



Meeting of the Board of Directors

February 18, 2021
REGULAR MEETING

Regular Session begins at 9:00 a.m.
Closed Session begins at end of Regular Session

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

February 18, 2021

REGULAR MEETING

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

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Note: This packet is 71 pages total



Zero Waste Sonoma

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**February 18, 2021
REGULAR MEETING**

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

In accordance with Executive Orders N-25-20 and N-29-20 the July 15, 2020 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
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PUBLIC COMMENT:

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

Voice recorded public comment: To submit public comment via recorded message, please call 707-565-2722 by 5:00 pm Wednesday, February 17th. 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 Jan 20, 2021 Regular Meeting
- 4.2 January, February, and March 2021 Outreach Calendar
- 4.3 Approval of 2nd Quarter Financial Report
- 4.4 City/County Payment Program (CCPP) Expenditure Approval
- 4.5 Consideration of Merit Increase for Executive Director

Regular Calendar

5. Presentation of SB1383 [Lukacs/Tan]
6. Financial Strategy Presentation for North County HHW Facility Financing [Lukacs]
7. Discussion and Possible Action on the Fiscal Year 21-22 Work Plan [Collard]
8. Boardmember Comments – NO ACTION
9. Executive Director Report – VERBAL REPORT
10. Staff Comments – NO ACTION
11. Closed Session: CONFERENCE WITH LEGAL COUNSEL
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Titles: Executive Director
12. Next SCWMA meeting: March 18, 2021
13. 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, 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 Sonoma County Waste Management Agency 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: February 18, 2021 Board Meeting Agenda Notes

Consent Calendar:

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

- 4.1 Minutes of the January 20, 2021 Meeting
- 4.2 January, February, and March 2021 Outreach Calendar
- 4.3 Approval of FY 2020-21 Second Quarter Financial Report
- 4.4 City/County Payment Program Expenditure Approval
- 4.5 Consideration of Merit Increase for Executive Director

Regular Calendar

- 5 **Presentation of SB 1383:** SB 1383 was signed by the Governor on September 19, 2016 and addresses short-lived climate pollutants, namely methane emissions created by organic materials (food scraps, yard debris, paper products). The bill requires the reduction of organic material disposed in the landfill by 75%, compared to 2014, and the increase of edible food recovery by 20% by 2025

Recommended Action: This agenda item is informational for discussion and no action is required by the Board at this time.

- 6 **Financial Strategy Presentation for North County HHW Facility Financing:** An update will be provided on the progress in finding a new Northern Sonoma HHW location and share the potential cost and rate impacts to a new facility. ZWS's rate structure is not sufficient to accommodate the acquisition, improvement, and operation of a new HHW facility so that the agency can take advantage of current or future opportunities. Staff engaged R3 Consulting Group who will present financing and potential rate impacts associated with a new facility as well as other changes that may impact the surcharge and related rates.

Recommended Action: This agenda item is informational for discussion and no action is required by the Board at this time.

- 7 **Discussion and Possible Action on the Fiscal Year 2021-22 Work Plan:** Since FY 06-07, a Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. The Work Plan contains a description of ZWS's projects, contractor costs, and staff costs and, once approved, guides the preparation of ZWS's annual draft budget.

Recommended Action: Staff recommends the Board provides feedback and considers approval of the FY 21-22 Work Plan as a guide for the FY 21-21 Draft Budget



Minutes of the January 20, 2021 Meeting

Zero Waste Sonoma met on January 20, 2021, via Zoom to hold a virtual board meeting.

Board Members Present:

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

Staff Present:

Executive Director: Leslie Lukacs
Counsel: Ethan Walsh
Staff: Xinci Tan, Sloane Pagal, Thora Collard
Agency Clerk: Janel Perry

1. Call to Order Regular Meeting

Closed session was called to order at 8:00 a.m.

2. Closed Session:

PUBLIC EMPLOYMENT
Title: Executive Director

3. Adjourn Closed Session at 9:10 a.m.

Call to Order Regular Meeting

Regular meeting was called to order at 9:15 a.m.

Introductions

There were no reportable actions.

4. Agenda Approval

5. Public Comments (items not on the agenda)

- Request to send letters of support in PDF format as well as another format more compatible with I-pads.

6. Election of Officers

Public Comments:

None

The motion to elect the following officers contingent on the Town of Windsor's appointment of Deb Fudge

Chair: City of Cloverdale – Martha Cruz

Vice Chair: Town of Windsor – Deb Fudge

Chair Pro Tempore: City of Cotati – Susan Harvey

First: City of Petaluma - Patrick Carter

Second: City of Rohnert Park - Pam Stafford

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	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. Consent (w/attachments)

- 7.1 Minutes of the November 18, 2020 Regular Meeting
- 7.2 November, December 2020 and January, February 2021 Outreach Calendar
- 7.3 Annual Review of ZWS Rules of Governance
- 7.4 Gold Resolution Recognizing Henry Mikus
- 7.5 Gold Resolution Recognizing Bruce Okrepkie
- 7.6 Amending Resolution 92-001 to Change the Time for Regular Meetings

Action Items:

- None

Public Comments:

- None

Motion: For approval of items 7.2, 7.3, 7.4 and 7.5 on the consent calendar.

First: City of Cotati - Susan Harvey

Second: City of Santa Rosa - John Sawyer

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.

Motion: For approval of item 7.1 on the consent calendar

First: County of Sonoma - Susan Gorin

Second: City of Cotati - Susan Harvey

Vote Count:

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

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

Motion passed.

Regular Calendar

Added to Regular Calendar consent item 7.6

- Request for next month's closed session to be held after the regular meeting rather than before.

Public Comments:

- None

Motion: For approval of item 7.6 on the consent calendar adding we move our meeting to the third Thursday of the month at 9:00 am

First: City of Cotati - Susan Harvey

Second: City of Rohnert Park - Pam Stafford

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	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. Discussion and Possible Action on an Amendment to the Ordinance to Prohibit Use and Sale of Disposable Food Service Ware and Other Products Containing Polystyrene Foam [Pagal]

Board Comments/Action Items:

- Lots of support for a phase in model of already purchased supplies in order not put too much financial burden on restaurants.
- Research that the products suggested are proven safe rather than proven they are not harmful.

Public Comments:

- 7 Letters of Support were sent to the board.
- Voicemail played from Lendri Purcell in favor of amendment.
- Voicemail played from Catherine Dodd in favor of amendment.

Motion: For approval of the Amendment to the Ordinance to Prohibit Use and Sale of Disposable Food Service Ware and Other Products Containing Polystyrene Foam as discussed

First: City of Healdsburg - Larry Zimmer

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.

9. Consideration of an Agreement with Stearns, Conrad, and Schmidt Consulting Engineers, Inc. for Consulting Services to Conduct a Waste Characterization Study and Approval of Estimated Cost for Services and Associated Fees [Pagal]

Board Comments/Action Items:

- Larry Zimmer left meeting at 10:32 am.

Public Comments:

- None

Motion: For approval of the Agreement with Stearns, Conrad, and Schmidt Consulting Engineers, Inc. for Consulting Services to Conduct a Waste Characterization Study and Approval of Estimated Cost for Services and Associated Fees with a modified schedule of wet season sorts taking place in 2022

First: City of Petaluma - Patrick Carter

Second: City of Santa Rosa - John Sawyer

Vote Count:

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

AYES -9- NOES -0- ABSENT -1- ABSTAIN -0-

Motion passed.

- 10. Boardmember Comments – NO ACTION**
 - Comments were received by the board.
 - Madolyn Agrimonti left at 10:38 am.
- 11. Executive Director Report – NO ACTION**
 - Executive Director verbally gave report.
- 12. Staff Comments – NO ACTION**
 - None
- 13. Next SCWMA meeting:** February 18, 2021
- 14. Adjourn:** 10:55 am

Submitted by: Janel Perry



Agenda Item #: **4.2**
Agenda Date: **2/18/2021**

ITEM: January, February, March 2021 Outreach Calendar

Note: Events below shown in ~~strikethrough red~~ were cancelled due to the COVID-19 disaster. Note the addition of webinars and virtual presentations substituted for in-person outreach events.

January 2021 OUTREACH

Start date	End date	Start time	End time	Event	Jurisdiction
1/1/21	1/1/21	9:00 AM	10:00 AM	Quoted for Press Democrat article on topic of Christmas Tree Recycling	Countywide
1/5/21	1/5/21	7:00 PM	8:00 AM	Meeting (virtually) with Rohnert Park leadership group	Countywide
1/7/21	1/7/21	10:00 AM	11:00 AM	Participated in the virtual meeting with local businesses organized by SBDC. Provided information on different recycling program including used motor oil and filter recycling.	Countywide
1/7/21	1/7/21	11:00 AM	12:00 PM	Participated in the virtual meeting with Latino leadership on Climate Change Group. In my participation I included information on proper recycling of used motor oil and filters.	Countywide
1/8/21	1/8/21	11:00 AM	12:00 PM	Participated in virtual event organized by CURA-La Plaza, La luz and Latino Service providers. Promoted the used motor oil and filter recycling program.	Countywide
1/13/21	1/13/21	3:00 PM	4:00 PM	Participated in the Que Pasa live radio program at Radio Lazer. Promoted the used motor oil and filter recycling program in Sonoma County.	Countywide
1/14/21	1/14/21	9:00 AM	11:00 AM	Graton, Healdsburg and Fulton Labor center virtual meeting, promoted the used motor oil and filter recycling program.	Countywide
1/18/21	1/18/21	10:00 AM	11:00 AM	Participated in Poder de Saber program and promoted the used motor oil and filter recycling program in Sonoma County.	Countywide

Start date	End date	Start time	End time	Event	Jurisdiction
1/21/21	1/21/21	10:00 AM	11:00 AM	Participated in the meeting with local businesses and promoted the used motor oil and filter recycling program, resources and the recycling guide. Meeting was longer as the beginning of the year and was organized by Hispanic Chamber of Commerce and Economic Development Board	Countywide
1/28/21	1/28/21	10:00 AM	11:00 AM	Participated in the meeting for local businesses organized by the Hispanic Chamber of Commerce and the Economic Development Board. Promoted the oil and filter recycling program with participants.	Countywide
1/5/21	1/5/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)	COVID-19 CANCELLED
1/8/21	1/10/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)	COVID-19 CANCELLED
1/9/21	1/9/21	9:00 AM	5:00 PM	Mattress Recycling Event (Santa Rosa)	COVID-19 CANCELLED
1/12/21	1/12/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, E)	COVID-19 CANCELLED
1/16/21	1/17/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)	COVID-19 CANCELED
1/16/21	1/16/21	9:00 AM	5:00 PM	Mattress Recycling Event (Oakmont)	COVID-19 CANCELLED
1/19/21	1/19/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)	Cloverdale
1/26/21	1/26/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Boyes Hot Springs)	Unincorporated area

February 2021 OUTREACH

Start date	End date	Start time	End time	Event	Jurisdiction
2/2/21	2/2/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)	Unincorporated area
2/4/21	2/4/21	9:00 AM	10:00 AM	Promoted used motor oil and filter recycling program during virtual Latino leaders for climate change engagement.	Countywide
2/4/21	2/4/21	10:00 AM	11:00 AM	Promoted used motor oil and filter recycling program during virtual SBDC and other local businesses meeting.	Countywide

Start date	End date	Start time	End time	Event	Jurisdiction
2/9/21	2/9/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)	Healdsburg
2/16/21	2/16/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Rohnert Park)	Rohnert Park
2/19/21	2/21/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Cloverdale)	Cloverdale
2/20/21	2/20/21	9:00 AM	5:00 PM	Mattress Recycling Event (Cloverdale)	Cloverdale
2/23/21	2/23/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa

March 2021 OUTREACH – Events below are tentatively scheduled

Start date	End date	Start time	End time	Event	Jurisdiction
3/2/21	3/2/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Kenwood)	Unincorporated area
3/9/21	3/9/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Monte Rio)	Unincorporated area
3/12/21	3/14/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Graton)	Unincorporated area
3/13/21	3/13/21	9:00 AM	5:00 PM	Mattress Recycling Event (Graton)	Unincorporated area
3/16/21	3/16/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, W)	Santa Rosa
3/23/21	3/23/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)	Windsor
3/30/21	3/30/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)	Petaluma



Agenda Item #: **4.3**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **2/18/2021**
Approved by: **LL**

ITEM: **Approval of FY 2020-21 Second Quarter Financial Report**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 2020-21 Second Quarter Financial Report on the Consent Calendar.

