



Meeting of the Board of Directors

March 18, 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

March 18, 2021

REGULAR MEETING

Regular Session begins at 9:00 a.m.

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Note: This packet is 63 pages total



Zero Waste Sonoma

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**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, March 17th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played or read at the appropriate time during the board meeting.

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



Agenda

Item

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

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; AJR4 Basel Agreement Ratification; SB343 Truth in Recycling Labeling; SB244 Lithium-ion Batteries: Illegal Disposal and Fire Prevention

Regular Calendar

5. Discussion and Possible Action on FY 21/22 Draft Budget [Collard]
6. Presentation of the Model Environmentally Preferred Purchasing Policy [Pagal]
7. Boardmember Comments – NO ACTION
8. Executive Director Report – VERBAL REPORT
9. Staff Comments – NO ACTION
10. Next SCWMA meeting: April 15, 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, members of the public desiring to speak on items that are within the jurisdiction of the Agency shall have an opportunity at the beginning and during each regular meeting of the Agency. When recognized by the Chair, each person should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item and before Boardmembers propose a motion to vote on any item.

Disabled Accommodation: If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Sonoma County Waste Management Agency Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

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



To: Zero Waste Sonoma Board Members
From: Leslie Lukacs, Executive Director
Subject: March 18, 2021 Board Meeting Agenda Notes

Consent Calendar:

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

- 4.1 Minutes of the February 2021 Meeting
- 4.2 February, March, April 2021 Outreach Calendar
- 4.3 Budget Adjustment
- 4.4 Letters of Support

Regular Calendar

- 5 **Discussion and Possible Action on the 2021-22 ZWS Draft 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 includes establishing funding guidelines and other parameters necessary to integrate the ZWS's annual budget with the County's budget, accounting, and audit process.

Recommended Action: Staff recommends the Board provide feedback on the FY 21-22 Zero Waste Sonoma Draft Budget with direction to return at the April 15, 2021 ZWS meeting for final approval.

- 6 **Presentation of the Model Environmentally Preferable Purchasing Policy:** The intent of the Environmentally Preferable Purchasing Policy (EPPP) is to encourage and increase the use of environmentally preferable products and services, whenever practical. Zero Waste Sonoma last adopted an EPPP in 1995. Staff decided that the EPPP had to be updated to better reflect products and services that may not have been available 25 years ago. The document presented is meant to serve as a guide for both ZWS and the member jurisdictions.

Recommended Action: Staff recommends the Board adopt the Environmentally Preferable Purchasing Policy for Agency use and approve it as a Model Policy for member jurisdictions to adopt.



Minutes of the February 18, 2021 Meeting

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

Board Members Present:

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

Staff Present:

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

1. Call to Order Regular Meeting

Regular session was called to order at 9:01 a.m.
Introductions
There were no reportable actions.

2. Agenda Approval

3. Public Comments (items not on the agenda)

None.

4. Consent (w/attachments)

- 4.1 Minutes of the Jan 20, 2021 Regular Meeting
- 4.2 January, February, and March 2021 Outreach Calendar
- 4.3 Approval of 2nd Quarter Financial Report
- 4.4 City/County Payment Program (CCPP) Expenditure Approval
- 4.5 Consideration of Merit Increase for Executive Director

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 Rohnert Park - Pam Stafford

Vote Count:

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

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

Motion passed.

Regular Calendar

5. Presentation of SB1383 [Lukacs/Tan]

Board Comments/Action Items:

- Gather gleaning food recovery group info and share with board member so jurisdictions can share on their websites
- Change wording “to recover edible food from the landfill” page 26
- Timeline may be too short to modify the JPA
- Smaller jurisdictions may have challenges in enforcement, ask CalRecycle what recourse would be to help assist in composting
- Move forward with aggressive discussions with State about adding an extension so businesses can recover first from Covid while updating board with changes

Public Comments:

- Sam Salmon commented normalizing composting efforts and SB1383 impacts to jurisdictions.

6. Financial Strategy Presentation for North County HHW Facility Financing [Lukacs]

Board Comments/Action Items:

- Ensure rates are smoothed over the years
- Check in with cities and City Managers and look at ways to offset the rate impacts
- Look into HHW producer responsibilities to help fund a new HHW facility rather than just increasing rate payers rates
- Ask product end of life questions not only at the state level, but also to local retailers

Public Comments:

- Sam Salmon commented on HHW programs.

Madolyn Agrimonti left at 10:48 am.

7. Discussion and Possible Action on the Fiscal Year 21-22 Work Plan [Collard]

Board Comments/Action Items:

- Look into other grant options for other programs besides just OPP
- Decide how to address reusable and compostable products to residents who make and sell food items from home

Public Comments:

None.

Motion: To approve Fiscal Year 21-22 work plan as a guide.

First: City of Cotati - Susan Harvey

Second: City of Rohnert Park - Pam Stafford

Vote Count:

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

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

Motion passed.

8. Boardmember Comments – NO ACTION
Comments were received by the board.

9. Executive Director Report – NO ACTION
None.

10. Staff Comments – NO ACTION
None.

11. Next SCWMA meeting: March 18, 2021

12. Adjourn: 11:10 am

13. Closed Session:
Closed session started at 11:15
Closed session adjourned at 12:15

Submitted by: Janel Perry



Agenda Item #: **4.2**
 Agenda Date: **3/18/2021**

ITEM: February, March, and April 2021 Outreach Calendar

February 2021 OUTREACH

Start date	End date	Start time	End time	Event	Jurisdiction
2/2/21	2/2/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)	Unincorporated area
2/4/21	2/4/21	9:00 AM	10:00 AM	Promoted used motor oil and filter recycling program during virtual Latino leaders for climate change engagement.	Countywide
2/4/21	2/4/21	10:00 AM	11:00 AM	Promoted used motor oil and filter recycling program during virtual SBDC and other local businesses meeting.	Countywide
2/9/21	2/9/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)	Healdsburg
2/11/21	2/11/21	10:00 AM	11:30 AM	Promoted the used motor oil and filter recycling during Hispanic Chambers of Commerce to local businesses.	Countywide
2/16/21	2/16/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Rohnert Park)	Rohnert Park
2/18/21	2/18/21	10:00 AM	11:30 AM	Meeting organized by EBD and SBDC Napa Sonoma with local business. Promoted the oil recycling program.	Countywide
2/19/21	2/21/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Cloverdale)	Cloverdale
2/20/21	2/20/21	9:00 AM	5:00 PM	Mattress Recycling Event (Cloverdale)	Cloverdale
2/22/21	2/22/21	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 filter recycling program.	Rohnert Park
2/23/21	2/23/21	2:00 PM	4:00 PM	Presentation at CRRRA/CalRecycle SB 1383 webinar conference	Countywide
2/23/21	2/23/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa
2/23/21	2/23/21	11:00 AM	1:00 PM	Promoted the used motor oil and filter recycling program during meeting with Committee for Change at Windsor High School environmental club.	Windsor
2/25/21	2/25/21	2:00 PM	3:00 PM	Presentation on Organics Management at International Stormwater and Waste Management conference in India	Countywide
2/25/21	2/25/21	5:00 PM	7:00 PM	Moderated discussion of local management of single-use plastics after screening of "Story of Plastics" for North Bay Sierra Club chapter	Countywide
2/25/21	2/25/21	10:00 AM	11:30 AM	Meeting organized by Hispanic Chamber of Commerce and EBD with local business. Promoted the oil recycling program and general recycling.	Countywide

