



## Meeting of the Board of Directors

April 15, 2021  
REGULAR MEETING

Regular Session begins at 9:00 a.m.

Estimated Ending Time 11:30 a.m.

Virtual Meeting via Zoom

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

Or Telephone: +1 669 900 9128

Webinar ID: 922 4885 5470

Passcode: 157476

Meeting Agenda and Documents

## **ZERO WASTE SONOMA**

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

April 15, 2021

#### REGULAR MEETING

Regular Session begins at 9:00 a.m.

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*Note: This packet is 45 pages total*



## **Zero Waste Sonoma**

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**April 15, 2021**

### **REGULAR MEETING**

**Regular Session begins at 9:00 a.m.**

**Estimated Ending Time 11:30 a.m.**

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

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

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

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



## **Agenda**

### **Item**

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

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

- 4.1 Minutes of the March 18, 2021 Regular Meeting
- 4.2 Minutes of the March 30, 2021 Special Meeting
- 4.3 March, April, May 2021 Outreach Calendar
- 4.4 Approval of First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services

### **Regular Calendar**

5. Gold Resolution Recognizing Karina Chilcott [Lukacs]
6. Discussion and Possible Action on FY 21/22 Final Budget [Collard]
7. Boardmember Comments – NO ACTION
8. Executive Director Report – VERBAL REPORT
9. Staff Comments – NO ACTION
10. Next ZWS meeting: May 20, 2021
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) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

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



**To:** Zero Waste Sonoma Board Members

**From:** Leslie Lukacs, Executive Director

**Subject:** April 15, 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 March 18, 2021 Meeting
- 4.2 Minutes of the March 30, 2021
- 4.3 March, April, and May 2021 Outreach Calendar
- 4.4 Approval of First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services

## Regular Calendar

### 5 Gold Resolution Recognizing Karina Chilcott:

After over twenty years of service to Zero Waste Sonoma, Karina Chilcott officially retired on April 5, 2021. Staff would like to acknowledge her contributions to the agency and her lifelong commitment to the goals of Zero Waste Sonoma.

**Recommended Action:** Staff recommends the Board approve the Gold Resolution.

### 6 Discussion and Possible Action on the Fiscal Year 21-22 Final Budget:

The Board gave staff direction regarding the Work Plan at the February 18, 2021 ZWS meeting. The Work Plan is the first step in the budget development process. The next step in preparing the ZWS's annual budget is the Board's review and approval of a Draft Budget which was done at the March 18, 2021 meeting. Approval of the Final Budget is the last step in the annual budget process.

**Recommended Action:** Staff recommends the Board approval of the revised Final FY 21-22 Budget (Option A) with the assumption that a budget adjustment can be implemented mid-year if the agency cap is resolved.



## Minutes of the March 18, 2021 Meeting

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

### Board Members Present:

City of Cloverdale	Marta Cruz	City of Santa Rosa	John Sawyer
City of Cotati	Susan Harvey	City of Sebastopol	Diana Rich
City of Healdsburg	Larry Zimmer	City of Sonoma	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, Courtney Scott

Agency Clerk: Janel Perry

### 1. Call to Order Regular Meeting

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

Introductions

### 2. Agenda Approval

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

None.

### 4. Consent (w/attachments)

4.1 Minutes of the February 18, 2021 Regular Meeting

4.2 February, March, and April 2021 Outreach Calendar

4.3 FY 20/21 Budget Adjustment

4.4 Letters of Support: AB818 Solid Waste: Pre-moistened Non-woven Disposable Wipes; AJR Basel Agreement Ratification; SB343 Truth in Recycling Labeling; SB244 Lithium-ion Batteries: Illegal Disposal and Fire Prevention

### Action Items:

- None

### Public Comments:

- None

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

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

**Second:** City of Healdsburg - Larry Zimmer

**Vote Count:**

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

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

**Motion passed.**

**Regular Calendar**

**5. Discussion and Possible Action on FY 21/22 Draft Budget [Collard]**

**Board Comments/Action Items:**

- Initiate discussion with the County regarding the self-haul tip fee cap
- Continually check at the state level if AB1383 has an amended timeline for implementation/enforcement

**Public Comments:**

- Logan Harvey commented on rate clarifications.
- Guy Tillotson commented in support of agency's action.

**Motion:** To approve Fiscal Year 21-22 draft budget with directions to look at the cap but not as it relates to this specific budget and return our budget on April 15<sup>th</sup>.

**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.**

**6. Discussion and Possible Action on Model Environmentally Preferred Purchasing Policy [Pagal/Tan]**

**Board Comments/Action Items:**

- No known litigation with preferred purchasing policies in other counties at this time
- Create a system with specific guidelines for jurisdictions to track their purchases
- Share a report with board members based off of the tracking information data
- Ensure that local buying options are preferred choice

**Public Comments:**

None.

**Motion:** To approve the Model Environmentally Preferred Purchasing Policy including editing of font sizes on pages 46, 47 and 52 and direction to fill in blanks as appropriate with agency policy and references for those blanks.

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

**Second:** City of Healdsburg- Larry Zimmer

**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. **Boardmember Comments** – NO ACTION  
Comments were received by the board.
8. **Executive Director Report** – NO ACTION  
Executive Director present report.  
John Sawyer left at 10:15 am.
9. **Staff Comments** – NO ACTION  
None.
10. **Next SCWMA meeting:** April 15, 2021
11. **Adjourn:** 10:22 am

Submitted by: Janel Perry





## Minutes of the March 30, 2021 Meeting

Zero Waste Sonoma met on March 30, 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	ABSENT	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	Absent

### Staff Present:

Executive Director: Leslie Lukacs

Counsel: Ethan Walsh

Staff: Xinci Tan, Sloane Pagal, Thora Collard, Courtney Scott

Agency Clerk: Janel Perry

### 1. Call to Order Regular Meeting

Regular session was called to order at 3:02 p.m.

Introductions

Susan Harvey arrived at 3:07 p.m.

### 2. Agenda Approval

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

None.

### Regular Calendar

### 4. Discussion and Possible Action on Rate Increase to the Agency Surcharge and Organics

#### Tipping Fee [Collard]

#### Board Comments/Action Items:

- Look at extending hours of the Central Landfill to increase revenue.
- Review data to see if we are receiving less revenue due to less tonnage being deposited from hours being cut?
- Research what fees are and are not capped, see why the agency fees did not get a CPI increase.
- Provide rate range for rate payers increase.
- Update the Board with updates on meetings with the County regarding the cap.
- Provide answers regarding enforcement of 1383 as they arise.
- Educate ratepayers of impending rate increases and why they exist.

### **Call to Order Public Hearing**

Public hearing was called to order at 3:45 p.m.

### **Public Comments:**

None.

### **Adjournment of Public Hearing**

Public hearing adjourned at 3:46 p.m.

**Motion:** To approve fee increases as proposed by staff in the staff report.

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

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

### **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	ABSENT

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

**Motion passed.**

**Motion:** To send a letter to the County of Sonoma advising them that we are being challenged with the limitation of the cap on these fees to finance all of the responsibilities that we are assuming and would love to support their efforts to negotiate an amendment to the MOA with Republic to increase that cap. Secondly in the letter, we would like to inform the county that in the event we have negotiations in the future that this board and this agency would like to be consulted or part of the collaboration on that.

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

**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	ABSENT

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

**Motion passed.**

### **5. Boardmember Comments – NO ACTION**

None.

### **6. Executive Director Report – NO ACTION**

None.

7. **Staff Comments – NO ACTION**  
None.
8. **Next SCWMA meeting:** April 15, 2021
9. **Adjourn:** 4:02 p.m.

Submitted by: Janel Perry

DRAFT



Agenda Item #: **4.3**  
 Agenda Date: **4/15/2021**

## ITEM: March, April, May 2021 Outreach Calendar

### March 2021 OUTREACH

Start date	End date	Start time	End time	Event	City
3/1/21	3/1/21	11:30 AM	12:30 PM	Pasitos Program: Presentation to parents that participate in this program. Luz Huerta Class	Countywide
3/1/21	3/1/21	12:30 PM	1:30 PM	Pasitos Program: Presentation to parents that participate in this program. Luz Huerta Second Class	Countywide
3/2/21	3/2/21	10:30 AM	11:30 AM	Pasitos Program: Presentation to parents that participate in this program. Luz Huerta third Class	Countywide
3/2/21	3/2/21	11:30 AM	12:30 PM	Pasitos Program: Presentation to parents that participate in this program. Luz Huerta fourth Class	Countywide
3/2/21	3/2/21	12:30 PM	1:30 PM	Pasitos Program: Presentation to parents that participate in this program. Renee Noriega Class	Countywide
3/2/21	3/2/21	11:30 AM	12:30 PM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/2/21	3/2/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Kenwood)	Unincorporated area
3/3/21	3/3/21	11:00 AM	12:00 PM	Pasitos Program: Presentation to parents that participate in this program. Renee Noriega Class	Countywide
3/3/21	3/3/21	1:30 PM	2:30 PM	Pasitos Program: Presentation to parents that participate in this program. Luz Huerta Class	Countywide
3/3/21	3/3/21	10:30 AM	11:30 AM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/3/21	3/3/21	12:00 PM	1:00 PM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/4/21	3/4/21	11:00 AM	12:00 PM	Pasitos Program: Presentation to parents that participate in this program. Renee Noriega Class	Countywide
3/4/21	3/4/21	1:30 PM	2:30 PM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/4/21	3/4/21	9:00 AM	10:00 AM	Participated in the Climate for Change Group meeting. Promoted the used motor oil and filter recycling program.	Countywide
3/5/21	3/5/21	11:30 AM	12:30 PM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/5/21	3/5/21	11:00 AM	12:00 PM	Pasitos Program: Presentation to parents that participate in this program. Renee Noriega Class	Countywide

