budget.

### **II. BACKGROUND**

Since FY 06-07, a Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. The Work Plan contains a description of Zero Waste Sonoma's (ZWS) projects, contractor costs, and staff costs. The Work Plan also assisted in the preparation of ZWS's annual draft budget, Agenda Item 7 in this Board packet.

### **III. DISCUSSION**

Staff proposes that core projects continue in their current form (i.e. hauling of organics, processing of household hazardous waste, used oil outreach, mandatory commercial and organics recycling, zero waste guide, website maintenance, and reporting). There are a number of programs that are rolling over for completion in the new fiscal year: the CRV Collection grant and the Food Recovery Grant. In addition, Staff proposes the following new projects:

- The contract for E-Waste sorting and disposal is expiring at the end of the fiscal year. There are two annual extensions available, but the contractor is requesting an increase for labor and Universal Waste Electronic Devices (UWED). Based on 2020 quantities, this increase will be approximately \$108,000.
- ZWS would like to partner with Green Mary (Non-profit Good Werks) to offer four "Fix-it Clinics" in different locations around Sonoma County for residents to bring broken electronics, furniture, small appliances, or other consumer products to be repaired by local fixers.
- ZWS would like to continue the Reusable Food Ware Microgrant Pilot. Staff would work to offer countywide micro grants of up to \$350 for switching from single-use to reusable items for dine-in customers. Funding could cover the upfront costs of dishware/silverware/glassware, for a dishwasher or dishwashing service, or accessory items such as refillable condiment, cutlery, or napkin dispensers.

The full Draft Work Plan is attached for your review and projects where there have been significant increases in cost and/or new program line items have been highlighted in green for your convenience.

#### **IV. FUNDING IMPACT**

There is no direct funding impact of the FY 22-23 Work Plan. This document is informational and used for planning purposes and to complement the FY 22-23 Draft Budget.

#### **V. ATTACHMENTS**

FY 22-23 Work Plan

## 22-23 Work Plan

### Organics

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
1.1	Municipal Composting Program	Manage contracts for hauling of organic materials, processing the materials at the compost sites, and reconciles and processes monthly invoices for payment.	\$ 6,358,077	\$ 7,449	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the CoIWMP.	Monthly
1.2	Christmas Tree Recycling	Provide education to the public about Christmas tree recycling options. <ul style="list-style-type: none"> <li>• Coordinates with local non-profit organizations to provide convenient Christmas tree composting</li> <li>• Coordinates drop-off sites with haulers</li> </ul> Update information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$ -	\$ 1,796	CoIWMP/Section 4.7.2.10 Diversion program that adds organic feedstock	November, December, and January, Annually
1.3	Home Composting Education & Outreach	Promote home composting and vermicomposting. Create new contract for virtual workshops.	\$ 5,000	\$ 2,790	CoIWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	New contract needed
1.4	Conferences and webinars	Attend Biocycle/Compost 2022 or 2023 Conferences. Webinars on SB 1383 and other organic material related topics.	\$ 2,000	\$ 8,001	Board Directed	Ongoing
1.5	Organics Education and State Regulations	Monitor and research any upcoming regulations and continue ongoing education of existing regulations for member jurisdictions and the public.		\$ 70,624	MANDATED SB1383/AB939	Ongoing
1.6	Grant - (Food Recovery, etc.)	Oversee two year grant including implementation, recordkeeping, and distribution of funds. Project involves a partnership with Conservation Corps North Bay (CCNB) to provide food recovery transportation services to the region, especially entities affected by SB 1383.	\$ 100,000	\$ 11,833	Staff recommended; grant will assist jurisdictions with SB 1383 requirements	Grant term is two years, ending March/April 2023
	<b>Total</b>	<b>FY 22-23</b>	<b>\$ 6,465,077</b>	<b>\$ 102,492</b>		
	Prior Year	FY 21-22	\$ 6,393,577	\$ 93,075		

**Reserves (Restricted by Board Policy)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
2.1	Securing Organics Capacity	Continue process for implementation agreements and legal counsel.	\$ 30,000	\$ 57,018	CoIWMP/Section 4.5.3	Ongoing
2.2	New Model Ordinances and Policy Research/Implementation	Develop potential model ordinances including (1) Construction and Demolition (2) Large Events and Venue recycling plan requirements (3) Battery EPR implementation. Report to the Board on ordinance feasibility and propose next steps.	\$ -	\$ 28,025	Board Directed	Ongoing
2.3	North County HHW facility	Explore sites and feasibility of adding a permanent HHW Facility in the North County. Potentially implement contract for conceptual design and feasibility.	\$ 115,000	\$ 27,709	Board Directed	Ongoing
2.4	Reusable Food Ware Pilot	Provide assistance and microgrants to restaurants to transition from single-use to reusable food service items	\$ 10,000	\$ 7,492	Staff Recommended. Pilot started FY21/22	Limited
2.5	SPARKL	Contract with a reusable food service ware system (called SPARKL) to implement reuse and zero waste systems throughout Sonoma County through education and design and develop reusable food ware programs for various stakeholders.	\$ 25,000	\$ 4,421	Proposed	Three Years
2.6	Strategic Plan	Strategic planning work sessions to define the direction of the Agency. Create a mission and vision statement and develop a short term, medium term and long term goals.	\$ 15,000	\$ 29,452	Staff Recommended	
	<b>Total</b>	<b>FY 22-23</b>	<b>\$ 195,000</b>	<b>\$ 154,117</b>		
	Prior Year	FY 21-22	\$ 301,000	\$ 143,849		

### Household Hazardous Waste

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manage contract for collection of household hazardous waste from residents and CESQG (businesses) at the Household Hazardous Waste Facility (HHWF), HHW Collection Events, and HHW Rover. Provide education resources for the program as needed and coordinate with local organizations.	\$ 1,449,000	\$ 69,198	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the CoIWMP)	Contract expires June 30, 2022
3.2	E-waste Collection and Internal Transport at Disposal Site	Transport and properly dispose of electronic waste collected at all of the County-owned disposal sites.	\$ 42,000	\$ 11,705	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract expires December 31, 2022
3.3	E-waste Sorting and Recycling	Sorting of electronic waste collected at all of the County-owned disposal sites and recycling.	\$ 108,301	\$ 669	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract Expires June 30, 2022 (one annual renewal available)
3.4	Oil & Filter Recycling (Grant funded)	Executing a variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels. For specific projects, Used Oil Competitive Grants may be applied for.	\$ 69,518	\$ 17,042	Board Directed	Consultant Contract Expires June 30, 2021 (option for one annual extension)
3.5	Reporting	Prepare state required reporting and quantification of HHW collection efforts annually. Reports include Annual E-Waste Report, Net Cost Report, Stormwater Report, HHW portion of the Electronic Annual Report, and the 303 Report.	\$ -	\$ 21,006	MANDATED Required by regulation.	Jan, Feb, July, Sept, and October Due Dates

**Household Hazardous Waste (cont.)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
3.6	Product Stewardship Education, Outreach, policy and legislation	<ul style="list-style-type: none"> <li>Participate in statewide and national Extended Producer Responsibility efforts.</li> <li>Develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online)</li> <li>Organize community outreach at events.</li> <li>Development and planning for Extended Producer Responsibility ordinances as approved by Agency Board.</li> <li>Examine recent and pending legislation relevant to and proposed Agency projects.</li> </ul>	\$ -	\$ 2,376	BOARD DIRECTED EPR Implementation Plan (CoIWMP/Section 4.3.3.3)	Ongoing
3.7	E-waste Recycling Events	<p>Accept electronics at events that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency. Agency pays for site fees and advertising.</p> <ul style="list-style-type: none"> <li>Provide supports for coordination of e-waste event</li> <li>Perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line)</li> <li>Administer the contract</li> </ul> <p>Events to include reuse collection</p>	\$ 15,000	\$ 19,062	CoIWMP/Section 5.4.1.8 Provide recycling information to all County residents	Ongoing – Monthly Contract expires Dec 31, 2022.
3.8	HazMobile - Mendocino County	Agreement with Mendocino County so North-West country residents can properly dispose of hazardous materials close to home. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$ 18,000	\$ 1,729	MANDATED - JPA	Five events per year
3.9	HHW Grants	Expand and improve Household Hazardous Waste programs utilizing CalRecycle offers grants. Projects may include construction of Household Hazardous Waste facilities. If the timing is aligns with where the ZWS is in the process of siting a new facility, staff will apply for this grant.	\$ -	\$ 5,388	Staff recommended	