Start date	End date	Start time	End time	Event	Jurisdiction
2/25/21	2/25/21	3:00 PM	4:30 PM	Hosted the Sonoma County Reuse Coalition meeting via Zoom. Discussed current and upcoming reuse programs in the county.	Countywide
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
3/3/21	3/3/21	2:30 PM	3:30 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
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

Start date	End date	Start time	End time	Event	Jurisdiction
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
3/12/21	3/14/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Graton)	Unincorporated area
3/13/21	3/13/21	9:00 AM	5:00 PM	Mattress Recycling Event (Graton)	Unincorporated area
3/16/21	3/16/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, W)	Santa Rosa
3/23/21	3/23/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)	Windsor
3/30/21	3/30/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)	Petaluma
4/6/21	4/6/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)	Sebastopol
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
4/13/21	4/13/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, E) *likely to be cancelled*	Santa Rosa
4/20/21	4/20/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma) *likely to be cancelled*	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
4/27/21	4/27/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)	Cloverdale



Agenda Item #: **4.3**
Cost Center: All
Staff Contact: **Collard**
Agenda Date: **3/18/21**
Approved By: LL

ITEM: FY 20/21 Budget Adjustment

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff requests an increase to the budgetary appropriations for the current fiscal year. As this item is an amendment to the budget, it requires a super-majority (8/10) vote for approval.

II. BACKGROUND

During the planning process for the FY 20/21 budget year the Covid pandemic was just beginning. Staff attended multiple webinars anticipating the impacts to the waste industry. At that time, staff advised the Board to make a blanket reduction to our planned budget by 10%. We applied this reduction across all programs anticipating we could return to the board with a budget adjustment after having time to study actual impacts to tonnage numbers. Landfill tonnage numbers through January 2020 are on pace with tonnage numbers from FY 19/20. Organics, on the other hand, has seen an increase in hauling and processing of material so an increase in the budget is needed to complete the fiscal year. Household hazardous waste has seen a large increase in material received at the facility and will need to increase the appropriations for disposal. Another unanticipated expense with remote working is the increased use of county owned cellular devices.

The Governor recently vetoed a bill that would have extended the “alternative management standards” for Treated Wood Waste (TWW), meaning TWW is no longer accepted in specified landfills and must be managed as hazardous waste. There is currently only one hazardous waste landfill in California permitted to accept TWW, which is located in Buttonwillow. ZWS is only permitted to accept TWW from residents (125 pounds per trip or approximately four TWW fence posts) and Very Small Quantity Generators (businesses that generate less than 220 pounds of hazardous waste per month or approximately seven TWW fence posts). ZWS would like to set up TWW Temporary HHW events to support the community through this transition period. The Department of Toxic Substances Control (DTSC) will soon allow businesses to apply for temporary variances allowing them to accept TWW for up to one year. M&M Services, Inc. (dba: Pacific Sanitation & Windsor Material Recovery Facility) received a variance to accept Treated Wood Waste (TWW) for the next 3 months with a possible 3 month extension. There is also a new emergency Assembly Bill, AB 332, requesting the “alternative management standards” to be reinstated for an undetermined amount of time that could be passed as early as the fall of 2021.

III. DISCUSSION

The FY 2020-21 Final Budget item Other Contract Services used for organics hauling and processing was based on an estimated 80,460 tons of organic material. Current tonnage numbers are on pace with FY 19/20 which will put us closer to 95,000 tons of material.

Due to working remotely staff has used their wireless devices (iPhones/iPads) more often requiring us to increase the billing plans.

HHW disposal costs are higher than budgeted and staff requests an increase in appropriations for Other Contract Services. Staff would also like to host one TWW Emergency collection event this fiscal year. Staff is hoping to host the event on Sunday, April 25 at the Luther Burbank Center.

State law SB 1383 requires that jurisdictions expand food recovery infrastructure. We do not currently know how much food recovery infrastructure exists in Sonoma County and whether there is opportunity for expansion; staff requests the addition of funds to hire a consultant to do a capacity study. Performing this study regionally makes more sense than having each jurisdiction do so individually.

Cost Center	Description	Original Budget	Budget Increase Requested	New Budget
HHW	Wireless Service	\$1,224	\$1,000	\$2,224
HHW	Treated Wood Waste Emergency Event	\$0	\$20,000	\$20,000
HHW	Advertising	\$10,000	\$3,000	\$13,000
HHW	Clean Harbors Disposal	\$1,125,000	\$141,000	\$1,266,000
Education	Wireless	\$2,045	\$4,000	\$6,045
Education	Zero Waste Guide Print	\$0	\$3,000	\$3,000
Education	Advertising	\$0	\$500	\$500
Organics	Other Contract Services	\$5,302,401	\$1,300,000	\$6,602,401
Organics	Consultant for SB1383	\$0	\$25,000	\$25,000

IV. FUNDING IMPACT

Staff is requesting an increase in appropriations for the following items to complete the fiscal year:

- Organics - Other Contract Services for organics transportation and processing - \$1,300,000;
- Special Department Expense to hire a consultant to complete an edible food recovery capacity study - \$25,000;
- HHW for wireless services - \$1,000;
- Advertising/Marketing to restore HHW advertising to the pre-Covid budget - \$3,000;
- Other Contract Services to host a treated wood waste collection event - \$20,000 and an increase of \$141,000 for HHW disposal costs; and
- Education for wireless services \$4,000, Outside Printing \$3,000, and Advertising \$500.

V. ATTACHMENTS

Resolution

Dated: March 18, 2021

RESOLUTION OF ZERO WASTE SONOMA (ZWS) ADOPTING ADJUSTMENTS TO THE FY 2020/21
ANNUAL BUDGET FOR THE ORGANICS, EDUCATION, AND HHW FUNDS

WHEREAS, ZWS approved Zero Waste Sonoma Fiscal Year 2020/21 Budget with a supermajority vote on May 20, 2020; and

WHEREAS, staff recommends increasing the Fiscal Year 2020/21 HHW Fund Budget for Other Contract Services (in the amount of \$161,000 to cover the increased contract costs and emergency Treated Wood Waste collection event and increase disposal costs), Wireless Services (in the amount of \$1,000), and Advertising and Marketing (in the amount of \$3,000); and

WHEREAS, staff recommends increasing the Fiscal Year 2020/21 Education Fund Budget for Wireless Services (in the amount of \$4,000), Outside Printing (in the amount of \$3,000) and Advertising and Marketing (in the amount of \$500); and

WHEREAS, staff recommends increasing the Fiscal Year 2020/21 Organics Fund Budget for Other Contract Services in the amount of \$1,300,000 to cover the increased contract costs for hauling and processing of organic materials and for Special Department Expense in the amount of \$25,000 for an SB1383 consultant; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zero Waste Sonoma does hereby approve the adjustment to the Fiscal Year 2020-21 Budget.

