



SONOMA COUNTY WASTE MANAGEMENT AGENCY

## Meeting of the Board of Directors

January 16, 2025

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.

City of Santa Rosa Council Chambers

100 Santa Rosa Avenue

Santa Rosa, CA

Meeting will also streamed via Zoom:

<https://sonomacounty.zoom.us/j/92248855470?pwd=OFFVNUIiWVh5Wk5SSzVyWWdWbndjdz09>

Webinar ID: 922 4885 5470

US: +1 669 444 9171

Passcode: 157476

Meeting Agenda and Documents

**ZERO WASTE SONOMA**

**Meeting of the Board of Directors**

January 16, 2025

REGULAR MEETING

Closed Session begins at 8:30 a.m.

Regular Session begins at 9:00 a.m. or immediately following Closed Session.

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*Note: This packet is 27 pages total*



## Zero Waste Sonoma

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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 707-565-4432 by 5:00 pm Wednesday, January 15th. 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.

**COMMITMENT TO CIVILITY:** The ZWS Board of Directors has a commitment to civility. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Board Members, staff, and members of the public are expected to establish and maintain a cordial and respectful atmosphere during discussions; and foster meaningful dialogue free of personal attacks. Members of the public must also adhere to the speaking time limit. Any commenters in violation of civility standards will be disconnected.



## Agenda

### Item

1. Call to Order
2. **Closed Session**  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Sec. 54957)  
Title: Executive Director  
  
CONFERENCE WITH LABOR NEGOTIATORS (Sec. 54957.6)  
Agency designated representative: Agency Counsel  
Unrepresented employee: Executive Director
3. Adjourn Closed Session / Call to Order Regular Meeting
4. Agenda Approval
5. Public Comments (items not on the agenda)
6. Election of Officers

### **Consent** (w/attachments)

- 7.1 Minutes of the November 21, 2024 Meeting
- 7.2 November, December 2024, January, February 2025 Outreach Calendar
- 7.3 Annual Review of the ZWS Rules of Governance

### **Regular Calendar**

8. Gold Resolutions Recognizing Board Service [Collard]
9. Discussion and Possible Action on the Fiscal Year 2025-26 Work Plan [Collard]
10. Boardmember Comments – NO ACTION
11. Executive Director Report – VERBAL REPORT
12. Staff Comments – NO ACTION
13. Next ZWS meeting: February 20, 2025
14. 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) 565-3788, 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 16, 2025 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.

- 7.1 Minutes of the November 21, 2024 Meeting
- 7.2 November, December 2024, January, February 2025 Outreach Calendar
- 7.3 Annual Review of the ZWS Rules of Governance

### **8. Gold Resolution Recognizing Board Service**

Zero Waste Sonoma extends heartfelt gratitude to our departing Board members: Susan Gorin, Deb Fudge, Melanie Bagby, and David Kelly.

**Staff asks the Board to acknowledge and recognize our outgoing Board Members for their years of dedicated service and contributions to our Agency.**

### **9. Discussion and Possible Action on the Fiscal Year 2025-26 Work Plan**

The annual 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 for FY 25-26. The Work Plan also assisted in the preparation of ZWS's annual draft budget.

**Staff recommends the Board provides feedback and considers approval of the FY 25-26 Work Plan which is used as a guide for the FY 25-26 Draft Budget.**

Resolution No.: 2025-01

Dated: January 16, 2025

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 16, 2025 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 16, 2025.

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 16, 2025

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



## Minutes of the November 21, 2024 Meeting

Zero Waste Sonoma met on November 21, 2024, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Ave., Santa Rosa, California.

