



Meeting of the Board of Directors

July 21, 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

July 21, 2022

REGULAR MEETING

Regular Session begins at 9:00 a.m.

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Note: This packet is 55 pages total



Zero Waste Sonoma

Meeting of the Board of Directors

**July 21, 2022
REGULAR MEETING**

**Closed Session begins at 8:30 a.m.
Regular Session begins at 9:00 a.m. or immediately following Closed
Session
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>

Or Telephone: +1 669 900 9128
Webinar ID: 922 4885 5470
Passcode: 157476

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, July 20th. 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 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
2. Agenda Approval
3. Public Comments (items not on the agenda)

Consent (w/attachments)

- 4.1 Minutes of the June 23, 2022 Special Meeting
- 4.2 June, July, and August 2022 Outreach Calendar
- 4.3 Resolution No. 2022-19, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings
- 4.4 Second Amendment to the Agreement for Short-Term Organics Materials Processing Services with Cold Creek Compost, Inc.
- 4.5 Approval of Third Amendment to Agreement with Soluna Outreach Solutions for Oil Payment Program
- 4.6 Grant Agreement Between Sonoma County Waste Management Agency also known as Zero Waste Sonoma (ZWS) and Conservation Corps North Bay (CCNB) For Use CaliforniaVolunteers, CaliforniansForAll Youth Workforce Development Program

Regular Calendar

5. Waste Characterization Presentation [Pagal]
6. Boardmember Comments – NO ACTION
7. Executive Director Report – VERBAL REPORT
8. Staff Comments – NO ACTION
9. Next ZWS meeting: August 18, 2022
10. 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



To: Zero Waste Sonoma Board Members
From: Leslie Lukacs, Executive Director
Subject: July 21, 2022 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.

- 4.1 June 23, 2022 Special Meeting Minutes
- 4.2 June, July, and August 2022 Outreach Calendar
- 4.3 Resolution No. 2022-19, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings
- 4.4 Second Amendment to the Agreement for Short-Term Organics Materials Processing Services with Cold Creek Compost, Inc.
- 4.5 Approval of Third Amendment to Agreement with Soluna Outreach Solutions for Oil Payment Program
- 4.6 Grant Agreement Between Sonoma County Waste Management Agency also known as Zero Waste Sonoma (ZWS) and Conservation Corps North Bay (CCNB) For Use CaliforniaVolunteers, CaliforniansForAll Youth Workforce Development Program

Regular Calendar

5. Waste Characterization Presentation

The SCS Engineers team performed 567 samples of waste over the course of two sorting seasons, one from June 28 - July 2, 2021 and another from April 19-27, 2022. Single-family residential, multi-family residential, and commercial waste stream material was hand sorted from a representative sample, and self-hauled waste was visually characterized. **Staff recommends the Board receive a presentation from SCS Engineers.**



Minutes of the June 23, 2022 Meeting

Zero Waste Sonoma met on June 23, 2022, via Zoom to hold a virtual board meeting.

Board Members Present:

City of Cloverdale – ABSENT
City of Cotati - Susan Harvey
City of Healdsburg – Evelyn Mitchell
City of Petaluma – Patrick Carter
City of Rohnert Park – Vanessa Garrett

City of Santa Rosa – Joey Hejnowicz
City of Sebastopol – Diana Rich
City of Sonoma - Madolyn Agrimonti
County of Sonoma – Trish Pisenti
Town of Windsor - Deb Fudge

Staff Present:

Executive Director: Leslie Lukacs
Counsel: Ethan Walsh
Staff: Xinci Tan, Sloane Pagal, Thora Collard, Courtney Scott, Kristen Sales, Katherine Cushwa
Agency Clerk: Thora Collard

1. Call to Order Regular Meeting

Regular session was called to order at 9:00 a.m.
Introductions

2. Agenda Approval

3. Public Comments (items not on the agenda)

None

4. Consent (w/attachments)

- 4.1 Minutes of the May 19, 2022 Regular Meeting
- 4.2 May, June, and July 2022 Outreach Calendar
- 4.3 Resolution No. 2022-15, Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings
- 4.4 Grant Purchase Approval and Budget Adjustment
- 4.5 FY22/23 Budget Adjustment - CalVolunteers Youth Workforce Development Grant
- 4.6 Reauthorization of Resolution for CalRecycle Grant Applications

Action Items:

None

Public Comments:

None

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

First: City of Cotati – Susan Harvey

Second: City of Petaluma – Patrick Carter

Vote Count:

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

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

Motion passed.

Madolyn Agrimonti arrived 9:05 am

Regular Calendar

5. Cold Creek Compost Informational Presentation and Discussion [Lukacs]

Board Comments/Action Items:

- What are the rates proposed?
- How much time does the increase in fees increase your operating time?
- Does Healdsburg produce 35,000 tons of material?
- We should be concerned that this is a short-term solution
- With the increase will CCC still be working at a deficit? What is the long-term strategy if funding is secured?
- What happens if CCC fails?
- Will CCC use one-time funding for increasing operational efficiencies?
- More compost facilities are good for CA.
- We've had a long working relationship with CCC
- This is a cost neutral proposal in the short-term
- It's uncomfortable with the lack of assurances long-term
- Can CCC keep ZWS apprised of funding attempts?
- Can CCC give us an update on conversations with CalRecycle up to this point?
- What is CCC role in Stage Gulch Compost?
- Staff should return at the next meeting with an amendment to the CCC contract.

Public Comments:

none

6. Boardmember Comments – NO ACTION

Windsor received presentation from the students from Sebastopol and it was well received.

7. Executive Director Report – NO ACTION

Executive Director presented report.

8. Staff Comments – NO ACTION
None

9. Next SCWMA meeting: July 21, 2022

10. Adjourn: 9:49 am

Submitted by: Thora Collard

DRAFT



Agenda Item #: **4.2**
Agenda Date: **7/21/2022**

ITEM: June, July, and August 2022 Outreach Calendar

June 2022 OUTREACH

Start date	End date	Start time	End time	Event
6/1/22	6/1/22	5:00 PM	8:30 PM	Wednesday Downtown Market (Santa Rosa)
6/8/22	6/8/22	4:00 PM	5:30 PM	Northwest Santa Rosa Library Teen Zero Waste Workshop (Santa Rosa)
6/8/22	6/8/22	5:00 PM	8:30 PM	Wednesday Downtown Market (Santa Rosa)
6/14/22	6/14/22	8:00 AM	9:30 AM	Graton Labor Center (Graton)
6/15/22	6/15/22	5:00 PM	8:30 PM	Wednesday Downtown Market (Santa Rosa)
6/17/22	6/19/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)
6/18/22	6/18/22	9:00 AM	5:00 PM	Mattress Recycling Event (Santa Rosa)
6/23/22	6/23/22	4:00 PM	5:30 PM	Rincon Valley Library Teen Zero Waste Workshop (Santa Rosa)
6/29/22	6/29/22	5:00 PM	8:30 PM	The Water Smart Expo (Santa Rosa)

July 2022 OUTREACH

Start date	End date	Start time	End time	Event
7/5/22	7/5/22	3:00 PM	4:30 PM	Sebastopol Library Teen Zero Waste Workshop (Sebastopol)
7/8/22	7/8/22	2:00 PM	3:30 PM	Roseland Library Teen Zero Waste Workshop (Santa Rosa)
7/15/22	7/17/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Petaluma)
7/19/22	7/19/22	4:00 PM	8:00 PM	HHW Collection Event (Cloverdale)
7/24/22	7/24/22	10:00 AM	1:00 PM	Fix-it Clinic & Reuse Fair (Santa Rosa)
7/24/22	7/24/22	3:30 PM	8:30 PM	ZWS booth at Live at Juilliard Park (Santa Rosa)
7/26/22	7/26/22	4:00 PM	8:00 PM	HHW Collection Event (Sebastopol)

August 2022 OUTREACH

Start date	End date	Start time	End time	Event
8/2/22	8/2/22	4:00 PM	8:00 PM	HHW Collection Event (Santa Rosa)
8/4/22	8/14/22	12:00 PM	9:00 PM	Sonoma County Fair (Santa Rosa)
8/9/22	8/9/22	4:00 PM	8:00 PM	HHW Collection Event (Sonoma)
8/13/22	8/14/22	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)
8/13/22	8/13/22	9:00 AM	5:00 PM	Mattress Recycling Event (Oakmont)
8/16/22	8/16/22	4:00 PM	8:00 PM	HHW Collection Event (Healdsburg)
8/23/22	8/23/22	2:00 PM	7:00 PM	HHW Collection Event (Oakmont)
8/30/22	8/30/22	4:00 PM	8:00 PM	HHW Collection Event (Cotati)



Agenda Item #: 4.3
Staff Contact: Walsh
Agenda Date: 7/21/2022
Approved By: LL

ITEM: Resolution No. 2022-19, 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. 2022-19, 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. 2022-19, 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 21st day of July, 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: July 21, 2022

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



County of Sonoma

Emergency Readiness, Response and Recovery



Emergency

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/>]

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 #: 4.4
Cost Center: Organics
Staff Contact: Tan
Agenda Date: 7/21/2022
Approved By: LL

ITEM: Second Amendment to the Agreement for Short-Term Organic Materials Processing Services with Cold Creek Compost, Inc.

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the amendment to the agreement with Cold Creek Compost, Inc ("CCC") with the rate increase to \$47.23 per ton for organic materials processing services through June 30, 2023.

II. BACKGROUND

ZWS entered into an Agreement for Short-Term Organic Materials Processing Services with CCC on June 20, 2018. The original agreement had a term of three years, from June 21, 2018 through June 30, 2021, with an option to extend for five, 1-year periods.

At the May 20, 2021 regular meeting, the ZWS Board approved a 3-year extension with CCC, so as to reduce administrative burden. The new term of the agreement was set to expire on June 30, 2024 and included a tip fee increase to \$40.10 per ton. ZWS and CCC agreed that for each of the following two years, this rate would be increased by no more than 3.5% of the previous year's rate.

III. DISCUSSION

At the June 23, 2022 special meeting, CCC intended to request to increase their tip fee to \$66 per ton. However, they contacted ZWS staff before their presentation to revise the price to \$47.23 per ton. Although the increase was still above 3.5%, CCC made clear that it was necessary to keep their facility open. If CCC were to go out of business, ZWS would redirect organic material from the Healdsburg transfer station to the Redwood Landfill facility in Novato. Combining the cost of transportation and processing, the cost to the Agency to continue sending material to CCC at \$47.23 per ton would be the same as the cost of trucking the material to the Redwood Facility. The Board agreed to accept CCC's tip fee of \$47.23 as the change is neutral to ratepayers and it is in the best interest of ZWS and the region to keep composting facilities open for access to capacity.

IV. FUNDING IMPACT

The increase in the tipping fee will result in an estimated \$98,400 increase to ZWS. Staff will monitor the budget and return to the board for any budget adjustment in the new fiscal year.