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: March 18, 2021
Janel Perry

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



March 30, 2021

Assembly Member Bill Quirk, Chair
 Assembly Environmental Safety and Toxic Materials Committee
 1020 N Street, Room 171
 Sacramento, California 95814

Re: AB 818 (Bloom) Solid waste: premoistened nonwoven disposable wipes- Support

Dear Assembly Member Quirk:

On behalf of the listed organizations, we are pleased to **SUPPORT AB 818 (Bloom)**, which establishes standardized labeling for single-use wet wipes to provide clear and consistent consumer information about what products are not safe to flush.

The widespread availability of both flushable and non-flushable wipes and lack of clear and consistent labeling leads to consumer confusion about how to properly dispose of these products. Consumers frequently use the toilet to dispose of wipes used for babies, cosmetics, surface cleaning, and disinfecting, even when they are the cause of costly sewer clogs.

Since Governor Newsom's Stay-At-Home order, [Executive Order N-33-20](#), enacted on March 19, 2020, a shortage of toilet paper has resulted in people turning to baby wipes, and flushing them. As a result, local officials reported a large influx of non-flushable debris in sewer systems, causing costly and dangerous maintenance. For over a decade, wipes have been one of the leading causes of residential and public sewer system clogs, spills, and equipment problems, costing California wastewater operators at least \$50 million a year. These clogs also result in environmental damages when sewers overflow and when wipes shed plastic microfibers, causing microplastic particles in wastewater effluent.

Following the onset of the statewide Stay-At-Home order, agencies that have never experienced wipes-related sewer overflows have now reported their first wipes related clogs and sewer spills. Several agencies have reported total equipment failures when their pump systems are overwhelmed with wipes, costing them \$60K per pump. Agencies are reporting increases in

maintenance intervals to unclog heavy equipment like pumps and lift stations, and to clear sewer lines with high powered jets. The problems were so pronounced that on March 17, 2020, the State Water Resources Control Board issued a public advisory to stop flushing wipes.

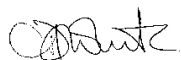
To solve these problems, AB 818 would require certain single use wet wipes to be clearly labeled with "DO NOT FLUSH" and a related symbol. AB 818 would also establish the California Consumer Education and Outreach Program to ensure the public understands they should not flush wipes and requires manufactures to participate in a collection study, conducted in collaboration with wastewater agencies, to gain an understanding of consumer behavior on premoistened nonwoven disposable wipes.

For the many reasons described above, we strongly **SUPPORT AB 818 (Bloom)** and urge your support when the bill is heard in Assembly Environmental Safety and Toxic Materials Committee.

Sincerely,



Heidi Sanborn, Executive Director
National Stewardship Action Council



Theresa White, Snr. Executive Officer
Natracare



Nick Lapis, Director of Advocacy
Californians Against Waste



Andria Ventura, Legislation and Policy
Director
Clean Water Action



Andy Rodgers, Executive Director
Russian River Watershed Association



Katherine O'Dea, Executive Director
Save Our Shores



Melissa Morton, District Manager
Vallejo Flood and Wastewater District



David Stitzhal, President
Full Circle Environmental



Shell Cleave, Founder
Sea Hugger



Eric Zetz, Director
Merced County Regional Waste
Management Authority



Patty Garbarino, President
Marin Sanitary Service



Leslie Tamminen, Director
7th Generation Advisors



Joe La Mariana, Executive Director
RethinkWaste



Catherine Freeman, Legislative
Representative
California State Association of Counties



Paul Koretz, Council District 5
Los Angeles City Councilmember



Lauren Cullum, Policy Advocate
Sierra Club California



Emily Parker, Coastal and Marine Scientist
Heal the Bay



Derek Dolfie, Legislative Representative
League of California Cities



Leslie Lukacs, Executive Director
Zero Waste Sonoma



Larry Klein, Mayor
City of Sunnyvale



Doug Kobold, Executive Director
California Product Stewardship Council



Nicholas J. Mallos, Senior Director, Trash
Free Seas
Ocean Conservancy



March 2nd, 2021

Assembly Member Luz Rivas, Chair
 Assembly Natural Resources Committee
 1020 N Street, Room 164
 Sacramento, CA 95814

SUBJECT: SUPPORT FOR AJR 4 (Garcia)– Basel Agreement Ratification

Dear Chair Rivas:

The undersigned organizations appreciate and strongly support the introduction of Assembly Joint Resolution (AJR) 4, Basel Agreement Ratification. The ratification inherently places responsibility on the waste generators to prevent dumping on countries that cannot properly manage post-consumer plastic scrap. The California Product Stewardship Council's (CPSC's) mission is to shift the cost burden for complex end-of-life solutions for products off local government and residents by engaging producers of these products in these solutions.

AJR 4 is a step in the right direction to prevent the negative impacts caused by externalizing our plastic waste management on other countries without accountability for the global impacts of mis-managed materials. Other steps include legislation for producer payments to support material management in California. The Basel Agreement on the Control of Transboundary Movements of Hazardous Wastes and their Disposal includes a procedure to address mixed and contaminated plastic waste from being sent to unverifiable and unaccountable operations in participating countries. As of January 1, 2021, tighter scrutiny on scrap plastic shipments will require the notification and consent of receiving countries prior to export.

Ratification of the Basel Agreement by the United States is incredibly important to help stem the tide of plastic wastes that are plaguing our lands, streams and rivers, lakes, bays, and the ocean. For these reasons, we strongly support the passage of AJR 4.

Thank you,



Doug Kobold, Executive Director
California Product Stewardship Council



Laura J. Ferrante, Gov. Affairs Advocate
Resource Recovery Coalition of California



Leslie Lukacs, Executive Director
Zero Waste Sonoma



Susan Wengraf, City Councilmember
City of Berkeley



Tim Flanagan, General Manager
Monterey Regional Waste Management
District



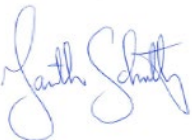
Jennifer Lombardi, General Manager
MendoRecycle



Larry Klein, Mayor
City of Sunnyvale



Wendy Sommer, Executive Director
StopWaste



Garth Schultz, Principal
R3 Consulting Group, Inc.



March 8, 2021

Senator Benjamin Allen
California State Senate, 26th District
State Capitol, Room 4076
Sacramento, CA 95814

SUBJECT: SUPPORT FOR SB 343 (Allen) – Truth in Recycling Labeling

Dear Senator Allen:

Thank you for introducing Senate Bill 343 (Allen), the Truth in Recycling Labeling. The California Product Stewardship Council (CPSC) and undersigned organizations support this bill as a necessary measure to effectively communicate recyclability to consumers and reduce recycling stream contamination.