## March continued

Start date	End date	Start time	End time	Event	City
3/5/21	3/5/21	12:00 PM	1:00 PM	Pasitos Program: Presentation to parents that participate in this program. Renee Noriega Class	Countywide
3/7/21	3/7/21	9:00 AM	5:00 PM	Mattress Recycling Event (Cloverdale)	Cloverdale
3/8/21	3/8/21	7:30 PM	9:30 PM	Participated in the Rohnert Park Leadership Group meeting and had the chance to promote the used motor oil and general recycling.	Countywide
3/9/21	3/9/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Monte Rio)	Unincorporated area
3/10/21	3/3/21	10:30 AM	11:30 AM	Pasitos Program: Presentation to parents that participate in this program. Ivonne Borjon Class	Countywide
3/10/21	3/10/21	10:00 AM	11:00 AM	Pasitos Program: Presentation to parents that participate in this program. Ruth Valencia Class	Countywide
3/11/21	3/11/21	12:00 PM	1:00 PM	Presentation to Rancho Cotati Rotary Club Member	Cotati-Rohnert Pak
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
3/17/21	3/17/21	9:00 AM	10:00 AM	Latino Service providers and Latino Leaders on Climate Change group virtual meeting	Countywide
3/23/21	3/23/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)	Windsor
3/25/21	3/25/21	10:00 AM	11:00 AM	EDB (Economic Development Board) and Hispanic Chamber	Countywide
3/30/21	3/30/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)	Petaluma
3/30/21	3/30/21	11:00 AM	1:00 PM	Parent University in Sonoma Virtual meeting	Sonoma
3/31/21	3/31/21	3:30 PM	4:30 PM	Participated in the ZeroWaste Task force meeting and included information	Countywide

## April 2021 OUTREACH

Start date	End date	Start time	End time	Event	City
4/6/21	4/6/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)	Sebastopol
4/6/21	4/6/21	4:00 PM	5:00 PM	Presentation at Head Start: Doyle Park and Cook	Santa Rosa
4/6/21	4/6/21	5:00 PM	7:00 PM	Presentation at the County's Climate Resilience Town Hall	County
4/7/21	4/7/21	4:00 PM	5:00 PM	Presentation at Head Start: Cloverdale HS and Windsor HS	Cloverdale
4/8/21	4/8/21	4:00 PM	5:00 PM	Presentation at Head Start: All Early Head Start Infant, Toddler and Prenatal Home	Santa Rosa
4/9/21	4/11/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Sonoma)	Sonoma
4/10/21	4/10/21	9:00 AM	5:00 PM	Mattress Recycling Event (Sonoma)	Sonoma

## April continued

Start date	End date	Start time	End time	Event	City
4/13/21	4/13/21	4:00 PM	5:00 PM	HS Barbara Daniels Love, MLK and Lincoln	Santa Rosa
4/13/21	4/13/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, E)	Santa Rosa
4/14/21	4/14/21	4:00 PM	5:00 PM	HS Sonoma, Petaluma and Rohnert Park	Rohnert Park
4/15/21	4/15/21	4:00 PM	5:00 PM	HS JX Wilson, RL Stevens and Ridgeway	Santa Rosa
4/20/21	4/20/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma)	Sonoma
4/20/21	4/20/21	3:00 PM	4:00 PM	Presentation to parent group for AVANCE	Unincorporated area
4/21/21	4/21/21	3:00 PM	4:00 PM	Presentation to parent group for AVANCE	Unincorporated area
4/22/21	4/22/21	3:00 PM	4:00 PM	Presentation to parent group for AVANCE	Unincorporated area
4/23/21	4/23/21	3:00 PM	4:00 PM	Presentation to parent group for AVANCE	Unincorporated area
4/23/21	4/25/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Monte Rio)	Unincorporated area
4/24/21	4/24/21	9:00 AM	5:00 PM	Mattress Recycling Event (Monte Rio)	Unincorporated area
4/25/21	4/25/21	9:00 AM	5:00 PM	Treated Wood Waste Collection Event	Santa Rosa
4/27/21	4/27/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)	Cloverdale

## May 2021 OUTREACH

Start date	End date	Start time	End time	Event	City
5/4/21	5/4/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Guerneville)	Unincorporated area
5/11/21	5/11/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)	Unincorporated area
5/14/21	5/16/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Healdsburg)	Healdsburg
5/15/21	5/15/21	9:00 AM	5:00 PM	Mattress Recycling Event (Healdsburg)	Healdsburg
5/18/21	5/18/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Rohnert Park)	Rohnert Park
5/25/21	5/25/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa



Agenda Item #: **4.4**  
Cost Center: **HHW**  
Staff Contact: **Scott**  
Agenda Date: **4/15/2021**  
Approved By: **LL**

## **ITEM: Approval of First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services**

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

Staff recommends that the Board authorize the Zero Waste Sonoma (ZWS) Executive Director to execute the First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services with Onsite Electronics Recycling, LLC.

### **II. BACKGROUND**

The management of e-waste generated in Sonoma County is a core function of ZWS. In March of 2018, ZWS staff issued a Board-approved RFP for E-Waste Transportation and Recycling Services with the option of including handling services. Six proposals were received and the evaluation committee selected ECS Refining as the highest ranking proposer and Onsite Electronics as the second highest ranking proposer.

Shortly after scoring the proposals, ECS Refining informed ZWS that it had filed Chapter 11 Bankruptcy in an effort to restructure their debts to their investors. ECS Refining assured ZWS that they were still able to uphold their proposal and after a month of careful consideration and consulting with attorneys, ZWS chose ECS Refining to be awarded the contract. As a precaution, staff suggested signing a backup contract with Onsite Electronics that would become effective upon a written Notice to Proceed if ECS Refining was unable to uphold their agreement. The Board approved both agreements on June 20, 2018.

Shortly after the agreements were approved, ECS Refining closed permanently and a Notice to Proceed was provided to Onsite Electronics on July 10, 2018. Onsite Electronics has been performing transportation and recycling services since then and started providing handling services in February 2019 after the previous e-waste handling contract expired with Recology.

The Agreement for E-Waste Handling, Transportation, and Recycling Services with Onsite Electronics is set to expire on June 30, 2021 and the contract provides the option for up to two annual extensions.

### **III. DISCUSSION**

ZWS staff and Onsite Electronics wish to utilize the annual extension provided in the contract with updates to the term of agreement, payments to ZWS, and costs to ZWS. The amendment would expire on June 30, 2022.

Payments to ZWS will increase from \$0.19/lb for Covered Electronic Waste (CEW) to \$0.26/lb for CEW as set by the State of California's CEW collector payment system. Should the State adjust the collector rate, Onsite Electronics will recognize that new rate as indicated in Section 2, Payment of the agreement. The State implemented the new rate of \$0.26/lb on July 1, 2020 and Onsite Electronics has been using this rate since then.

Costs to ZWS would also increase due to market conditions and to actual costs realized through operating experience. Universal Waste Electronic Devices (UWED) is the term used for miscellaneous e-waste like keyboards and stereos. The cost for UWED would increase from \$0.10/lb to \$0.20/lb based on market conditions as UWED is often primarily made of plastic and is labor intensive to separate. Current market rates for UWED are approximately \$0.25 - \$0.30/lb, staff believes that \$0.20/lb is a reasonable rate for UWED and is an accurate reflection of the current market.

The cost for a trailer exchange will also increase in the amendment. The original cost was set at \$550 for a trailer exchange from the Central Disposal Site and \$525 from the Sonoma Transfer Station with additional labor rates. After operating experience, Onsite Electronics has refined the practice and learned that their costs are not being covered. Similarly, they would like to include labor in the truck exchange rate. Each truck costs \$300/day and contains two staff members. With travel time and labor, the staff spends ten hours per day at a rate of \$275 per staff member per day. Onsite Electronics is asking for a new rate of \$850 per truck to cover costs.

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

Using e-waste collection quantities from the year 2020, staff expects the contract amendment to cost an additional \$112,185. With both revenue and expenditures calculated, the revised contract is expected to cost ZWS a total of \$96,784 per year.

In 2020, Onsite Electronics completed a total of 168 truck exchanges at the rate of \$525 each. The new rate of \$850 per truck exchange increases costs by \$54,600.

A total of 575,844 pounds of UWED was collected in 2020 at the rate of \$0.10 per pound. The new rate of \$0.20 per pound increases costs by \$57,584.

Because Onsite Electronics has already been paying \$0.26 per pound for CEW since July 1, 2020, there is no revenue increase reflected for the new amendment term. The new rates have already been reflected in the ZWS work plan and in the draft budgets presented to the Board in February and March of 2021 so no adjustment is required to the FY 21-22 budget.

#### **V. ATTACHMENTS**

1. First Amendment to the Agreement
2. Original Agreement for E-Waste Handling, Transportation, and Recycling Services
3. Resolution



**FIRST AMENDMENT TO AGREEMENT FOR E-WASTE HANDLING,  
TRANSPORTATION, AND RECYCLING SERVICES**

This First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services ("First Amendment") is made as of the \_\_\_\_\_ day of April, 2021, by the Sonoma County Waste Management Agency ("SCWMA") and Onsite Electronics Recycling, LLC ("Contractor").

**RECITALS**

WHEREAS, SCWMA and Contractor entered into that certain Agreement for E-Waste Handling, Transportation, and Recycling Services (the "Agreement"), dated June 20, 2018, pursuant to which Contractor agreed to handle, sort, and transport electronic waste, and ensure the proper recycling of collected materials; and

WHEREAS, that certain Agreement is set to expire on June 30, 2021 and allows for up to two annual extensions upon written mutual agreement; and

WHEREAS, SCWMA and Contractor wish to update the pricing structure for Payments to SCWMA and Costs to SCWMA in Exhibit A.

NOW, THEREFORE, SCWMA and Contractor desire to extend the term of the Agreement to expire on June 30, 2022.

**AMENDMENT**

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

"3. Term of Agreement. The term of this Agreement shall be from Effective Date (July 10, 2018) to June 30, 2022, with up to one annual extension upon mutual agreement, which extensions may be authorized on behalf of the SCWMA by the SCWMA Executive Director, unless terminated earlier in accordance with the provisions of Article 4 below."

2. Amendment to Exhibit A, Section 2 A, Payments to SCWMA. Exhibit A, Section 2 A is hereby amended in its entirety to read as follows:

"A. Payments to SCWMA:

- i. \$0.26 per pound for CRT devices
- ii. \$0.26 per pound for non-CRT CEW
- iii. \$0.12 per pound for PCs"

3. Amendment to Exhibit A, Section 2 B, Costs to SCWMA. Exhibit A, Section 2 B is hereby amended in its entirety to read as follows:

**“B. Costs to SCWMA:**

- i. \$0.20 per pound for miscellaneous UWED
- ii. \$65.00 per box of four (4) rolls of shrink wrap
- iii. \$850.00 for 26’ truck exchange from Central Disposal Site (includes transportation and labor for two staff)
- iv. \$850.00 for 26’ truck exchange from Sonoma Transfer Station (includes transportation and labor for two staff)”

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

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for E-Waste Handling, Transportation, and Recycling Services on the day and year first above written.