**Household Hazardous Waste (cont.)**

	<b>Program</b>	<b>Program Description</b>	<b>Contractor</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
3.10	Park Propane Collaboration	Manage permanent disposable cylinder collection containers. Provide education and advertisement materials for promoting the refillable cylinders collection program.	\$ 12,000	\$ 7,920	AB939	Ongoing
3.11	HHWF Maintenance	Maintenance and upgrades of HHW facility buildings.	\$ 15,000	\$ 2,349		Ongoing
3.12	Conferences	Attend NAHMMA Conference (2).	\$ 5,400	\$ 10,148	Board Directed	
3.13	Solar Panels	Develop program for collection of solar panels through the e-waste program in limited quantities.		\$ 18,711	AB939	
3.14	Meds/Sharps	Implement SB212, outreach and participate in the Safe Medicine Disposal Committee.		\$ 9,114	State Mandated SB212	
	<b>Total</b>	<b>FY 22-23</b>	<b>\$ 1,734,219</b>	<b>\$ 196,417</b>		
	Prior Year	FY 21-22	\$ 1,569,323	\$ 213,548		

**Education**

	<b>Program</b>	<b>Program Description</b>	<b>Contractor</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
4.1	Recycling Guide English/Spanish versions	<p>Develop the annual Zero Waste Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages.</p> <ul style="list-style-type: none"> <li>• Coordinate consultants as needed for illustrations and cover artwork.</li> <li>• Review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.).</li> <li>• Prepare publication for on-line viewing.</li> <li>• Arrange for printing and distribution of extra Guides (approx. 28,000 English and 11,000 Spanish copies).</li> </ul>	\$ 4,000	\$ 43,505	<p>MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the CoIWMP)</p> <p>BOARD DIRECTED (Spanish Guide)</p>	Print Jan 2023
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Respond to telephone and email questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> <li>• Listen to messages daily, logs call into the Access database and returns phone calls/emails within one business day.</li> <li>• Research topics to help foster more opportunities as needed. Information gets recorded in the Access Eco-Desk database.</li> <li>• Prepare annual reports summarizing activity on the English and Spanish Eco-Desk.</li> <li>• Coordinate with Spanish language contractor as needed.</li> </ul>	\$ 5,000	\$ 41,830	<p>MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the CoIWMP)</p>	Daily
4.3	Spanish Language Outreach	<p>Provide outreach utilizing a contractor to Spanish speaking residents about recycling issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.</p> <ul style="list-style-type: none"> <li>• Manage the contract for services</li> </ul> <p>Provide support for educational materials as needed.</p>	\$ 30,000	\$ 2,605	<p>MANDATED - JPA Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).</p>	New contract needed
4.4	Grants	Apply for educational/outreach grants as they become available.	\$ -	\$ 7,755	<p>MANDATED - JPA Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)</p>	As available

**Education (cont.)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.5	Web site www.zerowaste sonoma.gov	<p>Updates to the Zerowastesonoma.gov web site on Agency expertise including HHW, reduce, recycling, business, multifamily, schools, disposal, compost, resources. Resources are requested to make any further improvements, on-going maintenance, plug-in updates and bug fixes. The web site is ADA section 508 compliant</p> <ul style="list-style-type: none"> <li>• Update web site content.</li> <li>• Makes online .pdfs ADA compliant</li> <li>• Prepares annual reports on web site activity.</li> </ul>	\$ 8,000	\$ 42,215	MANDATED - JPA Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)	Ongoing
4.6	Outreach Partnerships	Provide staff support to the groups engaged in complementary environmental educations (e.g., Climate Action Groups, Carbon Sequestration Coalition, Recology, Credo High School, Sonoma Green Business Program, Republic Services, Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), Goodwill Industries Redwood Empire, Mattress Recycling Council, etc.	\$ -	\$ 26,508	Board Directed	Ongoing
4.7	Food Recovery Education	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding edible food recovery. Activities may include outreach and education, monitoring compliance, recordkeeping, reporting, and expanding relationships with existing food recovery organizations in the region. Creation and distribution of education materials.	\$ 30,000	\$ 6,836	MANDATED - Required by State Legislation, SB 1383	Ongoing
4.8	State Laws Mandating Organics Diversion	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding mandatory organic material collection. Activities include outreach and education, monitoring compliance, mailings, recordkeeping, reporting, and managing waiver requests.	\$ 30,000	\$ 49,137	MANDATED - Required by State Legislation, AB 1826, AB 827, SB 1383	Ongoing
4.9	Annual Work Plan Report	Create the annual report of Zero Waste Sonoma's accomplishments and outreach goals.	\$ 500	\$ 5,211	Board Directed	Annual

**Education (cont.)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.10	Fairs	Select a new outreach theme that responds to current topics. This year's theme for 2022 will focus on "Healthy Environment/Health Community" including; <ul style="list-style-type: none"> <li>• Graphic design and production for outreach materials and promotional giveaways (e.g., backdrop, floor, information panels, brochure holders, etc.)</li> <li>• Coordinates staffing for events</li> <li>• Coordinates fair set up and tear down</li> <li>• Refurbish display materials</li> </ul>	\$ -	\$ 18,948	MANDATED - JPA (Section 4.7.2.9 of the CoIWMP)	Summer and Fall
4.11	Zero Waste Week	Work with industry partners, jurisdictions, and local groups to host zero waste events timed around the Zero Waste Symposium		\$ 3,204	Proposed	Annually
4.12	Social Media On-line Marketing Outreach	Manage on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram	\$ 2,500	\$ 23,965	BOARD DIRECTED	Ongoing
4.13	Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$ 116,356	\$ 18,518	BOARD DIRECTED	Ongoing
4.14	AB 939 Reporting Requirements	Prepare Annual Report which consists of: <ul style="list-style-type: none"> <li>• Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, large venues/events, HHW program</li> <li>• Update text description of programs.</li> </ul> Submit report to California Department of Resources Recycling and Recovery (CalRecycle)	\$ -	\$ 21,990	MANDATED – AB 939, AB 341, AB 2176 Compliance with State regulations (Section 4.7.2.12 of the CoIWMP)	2020 Annual Report due August 2022
4.15	Cal Recycle Beverage Container Recycling Pilot Program Grant	Implement of CRV Grant - 2 year program. Collaborative grant to establish a mobile CRV collection mobile in the underserved jurisdictions (\$30K for advertising)	\$ 30,000	\$ 22,132	AB 939	Spring 2021-June 2026
4.16	RMDZ	Comply as Recycling Market Development Zone Administrator for Sonoma, Mendocino, and Lake counties	\$ 1,000	\$ 6,569	Board Directed	Ongoing

Education (cont.)						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.17	Ordinance Education/ Enforcement	Provide education to jurisdictions for new ordinances and assist with enforcement. Mailings	\$ 15,000	\$ 33,527	Board Directed	Ongoing
4.18	Conferences	Staff attendance and participation at conferences		\$ 21,139	Board Directed	Ongoing
4.19	Reuse / Repair Workshops & Events	Provide quarterly repair workshops in various Sonoma County jurisdictions for residents interested in fixing broken items such as small appliances, electronics, textiles, furniture, bicycles, or other consumer goods. Additional events may include various Zero Waste workshops.	\$ 2,000	\$ 6,287	Proposed	Quarterly
4.20	Compost Rebate	Manage a regional rebate program for all member jurisdictions to procure compost by proxy, through a "direct service provider"	\$ 150,000	\$ 24,080	Cal Recycle/SB1383	Ongoing
	<b>Total</b>	<b>FY 22-23</b>	<b>\$ 424,356</b>	<b>\$ 425,962</b>		
	Prior Year	FY 21-22	\$ 238,135	\$ 446,693		
General Administration						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.1	Agency Meetings	<ul style="list-style-type: none"> <li>• Prepare agendas/packets</li> <li>• Attend meetings</li> <li>• Research and document development</li> <li>• Prepare and file minutes, resolutions agreements</li> </ul>	\$ -	\$ 170,564	MANDATED-JPA	Ongoing
5.2	Program Management	<ul style="list-style-type: none"> <li>• Execute general administration of Agency programs</li> <li>• Attend meetings, conferances and trainings</li> <li>• Planning</li> <li>• Develop and execute new program</li> </ul>	\$ -	\$ 75,510	MANDATED-JPA	Ongoing
5.3	ZWS Fin. Mgmt.	<ul style="list-style-type: none"> <li>• Approve invoices/journal vouchers</li> <li>• Prepare financial statements to Board</li> <li>• Prepare budget and facilitate approvals</li> <li>• Respond to audits (internal and external)</li> </ul>		\$ 219,490	MANDATED-JPA	Ongoing
	<b>Total</b>	<b>FY 22-23</b>	<b>\$ -</b>	<b>\$ 465,564</b>		
	Prior Year	FY 21-22	\$ -	\$ 420,272		