II. BACKGROUND

In accordance with the requirement in the joint powers agreement the Sonoma County Waste Management Agency (Zero Waste Sonoma (ZWZ)) staff make quarterly reports to the Board of Directors of ZWS operations and of all receipts to and disbursements from the ZWS, this report covers the Second Quarter of FY 20-21 (October 1, 2020 – December 31, 2020).

The FY 2020-21 Second Quarter Financial Report contains the actual amounts spent or received to date at the end of the quarter.

III. DISCUSSION

Only four months of revenue have been received as of FY 2020/21 Second Quarter. With regard to expenditures, all accounts are currently projected to stay within budget limits.

At the March 2020 Board meeting, the FY 20/21 budget was cut by 10% due to the uncertainties from the new Covid virus. Tonnage numbers have been analyzed monthly since the start of the pandemic through December 31, 2020 to identify impacts to our budget. Tonnages are trending like FY19/20 tonnage totals and staff has a better understanding of the ebb and flow of material based on Covid impacts. Uncertainties still exist with the pandemic but staff anticipates adding back some programs that were cut with a budget adjustment at the March 2020 meeting.

IV. ATTACHMENTS

FY 2020-21 Second Quarter Financial Report

66110300 SCWMA - Organics Reserve

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	22,307.00	22,307.00	9,990.88	12,316.12	55.21%
44050	Unrealized Gains and Losses	0.00	0.00	(13,292.40)	13,292.40	0.00%
All Revenues		22,307.00	22,307.00	(3,301.52)	25,608.52	114.80%

All Expense/Expenditure Accts

51201	Administration Services	60,908.00	60,908.00	42,611.08	18,296.92	30.04%
51206	Accounting/Auditing Services	2,500.00	2,500.00	0.00	2,500.00	100.00%
51212	Outside Counsel - Legal Advice	35,000.00	35,000.00	9,212.00	25,788.00	73.68%
52111	Office Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00%
All Expense/Expenditure Accts		99,408.00	99,408.00	51,823.08	47,584.92	47.87%

All Expense/Expenditure Accts		99,408.00	99,408.00	51,823.08	47,584.92	
All Revenues		22,307.00	22,307.00	(3,301.52)	25,608.52	
Net Cost		77,101.00	77,101.00	55,124.60	21,976.40	

66110900 SCWMA - Contingency Fund

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	18,485.00	18,485.00	5,540.07	12,944.93	70.03%
44050	Unrealized Gains and Losses	0.00	0.00	(11,205.62)	11,205.62	0.00%
All Revenues		18,485.00	18,485.00	(5,665.55)	24,150.55	130.65%

All Expense/Expenditure Accts

51201	Administration Services	93,543.00	93,543.00	0.00	93,543.00	100.00%
51206	Accounting/Auditing Services	1,500.00	1,500.00	0.00	1,500.00	100.00%
51212	Outside Counsel - Legal Advice	2,000.00	2,000.00	1,186.00	814.00	40.70%
51803	Other Contract Services	0.00	94,751.00	3,612.50	91,138.50	96.19%
52111	Office Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00%
52162	Special Department Expense	150,000.00	150,000.00	2,287.85	147,712.15	98.47%
All Expense/Expenditure Accts		248,043.00	342,794.00	7,086.35	335,707.65	97.93%

All Expense/Expenditure Accts		248,043.00	342,794.00	7,086.35	335,707.65	
All Revenues		18,485.00	18,485.00	(5,665.55)	24,150.55	
Net Cost		229,558.00	324,309.00	12,751.90	311,557.10	

66110400 SCWMA - HHW

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	146,750.00	146,750.00	0.00	146,750.00	100.00%
42601	County of Sonoma	1,607,233.00	1,607,233.00	590,503.85	1,016,729.15	63.26%
44002	Interest on Pooled Cash	13,357.00	13,357.00	5,295.33	8,061.67	60.36%
44050	Unrealized Gains and Losses	0.00	0.00	(11,306.50)	11,306.50	0.00%
46029	Donations/Contributions	142,868.00	142,868.00	41,941.08	100,926.92	70.64%
46200	PY Revenue - Miscellaneous	0.00	0.00	4,925.06	(4,925.06)	0.00%
All Revenues		1,910,208.00	1,910,208.00	631,358.82	1,278,849.18	66.95%

All Expense/Expenditure Accts

51041	Insurance - Liability	7,392.00	7,392.00	7,676.86	(284.86)	-3.85%
51071	Maintenance - Bldg & Improve	5,000.00	5,000.00	2,056.00	2,944.00	58.88%
51201	Administration Services	436,118.00	436,118.00	38,355.11	397,762.89	91.21%
51205	Advertising/Marketing Svc	10,000.00	10,000.00	2,300.09	7,699.91	77.00%
51206	Accounting/Auditing Services	7,500.00	7,500.00	0.00	7,500.00	100.00%
51207	Client Accounting Services	12,355.00	12,355.00	0.00	12,355.00	100.00%
51212	Outside Counsel - Legal Advice	4,000.00	4,000.00	1,568.00	2,432.00	60.80%
51225	Training Services	800.00	800.00	0.00	800.00	100.00%
51229	Hazardous Waste Disposal Svc	28,000.00	28,000.00	5,777.28	22,222.72	79.37%
51249	Other Professional Services	146,750.00	146,750.00	36,820.22	109,929.78	74.91%
51401	Rents and Leases - Equipment	1,980.00	1,980.00	0.00	1,980.00	100.00%
51421	Rents and Leases - Bldg/Land	16,138.00	16,138.00	0.00	16,138.00	100.00%
51507	Special Departmental Expense	64,000.00	64,000.00	10,534.26	53,465.74	83.54%
51801	Other Services	0.00	0.00	343.02	(343.02)	0.00%
51803	Other Contract Services	1,125,000.00	1,125,000.00	9,909.06	1,115,090.94	99.12%
51901	Telecommunication Data Lines	489.00	489.00	203.80	285.20	58.32%
51902	Telecommunication Usage	156.00	156.00	2.59	153.41	98.34%
51904	ISD - Baseline Services	13,945.00	13,945.00	2,192.10	11,752.90	84.28%
51909	Telecommunication Wireless Svc	1,224.00	1,224.00	839.01	384.99	31.45%
51911	Mail Services	100.00	100.00	2.40	97.60	97.60%
51916	County Services Chgs	15,920.00	15,920.00	0.00	15,920.00	100.00%
51922	County Car Expense	990.00	990.00	0.00	990.00	100.00%
52091	Memberships/Certifications	4,560.00	4,560.00	4,500.00	60.00	1.32%
52111	Office Supplies	2,500.00	2,500.00	41.41	2,458.59	98.34%
52115	Books/Media/Subscriptions	611.00	611.00	0.00	611.00	100.00%
52162	Special Department Expense	950.00	950.00	0.00	950.00	100.00%
52163	Professional Development	0.00	0.00	1,043.33	(1,043.33)	0.00%
52191	Utilities Expense	4,500.00	4,500.00	597.32	3,902.68	86.73%
All Expense/Expenditure Accts		1,910,978.00	1,910,978.00	124,761.86	1,786,216.14	93.47%

All Expense/Expenditure Accts		1,910,978.00	1,910,978.00	124,761.86	1,786,216.14	
All Revenues		1,910,208.00	1,910,208.00	631,358.82	1,278,849.18	
Net Cost		770.00	770.00	(506,596.96)	507,366.96	

66111000 Education & Outreach

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	139,896.00	139,896.00	1,000.00	138,896.00	99.29%
42601	County of Sonoma	466,616.00	466,616.00	171,436.60	295,179.40	63.26%
44002	Interest on Pooled Cash	5,449.00	5,449.00	0.00	5,449.00	100.00%
44050	Unrealized Gains and Losses	0.00	0.00	(4,042.28)	4,042.28	0.00%
46029	Donations/Contributions	36,252.00	36,252.00	10,368.05	25,883.95	71.40%
All Revenues		648,213.00	648,213.00	178,762.37	469,450.63	72.42%

All Expense/Expenditure Accts

51041	Insurance - Liability	2,520.00	2,520.00	2,617.11	(97.11)	-3.85%
51201	Administration Services	441,125.00	441,125.00	144,781.85	296,343.15	67.18%
51206	Accounting/Auditing Services	4,000.00	4,000.00	0.00	4,000.00	100.00%
51207	Client Accounting Services	4,212.00	4,212.00	0.00	4,212.00	100.00%
51212	Outside Counsel - Legal Advice	15,000.00	15,000.00	4,795.10	10,204.90	68.03%
51241	Outside Printing and Binding	3,000.00	3,000.00	0.00	3,000.00	100.00%
51249	Other Professional Services	122,688.00	122,688.00	63,284.53	59,403.47	48.42%
51401	Rents and Leases - Equipment	675.00	675.00	1,162.84	(487.84)	-72.27%
51421	Rents and Leases - Bldg/Land	2,979.00	2,979.00	1,350.00	1,629.00	54.68%
51803	Other Contract Services	0.00	0.00	1,930.00	(1,930.00)	0.00%
51901	Telecommunication Data Lines	6,359.00	6,359.00	2,241.80	4,117.20	64.75%
51902	Telecommunication Usage	1,185.00	1,185.00	428.06	756.94	63.88%
51904	ISD - Baseline Services	12,663.00	12,663.00	7,857.83	4,805.17	37.95%
51905	ISD - Improvement Projects	0.00	0.00	218.59	(218.59)	0.00%
51906	ISD - Supplemental Projects	0.00	0.00	150.00	(150.00)	0.00%
51909	Telecommunication Wireless Svc	2,046.00	2,046.00	2,532.87	(486.87)	-23.80%
51911	Mail Services	500.00	500.00	0.00	500.00	100.00%
51916	County Services Chgs	5,427.00	5,427.00	0.00	5,427.00	100.00%
51922	County Car Expense	338.00	338.00	1,030.01	(692.01)	-204.74%
51923	Unclaimable county car exp	50.00	50.00	6.72	43.28	86.56%
52091	Memberships/Certifications	4,620.00	4,620.00	4,750.00	(130.00)	-2.81%
52111	Office Supplies	10,220.00	10,220.00	352.34	9,867.66	96.55%
52114	Freight/Postage	5,000.00	5,000.00	0.00	5,000.00	100.00%
52115	Books/Media/Subscriptions	208.00	208.00	2,613.00	(2,405.00)	-1156.25%
52118	Printing and Binding Supplies	3,400.00	3,400.00	1,542.33	1,857.67	54.64%
52162	Special Department Expense	324.00	324.00	0.00	324.00	100.00%
52163	Professional Development	320.00	320.00	265.00	55.00	17.19%
All Expense/Expenditure Accts		648,859.00	648,859.00	243,909.98	404,949.02	62.41%

All Expense/Expenditure Accts		648,859.00	648,859.00	243,909.98	404,949.02	
All Revenues		648,213.00	648,213.00	178,762.37	469,450.63	
Net Cost		646.00	646.00	65,147.61	(64,501.61)	

66111100 Organics

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	25,000.00	25,000.00	0.00	25,000.00	100.00%
42601	County of Sonoma	5,410,935.00	5,410,935.00	2,150,656.30	3,260,278.70	60.25%
44002	Interest on Pooled Cash	13,357.00	13,357.00	0.00	13,357.00	100.00%
44050	Unrealized Gains and Losses	0.00	0.00	1,272.86	(1,272.86)	0.00%
All Revenues		5,449,292.00	5,449,292.00	2,151,929.16	3,297,362.84	60.51%