The chasing arrows symbol has been a source of confusion for some time and was exacerbated once local jurisdictions no longer accepted certain resin types of plastic, despite the presence of the iconic chasing arrows symbol. This confusion and the resulting waste contaminates and overwhelms the recycling stream, straining local recycling and waste collection systems. In late 2018, CPSC began presenting possible solutions in an effort to ease consumer confusion, including removing the chasing arrows from all products that were not actively being recycled, including presenting to the waste management community at the largest waste conference in the state later in 2019, which was well received by represented industry sectors. A copy of that idea and a portion of the presentation are attached to this letter.

We truly appreciate that SB 343 extends the existing “Truth in Environmental Advertising” law that prohibits the use of the word “recyclable” on unrecyclable products and the use of the chasing arrows symbol or any other suggestion that a material is recyclable. The use of the word “recyclable” and the chasing arrow symbol will be reserved for the materials that are truly recycled in most California communities and are routinely sold to manufacturers to make new products. We also appreciate that SB 343 will require The Department of Resources and Recycling and Recovery (CalRecycle), through regulations, to determine which materials are truly recyclable and publish a list of acceptable material types on its website, while also including a process for producers of material that do not yet meet the criteria to demonstrate a commitment to increasing the collection, sorting, and recycling of their material, therefore allowing them to continue to encourage consumers to put their material in the blue bins.

These changes are substantive and will not only reduce consumer confusion and contamination in the recycling system, but also lower the costs for local governments and ratepayers and empower consumers to make informed purchasing decisions based on a product’s recyclability.

For these reasons, we strongly support SB 343. Thank you for authoring this important measure.

Signed,

A handwritten signature in blue ink, appearing to read 'DK', is positioned above the printed name.

Doug Kobold, Executive Director
California Product Stewardship Council



CPSC
California Product
Stewardship Council™



A Public Agency



**Californians
Against Waste**



Sunnyvale



RESOURCE RECOVERY
COALITION OF CALIFORNIA

March 2nd, 2021

Senator Ben Allen
Chair of the Senate Environmental Quality Committee
State Capitol, Room 2205
Sacramento, CA 95814

Re: Senate Bill 244 Lithium-ion Batteries: Illegal Disposal and Fire Prevention – SUPPORT

Dear Senator Allen:

We, the undersigned organizations, write in support of SB 244, which would require CalRecycle to create a guidance document promoting the proper disposal of lithium-ion batteries, as well as require the Department of Forestry and Fire Protection to develop a model protocol for lithium-ion battery fire detection, handling, and suppression for the solid waste industry.

According to Call2Recycle, California consumes 64 million lithium-ion (Li-ion) batteries every year.¹ Of this 64 million, it is estimated between 75 to 92% of these batteries are improperly disposed of. With the number of Li-ion batteries expected to double in the next seven years, the quantity of Li-ion batteries and products entering the waste stream will only increase.² This poses a very serious fire, health, and safety hazard to our waste industry.

When Li-ion batteries experience intense physical pressure – which is common in California's waste processing system – the batteries can spark a fire or even explode. According to FireRover's November 2020 report, over 1,800 fires were experienced at MRFs and other solid waste and recycling facilities in the US and Canada in the prior 12 months, including "22 reported injuries and three deaths that can either be directly or indirectly attributed to these fire incidents".³ The majority of these fires have been known to be caused by Li-ion batteries.

According to Resource Recycling (March 16, 2020) "As has been well-reported, fires attributed to lithium-ion batteries are becoming a major problem for MRFs. More and more of these batteries enter the waste stream, leading to explosions and thermal incidents both on recycling trucks and in recycling centers."⁴ The article goes on to say "With more facility fires of greater severity, insurance companies are shelling out much more than they are taking in on premiums and are subsequently unwilling to renew their policies".⁴

One of the most notable Li-ion battery-induced fires was at the Shoreway Environmental Center Materials Recovery Facility in San Carlos, which caused \$8.5 million in damages in 2016. The fire initially took 79 firefighters close to 2.5 hours to extinguish it. Additionally, the facility was forced to shut down for 125 days. As a result of this fire, the Shoreway facility has seen a more than ten-fold increase in insurance premiums now spread over seven different insurance companies.

A guidance document is an important first step to helping consumers understand the hazard of improperly disposing of these batteries. Ultimately, consumers will need to change their behaviors if we are going to significantly reduce the number of these batteries being improperly disposed of in the curbside trash and recycling containers, or other methods of improper disposal. However, the state also needs a comprehensive collection and recycling infrastructure to provide consumers ample opportunities to properly dispose of these batteries. Additionally, a consumer education campaign should be implemented to inform consumers of the location and how to access this infrastructure as well.

Without this sorely needed collection and recycling infrastructure and a complete education campaign, a guidance document, while important, will only help so much in terms of encouraging consumers to properly dispose of these batteries in a safe manner. California needs a free, convenient, producer-funded battery collection program that serves the entire state and reduces the number of Li-ion batteries illegally entering the waste stream.

For these reasons, **we support SB 244.**

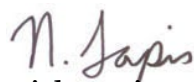
Sincerely,



Doug Kobold, Executive Director
California Product Stewardship Council



Joe La Mariana, Executive Director Rethink Waste



Nick Lapis, Director of Advocacy Californians Against Waste



Leslie Lukacs, Executive Director Zero Waste Sonoma



Larry Klein, Mayor City of Sunnyvale



Claudia Bill de la Pena, Mayor City of Thousand Oaks



Jennifer Lombardi, General Manager Mendo Recycle



Laura J. Ferrante, Government Affairs Advocate Resource Recover Coalition of California

Cc: The Honorable Bob Archuleta
The Honorable Members of the Senate Committee on Environmental Quality

¹ Call2Recycle, (2016). *US Consumer Battery Sales & Available for Collection*.

² RRS, (2017). *South Bayside Waste Management Authority Lithium-Based Battery Assessment*.

³ FireRover - Fogelman, R. (2020). NOVEMBER 2020 FIRE REPORT: ANOTHER FIRE SURGE?

⁴ Resource Recycling – Brainard, N. (2020). First Person Perspective: Why insurance costs are on the rise for recycling companies.



Agenda Item #: 5
Cost Center: All
Staff Contact: Collard
Agenda Date: 3/18/2021
Approved By: LL

ITEM: Discussion and Possible Action on the 2021-22 ZWS Draft Budget

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provide feedback on the FY 21-22 Zero Waste Sonoma Draft Budget with direction to return at the April 15, 2021 ZWS meeting for final approval.

II. BACKGROUND

The approval of the Work Plan outlining contractor and staff costs for individual programs and planned projects is the first step in the budget development process. The Board gave staff direction regarding the Work Plan at the February 18, 2021 ZWS meeting.

The next step in preparing the ZWS's annual budget is the Board's review and approval of a Draft Budget which includes establishing funding guidelines and other parameters necessary to integrate the ZWS's annual budget with the County's budget, accounting, and audit process. The final step is the Board's 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

Information for this discussion can be found in the Explanation and Details and History sections of the FY 21-22 Draft Budget.

The FY 21-22 Draft Budget is similar to the original FY 20-21 Budget presented to the Board before the Final Budget was reduced due to uncertainties around the Covid pandemic unfolding at the time. This draft budget is focused on maintaining the core ZWS programs and restoring the programs cut due to Covid. Any program item that has a change of \$10,000 and 5% has been explained in the Explanations and Details attachment.