### External Projects

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
A	AB 939 Local Task Force (LTF-Edu.)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$ -	\$ 24,625	Agency staff has historically provided this service.	Ongoing
B	Annual Stormwater Reporting and Meetings	Provide information annually to be included in the County's National Pollution Discharge Elimination System (NPDES) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (MS4).	\$ -	\$ 1,672	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
C	All Programs	Provide Emergency Response Support to TPW	\$ -	\$ 3,344		
	<b>Total</b>	<b>FY 22-23</b>	\$ -	\$ <b>29,642</b>		
	Prior Year	FY 21-22	\$ -	\$ 26,990		
	<b>Grand total</b>	<b>FY 22-23</b>	\$ <b>8,818,653</b>	\$ <b>1,374,194</b>		
	Prior Year	FY 21-22	\$ 8,502,035	\$ 1,344,427		



Agenda Item #: 7  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 1/20/2022  
Approved By: LL

## **ITEM: Discussion and Possible Action on the Fiscal Year 2022-23 ZWS Draft Budget**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board provide feedback on the FY 22-23 Zero Waste Sonoma Draft Budget with direction to return at the February 17, 2022 ZWS meeting for final approval.

### **II. BACKGROUND**

The approval of the Work Plan outlining contractor and staff costs for individual programs and planned projects is the first step in the budget development process. The Board gave staff direction regarding the Work Plan under Agenda Item 6.

The next step in preparing the ZWS's annual budget is the Board's review and approval of a Draft Budget which includes establishing funding guidelines and other parameters necessary to integrate the ZWS's annual budget with the County's budget, accounting, and audit process. The final step is the Board's approval, with a required supermajority vote, of the Final Budget prepared and presented by staff at the February 17<sup>th</sup> Board meeting. The Final Budget takes into consideration any comments, questions or directions resulting from the presentation of the Draft Budget.

### **III. DISCUSSION**

Information for this discussion can be found in the Explanation and Details and History sections of the FY 22-23 Draft Budget.

The FY 22-23 Draft Budget is similar to the original FY 21-22 Budget presented to the Board before the Final Budget was reduced due to limitations from the ZWS Fee cap. This draft budget is focused on maintaining core ZWS programs and additional programs related to the implementation of SB1383 and passage of the Disposable Food Service Ware ordinance. Program items that has a change of \$10,000 and/or 5% has been explained in the Explanations and Details attachment.

Overhead administration costs (Executive Director, Administrative Manager, Agency Clerk and shared office expenses) are distributed across all programs based on a percentage split.

Included in this draft budget is an increase to the ZWS surcharge and organics tipping fee. Staff had anticipated increasing the ZWS Fee in the current fiscal year, but negotiations were not completed in time. Staff recommends increasing the ZWS Fee \$2.00/ton (new rate \$7.95/ton) to account for the increased programs related to SB1383, the ability to make a full contribution to the Debt Servicing Reserve fund, the addition of staff, and the new educational programs for our new ordinance. Staff is requesting an increase of \$2.75/ton to the Organics tipping fee (new rate \$78.00/ton) to cover the annual price increases to organics processing fees. If the Board approves

this draft budget with the increased fees, staff will return the final budget on consent at the February 17, 2022 meeting. If the Board approves the increased fees then we will return to the board for final approval in February or March in order to approve the increases to coincide with Republic’s increase. This mean the new fee increase will be effective starting April 1, 2021.

<b>Rate Type</b>	<b>Current ZWS Surcharge Rate FY 21/22</b>	<b>Proposed ZWS Surcharge Rate FY 22/23</b>	<b>Difference</b>
Gate Rate	\$5.95	\$7.95	\$2.00
Organics Tip Fee	\$75.25	\$78.00	\$2.75

**Explanation of Notable Differences Between FY 2021-22 and FY 2022-23**

State Other Funding

There was an 11% decrease in this account due to a decrease in grant funding as we enter the second year of implementation of the food recovery grant.

Donations/Contributions

There is an increase to this revenue stream due to the proposed increase to the tipping fee.

Outside Printing

With SB1383 now in effect, education and outreach campaigns will need to be increased to inform businesses and residents being impacted.

Other Professional Services

The reduction to this expenditure line is a correlation to the reduction to the revenue line for the food recovery grant.

ISD Baseline Services

This account is for the computer and networking services for staff. This is increasing due to additional staff and increased fees.

Contingency Fund Projects - Special Department Expense

This account is showing a reduction due to the completion of the Waste Characterization Study.

**Conclusion**

This budget reflects the changes needed to implement the programs outlined in the FY22/23 Work Plan. Between all funds, staff estimates a net cost of this budget (reduction of fund balances) in the amount of \$342,921 for the Fiscal Year. The fund balance reduction is for one-time contingency fund projects and would only be fully realized if a location was found for a new HHW facility. This budget also plans for a full recommended contribution to the debt servicing reserve fund. All core programs are projected to operate within budget with no draw down to reserves. As all of the reserve funds remain above reserve fund goals, staff believes it is a sensible budget which reflects the direction given to staff.

Staff recommends the Board provide feedback on this budget with direction for staff to return at the February 18, 2022 ZWS meeting for final approval.