All Expense/Expenditure Accts

51041	Insurance - Liability	1,288.00	1,288.00	1,337.63	(49.63)	-3.85%
51201	Administration Services	150,536.00	150,536.00	21,669.57	128,866.43	85.61%
51206	Accounting/Auditing Services	6,500.00	6,500.00	0.00	6,500.00	100.00%
51207	Client Accounting Services	2,153.00	2,153.00	0.00	2,153.00	100.00%
51212	Outside Counsel - Legal Advice	5,000.00	5,000.00	4,851.00	149.00	2.98%
51249	Other Professional Services	25,000.00	25,000.00	0.00	25,000.00	100.00%
51401	Rents and Leases - Equipment	345.00	345.00	0.00	345.00	100.00%
51421	Rents and Leases - Bldg/Land	373.00	373.00	0.00	373.00	100.00%
51801	Other Services	0.00	0.00	2,035.53	(2,035.53)	0.00%
51803	Other Contract Services	5,241,936.00	5,241,936.00	2,360,529.78	2,881,406.22	54.97%
51901	Telecommunication Data Lines	489.00	489.00	815.20	(326.20)	-66.71%
51902	Telecommunication Usage	26.00	26.00	0.31	25.69	98.81%
51904	ISD - Baseline Services	6,377.00	6,377.00	4,771.20	1,605.80	25.18%
51911	Mail Services	250.00	250.00	0.00	250.00	100.00%
51916	County Services Chgs	2,774.00	2,774.00	0.00	2,774.00	100.00%
51922	County Car Expense	173.00	173.00	0.00	173.00	100.00%
52111	Office Supplies	2,000.00	2,000.00	454.00	1,546.00	77.30%
52114	Freight/Postage	4,000.00	4,000.00	0.00	4,000.00	100.00%
52115	Books/Media/Subscriptions	106.00	106.00	0.00	106.00	100.00%
52162	Special Department Expense	166.00	166.00	0.00	166.00	100.00%
All Expense/Expenditure Accts		5,449,492.00	5,449,492.00	2,396,464.22	3,053,027.78	56.02%

All Expense/Expenditure Accts		5,449,492.00	5,449,492.00	2,396,464.22	3,053,027.78	
All Revenues		5,449,292.00	5,449,292.00	2,151,929.16	3,297,362.84	
Net Cost		200.00	200.00	244,535.06	(244,335.06)	

66111200 Unfunded Pension Liability Rsv

Department/ Account	Description	Original Budget	Final Budget	Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	6,586.00	6,586.00	1,912.14	4,673.86	70.97%
44050	Unrealized Gains and Losses	0.00	0.00	(3,840.86)	3,840.86	0.00%
All Revenues		6,586.00	6,586.00	(1,928.72)	8,514.72	129.29%

All Expense/Expenditure Accts						
All Revenues		6,586.00	6,586.00	(1,928.72)	8,514.72	
Net Cost		(6,586.00)	(6,586.00)	1,928.72	(8,514.72)	

2nd Quarter Fund Balances FY 20/21

Fund		Beginning Balance	12/31/2020	Projected Fund Balance	Fund Balance Goal
Organics Reserve	78103	2,289,031	2,333,907	2,153,574	829,215
HHW	78104	1,652,088	2,158,685	1,334,976	286,647
Contingency Reserve	78109	1,936,993	1,924,241	1,618,929	829,215
Education & Outreach	78110	577,587	512,440	544,294	64,886
Organics	78111	1,452,606	1,208,071	1,256,054	826,493
Unfunded Pension Liability Rsv	78112	668,512	666,584	665,183	
Total			8,803,926	7,573,010	



Agenda Item #: **4.4**
Cost Center: **Education/Grant**
Staff Contact: **Pagal**
Agenda Date: **2/18/21**
Approved By: **LL**

ITEM: City/County Payment Program Expenditure Approval

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve of the expenditure for four (4) 3-stream (trash, recycling, and compost) receptacles, and fifty (50) 2-stream (trash and recycling) receptacles on behalf of the City of Santa Rosa using City/County Payment Program (CCPP) grant funds.

II. BACKGROUND

Since program year 2005-2006, Zero Waste Sonoma staff has administered CCPP grant funds to support beverage container recycling across Sonoma County jurisdictions. Historically, the funds have been used to purchase new recycling bins for government offices, public spaces, schools, businesses, and special events on a first-come, first-served basis. Additionally, funds have paid for educational aspects of the program including a portion of the annual Zero Waste Guide (formerly the Recycle Guide), the Eco-Desk hotline, fairs, events, brochures, as well as litter abatement supplies and activities. Funds are awarded by CalRecycle on an annual basis, and are based on population of participating jurisdictions.

III. DISCUSSION

The City of Santa Rosa has requested an order of 3-stream receptacles to facilitate a pilot study of public space areas utilizing all three bin types (trash, recycling, and compost), in addition to up to 110 2-stream receptacles to replace aging bins throughout the City.

Kings River Casting Inc. has been selected as the vendor, as they have designed semi-custom receptacles that meet the needs and specifications of the City, and maintain consistency with existing receptacles. Kings River Casting receptacles are lower in cost than similar bins purchased through alternate vendors, because they are the manufacturer and do not sell through a wholesaler. For example, a dual-stream receptacle with rain top from Kings River Casting is priced at \$1,203 per unit, whereas a similar receptacle purchased for the Town of Windsor in the previous grant cycle was priced at \$1,825 per unit.

The total estimated cost of this proposed order amounts to \$74,389.18 out of an available \$137,172 for the specified 2019-2020 grant program year, leaving \$62,782.82 in funding remaining for other jurisdiction requests and staffing costs. In a future grant cycle, ZWS may purchase the additional sixty (60) receptacles for the City of Santa Rosa depending on competing requests from other jurisdictions whose needs are equally considered.

IV. FUNDING IMPACT

Expense estimated at \$74,389.18 including tax and freight to be paid through the Education fund with City/County Payment Program grant funds awarded by CalRecycle.

V. ATTACHMENTS

Resolution

Quotation provided by Kings River Casting Inc.

Receptacle Specification Sheet

Dated: February 18, 2021

RESOLUTION OF ZERO WASTE SONOMA (ALSO KNOWN AS THE SONOMA COUNTY WASTE MANAGEMENT AGENCY) APPROVING EXPENDITURE FOR PUBLIC SPACE RECEPTACLES ON BEHALF OF THE CITY OF SANTA ROSA UTILIZING CALRECYCLE CITY/COUNTY PAYMENT PROGRAM GRANT FUNDING

WHEREAS, the Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for beverage container recycling; and

WHEREAS, the goal of this program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers - aluminum, glass, plastic and bi-metal; and

WHEREAS, projects implemented by cities and counties will assist in reaching and maintaining this goal; and

WHEREAS, Zero Waste Sonoma has managed City/County Payment Program grant funding to support beverage container recycling across Sonoma County since program year 2005-2006; and

WHEREAS, in program year 2019-2020, the Agency was awarded \$137,172 for eligible expenditures; and

WHEREAS, the City of Santa Rosa expressed a need for public space receptacles enabling beverage container recycling totaling an estimated \$74,389.18 (including freight and tax); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zero Waste Sonoma does hereby approve the expenditure for public space receptacles on behalf of the City of Santa Rosa utilizing CalRecycle City/County Payment Program grant funding.

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: February 18, 2021

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

Kings River Casting, Inc.

1350 North Avenue
 Sanger, CA 93657
 (559) 875-8250 Fax (559) 875-1491
 sales@kingsrivercasting.com

Quotation

Date	Estimate #
2/8/2021	614

Bill To:
Zero Waste Sonoma 2300 County Center Drive- Suite B-100 Santa Rosa, CA 95403 Sloane Pagal 707-565-1730 sloane.pagal@sonoma-county.org

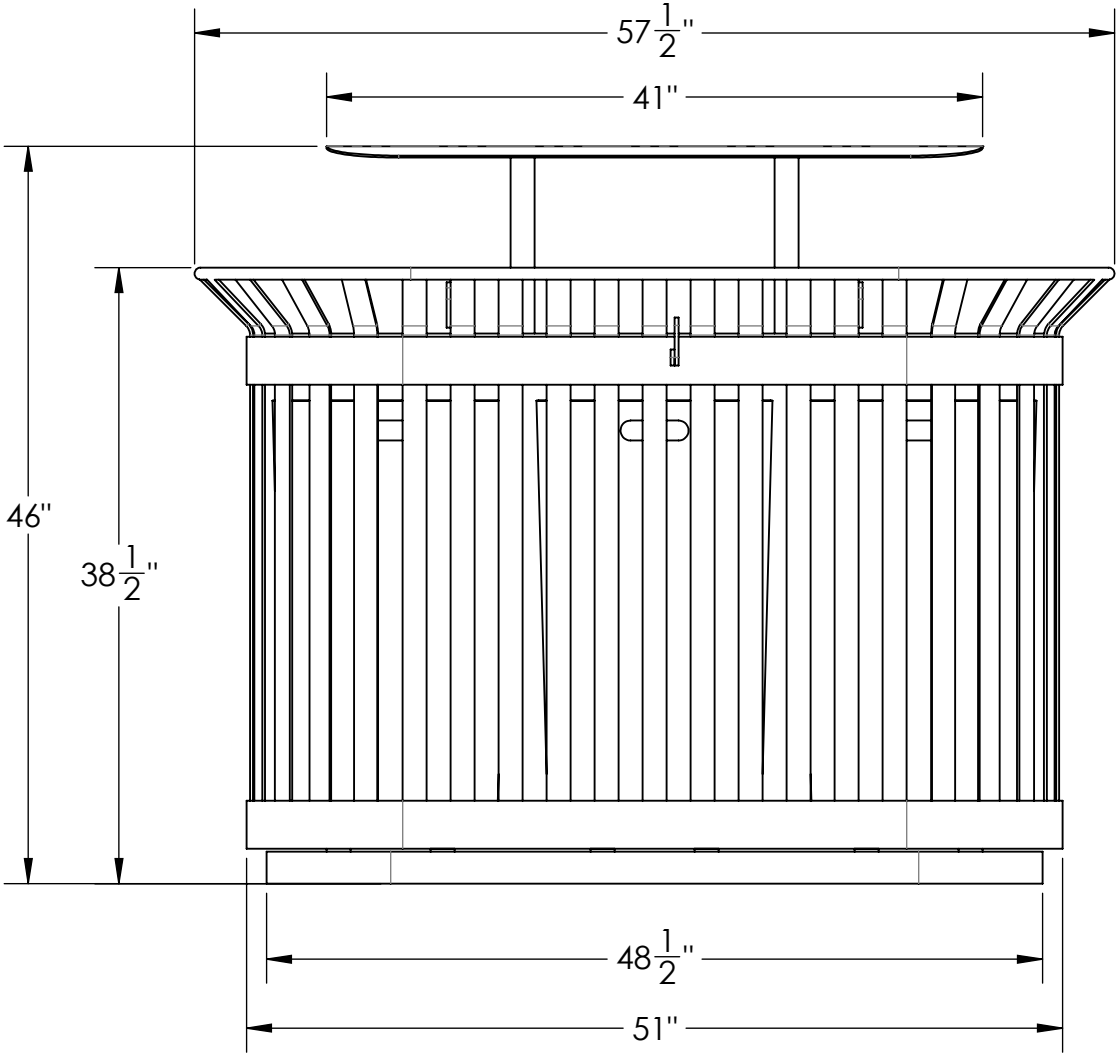
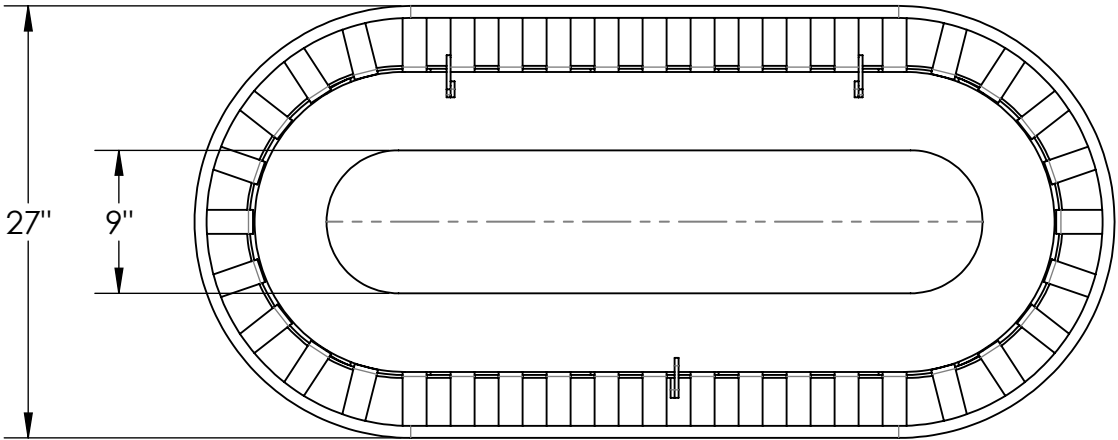
Ship To:
City of Santa Rosa Parks Department 55 Stony Point Rd. Santa Rosa, CA 95401 Attn: Tim Fine 707-543-3776