V. ATTACHMENTS

Second Amendment to the Agreement for Short-Term Organics Materials Processing Resolution

SECOND AMENDMENT TO THE AGREEMENT FOR SHORT-TERM ORGANIC MATERIALS PROCESSING SERVICES

This Second Amendment to the Agreement for Short-Term Organic Materials Processing Services ("Second Amendment") is made as of the 21st day of July, 2022 by the Sonoma County Waste Management Agency, also known as Zero Waste Sonoma ("ZWS"), and Cold Creek Compost, Inc. ("Contractor").

RECITALS

A. ZWS and Contractor entered into that certain Agreement for Short-Term Organic Materials Processing Services (the "Agreement"), dated June 20, 2018, pursuant to which Contractor agreed to render processing services for Organic Materials generated from ZWS Member Agencies; and

B. The Agreement has a term of three years, from June 21, 2018 through June 30, 2021; and

C. On May 20, 2021, the end of the term was extended by mutual agreement for three (3) years through June 30, 2024.

AMENDMENT

1. Amendment to Exhibit A. Exhibit A – Rates of the Agreement is amended to read as follows:

a) Rates

From the effective date of the Second Amendment through June 30, 2023, Contractor will be compensated \$47.23 per Ton for Organic Materials delivered to the Organic Materials Processing Facility.

b) Annual Rate Adjustments

The Rates outlined above are for the period from the effective date of the Second Amendment through June 30, 2023. Such rates will thereafter be adjusted annually as shown below, effective July 1 of each year of the term, including extensions.

Commencing July 1, 2023 and thereafter on each July 1, this Agreement is in effect, including any extension years, the rates stated above shall be increased by the percentage change in the annual average of the Consumer Price Index (CPI) between the base year, which shall be the prior preceding twelve (12) months from January 1 through December 31, and the preceding year ending December 31. If the calculated percentage change exceeds 3.5%, the increase to the rates shall be set at 3.5%.

[Agreement continued on following page]

For the purposes of this calculation, CPI shall mean All Urban Consumers Index (CPI-U), All Items, for the San Francisco-Oakland-San Jose, CA, Base Period 1982 – 1984 = 100, not seasonally adjusted, compiled and published by the U. S. Department of Labor, Bureau of Labor Statistics (or its successor).

3. No Other Changes. Except as amended by this First Amendment, all other terms and conditions in the Agreement shall remain unchanged and shall continue on in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for Short-Term Organic Materials Processing Services on the day and year first above written.

AGENCY:

SONOMA COUNTY WASTE
MANAGEMENT AGENCY

CONTRACTOR:

COLD CREEK COMPOST, INC.

By: _____
Leslie Lukacs, Executive Director

By: _____
Martin Mileck, President

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Ethan Walsh, Agency Counsel

DATED: July 21, 2022

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA, ("ZWS") AUTHORIZING A SECOND AMENDMENT TO THE AGREEMENT WITH COLD CREEK COMPOST, INC. ("CONTRACTOR") FOR SHORT-TERM ORGANICS MATERIAL PROCESSING SERVICES TO INCREASE THE TIP FEE

WHEREAS, ZWS and Contractor entered into an Agreement for Short-Term Organic Materials Processing Services on June 20, 2018; and

WHEREAS, an Amendment to the Agreement was approved on May 20, 2021 to extend the term through June 30, 2021; and

WHEREAS, Contractor made a presentation to the ZWS Board on June 16, 2022 requesting the per ton rate be increased to \$47.23.

NOW, THEREFORE, BE IT RESOLVED that the ZWS Board hereby authorizes ZWS's Executive Director to execute a Second Amendment to the Agreement with Cold Creek Compost, Inc.

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: July 21, 2022

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



LL Agenda Item #: **4.5**
Cost Center: **HHW and Education**
Staff Contact: **Sales**
Agenda Date: **7/21/22**
Approved By: **LL**

ITEM: Approval of Third Amendment to Agreement with Soluna Outreach Solutions for Oil Payment Program

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends that the Board authorize the Zero Waste Sonoma (ZWS) Executive Director to execute a Third Amendment to Agreement for Oil Program Management with Soluna Outreach Solutions.

II. BACKGROUND

In 2017, ZWS released an RFP for Oil Payment Program (OPP) management. Soluna Outreach Solutions was the only contractor to submit and RFP response. The Board approved a three-year agreement allowing for an additional two annual extensions and allows the ZWS Executive Director to authorize the extension. In June 2020, ZWS utilized the first annual extension permitted by the agreement, and in June, 2021, ZWS utilized the second annual extension to the Agreement, with the term ending June 30, 2022.

III. DISCUSSION

The proposed changes in the Third Amendment to the Oil Program Management Agreement include:

1. Updated payment to \$45,000 per year, an increase of \$5,000 from the Second Amendment.
2. Updated term of the agreement to expire on June 30, 2023.
3. Updated Exhibit A – Scope of Work to reflect the new budget.

IV. FUNDING IMPACT

The Oil Program Management Agreement is funded through the OPP by CalRecycle. Historically, CalRecycle's statewide budget for OPP is around \$11M and ZWS receives between \$145,000-\$150,000 per year. Soluna Outreach Solutions received \$70,000-\$75,000 per year between FY 17-18 to FY 20-21.

During the FY 21-22, CalRecycle's statewide budget for OPP11 was cut by approximately 60% and ZWS received \$78,349. As a consequence, the Second Amendment of the Oil Payment Management Agreement with Soluna Outreach Solutions was reduced to \$40,000. The remaining OPP11 grant funds were used for other oil-related projects and staff time.

The OPP12 CalRecycle check received by ZWS for FY 2022-2023 totals \$86,560, an increase of \$8,211 over the previous grant Cycle.

This year, the Third Amendment to the Oil Program Management Agreement with Soluna Outreach Solutions will be \$45,000, an increase of \$5,000 from FY 21-22. The remaining \$26,560 will be used by ZWS for other oil-related projects and staff time.

The contract value was already taken into consideration and approved for the FY 22-23 ZWS Budget.

V. ATTACHMENTS

1. Third Amendment to Oil Program Management Agreement
2. Resolution

THIRD AMENDMENT TO AGREEMENT WITH SOLUNA OUTREACH SOLUTIONS FOR OIL PROGRAM MANAGEMENT

This Third Amendment to Agreement for Oil Program Management ("Second Amendment") is made as of the 21st day of July, 2022, by the Sonoma County Waste Management Agency ("SCWMA") and Soluna Outreach Solutions ("Contractor").

RECITALS

A. SCWMA and Contractor entered into that certain Agreement for Oil Program Management (the "Agreement"), dated June 21, 2017, pursuant to which Contractor agreed to the management, outreach, and education of the Used Motor Oil and Filter Program; and

B. SCWMA and Contractor entered into a First Amendment to Agreement on June 1, 2020 that extended the term of the Agreement to June 30, 2021; and

c. SCWMA and Contractor entered into a Second Amendment to Agreement on June 1, 2021 that extended the term of the Agreement to June 30, 2022; AND

D. SCWMA and Contractor desire to enter into a Third Amendment to Agreement that will extend the term of the Agreement to June 20, 2023.

AMENDMENT

1. Amendment to Section 2. Section 2 of the Agreement is hereby amended in its entirety to read as follows:

"2. Payment. Contractor shall invoice SCWMA on a monthly basis for all services and incidental costs required hereunder not to exceed forty-five thousand dollars (\$45,000) per fiscal year. Since this Agreement is reliant on the Oil Payment Program Funds from the Department of Resources Recycling and Recovery which are allocated annually, Contractor may only expend the budget for the then-current fiscal year regardless of the total value of this Agreement. The Fiscal year for SCWMA is from July 1 to June 30. Food related items and meal reimbursements shall not be an allowable expense."

2. Amendment to Section 3. Section 3 of the Agreement is hereby amended in its entirety to read as follows:

"3. Term of Agreement. The term of this Agreement shall be from July 1, 2017 to June 30, 2023, with no annual extensions remaining, unless terminated earlier in accordance with the provisions of Article 4 below."

3. Amendment to Exhibit A. Exhibit A - Scope of Work of the Agreement is amended as attached. Should the scope of services be affected by COVID-19 and related closures, amendments to Exhibit A shall be mutually agreed upon by Contractor and SCWMA.

4. No Other Changes. Except as amended by this Third Amendment, all other terms and conditions in the Agreement shall remain unchanged and shall continue on in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Third Amendment to Agreement for Oil Program Management on the day and year first above written.

AGENCY:

SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: _____

Leslie Lukacs, Executive Director

Date: _____

APPROVED AS TO FORM:

By: _____

Ethan Walsh, Agency Counsel

CONTRACTOR:

SOLUNA OUTREACH SOLUTIONS

By: _____

Its: _____

Date: _____

Scope of Work
Used Motor Oil and Filter Recycling (Community Outreach)
Zero Waste Sonoma
FY 2022-2023

Soluna Outreach Solutions has the advantage of more than twenty years of experience performing the tasks in the Request for Proposal. In preparing this Scope of Work, we have carefully analyzed the records of past years to ensure that our proposal continues and builds upon the services that the Zero Waste Sonoma (formerly known as Sonoma County Waste Management Agency) has depended upon to date.

Our plan is organized into three sections which correspond with the reporting categories in the annual CalRecycle OPP report. By tracking our time and expenses and invoicing to these categories, reporting will be simplified, and program goals will also be easier to track.

The narrative below corresponds to the items in the attached budget spreadsheet.

I. Used Oil Collection Center Visits and Assistance

This section includes two yearly tasks which are billed as lump-sum increments, plus professional time to assist collections centers.

A. DIYer Perspective: visits to Collection Centers by ‘secret shoppers.’

We will recruit and train volunteers from the Redwood Empire Classic Chevy Club (or similar organization if necessary) to visit all of the sites listed in the Recycling Guide including certified and non-certified businesses and the government-operated sites (Central Landfill/HHW facility, transfer stations, and city facilities). We will pay the Club a stipend for each location.

We will provide written instructions to the Club members and individual data forms preprinted with the location names, addresses, phone numbers and operating hours. Data requested on the forms will include visibility of signs, acceptance of used oil and filters, and evaluation on a scale of 1-5 on whether the collection center staff were knowledgeable about the program, friendly and prompt. There is also room for comments and observations by the volunteers. Other questions may be included to address priority issues in any given year. Data from the completed forms will be entered into a spreadsheet and a summary report prepared.

B. Collection Center Site Visits

We will visit each of the businesses participating in the program, including those certified by CalRecycle and uncertified. We will update (with approval from Agency staff) and provide the “Collection Center Basics” flier to each location, as well as Recycling Guides and other Agency materials as desired, and other CalRecycle materials from the CCC Operators Guide as needed.