**IV. ATTACHMENTS**

- Draft FY 2022-23 Budget
- Explanations and Details
- History and Fund Balances

Zero Waste Sonoma  
FY 22-23 Draft Budget Summary

	Organics 78111	H H W 78104	Ed & Outreach 78110	Organics Res. 78103	Contin. Res. 78109	Unfund Liab 78112	Debt Srv.R	Total All Divisions	
<b>REVENUES</b>									
42358	State Other Funding	150,000	86,560	166,000	-	-		402,560	
42601	County of Sonoma	7,364,604	2,534,896	833,737	-	-		10,733,237	
44002	Interest on Pooled Cash	-	13,357	-	22,307	18,485	6,586	60,735	
46029	Donations/Contributions	-	214,492	67,587	-	-		282,079	
47101	Transfers In - w/in Fund	-	-	-	-	-	745,000	745,000	
<b>TOTAL REVENUES</b>		<b>7,514,604</b>	<b>2,849,306</b>	<b>1,067,324</b>	<b>22,307</b>	<b>18,485</b>	<b>6,586</b>	<b>745,000</b>	<b>12,223,611</b>
<b>EXPENDITURES</b>									
51041	Insurance - Liability	8,840	1,950	2,210	-	-		13,000	
51071	Maintenance		15,000					15,000	
51201	Administration Services	419,076	289,579	505,108	57,018	97,098		1,367,879	
51205	Ad/Marketing Svc	-	17,000	5,500	-	-		22,500	
51206	Accounting/Auditing Service	10,200	2,250	2,550	1,000	1,000	1,000	18,000	
51207	Client Accounting Services	18,360	4,050	4,590	-	-		27,000	
51212	Legal Services	5,000	4,000	15,000	35,000	20,000		79,000	
51213	Engineer Services	-	-	-	-	-		-	
51214	Temp Services		-	-				-	
51225	Training Services	-	1,600	-	-	-		1,600	
51229	Hazardous Waste Disposal		30,000					30,000	
51241	Outside Printing			63,500				63,500	
51249	Other Professional Services	155,000	60,233	147,483	-	-		362,716	
51401	Rents / Leases - Equipment	2,040	450	510	-	-		3,000	
51421	Rents / Leases - Bldg/Land	2,350	14,518	4,338	-	-		21,206	
51507	Special Departmental Exp.		150,301					150,301	
51803	Other Contract Services	6,804,682	1,449,000	30,000	-	130,000		8,413,682	
51805	Sponsorships			2,000				2,000	
51901	Telecommunication Data Li	2,100	3,150	11,550	-	-		16,800	
51902	Telecommunication Usage	26	156	1,185	-	-		1,367	
51904	ISD - Baseline Services	42,408	23,940	24,852	-	-		91,200	
51906	ISD - Supplemental Projects	-	-	-	-	-		-	
51909	Telecommunication Wirele	-	2,040	5,700	-	-		7,740	
51911	Mail Services	250	100	500	-	-		850	
51915	ISD - Reprographics Service	-	-	-	-	-		-	
51916	County Services	18,739	8,387	8,521	379	217		36,243	
51919	EFS Charges	-	-	-	-	-		-	
51922	County Car Expense	1,020	225	255	-	-		1,500	
51923	Unclaimable County Car Ex	-	-	50				50	
52091	Memberships/Certification	12,510	6,133	18,516	-	-		37,159	
52111	Office Supplies	2,000	2,500	15,220	1,000	1,000		21,720	
52114	Freight/Postage	-		15,000				15,000	
52115	Subscriptions	629	139	157				925	
52118	Print Supplies (Zero Waste Gd)			6,400				6,400	
52162	Special Departmental Expe	979	216	150,245	-	40,000	-	191,440	
52163	Professional Development	5,000	10,900	27,620	-	-		43,520	
52191	Utilities Expense	-	6,132	-				6,132	
<b>SUBTOTAL</b>		<b>7,511,209</b>	<b>2,103,949</b>	<b>1,068,560</b>	<b>94,397</b>	<b>289,315</b>	<b>1,000</b>	<b>1,000</b>	<b>11,069,431</b>
<b>OTHER CHARGES</b>									
57011	Transfers Out - within a Fur	-	745,000	-	-	-		745,000	
57015	Transfers Out - All Others	-	-	-	-	-		-	
<b>SUBTOTAL</b>		<b>-</b>	<b>745,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>745,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>7,511,209</b>	<b>2,848,949</b>	<b>1,068,560</b>	<b>94,397</b>	<b>289,315</b>	<b>1,000</b>	<b>1,000</b>	<b>11,814,431</b>
<b>NET COST</b>		<b>(3,395)</b>	<b>(356)</b>	<b>1,236</b>	<b>72,091</b>	<b>270,831</b>	<b>(5,586)</b>	<b>(744,000)</b>	<b>(409,180)</b>

ZERO WASTE SONOMA  
 FY 22-23 DRAFT BUDGET  
 EXPLANATIONS AND DETAILS  
 (for items above \$10,000 with a 5% change)

*Organics*

REVENUES

42358 – State Other Funding

This account is for the food rescue grant. There is less funding to spend because this will be year two of the grant cycle.

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of ZWS staff. 1.5 FTE Waste Management Specialist is budgeted in this Fund as well as a portion of the Department Analyst, Executive Director, and Agency Clerk. The shared allocation for administration fluctuates due to project allocation.

Budgeted FY 21-22	\$378,860
Requested FY 22-23	<u>\$419,076</u>
Difference (10%)	\$ 40,216

51429 –Other Professional Services

This account is for grant funding for the food rescue grant (\$150,000) and the restoration of the home composting workshops (\$5,000).

51904 – ISD Baseline

With the additional staff person and the reallocation of overhead, ISD computer connection costs increased.

Budgeted FY 21-22	\$16,691
Requested FY 22-23	<u>\$25,717</u>
Difference (61%)	\$25,717

52114 – Freight/Postage

This account is used for program mailings. With the implementation of SB1383, program mailings have been moved to the Education and Outreach budget.

Budgeted FY 21-22	\$11,000
Requested FY 22-23	<u>\$0</u>
Difference	-\$11,000

ZERO WASTE SONOMA  
 FY 22-23 DRAFT BUDGET  
 EXPLANATIONS AND DETAILS  
 (for items above \$10,000 with a 5% change)

*Household Hazardous Waste*

REVENUES

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$7.70/ton on behalf of the ZWS for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to ZWS. The estimate of garbage, organic tonnage, and commercial food waste for FY 22-23 is 423,727. With tonnage expected to be flat, the increase in revenue will solely be from the rate increase.

Total HHW Tipping Fee Revenue Budgeted FY 21-22	\$1,938,054
<u>Total HHW Tipping Fee Revenue Requested FY 22-23</u>	<u>\$2,534,896</u>
Difference (24%)	\$596,842

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their ZWS services directly. The tonnage is based on the actual quantities and reflects the proposed increased ZWS fee.

Description	FY 21-22 Budget	FY 22-23 Requested
Petaluma Surcharge Fee payment	\$158,394	\$205,896
<u>Battery Collections (HHW Facility)</u>	<u>\$ 9,000</u>	<u>\$9,000</u>
Donations/Contributions Total (22%)	\$167,394	\$214,491

EXPENDITURES - SERVICES AND SUPPLIES

51259 – Other Professional Services

This account is used for the Oil Payment Plan grant which increased from \$78,349 to \$86,560. The grant covers used oil recycling, education, and staffing costs. This line item is for non-staffing expenses.

51803 – Other Contract Services

This account is for the management of the HHW facility operations contract. This includes contractor labor and disposal costs. Disposal expenditures have increased drastically with increased usage of the facility.

Description	FY 21-22 Budget	FY 22-23 Requested
Contractor Cost HHW Facility	\$1,260,000	\$1,449,000
<u>Special TWW Event</u>	<u>\$ 20,000</u>	<u>\$0</u>
Other Contract Services Total (12%)	\$1,280,000	\$169,000

51904 – ISD Baseline

With the additional half-time staff person and cost increases to ISD computer connection costs increased.

Budgeted FY 21-22	\$10,627
<u>Requested FY 22-23</u>	<u>\$23,940</u>
Difference (56%)	\$13,313

ZERO WASTE SONOMA  
 FY 22-23 DRAFT BUDGET  
 EXPLANATIONS AND DETAILS  
 (for items above \$10,000 with a 5% change)

*Education & Outreach*

REVENUES

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$7.70/ton on behalf of the ZWS for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to ZWS. The estimate of garbage, organic tonnage, and commercial food waste for FY 22-23 is 423,727. With tonnage expected to be flat, the increase in revenue will solely be from the rate increase.

Total E&O Tipping Fee Revenue Budgeted FY 21-22	\$562,661
Total E&O Tipping Fee Revenue Requested FY 22-23	<u>\$833,737</u>
Difference (33%)	\$271,076

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their ZWS services directly. The tonnage is based on the actual quantities and reflects the proposed increased ZWS fee.

Description	FY 21-22 Budget	FY 22-23 Requested
Petaluma Surcharge Fee payment	<u>\$45,985</u>	<u>\$67,587</u>
Donations/Contributions Total (32%)		\$21,602

EXPENDITURES - SERVICES AND SUPPLIES

51241 – Outside Printing

Staff is requesting an increase of \$60,000 for education campaigns for SB1383, both food recovery education and business enforcement/education mailings.

51904 – ISD Baseline

With the additional half-time staff person and cost increases to ISD computer connection costs increased.

Budgeted FY 21-22	\$11,326
Requested FY 22-23	<u>\$24,852</u>
Difference (54%)	\$13,526

52114 – Freight/Postage

The increase in this account is for the educational mailings and outreach related to the implementation of the new Take Out Food Ware ordinance.

52162 – Special Department Expense

This is for the \$150,000 compost rebate program for SB1383.

ZERO WASTE SONOMA  
 FY 22-23 DRAFT BUDGET  
 EXPLANATIONS AND DETAILS  
 (for items above \$10,000 with a 5% change)

*Contingency Reserve*

EXPENDITURES - SERVICES AND SUPPLIES

51803 – Other Contract Services

Staff is requesting continued appropriations to be used for the development of a new HHW facility. We are also requesting to add back the Strategic Planning Workshop that was cancelled due to COVID.