**AGENCY:**

SONOMA COUNTY WASTE  
MANAGEMENT AGENCY

By: \_\_\_\_\_

Leslie Lukacs, Executive Director

Date: \_\_\_\_\_

**CONTRACTOR:**

ONSITE ELECTRONICS RECYCLING,  
LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

Ethan Walsh, Agency Counsel

## AGREEMENT FOR E-WASTE HANDLING, TRANSPORTATION AND RECYCLING SERVICES

This agreement ("Agreement") is by and between the Sonoma County Waste Management Agency, (hereinafter "SCWMA"), and Onsite Electronics Recycling, LLC, a (hereinafter "Contractor"). The Effective date shall be the date upon which the Executive Director issues a written notice to proceed to Contractor.

### RECITALS

WHEREAS, Contractor represents that it is duly qualified and experienced in Electronic Waste ("E-Waste") transportation, recycling and related services; and

WHEREAS, in the judgment of the Board of Directors of SCWMA, it is necessary and desirable to employ the services of Contractor for transporting and recycling E-Waste collected at Sonoma County solid waste disposal facilities.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

### AGREEMENT

#### 1. Scope of Services.

1.1 Contractor's Specified Services. This Agreement is entered into for the purpose of establishing a contract for E-Waste Transportation and Recycling Services. Contractor shall perform services as defined in Exhibit "A", Scope of Services.

1.2 Cooperation with SCWMA. Contractor shall cooperate with SCWMA and SCWMA staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. If SCWMA determines that any of Contractor's work is not in accordance with such level of competency and standard of care, SCWMA, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with SCWMA to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

Throughout the term of this agreement, including any extensions, Contractor shall:

a) Be 1) an Approved Recycler with the State of California Department of Resources Recovery and Recycling (CalRecycle) and maintain this designation throughout the term of the contract or 2) registered with the CalRecycle as an authorized E-waste Collector and partner with an Approved Recycler with the State of CalRecycle and both the Collector and the Approved Recycler must maintain this designation throughout the term of the contract. Loss of Approved Recycler and Collector designation shall be considered a breach of the contract.

b) Comply with all Federal, State, and/or Local Regulations.

c) Not allow any characteristically hazardous material accepted to be sent to solid waste (non-hazardous waste) landfills or incinerators for disposal or energy recovery, either directly or through intermediaries.

d) Ensure that all materials that test as characteristic hazardous waste under California Law remain within the United States until the waste has been processed to the point at which it can be considered a commodity ready for use in a new product. This requirement applies to all characteristic materials, including those with exemptions, such as circuit boards.

e) Ensure integrity of the entire recycling chain, including downstream intermediaries and recovery operations such as smelters, the Contractor shall not utilize a company that is not in complete compliance with all applicable National, Regional and/or Local environmental and health and safety regulations.

f) Include copies of all notices of violations, administrative orders, or other enforcement actions taken by any regulatory agencies during the past three years and within 30 days of any new violation during the term of this Agreement for Contractor and each of the proposed subcontractors. Also, provide copies of any letters of recommendation or other awards of recognition.

g) Make all of its facilities and related documentation available to the SCWMA for onsite and paper audits by SCWMA or designated 3<sup>rd</sup> party auditor. Additionally, Contractor must arrange for all contractors/vendors involved in the downstream recycling process, regardless of location, to make their facilities and documentation available for onsite and paper audits by SCWMA or designated 3<sup>rd</sup> party auditor.

h) Provide a downstream chain-of-custody-and-disposition report of all waste collected within ninety (90) days of the collection date. The downstream report shall include both hazardous and non-hazardous components,

including but limited to, Identity of vendor(s) who purchase final recovered materials, and a description of each material's final reuse or disposition by volume and composition.

i) Provide Agency staff with a list of Contractor's "Down-Stream Vendors", identified by material processed, and shall provide written notification to Agency of any change to the list. Contractor shall provide thirty (30) days notice to Agency of any change to the list that is initiated by Contractor and seven (7) days notice of any change not initiated by Contractor.

#### 1.4 Assigned Personnel.

a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time SCWMA, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from SCWMA.

b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by SCWMA to be key personnel whose services are a material inducement to SCWMA to enter into this Agreement, and without whose services SCWMA would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of SCWMA.

c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment. Contractor shall pay SCWMA in accordance with Exhibit A which sets out the payment terms. Payments shall be in accordance with SB20, as defined in Chapter 8.5, of Part 3 of Division 30 of the California Public Resources Code, commencing with Section 42460, and Article 10.3, of Chapter 6.5 of Division 20 of the California Health and Safety Code, commencing with Section 25214.9, and Title 14 of the California Code of Regulation, Division 7, Chapter 8.2, commencing with Section 18660.5. Should the State change the collector and/or recycler payment system, Contractor and Agency shall renegotiate the payment. Additionally, if at any point during the term of this Agreement, the State of California enacts legislation or the

Department of Resources Recycling and Recovery (CalRecycle), or any other State agency adopts regulations providing for reimbursement of the costs of managing universal waste electronic devices or consumer electronic waste devices, however they are labeled, Contractor shall immediately pay SCWMA the full rate set forth by the legislation or regulation for each device, excluding any amount allocated for recycling or disposal. Weight will be determined by Contractor weighing each pallet and container upon receipt. Contractor shall use a rate weight of 155 pounds per wire cage. Contractor shall weigh each individual pallet and gaylord to determine its tare weight, and the tare weight shall be subtracted from the total shipping weight to determine the net weight for which the SCWMA's payment shall be based. Contractor shall pay Agency within sixty (60) days of shipment in accordance with CCR Title 14 Section 18660.13.

3. **Term of Agreement.** The term of this Agreement shall be from Effective Date to June 30, 2021, with up to two annual extensions upon written mutual agreement, which extensions may be authorized on behalf of the SCWMA by the SCWMA Executive Director, unless terminated earlier in accordance with the provisions of Article 4 below.

4. **Termination.**

4.1 **Termination Without Cause.** Notwithstanding any other provision of this Agreement, at any time and without cause, SCWMA shall have the right, in its sole discretion, to terminate this Agreement by giving ten (10) days written notice to Contractor.

4.2 **Termination for Cause.** Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, SCWMA may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 **Delivery of Work Product and Final Payment Upon Termination.**

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to SCWMA all materials and work product subject to Section 9.9 and shall submit to SCWMA payment up to the date of termination.

5. **Indemnification.** Contractor agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to SCWMA, and to defend, indemnify, hold harmless, reimburse and release SCWMA, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense including, but not limited to, attorneys' fees and the cost of litigation

incurred in the defense of claims as to which this indemnity applies or incurred in an action by SCWMA to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity arising out of or in connection with the performance of Contractor hereunder, but, to the extent required by law, excluding liability due to the sole negligence or willful misconduct of SCWMA. If there is a possible obligation to indemnify, Contractor's duty to defend with legal counsel acceptable to SCWMA, exists regardless of whether it is ultimately determined that there is not a duty to indemnify. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

6.1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days' prior written notice to the SCWMA.

6.2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than Five Million Dollars (\$5,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

- a. The SCWMA, its Board of Directors and staff, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
- c. The insurance provided herein is primary coverage to the SCWMA with respect to any insurance or self-insurance programs maintained by the SCWMA.

- d. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the SCWMA.

6.3 Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the SCWMA.

6.4 Professional Liability Insurance. Professional liability insurance for all activities of Contractor arising out of or in connection with this Agreement in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the SCWMA.

6.5 Pollution Legal Liability. Pollution legal liability insurance for all activities of Contractor arising out of or in connection with this Agreement in an amount no less than Five Million Dollars (\$5,000,000) combined single limit for each occurrence. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the SCWMA.

6.6 Documentation. The following documentation shall be submitted to the SCWMA:

- a. Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Certificates of Insurance evidencing the above-required coverages, limits, and endorsements on file with the SCWMA for the duration of this Agreement.
- b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.



- c. Upon SCWMA's written request, certified copies of the insurance policies. Said policy copies shall be submitted within thirty (30) days of SCWMA's request.

6.7 Policy Obligations. Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

6.8 Material Breach. If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. SCWMA, in its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, SCWMA may purchase such required insurance coverage, and without further notice to Contractor, SCWMA may deduct from sums due to Contractor any premium costs advanced by SCWMA for such insurance. These remedies shall be in addition to any other remedies available to SCWMA.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes which do not increase or decrease the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the SCWMA's Executive Director in a form approved by SCWMA Counsel. All other extra or changed work must be authorized in writing by the SCWMA Board of Directors.

9. Representations of Contractor.

9.1 Standard of Care. SCWMA has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by SCWMA shall not operate as a waiver or release.

9.1.1 Change in Information. Contractor shall notify SCWMA thirty (30) days prior to any change to the information provided pursuant to Contractor's Proposed Scope of Services, that is initiated by Contractor, or within seven (7) days of Contractor becoming aware of a change to the information provided pursuant to Contractor's Proposed Scope of Services that was not initiated by Contractor.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of SCWMA and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits provided to SCWMA staff. In the event SCWMA exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold SCWMA harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case SCWMA is audited for compliance regarding any withholding or other applicable taxes. Contractor agrees to furnish SCWMA with proof of payment of taxes on these earnings.

9.4 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to SCWMA for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

9.5 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed by Contractor. In addition, if requested to do so by SCWMA, Contractor shall complete and file and shall require any other person doing work under Contractor and this Agreement to complete and file a "Statement of

Economic Interest" with SCWMA disclosing Contractor's or such other person's financial interests.

9.6 Nondiscrimination. Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.7 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.8 Assignment Of Rights. Contractor assigns to SCWMA all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to SCWMA in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as SCWMA may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of SCWMA. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of SCWMA.

