



SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

January 15, 2026

REGULAR MEETING

Regular Session begins at 9:00 a.m.

Estimated Ending Time 11:30 a.m.

City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA

Meeting will also stream via Zoom:

<https://sonomacounty.zoom.us/j/92248855470?pwd=OFFVNULiWVh5Wk5SSzVyWWdWbndjdz09>

Webinar ID: 922 4885 5470

US: +1 669 444 9171

Passcode: 157476

Meeting Agenda and Documents

ZERO WASTE SONOMA

Meeting of the Board of Directors

January 15, 2026

REGULAR MEETING

Regular Session begins at 9:00 a.m.

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Note: This packet is 33 pages total



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PUBLIC COMMENT:

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

Voice recorded public comment: To submit public comment via recorded message, please call 707-565-4432 by 5:00 pm Wednesday, January 14th. 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.

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



Agenda

Item

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

Consent (w/attachments)

- 5.1 Minutes of the November 20, 2025 Meeting
- 5.2 November, December 2025, January, February 2026 Outreach Calendar
- 5.3 Annual Review of the ZWS Rules of Governance
- 5.4 FY 24/25 Year End Financials

Regular Calendar

6. Discussion and Possible Action on the Fiscal Year 2026-27 Work Plan [Collard]
7. Boardmember Comments – NO ACTION
8. Executive Director Report – VERBAL REPORT
9. Staff Comments – NO ACTION
10. Next ZWS meeting: February 19, 2026
11. Adjourn

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

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

Public Comments: Pursuant to Rule 6, Rules of Governance of the Sonoma County Waste Management Agency/Zero Waste Sonoma, members of the public desiring to speak on items that are within the jurisdiction of the Agency shall have an opportunity at the beginning and during each regular meeting of the Agency. When recognized by the Chair, each person should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item and before Boardmembers propose a motion to vote on any item.

Disabled Accommodation: If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Zero Waste Sonoma Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3788, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

Noticing: This notice is posted 72 hours prior to the meeting on the internet at www.zerowastesonoma.gov



To: Zero Waste Sonoma Board Members

From: Leslie Lukacs, Executive Director

Subject: January 15, 2026 Board Meeting Agenda Notes

Consent Calendar

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

- 5.1 Minutes of the November 20, 2025 Meeting
- 5.2 November, December 2025, January, February 2026 Outreach Calendar
- 5.3 Annual Review of the ZWS Rules of Governance
- 5.4 FY 45/25 Year End Financials

6. Discussion and Possible Action on Fiscal Year 2026-27 Work Plan

Since FY 06-07, an annual Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that complements the budget planning process. The Work Plan contains a description of Zero Waste Sonoma's (ZWS) projects, contractor costs, and staff costs for FY 26-27. The Work Plan also assisted in the preparation of ZWS's annual draft budget.

Staff Recommendation: The Board approve the draft Work Plan so staff may return at the February meeting with the Draft Budget.

Resolution No.: 2026-01

Dated: January 15, 2026

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

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

WHEREAS, this Resolution memorializes the action taken by the ZWS Board of Directors on January 15, 2026 to elect a Chair, Vice Chair, and Chair Pro Tempore.

NOW, THEREFORE BE IT RESOLVED that having first been duly elected by ZWS, the representatives from the _____, _____, and _____, shall serve as Chair, Vice Chair and Chair Pro Tempore, at the will and pleasure of ZWS for a period of one year commencing from January 15, 2026.

MEMBERS:

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

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

SO ORDERED

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

ATTEST: DATE: January 15, 2026

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



Minutes of November 20, 2025 Meeting

Zero Waste Sonoma met on November 20, 2025, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Ave., Santa Rosa, California.

Board Members Present:

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

City of Santa Rosa – ABSENT
City of Sebastopol – Phill Carter
City of Sonoma – Jack Ding
County of Sonoma – Rebecca Hermosillo
Town of Windsor – JB Leep

Staff Present:

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

1. Call to Order Regular Meeting

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

Introductions

2. Agenda Approval

3. Public Comments (items not on the agenda)

Duane Dewitt – Express concerns over single use plastic and the need for ZWS to establish plastic recycling

4. Consent (w/attachments)

- 4.1 Minutes of the October 16, 2025 Meeting
- 4.2 October, November, December 2025 Outreach Calendar
- 4.3 Budget Adjustment and Authorization for the County of Sonoma's ISD to Move, Install, and Manage the A/V, Networking, and IT for 195 Concourse Blvd.
- 4.4 Third Amendment to the Agreement for Short-Term Organic Materials Processing Services with Redwood Landfill, Inc.

Board Comment:

None

Public Comments:

Duane Dewitt requests a printed agenda be available

Motion: For approval of the consent calendar.

First: City of Cotati – Susan Harvey
Second: City of Cloverdale – Andrés Marquez

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	ABSENT
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 -9- NOES -0- ABSENT -1- ABSTAIN -0-

Motion passed.

Regular Calendar

5. Green Resolution Recognizing Recology Sonoma Marin [Pagal]

Board Comments/Action Items:

- It is always amazing to be able to recognize events like this happening in our community

Public Comments:

None

Motion: To approve the Green Resolution for Recology Sonoma Marin

First: City of Healdsburg – Larry Zimmer

Second: City of Cotati – Susan Harvey

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	ABSENT
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 -9- NOES -0- ABSENT -1- ABSTAIN -0-

Motion passed.

6. Avoided GHG Emissions through Waste Reduction Activities [Lukacs]

Board Comments/Action Items:

- Is this a standard methodology?
- Can you email the slide show to board members?
- Is the measure indicative of a large reduction?
- Impacts from the repair fairs may contribute favorably to these metrics

- Thank you for quantifying the work we are doing

Public Comments:

None

7. Discussion on the Development of a Model Ordinance to Ban or Place a Moratorium on Artificial Turf on Public Land [Lukacs]

Board Comments/Action Items:

- How does a moratorium impact the schools?
- How does the ban impact/be enforced for residential use?
- If we are not including residential, are we including commercial?
- Do insurance costs impact the artificial turf impact decisions?
- Is there future development of a sustainable product?
- Does cash for grass programs incentives artificial turf?
- Is there a legal impact of preventing businesses from contracting for artificial grass?
- What counties have passed a moratorium or ban?
- The health concerns listed from prior areas, are those old turf or the newer cork infill systems?
- Are there studies comparing the impact of fertilizers/pesticides vs. artificial turf?
- Do we have an estimate of how many projects in the county that would be impacted by a moratorium or ban?
- Can we see a financial analysis on the impact to jurisdictions?
- If we revert back to natural grass, how does that impact water usage?
- More information on gray water irrigation systems would be beneficial.
- Artificial turf is louder to play on.
- There is concern of leachate runoff to waterways from artificial turf
- What is the conversion process to restore fields to natural grass?
- Is there a lifecycle analysis and environmental impact of artificial turf installations?
- How much water is used in the creation of artificial turf?
- Is there any existing state regulations/legislation declaring artificial turf as hazardous?
- Is there state legislation in the works related to turf?
- Does leaching from artificial turf contaminate the organic underlay, rendering it not compostable?
- Would we need to do a CEQA impact for a ban?
- Defining artificial turf as an all-season benefit should be challenged due to the heat impacts
- Who on staff would be developing the model ordinance? What impact to the Work Plan and budget of the agency?
- Would like to see more advocacy with the state
- Does not support a ban, supports more information on the waste impacts of artificial turf.

Public Comments:

- Matt Callaway – Supports ZWS in developing a model ordinance
- Ron Wellander – From an aesthetic perspective, natural playing fields are more desirable.
- Bob Cipolla – This is an issue related to waste. Where does all the material go when it's removed?