### Board Members Present:

City of Cloverdale – David Kelley  
City of Cotati – Susan Harvey  
City of Healdsburg – Larry Zimmer  
City of Petaluma – Patrick Carter  
City of Rohnert Park – Emily Sanborn

City of Santa Rosa – Shawn Kara  
City of Sebastopol – Stephen Zollman  
City of Sonoma – Jack Ding  
County of Sonoma – Trish Pisenti  
Town of Windsor – Debora Fudge

### Staff Present:

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

### 1. Call to Order Closed Session 8:30 a.m.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Sec. 54957)  
Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS (Sec. 54957.6)  
Agency designated representative: Agency Counsel  
Unrepresented employee: Executive Director

**Adjourn Closed Session at 9:03 a.m.**

### 2. Call to Order Regular Meeting

Regular session was called to order at 9:09 a.m.  
Introductions

### 3. Agenda Approval

- Move item 8 first

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

None

### 5. Consent (w/attachments)

- 4.1 Minutes of the October 17, 2024 Meeting
- 4.2 October, November, December 2024 Outreach Calendar



**Board Comment:**

None

**Public Comments:**

None

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

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

**Second:** City of Petaluma – Patrick Carter

**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	AYE
City of Petaluma	AYE	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

**Motion passed.**

**Regular Calendar**

**6. Consideration of an Agreement with COAR Design Group for Architectural & Engineering Design Services for a New HHW Facility Located at 5871-5895 Pruitt Ave, Windsor, CA [Scott]**

**Board Comments/Action Items:**

- Is design/bid/build the only option and were others considered?
- Felt Ad Hoc was underutilized for deciding on design/bid/build decision

**Public Comments:**

None

**Motion:** Staff recommends the Board provide direction for the Executive Director to execute the Agreement with COAR Design Group for Architectural and Engineering Design Services for a new HHW facility in Windsor with a termination date of January 1, 2029. Staff also recommends the Board approve the budget adjustment to fund this project.

**First:** Town of Windsor – Deb Fudge

**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	AYE
City of Petaluma	AYE	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-  
**Motion passed.**

**7. Green Resolution Recognizing Lunchette [Pagal]**

**Board Comments/Action Items:**

- We really appreciate all the efforts of Naomi and Lunchette
- Very happy to see staff recognizing and elevating businesses

**Public Comments:**

None

**Motion:** Staff recommends the Board adopt a Green Resolution recognizing Lunchette Restaurant for their commitment to the community and the environment through the implementation of proactive waste management practices.

**First:** City of Petaluma – Patrick Carter

**Second:** Town of Windsor – Deb Fudge

**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	AYE
City of Petaluma	AYE	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-  
**Motion passed.**

**8. Annual Presentation of Waste Activities by Republic Services [Lukacs]**

**Board Comments/Action Items:**

- Where do you plan to send food waste after sent through the de-packager?
- Will recyclable packaging be landfilled or recycled?
- Do you accept astro turf?
- What are the materials used for ADC?
- What is the total cost of the de-packaging system?
- Does the annual numbers include your new carpet recycling program?
- What is being looked at to increase landfill capacity?
- Are there other uses for the soil at the facility? How much of that soil is not actually going into the landfill?
- Where are the central MRF fines going?
- Are the food waste diversion numbers reflective of efforts or the economy? Can additional information be gathered to show the full depth of the numbers?
- Can schools get discounts for disposal of turf or other materials?

- Any chance we can get to increase education for landfill diversion and the progress we have made to the life of that landfill

**Public Comments:**

None

**9. Presentation and Update from Sparkl Reusables [Pagal]**

**Board Comments/Action Items:**

- Can the Spring Lake experience help you to pivot or use as a learning tool?
- Can you share a success story in the schools?
- Are you actively reaching out to schools?
- Referral options: Sonoma County Tourism and Sonoma County Economic Development Board
- Getting Cities to implement reusable programs with event permitting
- Sonoma Country Day School could be a good option
- City of Petaluma has enjoyed collaborating with Sparkl. Petaluma City Schools is looking to move away from single use in the next few years

**Public Comments:**

Duane Dewitt - Bellevue and Roseland School districts would be great areas to educate children. We need to be using recyclable plastics as much as possible.