9.9 Ownership And Disclosure Of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of SCWMA. SCWMA shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to SCWMA all such documents which have not already been provided to SCWMA in such form or format as SCWMA deems appropriate. Such documents shall be and will remain the property of SCWMA without restriction or limitation. Contractor may retain copies of the above described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of SCWMA.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article 10 limits SCWMA's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

SCWMA: Sonoma County Waste Management Agency  
Attention: Courtney Scott  
2300 County Center Drive, Suite B-100  
Santa Rosa, CA 95403  
Phone: (707) 565-3632

CONTRACTOR: Onsite Electronics Recycling, LLC  
Attention: Janice Oldemeyer, President  
Address: 2331 N. Teepee Drive  
City, State Zip: Stockton, CA 95205  
Phone: 209-234-7994

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile, the notice bill or payment

shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail, (2) the sender has a written confirmation of the facsimile transmission, and (3) the facsimile is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

### 13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by SCWMA of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and SCWMA acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and SCWMA acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the June 20, 2018.

SCWMA:

SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: 

Chair

CONTRACTOR:

By: 

Name: Janice Oldemeyer

Title: President

APPROVED AS TO SUBSTANCE BY  
AND CERTIFICATES OF INSURANCE  
ON FILE WITH:

By: 

Executive Director, SCWMA

APPROVED AS TO FORM FOR SCWMA:

By: 

SCWMA Counsel

## EXHIBIT A

### SCOPE OF SERVICES

1. Tasks. The services to be performed under the Agreement include the following tasks:

A. Materials Accepted. At a minimum, the contractor shall be required to accept all electronic devices, including but not limited to: Cathode ray tube (CRT) devices, flat screen devices and laptops (non-CRT CEW), miscellaneous universal waste electronic devices (UWED), personal computers (PCs), computer monitors, mice, printers, facsimile machines, telephones, radios, answering machines, stereos, DVD players, cameras, video games, computers, keyboards, scanner, copiers, televisions, microwaves, VCRs, laptops, video cameras, cell phones, CD/DVD players, etc.

Miscellaneous items such as print cartridges, circuit boards, and small household appliances shall also be accepted. If SCWMA is interested in shipping universal waste to Contractor, a separate pricing sheet will be provided.

B. Materials Provided. Contractor will provide 53' trailers for transport or 26' box trucks with a liftgate. Gaylords, baskets, pallets, CRT labels, UWED labels, bills of lading (BOLs), packing tape, box liners, and pallet jacks are provided at no extra cost. If Contractor is providing labor for any task, first aid kits, fire extinguishers, gloves, safety glasses, safety vests, and hard hats will be provided at no extra cost to SCWMA. Shrink wrap can be purchased from Contractor.

Contractor may be required to coordinate the use of roll-off containers for public e-waste drop-off collection at the five transfer stations in Sonoma County beginning February 12, 2019.

C. Sorting and Packing. Sorting and packing will take place at the central e-waste consolidation point which is located at either the Central Disposal Site or at the Sonoma Transfer Station. Contractor will work with SCWMA's E-waste handling contractor on sorting and packing requirements. The E-waste handling contractor will sort and package E-waste to Contractor's specifications for the duration of the E-Waste Handling Contract expiring on February 11, 2019.

Material will be separated into the following categories: CRT devices, non-CRT CEW, UWED, PCs.

Beginning on February 12, 2019, Contractor will perform all sorting and packing duties. Contractor may hire a subcontractor to perform these tasks. Contractor shall sort and pack e-waste on a regular basis to ensure e-waste piles and containers to not disrupt other functions at the disposal sites. Contractor shall ensure no more than ten (10) roll-off containers of unsorted e-waste remain at any transfer station at any one point in time.

D. Truck Loading. SCWMA's E-Waste handling contractor will load Contractor's trucks for the duration of the E-Waste Handling Contract expiring on February 11, 2019. Contractor shall work with SCWMA's E-waste handling contractor to ensure 53' trailers or 26' box trucks will be loaded in accordance with regulatory requirements.

Beginning February 12, 2019, Contractor will perform all truck loading duties. Contractor may hire a subcontractor to perform this task.

E. Transportation. Contractor shall pick up e-waste from the central e-waste consolidation point which is located at either the Central Disposal Site or at the Sonoma Transfer Station. Contractor will arrange for trucks to pick up e-waste that is loaded and sorted onto Contractor's 53' trailer or 26' box trucks.

Contractor may be required to coordinate transportation of e-waste from the surrounding transfer stations to the central e-waste consolidation point beginning February 12, 2019.

F. Scheduling. SCWMA's e-waste handling contractor shall schedule pickups with Contractor for material located at the central e-waste consolidation point. Contractor shall pick up e-waste within 72 hours of request. Contractor may also provide regularly scheduled pickups if desired by SCWMA and E-Waste handling contractor.

Beginning February 12, 2019, Contractor will acquire scheduling responsibilities.

G. Paperwork. Contractor shall provide labels and BOLs at the time of shipment. Contractor will provide SCWMA with a copy of BOLs, receiving report, weighmaster certificate, and a transfer receipt for SCWMA signature for monthly activity by the 10<sup>th</sup> day of the following month. With each monthly payment, Contractor will provide copies of certificates of recycling for each shipment. SCWMA will provide a CEW log and a signed transfer receipt for each shipment by the 15<sup>th</sup> of each month for the previous month.

Contractor shall provide downstream chain-of-custody reports within seven (7) business days of any changes. Contractor shall provide SCWMA with two annual reports of all material provided by SCWMA to Contractor. The first report shall be for a calendar year period (January 1-December 31) and shall be provided by January 15<sup>th</sup> of every year. The second report shall be for a fiscal year period (July 1-June 30) and shall be provided by July 15<sup>th</sup> of every year. If the due date falls on a weekend or holiday, reports shall be submitted by the Friday prior to the due date.

2. Cost. The services to be performed under the Agreement include the following costs and payments.

A. Payments to SCWMA:

- i. \$0.19 per pound for CRT devices
- ii. \$0.19 per pound for non-CRT CEW
- iii. \$0.12 per pound for PCs

B. Costs to SCWMA:

- i. \$0.10 per pound for miscellaneous UWED
- ii. \$65.00 per box of four (4) rolls of shrink wrap
- iii. \$550.00 for trailer exchange from Central Disposal Site
- iv. \$525.00 for trailer exchange from Sonoma Transfer Station

C. Contractor Labor:

- i. \$22.00 for travel time per person per hour
- ii. \$32.00 for travel time overtime per person per hour
- iii. \$30.00 for packaging time per person per hour
- iv. \$40.00 for packing time overtime per person per hour



v. \$0.85 for vehicle mileage per mile (Only in the instance sorting is the only operation being performed.)

RESOLUTION NO.: 2021-12

DATED: April 15, 2021

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA, ("AGENCY") AUTHORIZING A FIRST AMENDMENT TO AGREEMENT WITH ONSITE ELECTRONICS RECYCLING, LLC ("CONTRACTOR") FOR ELECTRONIC WASTE (E-WASTE) HANDLING, TRANSPORTATION AND RECYCLING SERVICES

WHEREAS, Contractor represents that it is duly qualified and experienced in Electronic Waste ("E-Waste") handling, transportation, recycling and related services; and

WHEREAS, in the judgment of the Board of Directors of Agency, it is necessary and desirable to employ the services of Contractor for handling, transporting and recycling E-Waste collected at all transfer stations in Sonoma County.

NOW, THEREFORE, BE IT RESOLVED that the Zero Waste Sonoma Board hereby authorizes the Agency's Executive Director to execute the Amendment to Agreement with Onsite Electronics Recycling for E-Waste Handling, Transportation, and Recycling Services.

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: April 15, 2021

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

Dated: April 15, 2021

GOLD RESOLUTION OF ZERO WASTE SONOMA  
RECOGNIZING KARINA CHILCOTT FOR OVER TWENTY YEARS OF SERVICE

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

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

WHEREAS, Karina Chilcott faithfully served as Zero Waste Sonoma as a contractor from November 1995 to December 1999, and

WHEREAS, Ms. Chilcott was hired as a Waste Management Specialist II on December 14, 1999 and resigned April 25, 2016 at which point she transitioned to working at Sonoma County Agricultural Preservation and Open Space District, and

WHEREAS, Ms. Chilcott returned to Zero Waste Sonoma on June 18, 2019 and retired effectively on April 6, 2021, and

WHEREAS, Ms. Chilcott is recognized and upheld the mission of the ZWS, which is to educate and assist the residents of Sonoma County in their efforts to reduce, reuse and recycle materials in the waste stream, and

WHEREAS, Ms. Chilcott earned the admiration and respect of her colleagues and peers for her dedication, enthusiasm, professionalism, and hard work, and

WHEREAS, Ms. Chilcott fostered collaboration and goodwill amongst Zero Waste Sonoma staff and community members she engaged with;

NOW, THEREFORE, BE IT RESOLVED that the Zero Waste Sonoma Board of Directors of Zero Waste Sonoma takes great pleasure in recognizing the significant contributions and achievements of Karina Chilcott., and herewith expresses its sincere gratitude for 20 years of service to Agency and,

BE IT FURTHER RESOLVED that the Board of Directors wishes to express their deepest gratitude and appreciation to Karina for her contributions to Zero Waste Sonoma, and the grace in which she did it, and wishes her the very best.

MEMBERS:

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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: April 15, 2021

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



Agenda Item #: 6  
Cost Center: All  
Staff Contact: Collard  
Agenda Date: 4/15/2021  
Approved By: LL

## **ITEM: Discussion and Possible Action on the 2021-22 ZWS Final Budget**

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

Staff recommends the Board approve the FY 21-22 Zero Waste Sonoma Final Budget.

### **II. BACKGROUND**

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. Direction was given to staff regarding that document by the Board at the February 18, 2021. The draft budget was approved at the March 18, 2021 meeting.

The last step is the approval, with a required supermajority vote, of the Final Budget prepared and presented by staff. The Final Budget takes any comments, questions or directions resulting from the presentation of the Draft Budget into consideration.

### **III. DISCUSSION**

The FY 21-22 Draft Budget was presented to the board at the March 18, 2021 meeting. At that time staff prepared a balanced budget with the assumption that the agency surcharge could be raised above the cap in the County's MOA for material that was not self-hauled. After further discussion, staff recommended only approving the surcharge amount to the cap while more detailed discussions and research could be completed for future plans to increase the fee.