- Taryn –The governor did allow the ability of jurisdictions to ban turf. The forever chemicals in the blades are also of concern. Definitions of play time vs. off-season time should be looked at. The amount of waste, as well as the contamination of the soils are problematic. The debris gets everywhere.
- Annie Stuart – Cool Petaluma is in strong support of a ban or moratorium on plastic grass. Team sports on plastic grass year-round should not be prioritized over the health of our children and the environment.
- Don McEnhir – Sampled water from the Russian River with the Russian Riverkeeper. Microplastics are a huge problem and a health problem. Artificial turf has increased microplastics in local waterways.
- Dan Noble – The financial and cost benefit analysis should be incorporated into the ordinance. The impact is more than monetary.
- Liz Bortoloto – The benefits of playing in the rainy weather and the lack of need for mowing do not seem to be enough reasoning to justify artificial grass. The waste impact and forever chemicals are a real problem.
- Art Deicke – ZWS should look at the definitions of functional vs. non-functional benefits of artificial turf. Guidance should be established for the disposal of turf
- Thora Collard – Concerned with the health impact of artificial turf for children.
- Stu Clark – Advocate for natural grass. The detriments of artificial turf far outweigh the benefits
- Marie Kneemeyer – There are many negative health impacts from artificial grass. There should be disclaimers and consent forms for players to understand the risk of playing on these fields.
- Michael Siminitus – Shared support of a moratorium and/or ban.
- Catherine Dodd, RN – The infill is held together with polymers. We don't know the full impact of those polymers. Plastic is poison and needs to be eliminated. The plastics are endocrine disruptors. Plastic grass is not necessary.
- D Woelke – Artificial turf is all created for monetary gain and creates health impacts with forever chemicals and plastics. Artificial turf creates more taxpayer burdens and more harmful effects on our environment.
- Lendri Purcell – Sonoma County Youth and Action Committee – sees children getting injured on the artificial turf, which has turned into serious infections.
- Rika Gopinath, Beyond Pesticides, urges ZWS to develop a moratorium on artificial grass. Natural grass is far more beneficial and performs far better than artificial turf.

Motion: To Approve the creation of a model ordinance creating a moratorium or ban on artificial turf.

First: City of Healdsburg – Larry Zimmer

Second: City of Sebastopol – Phill Carter

Vote Count:

City of Cloverdale	ABSENT	City of Santa Rosa	ABSENT
City of Cotati	ABSENT	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	AYE
City of Petaluma	AYE	County of Sonoma	NO
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -6- NOES -1- ABSENT -3 - ABSTAIN -0-

Motion passed.

8. **Boardmember Comments**
9. **Executive Director Report** – NONE
10. **Staff Comments** – NONE
11. **Next ZWS meeting:** December 18, 2025
12. **Adjourn:** 11:33 a.m.

Submitted by: Thora Collard

DRAFT



Agenda Item #: 5.2
Agenda Date: 1/15/2026

ITEM: November, December 2025, January, February 2026 Outreach Calendar

November 2025 OUTREACH

Start date	End date	Start time	End time	Event
11/1/25	11/1/25	9:00 AM	1:00 PM	HHW Collection Event (The Sea Ranch)
11/4/25	11/4/25	4:00 PM	8:00 PM	HHW Collection Event (Petaluma)
11/7/25	11/9/25	9:00 AM	5:00 PM	Santa Rosa Finley Park E-Waste Event
11/11/25	11/11/25	4:00 PM	8:00 PM	HHW Collection Event (Santa Rosa - West)
11/18/25	11/18/25	3:00 PM	8:00 PM	HHW Collection Event (Cloverdale)

December 2025 OUTREACH

Start date	End date	Start time	End time	Event
12/2/25	12/2/25	4:00 PM	8:00 PM	HHW Collection Event (Sonoma)
12/5/25	12/7/25	9:00 AM	5:00 PM	Petaluma E-Waste Event
12/9/25	12/9/25	3:00 PM	8:00 PM	HHW Collection Event (Windsor)
12/16/25	12/16/25	2:00 PM	7:00 PM	HHW Collection Event (Oakmont)

January 2026 OUTREACH

Start date	End date	Start time	End time	Event
1/6/26	1/6/26	4:00 PM	8:00 PM	HHW Collection Event (Santa Rosa, E)
1/9/26	1/11/26	9:00 AM	5:00 PM	Luther Burbank Center E-Waste Event (Santa Rosa)
1/13/26	1/13/26	4:00 PM	8:00 PM	HHW Collection Event (Sebastopol)
1/20/26	1/20/26	4:00 PM	8:00 PM	HHW Collection Event (Healdsburg)
1/24/26	1/25/26	9:00 AM	5:00 PM	Oakmont E-Waste Event (Santa Rosa)
1/27/26	1/27/26	4:00 PM	8:00 PM	HHW Collection Event (Larkfield)

February 2026 OUTREACH

Start date	End date	Start time	End time	Event
2/3/26	2/3/26	4:00 PM	8:00 PM	HHW Collection Event (Cotati)
2/10/26	2/10/26	4:00 PM	8:00 PM	HHW Collection Event (Kenwood)
2/17/26	2/17/26	4:00 PM	8:00 PM	HHW Collection Event (Rincon Valley)
2/20/26	2/22/26	9:00 AM	5:00 PM	Cloverdale Citrus Fair E-Waste Event
2/24/26	2/24/26	4:00 PM	8:00 PM	HHW Collection Event (Cloverdale)



ITEM: Annual Review of ZWS Rules of Governance

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

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

II. BACKGROUND

Zero Waste Sonoma is a Joint Powers Authority governed by a Board of Directors representing its ten member jurisdictions. The Agency's Rules of Governance were adopted to guide how the Board conducts its business and fulfills its responsibilities under California law, including the Brown Act.

Rule 14 requires that the Rules of Governance be reviewed by the ZWS Board of Directors at the first meeting of each calendar year. This annual review provides an opportunity for both returning and newly appointed Board members and alternates to revisit procedural requirements and governance standards. The Rules of Governance were last revised at the January 16, 2025, meeting.

III. DISCUSSION

The Rules of Governance address the following key areas of Board operations:

Meeting Procedures and Agendas

- The Executive Director, in consultation with the Chair, prepares agendas for all Agency meetings (Rule 1).
- Regular meeting agendas are posted at least 72 hours in advance in a location accessible to the public, and staff endeavor to distribute agendas to Board members seven days in advance when possible (Rules 1 and 2).
- Special and emergency meetings are conducted in accordance with Government Code Sections 54956 and 54956.5 (Rule 11).

Public Participation

- Each agenda includes time for public comment on items within the Agency's jurisdiction (Rule 6).
- Public speakers are generally limited to three minutes per speaker, with discretion granted to the Chair to modify time limits to facilitate Agency business.

Authority, Quorum, and Voting

- A quorum consists of one-half or more of the Board members (Rule 7).
- A majority of a quorum is required for most actions.

- A supermajority vote (eight of ten members) is required for specific actions, including budget approval or amendments, incurring debt of \$250,000 or more, authorizing expenditures of \$250,000 or more to a single source within a year, and increasing or imposing fees.
- A unanimous vote is required for the acquisition of real property valued at \$250,000 or more.
- Members may vote “aye,” “no,” or “abstain,” with abstentions not counting as concurrence or opposition (Rules 9 and 10).

Roles of the Chair and Board Officers

- The Chair presides over meetings, preserves order and decorum, and rules on questions of order subject to appeal (Rule 4).
- The Board elects a Chair, Vice-Chair, and Chair Pro Tempore at its first meeting each calendar year (Rule 12).
- Officers serve at the will and pleasure of the Board (Rule 15).
- The Chair may appoint subcommittees as needed (Rule 13).