Lead Time	Terms	Quoted By	FOB	P.O. Number	Project
	CBD	ME	Sanger		
Description			Qty	Rate	Total
TRC TRASH RECYCLING CONTAINER BLACK with CABLE DECALS: RECYCLING COMPOST and GARBAGE			4	1,822.00	7,288.00T
IVTR-SPECIAL IRON VALLEY TRASH RECEPTACLE BLACK. RAIN TOP SPLIT LINER FOR TRASH and RECYCLING (2) OPENINGS ON TOP SIDE DOOR WITH HINGE/ PIN/ CABLE DECALS: RECYCLE & TRASH			50	1,203.00	60,150.00T
Freight Prepay & Add				881.76	881.76
Signature _____					

Please sign/date and email back to place order		Subtotal	\$68,319.76
		Sales Tax (9.0%)	\$6,069.42
		Total	\$74,389.18

PRODUCT SPECIFICATIONS

TRASH/RECYCLING CONTAINER - TRC

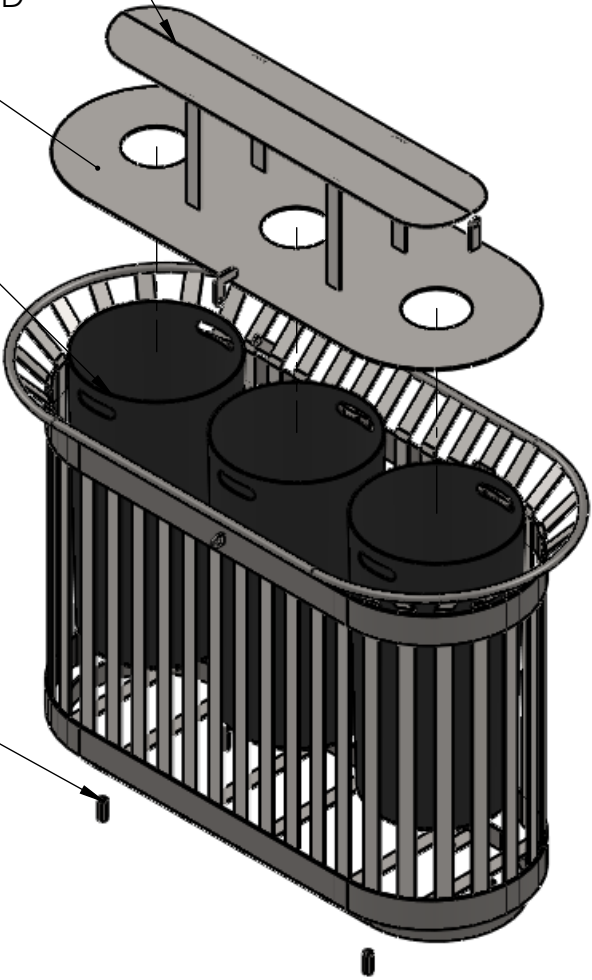


12 GAUGE TO
RAIN TOP (OPTIONAL)

12 GAUGE HINGED
STEEL LID FOR BIN
REMOVAL

LINERS (QTY: 3)

LEVELING
FEET



LOCKABLE LID LATCH PLATE
(PADLOCK NOT INCLUDED)

NOTES

THE RECPETACLE COMES FULLY WELDED AND NO ASSEMBLY IS REQUIRED.
ANCHORING HARDWARE NOT INLCUDED.
DECALS FOR RECYCLING ARE OPTIONAL.

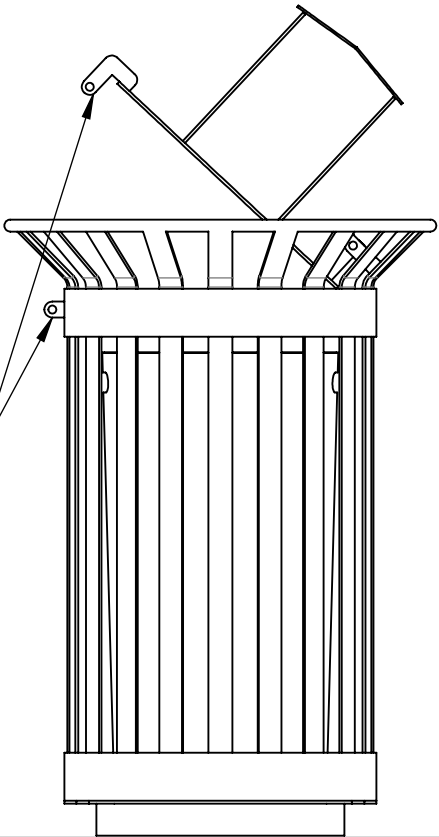
MATERIALS

FRAME:

STEEL BAR SLATS - 1 1/2" X 3/16"
STEEL BAR HOOPS - 3" X 3/16"
STEEL BAR BASE - 2" X 3/16"
STEEL RIM HOOP - 3/4" HOT ROLLED ROUND BAR

LINERS:

LINERS INCLUDED. CAPACITY - 24 GALLONS.
LINERS ARE COMMERCIAL GRADE PLASTIC.



DESCRIPTION:

TRASH/RECYCLING CONTAINER - TRC

ADDRESS:
1350 NORTH AVE.
SANGER, CALIFORNIA 93657
PHONE: (559) 875-8250
FAX: (559) 875-1491
kingsrivercasting@verizon.net

THE INFORMATION CONTAINED IN THIS DRAWING
IS THE SOLE PROPERTY OF KINGS RIVER CASTING.
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WRITTEN PERMISSION OF KINGS RIVER CASTING IS PROHIBITED.

WEIGHT: 263 LBS
MODEL NUMBER:
TRC

SCALE: 1:12

SIZE
B



Agenda Item #: 4.5
Cost Center: All
Staff Contact: Walsh
Agenda Date: 2/18/2021
Approved By: LL

ITEM: Consideration of Merit Increase for Executive Director

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

That the Board approve the attached resolution to provide a merit increase for Ms. Lukacs based on the favorable evaluation received from the Board for her annual review.

II. BACKGROUND

Ms. Lukacs serves as Zero Waste Sonoma Executive Director pursuant to an agreement for personal services with the County of Sonoma (the "Employment Agreement"). The County and the Agency have entered into an Agreement for Staff Services, pursuant to which the County employs the Executive Director, although the Executive Director serves at the pleasure of and under the direction of the Zero Waste Sonoma Board. Under the terms of the Employment Agreement, the Board provides Ms. Lukacs an annual review of her service as Executive Director. The consensus of the Board based on the review process is that Ms. Lukacs' performance in the past year meets or exceeds expectations.

Ms. Lukacs is currently slotted at the "H" Step of the salary range established by the County for the Agency Executive Director position. The personal services agreement provides that Ms. Lukacs's salary is governed by Sonoma County Salary Resolution 95-0926, as amended. Under the salary resolution, Ms. Lukacs is eligible for consideration of a merit increase at her annual review, upon receipt of a satisfactory or exceeds expectation evaluation. The Salary Resolution provides that upon a satisfactory or exceeds expectation evaluation, the employee will typically be eligible for a merit increase of five percent (5%). However, the top step in the salary range is the "I" Step. Increasing Ms. Lukacs to the "I" Step would result in a 2.5% salary increase. Because the position is governed by the County Salary Resolution, the Board does not have the ability to increase Ms. Lukacs beyond the "I" Step.

Following recommendation from the Board, the County staff can implement the proposed merit increase.

III. DISCUSSION

Given the favorable evaluation, Ms. Lukacs is eligible for a merit increase. The Board Chair is recommending that Board request that the County provide Ms. Lukacs a merit increase to the "I" Step on the salary schedule.

IV. FUNDING IMPACT

The proposed merit increase would constitute a 2.5% increase in salary for Ms. Lukacs. This increase is accounted for in the Agency's current budget.

V. ATTACHMENTS

Resolution

Resolution No.: 2021-07

Dated: February 18, 2021

RESOLUTION OF THE SONOMA ZERO WASTE SONOMA (ALSO KNOWN AS COUNTY WASTE
MANAGEMENT AGENCY) REQUESTING THAT THE COUNTY OF SONOMA PROVIDE A MERIT INCREASE
TO LESLIE LUKACS, EXECUTIVE DIRECTOR

WHEREAS, Zero Waste Sonoma retained Leslie Lukacs ("Lukacs") to serve as Executive Director of the Agency pursuant to that certain Agreement for Personal Services entered into by and between Lukacs and the County of Sonoma dated May 21, 2019 (the "Employment Agreement"); and

WHEREAS, pursuant to the terms of the Current Agreement and Sonoma County Salary Resolution 95-0926, Lukacs is eligible for a merit increase following a satisfactory or exceeds expectations review after her annual review; and

WHEREAS, the Board has given Lukacs a favorable review; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zero Waste Sonoma does hereby request that the County grant Lukacs a merit increase from her current Step "H", to Step "I" on the current salary schedule for the Executive Director position.

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: February 18, 2021

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



Agenda Item #: 5
Cost Center: Organics/Outreach
Staff Contact: Tan
Agenda Date: 2/18/2021
Approved By: LL

ITEM: Presentation of SB 1383

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This agenda item is informational for discussion. No action is required by the Board at this time.

II. BACKGROUND

SB 1383 was signed by the Governor on September 19, 2016 and addresses short-lived climate pollutants, namely methane emissions created by organic materials (food scraps, yard debris, paper products). SB 1383 is the most significant waste reduction mandate to be adopted in California in the last 30 years. The bill requires the reduction of organic material disposed in the landfill by 75%, compared to 2014, and the increase of edible food recovery by 20% by 2025. This will have a significant impact on the solid waste services provided throughout the State and in Sonoma County. ZWS was established to assist its member's jurisdictions to collectively address regulatory compliance requirements related to recycling, composting, and household hazardous waste while also providing public education to reduce and divert waste from the landfill. As such, ZWS is leading the SB 1383 implementation efforts and plans to assume responsibility for a significant portion of the requirements. However, jurisdictions will need to implement the remaining requirements. Over the course of the past year, Zero Waste Sonoma has been working with staff from all the jurisdictions to prepare a Memorandum of Understanding (MOU), which outlines the roles and responsibilities between the entities. The state shall ultimately hold each member jurisdiction responsible for compliance with SB 1383.

III. DISCUSSION

The following summarizes the portions of the SB 1383 that are relevant to solid waste and recycling planning and services for the member jurisdictions. The regulations will become effective on January 1, 2022. In addition, SB 1383 authorizes local jurisdictions to charge fees to recover the costs incurred in complying with the regulations. Member jurisdictions must do the following to comply with SB 1383 (with support from ZWS):

- Provide organic material collection to all residents and businesses.
- Establish a food recovery program to recover edible food from the landfill.
- Conduct outreach and education to all affected parties, including generators, haulers, facilities, edible food recovery organizations, and city/county departments.
- Estimate organic material processing and food recovery capacity available to the city and create a plan to fund expansion if capacity is not sufficient.
- Procure organic waste products such as compost, mulch, and renewable natural gas.
- Inspect covered entities and enforce compliance with SB 1383 by adopting an enforcement ordinance before January 1, 2022.
- Maintain accurate and timely records of SB 1383 compliance.

Edible Food Recovery Requirements for Jurisdictions/ZWS

Jurisdictions/ZWS will be required to develop a list of food recovery services and organizations within their jurisdiction. Additionally, they must develop a food donation guide that includes information on:

- Safe edible food donation and food safety training materials;
- Foods most needed;
- Foods that organizations will not accept; and
- The CA Good Samaritan Food Donation Act of 2017. This is a recent law that expanded liability protections for food facilities that donate food to persons and gleaners.

Edible Food Recovery Requirements for Food Generators

Tier One Commercial Edible Food Generators must donate their excess edible food and comply with the associated recordkeeping requirements by January 1, 2022. Tier Two Commercial Edible Food Generators must do the same by January 1, 2024. Tier One and Tier Two Generators must maintain a contract with each food recovery organization that provides a pick-up service or accepts donated food that the generator self-hauls.

Tier One Commercial Generators	Tier Two Commercial Generators
Supermarkets with gross annual sales of \$2 million dollars or more	Restaurants with 250 or more seats, or a total facility size 5,000 sq. ft. or greater
Grocery stores (10,000+ sq. ft.)	Hotels with on-site food facility, and 200 or more rooms
Food service providers	Health facility with on-site food facility, and 100 or more beds
Food distributors	Large venues that annually seat or serve an average of more than 2,000 individuals per day of operation
Wholesale food vendors	Large events that serve an average of more than 2,000 individuals per day of operation

Edible Food Recovery Requirements for Food Recovery Organizations

Food recovery organizations will be required to maintain records of the contact information of each organization they service. Additionally, they must keep records of the kinds and amounts of food collected, delivered, or rejected.