At the March 30, 2021 special meeting, the board approved the fee increases to the agency surcharge and the organics tipping fee. Staff requested feedback from the board on how to proceed with the final FY21/22 budget. With the approval of the agency fee at \$5.95/ton, the estimated revenue is approximately \$440,000 lower than projected, leaving the originally proposed draft budget unbalanced. While staff hopes to resolve the cap to the agency fee quickly, this process is not guaranteed to be completed for the new fiscal year. Staff is providing two budget options for the Board's consideration. Option A reduces the contribution to debt servicing for a future HHW facility in order to balance the budget. Option B is the budget as approved at the March 18, 2021 meeting.

Notable differences from the previous year's budget include debt service contributions for a new HHW facility, an additional Waste Management Specialist I position to help with HHW and SB1383 implementation, and the redistribution of administrative costs among the programs.

## **Explanation of Notable Differences Between FY 2020-21 and FY 2021-22**

### **Administration Services**

ZWS will be adding a Waste Management Specialist I position. The increase in Administration Services (\$162,327) is based upon projections provided by County payroll. The increase calculates any changes to benefits and any regularly scheduled step increases, as well as the new position.

### **Other Contract Services**

The increase to this account is mostly attributed the increase in hauling and processing of organics and increased disposal of HHW.

### **Other Professional Services**

This account is for the two new grants expected in the new fiscal year, the CRV Grant and the Food Recovery Grant.

### **Contingency Fund Projects - Other Contract Services**

This account is for the HHW Feasibility Study, HHW program analysis assistance, and the HHW financial consultant.

### **Special Department Expense**

This account is for the Waste Characterization study

### **Conclusion**

This budget reflects the direction given to staff in the FY 2021-22 Work Plan and reflects the level of effort required to implement ZWS programs. Between all funds, staff estimates a net cost of this budget (reduction of fund balances) in the amount of \$417,928 for the Fiscal Year. The fund balance reduction is for one-time contingency fund projects. All core programs are projected to operate within budget with no draw down to reserves. As all of the Reserve funds remain above Reserve Fund goals, staff believes it is a sensible budget which reflects the direction given to staff during the Work Plan discussion at the February 18, 2021 Meeting.

Staff recommends the Board approval of the revised Final FY 21-22 Budget (Option A) with the assumption that a budget adjustment can be implemented mid-year if the agency cap is resolved.

## **IV. ATTACHMENTS**

Final FY 2021-22 Budget Option A  
Final FY 2021-22 Budget Option B  
History and Fund Balances

**Zero Waste Sonoma**  
**FY 21-22 Final Budget Summary - Option A**

		Organics 78111	H H W 78104	Ed & Outreach 78110		Organics Res. 78103	Contin. Res. 78109	Unfund Liab 78112	Total All Divisions
<b>REVENUES</b>									
42358	State Other Funding	200,000	78,349	167,172		-	-		445,521
42601	County of Sonoma	7,148,750	1,938,054	562,661		-	-		9,649,465
44002	Interest on Pooled Cash	-	13,357	-		22,307	18,485	6,586	60,735
46029	Donations/Contributions	-	167,394	45,985		-	-		213,380
47101	Transfers In - within a Fund	-	-	65,000		-	65,000		130,000
<b>TOTAL REVENUES</b>		<b>7,348,750</b>	<b>2,197,155</b>	<b>840,818</b>		<b>22,307</b>	<b>83,485</b>	<b>6,586</b>	<b>10,499,101</b>
<b>EXPENDITURES</b>									
51041	Insurance - Liability	7,616	2,016	1,568		-	-		11,200
51071	Maintenance		8,000						8,000
51201	Administration Services	378,860	289,197	532,651		55,999	87,849		1,344,556
51205	Advertising/Marketing Svc	-	15,500	10,000		-	-		25,500
51206	Accounting/Auditing Services	10,200	2,700	2,100		1,000	1,000	1,000	18,000
51207	Client Accounting Services	15,643	4,141	3,221		-	-		23,005
51212	Legal Services	5,000	4,000	15,000		35,000	20,000		79,000
51213	Engineer Services	-	-	-		-	-		-
51214	Temp Services		-	6,000					6,000
51225	Training Services	-	800	-		-	-		800
51229	Hazardous Waste Disposal		28,000						28,000
51241	Outside Printing			3,000					3,000
51249	Other Professional Services	205,000	52,022	140,653		-	-		397,674
51401	Rents and Leases - Equipment	2,040	540	420		-	-		3,000
51421	Rents and Leases - Bldg/Land	2,203	14,583	2,696		-	-		19,482
51507	Special Departmental Expense		136,784						136,784
51803	Other Contract Services	6,655,528	1,280,000	30,000		-	115,000		8,080,528
51805	Sponsorships			2,500					2,500
51901	Telecommunication Data Line	489	489	6,359		-	-		7,337
51902	Telecommunication Usage	26	156	1,185		-	-		1,367
51904	ISD - Baseline Services	16,691	10,627	11,326		-	-		38,644
51906	ISD - Supplemental Projects	-	-	-		-	-		-
51909	Telecommunication Wireless	-	2,040	6,036		-	-		8,076
51911	Mail Services	250	100	500		-	-		850
51915	ISD - Reprographics Services	-	-	-		-	-		-
51916	County Services	16,781	8,679	7,308		379	217		33,364
51919	EFS Charges	-	-	-		-	-		-
51922	County Car Expense	1,020	270	210		-	-		1,500
51923	Unclaimable County Car Exp	-	-	50					50
52091	Memberships/Certifications	12,555	5,683	21,566		-	-		39,804
52111	Office Supplies	2,000	2,500	8,220		1,000	1,000		14,720
52114	Freight/Postage	11,000		4,000					15,000
52115	Subscriptions	629	167	130					925
52118	Print Supplies (Zero Waste Gd)			4,400					4,400
52162	Special Departmental Expense	979	259	202		-	150,000		151,440
52163	Professional Development	1,100	8,300	19,520		-	-		28,920
52191	Utilities Expense	-	6,132	-					6,132
<b>SUBTOTAL</b>		<b>7,345,612</b>	<b>1,883,684</b>	<b>840,818</b>		<b>93,378</b>	<b>375,066</b>		<b>10,538,559</b>
<b>OTHER CHARGES</b>									
57011	Transfers Out - within a Fund	-	313,470	-		-	65,000		378,470
57015	Transfers Out - All Others	-	-	-		-	-		-
<b>SUBTOTAL</b>		<b>-</b>	<b>313,470</b>	<b>-</b>		<b>-</b>	<b>65,000</b>		<b>378,470</b>
<b>TOTAL EXPENDITURES</b>		<b>7,345,612</b>	<b>2,197,154</b>	<b>840,818</b>		<b>93,378</b>	<b>440,066</b>	<b>-</b>	<b>10,917,029</b>
<b>NET COST</b>		<b>(3,138)</b>	<b>(0)</b>	<b>0</b>		<b>71,072</b>	<b>356,581</b>	<b>(6,586)</b>	<b>417,928</b>

**Zero Waste Sonoma**  
**FY 21-22 Final Budget Summary - Option B**

		Organics 78111	H H W 78104	Ed & Outreach 78110		Organics Res. 78103	Contin. Res. 78109	Unfund Liab 78112	Total All Divisions
<b>REVENUES</b>									
42358	State Other Funding	200,000	78,349	167,172		-	-		445,521
42601	County of Sonoma	7,148,750	2,278,391	661,468		-	-		10,088,609
44002	Interest on Pooled Cash	-	13,357	-		22,307	18,485	6,586	60,735
46029	Donations/Contributions	-	205,994	57,192		-	-		263,186
47101	Transfers In - within a Fund	-	52,593	-		-	44,756		97,349
<b>TOTAL REVENUES</b>		<b>7,348,750</b>	<b>2,628,685</b>	<b>885,832</b>		<b>22,307</b>	<b>63,241</b>	<b>6,586</b>	<b>10,955,401</b>
<b>EXPENDITURES</b>									
51041	Insurance - Liability	7,616	2,016	1,568		-	-		11,200
51071	Maintenance		8,000						8,000
51201	Administration Services	378,860	289,197	532,651		55,999	87,849		1,344,556
51205	Advertising/Marketing Svc	-	15,500	10,000		-	-		25,500
51206	Accounting/Auditing Services	10,200	2,700	2,100		1,000	1,000	1,000	18,000
51207	Client Accounting Services	15,643	4,141	3,221		-	-		23,005
51212	Legal Services	5,000	4,000	15,000		35,000	20,000		79,000
51213	Engineer Services	-	-	-		-	-		-
51214	Temp Services		-	6,000					6,000
51225	Training Services	-	800	-		-	-		800
51229	Hazardous Waste Disposal		28,000						28,000
51241	Outside Printing			3,000					3,000
51249	Other Professional Services	205,000	52,022	140,653		-	-		397,674
51401	Rents and Leases - Equipment	2,040	540	420		-	-		3,000
51421	Rents and Leases - Bldg/Land	2,203	14,583	2,954		-	-		19,740
51507	Special Departmental Expense		136,784						136,784
51803	Other Contract Services	6,655,528	1,280,000	30,000		-	115,000		8,080,528
51805	Sponsorships			2,500					2,500
51901	Telecommunication Data Line	489	489	6,359		-	-		7,337
51902	Telecommunication Usage	26	156	1,185		-	-		1,367
51904	ISD - Baseline Services	16,691	10,627	11,326		-	-		38,644
51906	ISD - Supplemental Projects	-	-	-		-	-		-
51909	Telecommunication Wireless	-	2,040	6,036		-	-		8,076
51911	Mail Services	250	100	500		-	-		850
51915	ISD - Reprographics Services	-	-	-		-	-		-
51916	County Services	16,781	8,679	7,308		379	217		33,364
51919	EFS Charges	-	-	-		-	-		-
51922	County Car Expense	1,020	270	210		-	-		1,500
51923	Unclaimable County Car Exp	-	-	50					50
52091	Memberships/Certifications	12,555	5,683	21,566		-	-		39,804
52111	Office Supplies	2,000	2,500	8,220		1,000	1,000		14,720
52114	Freight/Postage	11,000		4,000					15,000
52115	Subscriptions	629	167	130					925
52118	Print Supplies (Zero Waste Gd)			4,400					4,400
52162	Special Departmental Expense	979	259	202		-	150,000		151,440
52163	Professional Development	1,100	8,300	19,520		-	-		28,920
52191	Utilities Expense	-	6,132	-					6,132
<b>SUBTOTAL</b>		<b>7,345,612</b>	<b>1,883,684</b>	<b>841,076</b>		<b>93,378</b>	<b>375,066</b>		<b>10,538,817</b>
<b>OTHER CHARGES</b>									
57011	Transfers Out - within a Fund	-	745,000	44,756		-	52,593		842,349
57015	Transfers Out - All Others	-	-	-		-	-		-
<b>SUBTOTAL</b>		<b>-</b>	<b>745,000</b>	<b>44,756</b>		<b>-</b>	<b>52,593</b>		<b>842,349</b>
<b>TOTAL EXPENDITURES</b>		<b>7,345,612</b>	<b>2,628,684</b>	<b>885,832</b>		<b>93,378</b>	<b>427,659</b>	<b>-</b>	<b>11,381,166</b>
<b>NET COST</b>		<b>(3,138)</b>	<b>(0)</b>	<b>0</b>		<b>71,072</b>	<b>364,418</b>	<b>(6,586)</b>	<b>425,765</b>

Dated: April 15, 2021

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA ("ZWS"), ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2021-22.