Legal and Closed Session Matters

- All legal questions are referred to Agency counsel (Rule 5).
- Closed sessions are conducted only after consultation with Agency counsel (Rule 11).
- Information presented in closed session is confidential, with limited disclosure allowances for member agency representatives as provided in Government Code Section 54956.96 (Rule 16).
- Designated alternate Board members attending in lieu of a regular member may attend closed sessions at properly noticed meetings (Rule 17).

This annual review supports consistency, transparency, and shared understanding of Board responsibilities and procedural requirements.

IV. FUNDING IMPACT

There is no fiscal impact associated with this item.

V. ATTACHMENTS

Rules of Governance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



ITEM: Fiscal Year 2024-25 Year End Financial Report

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends that the Board approve the FY 2024-25 Year-End Financial Report, as presented, on the Consent Calendar.

II. BACKGROUND

The Joint Powers Authority agreement requires the Zero Waste Sonoma (ZWS) Board of Directors receive quarterly financial reports. This year-end report provides a comprehensive summary of ZWS operations, including all revenues received and expenditures incurred during Fiscal Year 2024-25.

III. DISCUSSION

This report, using information from the County accounting system (EFS) for revenues and expenditures, contains the actual amounts spent or received, accounts payable and receivable, the approved budget, and the difference between the approved budget and the actual revenues/expenditures. Accounts payable are invoices that are expected to be paid after the close of the fiscal year for services received before June 30, 2025, the end of the fiscal year. Accounts receivable are revenues anticipated for work and/or services performed by ZWS before the end of the fiscal year. By including the accounts payable and receivable as well as the reserve balances, this report serves as a year-end financial statement.

Revenues

- State Grant Funding/State Other Funding/Federal Other Funding:** This includes grant revenue recorded under both the "State Other Funding" and "State Grant Funding" and "Federal Other Funding" accounts. The auditor recommended transitioning to more accurate account codes to reflect the source of revenue. At the time the budget was submitted, we had not made that distinction. ZWS completed the FY 2022-23 City County Payment Program and began spending on FY 2023-24 allocations. All additional expenditures were matched by corresponding revenues. We also closed the Oil Payment Program (OPP) 14 grant, began spending for OPP15, and received reimbursements for the SB1383 local assistance grant. The USDA grant and the SB 1383 Local Assistance grant are carrying over into the current fiscal year.
- County of Sonoma Revenue:** Revenues from the County of Sonoma were higher this year, totaling \$543,880. This increase is due to an unexpected rise in tonnage from solid and green waste.
- Interest on Pooled Cash:** Interest on pooled cash came in much higher than budgeted, with an amount of \$320,547 above the budgeted amount.

Expenditures

1. **Contingency Funds:** Contingency fund had \$181,515 in unused allocations.
2. **Household Hazardous Waste (HHW) Department:** 7% of the department's expenditures went unspent. Key savings include:
 - **Hazardous Waste Disposal Svc:** This account is used for the Sea Ranch collection event. Two events were budgeted for the year, but only one was needed. There was a budget savings of \$18,956.
 - **Other Contract Services:** \$329,748 unspent due to lower-than-expected disposal costs with Clean Harbors.
3. **Education Department:** 25% of the department's expenditures were unspent, driven by:
 - **Other Professional Services:** \$640,320 unspent from the Local Assistance and Cal Volunteers grants, which will roll over into the next fiscal year.
 - **Special Department Expense:** \$101,715 was underutilized due to lower participation in the compost rebate program.
4. **Organics Department:** 8% of unspent expenditures, mainly due to:
 - **Administration Services:** \$81,236 was unspent due to staff time being utilized in other programs.
 - **Other Professional Services:** \$167,953 was unspent funds from the USDA grant that was extended into FY 2025-26 and the unused funding for backyard composting outreach.
 - **Other Contract Services:** \$500,202 was unspent for organic material hauling and processing which is only 7 % of the project budget.

IV. FUNDING IMPACT

ZWS received \$18,555,332 in total revenue during FY 2024-25, while incurring \$15,525,776 in expenditures. This resulted in a net cost increase of \$3,029,556 in budgeted funds under budget.

V. ATTACHMENTS

FY 2024-25 Year-End Financial Report

Department Summary

Account Description		Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	2,312,551.00	2,312,551.00	609,275.46	1,703,275.54	73.65%
42360	State Grant Revenue	0.00	0.00	1,361,034.90	(1,361,034.90)	0.00%
42461	Federal Other Funding	0.00	0.00	117,297.00	(117,297.00)	0.00%
42601	County of Sonoma	11,644,790.00	11,644,790.00	12,188,670.19	(543,880.19)	-4.67%
44002	Interest on Pooled Cash	108,389.00	108,389.00	428,936.47	(320,547.47)	-295.74%
44050	Unrealized Gains and Losses	0.00	0.00	154,383.94	(154,383.94)	0.00%
46029	Donations/Contributions	284,050.00	284,050.00	338,122.52	(54,072.52)	-19.04%
46050	Cancelled/Stale Dated Warrants	0.00	0.00	4,686.00	(4,686.00)	0.00%
46200	PY Revenue - Miscellaneous	0.00	0.00	124.50	(124.50)	0.00%
46210	Refunds	0.00	0.00	1,320.00	(1,320.00)	0.00%
47101	Transfers In - within a Fund	903,981.00	3,355,462.00	3,351,481.00	3,981.00	0.12%
All Revenues		15,253,761.00	17,705,242.00	18,555,331.98	(850,089.98)	-5%
All Expense/Expenditure Accts						
51041	Insurance - Liability	14,741.00	14,741.00	16,201.36	(1,460.36)	-9.91%
51071	Maintenance - Bldg & Improve	10,000.00	10,000.00	6,475.41	3,524.59	35.25%
51201	Administration Services	1,631,556.00	1,631,556.00	1,521,154.35	110,401.65	6.77%
51205	Advertising/Marketing Svc	45,000.00	45,000.00	25,037.61	19,962.39	44.36%
51206	Accounting/Auditing Services	24,120.00	24,120.00	30,900.00	(6,780.00)	-28.11%
51207	Client Accounting Services	37,000.00	37,000.00	66,712.10	(29,712.10)	-80.30%
51212	Outside Counsel - Legal Advice	52,000.00	52,000.00	41,950.94	10,049.06	19.33%
51225	Training Services	1,600.00	1,600.00	0.00	1,600.00	100.00%
51229	Hazardous Waste Disposal Svc	47,000.00	47,000.00	28,044.46	18,955.54	40.33%
51241	Outside Printing and Binding	3,500.00	3,500.00	0.00	3,500.00	100.00%
51249	Other Professional Services	2,280,092.00	2,280,092.00	1,485,888.86	794,203.14	34.83%
51401	Rents and Leases - Equipment	3,131.00	3,131.00	2,957.15	173.85	5.55%
51421	Rents and Leases - Bldg/Land	23,047.00	23,047.00	11,539.00	11,508.00	49.93%
51507	Special Departmental Expense	105,000.00	105,000.00	111,626.23	(6,626.23)	-6.31%
51801	Other Services	0.00	0.00	81,738.09	(81,738.09)	0.00%
51803	Other Contract Services	8,928,813.00	9,118,813.00	8,123,025.78	995,787.22	10.92%
51805	Cnty Spor'shp of events/orgs	5,000.00	5,000.00	4,500.00	500.00	10.00%
51901	Telecommunication Data Lines	13,662.00	13,662.00	8,132.40	5,529.60	40.47%
51902	Telecommunication Usage	1,233.00	1,233.00	225.99	1,007.01	81.67%
51904	ISD - Baseline Services	48,948.00	48,948.00	38,511.21	10,436.79	21.32%
51905	ISD - Improvement Projects	0.00	0.00	99.32	(99.32)	0.00%
51906	ISD - Supplemental Projects	400.00	400.00	0.00	400.00	100.00%
51907	ISD - Device Modernization Pro	0.00	0.00	1,820.74	(1,820.74)	0.00%
51909	Telecommunication Wireless Svc	9,540.00	9,540.00	6,678.26	2,861.74	30.00%
51911	Mail Services	850.00	850.00	3,224.65	(2,374.65)	-279.37%
51916	County Services Chgs	54,912.00	54,912.00	5,552.00	49,360.00	89.89%
51922	County Car Expense	692.00	692.00	1,738.85	(1,046.85)	-151.28%
51923	Unclaimable county car exp	50.00	50.00	0.00	50.00	100.00%
52091	Memberships/Certifications	55,419.00	55,419.00	89,987.53	(34,568.53)	-62.38%
52111	Office Supplies	18,420.00	18,420.00	14,866.42	3,553.58	19.29%
52114	Freight/Postage	10,000.00	10,000.00	174.21	9,825.79	98.26%
52115	Books/Media/Subscriptions	9,052.00	9,052.00	7,442.67	1,609.33	17.78%
52118	Printing and Binding Supplies	12,400.00	12,400.00	14,166.60	(1,766.60)	-14.25%
52162	Special Departmental Expense	225,500.00	225,500.00	123,526.89	101,973.11	45.22%
52163	Professional Development	43,220.00	43,220.00	34,239.65	8,980.35	20.78%
52191	Utilities Expense	2,900.00	2,900.00	2,761.28	138.72	4.78%
53402	Depreciation Expense	0.00	0.00	5,110.15	(5,110.15)	0.00%
57011	Transfers Out - within a Fund	903,981.00	3,355,462.00	3,351,481.00	3,981.00	0.12%
All Expense/Expenditure Accts		14,622,779.00	17,264,260.00	15,267,491.16	1,996,768.84	12%
All Asset Accounts						
19810	Acq-Land	0.00	0.00	0.00	0.00	0.00%
19831	Acq-CIP-Bldg & Impr	0.00	1,365,802.00	258,285.17	1,107,516.83	81.09%
All Asset Accounts		-	1,365,802.00	258,285.17	1,107,516.83	81%
All Expense/Expenditure Accts		14,622,779.00	17,264,260.00	15,267,491.16	1,996,768.84	
All Asset Accts		-	1,365,802.00	258,285.17	1,107,516.83	
All Revenues		15,253,761.00	17,705,242.00	18,555,331.98	(850,089.98)	
Net Cost		(630,982.00)	924,820.00	(3,029,555.65)	3,954,375.65	