Enforcement Requirements

Each jurisdiction is required to adopt an ordinance imposing requirements for all generators to comply with organic material collection and edible food recovery. Additionally, all jurisdictions must adopt an inspection and enforcement plan for all regulated entities, and the plan must be approved by Council by January 1, 2022. Regulated entities include:

- Commercial business generators;
- Multi-family and single-family residential generators;
- Annual or regularly-scheduled events; and
- Large venues.

The regulations specify that all new businesses shall be inspected within one year of receiving a business license and that no fewer than 20% of regulated entities shall be inspected each year. The records of all inspections and enforcement actions must be maintained for a minimum of five

years. The enforcement process shall begin with a Notice of Violation (NOV). Prior to January 1, 2024, anyone in violation of the requirements shall be given educational materials. After January 1, 2024, the enforcement process becomes effective and will involve progressive enforcement action, including monetary penalties if necessary.

Enforcement over Jurisdictions

The regulations also provide that if CalRecycle finds that a jurisdiction is not fulfilling one of more of its responsibilities to implement and enforce SB 1383, CalRecycle may engage in enforcement actions of its own over the jurisdiction in violation. Those actions may include:

- Conducting more frequent inspections
- Taking over direct enforcement
- Establishing a schedule for compliance and a probationary period, requiring a work plan, requiring the jurisdiction to demonstrate it has sufficient staffing; and/or
- Seeking administrative penalties.

Potential Impacts

Compliance with SB 1383 will result in increased costs to residents, businesses, haulers, member jurisdictions, and Zero Waste Sonoma. Expected costs to implement SB 1383 are for education, outreach, organic waste product and recycled content paper procurement, inspections, enforcement, and establishing and/or expanding the edible food program for the community. ZWS and member jurisdictions are collaborating to determine the full cost to implement SB 1383.

IV. FUNDING IMPACT

The funding impact is to hire a half time Waste Management Specialist I to assist in the implementation of SB 1383 regulations in fiscal year 21/22 (.5 FTE cost \$71,337) and increase this to 1 FTE the following year. We propose to also include \$30,000 in the budget for outreach and education materials.

SB 1383

Reducing Short-Lived Climate Pollutants in California



An Overview of SB 1383's
Organic Waste Reduction
Requirements



CLIMATE CHANGE NEGATIVELY IMPACTS CALIFORNIA

IN CALIFORNIA, MILLIONS ARE
FOOD INSECURE

1 IN 8 CALIFORNIANS
1 IN 5 CHILDREN

CALIFORNIA THROWS AWAY
MORE THAN 6 MILLION TONS
OF FOOD WASTE EVERY YEAR!



CALIFORNIA DISPOSED
APPROXIMATELY 27
MILLION TONS OF
ORGANIC WASTE IN
2017

Landfilled Organic Waste Emits
Methane Gas—

A Super Pollutant
More Powerful than CO₂

CALIFORNIA
is already experiencing
the impacts of
CLIMATE CHANGE



IN 2015 THE DROUGHT COST THE
AGRICULTURE INDUSTRY IN THE
CENTRAL VALLEY AN ESTIMATED
\$2.7 BILLION & 20,000 JOBS

SB 1383 REQUIREMENTS

2022

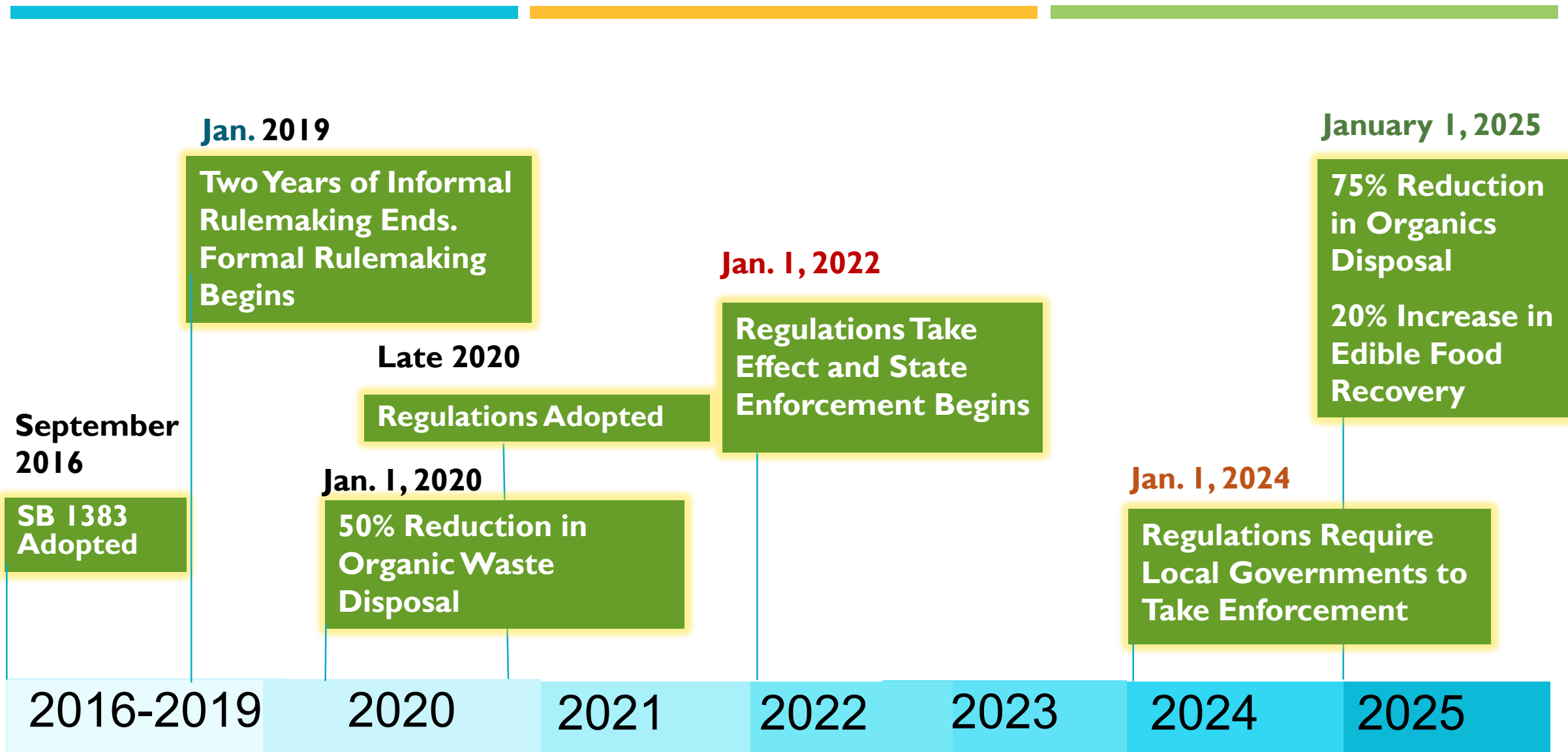
- REGULATIONS TAKE EFFECT

2025

- 75% REDUCTION IN LANDFILLED ORGANIC WASTE
- (5.7 Million Tons Allowed Organic Waste Disposal)

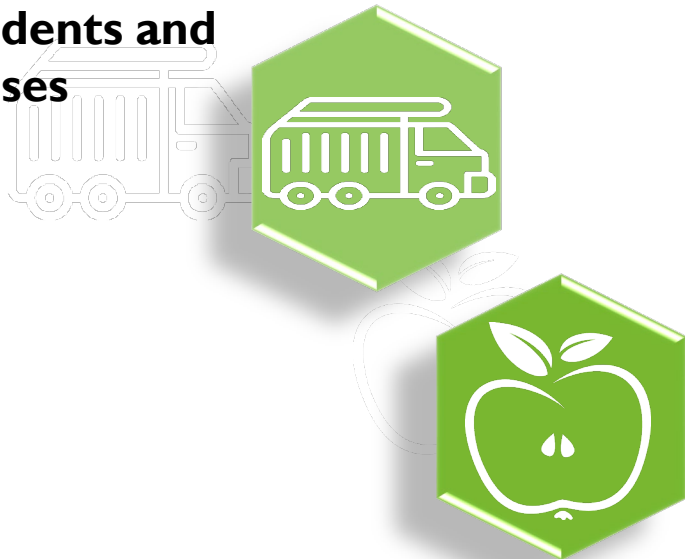
2025

- 20% INCREASE IN RECOVERY OF CURRENTLY DISPOSED EDIBLE FOOD



JURISDICTION/AGENCY RESPONSIBILITIES

**Provide Organics
Collection Services to
All Residents and
Businesses**



**Establish Edible Food
Recovery Program**

**Conduct Education and
Outreach to Community**



**Secure Access to Recycling and
Edible Food Recovery Capacity**



**Procure Recyclable and
Recovered Organic Products**



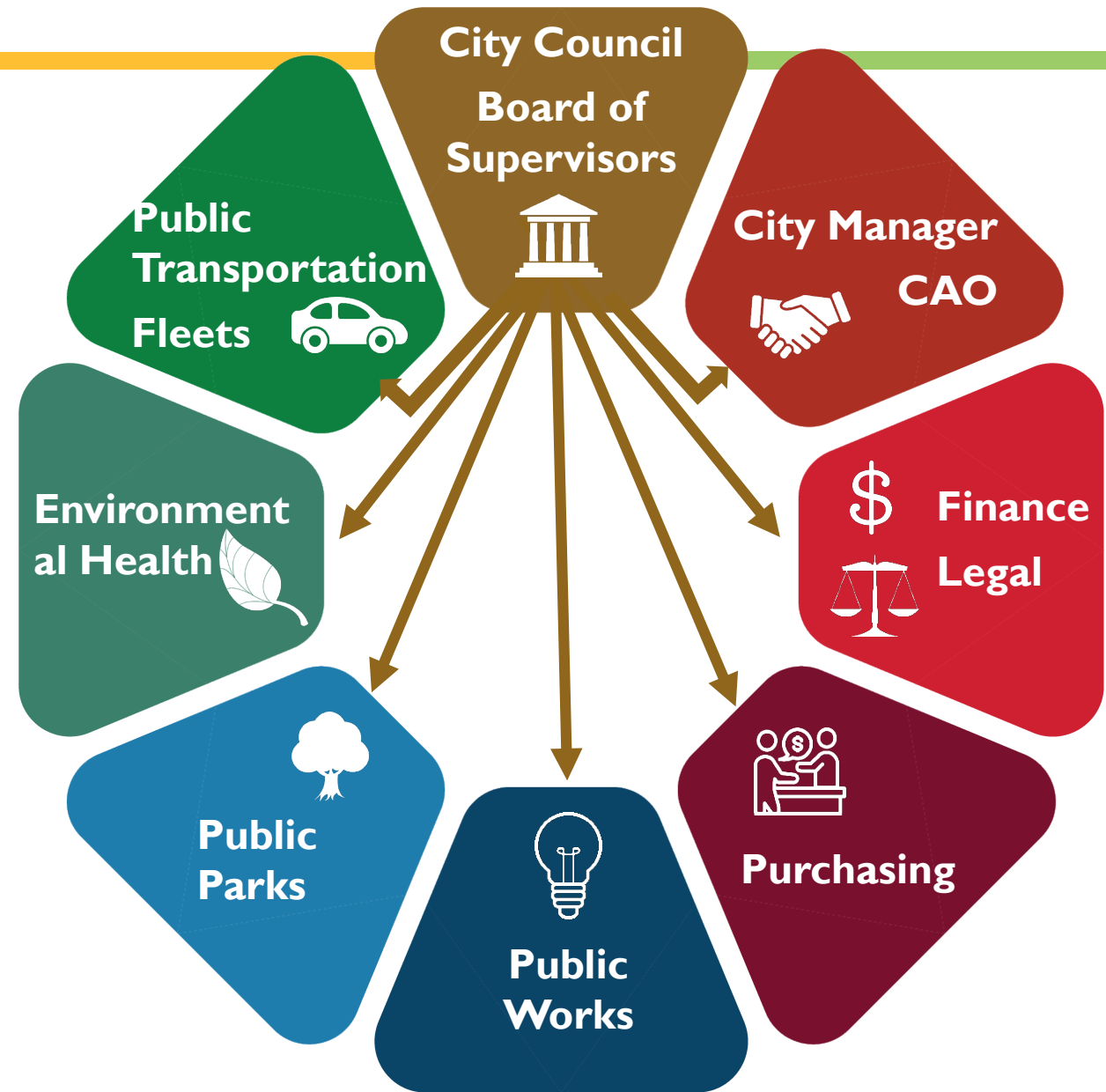
**Monitor Compliance and
Conduct Enforcement**