WHEREAS, ZWS Board of Directors gave direction to ZWS's Executive Director to prepare and present an annual budget; and

WHEREAS, an annual budget has been prepared and presented to ZWS Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the ZWS's Annual Budget for the period July 1, 2021 to June 30, 2022, attached hereto as FY 21-22 ZWS Final Budget is hereby adopted.

BE IT FURTHER RESOLVED that the Clerk shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

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: April 15, 2021

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



FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY									
	Summary								
	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>									
42358 State Other Funding	309,299	217,306	303,686	309,081	311,646	287,646	445,521	133,875	30%
42601 County of Sonoma	6,003,162	6,830,677	7,549,381	8,717,517	7,484,783	8,717,517	9,649,465	2,164,682	22%
44002 Interest on Pooled Cash	68,805	94,167	152,137	151,422	79,542	80,874	60,735	(18,807)	-31%
44050 Unrealized Gains and Losses	(37,744)	(15,156)	88,779	(21,917)	0	(16,308)	0	0	0%
46029 Donations/Contributions	355,547	329,620	219,305	204,692	179,120	204,692	213,379	34,259	16%
46050 Cancelled/Stale Dated Warrants		(8,934)	5,757	461	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	9,016	(535)	28,994	9,911	0	5,198	0	0	0%
46210 Refunds	0	0	698	47,616	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>6,708,085</b>	<b>7,447,145</b>	<b>8,348,737</b>	<b>9,418,783</b>	<b>8,055,091</b>	<b>9,279,619</b>	<b>10,369,100</b>	<b>2,314,009</b>	<b>22%</b>
47101 Transfers In - Within a Fund	96,938	55,928	0	130,000	0	0	130,000	130,000	0%
48004 Residual Equity Transfers	0	0	3,660,876	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>96,938</b>	<b>55,928</b>	<b>3,660,876</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>130,000</b>	<b>130,000</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>6,805,023</b>	<b>7,503,073</b>	<b>12,009,612</b>	<b>9,548,783</b>	<b>8,055,091</b>	<b>9,279,619</b>	<b>10,499,100</b>	<b>2,444,009</b>	<b>23%</b>
<b>EXPENDITURES</b>									
51041 Insurance - Liability	10,623	10,152	10,440	11,179	11,200	11,632	11,200	0	0%
51071 Maintenance - Bldg	0	0	14,281	1,817	5,000	5,000	8,000	3,000	38%
51201 Administration Services	503,265	900,607	791,725	1,020,749	1,182,229	1,182,229	1,344,556	162,327	12%
51205 Advertising/Marketing Svc	11,461	11,262	19,136	13,370	10,000	13,500	25,500	15,500	61%
51206 Accounting/Auditing Services	17,350	16,500	22,939	18,000	22,000	22,000	17,000	(5,000)	-29%
51207 Client Accounting Services	21,881	22,283	12,979	26,497	18,720	18,720	23,005	4,285	19%
51212 Outside Counsel-Legal Advice	53,838	23,155	43,684	55,512	61,000	61,000	79,000	18,000	23%
51214 Agency Extra/Temp Help	0	0	0	4,247	0	0	6,000	6,000	100%
51225 Training Services	195	1,409	0	0	800	783	800	0	0%
52119 Hazardous Waste Disposal	0	0	0	18,415	28,000	28,000	28,000	0	0%
51241 Outside Printing			0	3,097	3,000	3,000	3,000	0	0%
51249 Other Professional Services	245,993	133,037	200,091	294,975	294,438	269,438	397,674	103,237	26%
51401 Rents and Leases - Equipment	2,177	0	465	2,886	3,000	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	10,539	13,376	9,824	9,027	19,490	19,490	19,482	(8)	0%
51507 Special Departmental Expense	0	0	0	53,249	64,000	64,000	136,784	72,784	53%
51801 Other Services	19,920	119,709	0	990	0	0	0	0	0%
51803 Other Contract Services	5,550,088	6,075,929	6,740,708	7,244,658	6,427,402	7,282,670	8,080,528	1,653,127	20%
51805 County Sponsorships	0		0	0	0	0	2,500	2,500	100%
51901 Telecommunication Data Lines	4,041	3,913	4,158	6,032	7,337	8,804	7,337	0	0%
51902 Telecommunication Usage	948	1,065	1,085	1,222	1,367	1,367	1,367	0	0%
51903 Telecommunication Installation		526	267	(1)	0	0	0	0	0%
51904 ISD - Baseline Services	21,707	26,050	32,580	32,843	32,985	39,608	38,644	5,659	15%
51905 ISD - Improvement Projects		2,841	4,118	(1)	0	258	0	0	0%
51906 ISD - Supplemental Projects	7,210	345	795	300	0	150	0	0	
51909 Telecommunication Wireless Svc	1,717	3,563	5,372	7,989	3,269	7,269	8,076	4,807	60%
51911 Mail Services	1,624	778	392	292	850	600	850	0	0%
51912 Records Services	22	26	22	(1)	0	0	0	0	0%
51916 County Services	11,212	9,919	37,422	30,808	24,121	24,121	33,364	9,243	28%
51922 County Car Expense	577	830	1,979	1,141	1,500	1,501	1,500	0	0%
51923 Unclaimable County Car Expense	40	27	16	53	50	50	50	0	0%
52091 Memberships/Certifications	10,350	13,450	14,208	36,488	9,180	9,800	39,804	30,624	77%
52111 Office Supplies	24,529	25,358	48,460	15,809	16,720	15,174	14,720	(2,000)	-14%
52114 Freight/Postage	0	0	0	286	9,000	15,134	15,000	6,000	40%
52115 Subscriptions (web)	0	0	0	378	925	925	925	0	0%
52118 Printing and Binding Supplies	0	0	0	9,560	3,400	3,400	4,400	1,000	23%
52162 Special Departmental Expense		0	217	8,159	151,440	6,440	151,440	0	0%
52163 Professional Development	100	1,695	17,337	16,145	320	320	28,920	28,600	99%
52191 Utilities	0	0	3,638	3,077	4,500	4,500	6,132	1,632	27%
<b>SUBTOTAL</b>	<b>6,570,566</b>	<b>7,417,803</b>	<b>8,038,339</b>	<b>8,946,169</b>	<b>8,417,243</b>	<b>9,123,883</b>	<b>10,538,559</b>	<b>2,121,316</b>	<b>20%</b>
57011 Transfers Out - Within a Fund	96,938	55,928	0	378,470	0	0	378,470	378,470	0%
57015 Transfers Out - All Others	0		0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>96,938</b>	<b>55,928</b>	<b>0</b>	<b>378,470</b>	<b>0</b>	<b>0</b>	<b>378,470</b>	<b>378,470</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>6,667,504</b>	<b>7,473,731</b>	<b>8,038,339</b>	<b>9,324,639</b>	<b>8,417,243</b>	<b>9,123,883</b>	<b>10,917,029</b>	<b>2,499,786</b>	<b>23%</b>
<b>NET COST</b>	<b>(137,520)</b>	<b>(29,342)</b>	<b>(3,971,274)</b>	<b>(224,144)</b>	<b>164,109</b>	<b>164,109</b>	<b>417,929</b>		
<b>ROUNDING ERROR</b>					<b>2</b>		<b>2</b>		
<b>FUND BALANCE</b>									
Beginning Fund Balance	7,566,030	7,703,550	7,732,592		8,100,208		7,936,099		
Ending Fund Balance	7,703,550	7,732,592	8,100,208		7,936,099		7,518,170		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY								
Organics 78111								
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>								
42601 County of Sonoma	4,936,170	5,445,517	6,451,103	5,410,935	6,451,103	7,148,750	1,737,815	24%
42358 State Other Funding	0	0	0	25,000	0	200,000	175,000	88%
44002 Interest on Pooled Cash	1,861	884	0	13,357	0	0	(13,357)	
44050 Unrealized Gains and Losses	(3,978)	2,726	(3,999)	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0	0%
46210 Refunds	0	0	47,616	0	0	0	0	0%
46200 PY Revenue - Miscellaneous	433	17,103	1,000	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>4,934,485</b>	<b>5,466,230</b>	<b>6,495,721</b>	<b>5,449,292</b>	<b>6,451,103</b>	<b>7,348,750</b>	<b>1,899,458</b>	<b>26%</b>
47101 OT-Within Enterprise	0	0	0	0	0	0	0	0%
48004 Residual Equity Transfers	0	1,379,625	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>1,379,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>4,934,485</b>	<b>6,845,855</b>	<b>6,495,721</b>	<b>5,449,292</b>	<b>6,451,103</b>	<b>7,348,750</b>	<b>1,899,458</b>	<b>26%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	1,320	1,357	1,453	1,288	1,338	7,616	6,328	83%
51201 Administration Services	155,630	97,217	158,580	150,536	150,536	378,860	228,325	60%
51205 Advertising/Marketing Svc	0	29	0	0	0	0	0	0%
51206 Accounting/Auditing Services	4,875	7,939	2,340	6,500	6,500	10,200	3,700	36%
51207 Client Accounting Services	5,348	0	3,445	2,153	2,153	15,643	13,491	86%
51212 Outside Counsel-Legal Advice	111	6,085	3,176	5,000	5,000	5,000	0	0%
51249 Other Professional Services	0	0	8,264	25,000	0	205,000	180,000	88%
51401 Rents and Leases - Equipment	0	0	431	345	345	2,040	1,695	83%
51421 Rents and Leases - Bldg/Land	0	0	0	373	373	2,203	1,831	83%
51803 Other Contract Services	4,654,695	5,406,807	6,133,570	5,302,402	6,133,570	6,655,528	1,353,127	20%
51901 Telecommunication Data Lines	1,467	6,451	1,223	489	1,956	489	0	0%
51902 Telecommunication Usage	14	0	25	26	26	26	0	0%
51903 Telecommunication Installation	0	267	0	0	0	0	0	0%
51904 ISD - Baseline Services	10,954	11,535	8,452	6,377	13,000	16,691	10,314	62%
51909 Telecommunication Wireless Svc	1,810	655	(235)	0	0	0	0	0%
51911 Mail Services	1	2	0	250	0	250	0	0%
51916 County Services	2,888	6,110	5,494	2,774	2,774	16,781	14,007	83%
51922 County Car Expense	0	0	148	173	173	1,020	848	83%
52091 Memberships/Certifications	0	0	8,405	0	200	12,555	12,555	100%
52111 Office Supplies	0	5,417	2,251	2,000	454	2,000	0	0%
52114 Freight/Postage	0	0	0	4,000	10,134	11,000	7,000	64%
52115 Subscriptions (Web)	0	0	0	106	106	629	523	83%
52162 Special Departmental Expense	0	0	0	166	166	979	814	83%
52163 Professional Development	0	0	2,075	0	0	1,100	1,100	100%
52191 Utilities	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>4,839,114</b>	<b>5,549,873</b>	<b>6,339,097</b>	<b>5,509,956</b>	<b>6,328,803</b>	<b>7,345,612</b>	<b>1,835,656</b>	<b>25%</b>
57011 Transfers Out - Within a Fund	1,882	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>1,882</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>4,840,996</b>	<b>5,549,873</b>	<b>6,339,097</b>	<b>5,509,956</b>	<b>6,328,803</b>	<b>7,345,612</b>	<b>1,835,656</b>	<b>25%</b>
<b>NET COST</b>	<b>(93,490)</b>	<b>(1,295,982)</b>	<b>(156,624)</b>	<b>60,663</b>	<b>(122,300)</b>	<b>(3,138)</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	1,279,773	1,373,263	1,319,327	1,452,606	1,452,606	1,574,906	1,101,842	(476,202)
Ending Fund Balance	1,373,263	1,319,327	1,452,606	1,391,942	1,574,906	1,578,044		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY								
Household Hazardous Waste 78104								
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>								
42358 State Other Funding	137,089	153,791	161,668	146,750	146,750	78,349	(68,401)	-87%
42601 County of Sonoma	1,401,935	1,598,937	1,699,810	1,607,233	1,699,810	1,938,054	330,821	17%
44002 Interest on Pooled Cash	14,613	29,576	33,496	13,357	33,496	13,357	0	0%
44050 Unrealized Gains and Losses	(2,057)	22,397	(4,086)	0	(4,086)	0	0	0%
46029 Donations/Contributions	284,065	175,509	155,914	142,868	155,914	167,394	24,526	15%
46050 Cancelled/Stale Dated Warrants	(8,934)	5,757	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	(413)	0	7,994	0	5,198	0	0	0%
46210 Refunds	0	698	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>1,826,298</b>	<b>1,986,664</b>	<b>2,054,796</b>	<b>1,910,208</b>	<b>2,037,083</b>	<b>2,197,154</b>	<b>286,947</b>	<b>13%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>1,826,298</b>	<b>1,986,664</b>	<b>2,054,796</b>	<b>1,910,208</b>	<b>2,037,083</b>	<b>2,197,154</b>	<b>286,947</b>	<b>13%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	6,294	6,473	6,931	7,392	7,677	2,016	(5,376)	-267%
51071 Maintenance - Bldg	0	14,281	1,817	5,000	5,000	8,000	3,000	38%
51201 Administration Services	324,413	275,246	388,390	436,118	436,118	289,197	(146,922)	-51%
51205 Advertising/Marketing Svc	10,630	11,626	12,382	10,000	13,000	15,500	5,500	35%
51206 Accounting/Auditing Services	5,625	7,000	11,160	7,500	7,500	2,700	(4,800)	-178%
51207 Client Accounting Services	10,250	9,250	16,428	12,355	12,355	4,141	(8,214)	-198%
51212 Outside Counsel - Legal Advice	1,794	2,098	806	4,000	4,000	4,000	0	0%
51214 Agency Extra/Temp Help	0	0	4,247	0	0	0	0	0%