Description	FY 21-22 Budget	FY 22-23 Requested
HHW Expansion Analysis	\$10,000	\$10,000
HHW Financial Assistance	\$25,000	\$25,000
HHW Feasibility Study	\$80,000	\$80,000
Strategic Planning Workshop	\$ 0	\$15,000
Other Contract Services Total (100%)	\$115,000	\$130,000

52162 – Special Department Expense

There is a large decrease to this account due to the completion of the Waste Characterization Study. Staff is requesting the continuation of the Reuse Microgrants, \$15,000, for businesses to encourage eliminating single use items. Staff is also requesting a three year pilot for SPARKL, \$25,000 per year. SPARKL is a reusable food service ware system in the SF Bay Area focused on education, design and program deployment, working in partnership with municipalities, corporations, food vendors, and community organizations to create an ecosystem of reuse and zero-waste.

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Summary									
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>									
42358 State Other Funding	217,306	303,686	309,081	323,080	445,521	445,521	<b>402,560</b>	(42,961)	-11%
42601 County of Sonoma	6,830,677	7,549,381	8,717,517	8,962,064	9,649,465	9,649,465	<b>10,733,237</b>	1,083,772	10%
44002 Interest on Pooled Cash	94,167	152,137	151,422	65,394	60,735	60,735	<b>60,735</b>	0	0%
44050 Unrealized Gains and Losses	(15,156)	88,779	(21,917)	(45,119)	0	0	<b>0</b>	0	0%
46029 Donations/Contributions	329,620	219,305	204,692	202,950	213,379	213,379	<b>282,079</b>	68,700	24%
46050 Cancelled/Stale Dated Warrants	(8,934)	5,757	461	0	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	(535)	28,994	10,327	7,287	0	0	<b>0</b>	0	0%
46210 Refunds	0	698	47,616	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>7,447,145</b>	<b>8,348,737</b>	<b>9,419,199</b>	<b>9,515,657</b>	<b>10,369,100</b>	<b>10,369,100</b>	<b>11,478,611</b>	<b>1,109,511</b>	<b>10%</b>
47101 Transfers In - Within a Fund	55,928	0	0	0	443,470	443,470	745,000	301,530	0%
48004 Residual Equity Transfers	0	3,660,876	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>55,928</b>	<b>3,660,876</b>	<b>0</b>	<b>0</b>	<b>443,470</b>	<b>443,470</b>	<b>745,000</b>	<b>301,530</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>7,503,073</b>	<b>12,009,613</b>	<b>9,419,199</b>	<b>9,515,657</b>	<b>10,812,570</b>	<b>10,812,570</b>	<b>12,223,611</b>	<b>1,411,041</b>	<b>12%</b>
<b>EXPENDITURES</b>									
51041 Insurance - Liability	10,152	10,440	11,179	11,632	11,200	12,317	<b>13,000</b>	1,800	14%
51071 Maintenance - Bldg	0	14,281	1,817	2,241	8,000	0	<b>15,000</b>	7,000	47%
51201 Administration Services	900,607	791,725	1,020,749	1,080,769	1,344,556	1,344,556	<b>1,367,879</b>	23,323	2%
51205 Advertising/Marketing Svc	11,262	19,136	13,370	8,651	25,500	25,500	<b>22,500</b>	(3,000)	-13%
51206 Accounting/Auditing Services	16,500	22,939	18,000	18,800	18,000	17,000	<b>19,000</b>	1,000	5%
51207 Client Accounting Services	22,283	12,979	26,497	19,329	23,005	23,005	<b>27,000</b>	3,995	15%
51212 Outside Counsel-Legal Advice	23,155	43,684	55,512	46,676	79,000	79,000	<b>79,000</b>	0	0%
51214 Agency Extra/Temp Help	0	0	4,247	0	6,000	6,000	<b>0</b>	(6,000)	0%
51225 Training Services	1,409	0	0	783	800	800	<b>1,600</b>	800	50%
52119 Hazardous Waste Disposal	0	0	18,415	27,283	28,000	28,000	<b>30,000</b>	2,000	7%
51241 Outside Printing	0	0	3,097	0	3,000	3,000	<b>63,500</b>	60,500	95%
51249 Other Professional Services	133,037	200,091	294,975	266,259	397,675	397,675	<b>362,716</b>	(34,959)	-10%
51401 Rents and Leases - Equipment	0	465	3,318	2,812	3,000	3,000	<b>3,000</b>	0	0%
51421 Rents and Leases - Bldg/Land	13,376	9,824	9,027	4,815	19,482	19,482	<b>21,206</b>	1,724	8%
51507 Special Departmental Expense	0	0	53,249	43,413	136,784	136,784	150,301	13,517	9%
51801 Other Services	119,709	0	990	3,379	0	0	<b>0</b>	0	0%
51803 Other Contract Services	6,075,929	6,740,708	7,244,658	7,338,257	8,080,528	8,080,528	<b>8,413,682</b>	333,154	4%
51805 County Sponsorships	0	0	0	0	2,500	2,500	2,000	(500)	-25%
51901 Telecommunication Data Lines	3,913	4,158	6,032	7,948	7,337	7,337	<b>16,800</b>	9,463	56%
51902 Telecommunication Usage	1,065	1,085	1,222	1,134	1,367	1,367	<b>1,367</b>	0	0%
51903 Telecommunication Installation	526	267	0	0	0	0	<b>0</b>	0	0%
51904 ISD - Baseline Services	26,050	32,580	32,843	36,478	38,644	38,644	<b>91,200</b>	52,556	58%
51905 ISD - Improvement Projects	2,841	4,118	1,843	526	0	0	<b>0</b>	0	0%
51906 ISD - Supplemental Projects	345	795	300	150	0	0	<b>0</b>	0	0%
51907 ISD - Device Modernization	0	0	0	12,242	0	0	<b>0</b>	0	0%
51909 Telecommunication Wireless Svc	3,563	5,372	7,989	7,706	8,076	8,076	<b>7,740</b>	(336)	-4%
51911 Mail Services	778	392	292	9	850	850	<b>850</b>	0	0%
51912 Records Services	26	22	0	0	0	0	<b>0</b>	0	0%
51916 County Services	9,919	37,422	30,808	32,285	33,364	33,364	<b>36,243</b>	2,879	8%
51922 County Car Expense	830	1,979	1,141	1,936	1,500	1,500	<b>1,500</b>	0	0%
51923 Unclaimable County Car Expense	27	16	53	7	50	50	<b>50</b>	0	0%
52091 Memberships/Certifications	13,450	14,208	36,488	10,728	39,804	39,804	<b>37,159</b>	(2,645)	-7%
52111 Office Supplies	25,358	48,460	15,809	2,579	14,720	14,720	<b>21,720</b>	7,000	32%
52114 Freight/Postage	0	0	286	11,063	15,000	15,000	<b>15,000</b>	0	0%
52115 Subscriptions (web)	0	0	378	4,920	926	926	<b>925</b>	(1)	0%
52118 Printing and Binding Supplies	0	0	9,560	1,542	4,400	4,400	6,400	2,000	31%
52162 Special Departmental Expense	0	217	8,159	7,281	332,840	332,840	<b>191,440</b>	(141,400)	-74%
52163 Professional Development	1,695	17,337	16,145	1,039	28,920	28,920	<b>43,520</b>	14,600	34%
52191 Utilities	0	3,638	3,077	2,575	6,132	6,132	<b>6,132</b>	0	0%
53402 Depreciation Expense	0	0	0	8,692	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>7,417,803</b>	<b>8,038,339</b>	<b>8,951,523</b>	<b>9,025,941</b>	<b>10,720,960</b>	<b>10,713,077</b>	<b>11,069,431</b>	<b>348,471</b>	<b>3%</b>
57011 Transfers Out - Within a Fund	55,928	0	0	0	378,470	378,470	745,000	366,530	49%
57015 Transfers Out - All Others	0	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>55,928</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>378,470</b>	<b>0</b>	<b>745,000</b>	<b>366,530</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,473,731</b>	<b>8,038,339</b>	<b>8,951,523</b>	<b>9,025,941</b>	<b>11,099,430</b>	<b>10,713,077</b>	<b>11,814,431</b>	<b>715,001</b>	<b>6%</b>
<b>NET COST</b>	<b>(29,342)</b>	<b>(3,971,274)</b>	<b>(467,676)</b>	<b>(489,716)</b>	<b>286,860</b>	<b>164,109</b>	<b>(409,180)</b>		
<b>ROUNDING ERROR</b>					<b>2</b>		<b>2</b>		
<b>FUND BALANCE</b>									
Beginning Fund Balance	7,703,550	7,732,592	8,100,208	8,576,817	8,686,431	8,686,431	<b>8,522,322</b>		
Ending Fund Balance	7,732,592	8,100,208	8,576,817	8,686,431	8,399,571	8,522,322	<b>8,931,502</b>		