SB 1383 IN ACTION

LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

**SB 1383 doesn't just
apply to waste
management and
recycling departments.**

**Every local
department plays a
role in SB 1383
implementation.**



CURRENT STATUS OF IMPLEMENTATION

- Agency and jurisdiction staff meet monthly
- MOU – delegates some SB 1383 responsibilities to Agency
- Waste characterization study
- Letters to commercial and multi-family - Feb and June/July.
 - Residential letter in June/July
- Procurement target: 948 tons/year
 - Healdsburg compost giveaway event in March
- Applied for CalRecycle Food Recovery grant (2 year grant term)

Timeline

Feb 2021

- Send letters to commercial/multi-family generators. Identify Tier I and II generators. Provide model franchise agreement to jurisdictions

Mar 2021

- Provide model enforcement ordinance, environmental purchasing policy (EPP) and edible food recovery agreement

Apr 2021

- Finalize Agency FY 21-22 budget with agency surcharge adjusted

June 2021

- MOU finalized and signed. Start JPA amendment process

July 2021

- Send letters to commercial, multi-family, and single-family generators

Oct – Dec
2021

- Complete JPA amendment with SB 1383 language

JURISDICTION/AGENCY ACTIONS BY JAN 1, 2022 DEADLINE

- Have Enforcement Ordinance in place
- Provide organics collection service for all SF, MF, and commercial generators (franchise agreement amendment)
- Notify all generators about SB 1383 requirements
- Have procurement policy/EPP in place; first year to start meeting procurement targets
- Have plan for funding future enforcement and increasing food recovery capacity

FUNDING IMPACTS

**Enforcement of
Regulations**

**Food Recovery
Capacity
Expansion**

**Staff Time
(meetings,
reporting,
ordinances)**

**Franchise Fee
Increase**

**Compost/Mulch
Procurement**

COMPOST/MULCH PROCUREMENT

Jurisdiction	100% Compost	100% Mulch	50% Compost 50% Mulch
Cloverdale	\$ 30,000	\$ 23,000	\$ 27,000
Cotati	\$ 26,000	\$ 20,000	\$ 23,000
Healdsburg	\$ 41,000	\$ 32,000	\$ 36,000
Petaluma	\$ 211,000	\$ 161,000	\$ 186,000
Rohnert Park	\$ 151,000	\$ 115,000	\$ 133,000
Santa Rosa	\$ 615,000	\$ 471,000	\$ 543,000
Sebastopol	\$ 27,000	\$ 21,000	\$ 24,000
Sonoma	\$ 38,000	\$ 29,000	\$ 34,000
Windsor	\$ 94,000	\$ 72,000	\$ 83,000
Unincorporated	\$ 551,000	\$ 391,000	\$ 451,000



Leslie Lukacs – Executive Director
Leslie.Lukacs@sonoma-county.org
707.326.4308

Xinci Tan – Organics Program Manager
Xinci.Tan@sonoma-county.org
707.565.1733



Agenda Item #: 6
Cost Center: HHW
Staff Contact: Lukacs
Agenda Date: 2/18/2021
Approved By: LL

ITEM: Financial Strategy Presentation for North County HHW Facility Financing

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff wishes to provide an update on the progress in finding a new Northern Sonoma HHW location and share the potential cost and rate impacts to a new facility. No action is requested but staff intends to bring the rate adjustments back to the Board for consideration at its March meeting.

II. BACKGROUND

Over the last several years, Zero Waste Sonoma (ZWS) staff and the Board expressed concern that the northern portion of Sonoma County has less access to household hazardous waste (HHW) programs. Similarly, the existing Permanent HHW Facility at Central Landfill is operating at full capacity with no room to expand or collect additional materials like e-waste.

At the January 2020 ZWS Board meeting, staff presented research for a permanent HHW facility including the following key findings: 1) The timeline from purchase to open is approximately 5 years; 2) The expected construction budget, including land and design, is \$10-\$12 million; 3) Operation costs could increase anywhere from \$350,000-\$600,000 annually. At the July 2020 Board Meeting, staff presented the HHW Program Options Analysis Report to discuss expansion alternatives to a permanent facility. While there was no formal action, the board expressed an interest in researching the option of a Mobile HHW Facility as well as continue looking for property for a permanent HHW Facility.

ZWS has worked with Commercial Real Estate Agent Russ Mayer of Keegan & Coppin Co., Inc. to find a potential property in the Windsor/North Santa Rosa area with industrial zoning for the past two years. Searching for a property with the proper M2 commercial zoning with existing structures has been extremely difficult and limited due to historically low inventory and high costs in Sonoma County. However, 1688 Almar Parkway in Santa Rosa was identified as an available property that mostly meets the key characteristics and is a strong enough candidate to bring to the Board for consideration. In September, the Board authorized the Zero Waste Sonoma (ZWS) Executive Director to enter negotiations for the purchase of 1688 Almar Parkway and designate an Ad-Hoc Committee to advise the Executive Director in the negotiation process.

Whether or not the 1688 Almar Parkway property is acquired, the consideration of this project has led staff to recognize the need to ensure that the ZWS rate structure is sufficient to accommodate the acquisition, improvement, and operation of a new HHW facility so that ZWS can take advantage of the current or future opportunities.

III. DISCUSSION

In regard to 1688 Almar Parkway, the owner accepted another offer but the current tenant has the first right of refusal when lease ends in June 2021. This will make acquisition of this site unlikely but still possible. As a result, staff is exploring other site alternatives and has identified at least one other site that may be a solid candidate. Based on our current understanding of the project staff is assuming the following:

- Acquisition: \$4-6 million
- Construction and Renovation: \$2-\$6 million
- Annual Operating expenses: \$350,000-\$600,000
- Closing likely 90-180 days for due diligence and financing
- Alternative Sites
- Negotiations would start upon acceptance of an offer
- Closing likely 90-180 days for due diligence and financing
- Rate Setting in March and Effective in April

As previously discussed, staff has engaged R3 Consulting Group to advise ZWS on the financing and potential rate impacts associated with a new facility as well as other changes that may impact the surcharge and related rates. Based on discussions with R3, it is strongly recommended to increase the surcharge to add capacity for debt service to make the financing possible.

In terms of financing, a Private Placement with a bank is the most likely method, based on size and issuance costs, although a Bond Issuance may be preferable if the cost is higher than expected or desired term for repayment is longer; this is a decision that will be made once a specific project is identified. In pursuing financing, the JPA will have some challenges as the JPA agreement has no debt payback requirement upon the withdrawal of a member of the authority and an HHW facility is a very uncommon project to the capital markets. Most importantly, the current rate structure has no capacity for debt service to repay any financing, nor are the rates sufficient to fund the operating costs of a second facility. To resolve the capacity issue, staff recommends adjusting the surcharge in March to add capacity for debt repayments with the increase effective in April. Any funds collected in advance of financing would be used to reduce project costs.

IV. FUNDING IMPACT

In order to estimate the necessary surcharge adjustments, R3 has assumed debt financing would occur in Fiscal Year 2022, Planning, Permitting and Design in Fiscal Year 2023 and Operations begin in Fiscal Year 2024. Based on the current assumption of \$8-10 million in project costs and differing financing costs, annual debt service ranges from \$595-975,000 while the Operations Contract increases by \$500,000 along with related ZWS smaller budget increases. The tables below illustrate the high and low estimates:

High Estimate

	Surcharge Impacts				
Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	
\$ 5.40	\$ 7.00	\$ 7.20	\$ 9.20	\$ 9.80	
	29.60%	7.10%	27.80%	6.50%	
	\$ 1.60	\$ 0.20	\$ 2.00	\$ 0.60	
Key Assumptions					
\$10 million borrowed					
15 year payback					
4 Percent interest					

Lower Estimate

	Surcharge Impacts				
Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	
\$ 5.40	\$ 6.00	\$ 6.14	\$ 8.22	\$ 8.80	
	11.10%	7.10%	33.90%	7.10%	
	\$ 0.60	\$ 0.14	\$ 2.08	\$ 0.58	
Key Assumptions					
\$8 million borrowed					
20 year payback					
4 Percent interest					

Fiscal Year 2026 onward CPI increases are projected. The charts describe the impacts to the surcharge based on the increased costs associated with the new facility, based on several relatively conservative assumptions. However, it is equally if not more important to evaluate the actual impacts the surcharge increase will have on rate payers. As the chart below shows, the impacts to the rates are much lower due to the small portion of the overall rates that are made up by the ZWS surcharge. Additionally, staff is assuming the budget will include a \$200,000 increase to comply with SB1383.

ZWS Surcharge and Rate Impacts

Item	Cost	Estimated Surcharge Impact	
		Low	High
New HHW Facility	\$8-10M	\$2.82	\$3.80
SB 1383 Program (Annual)	\$200K	\$0.55	\$0.55
Annual Add'l Agency Costs – (TWW, Clean Harbors & Wood Waste)	\$260K - \$425K	\$0.72	\$1.17

Estimated Rate Impact* (per month)								
Item	20 Gallon		32 Gallon		64 Gallon		96 Gallon	
	Low	High	Low	High	Low	High	Low	High
New HHW Facility	\$0.12	\$0.16	\$0.17	\$0.23	\$0.31	\$0.42	\$0.51	\$0.70
SB 1383 Program	\$0.02	\$0.02	\$0.03	\$0.03	\$0.05	\$0.05	\$0.08	\$0.08
Add'l Agency Cost	\$0.02	\$0.04	\$0.04	\$0.06	\$0.07	\$0.12	\$0.11	\$0.20
Total Rate Impact	\$0.16	\$0.22	\$0.24	\$0.32	\$0.43	\$0.59	\$0.70	\$0.98

As the charts above show, the actual impact on typical monthly residential rates is relatively small. Staff and consultants will continue to research CalRecycle and/or State grants to partially offset costs as they typically prefer projects that are ready for construction. Additionally, it is likely that there will be additional rate increases within the County including the landfill disposal tipping fee, SB 1383 compliance for the Member Agencies as well as the haulers and the County organics tipping fee and these increases separately and together could be significant (approximately \$7 per month based on initial planning estimates if all components are increased).

Based on all of the above, our proposed next steps include the following:

- Respond to Questions and Concerns from the Board and public
- Return to the Board Next Month to Set New Rates
- Continue Site Acquisition Process
- Once Project Determined, Prepare Lender Package
- Identify Potential Lenders
- Bring Financing Package to Board for Approval
- Gain Control of New Site

V. ATTACHMENTS

PowerPoint Presentation

Zero Waste Sonoma

North Sonoma Household Hazardous Waste Facility Financing



PRESENTATION TO:
Zero Waste Sonoma Board

February 18, 2021



R3 CONSULTING GROUP, INC.
RESOURCES • RESPECT • RESPONSIBILITY

Financing Overview



Project Team



Background

Need for North
Sonoma Facility
Options to Date
Acquisition Timing



Project Financing and Rate Impacts

Projected Acquisition
& Construction Costs
Increased Operating
Costs
Financing
Overview/Challenges
JPA HHW Surcharge
Projections
New HHW Facility
Rate Impacts
Potential Additional
Rate Impacts



Next Steps

Respond to
Questions and
Concerns
Return to Board Next
Month to Set New
Rates
Continue Site
Acquisition Process
Identify Potential
Lenders
Bring Financing
Package to Board for
Approval
Gain Control of New
Site

➤ **R3 Consulting Group**

- Garth Schultz, Principal in Charge
 - Extensive experience with JPA and member agencies
 - Expertise in all aspects of solid waste planning, program design and financing/rate setting
- Carrie Baxter, Project Manager
 - Expertise in legislative compliance, negotiations and procurement, solid waste program development and rate setting
 - Working with member agencies on rate setting

➤ **Subcontractors to R3**

- Scott Hanin, Project Director
 - Former El Cerrito City Manager (17+ Years)
 - Executive Director Recyclemore JPA
 - Solid Waste Consultant
- David Brodsky, Managing Director, KNN Public Finance
 - Over 40 years of Public Finance Experience
 - City of LA, Moody's and KNN

➤ **Supported by JPA staff and consultants**

- Less access to household hazardous waste (HHW) programs in northern portion of County
- Operating permanent HHW Facility at Central Landfill at full capacity with no room to expand or collect additional materials (i.e. solar panels, treated wood waste, e-waste)
- Engaged Sweetser & Associates, Inc. to perform expansion analysis and confirmed northern part of the county is underserved
 - Recommended second permanent HHW facility to serve as the main HHW facility in the County