51225 Training Services	325	0	0	800	533	800	0	0%
51229 Hazardous Waste Disposal	0	0	18,415	28,000	28,000	28,000	0	0%
51249 Other Professional Services	118,506	130,569	145,067	146,750	146,750	52,022	(94,728)	-182%
51401 Rents and Leases - Equipment	0	0	2,057	1,980	1,980	540	(1,440)	-267%
51421 Rents and Leases - Bldg/Land	6,660	5,240	3,825	16,138	16,138	14,583	(1,555)	-11%
51507 Special Departmental Expense	0	0	53,249	64,000	64,000	136,784	72,784	53%
51801 Other Services	14,494	0	990	0	0	0	0	0%
51803 Other Contract Services	1,190,063	1,178,335	1,065,614	1,125,000	1,145,000	1,280,000	155,000	12%
51901 Telecommunication Data Lines	0	0	489	489	489	489	0	0%
51902 Telecommunication Usage	74	154	168	156	156	156	0	0%
51904 ISD - Baseline Services	4,125	4,699	5,002	13,945	13,945	10,627	(3,318)	-31%
51909 Telecommunication Wireless Svc	0	331	1,477	1,224	1,224	2,040	816	40%
51911 Mail Services	38	6	2	100	100	100	0	0%
51916 County Services	2,436	19,833	16,060	15,920	15,920	8,679	(7,241)	-83%
51922 County Car Expense	0	0	707	990	990	270	(720)	-267%
52091 Memberships/Certifications	10,200	10,450	10,375	4,560	4,650	5,683	1,123	20%
52111 Office Supplies	3,307	2,313	363	2,500	2,500	2,500	0	0%
52115 Subscriptions (Web)	0	0	0	611	611	167	(444)	-267%
52162 Special Departmental Expense	0	0	4,679	950	950	259	(691)	-267%
52163 Professional Development	120	73	2,244	0	0	8,300	8,300	100%
52191 Utilities	0	3,638	3,077	4,500	4,500	6,132	1,632	27%
<b>SUBTOTAL</b>	<b>1,709,354</b>	<b>1,681,614</b>	<b>1,776,021</b>	<b>1,910,979</b>	<b>1,934,087</b>	<b>1,883,684</b>	<b>(27,294)</b>	<b>-1%</b>
57011 Transfers Out - Within a Fund	27,265	0	0	0	0	313,470	313,470	100%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>27,265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313,470</b>	<b>313,470</b>	<b>100%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,736,619</b>	<b>1,681,614</b>	<b>1,776,021</b>	<b>1,910,979</b>	<b>1,934,087</b>	<b>2,197,154</b>	<b>286,176</b>	<b>13%</b>
<b>NET COST</b>	<b>(89,679)</b>	<b>(305,050)</b>	<b>(278,775)</b>	<b>771</b>	<b>(102,996)</b>	<b>0</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	944,489	1,033,868	1,339,237	1,652,088	1,652,088	1,755,084	470,921	(1,284,163)
Ending Fund Balance	1,033,868	1,339,237	1,652,088	1,651,317	1,755,084	1,755,084		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY Education and Outreach 78110								
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>								
42358 State Other Funding	80,218	149,895	147,413	139,896	140,896	167,172	27,276	16%
42601 County of Sonoma	492,572	504,927	566,603	466,616	566,603	562,661	96,045	17%
44002 Interest on Pooled Cash	8,012	1,127	0	5,449	0	0	(5,449)	
44050 Unrealized Gains and Losses	(1,473)	5,682	(1,640)	0	(1,640)	0	0	0%
46029 Donations/Contributions	45,556	43,796	48,778	36,252	48,778	45,985	9,733	21%
46050 Cancelled/Stale Dated Warrants	0	0	461	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	(702)	1,522	667	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>624,182</b>	<b>706,951</b>	<b>762,282</b>	<b>648,213</b>	<b>754,637</b>	<b>775,818</b>	<b>127,605</b>	<b>16%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	65,000	65,000	0%
48004 Residual Equity Transfers	0	451,300	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>451,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>624,182</b>	<b>1,158,252</b>	<b>762,282</b>	<b>648,213</b>	<b>754,637</b>	<b>840,818</b>	<b>192,605</b>	<b>23%</b>
<b>EXPENDITURES</b>								
51041 Insurance - Liability	2,538	2,610	2,795	2,520	2,617	1,568	(952)	-61%
51201 Administration Services	332,378	366,027	411,170	441,125	441,125	532,651	91,526	17%
51205 Advertising/Marketing Svc	632	128	988	0	500	10,000	10,000	100%
51206 Accounting/Auditing Services	3,000	4,000	4,500	4,000	4,000	2,100	(1,900)	-90%
51207 Client Accounting Services	6,685	3,730	6,624	4,212	4,212	3,221	(991)	-31%
51212 Outside Counsel - Legal Advice	20,300	21,114	17,907	15,000	15,000	15,000	0	0%
51214 Agency Extra/Temp Help	0	0	0	0	0	6,000	6,000	100%
51225 Training Services	1,084	0	0	0	250	0	0	0%
51241 Outside Printing	0	0	3,097	3,000	3,000	3,000	0	0%
51249 Other Professional Services	14,530	69,522	134,474	122,688	122,688	140,653	17,965	13%
51401 Rents and Leases - Equipment	0	465	829	675	675	420	(255)	-61%
51421 Rents and Leases - Bldg/Land	6,716	4,584	5,202	2,979	2,979	2,696	(283)	-11%
51801 Other Services	136	0	0	0	0	0	0	0%
51803 Other Contract Services	102,217	63,924	45,474	0	1,100	30,000	30,000	100%
51805 County Sponsorships	0	0	0	0	0	2,500	2,500	100%
51901 Telecommunication Data Lines	2,446	(2,294)	4,321	6,359	6,359	6,359	0	0%
51902 Telecommunication Usage	977	931	1,029	1,185	1,185	1,185	0	0%
51903 Telecommunication Installation	526	0	0	0	0	0	0	0%
51904 ISD - Baseline Services	10,970	16,345	19,389	12,663	12,663	11,326	(1,337)	-12%
51905 ISD - Improvement Projects	2,841	4,118	1,843	0	258	0	0	0%
51906 ISD - Supplemental Projects	345	795	300	0	150	0	0	0%
51907 ISD - Device Modernization	0	0	0	0	0	0	0	0%
51909 Telecommunication Wireless Svc	1,753	4,387	6,747	2,046	6,045	6,036	3,990	66%
51911 Mail Services	739	382	290	500	500	500	0	0%
51912 Records Services	26	22	0	0	0	0	0	0%
51916 County Services	3,129	11,124	8,658	5,427	5,427	7,308	1,881	26%
51922 County Car Expense	830	1,979	285	338	338	210	(128)	-61%
51923 Unclaimable County Car Expense	27	16	53	50	50	50	0	0%
52091 Memberships/Certifications	3,250	3,758	17,708	4,620	4,950	21,566	16,946	79%
52111 Office Supplies	22,041	27,328	12,579	10,220	10,220	8,220	(2,000)	-24%
52114 Freight/Postage	0	0	286	5,000	5,000	4,000	(1,000)	-25%
52115 Subscriptions (web)	0	0	378	208	208	130	(79)	-61%
52118 Printing and Binding Supplies	0	0	9,560	3,400	3,400	4,400	1,000	23%
52162 Special Departmental Expense	0	217	0	324	324	202	(122)	-61%
52163 Professional Development	1,575	17,264	11,164	320	320	19,520	19,200	98%
52191 Utilities	0	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>541,690</b>	<b>622,477</b>	<b>727,650</b>	<b>648,858</b>	<b>655,543</b>	<b>840,818</b>	<b>191,960</b>	<b>23%</b>
57011 Transfers Out - Within a Fund	26,781	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>26,781</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>568,471</b>	<b>622,477</b>	<b>727,650</b>	<b>648,858</b>	<b>655,543</b>	<b>840,818</b>	<b>191,960</b>	<b>23%</b>
<b>NET COST</b>	<b>(55,711)</b>	<b>(535,774)</b>	<b>(34,632)</b>	<b>645</b>	<b>(99,095)</b>	<b>0</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	391,973	447,684	544,751	577,587	577,587	676,682	83,508	(593,174)
Ending Fund Balance	447,684	544,751	577,587	576,942	676,682	676,682		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY Organics Reserve 78103								
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	41,374	82,662	66,334	22,307	22,307	<b>22,307</b>	0	0%
44050 Unrealized Gains and Losses	(4,300)	35,584	(5,736)	0	(5,736)	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	98	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>37,172</b>	<b>118,246</b>	<b>60,599</b>	<b>22,307</b>	<b>16,571</b>	<b>22,307</b>	<b>0</b>	<b>0%</b>
47101 Transfers In - Within a Fund	1,882	0	0	0	0	<b>0</b>	0	0%
48004 Residual Equity Transfers	0	(650,000)	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>1,882</b>	<b>(650,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>39,054</b>	<b>(531,754)</b>	<b>60,599</b>	<b>22,307</b>	<b>16,571</b>	<b>22,307</b>	<b>0</b>	<b>0%</b>
<b>EXPENDITURES</b>								
51201 Administration Services	88,186	19,557	49,033	60,908	60,908	<b>55,999</b>	(4,908)	-9%
51206 Accounting/Auditing Services	1,875	2,500	0	2,500	2,500	<b>1,000</b>	(1,500)	-150%
51212 Outside Counsel - Legal Advice	950	5,267	29,286	35,000	35,000	<b>35,000</b>	0	0%
51801 Other Services	105,079	0	0	0	0	<b>0</b>	0	0%
51803 Other Contract Services	0	0	0	0	0	<b>0</b>	0	0%
51911 Mail Services	0	2	0	0	0	<b>0</b>	0	0%
51916 County Services	1,378	243	379	0	0	<b>379</b>	379	100%
52111 Office Supplies	10	0	55	1,000	1,000	<b>1,000</b>	0	0%
52162 Special Departmental Expense	0	0	0	0	0	<b>0</b>	0	0%
52163 Professional Development	0	0	662	0	0	<b>0</b>	0	0%
53610 Other Charges	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>197,478</b>	<b>27,569</b>	<b>79,414</b>	<b>99,408</b>	<b>99,408</b>	<b>93,378</b>	<b>(6,029)</b>	<b>-6%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>197,478</b>	<b>27,569</b>	<b>79,414</b>	<b>99,408</b>	<b>99,408</b>	<b>93,378</b>	<b>(6,029)</b>	<b>-6%</b>
<b>NET COST</b>	<b>158,424</b>	<b>559,322</b>	<b>18,816</b>	<b>77,101</b>	<b>82,836</b>	<b>71,072</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	3,025,177	2,866,753	2,307,431	2,289,031	2,289,031	<b>2,211,931</b>	FB Goal 1,836,403	Difference (304,456)
Ending Fund Balance	2,866,753	2,307,431	2,289,031	2,270,215	2,211,931	<b>2,140,859</b>		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY Contingency Reserve 78109								
	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>								
44002 Interest on Pooled Cash	28,307	36,327	38,481	18,485	18,485	<b>18,485</b>	0	0%
44050 Unrealized Gains and Losses	(3,347)	16,939	(4,847)	0	(4,847)	<b>0</b>	0	0%
46029 Donations/Contributions	0	0	0	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	49	10,368	250	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>25,008</b>	<b>63,634</b>	<b>33,884</b>	<b>18,485</b>	<b>13,638</b>	<b>18,485</b>	<b>0</b>	<b>0%</b>
47101 Transfers In - Within a Fund	54,046	0	0	0	0	<b>65,000</b>	65,000	0%
48004 Residual Equity Transfers	0	1,829,950	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>54,046</b>	<b>1,829,950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>79,054</b>	<b>1,893,584</b>	<b>33,884</b>	<b>18,485</b>	<b>13,638</b>	<b>83,485</b>	<b>65,000</b>	<b>78%</b>
<b>EXPENDITURES</b>								
51201 Administration Services	0	33,678	13,576	93,543	93,543	<b>87,849</b>	(5,694)	-6%
51205 Advertising/Marketing Svc	0	7,353	0	0	0	<b>0</b>	0	0%
51206 Accounting/Auditing Services	1,125	1,500	0	1,500	1,500	<b>1,000</b>	(500)	-50%
51212 Outside Counsel - Legal Advice	0	9,120	4,337	2,000	2,000	<b>20,000</b>	18,000	90%
51249 Other Professional Services	0	0	7,170	0	0	<b>0</b>	0	0%
51801 Other Services	0	0	0	0	0	<b>0</b>	0	0%
51803 Other Contract Services	128,954	91,641	0	0	3,000	<b>115,000</b>	115,000	100%
51916 County Services	88	112	217	0	0	<b>217</b>	217	100%
52111 Office Supplies	0	13,401	561	1,000	1,000	<b>1,000</b>	0	0%
52162 Special Departmental Expense	0	0	3,480	150,000	5,000	<b>150,000</b>	0	0%
<b>SUBTOTAL</b>	<b>130,167</b>	<b>156,805</b>	<b>29,342</b>	<b>248,043</b>	<b>106,043</b>	<b>375,066</b>	<b>127,024</b>	<b>34%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	0	<b>65,000</b>	65,000	100%
57015 Transfers Out - All Others	0	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>100%</b>
<b>TOTAL EXPENDITURES</b>	<b>130,167</b>	<b>156,805</b>	<b>29,342</b>	<b>248,043</b>	<b>106,043</b>	<b>440,066</b>	<b>192,024</b>	<b>44%</b>
<b>NET COST</b>	<b>51,113</b>	<b>(1,736,779)</b>	<b>(4,542)</b>	<b>229,558</b>	<b>92,404</b>	<b>356,581</b>		
<b>FUND BALANCE</b>								
Beginning Fund Balance	2,062,138	2,011,025	1,932,451	1,936,993	1,936,993	<b>1,707,435</b>	FB Goal 877,269	Difference (473,584)
Ending Fund Balance	2,011,025	1,932,451	1,936,993	1,941,535	1,707,435	<b>1,350,853</b>		