Overhead administration costs (Executive Director, Administrative Manager, Agency Clerk and shared office expenses) are distributed across all programs based on a percentage split. In the past the HHW program was our largest program and carried the highest burden of these costs. In the past few years the Organics program has grown exponentially in size and complexity. This budget reflects the shift to a heavier administrative burden being assigned to Organics.

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.

Included in this draft budget is an increase to the ZWS surcharge and organics tipping fee. Staff presented the financial strategy for funding a new HHW facility at the February 2021 Board meeting. In order to meet the debt servicing needs staff recommends increasing the ZWS surcharge \$2.00/ton (new rate \$7.40/ton). An Agency surcharge can be applied to both the self-haul rate and the hauler's gate rate. The MOA between the County and Republic caps the self-haul rate at \$5.95 but our surcharge rate is higher than the capped self-haul rate. This means we will have a self-haul surcharge rate of \$5.95/ton, per the cap, and all other tonnage will be charged the \$7.40/ton rate for the hauler's gate rate. In order to meet the extensive requirements of SB 1383 staff is requesting an increase of \$8.00 to the Organics tipping fee (new rate \$75.25/ton). If the Board approves this draft budget with the increased fees, staff will return the final budget on consent at the April 15, 2021 meeting. If the Board approves the increased fees we will hold a special meeting the final week of March in order to approve the increases to coincide with Republic's increase. This mean the new fee increase will be effective starting April 1, 2021.

Rate Type	Current ZWS Surcharge Rate	Proposed ZWS Surcharge Rate	Difference
Hauler Rate	\$5.40	\$7.40	\$2.00
Gate Rate	\$5.40	\$5.95	\$0.55
Organics Tip Fee	\$67.25	\$75.25	\$8.00

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 \$425,765 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 provide feedback on this budget with direction for staff to return at the April 15, 2021 ZWS meeting for final approval.

IV. ATTACHMENTS

Draft FY 2021-22 Budget
Explanations and Details
History and Fund Balances

**Zero Waste Sonoma
FY 21-22 Draft Budget Summary**

		Organics 78111	H H W 78104	Ed & Outreach 78110		Organics Res. 78103	Contin. Res. 78109	Unfund Liab 78112	Total All Divisions
REVENUES									
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
TOTAL REVENUES		7,348,750	2,628,685	885,832		22,307	63,241	6,586	10,955,401
EXPENDITURES									
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
SUBTOTAL		7,345,612	1,883,684	841,076		93,378	375,066		10,538,817
OTHER CHARGES									
57011	Transfers Out - within a Fund	-	745,000	44,756		-	52,593		842,349
57015	Transfers Out - All Others	-	-	-		-	-		-
SUBTOTAL		-	745,000	44,756		-	52,593		842,349
TOTAL EXPENDITURES		7,345,612	2,628,684	885,832		93,378	427,659	-	11,381,166
NET COST		(3,138)	(0)	0		71,072	364,418	(6,586)	425,765

ZERO WASTE SONOMA

FY 21-22 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

(FY20/21 programs cancelled due to Covid are noted with *)

Organics

REVENUES

42601 – County of Sonoma

Revenues from fees collected at County-owned disposal sites for yard debris and wood waste outhaul are dedicated toward the operations of the Organics fund.

Description	FY 20-21	FY 20-21
Organics Waste Tonnage from All Transfer Stations	80,460	95,000
Disposal Fee (<i>with proposed fee increase</i>)	\$67.25	\$75.25
Total Revenue (24%)	\$5,410,935	\$7,148,750

42358 – State Other Funding

This account is for potential grant funding for a food rescue grant (\$200,000).

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of ZWS staff. 1.5 FTE Waste Management Specialist is budgeted in this Fund as well as a portion of the Department Analyst, Executive Director, and Agency Clerk. The shared allocation for administration fluctuates due to project allocation. This year's shared administration portion increased due to the additional position and reallocation of overhead.

Budgeted FY 20-21	\$150,536
<u>Requested FY 21-22</u>	<u>\$378,860</u>
Difference (60%)	\$228,325

51207 – Client Accounting Services

This account reflects the cost of auditor staff for our accounting needs. The shared allocation for administration fluctuates due to project allocation. This year's shared administration portion increased due to the reallocation of overhead.

Budgeted FY 20-21	\$2,153
<u>Requested FY 21-22</u>	<u>\$15,643</u>
Difference (86%)	\$13,491

51429 – Other Professional Services

This account is for potential grant funding for a food rescue grant (\$200,000) and the restoration of the home composting workshops* (\$5,000).

51803 – Other Contract Services

We are estimating 95,000 tons of organic waste will be collected (FY20/21 budgeted 80,460), transported, and hauled to out-of-county compost facilities. Cost increase is due to increased tonnage and CPI increase for hauling.

Description	FY 20-21	FY 21-22
Hauling	\$1,790,451	\$1,979,556
Processing	<u>\$3,511,951</u>	<u>\$4,675,972</u>
Total Expenditures (20%)	\$5,302,402	\$6,655,528

51904 – ISD Baseline

With the additional staff person and the reallocation of overhead, ISD computer connection costs increased.

Budgeted FY 20-21	\$6,377
<u>Requested FY 21-22</u>	<u>\$16,691</u>
Difference (62%)	\$10,314

51916 – County Service Charge

This increase is due to the reallocation of overhead.

Budgeted FY 20-21	\$2,774
<u>Requested FY 21-22</u>	<u>\$16,781</u>
Difference (83%)	\$14,007

52091 – Memberships/Certifications*

All memberships were cut from the budget due to Covid reductions. Staff is requesting to restore memberships. This also includes increased memberships for the new staff member.

Budgeted FY 20-21*	\$0
<u>Requested FY 21-22</u>	<u>\$12,555</u>
Difference (100%)	\$12,555

ZERO WASTE SONOMA

FY 21-22 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

(FY20/21 programs cancelled due to Covid are noted with *)

Household Hazardous Waste

REVENUES

42358 – State Other Funding

ZWS is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the proper management of used motor oil. For FY 21-22, the Oil Payment Plan grant was drastically reduced and the revenue is expected to be \$78,349 (an 87% reduction).

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$5.95/ton on self-haul and \$7.40/ton on committed waste on behalf of the ZWS for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to ZWS. The estimated of garbage, organic tonnage, and commercial food waste for FY 21-22 is 420,288 (with 117,430 expected to be self-haul), an increase of 36,242 ton from last year.

Total HHW Tipping Fee Revenue Budgeted FY 20-21		\$1,607,233
Total HHW Tipping Fee Revenue Requested FY 21-22 Self-Haul	\$541,500	
Total HHW Tipping Fee Revenue Requested FY 21-22 Committed	\$1,736,891	\$2,278,391
Difference (29%)		\$671,159

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their ZWS services directly. The tonnage is based on the actual quantities and reflects the proposed increased ZWS fee. The E-waste program is no longer a revenue generating program due to the changes in the recycling market.