**10. Board Member Comments**

- None

**11. Executive Director Report – VERBAL REPORT**

**12. Staff Comments – NO ACTION**

**13. Next ZWS meeting: December 19, 2024**

**14. Adjourn: 10:28 a.m.**

Submitted by: Thora Collard



Agenda Item #: 7.2  
 Agenda Date: 1/16/2025

**ITEM: November, December 2024, January, February 2025 Outreach Calendar**

**November 2024 OUTREACH**

Start date	End date	Start time	End time	Event
11/3/24	11/3/24	9:30 AM	12:30 PM	Windsor Farmers Market
11/5/24	11/5/24	4:00 PM	8:00 PM	HHW Collection Event (Santa Rosa - West)
11/8/24	11/10/24	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)
11/12/24	11/12/24	4:00 PM	8:00 PM	HHW Collection Event (Sonoma)
11/19/24	11/19/24	3:00 PM	8:00 PM	HHW Collection Event (Cloverdale)
11/23/24	11/23/24	9:00 AM	1:00 PM	HHW Collection Event (Sea Ranch)

**December 2024 OUTREACH**

Start date	End date	Start time	End time	Event
12/3/24	12/3/24	4:00 PM	8:00 PM	HHW Collection Event (Petaluma)
12/6/24	12/8/24	9:00 AM	5:00 PM	E-Waste Recycling Event (Petaluma)
12/10/24	12/10/24	3:00 PM	8:00 PM	HHW Collection Event (Windsor)
12/17/24	12/17/24	2:00 PM	7:00 PM	HHW Collection Event (Oakmont)

**January 2025 OUTREACH**

Start date	End date	Start time	End time	Event
1/7/25	1/7/25	4:00 PM	8:00 PM	HHW Collection Event (Santa Rosa - East)
1/14/25	1/14/25	4:00 PM	8:00 PM	HHW Collection Event (Sebastopol)
1/18/25	1/19/25	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)
1/21/25	1/21/25	4:00 PM	8:00 PM	HHW Collection Event (Healdsburg)
1/28/25	1/28/25	4:00 PM	8:00 PM	HHW Collection Event (Larkfield)

## February 2025 OUTREACH

Start date	End date	Start time	End time	Event
2/4/25	2/4/25	4:00 PM	8:00 PM	HHW Collection Event (Cotati)
2/11/25	2/11/25	4:00 PM	8:00 PM	HHW Collection Event (Kenwood)
2/14/25	2/17/25	10:00 AM	9:00 PM	Cloverdale Citrus Fair
2/18/25	2/18/25	4:00 PM	8:00 PM	HHW Collection Event (Rincon Valley)
2/25/25	2/25/25	3:00 PM	8:00 PM	HHW Collection Event (Cloverdale)
2/28/25	2/2/25	9:00 AM	5:00 PM	E-Waste Recycling Event (Cloverdale)



Agenda Item #: 7.3  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 1/16/2025  
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 on an annual basis 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.





Agenda Item #: **8**  
Staff Contact: **Collard**  
Agenda Date: **1/16/2025**  
Approved By: **LL**

## **ITEM: Gold Resolutions Recognizing Board Service**

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

Staff asks the Board to acknowledge and recognize our outgoing Board Members for their years of dedicated service and contributions to our Agency.

### **II. DISCUSSION**

Zero Waste Sonoma extends heartfelt gratitude to our departing Board members: Susan Gorin, Deb Fudge, Melanie Bagby, and David Kelly. Their dedicated service and steadfast commitment to our mission, empowering personal action in waste reduction and sustainable materials management through practical solutions to protect our natural resources, have been invaluable. Their impactful contributions leave a lasting legacy and will continue to inspire our efforts for years to come.

### **III. FUNDING IMPACT**

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



Agenda Item #: 9  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 1/16/2025  
Approved By: LL

## **ITEM: Discussion and Possible Action on the Fiscal Year 2025-26 Work Plan**

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

Staff recommends the Board provides feedback and considers approval of the FY 25-26 Work Plan which is used as a guide for the FY 25-26 Draft Budget.

### **II. BACKGROUND**

Since FY 06-07, an annual 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 for FY 25-26. The Work Plan also assisted in the preparation of ZWS's annual draft budget.