- Initiated two-year search for properties
- Staff presented research for a permanent HHW facility at January 2020 ZWS Board meeting:
 1. The timeline from purchase to open is approximately 5 years;
 2. The expected construction budget, including land and design, is \$10-\$12 million;
 3. Operation costs could increase anywhere from \$350,000-\$600,000 annually
- Board directed staff to continue identifying properties for a permanent HHW Facility at July 2020 Board Meeting

❑ 1688 Almar Parkway

- Located in targeted Airport Area, M2 commercial zoning, and outside of the Airport expansion plans
- 3.5 acres lot with room to expand
- Existing 5,000 sf warehouse with extra covered 1,000 sf overhang for a loading/unloading
- Includes a small office, restroom, storage room, and mezzanine within the warehouse for HHW contractors
- Ideal space for proper traffic flow
- Separate 2,400 sf office building for ZWS staff and portable 200 sf office building with two offices



❑ 1688 Almar Parkway

- Cost to construct or renovate a new facility will vary depending on level of improvements or construction. Estimate at \$2-6 million
- Owner has accepted another offer
- Current tenant has first right of refusal when lease ends at the end of June
- Staff exploring other alternatives



- **Almar Site**
 - In third position
 - Negotiations would start in summer or fall if other offers fall through
- **Alternative Sites**
 - Negotiations would start upon acceptance of an offer
- **Closing likely 90-180 days for due diligence and financing**
- **Rate Setting**
 - March
 - Effective in April
 - Necessary to obtain financing
- **Funds collected in advance of financing would be used to reduce project costs**



➤ **Projected Acquisition and Construction Costs**

- Acquisition: \$4-6 million
- Construction and Renovation: \$2-\$6 million
- Annual Operating expenses: \$350,000-\$600,000
- Closing likely 90-180 days for due diligence and financing

➤ **Alternative Sites**

- Negotiations would start upon acceptance of an offer
- Closing likely 90-180 days for due diligence and financing

➤ **Rate Setting**

- March
- Effective in April



Project Financing and Rate Impacts

❑ Financing Overview

- Private Placement most likely method based on size and issuance costs
- Bond Issuance possible if size on high end, can be of longer term (e.g., 20 plus years) but higher issuance costs

➤ Challenges

- JPA agreement has no debt payback requirement upon withdrawal
- HHW facility very uncommon financed project
- Current rate structure has no capacity for debt service

➤ Rate Setting

- March Board Meeting
- Increase Effective in April

➤ Funds collected in advance of financing would be used to reduce project costs

New Surcharge Projections

Increases assume debt financing in FY22, Planning, Permitting and Design in FY 23 and Operation in FY24

Annual debt service ranges from \$595-975k based on project cost and term of repayment

Operations Contract increases by \$500,000

2026 onward CPI increases

Surcharge Impacts									
Fiscal Year 2021		Fiscal Year 2022		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025	
\$	5.40	\$	7.00	\$	7.20	\$	9.20	\$	9.80
			29.60%		7.10%		27.80%		6.50%
		\$	1.60	\$	0.20	\$	2.00	\$	0.60

Key Assumptions

\$10 million borrowed
15 year payback
4 Percent interest

Surcharge Impacts									
Fiscal Year 2021		Fiscal Year 2022		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025	
\$	5.40	\$	6.00	\$	6.14	\$	8.22	\$	8.80
			11.10%		7.10%		33.90%		7.10%
		\$	0.60	\$	0.14	\$	2.08	\$	0.58

Key Assumptions

\$8 million borrowed
20 year payback
4 Percent interest

New Facility Impact on Rates

Item	Cost	Estimated Surcharge Impact	
		Low	High
New HHW Facility	\$8-10M	\$2.82	\$3.80
SB 1383 Program (<i>Annual</i>)	\$200K	\$0.55	\$0.55
Annual Additional Agency Costs (<i>Clean Harbors, TWW & E-Waste</i>)	\$260K - \$425K	\$0.72	\$1.17

Estimated Rate Impact* (per month)								
Item	20 Gallon		32 Gallon		64 Gallon		96 Gallon	
	Low	High	Low	High	Low	High	Low	High
New HHW Facility	\$0.12	\$0.16	\$0.17	\$0.23	\$0.31	\$0.42	\$0.51	\$0.70
SB 1383 Program	\$0.02	\$0.02	\$0.03	\$0.03	\$0.05	\$0.05	\$0.08	\$0.08
Add'l Agency Cost	\$0.02	\$0.04	\$0.04	\$0.06	\$0.07	\$0.12	\$0.11	\$0.20
Total Rate Impact	\$0.16	\$0.22	\$0.24	\$0.32	\$0.43	\$0.59	\$0.70	\$0.98

* Based on increasing \$5.40 per ton Agency Fee on Disposal Tipping Fee only

Potential Additional Rate Impacts

Item	Cost	Estimated Rate Impact			
		20g	32g	64g	96g
County Disposal Tipping Fee	~3% annual adjustment	\$0.23	\$0.32	\$0.56	\$0.93
County Organics Tipping Fee	~3% annual adjustment	\$0.18	\$0.19	\$0.21	\$0.26
SB 1383 Cost Impacts (Haulers)	~14% one-time increase	\$2.90	\$3.93	\$6.73	\$10.05
SB 1383 Cost Impacts (Jurisdictions)	~10% one-time increase	\$2.07	\$2.81	\$4.81	\$7.18
Estimated Agency Surcharge (High)		\$0.22	\$0.32	\$0.59	\$0.98
Total Potential Residential Rate Impact		\$5.60	\$7.57	\$12.90	\$19.40

**Rate impacts are for PLANNING PURPOSES ONLY.
Actual adjustments may be materially different.**

Potential Member Agency Rate Impacts

Jurisdiction	Effective Date	Estimated Rate Impact			
		20g	32g	64g	96g
Sonoma City	7/1/20	\$10.41	\$17.31	\$37.59	\$57.68
Petaluma	2/1/21	\$11.79	\$20.87	\$39.58	\$65.30
Sebastopol	7/1/20	\$13.05	\$22.76	\$41.42	\$69.17
Rohnert Park	7/1/20	\$13.40	\$24.57	\$38.38	\$59.90
Cotati	1/1/21	\$16.77	\$23.56	\$61.77	\$95.20
Healdsburg	1/1/21	\$19.67	\$26.12	\$37.54	\$50.99
Cloverdale	9/1/20	\$20.24	\$27.90	\$44.06	\$57.13
Windsor	4/1/20	\$22.01	\$29.26	\$45.75	\$70.25
Unincorporated County (Avg)	7/1/20	\$30.91	\$41.80	\$69.69	\$94.28
Santa Rosa	1/1/21	\$31.24	\$35.02	\$50.43	\$76.38
Countywide Average		\$18.95	\$26.92	\$46.62	\$69.63
Total Potential Rate Impacts		\$5.60	\$7.57	\$12.90	\$19.40
		\$24.55	\$34.49	\$59.52	\$89.03

- Respond to Questions and Concerns
- Return to Board Next Month to Set New Rates
- Continue Site Acquisition Process
- Once Project Determined, Prepare Lender Package
- Identify Potential Lenders
- Bring Financing Package to Board for Approval
- Gain Control of New Site
- Other?



Agenda Item #: 7
Cost Center: All
Staff Contact: Collard
Agenda Date: 2/18/2021
Approved By: LL

ITEM: Discussion and Possible Action on the Fiscal Year 2021-22 Work Plan

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provides feedback and considers approval of the FY 21-22 Work Plan as a guide for the FY 21-21 Draft Budget.

II. BACKGROUND

Since FY 06-07, a Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. The Work Plan contains a description of ZWS's projects, contractor costs, and staff costs and, once approved, guides the preparation of ZWS's annual draft budget.

III. DISCUSSION

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

- Treated wood waste (TWW) has been added to the HHW work plan due to an unexpected regulatory change in management practices. The Governor recently vetoed a bill that would have extended the "alternative management standards" for TWW, meaning TWW is no longer accepted in regular landfills and must be managed as hazardous waste. There is currently only one hazardous waste landfill in California permitted to accept TWW, which is located in Buttonwillow. ZWS is only permitted to accept TWW from residents (125 pounds per trip or approximately four TWW fence posts) and Very Small Quantity Generators (businesses that generate less than 220 pounds of hazardous waste per month or approximately seven TWW fence posts). While the quantities and businesses we are allowed to service are limited, ZWS would like to set up TWW Temporary HHW events to support the community through this transition period. The Department of Toxic Substances Control (DTSC) will soon allow businesses to apply for temporary variances allowing them to accept TWW for up to one year. There is also a new emergency Assembly Bill, AB 332, requesting the "alternative management standards" to be reinstated for an undetermined amount of time that could be passed as early as the fall of 2021.
- Solar panels have also been added to the HHW work plan due to recent CA regulatory changes that now designate solar panels as Universal Waste (UW) instead of hazardous waste as of January 1, 2021. The new designation will make collecting and recycling of

solar panels possible, however the industry is still developing based on the change. ZWS has not been able to accept solar panels at the HHW facility due to space, cost, and a desire to recycle instead of landfill solar panels. As the industry develops, staff would like to research and develop a solar panel collection program.

- The contract for E-Waste sorting and disposal is expiring at the end of the fiscal year. There are two annual extensions available, but the contractor is requesting an increase for labor and Universal Waste Electronic Devices (UWED). Based on 2020 quantities, this increase will be approximately \$108,000.
- ZWS would like to partner with Green Mary (Non-profit Good Werks) to offer four “Fix-it Clinics” in different locations around Sonoma County for residents to bring broken electronics, furniture, small appliances, or other consumer products to be repaired by local fixers.
- ZWS would like to implement a Reusable Food Ware Pilot. Staff would work with restaurants in Healdsburg and Sebastopol to offer 5 micro grants of up to \$350 for switching from single-use to reusable items for dine-in customers. Funding could cover the upfront costs of dishware/silverware/glassware, for a dishwasher or dishwashing service, or accessory items such as refillable condiment, cutlery, or napkin dispensers.
- Addition of a Waste Management Specialist I staff member to support both SB 1383 implementation with a focus on Food Recovery Education and to support added HHW responsibilities and regularity requirements. This staff member would provide support to member jurisdictions and the community for implementing CalRecycle’s SB 1383 requirements regarding edible food recovery. Activities may include outreach and education, monitoring compliance, recordkeeping, reporting, and expanding relationships with existing food recovery organizations in the region, and creation and distribution of education materials. HHW related activities include administration of OPP grant, E-Waste event scheduling, HHW outreach (website maintenance, social media, ad approval, ad contracts), event planning, propane tank disposal program and basic HHW administration.

The full Draft Work Plan is attached for your review, 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 21-22 Work Plan. This document is informational and used for planning purposes and to complement the forthcoming FY 21-22 Draft Budget.