Description	FY 20-21 Budget	FY 21-22 Requested
Petaluma Surcharge Fee payment	\$124,868	\$196,994
E-waste revenue sharing payment	\$9,000	\$0
Battery Collections (HHW Facility)	\$9,000	\$9,000
Donations/Contributions Total (31%)	\$142,868	\$205,994

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This decrease (\$146,922) is due to the reallocation of overhead -51%. This program has the HHW Program Manager and a new .5 Waste Management Specialist I FTE.

51259 – Other Professional Services

This account is used for the Oil Payment Plan grant which was cut from \$146,750 to \$78,349. The grant covers used oil recycling, education, and staffing costs. This line item is for non-staffing related expenses.

51507 – Special Departmental Expense

This account is used for the E-waste program. The contract expires June 20, 2021. The contractor is requesting an increase for labor and UWED disposal. The disposal rate offered is still below market rate, but the program will no longer be revenue generating.

51803 – Other Contract Services

This account is for the management of the HHW facility operations contract. This includes contractor labor and disposal costs. Disposal expenditures have increased drastically with increased usage of the facility. There is also a request for one Treated Wood Waste (TWW) collection event to mitigate the communities lack of disposal options while the legislation is being reviewed.

Description	FY 20-21 Budget	FY 21-22 Requested
Contractor Cost HHW Facility	\$1,125,000	\$1,260,000
Special TWW Event	\$0	\$20,000
Other Contract Services Total (12%)		\$155,000

ZERO WASTE SONOMA

FY 21-22 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

(FY20/21 programs cancelled due to Covid are noted with *)

Education & Outreach

REVENUES

42358 – State Other Funding

ZWS is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the beverage container recycling. For FY 21-22, the City County Payment Plan grant is \$137,172. We will also be receiving \$30,000 for the administration and outreach costs for the CRV grant.

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$5.95/ton on self-haul and \$7.40/ton on committed waste on behalf of the ZWS for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to ZWS. The estimated of garbage, organic tonnage, and commercial food waste for FY 21-22 is 420,288 (with 117,430 expected to be self-haul), an increase of 36,242 ton from last year.

Total E&O Tipping Fee Revenue Budgeted FY 20-21	\$466,616
<u>Total E&O Tipping Fee Revenue Requested FY 21-22</u>	<u>\$661,468</u>
Difference (16%)	\$194,852

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their ZWS services directly. The tonnage is based on the actual quantities and reflects the proposed increased ZWS fee.

Description	FY 20-21 Budget	FY 21-22 Requested
Petaluma Surcharge Fee payment	\$36,252	\$57,192
Donations/Contributions Total (37%)		\$20,940

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of ZWS staff. The Outreach and Zero Waste Program Managers are budgeted in this Fund as well as a portion of the Department Analyst, Executive Director, and Agency Clerk. The shared allocation for administration fluctuates due to project allocation and the change in overhead allocations.

Budgeted FY 20-21	\$441,125
<u>Requested FY 21-22</u>	<u>\$532,651</u>
Difference (17%)	\$91,526

51205 – Advertising/Marketing

Staff is requesting advertising funds to promote the polystyrene ban, reuse workshops, and promote zero waste programs.

51214 – Agency Extra/Temp Help*

Staff is requesting to restore the summer intern program.

51249 – Other Professional Services

This account reflects the cost of the Beverage Container Recycling City/County Payment Program (CCPP). In the past the grant has been more focused on outreach and education and used to cover staffing costs. The focus has shifted to be more focused on providing more recycling bins to jurisdictions. This account will also be used for the CRV grant

Budgeted FY 20-21	\$122,688
<u>Requested FY 21-22</u>	<u>\$140,653</u>
Difference (13%)	\$17,965

51803 – Other Contract Services*

This line item is for the restoration of the Spanish language outreach contract.

52091 – Memberships/Certifications*

Most memberships were cut from the budget due to Covid reductions. Staff is requesting to restore memberships. This includes The Recyclist database system.

Budgeted FY 20-21*	\$4,620
<u>Requested FY 21-22</u>	<u>\$21,566</u>
Difference (79%)	\$16,946

52163 – Professional Development*

All conference travel was cut from the budget due to Covid reductions. Staff is requesting to restore conference participation in-person (when safe to travel) as well as virtual.

Budgeted FY 20-21*	\$320
<u>Requested FY 21-22</u>	<u>\$19,520</u>
Difference (98%)	\$19,200

ZERO WASTE SONOMA

FY 21-22 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Contingency Reserve

EXPENDITURES - SERVICES AND SUPPLIES

51212 – Outside Counsel – Legal Advice

Staff is requesting an increase to this line item to only be used in the event we enter into a contract for a new HHW facility.

51803 – Other Contract Services

Staff is requesting appropriations to be used for the development of a new HHW facility.

Description	FY 20-21 Budget	FY 21-20 Requested
HHW Expansion Analysis	\$0	\$10,000
HHW Financial Assistance	\$0	\$25,000
HHW Feasibility Study	\$0	\$80,000
Other Contract Services Total (100%)	\$0	\$115,000

FY 21-22 DRAFT 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
REVENUES									
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	10,088,609	2,603,826	26%
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	263,186	84,066	32%
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%
SUBTOTAL	6,708,085	7,447,145	8,348,737	9,418,783	8,055,091	9,279,619	10,858,052	2,802,961	26%
47101 Transfers In - Within a Fund	96,938	55,928	0	97,349	0	0	97,349	97,349	0%
48004 Residual Equity Transfers	0	0	3,660,876	0	0	0	0	0	0%
SUBTOTAL	96,938	55,928	3,660,876	97,349	0	0	97,349	97,349	0%
TOTAL REVENUES	6,805,023	7,503,073	12,009,612	9,516,132	8,055,091	9,279,619	10,955,401	2,900,310	26%
EXPENDITURES									
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	19,740	250	1%
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%
SUBTOTAL	6,570,566	7,417,803	8,038,339	8,946,169	8,417,243	9,123,883	10,538,817	2,121,574	20%
57011 Transfers Out - Within a Fund	96,938	55,928	0	842,349	0	0	842,349	842,349	0%
57015 Transfers Out - All Others	0		0	0	0	0	0	0	0%
SUBTOTAL	96,938	55,928	0	842,349	0	0	842,349	842,349	0%
TOTAL EXPENDITURES	6,667,504	7,473,731	8,038,339	9,788,518	8,417,243	9,123,883	11,381,166	2,963,923	26%
NET COST	(137,520)	(29,342)	(3,971,274)	272,386	164,109	164,109	425,765		
ROUNDING ERROR					2		2		
FUND BALANCE									
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		7,510,334		