### **III. DISCUSSION**

Staff proposes that core projects continue in their current form (i.e. regulatory compliance, organics hauling, household hazardous waste processing, used oil outreach, mandatory commercial and organics diversion, outreach activities including the zero waste guide, website maintenance, and reporting). Several ongoing programs will carry over into the new fiscal year; including the USDA grant and the anticipated second round of SB1383 Local Assistance grant funding. In addition, Staff proposes the following new projects:

- New technical assistance grant to continue education and outreach of the polystyrene/foodware ordinance;
- Reusable food ware pilot program to transition a number of restaurants from utilizing single-use food ware products to reusables. It will include restaurants serving different types of cuisines within a small geographical area. Information gathered from this project will provide examples and pathways for local foodware ordinance compliance and cost savings to restaurants outside the scope of the pilot;
- Reuse /Repair workshops mini grants; and
- RFP for management of one Repair Fair event per year per jurisdiction. This program will provide repair assistance to residents for broken items such as small appliances, electronics, textiles, furniture, bicycles, and other consumer goods, as well as public education around repair and reuse as a waste diversion strategy.

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 25-26 Work Plan. This document is informational and used for planning purposes and to complement the FY 25-26 Draft Budget.

#### **V. ATTACHMENTS**

FY 25-26 Work Plan

## 25-26 Work Plan

### Organics

	Program	Program Description	Contractor	Staff	Goal/Justification/Pillar	Schedule
1.1	Municipal Composting Program	Manage contracts for outhauling organics to composting sites, reconcile and process monthly invoices for payment, and manage Sb 1383 compliance including compost giveaway events and compost giveaway hubs.	\$ 7,092,178	\$ 27,631	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, coordinate with local non-profit organizations to provide convenient Christmas tree composting, coordinate drop-off sites with haulers, update information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$ -	\$ 1,723	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. Issue updated RFP for services.	\$ 20,000	\$ 15,524	CoIWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	New contract needed
1.4	Conferences and webinars	Attend the USCC 2025 Conferences and webinars on SB 1383 and other organic material related topics.		\$ 14,017	Board Directed	Ongoing
1.5	Organics Education and State Regulations	Monitor and research upcoming regulations and continue education of existing regulations for member jurisdictions and the public including a SB 1383 organics contamination reduction campaign.		\$ 81,767	MANDATED SB1383/AB939	Ongoing
1.6	Grants - (Carbon Sequestration, Food Recovery, etc.)	Complete the USDA Office of Urban Agriculture and Innovative Production Grant in partnership with Zero Food Print, Petaluma Bounty, and Daily Acts.	\$ 150,000	\$ 115,596	Grant will assist jurisdictions with SB 1383 requirements	Grant term is two years, ending April 2026
1.7	Compost Giveaway and Hub Management	Implement and manage of compost funds.		\$ 17,365	CoIWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	Ongoing
	<b>Total</b>	<b>FY 25-26</b>	<b>\$ 7,262,178</b>	<b>\$ 273,622</b>		
	Prior Year	FY 24-25	\$ 7,539,576	\$ 148,933		