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Organics 78111

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
42601 County of Sonoma	5,445,517	6,451,103	6,658,704	7,148,750	7,148,750	7,364,604	215,854	3%
42358 State Other Funding	0	0	0	200,000	200,000	150,000	(50,000)	-33%
44002 Interest on Pooled Cash	884	0	0	0	0	0	0	0%
44050 Unrealized Gains and Losses	2,726	(3,999)	920	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0	0%
46210 Refunds	0	47,616	0	0	0	0	0	0%
46200 PY Revenue - Miscellaneous	17,103	1,000	870	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>5,466,230</b>	<b>6,495,721</b>	<b>6,660,494</b>	<b>7,348,750</b>	<b>7,348,750</b>	<b>7,514,604</b>	<b>165,854</b>	<b>2%</b>
47101 OT-Within Enterprise	0	0	0	0	0	0	0	0%
48004 Residual Equity Transfers	1,379,625	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>1,379,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>6,845,855</b>	<b>6,495,721</b>	<b>6,660,494</b>	<b>7,348,750</b>	<b>7,348,750</b>	<b>7,514,604</b>	<b>165,854</b>	<b>2%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	1,357	1,453	1,338	7,616	8,542	8,840	1,224	14%
51201 Administration Services	97,217	158,580	176,754	378,860	378,860	419,076	40,216	10%
51205 Advertising/Marketing Svc	29	0	0	0	0	0	0	0%
51206 Accounting/Auditing Services	7,939	2,340	6,000	10,200	10,200	10,200	0	0%
51207 Client Accounting Services	0	3,445	2,223	15,643	15,643	18,360	2,717	15%
51212 Outside Counsel-Legal Advice	6,085	3,176	12,887	5,000	5,000	5,000	0	0%
51249 Other Professional Services	0	8,264	0	205,000	205,000	155,000	(50,000)	-32%
51401 Rents and Leases - Equipment	0	431	323	2,040	2,040	2,040	0	0%
51421 Rents and Leases - Bldg/Land	0	0	373	2,203	2,203	2,350	147	6%
51801 Other Services	0	0	2,036	0	0	0	0	0%
51803 Other Contract Services	5,406,807	6,133,570	6,071,239	6,655,528	6,655,528	6,804,682	149,154	2%
51901 Telecommunication Data Lines	6,451	1,223	1,956	489	489	2,100	1,611	77%
51902 Telecommunication Usage	0	25	17	26	26	26	(0)	-1%
51903 Telecommunication Installation	267	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	11,535	8,452	13,678	16,691	16,691	42,408	25,717	61%
51907 ISD - Device Modernization	0	0	7,573	0	0	0	0	0%
51909 Telecommunication Wireless Svc	655	(235)	0	0	0	0	0	0%
51911 Mail Services	2	0	0	250	250	250	0	0%
51916 County Services	6,110	5,494	4,276	16,781	16,781	18,739	1,958	10%
51922 County Car Expense	0	148	223	1,020	1,020	1,020	0	0%
52091 Memberships/Certifications	0	8,405	805	12,555	12,555	12,510	(45)	0%
52111 Office Supplies	5,417	2,251	695	2,000	2,000	2,000	0	0%
52114 Freight/Postage	0	0	10,134	11,000	11,000	0	(11,000)	
52115 Subscriptions (Web)	0	0	0	629	629	629	0	0%
52162 Special Departmental Expense	0	0	0	979	979	979	0	0%
52163 Professional Development	0	2,075	0	1,100	1,100	5,000	3,900	78%
52191 Utilities	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>5,549,873</b>	<b>6,339,097</b>	<b>6,312,528</b>	<b>7,345,610</b>	<b>7,346,536</b>	<b>7,511,209</b>	<b>165,599</b>	<b>2%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,549,873</b>	<b>6,339,097</b>	<b>6,312,528</b>	<b>7,345,610</b>	<b>7,346,536</b>	<b>7,511,209</b>	<b>165,599</b>	<b>2%</b>
<b>NET COST</b>	<b>(1,295,982)</b>	<b>(156,624)</b>	<b>(347,966)</b>	<b>(3,140)</b>	<b>(2,214)</b>	<b>(3,395)</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	1,373,263	1,319,327	1,452,606	1,799,299	1,799,299	1,801,513	1,126,681	(678,226)
Ending Fund Balance	1,319,327	1,452,606	1,799,299	1,802,439	1,801,513	1,804,908		

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Household Hazardous Waste 78104

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
42358 State Other Funding	153,791	161,668	133,234	78,349	78,349	86,560	8,211	9%
42601 County of Sonoma	1,598,937	1,699,810	1,785,104	1,938,054	1,938,054	2,534,896	596,842	24%
44002 Interest on Pooled Cash	29,576	33,496	16,052	13,357	13,357	13,357	0	0%
44050 Unrealized Gains and Losses	22,397	(4,086)	(11,949)	0	0	0	0	0%
46029 Donations/Contributions	175,509	155,914	161,389	167,394	167,394	214,492	47,098	22%
46050 Cancelled/Stale Dated Warrants	5,757	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	7,994	5,198	0	0	0	0	0%
46210 Refunds	698	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>1,986,664</b>	<b>2,054,796</b>	<b>2,089,028</b>	<b>2,197,154</b>	<b>2,197,154</b>	<b>2,849,306</b>	<b>652,152</b>	<b>23%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>1,986,664</b>	<b>2,054,796</b>	<b>2,089,028</b>	<b>2,197,154</b>	<b>2,197,154</b>	<b>2,849,306</b>	<b>652,152</b>	<b>23%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	6,473	6,931	7,677	2,016	2,016	1,950	(66)	-3%
51071 Maintenance - Bldg	14,281	1,817	2,241	8,000	8,000	15,000	7,000	47%
51201 Administration Services	275,246	388,390	447,426	289,197	289,197	289,579	382	0%
51205 Advertising/Marketing Svc	11,626	12,382	8,136	15,500	15,500	17,000	1,500	9%
51206 Accounting/Auditing Services	7,000	11,160	7,000	2,700	2,700	2,250	(450)	-20%
51207 Client Accounting Services	9,250	16,428	12,757	4,141	4,141	4,050	(91)	-2%
51212 Outside Counsel - Legal Advice	2,098	806	1,887	4,000	4,000	4,000	0	0%
51214 Agency Extra/Temp Help	0	4,247	0	0	0	0	0	0%
51225 Training Services	0	0	533	800	800	1,600	800	50%
51229 Hazardous Waste Disposal	0	18,415	27,283	28,000	28,000	30,000	2,000	7%
51249 Other Professional Services	130,569	145,067	115,600	52,022	52,022	60,233	8,211	14%
51401 Rents and Leases - Equipment	0	2,057	1,856	540	540	450	(90)	-20%
51421 Rents and Leases - Bldg/Land	5,240	3,825	1,753	14,583	14,583	14,518	(65)	0%
51507 Special Departmental Expense	0	53,249	43,413	136,784	136,784	150,301	13,517	9%
51801 Other Services	0	990	343	0	0	0	0	0%
51803 Other Contract Services	1,178,335	1,065,614	1,239,488	1,280,000	1,280,000	1,449,000	169,000	12%
51901 Telecommunication Data Lines	0	489	489	489	489	3,150	2,661	84%
51902 Telecommunication Usage	154	168	8	156	156	156	0	0%
51904 ISD - Baseline Services	4,699	5,002	18,443	10,627	10,627	23,940	13,313	56%
51907 ISD - Device Modernization Pro	0	0	2,474	0	0	0	0	0%
51909 Telecommunication Wireless Svc	331	1,477	1,851	2,040	2,040	2,040	0	0%
51911 Mail Services	6	2	8	100	100	100	0	0%
51916 County Services	19,833	16,060	19,270	8,679	8,679	8,387	(292)	-3%
51922 County Car Expense	0	707	1,278	270	270	225	(45)	-20%
52091 Memberships/Certifications	10,450	10,375	4,650	5,683	5,683	6,133	450	7%
52111 Office Supplies	2,313	363	139	2,500	2,500	2,500	0	0%
52115 Subscriptions (Web)	0	0	0	167	167	139	(28)	-20%
52162 Special Departmental Expense	0	4,679	0	259	259	216	(43)	-20%
52163 Professional Development	73	2,244	658	8,300	8,300	10,900	2,600	24%
52191 Utilities	3,638	3,077	2,575	6,132	6,132	6,132	0	0%
<b>SUBTOTAL</b>	<b>1,681,614</b>	<b>1,776,021</b>	<b>1,969,238</b>	<b>1,883,685</b>	<b>1,883,685</b>	<b>2,103,949</b>	<b>220,264</b>	<b>10%</b>
57011 Transfers Out - Within a Fund	0	0	0	313,470	313,470	745,000	431,530	58%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313,470</b>	<b>313,470</b>	<b>745,000</b>	<b>431,530</b>	<b>58%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,681,614</b>	<b>1,776,021</b>	<b>1,969,238</b>	<b>2,197,155</b>	<b>2,197,155</b>	<b>2,848,949</b>	<b>651,794</b>	<b>23%</b>
<b>NET COST</b>	<b>(305,050)</b>	<b>(278,775)</b>	<b>(119,790)</b>	<b>1</b>	<b>1</b>	<b>(356)</b>		
<b>FUND BALANCE</b>							<b>FB Goal</b>	<b>Difference</b>
Beginning Fund Balance	1,033,868	1,339,237	1,652,088	1,334,976	1,783,184	1,783,183	470,921	(1,312,618)
Ending Fund Balance	1,339,237	1,652,088	1,334,976	1,783,184	1,783,183	1,783,539		