FY 21-22 DRAFT 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
REVENUES								
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%
SUBTOTAL	4,934,485	5,466,230	6,495,721	5,449,292	6,451,103	7,348,750	1,899,458	26%
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%
SUBTOTAL	0	1,379,625	0	0	0	0	0	0%
TOTAL REVENUES	4,934,485	6,845,855	6,495,721	5,449,292	6,451,103	7,348,750	1,899,458	26%
EXPENDITURES								
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%
SUBTOTAL	4,839,114	5,549,873	6,339,097	5,509,956	6,328,803	7,345,612	1,835,656	25%
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%
SUBTOTAL	1,882	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	4,840,996	5,549,873	6,339,097	5,509,956	6,328,803	7,345,612	1,835,656	25%
NET COST	(93,490)	(1,295,982)	(156,624)	60,663	(122,300)	(3,138)		
FUND BALANCE								
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 DRAFT 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
REVENUES								
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	2,278,391	671,159	29%
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	205,994	63,127	31%
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%
SUBTOTAL	1,826,298	1,986,664	2,054,796	1,910,208	2,037,083	2,576,092	665,884	26%
47101 Transfers In - Within a Fund	0	0	0	0	0	52,593	52,593	100%
SUBTOTAL	0	0	0	0	0	52,593	52,593	100%
TOTAL REVENUES	1,826,298	1,986,664	2,054,796	1,910,208	2,037,083	2,628,685	718,477	27%
EXPENDITURES								
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%
SUBTOTAL	1,709,354	1,681,614	1,776,021	1,910,979	1,934,087	1,883,684	(27,294)	-1%
57011 Transfers Out - Within a Fund	27,265	0	0	0	0	745,000	745,000	100%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
SUBTOTAL	27,265	0	0	0	0	745,000	745,000	100%
TOTAL EXPENDITURES	1,736,619	1,681,614	1,776,021	1,910,979	1,934,087	2,628,684	717,706	27%
NET COST	(89,679)	(305,050)	(278,775)	771	(102,996)	(0)		
FUND BALANCE								
Beginning Fund Balance	944,489	1,033,868	1,339,237	1,652,088	1,652,088	1,755,084	470,921	(1,284,164)
Ending Fund Balance	1,033,868	1,339,237	1,652,088	1,651,317	1,755,084	1,755,085		

FY 21-22 DRAFT 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
REVENUES								
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	661,468	194,852	29%
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	57,192	20,940	37%
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%
SUBTOTAL	624,182	706,951	762,282	648,213	754,637	885,832	237,619	27%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0	0%
48004 Residual Equity Transfers	0	451,300	0	0	0	0	0	0%
SUBTOTAL	0	451,300	0	0	0	0	0	0%
TOTAL REVENUES	624,182	1,158,252	762,282	648,213	754,637	885,832	237,619	27%
EXPENDITURES								
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	2,954	(25)	-1%
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%
SUBTOTAL	541,690	622,477	727,650	648,858	655,543	841,076	192,218	23%
57011 Transfers Out - Within a Fund	26,781	0	0	0	0	44,756	44,756	100%
SUBTOTAL	26,781	0	0	0	0	44,756	44,756	100%
TOTAL EXPENDITURES	568,471	622,477	727,650	648,858	655,543	885,832	236,974	27%
NET COST	(55,711)	(535,774)	(34,632)	645	(99,095)	0		
FUND BALANCE								
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 DRAFT 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
REVENUES								
44002 Interest on Pooled Cash	41,374	82,662	66,334	22,307	22,307	22,307	0	0%
44050 Unrealized Gains and Losses	(4,300)	35,584	(5,736)	0	(5,736)	0	0	0%
46200 Revenue Appl PY Misc Revenue	98	0	0	0	0	0	0	0%
SUBTOTAL	37,172	118,246	60,599	22,307	16,571	22,307	0	0%
47101 Transfers In - Within a Fund	1,882	0	0	0	0	0	0	0%
48004 Residual Equity Transfers	0	(650,000)	0	0	0	0	0	0%
SUBTOTAL	1,882	(650,000)	0	0	0	0	0	0%
TOTAL REVENUES	39,054	(531,754)	60,599	22,307	16,571	22,307	0	0%
EXPENDITURES								
51201 Administration Services	88,186	19,557	49,033	60,908	60,908	55,999	(4,908)	-9%
51206 Accounting/Auditing Services	1,875	2,500	0	2,500	2,500	1,000	(1,500)	-150%
51212 Outside Counsel - Legal Advice	950	5,267	29,286	35,000	35,000	35,000	0	0%
51801 Other Services	105,079	0	0	0	0	0	0	0%
51803 Other Contract Services	0	0	0	0	0	0	0	0%
51911 Mail Services	0	2	0	0	0	0	0	0%
51916 County Services	1,378	243	379	0	0	379	379	100%
52111 Office Supplies	10	0	55	1,000	1,000	1,000	0	0%
52162 Special Departmental Expense	0	0	0	0	0	0	0	0%
52163 Professional Development	0	0	662	0	0	0	0	0%
53610 Other Charges	0	0	0	0	0	0	0	0%
SUBTOTAL	197,478	27,569	79,414	99,408	99,408	93,378	(6,029)	-6%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	197,478	27,569	79,414	99,408	99,408	93,378	(6,029)	-6%
NET COST	158,424	559,322	18,816	77,101	82,836	71,072		
FUND BALANCE								
Beginning Fund Balance	3,025,177	2,866,753	2,307,431	2,289,031	2,289,031	2,211,931	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	2,140,859		

FY 21-22 DRAFT 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
REVENUES								
44002 Interest on Pooled Cash	28,307	36,327	38,481	18,485	18,485	18,485	0	0%
44050 Unrealized Gains and Losses	(3,347)	16,939	(4,847)	0	(4,847)	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	49	10,368	250	0	0	0	0	0%
SUBTOTAL	25,008	63,634	33,884	18,485	13,638	18,485	0	0%
47101 Transfers In - Within a Fund	54,046	0	0	0	0	44,756	44,756	0%
48004 Residual Equity Transfers	0	1,829,950	0	0	0	0	0	0%
SUBTOTAL	54,046	1,829,950	0	0	0	44,756	44,756	0%
TOTAL REVENUES	79,054	1,893,584	33,884	18,485	13,638	63,241	44,756	71%
EXPENDITURES								
51201 Administration Services	0	33,678	13,576	93,543	93,543	87,849	(5,694)	-6%
51205 Advertising/Marketing Svc	0	7,353	0	0	0	0	0	0%
51206 Accounting/Auditing Services	1,125	1,500	0	1,500	1,500	1,000	(500)	-50%
51212 Outside Counsel - Legal Advice	0	9,120	4,337	2,000	2,000	20,000	18,000	90%
51249 Other Professional Services	0	0	7,170	0	0	0	0	0%
51801 Other Services	0	0	0	0	0	0	0	0%
51803 Other Contract Services	128,954	91,641	0	0	3,000	115,000	115,000	100%
51916 County Services	88	112	217	0	0	217	217	100%
52111 Office Supplies	0	13,401	561	1,000	1,000	1,000	0	0%
52162 Special Departmental Expense	0	0	3,480	150,000	5,000	150,000	0	0%
SUBTOTAL	130,167	156,805	29,342	248,043	106,043	375,066	127,024	34%
57011 Transfers Out - Within a Fund	0	0	0	0	0	52,593	52,593	100%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	52,593	52,593	100%
TOTAL EXPENDITURES	130,167	156,805	29,342	248,043	106,043	427,659	179,617	42%
NET COST	51,113	(1,736,779)	(4,542)	229,558	92,404	364,418		
FUND BALANCE								
Beginning Fund Balance	2,062,138	2,011,025	1,932,451	1,936,993	1,936,993	1,707,435	FB Goal 877,269	Difference (465,747)
Ending Fund Balance	2,011,025	1,932,451	1,936,993	1,941,535	1,707,435	1,343,016		