V. ATTACHMENTS

FY 21-22 Work Plan

21-22 Work Plan

Organics (Wood Waste and Yard Debris)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
1.1	Municipal Composting Program	Manages contracts for composting outhaul and compost sites, and reconciles and processes monthly invoices for payment.	\$ 6,358,077	\$ 7,850	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the ColWMP.	Monthly
1.2	Christmas Tree Recycling	Provides education to the public about Christmas tree recycling options. • Coordinates with local non-profit organizations to provide convenient Christmas tree composting • Coordinates drop-off sites with haulers Updates information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$ -	\$ 1,752	ColWMP/Section 4.7.2.10 Diversion program that adds organic feedstock	November, December, and January, Annually
1.3	Home Composting Education & Outreach	Promote home composting and vermicomposting. Create new contract for virtual workshops	\$ 5,000	\$ 3,045	ColWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	New contract needed
1.4	State Laws Mandating Organics Diversion	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding mandatory organic material collection. Activities include outreach and education, monitoring compliance, mailings, recordkeeping, reporting, and managing waiver requests.	\$ 30,000	\$ 67,455	MANDATED - Required by State Legislation, AB 1826, AB 827, SB 1383	Ongoing
1.5	Conferences and webinars	Biocycle/Compost 2021 or 2022 Conferences. Webinars on SB 1383 and other organic material related topics.	\$ 500	\$ 7,829	Board Directed	Ongoing
1.6	Grant - (Food Recovery, etc.)	Grant oversight, implementation, recordkeeping, and distribution of funds. Project involves a partnership with Conservation Corps North Bay (CCNB) to provide food recovery transportation services to the region, especially entities affected by SB 1383.	\$ 300,000	\$ 5,144	Staff recommended; grant will assist jurisdictions with SB 1383 requirements	Results of application will be known April 2021. Grant term is two years, ending March/April 2023
	Total	FY 21-22	\$ 6,393,577	\$ 93,075		
	Prior Year	FY 20-21	\$ 5,752,140	\$ 103,001		

Reserves (Restricted by Board Policy)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
2.1	Securing Organics Capacity	Continue process for implementation agreements and legal counsel	\$ 30,000	\$ 55,999	CoIWMP/Section 4.5.3	Ongoing
2.2	New Model Ordinances and Policy Research/Implementation	Potential model ordinance topics include: (1) Develop model ordinance for Construction and Demolition (2) Large Events and Venue recycling plan requirements (3) SB1383 Enforcement Ordinance (4) Environmentally Preferable Purchasing Policy. Report to the Board on ordinance feasibility and propose next steps.	\$ -	\$ 24,618	Board Directed	Ongoing
2.3	Intern Program	Create a summer internship position. Intern will assist with outreach to businesses for reusable serveware, office assistance, Eco-Desk	\$ 6,000	\$ 5,881	Proposed	Summer - Fall 2021
2.4	North County HHW facility	Continue to explore the feasibility of adding a permanent HHW Facility in the North County. Potentially implement contract for conceptual design and feasibility.	\$ 115,000	\$ 29,633	Board Directed	Ongoing
2.5	Waste Characterization Study	Determine what material types are destined for landfill disposal to evaluate the effectiveness of Agency and other countywide diversion programs, and to provide a focus for future waste reduction, reuse, and other diversion programs.	\$ 150,000	\$ 27,717	To establish SB1383 baseline	Late Summer 2021 dry sort/ Feb 2022 wet sort
	Total	FY 21-22	\$ 301,000	\$ 143,849		
	Prior Year	FY 20-21	\$ 420,000	\$ 154,450		

Household Hazardous Waste						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manage contract for collection of household hazardous waste from residents and CESQG (businesses) at the Household Hazardous Waste Facility (HHWF), HHW Collection Events, and HHW Rover. Provide education resources for the program as needed and coordinate with local organizations.	\$ 1,260,000	\$ 99,495	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the CoIWMP)	Contract expires June 30, 2022
3.2	E-waste Collection and Internal Transport at Disposal Site	Transport and properly dispose of electronic wastes collected at all of the County-owned disposal sites.	\$ 40,000	\$ 4,015	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract expires December 31, 2021
3.3	E-waste Sorting and Recycling	Sorting of all electronic wastes collected at all of the County-owned disposal sites and recycling.	\$ 108,301	\$ 10,874	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Contract Expires June 30, 2021 (two annual renewals available)
3.4	Oil & Filter Recycling (Grant funded)	This program includes a wide variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels. For specific projects, Used Oil Competitive Grants may be applied for.	\$ 55,022	\$ 23,327	Board Directed	Consultant Contract Expires June 30, 2021 (option for one annual extension)
3.5	Reporting	The State requires reporting and quantification of HHW collection efforts annually. Reports include Annual E-Waste Report, Net Cost Report, Stormwater Report, HHW portion of the Electronic Annual Report, and the 303 Report.	\$ -	\$ 16,636	MANDATED Required by regulation.	Jan, Feb, July, Sept, and October Due Dates

Household Hazardous Waste (cont.)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
3.6	Product Stewardship Education, Outreach, policy and legislation	<ul style="list-style-type: none"> • Participate in statewide and national Extended Producer Responsibility efforts. • Develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online) • Community outreach at events. • Development and planning for Extended Producer Responsibility ordinances as approved by Agency Board. • Examines recent and pending legislation relevant to current and projected Agency projects. 	\$ -	\$ 3,563	BOARD DIRECTED EPR Implementation Plan (ColWMP/Section 4.3.3.3)	Ongoing
3.7	E-waste Recycling Events	<p>This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency. Agency pays for site fees and advertising.</p> <ul style="list-style-type: none"> • 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 contract <p>Events to include reuse collection</p>	\$ 13,000	\$ 21,798	ColWMP/Section 5.4.1.8 Provide recycling information to all County residents	Ongoing – Monthly Contract expires Dec 31, 2022.
3.8	HazMobile - Mendocino County	Sonoma County residents living in the north-west part of the County can dispose of hazardous waste close to their homes. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$ 18,000	\$ 1,171	MANDATED - JPA	Five events per year
3.9	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.	\$ -	\$ 3,526	Staff recommended	

Household Hazardous Waste (cont.)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
3.10	Park Propane Collaboration	Promote the use and sale of refillable one-pound propane cylinders. program projects include: <ul style="list-style-type: none"> • Manage retail locations to sell and refill refillable cylinders • manage permanent disposable cylinder collection containers • Education/advertisement of refillable cylinders 	\$ 10,000	\$ 3,366	Proposed	
3.11	HHWF Maintenance	Ongoing building maintenance and upgrades	\$ 15,000	\$ 669		
3.12	Conferences	NAHMMMA Conference		\$ 3,973	Board Directed	
3.13	Treated Wood Waste	Temporary collection events of TWW through the HHW program for residents and qualifying businesses.	\$ 50,000	\$ 10,566	Proposed	Charge customers for disposal
3.14	Solar Panels	Develop program for collection of solar panels through the e-waste program in limited quantities.		\$ 10,566	Proposed	Charge customers for disposal
	Total	FY 21-22	\$ 1,569,323	\$ 213,548		
	Prior Year	FY 20-21	\$ 1,472,750	\$ 141,449		

Education						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.1	Recycling Guide English/Spanish versions	<p>The annual Zero Waste Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages.</p> <ul style="list-style-type: none"> • Coordinate consultants as needed for illustrations and cover artwork. • Review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.). • Prepare publication for on-line viewing. • Arrange for printing and distribution of extra Guides (approx. 28,000 English and 11,000 Spanish copies). 	\$ 4,000	\$ 50,726	<p>MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the CoIWMP)</p> <p>BOARD DIRECTED (Spanish Guide)</p>	Print Jan 2022 or after COVID ends
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Telephone and email response to questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> • Listen to messages daily, logs call into the Access database and returns phone calls/emails within one business day. • Research topics to help foster more opportunities as needed. Information gets recorded in the Access Eco-Desk database. • Prepare annual reports summarizing activity on the English and Spanish Eco-Desk. • Coordinate with Spanish language contractor as needed. 	\$ 5,000	\$ 54,852	<p>MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the CoIWMP)</p>	Daily
4.3	Spanish Language Outreach	<p>A contractor provides 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.</p> <ul style="list-style-type: none"> • Manage the contract for services <p>Provide support for educational materials as needed.</p>	\$ 30,000	\$ 3,347	<p>MANDATED - JPA Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).</p>	New contract needed
4.4	Grants	Applying for educational/outreach grants as they become available.	\$ -	\$ 8,906	<p>MANDATED - JPA Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)</p>	As available

Education (cont.)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.5	Web site www.zerowaste sonoma.gov	<p>Zerowastesonoma.gov is the web site including topics for Agency, HHW, reduce, recycling, business, multifamily, schools, disposal, compost, resources. We have requested resources to make any further improvements, on-going maintenance, plug-in updates and bug fixes. The web site is ADA section 508 compliant</p> <ul style="list-style-type: none"> • Update web site content. • Makes online .pdfs ADA compliant • Prepares annual reports on web site activity. 	\$ 8,000	\$ 45,857	MANDATED - JPA Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)	Ongoing
4.6	Outreach Partnerships	The Agency provides staff support to the groups engaged in complementary environmental educations (e.g., Climate Action Groups, Carbon Sequestration Coalition, Recology, Credo High School, Sonoma Green Business Program, Republic Services, Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), Goodwill Industries Redwood Empire, Mattress Recycling Council, etc.	\$ -	\$ 25,552	Board Directed	Ongoing
4.7	Food Recovery Education	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding edible food recovery. Activities may include outreach and education, monitoring compliance, recordkeeping, reporting, and expanding relationships with existing food recovery organizations in the region. Creation and distribution of education materials.	\$ 30,000	\$ 45,182	MANDATED - Required by State Legislation, SB 1383	Ongoing
4.8	Annual Work Plan Report	Annual Reporting of Zero Waste Sonoma's accomplishments and outreach goals.	\$ 500	\$ 6,693	Board Directed	Annual

Education (cont.)

	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.9	Fairs	Each year the Agency picks a new outreach theme that responds to current topics. This year's theme for 2021 will focus on climate action, carbon sequestration, and zero waste. <ul style="list-style-type: none"> • Graphic design and production for outreach materials and promotional giveaways (e.g., backdrop, floor, information panels, brochure holders, etc.) • Coordinates staffing for events • Coordinates fair set up and tear down • Refurbish display materials 	\$ -	\$ 23,443	MANDATED - JPA (Section 4.7.2.9 of the CoIWMP)	Summer and Fall
4.10	Social Media On-line Marketing Outreach	Manage on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram	\$ 2,500	\$ 28,303	BOARD DIRECTED	Ongoing
4.11	Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$ 118,135	\$ 17,869	BOARD DIRECTED	Ongoing
4.12	AB 939 Reporting Requirements	Annual Report writing consists of: <ul style="list-style-type: none"> • 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. Submit report to California Department of Resources Recycling and Recovery (CalRecycle)	\$ -	\$ 14,564	MANDATED – AB 939, AB 341, AB 2176 Compliance with State regulations (Section 4.7.2.12 of the CoIWMP)	2020 Annual Report due August 2021
4.13	Cal Recycle Beverage Container Recycling Pilot Program Grant	Implementation of CRV Grant - 2 year program. Collaborative grant to establish a mobile CRV collection mobile in the underserved jurisdictions (\$30K for advertising)	\$ 30,000	\$ 27,119	Proposed	Spring 2021-June 2022
4.14	RMDZ	Recycling Market Development Zone Administrator for Sonoma, Mendocino, and Lake counties	\$ -	\$ 8,978	Board Directed	Ongoing
4.15	Ordinance Education/ Enforcement	Provide education to jurisdictions for new ordinances and assist with enforcement	\$ -	\$ 50,886	Board Directed	Ongoing

Education (cont.)						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
4.16	Conferences	Staff attendance and participation at conferences		\$ 19,104	Board Directed	Ongoing
4.17	Reuse / Repair Workshops & Events	Provide quarterly repair workshops in various Sonoma County jurisdictions for residents interested in fixing broken items such as small appliances, electronics, textiles, furniture, bicycles, or other consumer goods. Additional events may include various Zero Waste workshops.	\$ 10,000	\$ 4,722	Proposed	Quarterly
4.18	Reusable Food Ware Pilot	Provide assistance and micro-grants to restaurants to transition from single-use to reusable food service items	\$ 8,000	\$ 10,590	Proposed	
	Total	FY 21-22	\$ 238,135	\$ 446,693		
	Prior Year	FY 20-21	\$ 674,792	\$ 348,123		
General Administration						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.1	Agency Meetings	<ul style="list-style-type: none"> • Prepare agendas/packets • Attend meetings • Research and document development • Prepare and file minutes, resolutions agreements 	\$ -	\$ 170,610	MANDATED-JPA	Ongoing
5.2	Program Management	<ul style="list-style-type: none"> • General Administration of Agency programs • Attend meetings, conferences and trainings • Planning • New program development 	\$ -	\$ 76,308	MANDATED-JPA	Ongoing
5.3	ZWS Fin. Mgmt.	<ul style="list-style-type: none"> • Approve invoices/journal vouchers • Prepare financial statements to Board • Prepare budget and facilitate approvals • Respond to audits (internal and external) 		\$ 173,355	MANDATED-JPA	Ongoing
	Total	FY 21-22	\$ -	\$ 420,272		
	Prior Year	FY 20-21		\$ 413,344		

External Projects						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
A	AB 939 Local Task Force (LTF-Edu.)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$ -	\$ 21,971	Agency staff has historically provided this service.	Ongoing
B	Annual Stormwater Reporting and Meetings	Provide information annually to be included in the County's National Pollution Discharge Elimination System (NPDES) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (MS4).	\$ -	\$ 1,673	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	\$ -	\$ 3,346		
	Total	FY 21-22	\$ -	\$ 26,990		
	Prior Year	FY 20-21	\$ -	\$ 27,527		
	Grand total	FY 21-22	\$ 8,502,035	\$ 1,344,427		
	Prior Year	FY 20-21	\$ 8,319,682	\$ 1,187,894		