FY 21-22 FINAL BUDGET ZERO WASTE SONOMA REVENUE, EXPENDITURE, AND FUND BALANCE HISTORY							
Unfunded Pension Liability Reserve 78112							
	Actual FY 18-19	Actual FY 19-20	Budgeted FY 20-21	Estimated FY 20-21	Requested FY 21-22	Difference	% Change
<b>REVENUES</b>							
44002 Interest on Pooled Cash	1,560	13,111	6,586	6,586	<b>6,586</b>	0	0%
44050 Unrealized Gains and Losses	5,451	(1,610)	0	0	<b>0</b>	0	0%
46029 Donations/Contributions	0	0	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>7,011</b>	<b>11,501</b>	<b>6,586</b>	<b>6,586</b>	<b>6,586</b>	<b>0</b>	<b>0%</b>
47101 Transfers In - Within a Fund	0	0	0	0	<b>0</b>	0	0%
48004 Residual Equity Transfers	650,000	0	0	0	<b>0</b>	0	
<b>SUBTOTAL</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>657,011</b>	<b>11,501</b>	<b>6,586</b>	<b>6,586</b>	<b>6,586</b>	<b>0</b>	<b>0%</b>
<b>EXPENDITURES</b>							
51206 Accounting/Auditing Services	0	0	0	0	<b>1,000</b>	(1,000)	-100%
<b>SUBTOTAL</b>							
57011 Transfers Out - Within a Fund							
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>NET COST</b>	<b>(657,011)</b>	<b>(11,501)</b>	<b>(6,586)</b>	<b>(6,586)</b>	<b>(6,586)</b>	<b>0</b>	
<b>FUND BALANCE</b>							
Beginning Fund Balance	0	657,011	668,512	668,512	<b>675,098</b>	FB Goal 650,000	Difference (31,684)
Ending Fund Balance	657,011	668,512	675,098	675,098	<b>681,684</b>		