**Reserves (Restricted by Board Policy)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
2.1	Securing Organics Capacity	Execute agreements in collaboration with legal counsel.	\$ 1,000	\$ 9,056	CoIWMP/Section 4.5.3	Ongoing
3.1	New Model Ordinances and Policy Research/ Implementation	Potentially develop model ordinances for Large Events and Venue diversion, HHW Extended Producer Responsibility (EPR), Marine Flare EPR, Artificial Turf EPR or ban. Report to the Board on ordinance feasibility and propose next steps.	\$ -	\$ 14,862	Board Directed. Strategic Plan Pillar	Ongoing
3.2	Solar Panel Recycling Program	Develop permanent program for collection of solar panels through the e-waste program in limited quantities.		\$ 8,822	AB939	
3.3	Reusable Food Ware Minigrants	Provide assistance and minigrants to restaurants to transition from single-use to reusable food service items (up to \$600 per award).	\$ 10,000	\$ 14,553	Staff Recommended. Pilot started FY21/22	Limited
3.4	Food Recovery Organization Minigrant	Assist local FRO with infrastructure to help quantify, increase capacity, and report on food saved.	\$ 25,000	\$ 7,951	Board Approved November 2023	Limited
3.5	Technical Assistance Project for polystyrene / foodware ordinance outreach	Issue RFP for technical assistance for compliance on local Polystyrene and Food Ware ordinances in each member jurisdictions. Additional education and outreach is needed beyond the initial 2024 project.	\$ 50,000	\$ 24,943	Strategic Plan Pillar for reuse	Limited
3.6	Reusable Food Ware Pilot	Transition a determined number of restaurants from single-use to reusable food service ware items including restaurants serving various cuisines within a small geographical area to provide case studies, pathways for local foodware ordinance compliance and cost savings to restaurants outside the scope of the pilot.	\$ 25,000	\$ 13,067	Strategic Plan Pillar for reuse	Limited
3.7	Fix-it Clinic Minigrants	Offer Minigrants to community organizations developing their own fix-it clinics.	\$ 9,000		Strategic Plan Pillar for reuse	Limited
4.1	North County HHW facility	Develop permanent HHW Facility on Pruitt Ave in Windsor working with consulting team on the facility design, deconstruction if existing buildings, permitting, CEQA compliance, engineering, and conditional use permit.	\$ 1,028,280	\$ 91,407	Board Directed	Ongoing
	<b>Total</b>	<b>FY 25-26</b>	<b>\$ 1,148,280</b>	<b>\$ 184,662</b>		
	Prior Year	FY 24-25	\$ 184,000	\$ 215,725		

**Household Hazardous Waste**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.1	HHW Collection Program	Manage household hazardous waste collection and processing contracts for 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.	\$ 1,700,000	\$ 63,768	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the CoIWMP)	Contract expires June 30, 2025
5.2	E-waste Collection and Internal Transport at Disposal Site	Transport electronic waste collected at all of the County-owned disposal sites.	\$ 45,000	\$ 21,021	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract expires December 31, 2026
5.3	E-waste Sorting and Recycling	Sort electronic wastes collected at all of the County-owned disposal sites for recycling.	\$ 60,000	\$ 764	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract Expires June 30, 2026
5.4	Oil & Filter Recycling (Grant funded)	Report and audit to collection and education of oil per CalRecycle requirements through funds provided by there Oil Payment Program. Projects vary annually depending on state funding levels. Used oil competitive grants may be applied for specific projects.	\$ 79,524	\$ 5,476	Board Directed	Consultant Contract Expires June 30, 2025
5.5	Reporting	Report and quantify HHW collection efforts annually including the annual E-Waste report, net cost report, stormwater report, HHW portion of the Electronic Annual Report, and the 303 Report.	\$ -	\$ 24,347	MANDATED Required by regulation.	Jan, Feb, July, Sept, and October Due Dates

**Household Hazardous Waste (cont.)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.6	Product Stewardship Education, Outreach, policy and legislation	Participate in statewide and national EPR efforts, develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Zero Waste Guide, fliers and online), participate in community outreach at events, develop and plan for EPR ordinances as approved by Agency Board, and examine recent and pending legislation relevant to current and projected Agency projects.	\$ -	\$ 13,966	BOARD DIRECTED EPR Implementation Plan (CoIWMP/Section 4.3.3.3)	Ongoing
5.7	E-waste Recycling Events	Manage and properly dispose of electronic waste defined as hazardous waste, provide supports for coordination of e-waste event, perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line), administer the contracted events to include reuse collection.		\$ 17,737	CoIWMP/Section 5.4.1.8 Provide recycling information to all County residents	Ongoing – Monthly Contract expires Dec 31, 2026.
5.8	Sea Ranch Collection Event	Host a HHW collection event for residents living in the north-west part of Sonoma County and produce educational materials to help publicize disposal opportunities.	\$ 47,000	\$ 2,018	MANDATED - JPA	One event per year
5.9	HHW Grants	CalRecycle offers grants to expand and improve Household Hazardous Waste programs. Projects may include construction of Household Hazardous Waste facilities. If the timing aligns with where the ZWS is in the process of siting a new facility, staff will apply for this grant. Final administration of Solar Panel Pilot Program		\$ 13,313	Staff recommended	Ends September 2025