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Education and Outreach 78110

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
42358 State Other Funding	149,895	147,413	189,847	167,172	167,172	166,000	(1,172)	-1%
42601 County of Sonoma	504,927	566,603	518,256	562,661	562,661	833,737	271,076	33%
44002 Interest on Pooled Cash	1,127	0	0	0	0	0	0	0%
44050 Unrealized Gains and Losses	5,682	(1,640)	(4,313)	0	0	0	0	0%
46029 Donations/Contributions	43,796	48,778	41,560	45,985	45,985	67,587	21,602	32%
46050 Cancelled/Stale Dated Warrants	0	461	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	1,522	667	1,219			0	0	0%
<b>SUBTOTAL</b>	<b>706,951</b>	<b>762,282</b>	<b>746,569</b>	<b>775,818</b>	<b>775,818</b>	<b>1,067,324</b>	<b>291,506</b>	<b>27%</b>
47101 Transfers In - Within a Fund	0	0	0	65,000	65,000	0	(65,000)	0%
48004 Residual Equity Transfers	451,300	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>451,300</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>(65,000)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>1,158,252</b>	<b>762,282</b>	<b>746,569</b>	<b>840,818</b>	<b>840,818</b>	<b>1,067,324</b>	<b>226,506</b>	<b>21%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	2,610	2,795	2,617	1,568	1,759	2,210	642	29%
51201 Administration Services	366,027	411,170	388,063	532,651	532,651	505,108	(27,543)	-5%
51205 Advertising/Marketing Svc	128	988	515	10,000	10,000	5,500	(4,500)	-82%
51206 Accounting/Auditing Services	4,000	4,500	3,500	2,100	2,100	2,550	450	18%
51207 Client Accounting Services	3,730	6,624	4,349	3,221	3,221	4,590	1,369	30%
51212 Outside Counsel - Legal Advice	21,114	17,907	17,119	15,000	15,000	15,000	0	0%
51214 Agency Extra/Temp Help	0	0	0	6,000	6,000	0	(6,000)	0%
51225 Training Services	0	0	250	0	0	0	0	0%
51241 Outside Printing	0	3,097	0	3,000	3,000	63,500	60,500	95%
51249 Other Professional Services	69,522	134,474	150,659	140,653	140,653	147,483	6,830	5%
51401 Rents and Leases - Equipment	465	829	633	420	420	510	90	18%
51421 Rents and Leases - Bldg/Land	4,584	5,202	2,689	2,696	2,696	4,338	1,642	38%
51801 Other Services	0	0	1,000	0	0	0	0	0%
51803 Other Contract Services	63,924	45,474	2,785	30,000	30,000	30,000	0	0%
51805 County Sponsorships	0	0	0	2,500	2,500	2,000	(500)	-25%
51901 Telecommunication Data Lines	(2,294)	4,321	5,503	6,359	6,359	11,550	5,191	45%
51902 Telecommunication Usage	931	1,029	1,110	1,185	1,185	1,185	0	0%
51903 Telecommunication Installation	0	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	16,345	19,389	4,357	11,326	11,326	24,852	13,526	54%
51905 ISD - Improvement Projects	4,118	1,843	526	0	0	0	0	0%
51906 ISD - Supplemental Projects	795	300	150	0	0	0	0	0%
51907 ISD - Device Modernization	0	0	2,195	0	0	0	0	0%
51909 Telecommunication Wireless Svc	4,387	6,747	5,854	6,036	6,036	5,700	(336)	-6%
51911 Mail Services	382	290	1	500	500	500	0	0%
51912 Records Services	22	0	0	0	0	0	0	0%
51916 County Services	11,124	8,658	8,065	7,308	7,308	8,521	1,213	14%
51922 County Car Expense	1,979	285	436	210	210	255	45	18%
51923 Unclaimable County Car Expense	16	53	7	50	50	50	0	0%
52091 Memberships/Certifications	3,758	17,708	5,273	21,566	21,566	18,516	(3,050)	-16%
52111 Office Supplies	27,328	12,579	1,745	8,220	8,220	15,220	7,000	46%
52114 Freight/Postage	0	286	929	4,000	4,000	15,000	11,000	73%
52115 Subscriptions (web)	0	378	4,920	130	130	157	27	17%
52118 Printing and Binding Supplies	0	9,560	1,542	4,400	4,400	6,400	2,000	31%
52162 Special Departmental Expense	217	0	0	31,602	31,602	150,245	118,643	79%
52163 Professional Development	17,264	11,164	381	19,520	19,520	27,620	8,100	29%
52191 Utilities	0	0	0			0	0	0%
<b>SUBTOTAL</b>	<b>622,477</b>	<b>727,650</b>	<b>617,173</b>	<b>872,221</b>	<b>872,412</b>	<b>1,068,560</b>	<b>196,339</b>	<b>18%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>622,477</b>	<b>727,650</b>	<b>617,173</b>	<b>872,221</b>	<b>872,412</b>	<b>1,068,560</b>	<b>196,339</b>	<b>18%</b>
<b>NET COST</b>	<b>(535,774)</b>	<b>(34,632)</b>	<b>(129,396)</b>	<b>31,403</b>	<b>31,594</b>	<b>1,236</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	447,684	544,751	577,587	711,026	711,026	679,432	FB Goal 83,508	Difference (594,688)
Ending Fund Balance	544,751	577,587	711,026	679,623	679,432	678,196		