66110400 ZW - Household Waste

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	117,472.00	117,472.00	19,190.00	98,282.00	83.66%
42360	State Grant Revenue	0.00	0.00	105,690.42	(105,690.42)	0.00%
42601	County of Sonoma	2,781,258.00	2,781,258.00	2,860,035.70	(78,777.70)	-2.83%
44002	Interest on Pooled Cash	15,100.00	15,100.00	41,470.89	(26,370.89)	-174.64%
44050	Unrealized Gains and Losses	0.00	0.00	21,876.15	(21,876.15)	0.00%
46029	Donations/Contributions	214,617.00	214,617.00	247,718.60	(33,101.60)	-15.42%
46200	PY Revenue - Miscellaneous	0.00	0.00	124.40	(124.40)	0.00%
All Revenues		3,128,447.00	3,128,447.00	3,296,106.16	(167,659.16)	-5%
All Expense/Expenditure Accts						
51041	Insurance - Liability	1,916.00	1,916.00	2,106.18	(190.18)	-9.93%
51071	Maintenance - Bldg & Improve	10,000.00	10,000.00	6,475.41	3,524.59	35.25%
51201	Administration Services	267,118.00	267,118.00	273,559.36	(6,441.36)	-2.41%
51205	Advertising/Marketing Svc	17,500.00	17,500.00	22,191.61	(4,691.61)	-26.81%
51206	Accounting/Auditing Services	2,616.00	2,616.00	3,497.00	(881.00)	-33.68%
51207	Client Accounting Services	4,810.00	4,810.00	8,672.57	(3,862.57)	-80.30%
51212	Outside Counsel - Legal Advice	2,000.00	2,000.00	7,193.60	(5,193.60)	-259.68%
51225	Training Services	1,600.00	1,600.00	0.00	1,600.00	100.00%
51229	Hazardous Waste Disposal Svc	47,000.00	47,000.00	28,044.46	18,955.54	40.33%
51249	Other Professional Services	85,709.00	85,709.00	99,778.89	(14,069.89)	-16.42%
51401	Rents and Leases - Equipment	407.00	407.00	384.43	22.57	5.55%
51421	Rents and Leases - Bldg/Land	15,559.00	15,559.00	5,973.13	9,585.87	61.61%
51507	Special Departmental Expense	105,000.00	105,000.00	111,626.23	(6,626.23)	-6.31%
51801	Other Services	0.00	0.00	54,271.99	(54,271.99)	0.00%
51803	Other Contract Services	1,612,737.00	1,612,737.00	1,282,988.99	329,748.01	20.45%
51901	Telecommunication Data Lines	1,032.00	1,032.00	1,204.80	(172.80)	-16.74%
51902	Telecommunication Usage	24.00	24.00	6.52	17.48	72.83%
51904	ISD - Baseline Services	8,046.00	8,046.00	7,328.75	717.25	8.91%
51909	Telecommunication Wireless Svc	2,040.00	2,040.00	1,170.84	869.16	42.61%
51911	Mail Services	100.00	100.00	64.48	35.52	35.52%
51916	County Services Chgs	10,274.00	10,274.00	2,063.00	8,211.00	79.92%
51922	County Car Expense	90.00	90.00	226.05	(136.05)	-151.17%
52091	Memberships/Certifications	8,833.00	8,833.00	10,135.00	(1,302.00)	-14.74%
52111	Office Supplies	2,500.00	2,500.00	1,647.05	852.95	34.12%
52115	Books/Media/Subscriptions	1,177.00	1,177.00	967.55	209.45	17.80%
52162	Special Department Expense	260.00	260.00	0.00	260.00	100.00%
52163	Professional Development	13,100.00	13,100.00	6,837.79	6,262.21	47.80%
52191	Utilities Expense	2,900.00	2,900.00	2,761.28	138.72	4.78%
57011	Transfers Out - within a Fund	903,981.00	1,949,492.00	1,945,511.00	3,981.00	0.20%
All Expense/Expenditure Accts		3,128,329.00	4,173,840.00	3,886,687.96	287,152.04	7%
All Expense/Expenditure Accts						
All Revenues		3,128,447.00	3,128,447.00	3,296,106.16	(167,659.16)	
Net Cost		(118.00)	1,045,393.00	590,581.80	454,811.20	

66111000 Education & Outreach

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	1,936,579.00	1,936,579.00	590,085.46	1,346,493.54	69.53%
42360	State Grant Revenue	0.00	0.00	1,255,344.48	(1,255,344.48)	0.00%
42601	County of Sonoma	977,199.00	977,199.00	1,004,877.41	(27,678.41)	-2.83%
44050	Unrealized Gains and Losses	0.00	0.00	23,542.15	(23,542.15)	0.00%
46029	Donations/Contributions	69,433.00	69,433.00	80,402.51	(10,969.51)	-15.80%
46050	Cancelled/Stale Dated Warrants	0.00	0.00	4,686.00	(4,686.00)	0.00%
46200	PY Revenue - Miscellaneous	0.00	0.00	0.10	(0.10)	0.00%
46210	Refunds	0.00	0.00	1,320.00	(1,320.00)	0.00%
47101	Transfers In - within a Fund	3,981.00	3,981.00	0.00	3,981.00	100.00%
All Revenues		2,987,192.00	2,987,192.00	2,960,258.11	26,933.89	1%