**Household Hazardous Waste (cont.)**

	<b>Program</b>	<b>Program Description</b>	<b>Contractor</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
5.10	Park Propane Collaboration	Manage permanent disposable cylinder collection container and educate advertise on refillable cylinders.	\$ 10,000	\$ 1,217	AB939	Contract Expires 12/31/25
5.11	HHWF Maintenance	Maintenance and upgrade the HHW buildings and prepare for fire inspections quarterly and annually.	\$ 10,000	\$ 956	MANDATED	Ongoing
5.12	Conferences	Attend NAHMMA Conference (2).	\$ 5,400	\$ 14,620	Board Directed	
5.13	Meds/Sharps	Implement SB212 requirements, develop outreach materials, and participate in the Safe Medicine Disposal Committee.		\$ 10,320	State Mandated SB212	
	<b>Total</b>	<b>FY 25-26</b>	<b>\$ 1,956,924</b>	<b>\$ 189,525</b>		
	Prior Year	FY 24-25	\$ 1,873,846	\$ 209,788		



Education						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
6.1	Recycling Guide English/Spanish versions	Create the Zero Waste Guide (English and Spanish) as a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County, research and design all pages, coordinate with consultants for illustrations and cover artwork, review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.), prepare publication for on-line viewing, and arrange for printing and distribution of extra guides (approx. 28,000 English and 11,000 Spanish copies).	\$ 13,900	\$ 48,591	MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the CoIWMP)  BOARD DIRECTED (Spanish Guide)	Print Jan 2026
6.2	Eco-Desk phone number 565-3375 (English and Spanish)	Respond to telephone and email questions from the public received on the Eco-Desk, listen to messages daily, logs call into the database and returns phone calls/emails within one business day, research topics to help foster more opportunities as needed, record information in the Access Eco-Desk database, prepare annual reports summarizing activity on the English and Spanish Eco-Desk, and coordinate with Spanish language contractor as needed.	\$ 5,000	\$ 41,664	MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the CoIWMP)	Daily
6.3	Spanish Language Outreach	Provide outreach 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. through a contractor, manage the contract for services, and provide support for educational materials as needed.	\$ 30,000	\$ 5,170	MANDATED - JPA Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).	New contract needed
6.4	Spanish Language Translation	Utilize on-demand translation services.	\$ 5,000	\$ 816		
6.5	Grants	Apply for educational/outreach grants as they become available.	\$ -	\$ 43,047	MANDATED - JPA Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)	As available

**Education (cont.)**

	<b>Program</b>	<b>Program Description</b>	<b>Contractor</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
6.6	Web site www.zerowaste sonoma.gov	Improve, maintain and update ZWS's ADA compliant website which includes topics on Agency, HHW, reduce, recycling, business, multifamily, schools, disposal, compost, and other resources and prepare annual reports on web site activity.	\$ 9,651	\$ 45,436	MANDATED - JPA Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)	Ongoing
6.7	Outreach Partnerships	Provide staff support to the groups engaged in complementary environmental educations (e.g., Climate Action Groups, Carbon Sequestration Coalition, Recology, Schools, 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.	\$ -	\$ 33,663	Board Directed/Strategic Plan Pillar	Ongoing
6.8	Food Recovery Education	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding edible food recovery including outreach and education, compliance monitoring, recordkeeping, reporting, and expanding relationships with existing food recovery organizations in the region. Create and distribute education materials.	\$ 15,000	\$ 33,394	MANDATED - Required by State Legislation, SB 1383	Ongoing
6.9	Annual Work Plan Report	Prepare annual reporting of ZWS's accomplishments and outreach goals.	\$ 300	\$ 7,920	Board Directed	Annual