For each location, we will complete the CalRecycle site visit form. We will also provide on-the-spot assistance as needed including providing signage (CalRecycle oil and filter recycling signs, no dumping signs, and tank labels instructing staff to avoid accepting contaminated oil.) When necessary to address immediate issues or to obtain data not available from store staff present during the visit, we will follow up with phone calls to managers, including corporate offices as needed.

We will also obtain quantity data on used oil and filters accepted for recycling, using a combination of manager estimates, reported number of hauls of filter drums, and logs where available, to augment the CalRecycle claims data. The claims data is most useful for the auto parts chains AutoZone and O'Reilly which receive only DIYer oil and report routinely each quarter. For oil at other locations and for all filter data, the other methods are needed.

All of the data will be entered into spreadsheets and a summary report prepared. The quantity data will be totaled for certified and non-certified collection centers as these categories are needed for the annual CalRecycle report.

C. Assist Collection Center Businesses

We have budgeted for 20 hours of time per year on an as-needed basis. This reflects the approximate level of staffing devoted to this task in recent years. Examples may include responding to requests for assistance with applying for the incentive claim, recertifying or other CalRecycle compliance or with issues such as illegal dumping; working with Zero Waste Sonoma staff on special projects such as arranging for equipment or signage at transfer stations, marinas or other collection locations; recruiting new collection centers as needed to fill gaps or as desired by staff; researching and responding to emerging issues such as the filter cartridge and DTSC filter rules currently impacting programs; liaising with the North Bay Conservation Corp when needed and appropriate to assist collection centers.

II. Publicity and Education

This section comprises the lion's share of the budget. Each of the tasks are budgeted at levels reflecting those of recent years. Time and expenses may vary from year to year among these tasks as activities, opportunities and priorities change.

NOTE: In the event that person-to-person outreach is eliminated due to cancelled community events caused by the COVID-19 crisis, Soluna Outreach Solutions is prepared to create other community outreach alternatives. These will involve a larger expense in media and other channels, that will help in engaging the community to proper recycle used motor oil and filters.

These channels are highlighted with a highlighted **NOTE** in each of the following proposed tasks and may be expanded upon or changed in agreement with Zero Waste Sonoma staff.

A. Media

Hugo Mata will assist staff with media buys in English and Spanish media; media placement including arranging interviews and seeking print articles. Media buys and other expenses such as art costs are to be paid by Zero Waste Sonoma.

NOTE: The current amount allocated in the budget for media buys will have to be increased if community events are cancelled for FY22-23. Soluna Outreach Solutions will negotiate the best deal packages including free spots and reduced rates for print ads.

B. Outreach Events

Time is budgeted for researching, planning and scheduling events throughout the year and in all parts of Sonoma County; setting up, conducting outreach, and taking down displays; and monthly reports detailing each event. Staff are bilingual and conversant in all Agency programs as well as the used oil recycling program. Expenses include travel to events, parking and incidentals. Pass-through costs include event registrations, display equipment and materials, storage for materials, and some giveaways. Additional giveaways, particularly oil and filter recycling containers, may be requested of staff as needed. Some event outreach expenses may be pro-rated from time to time with other clients, allowing the budget to go farther.

NOTE: If some events are cancelled due to COVID-19, the budgeted time and expenses allocated for this task will be shifted to Task: IIF Development of Web and Social Media Outreach; which is explained in detail below.

C. Nuestra Tierra Weekly Radio Show (NOTE: this item is included in the budget for FY22-23 and provides a good opportunity to outreach the community, anytime of the year)

Hugo Mata is producer and host of the weekly show “Nuestra Tierra” (“Our Earth”) on KBBF Radio. This program began in 2014 through a unique partnership between the Sonoma County Waste Management Agency’s used oil recycling program and the Bilingual Broadcasting Foundation’s community broadcast training program.

The show features in depth information on a wide range of environmental topics, including interviews with representatives of various agencies and programs, and call-ins from listeners. Individual programs may feature multiple topics or in some cases be almost entirely devoted to specific issues, so the cost is divided into increments of one quarter of each show. Also, because the programming is heard throughout the region, we are able to focus some shows on specific topics for the full hour with information particular to up to four jurisdictions, and divide the cost accordingly. (Thus, for example a July program on curbside pick-up of used motor oil and filters might include details for curbside pick-up in multiple counties.) We have budgeted for 25 segments during the year to promote used motor oil and filter recycling programs, which will be aired on up to 30 of the weekly shows. This format allows a great deal of flexibility for Agency priorities as campaigns on specific topics can be given very in-depth coverage on some shows while ongoing programs can receive frequent reinforcement and repetition.

D. DMV Outreach

Bilingual staff sets up a small display outside the Santa Rosa or Petaluma offices of the Department of Motor Vehicles to engage patrons and answer questions as they are waiting in line to do business. Shifts are generally 3-4 hours on weekday mornings.

NOTE: If community outreach at DMV buildings in Sonoma County is not allowed due to COVID-19, the allocated budget will also be shifted to other tasks (possibly Task IIA and Task IIG)

E. Community Presentations

These are opportunities to engage groups of people in more in-depth discussions about proper recycling of used motor oil and related issues. Conducted by bilingual staff, these include both English language and Spanish language groups. Examples may include Labor Centers, Rotary Clubs and various programs for parents of school children, and auto shop classes.

F. Development of Web and Social Media Outreach.

NOTE: The new normal to engage the community of Sonoma County during and after COVID-19 must consider an ongoing bilingual informational platform that includes Social Media, Web presence, In-Store radio, and digital signage at different local markets and restaurants.

During fiscal year 2020-2021, Soluna worked with NEXO Media on behalf of Zero Waste Sonoma to develop this bilingual platform that will engage the community through audio and vibrant visuals emphasizing the proper recycling of used motor oil and filters in Sonoma County. We are proposing to continue the use this platform in fiscal year 2022-2023. This platform includes:

Radio Production

Fully produced audio spots for Radio, In-Store Radio and Social Media.

Video Shoot and Video Production/Content

Two 30-second videos have already been produced (one in Spanish and one in English) to be used for digital signage at local stores, which are part of a network of sites in Sonoma County airing these messages.

The video spots have been edited and produced to enhance visual effects and showcase the different resources to proper recycle used motor oil and filters (i.e. curbside pick-up, CCC's and HHW Facility). They will also highlight the different resources for Do-It-Yourself oil changers to recycle the oil and filters properly. Other messages might include the importance of used motor oil and filter recycling to avoid polluting our water and keeping our environment safe and healthy.

In Store Radio

Many local stores, restaurants and supermarkets are part of a network of stores airing produced radio spots highlighting local services, programs etc. Through this platform, the used motor oil and filter recycling message will be repeated several times a day. While in the store, customers will be exposed to this audio message.

Digital Signage

Nexo Media has a good number of panels (TV screens) located in high foot traffic Latino retail businesses including Lola's Markets, Rancho Mendoza and popular restaurants like Molcajetes. The video will run every 10 minutes or so during the site's business hours.

G. Filter Drainer Kit Home Delivery

NOTE: Since all the community events were cancelled after the COVID-19 pandemic began and for the rest of FY22-23, Soluna worked with Agency staff to home deliver filter drainer kits (i.e. filter drainer and oil rag) to Do-It-Yourself oil changer that requested them.

Soluna will continue to offer home delivery of this “Filter Drainer Kits” to those residents that request them. We will keep a detailed spreadsheet with names and other information necessary to deliver those kits and will be provided to Agency staff as requested.

H. English as Second Language Lesson “the Family Car”

This program targets adult English learners through local ESL teachers, primarily through the Santa Rosa Junior College non-credit ESL program. Each year we will update the student lesson, incorporating the current used oil pages from the Recycling Guide. We will also keep the teacher packet updated with any changes. We will provide all the materials to the teachers including copies of the student book, ‘realia’ (a box of items including drain pan, filter, oil container, plastic jug, etc.) power point and overhead transparencies, and bingo game. We will pay the teachers a stipend for completing the class record form documenting the lesson, and invoice based on these completed forms. All costs including a summary report at the end of each fiscal year are included in the unit price.

NOTE: Due to COVID19 all classes have been shifted to a digital platform. This has decreased the number of classes that teachers are interested in teaching. Soluna proposes two classes to be taught during FY22-23.

III. Administration and Meetings

This section includes costs categorized as Administration in the OPP annual report to CalRecycle.

A. Workshops and Meetings

Attendance at Household Hazardous Waste Information Exchanges, Used Oil/HHW Conferences, and other related CalRecycle workshops and meetings is an allowable expense under the OPP, and Hugo Mata will attend as desired by staff and within the allocated budget. Such attendance will generally be pro-rated with other clients. In the event that Agency staff decide to host the HHWIE we would be available to assist. Time is also budgeted for attendance and presentations to the SCWMA Board if desired.

B. Assist SCWMA Staff as Needed with CalRecycle Reporting

Connie Cloak of subcontractor C²: Alternative Services will assist staff with preparation of the CalRecycle OPP annual report and any other related tasks as needed.

C. Record keeping, Reports and Invoicing

All time logs, invoices, CalRecycle approvals, and other materials will be kept on file and available to SCWMA staff or state auditors upon request. Each invoice will be organized by the three sections corresponding to CalRecycle reporting categories, with a brief description of the work performed.

Budget

The budget page includes time and expenses to accomplish the tasks described on a yearly basis. Professional time is billed at \$100 per hour, outreach and clerical time at \$50 per hour. Mileage is billed at the State of California approved rate, currently \$0.56/ mile. Copies are billed at \$0.10 for black and white, \$0.50 for color. Pass-through costs are passed through without markup except for a \$5 administrative fee for each payment.

RESOLUTION NO.: 2022-21

DATED: July 21, 2022

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA, ("AGENCY") AUTHORIZING A THIRD AMENDMENT TO AGREEMENT WITH SOLUNA OUTREACH SOLUTIONS ("CONTRACTOR") FOR PROFESSIONAL SERVICES FOR OIL PROGRAM MANAGEMENT

WHEREAS, Contractor represents to Agency that it is a duly qualified firm experienced in public education and used oil related services; and

WHEREAS, in the judgment of the Board of Directors of the Agency, it is necessary and desirable to employ the services of Contractor to assist in the management of its oil recycling program.

NOW, THEREFORE, BE IT RESOLVED that the Zero Waste Sonoma Board hereby authorizes the Agency's Executive Director to execute the Third Amendment to Agreement with Soluna Outreach Solutions for Oil Program Management through June 30, 2023.

MEMBERS:

-- Cloverdale	-- Cotati	-- County	-- Healdsburg	-- Petaluma
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-- Rohnert Park	-- Santa Rosa	-- Sebastopol	-- Sonoma	-- Windsor
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AYES: --	NOES: --	ABSENT: --	ABSTAIN: --
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SO ORDERED

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

ATTEST: DATE: July 21, 2022

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



Agenda Item #: 4.6
Staff Contact: Sales
Agenda Date: 7/21/22
Approved By: LL

ITEM: Grant Agreement Between Sonoma County Waste Management Agency also known as Zero Waste Sonoma (ZWS) and Conservation Corps North Bay (CCNB) For Use CaliforniaVolunteers, CaliforniansForAll Youth Workforce Development Program

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve a grant agreement between ZWS and CCNB for use of the CaliforniaVolunteers, CaliforniansForAll Youth Workforce Development Program.