All Expense/Expenditure Accts

51041	Insurance - Liability	2,506.00	2,506.00	2,754.23	(248.23)	-9.91%
51201	Administration Services	681,080.00	681,080.00	649,313.72	31,766.28	4.66%
51205	Advertising/Marketing Svc	2,500.00	2,500.00	2,846.00	(346.00)	-13.84%
51206	Accounting/Auditing Services	3,420.00	3,420.00	4,573.00	(1,153.00)	-33.71%
51207	Client Accounting Services	6,290.00	6,290.00	11,341.06	(5,051.06)	-80.30%
51212	Outside Counsel - Legal Advice	15,000.00	15,000.00	23,855.04	(8,855.04)	-59.03%
51241	Outside Printing and Binding	3,500.00	3,500.00	0.00	3,500.00	100.00%
51249	Other Professional Services	1,915,883.00	1,915,883.00	1,275,562.67	640,320.33	33.42%
51401	Rents and Leases - Equipment	532.00	532.00	502.71	29.29	5.51%
51421	Rents and Leases - Bldg/Land	4,480.00	4,480.00	2,415.17	2,064.83	46.09%
51801	Other Services	0.00	0.00	25,216.80	(25,216.80)	0.00%
51803	Other Contract Services	35,000.00	35,000.00	29,976.70	5,023.30	14.35%
51805	Cnty Spor'shp of events/orgs	5,000.00	5,000.00	4,500.00	500.00	10.00%
51901	Telecommunication Data Lines	11,550.00	11,550.00	5,873.40	5,676.60	49.15%
51902	Telecommunication Usage	1,185.00	1,185.00	217.54	967.46	81.64%
51904	ISD - Baseline Services	16,568.00	16,568.00	5,544.81	11,023.19	66.53%
51905	ISD - Improvement Projects	0.00	0.00	99.32	(99.32)	0.00%
51906	ISD - Supplemental Projects	400.00	400.00	0.00	400.00	100.00%
51907	ISD - Device Modernization Pro	0.00	0.00	1,820.74	(1,820.74)	0.00%
51909	Telecommunication Wireless Svc	6,600.00	6,600.00	4,965.95	1,634.05	24.76%
51911	Mail Services	500.00	500.00	3,160.17	(2,660.17)	-532.03%
51916	County Services Chgs	11,695.00	11,695.00	1,828.00	9,867.00	84.37%
51922	County Car Expense	118.00	118.00	295.60	(177.60)	-150.51%
51923	Unclaimable county car exp	50.00	50.00	0.00	50.00	100.00%
52091	Memberships/Certifications	34,016.00	34,016.00	52,405.95	(18,389.95)	-54.06%
52111	Office Supplies	11,920.00	11,920.00	10,519.37	1,400.63	11.75%
52114	Freight/Postage	10,000.00	10,000.00	174.21	9,825.79	98.26%
52115	Books/Media/Subscriptions	1,539.00	1,539.00	1,265.25	273.75	17.79%
52118	Printing and Binding Supplies	12,400.00	12,400.00	14,166.60	(1,766.60)	-14.25%
52162	Special Department Expense	167,840.00	167,840.00	66,124.81	101,715.19	60.60%
52163	Professional Development	25,620.00	25,620.00	23,750.46	1,869.54	7.30%
53402	Depreciation Expense	0.00	0.00	5,110.15	(5,110.15)	0.00%
57011	Transfers Out - within a Fund	0.00	55,710.00	55,710.00	0.00	0.00%
All Expense/Expenditure Accts		2,987,192.00	3,042,902.00	2,285,889.43	757,012.57	25%

All Expense/Expenditure Accts	2,987,192.00	3,042,902.00	2,285,889.43	757,012.57	
All Revenues	2,987,192.00	2,987,192.00	2,960,258.11	26,933.89	
Net Cost		-	55,710.00	(674,368.68)	730,078.68

66111100 Organics

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
42358	State Other Funding	258,500.00	258,500.00	0.00	258,500.00	100.00%
42461	Federal Other Funding	0.00	0.00	117,297.00	(117,297.00)	0.00%
42601	County of Sonoma	7,886,333.00	7,886,333.00	8,323,757.08	(437,424.08)	-5.55%
44050	Unrealized Gains and Losses	0.00	0.00	25,091.13	(25,091.13)	0.00%
All Revenues		8,144,833.00	8,144,833.00	8,466,145.21	(321,312.21)	-4%
All Expense/Expenditure Accts						
51041	Insurance - Liability	10,319.00	10,319.00	11,340.95	(1,021.95)	-9.90%
51201	Administration Services	457,633.00	457,633.00	376,397.05	81,235.95	17.75%
51205	Advertising/Marketing Svc	25,000.00	25,000.00	0.00	25,000.00	100.00%
51206	Accounting/Auditing Services	14,084.00	14,084.00	18,830.00	(4,746.00)	-33.70%
51207	Client Accounting Services	25,900.00	25,900.00	46,698.47	(20,798.47)	-80.30%
51212	Outside Counsel - Legal Advice	5,000.00	5,000.00	548.50	4,451.50	89.03%
51249	Other Professional Services	278,500.00	278,500.00	110,547.30	167,952.70	60.31%
51401	Rents and Leases - Equipment	2,192.00	2,192.00	2,070.01	121.99	5.57%
51421	Rents and Leases - Bldg/Land	3,008.00	3,008.00	3,150.70	(142.70)	-4.74%
51801	Other Services	0.00	0.00	1,571.80	(1,571.80)	0.00%
51803	Other Contract Services	7,236,076.00	7,236,076.00	6,735,873.78	500,202.22	6.91%
51901	Telecommunication Data Lines	1,080.00	1,080.00	1,054.20	25.80	2.39%
51902	Telecommunication Usage	24.00	24.00	1.93	22.07	91.96%
51904	ISD - Baseline Services	24,334.00	24,334.00	25,637.65	(1,303.65)	-5.36%
51909	Telecommunication Wireless Svc	900.00	900.00	541.47	358.53	39.84%
51911	Mail Services	250.00	250.00	0.00	250.00	100.00%
51916	County Services Chgs	32,347.00	32,347.00	1,059.00	31,288.00	96.73%
51922	County Car Expense	484.00	484.00	1,217.20	(733.20)	-151.49%
52091	Memberships/Certifications	12,570.00	12,570.00	27,446.58	(14,876.58)	-118.35%
52111	Office Supplies	2,000.00	2,000.00	0.00	2,000.00	100.00%
52115	Books/Media/Subscriptions	6,336.00	6,336.00	5,209.87	1,126.13	17.77%
52162	Special Department Expense	1,400.00	1,400.00	0.00	1,400.00	100.00%
52163	Professional Development	4,500.00	4,500.00	3,651.40	848.60	18.86%
57011	Transfers Out - within a Fund	0.00	1,350,260.00	1,350,260.00	0.00	0.00%
All Expense/Expenditure Accts		8,143,937.00	9,494,197.00	8,723,107.86	771,089.14	8%
All Expense/Expenditure Accts		8,143,937.00	9,494,197.00	8,723,107.86	771,089.14	
All Revenues		8,144,833.00	8,144,833.00	8,466,145.21	(321,312.21)	
Net Cost		(896.00)	1,349,364.00	256,962.65	1,092,401.35	