**Education (cont.)**

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
6.10	Fairs	Select a new outreach theme that responds to current topics, produce fair outreach materials and promotional giveaways (e.g., backdrop, floor, information panels, brochure holders, etc.), coordinate staffing for events, coordinate fair set up and tear down, and refurbish display materials.	\$ -	\$ 21,019	MANDATED - JPA (Section 4.7.2.9 of the CoIWMP)	Summer and Fall
6.11	Zero Waste Week	Work with industry partners, jurisdictions, and local groups to host zero waste events.	\$ 10,000	\$ 28,390	Strategic Plan Pillar	Annually
6.12	Social Media On-line Marketing Outreach	Manage on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram.	\$ 2,500	\$ 28,987	BOARD DIRECTED	Ongoing
6.13	Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$ 111,348	\$ 23,503	BOARD DIRECTED	Ongoing
6.14	AB 939 Reporting Requirements	Prepare CalRecycle's Environmental Annual Report and Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, large venues/events, HHW program, update text description of programs and submit report CalRecycle.	\$ -	\$ 13,412	MANDATED – AB 939, AB 341, AB 2176 Compliance with State regulations (Section 4.7.2.12 of the CoIWMP)	Annual Report due August for prior year
6.15	RMDZ	Act as lead Recycling Market Development Zone Administrator for Sonoma, Mendocino, and Lake counties and support new funding for marketing and reuse projects.	\$ 36,000	\$ 10,837	Board Directed	Ongoing
6.16	Ordinance Education/ Enforcement	Provide education to jurisdictions for new ordinances and assist with enforcement. Food recovery inspections. Mailings.	\$ 10,000	\$ 24,609	Board Directed	Ongoing
6.17	CD&D Implementation and Administration	Provide staffing to jurisdictions for new CD&D ordinance and implement input and administration of Green Halo		\$ 91,037	Board Directed	Ongoing

Education (cont.)						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
6.18	Conferences	Attend and participate at industry conferences for continuing education.		\$ 31,434	Board Directed	Ongoing
6.19	Zero Waste Week and Repair Workshop	Schedule, promote, and implement annual Zero Waste Week and host ZWW Repair Fair.	\$ 12,000	\$ 12,815	Strategic Plan Pillar	Quarterly
6.20	Reuse / Repair Workshops	Issue RFP to execute one Repair Fair event per year per jurisdiction to provide repair assistance to residents for broken items such as small appliances, electronics, textiles, furniture, bicycles, and other consumer goods, as well as public education around repair and reuse as a waste diversion strategy.	\$ 50,000	\$ 14,440	Strategic Plan Pillar	ongoing
6.21	Compost Rebate	Manage a regional rebate program for all member jurisdictions to procure compost by proxy, through a "direct service provider"	\$ 100,000	\$ 8,491	Cal Recycle/SB1383	Ongoing
	<b>Total</b>	<b>FY 25-26</b>	<b>\$ 410,699</b>	<b>\$ 568,676</b>		
	Prior Year	FY 24-25	\$ 400,827	\$ 488,788		
General Administration						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
7.1	Agency Meetings	Prepare agendas/packets, attend meetings, research and document development, and prepare and file minutes, resolutions agreements	\$ -	\$ 193,505	MANDATED-JPA	Ongoing
7.2	Program Management	Provide general administration of agency programs, attend meetings, conferences and trainings as needed, execute planning, and development new programs.	\$ -	\$ 69,858	MANDATED-JPA	Ongoing
7.3	ZWS Fin. Mgmt.	Approve invoices/journal vouchers, prepare financial statements to Board, prepare budget and facilitate approvals, respond to audits (internal and external)		\$ 182,010	MANDATED-JPA	Ongoing
	<b>Total</b>	<b>FY 25-26</b>	<b>\$ -</b>	<b>\$ 445,372</b>		
	Prior Year	FY 24-25	\$ -	\$ 441,001		

**External Projects**

	<b>Program</b>	<b>Program Description</b>	<b>Contractor</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
A	AB 939 Local Task Force (LTF-Edu.)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$ -	\$ 18,207	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).	\$ -	\$ 3,807	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
C	All Programs	Emergency Response Support to TPW	\$ -	\$ 5,211		
	<b>Total</b>	<b>FY 25-26</b>	\$ -	\$ <b>27,225</b>		
	Prior Year	FY 24-25	\$ -	\$ 26,177		
	<b>Grand total</b>	<b>FY 25-26</b>	\$ <b>10,778,081</b>	\$ <b>1,689,083</b>		
	Prior Year	FY 24-25	\$ 10,563,307	\$ 1,646,532		