II. BACKGROUND

On April 15, 2022, Staff received an Award Letter from California Volunteers, Office of the Governor (CalVolunteers) approving ZWS's application and providing a notice of intent to award \$2,516,260.07 to implement the Youth Workforce Development Program, beginning upon the signing of a contract between ZWS and CalVolunteers.

On June 22, Staff signed and executed an agreement with CalVolunteers to administer the Youth Workforce Development Program for a maximum amount of \$2,516.260.07 over the grant period beginning July 1, 2020 and ending May 1, 2024.

III. DISCUSSION

ZWS is partnering with subgrantee, Conservation Corps North Bay (CCNB), on this program, with the goal of CCNB providing 84 Program Fellows with training and career development in the fields of food recovery and collection and disposal of hazardous and illegally dumped materials. Fellows will develop programs and services to address two focus areas: food insecurity and climate change.

CCNB will recruit Program Fellows between 16-30 years of age, who may have difficulty finding employment, are low-income, unemployed and/or out of school, and are or were justice-involved. ZWS will provide administrative oversight and regular reporting to CalVolunteers. The grant term begins July 1, 2022 and ends on May 1, 2024.

ZWS has budgeted a minimal amount of Staff hours for oversight of this grant, estimating a total of 45 Staff hours over the grant term. The Subrecipient agreement between ZWS and CCNB is for the total cost of the grant awarded from CalVolunteers, minus the 45 hours, or \$3,033.05, of budgeted staff time for ZWS. This comes out to \$2,507,835.02 for the Subrecipient Agreement between ZWS and CCNB for the Youth Workforce Development Grant.

The Subrecipient Agreement has been backdated to begin July 1, 2022 to align with the term of the Grant Agreement with CalVolunteers.

IV. FUNDING IMPACT

There will be no funding impact to ZWS's budget. All expenditures will be funded through the grant. At the June 23, 2022 Special Board Meeting, the Board approved an increase to budget appropriations for the grant revenue (78110-66111000-42358) in the amount of \$2,516,260.07 and expenditure (78110-66111000-51249) in the amount of \$2,516,260.07.

V. ATTACHMENTS

1. Subrecipient Agreement between ZWS and CCNB for Youth Workforce Development Program
2. Resolution

**GRANT AGREEMENT BETWEEN
THE SONOMA COUNTY WASTE MANAGEMENT AGENCY (ALSO KNOWN AS ZERO
WASTE SONOMA) AND
CONSERVATION CORPS NORTH BAY INC.
FOR USE CALIFORNIA VOLUNTEERS, CALIFORNIANSFORALL YOUTH WORKFORCE
DEVELOPMENT PROGRAM**

THIS GRANT AGREEMENT (the “Agreement”) is made and entered into as of this 1st day of July 2022, by and between the SONOMA COUNTY WASTE MANAGEMENT AGENCY, a California joint powers authority (“Agency”), and CONSERVATION CORPS NORTH BAY INC., a California non-profit corporation (“Subrecipient”). Agency and Subrecipient are sometimes individually referred to herein as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, the Agency, is a grant recipient of the California Volunteers, CaliforniansForAll Youth Workforce Development Program, ALN No. 21.027 (“Grant Funds”) from CaliforniaVolunteers; and

WHEREAS, the Grant Funds are intended to fund projects, programs, and services that address food insecurity and climate change, while also providing workforce training and development to underserved youth in Sonoma County; and

WHEREAS, on June 24, 2022, the Agency and CaliforniaVolunteers entered into a Grant Agreement regarding the allocation of \$2,516,260.07 or Two-Million, Five-Hundred Sixteen Thousand, Two-Hundred Sixty Dollars and 07/100 in Grant Funds to the Agency; and

WHEREAS, the proposed grant project names Subrecipient as the primary partner organization in executing the projects, programs, and service that address food insecurity and climate change, while also providing workforce training and development to underserved youth in Sonoma County; and

WHEREAS, the Subrecipient’s participation in the CaliforniansForAll Youth Workforce Development Program complies with all applicable federal laws, regulations and executive orders; and

WHEREAS, prior to Subrecipient performing work for the CaliforniansForAll Youth Workforce Development Program, for which the Agency will compensate the Subrecipient, the Agency desires certain assurances as more fully set forth herein.

NOW, THEREFORE, in consideration of these recitals, which are hereby fully incorporated into this Agreement, and the mutual covenants contained herein, the Agency and the Subrecipient agree as follows:

1. GRANT AMOUNT AND STATEMENT OF WORK

A. Amount and Authorized Uses

CaliforniaVolunteers
CaliforniansForAll Youth Workforce Development Program
Grant Agreement
Page 1

The Agency will pay the Subrecipient an amount not to exceed Two Million Five-Hundred Seven Thousand, Eight Hundred Thirty-Five and Two Hundredths (\$2,507,835.02) ("Grant Funds") to be used solely for the programs, projects, and services authorized under the CaliforniansForAll Youth Workforce Development Program, and for no other purpose, and as further outlined in the Scope of Work and Budget Detail worksheet the Agency has submitted to CaliforniaVolunteers, and the Grant Agreement between CaliforniaVolunteers and the Agency for the California Volunteers, CaliforniansForAll Youth Workforce Development Program, ALN No. 21.027 (collectively, the "Grant Documents"), incorporated herein by reference and attached to this Agreement as Exhibit B, as those documents may be amended from time to time by the Agency. Any expenditures must be made during the period between June 1, 2022 and May 1, 2024 ("Grant Term").

B. General Administration

The Subrecipient agrees to actively work with the Agency to satisfy its obligations in connection with the CaliforniansForAll Youth Workforce Development Program.

C. Payment

Subrecipient will be paid for costs incurred for purchases made and services performed in accordance with the Grant Documents for the the CaliforniansForAll Youth Workforce Development Program. All purchases must be made and work performed during the Grant Term. Subrecipient will submit invoices to the Agency for payment. Copies of supporting documentation must be attached; e.g., receipts, paid invoices, etc. Once the eligible expenses have been verified, the Agency will pay Subrecipient for qualifying expenses up to the not-to-exceed amount. Subrecipient invoices will be reviewed by the Agency Grant Manager and payments processed within 30 days of receipt.

Subrecipient must comply with the Grant Agreement, Agreement Number JP2009, between CaliforniaVolunteers and the Agency for the CaliforniaVolunteers CaliforniansForAll Youth Workforce Development Program ("Exhibit B").

The Grant Funds will not be loaned, granted, or assigned to any other party and shall, in no event, be used for any purpose prohibited by this Agreement.

D. Objectives

The Subrecipient certifies that the activities carried out with Grant Funds provided by the Agency to the Subrecipient under this Agreement will only be used to cover costs related to the CaliforniansForAll Youth Workforce Development Program. The Subrecipient agrees to comply with the requirements of the CaliforniansForAll Youth Workforce Development Program, and Grant Documents.

2. TERM OF AGREEMENT

This Agreement shall expire on the date the Agency remits the last payment to the Subrecipient pursuant to this Agreement (the "Expiration Date"); provided that the Subrecipient's obligations under the CaliforniansForAll Youth Workforce Development Program and related Grant Documents shall remain in effect as long as any other obligation of the Subrecipient, remains unfulfilled, at the discretion of CaliforniaVolunteers or the Agency.

3. SUBROGATION

In consideration of the Grant Funds from the Agency, the Subrecipient hereby assigns to the Agency all of its future rights to payments received from any grant, to the extent of proceeds paid to Subrecipient under this Agreement are determined in the sole discretion of the Agency to be a duplication of benefits ("DOB"). This shall be defined as financial assistance, available to the Subrecipient, that can be used to pay for the costs described in Section 1(A) "Amount and Authorized Uses."

Upon receiving any proceeds from other relief programs or loan programs, Subrecipient agrees to immediately notify the Agency. If some or all of the proceeds are determined to be a DOB, the portion that is a DOB shall be paid to the Agency forthwith.

4. NOTICES

Communication and details concerning this Agreement shall be directed to the following Agreement representatives:

AGENCY:

Sonoma County Waste Management Agency
Attention: Leslie, Lukacs, Executive Director
2300 County Center Drive, Ste. B-100
Santa Rosa, CA 95403
Telephone Number: (707) 565-3668
Email: Leslie.Lukacs@sonoma-county.org

SUBRECIPIENT:

Conservation Corps North Bay Inc.
Attention: Angel Minor, Chief Executive Officer
365 Blodgett Street
Cotati, CA 94931
Telephone Number: (707) 303-3069
Email: aminor@ccnorthbay.org

5. RECORDS AND REPORTS

The Subrecipient shall, at minimum, maintain the following records and reports to assist the Agency in complying with its record keeping requirements.

- a) Documentation of all Grant Funds received from the Agency; and
- b) Any such other related records as the Agency shall require or as are necessary pursuant to the Grant Documents.

The Subrecipient shall maintain separate accounting records for the Grant Funds provided by the Agency. The Agency, CaliforniaVolunteers, or any of their duly authorized representatives shall have access to all books, documents, papers and records maintained by the Subrecipient in connection with the Grant Funds for the purpose of audit, examination, excerpts and transcriptions.

Unless otherwise notified by the Agency, the Subrecipient shall retain all financial records, supporting documents and statistical reports related to the Grant Funds identified under this Agreement for four years from the date of execution. All records subject to an audit finding must be retained for five (5) years from the date the finding is made or until the finding has been cleared by appropriate officials and the Subrecipient has been given official written notice.

6. PROGRAM REQUIREMENTS

The Subrecipient shall adhere to the terms of the Agency's application for Grant Funds, the Grant Documents and this Agreement. The Subrecipient shall comply with assurances and agreements made by the Agency to CaliforniaVolunteers in connection with the Grant Funds, and all state and federal requirements related to the use of Grant Funds.

7. CHANGES IN USE OF FUNDS

Changes in the use of Grant Funds must be approved by the Agency's Executive Director. If the Subrecipient desires a change in the use of the Grant Funds following approval of this Agreement, a written request must be submitted to the Agency for review by the Executive Director. No change in use of the Grant Funds will be permitted by the Agency without prior approval by the Executive Director.

8. NONDISCRIMINATION CLAUSE

The Subrecipient shall comply with all State and Federal laws regarding nondiscrimination in the provision of services and the equal opportunity employment of personnel.

9. SUSPENSION AND TERMINATION OF AGREEMENT

This Agreement may be suspended or terminated if the Subrecipient materially fails to comply with any term(s) of the award and/or the award is terminated for convenience.