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Organics Reserve 78103

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	82,662	66,334	29,306	22,307	22,307	<b>22,307</b>	(0)	0%
44050 Unrealized Gains and Losses	35,584	(5,736)	(13,968)	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	0	417	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>118,246</b>	<b>61,015</b>	<b>15,339</b>	<b>22,307</b>	<b>22,307</b>	<b>22,307</b>	<b>(0)</b>	<b>0%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	<b>0</b>	0	0%
48004 Residual Equity Transfers	(650,000)	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>(650,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>(531,754)</b>	<b>61,015</b>	<b>15,339</b>	<b>22,307</b>	<b>22,307</b>	<b>22,307</b>	<b>(0)</b>	<b>0%</b>
<b>EXPENDITURES</b>								
51201 Administration Services	19,557	49,033	25,395	55,999	55,999	<b>57,018</b>	1,019	2%
51206 Accounting/Auditing Services	2,500	0	1,000	1,000	1,000	<b>1,000</b>	0	0%
51212 Outside Counsel - Legal Advice	5,267	29,286	13,181	35,000	35,000	<b>35,000</b>	0	0%
51801 Other Services	0	0	0	0	0	<b>0</b>	0	0%
51803 Other Contract Services	0	0	0	0	0	<b>0</b>	0	0%
51911 Mail Services	2	0	0	0	0	<b>0</b>	0	0%
51916 County Services	243	379	116	379	379	<b>379</b>	0	0%
52111 Office Supplies	0	55	0	1,000	1,000	<b>1,000</b>	0	0%
52162 Special Departmental Expense	0	0	0	0	0	<b>0</b>	0	0%
52163 Professional Development	0	662	0	0	0	<b>0</b>	0	0%
53610 Other Charges	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>27,569</b>	<b>79,414</b>	<b>39,692</b>	<b>93,378</b>	<b>93,378</b>	<b>94,397</b>	<b>1,019</b>	<b>1%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>27,569</b>	<b>79,414</b>	<b>39,692</b>	<b>93,378</b>	<b>93,378</b>	<b>94,397</b>	<b>1,019</b>	<b>1%</b>
<b>NET COST</b>	<b>559,322</b>	<b>18,399</b>	<b>24,353</b>	<b>71,071</b>	<b>71,071</b>	<b>72,091</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	2,866,753	2,307,431	2,289,031	2,277,971	2,277,971	<b>2,206,900</b>	FB Goal 1,877,802	Difference (257,007)
Ending Fund Balance	2,307,431	2,289,031	2,277,971	2,259,572	2,206,900	<b>2,134,809</b>		

FY 22-23 DRAFT BUDGET  
ZERO WASTE SONOMA  
REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Contingency Reserve 78109

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	36,327	38,481	14,882	18,485	18,485	<b>18,485</b>	(0)	0%
44050 Unrealized Gains and Losses	16,939	(4,847)	(11,769)			<b>0</b>	0	0%
46029 Donations/Contributions	0	0	0			<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	10,368	250	0			<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>63,634</b>	<b>33,884</b>	<b>3,113</b>	<b>18,485</b>	<b>18,485</b>	<b>18,485</b>	<b>(0)</b>	<b>0%</b>
47101 Transfers In - Within a Fund	0	0	0	65,000	65,000	<b>0</b>	0	0%
48004 Residual Equity Transfers	1,829,950	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>1,829,950</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>(65,000)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>1,893,584</b>	<b>33,884</b>	<b>3,113</b>	<b>83,485</b>	<b>83,485</b>	<b>18,485</b>	<b>(65,000)</b>	<b>-352%</b>
<b>EXPENDITURES</b>								
51201 Administration Services	33,678	13,576	43,133	87,849	87,849	<b>97,098</b>	9,249	10%
51205 Advertising/Marketing Svc	7,353	0	0	0	0	<b>0</b>	0	0%
51206 Accounting/Auditing Services	1,500	0	1,300	1,000	1,000	<b>1,000</b>	0	0%
51212 Outside Counsel - Legal Advice	9,120	4,337	1,603	20,000	20,000	<b>20,000</b>	0	0%
51249 Other Professional Services	0	7,170	0	0	0	<b>0</b>	0	0%
51801 Other Services	0	0	0	0	0	<b>0</b>	0	0%
51803 Other Contract Services	91,641	0	24,745	115,000	115,000	<b>130,000</b>	15,000	12%
51916 County Services	112	217	558	217	217	<b>217</b>	0	0%
52111 Office Supplies	13,401	561	0	1,000	1,000	<b>1,000</b>	0	0%
52162 Special Departmental Expense	0	3,480	7,281	300,000	300,000	<b>40,000</b>	(260,000)	-650%
52163 Professional Development						<b>0</b>	0	0%
53402 Depreciation Expense	0	0	8,692			<b>0</b>		
<b>SUBTOTAL</b>	<b>156,805</b>	<b>29,342</b>	<b>87,311</b>	<b>525,066</b>	<b>525,066</b>	<b>289,315</b>	<b>(235,751)</b>	<b>-81%</b>
57011 Transfers Out - Within a Fund	0	0	0	65,000	65,000	<b>0</b>	(65,000)	
57015 Transfers Out - All Others	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>(65,000)</b>	
<b>TOTAL EXPENDITURES</b>	<b>156,805</b>	<b>29,342</b>	<b>87,311</b>	<b>590,066</b>	<b>590,066</b>	<b>289,315</b>	<b>(300,751)</b>	<b>-104%</b>
<b>NET COST</b>	<b>(1,736,779)</b>	<b>(4,542)</b>	<b>84,197</b>	<b>506,581</b>	<b>506,581</b>	<b>270,831</b>		
<b>FUND BALANCE</b>							<b>FB Goal</b>	<b>Difference</b>
Beginning Fund Balance	2,011,025	1,932,451	1,936,993	1,886,552	1,886,552	<b>1,379,971</b>	877,269	(231,871)
Ending Fund Balance	1,932,451	1,936,993	1,886,552	1,891,094	1,379,971	<b>1,109,140</b>		

FY 22-23 DRAFT BUDGET  
 ZERO WASTE SONOMA  
 REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Unfunded Pension Liability Reserve 78112

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	1,560	13,111	5,154	6,586	6,586	<b>6,586</b>	0	0%
44050 Unrealized Gains and Losses	5,451	(1,610)	(4,041)	0	0	<b>0</b>	0	0%
46029 Donations/Contributions	0	0	0	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>7,011</b>	<b>11,501</b>	<b>1,114</b>	<b>6,586</b>	<b>6,586</b>	<b>6,586</b>	<b>0</b>	<b>0%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	<b>0</b>	0	0%
48004 Residual Equity Transfers	650,000	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>657,011</b>	<b>11,501</b>	<b>1,114</b>	<b>6,586</b>	<b>6,586</b>	<b>6,586</b>	<b>0</b>	<b>0%</b>
<b>EXPENDITURES</b>								
51206 Accounting/Auditing Services	0	0	0	1,000	0	<b>1,000</b>	0	0%
<b>SUBTOTAL</b>						<b>1,000</b>		
57011 Transfers Out - Within a Fund						<b>0</b>		
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0%</b>
<b>NET COST</b>	<b>(657,011)</b>	<b>(11,501)</b>	<b>(1,114)</b>	<b>(6,586)</b>	<b>(6,586)</b>	<b>(5,586)</b>	<b>0</b>	
<b>FUND BALANCE</b>								
Beginning Fund Balance	0	657,011	668,512	673,467	673,467	<b>680,053</b>	FB Goal 650,000	Difference (35,639)
Ending Fund Balance	657,011	668,512	673,467	680,053	680,053	<b>685,639</b>		

FY 22-23 DRAFT BUDGET  
 ZERO WASTE SONOMA  
 REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY

Debt Services Reserve 78113

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Budgeted FY 21-22	Estimated FY 21-22	Requested FY 22-23	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	0	0	0	0	0	0	0	0%
44050 Unrealized Gains and Losses	0	0	0	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
47101 Transfers In - Within a Fund	0	0	0	313,470	313,470	745,000	431,530	58%
48004 Residual Equity Transfers	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313,470</b>	<b>313,470</b>	<b>745,000</b>	<b>431,530</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313,470</b>	<b>313,470</b>	<b>745,000</b>	<b>431,530</b>	<b>58%</b>
<b>EXPENDITURES</b>								
51206 Accounting/Auditing Services	0	0	0	0	0	1,000	(1,000)	-100%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
57011 Transfers Out - Within a Fund								
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>NET COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(313,470)</b>	<b>(313,470)</b>	<b>(745,000)</b>	<b>(431,530)</b>	
<b>FUND BALANCE</b>								
Beginning Fund Balance				0	0	313,470	1,058,470	-
Ending Fund Balance				313,470	313,470	1,058,470		