66110300 Zero Waste - Organics Reserve

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	29,289.00	29,289.00	259,363.06	(230,074.06)	-785.53%
44050	Unrealized Gains and Losses	0.00	0.00	42,322.29	(42,322.29)	0.00%
47101	Transfers In - within a Fund	0.00	1,350,260.00	1,350,260.00	0.00	0.00%
All Revenues		29,289.00	1,379,549.00	1,651,945.35	(272,396.35)	-20%
All Expense/Expenditure Accts						
51201	Administration Services	24,318.00	24,318.00	23,335.70	982.30	4.04%
51206	Accounting/Auditing Services	1,000.00	1,000.00	1,000.00	0.00	0.00%
51212	Outside Counsel - Legal Advice	10,000.00	10,000.00	1,594.30	8,405.70	84.06%
51803	Other Contract Services	0.00	190,000.00	36,686.31	153,313.69	80.69%
51916	County Services Chgs	379.00	379.00	0.00	379.00	100.00%
52111	Office Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00%
52162	Special Department Expense	0.00	0.00	9,868.59	(9,868.59)	0.00%
All Expense/Expenditure Accts		36,697.00	226,697.00	72,484.90	154,212.10	68%
All Expense/Expenditure Accts		36,697.00	226,697.00	72,484.90	154,212.10	
All Revenues		29,289.00	1,379,549.00	1,651,945.35	(272,396.35)	
Net Cost		7,408.00	(1,152,852.00)	(1,579,460.45)	426,608.45	

66110900 ZW - Contingency Fund

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	48,000.00	48,000.00	53,054.80	(5,054.80)	-10.53%
44050	Unrealized Gains and Losses	0.00	0.00	22,458.82	(22,458.82)	0.00%
46029	Donations/Contributions	0.00	0.00	10,001.41	(10,001.41)	0.00%
47101	Transfers In - within a Fund	0.00	1,101,221.00	1,101,221.00	0.00	0.00%
All Revenues		48,000.00	1,149,221.00	1,186,736.03	(37,515.03)	-3%

All Expense/Expenditure Accts

51201	Administration Services	201,407.00	201,407.00	198,548.52	2,858.48	1.42%
51206	Accounting/Auditing Services	1,000.00	1,000.00	1,000.00	0.00	0.00%
51212	Outside Counsel - Legal Advice	20,000.00	20,000.00	8,759.50	11,240.50	56.20%
51801	Other Services	0.00	0.00	677.50	(677.50)	0.00%
51803	Other Contract Services	45,000.00	45,000.00	37,500.00	7,500.00	16.67%
51916	County Services Chgs	217.00	217.00	602.00	(385.00)	-177.42%
52111	Office Supplies	1,000.00	1,000.00	2,700.00	(1,700.00)	-170.00%
52162	Special Department Expense	56,000.00	56,000.00	47,533.49	8,466.51	15.12%
All Expense/Expenditure Accts		324,624.00	324,624.00	297,321.01	27,302.99	8%

All Expense/Expenditure Accts	324,624.00	324,624.00	297,321.01	27,302.99	
All Revenues	48,000.00	1,149,221.00	1,186,736.03	(37,515.03)	
Net Cost	276,624.00	(824,597.00)	(889,415.02)	64,818.02	

66111200 Unfunded Pension Liability

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	16,000.00	16,000.00	27,725.04	(11,725.04)	-73.28%
44050	Unrealized Gains and Losses	0.00	0.00	10,583.23	(10,583.23)	0.00%
All Revenues		16,000.00	16,000.00	38,308.27	(22,308.27)	-139%

All Expense/Expenditure Accts

51206	Accounting/Auditing Services	1,000.00	1,000.00	1,000.00	0.00	0.00%
All Expense/Expenditure Accts		1,000.00	1,000.00	1,000.00	-	0%

All Expense/Expenditure Accts	1,000.00	1,000.00	1,000.00	-	
All Revenues	16,000.00	16,000.00	38,308.27	(22,308.27)	
Net Cost	(15,000.00)	(15,000.00)	(37,308.27)	22,308.27	

66111300 Debt Servicing Reserve

Account	Description	Original Budget	Final	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	0.00	0.00	47,322.68	(47,322.68)	0.00%
44050	Unrealized Gains and Losses	0.00	0.00	8,510.17	(8,510.17)	0.00%
47101	Transfers In - within a Fund	900,000.00	900,000.00	900,000.00	0.00	0.00%
All Revenues		900,000.00	900,000.00	955,832.85	(55,832.85)	-6%

All Expense/Expenditure Accts

51206	Accounting/Auditing Services	1,000.00	1,000.00	1,000.00	0.00	0.00%
All Expense/Expenditure Accts		1,000.00	1,000.00	1,000.00	-	0%

All Asset Accounts

19831	Acq-CIP-Bldg & Impr	0.00	1,365,802.00	258,285.17	1,107,516.83	81.09%
All Asset Accounts		-	1,365,802.00	258,285.17	1,107,516.83	81%

All Expense/Expenditure Accts	1,000.00	1,000.00	1,000.00	-		
All Assets Accounts		-	1,365,802.00	258,285.17	1,107,516.83	
All Revenues		900,000.00	900,000.00	955,832.85	(55,832.85)	
Net Cost		(899,000.00)	466,802.00	(696,547.68)	1,051,683.98	

Fiscal Year End Fund Balances FY 24/25

Fund	Beginning Balance		6/30/2025	Projected Fund Balance	Fund Balance
					Goal
Organics Reserve	78103	2,786,854	4,366,314	1,897,405	1,966,359
HHW	78104	1,130,861	540,279	634,580	534,660
Contingency Reserve	78109	1,416,056	2,286,400	742,774	968,618
Education & Outreach	78110	220,810	593,679	254,865	107,131
Organics	78111	2,227,427	1,970,464	1,317,613	1,966,359
Unfunded Pension Liability Rsv	78112	695,773	733,081	679,697	650,000
Debt Servicing Reserve	78113	1,272,770	1,969,317	1,618,959	
Total			12,459,535	7,145,893	



ITEM: Discussion and Possible Action on the Fiscal Year 2026-27 Work Plan

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provide feedback and consider approval of the FY 26-27 Work Plan which is used as a guide for the FY 26-27 Draft Budget.

II. BACKGROUND

Since FY 06-07, an annual Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that complements the budget planning process. The Work Plan contains a description of Zero Waste Sonoma's (ZWS) projects, contractor costs, and staff costs for FY 26-27. The Work Plan also assists in the preparation of ZWS's annual draft budget.

III. DISCUSSION

Staff proposes that core projects continue in their current form (i.e., regulatory compliance, organics hauling, household hazardous waste processing, used oil outreach, mandatory commercial and organics diversion, outreach activities including the zero waste guide, website maintenance, and reporting). Several ongoing programs will carry over into the new fiscal year; including the completion of the second round of SB1383 Local Assistance grant funding. Organics hauling and processing will be majorly impacted in the new fiscal year. Staff were informed by Waste Management that the Redwood composting facility in Novato will significantly increase its per-ton processing rate and reduce the volume of material accepted from Zero Waste Sonoma by approximately 50 percent. In response, staff have been actively working to secure alternative processing capacity to ensure continued service continuity. However, available replacement facilities are located at greater distances and charge substantially higher tipping fees. As a result, the combined increases in processing and transportation costs are anticipated to raise annual budget expenditures by approximately \$1.5 million.

In addition, there are only two new projects proposed:

- Staff proposes to manage a contract with Republic to collect used cooking oil at Central Landfill for recycling.
- Staff proposes to partner with Regenerative Forest Solutions (RFS) to serve as the grant administrator for state grant funding through the Governor's Office of Land Use & Climate Innovation to support coordination, technical assistance, and tracking needed to improve the recovery and beneficial use of woody biomass in Sonoma County, in alignment with SB 1383 goals.
-

The full Draft Work Plan is attached for your review, and projects where there have been

significant increases in cost and/or new program line items have been highlighted in green for your convenience.