10. HOLD HARMLESS AND INDEMNITY AGREEMENT

The Agency, its elected and appointed officials, officers, employees, volunteers and agents shall not be liable for any claims, liabilities, penalties, fines, or any damage to goods, properties, or effects of any person whatsoever, nor for personal injuries or death caused by, or claimed to have been caused by, or resulting from, any intentional or negligent acts, errors or omissions, or other wrongful conduct of the Subrecipient or the Subrecipient's agents, employees, or representatives related in any way to the Subrecipient's performance as a business pursuant to this Agreement.

The Subrecipient agrees to defend, indemnify, and hold free and harmless the Agency and its elected and appointed officials, officers, employees, volunteers and agents against any claims, liabilities, penalties, fines, or any damage to goods, properties, or effects of any person whatsoever, for personal injuries or death caused by, or claimed to have been caused by, or resulting from, any intentional or negligent acts, errors or omissions of the Subrecipient or the Subrecipient's agents, employees, or representatives and any cost and/or expense that is incurred by the Agency on account of any of the foregoing liabilities.

11. ASSIGNMENT OF AGREEMENT

The Subrecipient shall not assign this Agreement or any monies due hereunder without the prior written consent of the Agency.

12. SUCCESSORS OR ASSIGNS

Subject to the provisions of the Subrecipient Agreement Paragraph 11, "Hold Harmless and Indemnity Agreement," all terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

13. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of the Subrecipient warrants and represents that he/she has the authority to execute this Agreement on behalf of the Subrecipient and has the authority to bind the Subrecipient to the performance of its obligations hereunder.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the day and year first written above.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Leslie Lukacs, Executive Director

SUBRECIPIENT

CONSERVATION CORPS NORTH BAY INC.

Angel Minor, Chief Exective Officer

APPROVED AS TO FORM:

Ethan Walsh, Agency Counsel

Dated: July 21, 2022

RESOLUTION OF GRANT AGREEMENT BETWEEN ZERO WASTE SONOMA (ALSO KNOWN AS THE SONOMA COUNTY WASTE MANAGEMENT AGENCY) AND CONSERVATION CORPS NORTH BAY, INC. FOR US CALIFORNIA VOLUNTEERS, CALIFORNIANSFORALL YOUTH WORKFORCE DEVELOPMENT PROGRAM.

WHEREAS, California Volunteers, Office of the Governor (CalVolunteers) approved Zero Waste Sonoma's application and providing a notice of intent to award \$2,516,260.07 to implement the Youth Workforce Development Program, beginning upon the signing of a contract between ZWS and CalVolunteers; and

WHEREAS, Zero Waste Sonoma signed an executed agreement with CalVolunteers on June 22, 2022 to implement the Youth Workforce Development Program; and

WHEREAS, Zero Waste Sonoma is partnering with subgrantee Conservation Corps North Bay (CCNB) on this program, with the goal of CCNB providing 84 Program Fellows with training and career development in the fields of food recovery and collection and disposal of hazardous and illegally dumped materials; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zero Waste Sonoma does hereby authorize the Executive Director to execute the Grant Agreement between Sonoma County Waste Management Agency (also known as Zero Waste Sonoma) and Subrecipient Conservation Corps North Bay, Inc, for use of CaliforniaVolunteers, CaliforniansForAll Youth Workforce Development Program.

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: July 21, 2022

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



Agenda Item #: 5
Staff Contact: Pagal
Agenda Date: 7/21/2022
Approved By: LL

ITEM: Waste Characterization Presentation

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board receive the presentation, delivered by Stacey Demers with SCS Engineers.

II. BACKGROUND

Waste Characterization Studies (WCS) are used to determine the composition of materials intended for landfill disposal. Rather than categorizing every single piece of garbage, WCS typically involve using statistical analysis and representative sampling to study a subset of waste and apply the findings to the overall garbage population. Historically, local WCS have only included waste entering the County of Sonoma's waste system, not material that is self-hauled to other landfills, nor is it a study of litter that does not enter the County's system.

WCS were performed in Sonoma County in 1995/96, 2006/07, and 2013/14. The studies have included waste sorts performed over the course of a few weeks in the dry and wet seasons to take seasonal variability into account.

Numerous conditions affecting the waste stream have changed since 2014. Economic conditions have changed, new laws and regulations have gone into effect (SB 1383 and local polystyrene foam and disposable foodware ordinance), a new waste hauler has assumed the role of service provider for the majority of the County, myriad effects of the global Covid-19 pandemic, Sonoma County has experienced several devastating weather events including fires and flood, and waste reduction education efforts have been ongoing. Solid waste tonnage disposed in 2014 was low at 324,000, and fluctuated significantly to a high of 479,000 tons in 2017, followed by 360,000 tons in 2018, 468,000 tons in 2019, and down to 423,000 tons in 2020.

The agreement to perform the WCS was awarded to the team led by SCS Engineers at the January 20, 2021 Agency meeting.

III. DISCUSSION

The SCS Engineers team performed 567 samples of waste over the course of two sorting seasons, one from June 28 - July 2, 2021 and another from April 19-27, 2022. Single-family residential, multi-family residential, and commercial waste stream material was hand sorted from a representative sample, and self-hauled waste was visually characterized. Additional details of the sampling methods and material category definitions are contained in the report.

The notable findings from this report compared to 2014, include that overall, recyclables decreased across the board, compostables increased significantly in single-family family up to 44.5%, whereas compostables only slightly increased in multi-family residential and commercial, and besides residue, that makes up half of all self-hauled waste, C&D still makes up 28.5% of that waste stream.

In 2014 for the single-family residential sector, the top three waste-streams were Organics (35.5%), Paper (18.1%), and Plastics (15.2%). In 2022, Food and other organics composed 45%, followed by residue (20%), and plastics (12%). Food was once again the largest subcategory.

Additionally, SCS Engineers performed an analysis of waste generator types, including Single-family, Multi-family, and Commercial. Within the commercial category, several subcategories were used and modified slightly from the 2014 categories to better understand the trends in different business sectors. Those categories included Retail & Warehouse, Grocery, Office/Government, Education, Healthcare, Food Service/Entertainment, Manufacturer, Agriculture, and Unclassified.

Please note, that the final report will be published following the release of the board packet.

IV. FUNDING IMPACT

The WCS was funded through the contingency fund in the FY 21/22 budget year.

V. ATTACHMENTS

2022 Waste Characterization Study Presentation

2022 Waste Characterization Study

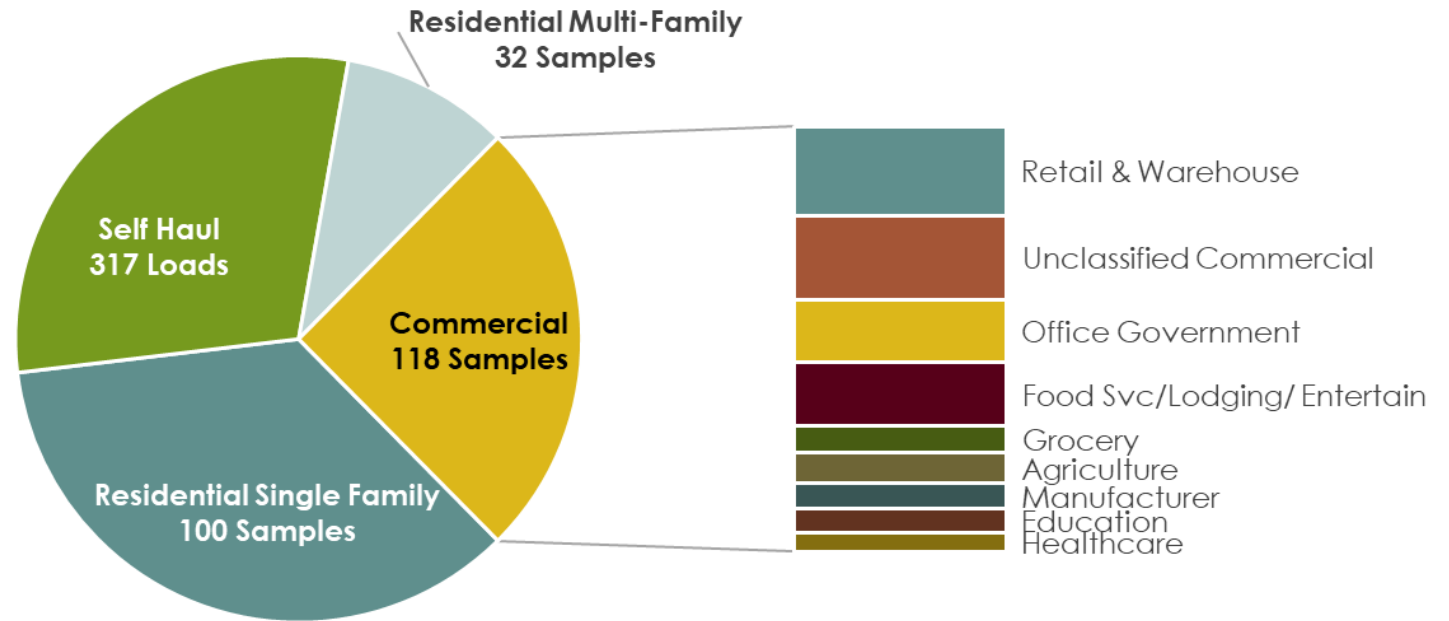
Presented to Zero Waste Sonoma



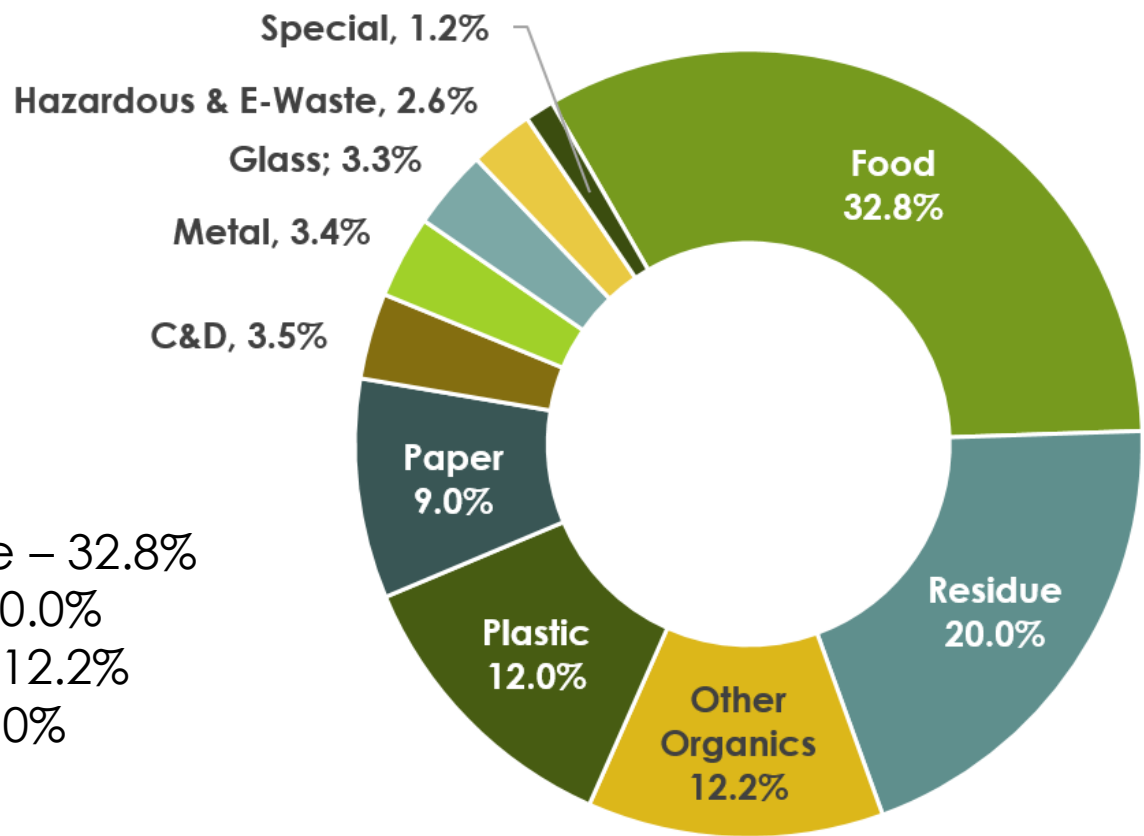
Sampling Plan

Study Included:

- **250** hand-sorted samples from residential and commercial sources
- **317** visually characterized samples from self-hauled waste
- **8** commercial generator types
- Assistance from **Recology and Republic**

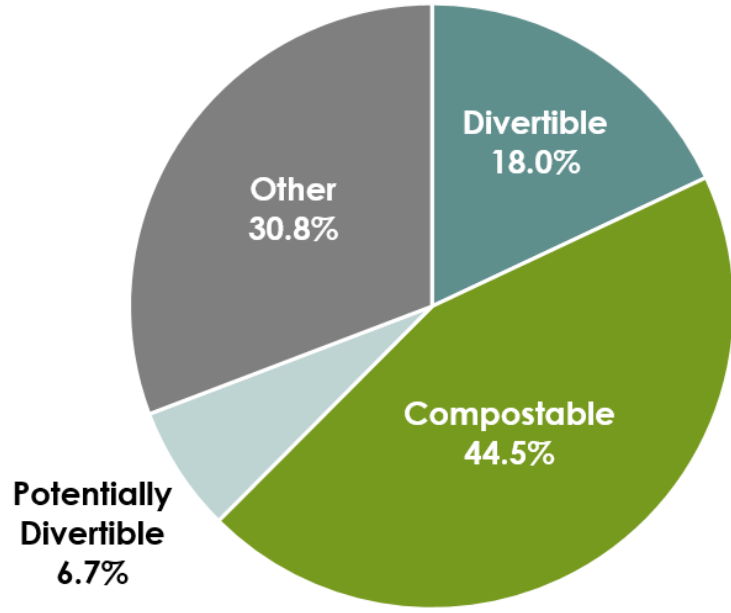


Single Family Residential Waste (2022)



Top Materials:

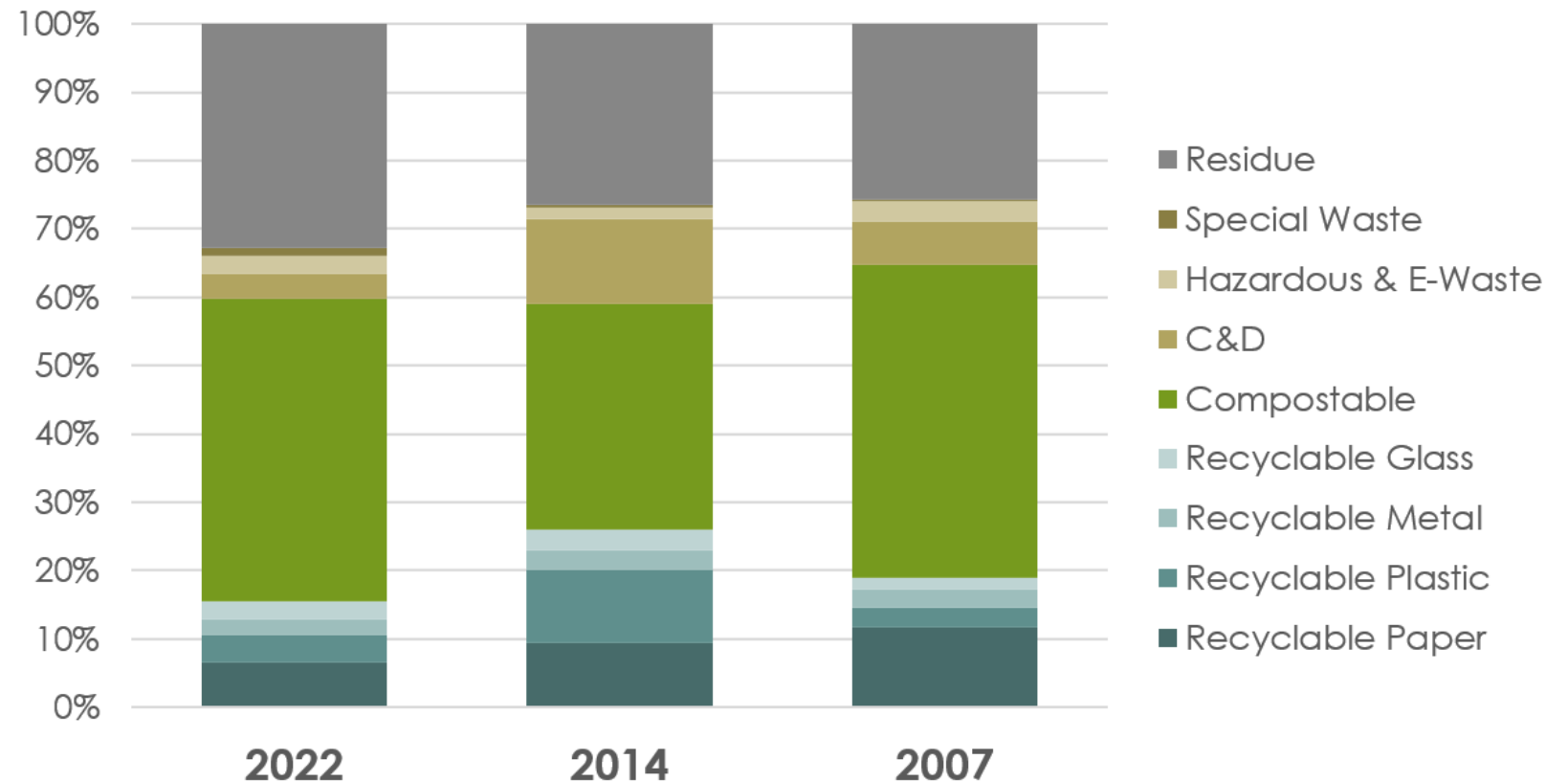
- Food Waste – 32.8%
- Residue – 20.0%
- Organics – 12.2%
- Plastic – 12.0%



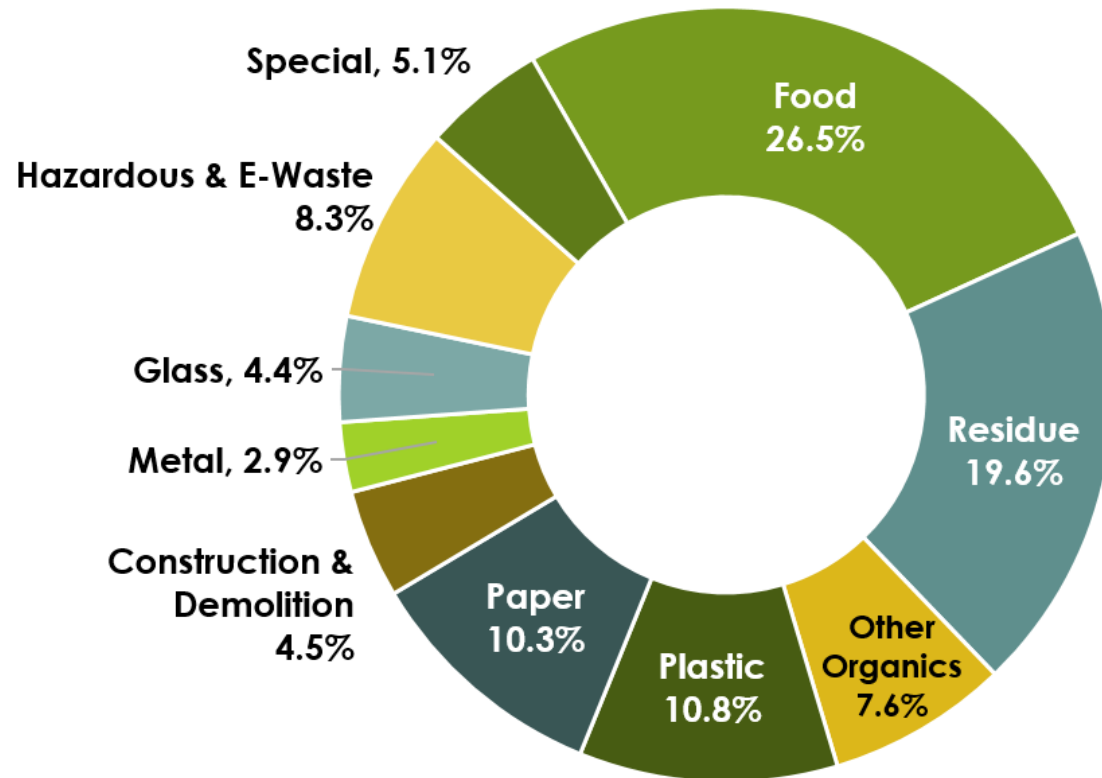
Single Family Residential Waste: Changes between 2007 and 2022

Biggest Changes:

- **Recyclables** – decrease from **26.1%** (2014) to **15.4%** (2022)
- **Compostables** – up to near 2007 levels of **44.4%**
- **C&D** at all time lows
- **Residue** now makes up over 30%