IV. FUNDING IMPACT

There is no direct funding impact of the FY 26-27 Work Plan. This document is informational and used for planning purposes and to complement the FY 26-27 Draft Budget.

V. ATTACHMENTS

FY 26-27 Work Plan

26-27 Work Plan

Organics

	Program	Program Description	Contractor	Staff	Goal/Justification/Pillar	Schedule
1.1	Municipal Composting Program	Manage contracts for outhauling organics to composting sites, reconcile and process monthly invoices for payment, and manage SB 1383 compliance including compost giveaway events and compost giveaway hubs.	\$ 8,944,601	\$ 48,680	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the ColWMP.	Monthly
1.2	Home Composting Education & Outreach	Promote home composting and vermicomposting. Issue updated RFP for services.	\$ 10,000	\$ 11,741	ColWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	New contract needed
1.3	Conferences and Webinars	Attend the USCC 2026 Conferences and webinars on SB 1383 and other organic material related topics.		\$ 15,808	Board Directed	Ongoing
1.4	Organics Education and State Regulations	Monitor and research upcoming regulations and continue education of existing regulations for member jurisdictions and the public including a SB 1383 organics contamination reduction campaign.		\$ 86,388	MANDATED SB1383/AB939	Ongoing
1.5	Compost Giveaway and Hub Management	Implement and manage of compost funds. Potential funding needed for finished compost delivery.	\$ 5,000	\$ 29,176	ColWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	Ongoing
1.6	Woody Waste Grant	Serve as grant administrator for state grant resources to enable the coordination, technical assistance, and tracking required to improve recovery and utilization of woody biomass in the county to meet SB1383 goals.		\$ 3,761	SB1383	Limited
Total		FY 26-27	\$ 8,959,601	\$ 195,553		
Prior Year		FY 25-26	\$ 7,262,178	\$ 273,622		

Reserves (Restricted by Board Policy)						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
2.1	Securing Organics Capacity	Execute agreements for future organics facilities.	\$ 1,000	\$ 28,618	CoIWMP/Section 4.5.3	Ongoing
3.1	New Model Ordinances and Policy Research/Implementation	Potentially develop model ordinances for Large Events and Venue diversion, HHW Extended Producer Responsibility (EPR), Artificial Turf moratorium or ban. Hire consultant to research and publish white paper study on artificial turf. Develop model re-use policy. Report to the Board on ordinance feasibility and propose next steps.	\$ 20,000	\$ 23,123	Board Directed. Strategic Plan Pillar	Ongoing
3.2	Reusable Food Ware Minigrants	Provide assistance and minigrants to restaurants to transition from single-use to reusable food service items (up to \$600 per award).	\$ 10,000	\$ 4,791	Staff Recommended. Pilot started FY 21/22	Limited
3.3	Food Recovery Organization Minigrant	Assist local FRO with infrastructure to help quantify, increase capacity, and report on food saved.	\$ 25,000	\$ 10,070	Board Approved November 2023	Limited
3.4	Technical Assistance Project for Polystyrene / Foodware Ordinance Outreach	Continue technical assistance for compliance on local Polystyrene and Food Ware ordinances in each member jurisdiction.	\$ 50,000	\$ 22,663	Strategic Plan Pillar for reuse	Limited
3.5	Fix-it Clinic Minigrants	Offer minigrants to community organizations developing their own fix-it clinics, clothing swaps, and other reuse events.	\$ 9,000	\$ 12,059	Strategic Plan Pillar for reuse	Limited
4.1	North County HHW Facility	Develop permanent HHW Facility on Pruitt Ave in Windsor working with consulting team on the facility design, deconstruction of existing buildings, permitting, CEQA compliance, engineering, and conditional use permit.	\$ 1,028,280	\$ 113,071	Board Directed	Ongoing
	Total	FY 26-27	\$ 1,143,280	\$ 214,395		
	Prior Year	FY 25-26	\$ 1,148,280	\$ 184,662		

Household Hazardous Waste						
	Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.1	HHW Collection Program	Manage household hazardous waste collection and processing contracts for residents and CESQG (businesses) at the Household Hazardous Waste Facility (HHWF), HHW Collection Events, and HHW Rover. Provide education resources for the program as needed and coordinate with local organizations.	\$ 1,751,000	\$ 70,487	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the ColWMP)	Contract expires June 30, 2027
5.2	E-waste Collection and Internal Transport at Disposal Site	Transport electronic waste collected at all of the County-owned disposal sites.	\$ 46,350	\$ 7,730	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract Expires December 31, 2026
5.3	E-waste Sorting and Recycling	Sort electronic wastes collected at all of the County-owned disposal sites for recycling.	\$ 60,000	\$ 11,595	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract Expires June 30, 2026
5.4	Oil & Filter Recycling (Grant Funded)	Report and audit the collection and education of oil per CalRecycle requirements through funds provided by their Oil Payment Program. Projects vary annually depending on state funding levels. Used oil competitive grants may be applied for specific projects.	\$ 55,089	\$ 32,631	Board Directed	Consultant Contract Expires June 30, 2026
5.5	Reporting	Report and quantify HHW collection efforts annually, including the annual E-Waste report, net cost report, stormwater report, HHW portion of the Electronic Annual Report, and the 303 Report.	\$ -	\$ 27,708	MANDATED Required by regulation.	Jan, Feb, July, Sept, and October Due Dates
5.6	Product Stewardship Education, Outreach, Policy and Legislation	Participate in statewide and national EPR efforts, develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Zero Waste Guide, fliers and online), participate in community outreach at events, develop and plan for EPR ordinances as approved by Agency Board, and examine recent and pending legislation relevant to current and projected Agency projects.	\$ -	\$ 10,683	BOARD DIRECTED EPR Implementation Plan (ColWMP/Section 4.3.3.3)	Ongoing

Household Hazardous Waste (cont.)

Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
5.7 E-Waste Recycling Events	Manage and properly dispose of electronic waste defined as hazardous waste, provide supports for coordination of e-waste event, perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line), administer the contracted events to include reuse collection.	\$ 20,000	\$ 18,964	ColWMP/Section 5.4.1.8 Provide recycling information to all County residents	Ongoing – Monthly Contract expires Dec 31, 2026.
5.8 Sea Ranch Collection Event	Host a HHW collection event for residents living in the northwest part of Sonoma County and produce educational materials to help publicize disposal opportunities.	\$ 25,000	\$ 2,056	MANDATED - JPA	One event per year
5.9 HHW Grants	CalRecycle offers grants to expand and improve Household Hazardous Waste programs. Projects may include construction of Household Hazardous Waste facilities or small projects like solar panel or marine flare collection. If the timing aligns with ZWS's efforts in building a new facility, staff will apply for the construction grant. Staff plans to apply in FY 26-27 for a marine flare collection event.		\$ 13,824	Staff recommended	Ongoing
5.10 Park Propane Collaboration	Manage permanent disposable cylinder collection container and educate the public on refillable cylinders.	\$ 7,500	\$ 5,687	AB939	Contract Expires 12/31/26
5.11 HHWF Maintenance	Maintenance and upgrades to the HHW building at Central. Prepare for quarterly and annual fire inspections.	\$ 10,000	\$ 966	MANDATED	Ongoing
5.12 Conferences	Attend NAHMMA Conference (2).	\$ 5,400	\$ 15,542	Board Directed	
5.13 Meds/Sharps	Implement SB212 requirements, develop outreach materials, and participate in the Safe Medicine Disposal Committee.		\$ 13,769	State Mandated SB212	
5.14 Car Battery Recycling	Manage battery recycling contract.		\$ 10,536	Strategic Plan Pillar for reuse	
5.15 Used Cooking Oil Collection	Manage contract for used cooking oil recycling at Central		\$ 7,412	Strategic Plan Pillar for reuse	
Total	FY 26-27	\$ 1,980,339	\$ 249,591		
Prior Year	FY 25-26	\$ 1,956,924	\$ 189,525		