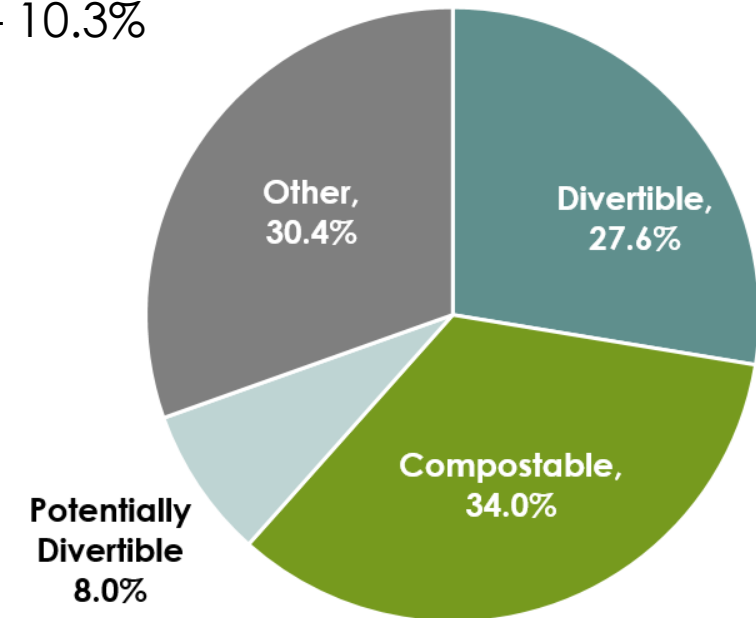


Multi-Family Residential Waste (2022)



Top Materials:

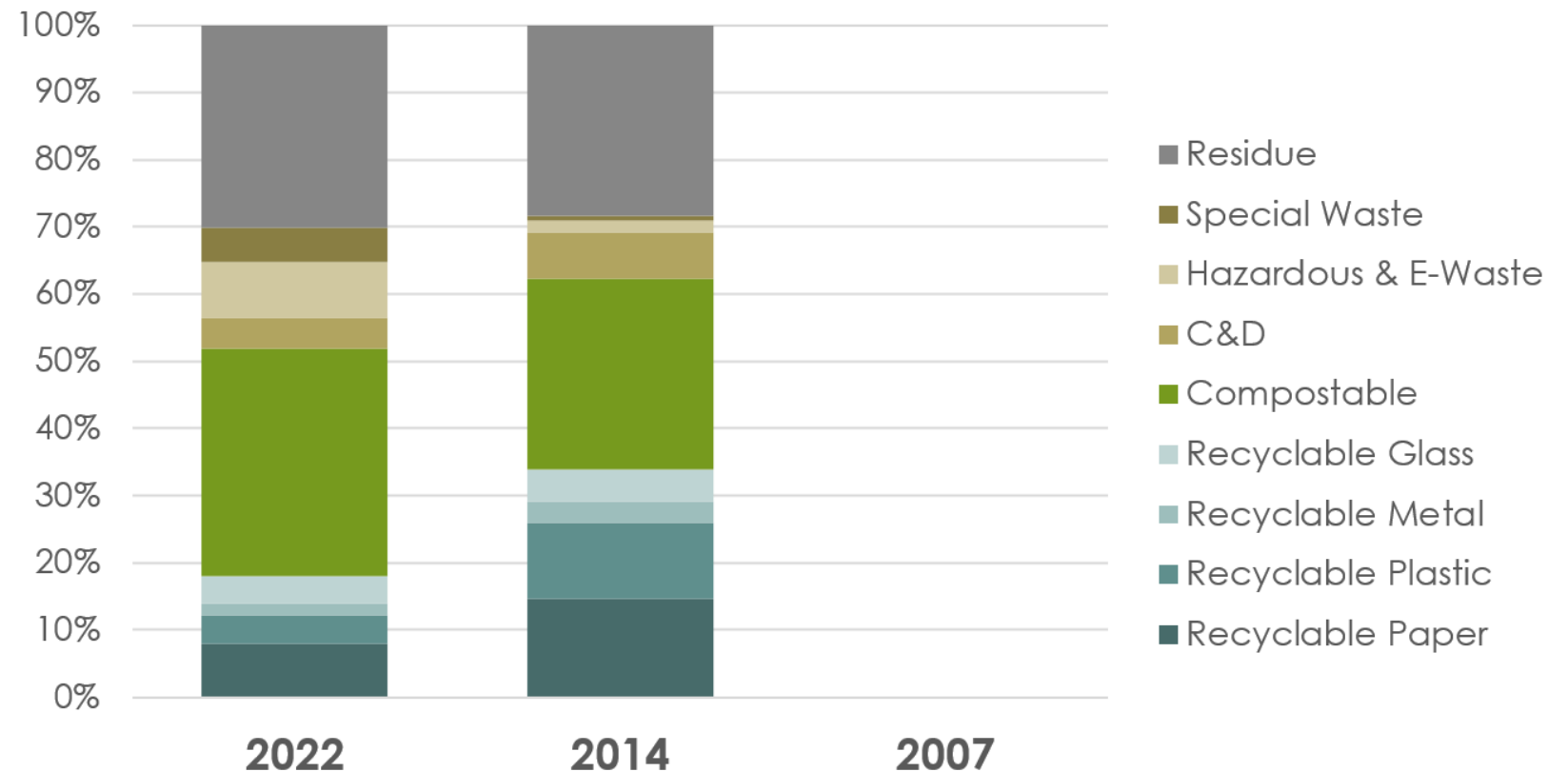
- Food Waste – 26.5%
- Residue – 19.6%
- Plastic – 10.8%
- Paper – 10.3%



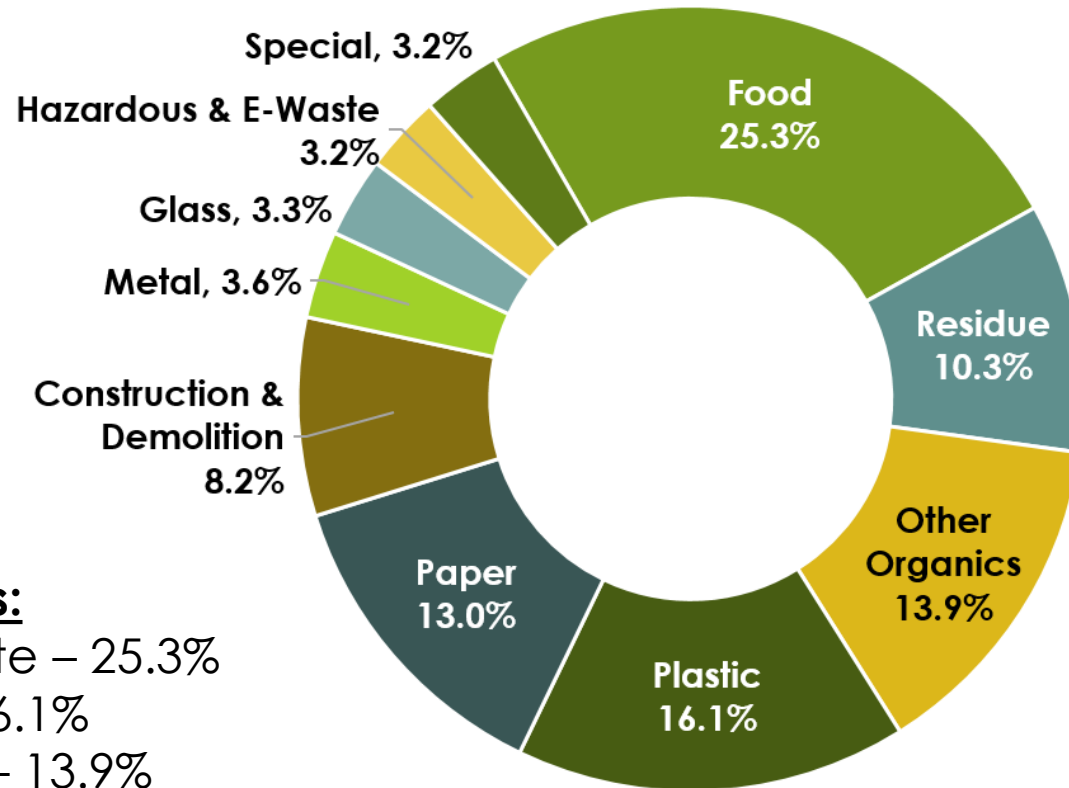
Multi-Family Residential Waste: Changes between 2007 and 2022

Biggest Changes:

- **Recyclables** – decrease from **33.8%** (2014) to **17.9%** (2022)
- **Compostables** – up **5.5%**
- **C&D** composition increase
- **Residue** makes up same composition of stream

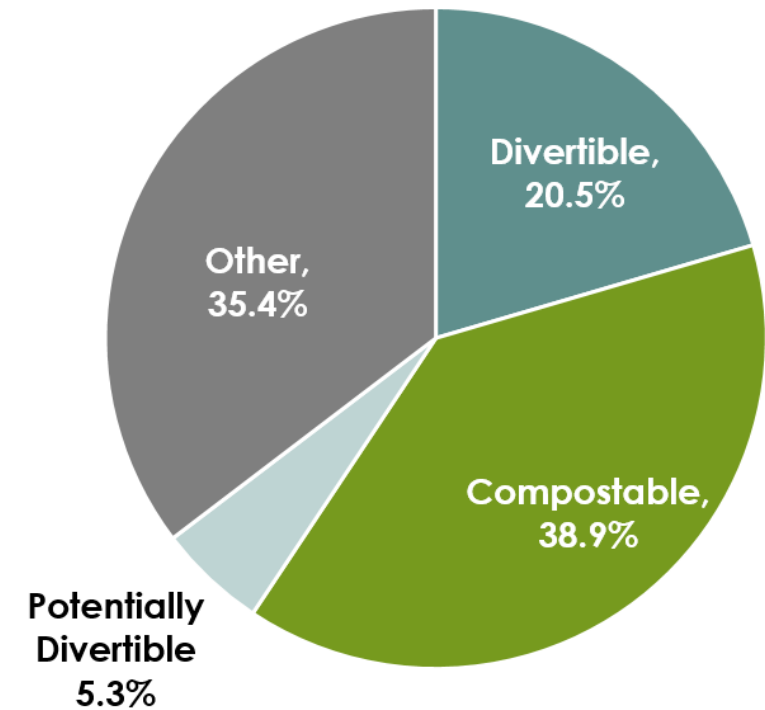


Commercial Waste (2022)



Top Materials:

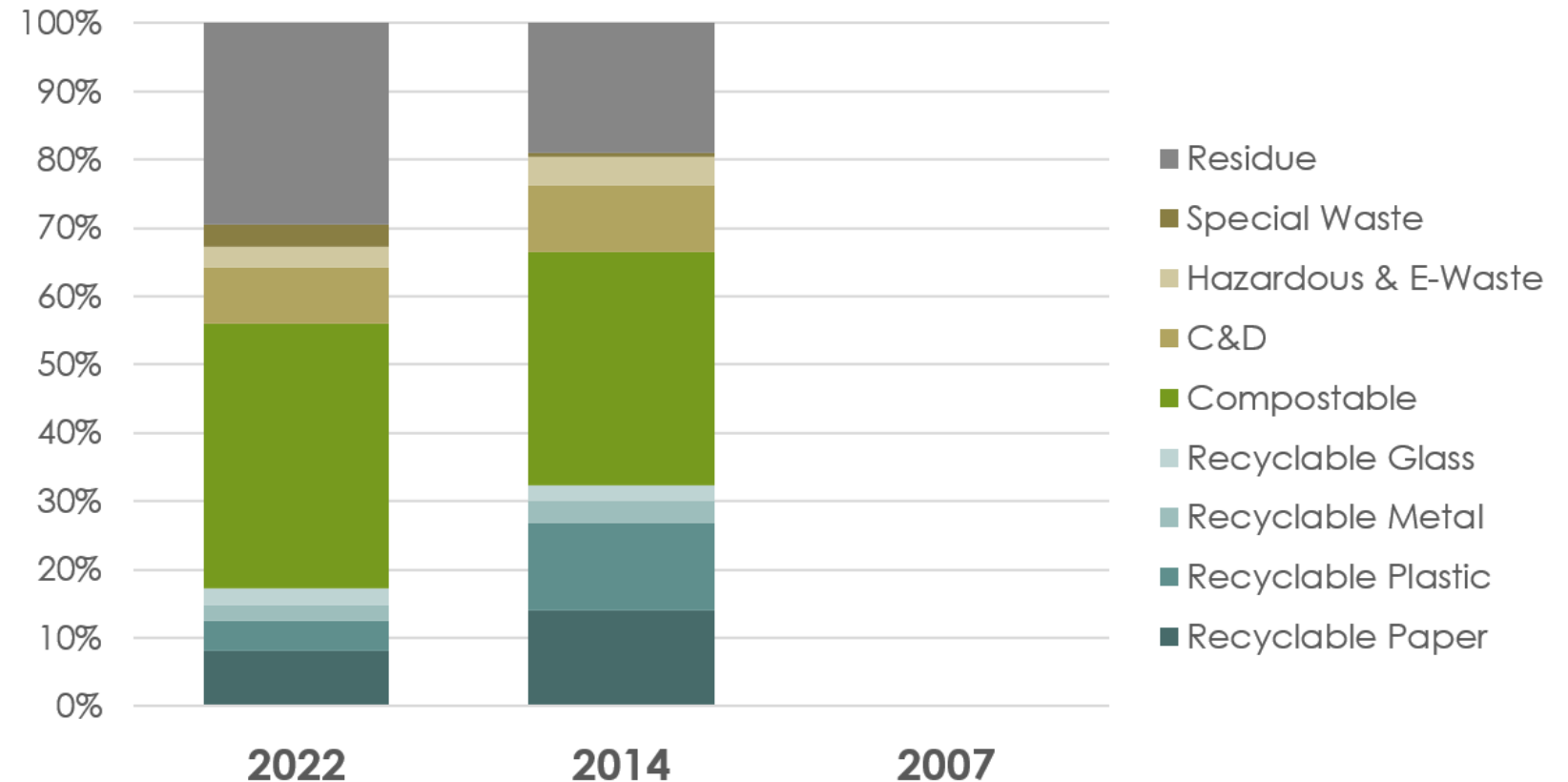
- Food Waste – 25.3%
- Plastic – 16.1%
- Organics – 13.9%
- Paper – 13.0%



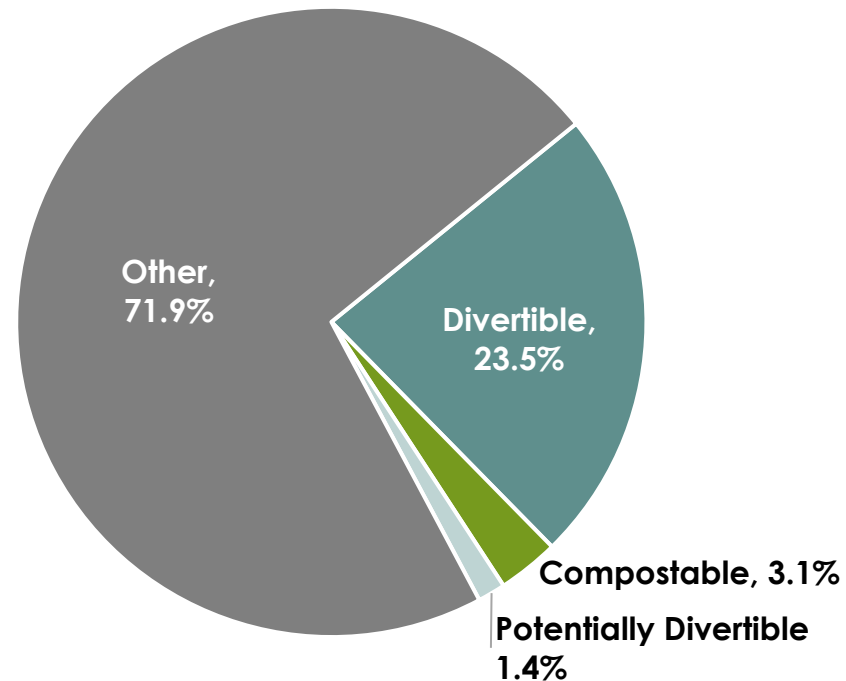
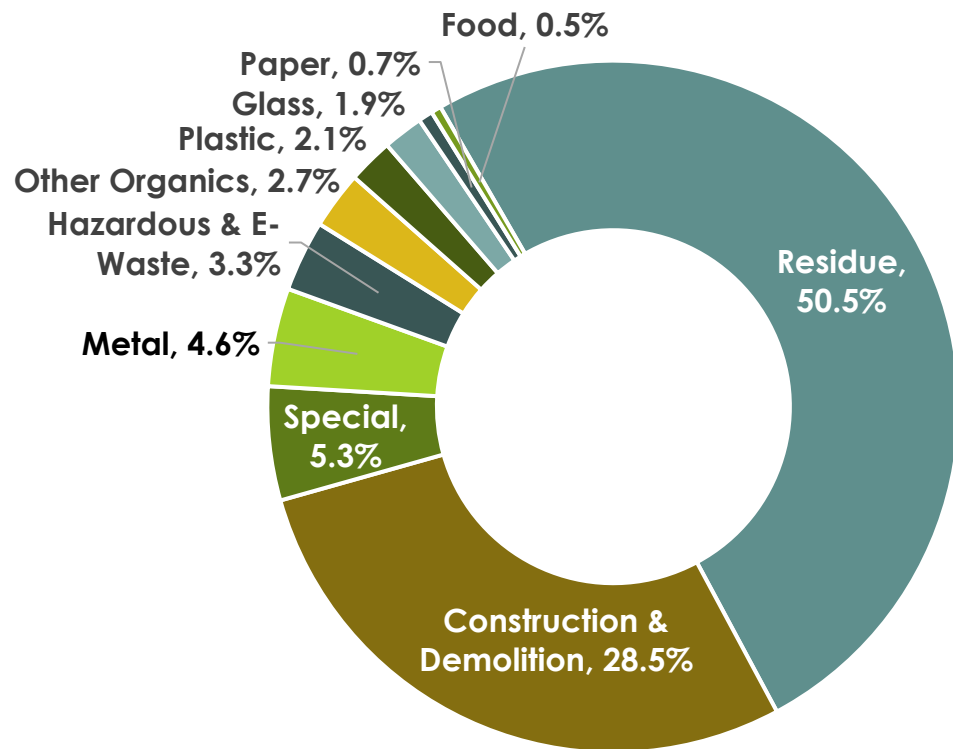
Commercial Waste: Changes between 2014 and 2022

Biggest Changes:

- **Recyclables** – decrease from **32.4%** (2014) to **17.1%** (2022)
- **Compostables** – overall composition increase by **4.6%**, possibly explained by decrease in recyclables



Self-Hauled Waste (2022)

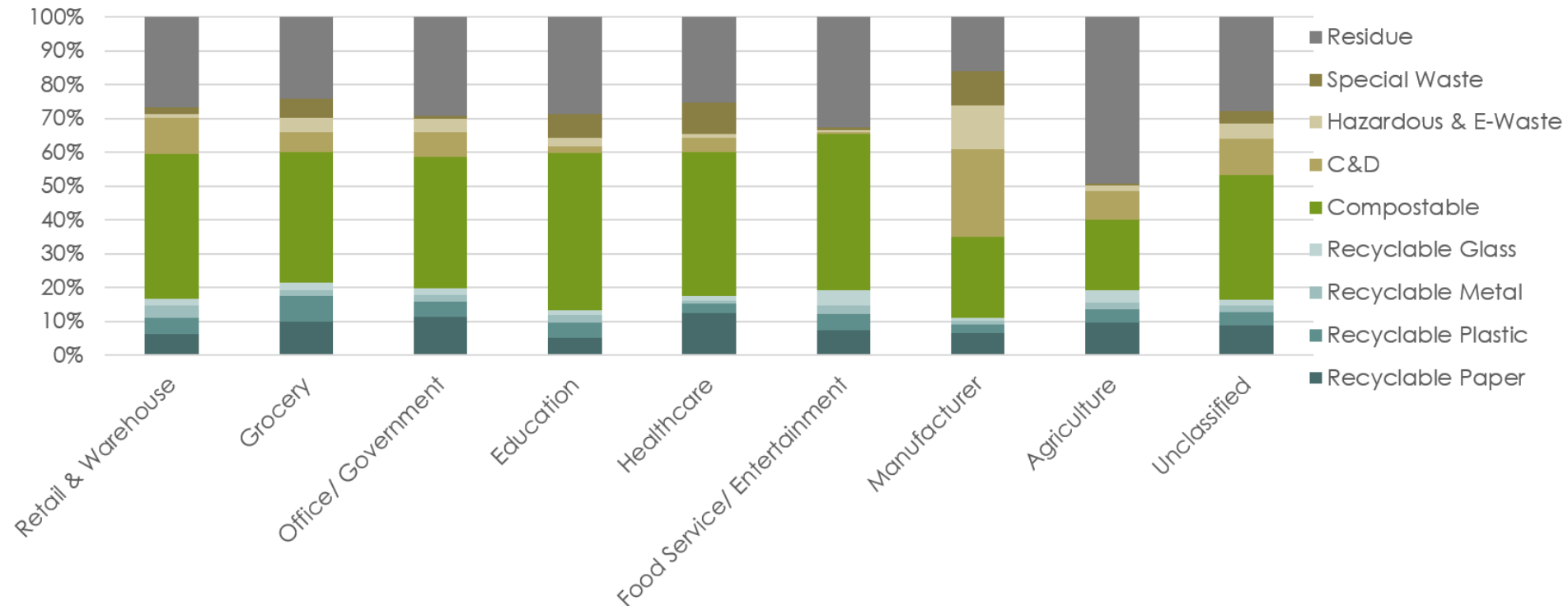


Top Materials:

- Mixed Residue – 50.0%
- C&D – 28.5%

NOTE: “Mixed Residue” may contain divertible materials

Commercial Waste by Source



Notable Differences:

- C&D high for Manufacturers
- Office, Grocery, and Healthcare have more recyclable paper
- Compostable waste prevalent in Food Service and Education