Education						
Program	Program Description	Contractor	Staff	Goal/Justification	Schedule	
6.1	Zero Waste Guide English/Spanish Versions	Create the Zero Waste Guide (English and Spanish) as a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages, coordinate with consultants for illustrations and cover artwork, review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.), prepare publication for on-line viewing, and arrange for printing and distribution of extra guides (approx. 28,000 English and 11,000 Spanish copies).	\$ 13,900	\$ 54,230	MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the CoIWMP) BOARD DIRECTED (Spanish Guide)	Print Jan 2027
6.2	Eco-Desk Phone Number 565-3375 (English and Spanish)	Respond to telephone and email questions from the public received on the Eco-Desk, listen to messages daily, log calls into the database and returns phone calls/emails within one business day, research topics to help foster more opportunities as needed, record information in the Eco-Desk database, prepare annual reports summarizing activity on the English and Spanish Eco-Desk, and coordinate with Spanish language contractor as needed.	\$ 5,000	\$ 63,356	MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the CoIWMP)	Daily
6.3	Spanish Language Outreach	Provide outreach to Spanish speaking residents about waste diversion issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc. through a contractor. Manage the contract for services, and provide support for educational materials as needed.	\$ 35,000	\$ 5,316	MANDATED - JPA Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).	June 30, 2026 w/ two one-year extensions
6.4	Spanish Language Translation	Utilize on-demand translation services.	\$ 5,000	\$ 849		
6.5	Grants	Apply for educational/outreach grants as they become available.	\$ -	\$ 55,640	MANDATED - JPA Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)	As available

Education (cont.)

Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
6.6 Web site www.zerowaste sonoma.gov	Improve, maintain and update ZWS's ADA compliant website which includes topics on Agency, HHW, reduction, recycling, business, multifamily, schools, disposal, compost, and other resources and prepare annual reports on web site activity.	\$ 9,651	\$ 44,274	MANDATED - JPA Communicate recycling information using the web (Section 4.7.2.3 of the ColWMP)	Ongoing
6.7 Outreach Partnerships	Provide staff support to local groups, engaged in complementary environmental educations e.g., Climate Action Groups, Reuse Alliance, Contract Haulers, Schools, Sonoma Green Business Program, Republic Services, Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), Goodwill Industries Redwood Empire, Mattress Recycling Council, Californias Against Waste, etc.	\$ -	\$ 38,378	Board Directed/Strategic Plan Pillar	Ongoing
6.8 Food Recovery Education	Provide support to member jurisdictions and the community for implementing CalRecycle's SB 1383 requirements regarding edible food recovery including outreach and education, compliance monitoring, recordkeeping, reporting, and expanding relationships with existing food recovery organizations in the region. Create and distribute education materials.	\$ 20,000	\$ 36,234	MANDATED - Required by State Legislation, SB 1383	Ongoing
6.9 Annual Work Plan Report	Prepare annual reporting of ZWS's accomplishments and outreach goals.	\$ 300	\$ 11,686	Board Directed	Annual
6.10 Fairs and Events	Select a new outreach theme that responds to current topics, produce fair outreach materials and promotional giveaways (e.g., information panels, brochure holders, etc.), coordinate staffing for events, coordinate fair set up and tear down, and refurbish display materials.	\$ -	\$ 19,406	MANDATED - JPA (Section 4.7.2.9 of the ColWMP)	Summer and Fall
6.11 Zero Waste Week	Work with industry partners, jurisdictions, and local groups to host zero waste events.	\$ 10,000	\$ 34,122	Strategic Plan Pillar	Annually
6.12 Social Media On-line Marketing Outreach	Manage on-line marketing options for Agency topic using services such as Facebook, Linked In, You Tube, and Instagram.	\$ 2,500	\$ 29,599	BOARD DIRECTED	Ongoing
6.13 Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$ 100,189	\$ 34,706	BOARD DIRECTED	Ongoing

Education (cont.)

Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
6.14 AB 939 Reporting Requirements	Prepare CalRecycle's Environmental Annual Report and Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, large venues/events, HHW program, update text description of programs and submit report CalRecycle.	\$ -	\$ 22,569	MANDATED – AB 939, AB 341, AB 2176 Compliance with State regulations (Section 4.7.2.12 of the ColWMP)	Annual Report due August for prior year
6.15 RMDZ	Act as lead Recycling Market Development Zone Administrator for Sonoma, Mendocino, and Lake counties and support new funding for marketing and reuse projects.	\$ 36,000	\$ 10,623	Board Directed	Ongoing
6.16 Ordinance Education/ Enforcement	Provide education to jurisdictions for new ordinances and assist with enforcement, manage food recovery inspections, and mailings.	\$ 10,000	\$ 34,242	Board Directed	Ongoing
6.17 CD&D Implementation and Administration	Provide staffing to jurisdictions for new CD&D ordinance and implement input and administration of Green Halo.		\$ 39,952	Board Directed	Ongoing
6.18 Conferences	Attend and participate at industry conferences for continuing education.		\$ 33,796	Board Directed	Ongoing
6.19 Zero Waste Week and Repair Workshop	Schedule, promote, and implement annual Zero Waste Week and host ZWW Repair Fair.	\$ 5,000	\$ 14,280	Strategic Plan Pillar	Quarterly
6.20 Reuse / Repair Workshops	Manage contract for an annual repair fair event in each jurisdiction to provide repair assistance to residents for broken items such as small appliances, electronics, textiles, furniture, bicycles, and other consumer goods, as well as public education around repair and reuse as a waste diversion strategy.	\$ 50,000	\$ 19,285	Strategic Plan Pillar	Ongoing
6.21 Compost Rebate	Manage a regional rebate program for all member jurisdictions to procure compost by proxy, through a "direct service provider"	\$ 50,000	\$ 10,247	Cal Recycle/SB1383	Ongoing
6.22 ZWNB Symposium	Serve on committee with community members and the County of Marin to host the annual Zero Waste North Bay Symposium showcasing local advances in waste reduction and sustainability in the region		\$ 9,013		
Total	FY 26-27	\$ 352,540	\$ 621,801		
Prior Year	FY 25-26	\$ 410,699	\$ 568,676		

General Administration

Program	Program Description	Contractor	Staff	Goal/Justification	Schedule
7.1 Agency Meetings	Prepare agendas/packets, attend meetings, research and document development, and prepare and file minutes, resolutions, and agreements.	\$ -	\$ 211,092	MANDATED-JPA	Ongoing
7.2 Program Management	Provide general administration of agency programs, attend meetings, conferences, and trainings as needed, execute planning and development of new programs.	\$ -	\$ 78,562	MANDATED-JPA	Ongoing
7.3 ZWS Fin. Mgmt.	Approve invoices/journal vouchers, prepare financial statements to Board, prepare budget and facilitate approvals, respond to audits (internal and external)		\$ 190,324	MANDATED-JPA	Ongoing
Total	FY 26-27	\$ -	\$ 479,977		
Prior Year	FY 25-26	\$ -	\$ 445,372		

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.	\$ -	\$ 19,821	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).	\$ -	\$ 4,020	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
C All Programs	Emergency Response Support to TPW.	\$ -	\$ 5,365		
Total	FY 26-27	\$ -	\$ 29,206		
Prior Year	FY 25-26	\$ -	\$ 27,225		
Grand total	FY 26-27	\$ 12,435,760	\$ 1,790,524		
Prior Year	FY 25-26	\$ 10,778,081	\$ 1,689,083		