FY 21-22 DRAFT 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
REVENUES							
44002 Interest on Pooled Cash	1,560	13,111	6,586	6,586	6,586	0	0%
44050 Unrealized Gains and Losses	5,451	(1,610)	0	0	0	0	0%
46029 Donations/Contributions	0	0	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	0	0	0	0	0	0	0%
SUBTOTAL	7,011	11,501	6,586	6,586	6,586	0	0%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
48004 Residual Equity Transfers	650,000	0	0	0	0	0	
SUBTOTAL	650,000	0	0	0	0	0	0%
TOTAL REVENUES	657,011	11,501	6,586	6,586	6,586	0	0%
EXPENDITURES							
51206 Accounting/Auditing Services	0	0	0	0	1,000	(1,000)	-100%
SUBTOTAL							
57011 Transfers Out - Within a Fund							
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	0	0	0	0	0	0	0%
NET COST	(657,011)	(11,501)	(6,586)	(6,586)	(6,586)	0	
FUND BALANCE							
Beginning Fund Balance	0	657,011	668,512	668,512	675,098	FB Goal 650,000	Difference (31,684)
Ending Fund Balance	657,011	668,512	675,098	675,098	681,684		



Agenda Item #: 6
Cost Center: Zero Waste
Staff Contact: Pagal
Agenda Date: 3/18/2021
Approved By: LL

ITEM: Presentation of the Model Environmentally Preferable Purchasing Policy

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Adopt the Environmentally Preferable Purchasing Policy for Agency use and approve it as a Model Policy for member jurisdictions to adopt.

II. BACKGROUND

The intent of the Environmentally Preferable Purchasing Policy (EPPP) is to encourage and increase the use of environmentally preferable products and services, whenever practical. This means buying and using products and services that reduce negative environmental impacts in the way they are made, used, transported, packaged, and disposed of, including their potential for reuse or ability to be recycled. The EPPP will guide purchasing decisions so that fewer resources are wasted, and ZWS or the member jurisdictions may leave a reduced environmental footprint. Procedures and guidelines have been established within the EPPP to encourage the continuation of a strong Environmental Purchasing Program. Special emphasis is placed on the purchase of products manufactured with post-consumer recycled materials.

III. DISCUSSION

Zero Waste Sonoma last adopted an EPPP in 1995. Staff decided that the EPPP had to be updated to better reflect products and services that may not have been available 25 years ago. The document presented is meant to serve as a guide for both ZWS and the member jurisdictions. State law requires that all public entities purchase environmental preferable products. The Model EPPP ensures compliance with Assembly Bill 939, which requires all California jurisdictions to reduce by 50 percent municipal solid waste going to landfills, and Assembly Bill 341, California's statewide goal of diverting 75% of solid waste by the year 2020. The Model EPPP also includes procurement of organic waste products, such as mulch and compost, which are requirements that member jurisdictions must follow as part of SB 1383 compliance. Furthermore, this Model EPPP confirms our regional commitment to zero waste by implementing, and supporting, progressive and efficient waste reduction and recycling programs.

Approval of the EPPP will encourage and support, but not require the use of, environmentally preferable products and services. Additionally, the EPPP assists in making decisions in the purchasing of equipment, supplies, and services that reduce energy and water demands, minimize the use of toxic chemicals, support a local and robust recycling market, and reducing greenhouse gas emissions and.

IV. FUNDING IMPACT

The adoption and implementation of the Environmentally Preferable Purchasing Policy is not expected to significantly affect current budgets. Staff will continue to consider the purchase price, performance, and availability in the purchase of all products and services.

Dated: March 18, 2021

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA ("ZWS"), ADOPTING AN MODEL ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) POLICY

WHEREAS, Zero Waste Sonoma's current purchasing policy for supplies and equipment was approved by the SCWMA Board of Directors on February 15, 1995; and

WHEREAS, on September 19, 2018, the Agency Board approved a goal of Zero Waste by 2030; and

WHEREAS, the Zero Waste Resolution includes a commitment to update the Environmentally Preferable Purchasing (EPP) policy and pledge to incorporate EPP principles and practices into all government operations and events; and

WHEREAS, Zero Waste Sonoma seeks to set an example by adopting the EPP model policy and making it publicly available and downloadable for individuals, businesses, non-profits, governments, and other entities; and

WHEREAS, the Federal Government defines the purchase of environmentally preferable options as "products or services that have lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service; and

WHEREAS, Environmentally Preferable Purchasing (EPP) means considering multiple environmental attributes of products and services before buying and is a market-based approach to making environmental improvements and protecting human health without sacrificing price or performance; and

WHEREAS, Environmentally Preferable Purchasing (EPP) also means not purchasing – or reducing the purchase of – certain products or services that may have detrimental environmental or public health effects; and

WHEREAS, this resolution satisfies the directive set forth in Senate Bill 1383 which requires procurement of recycled content paper products and compost or mulch for jurisdictions; and

NOW, THEREFORE, BE IT RESOLVED that Zero Waste Sonoma does hereby approve the adoption of the Model Environmentally Preferable Purchasing (EPP) Policy.

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: March 18, 2021

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

Zero Waste Sonoma

Environmentally Preferable Purchasing (EPP) Model Policy

1. STATEMENT OF POLICY

The Environmentally Preferable Purchasing Policy will commit the Agency to:

- 1.1 Protect and conserve natural resources, water, and energy;
- 1.2 Minimize the contribution to climate change, pollution, and solid waste disposal;
- 1.3 Institute practices that reduce waste by increasing product efficiency and effectiveness;
- 1.4 Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- 1.5 Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests; and
- 1.6 Comply with State requirements as contained in the SB 1383 procurement regulations to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.*

2. PURPOSE

The purpose of the policy is to incorporate considerations that include the following:

- 2.1 Conserve natural resources;
- 2.2 Minimize environmental impacts such as pollution and use of water and energy;
- 2.3 Eliminate or reduce toxics that create hazards to workers and our community;
- 2.4 Support a strong recycling market and circular economy;
- 2.5 Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement;
- 2.6 Reduce materials that are landfilled;
- 2.7 Increase the use and availability of environmentally preferable products that protect the environment;
- 2.8 Identify environmentally preferable products and distribution systems;
- 2.9 Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services;
- 2.10 Align with the Agency's goal of Zero Waste by 2030 as adopted in the Zero Waste Resolution; and
- 2.11 Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

3 Definitions

- 3.1 “Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the Jurisdiction’s residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle’s website and providing written notice directly to the Jurisdiction
- 3.2 “American Society for Testing and Materials” means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.
- 3.3 “Bay Area Green Business Program” is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 3.4 “Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials
- 3.5 “Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.
- 3.6 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions
- 3.7 “The Carpet and Rug Institute” (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program incorporates additional requirements to meet California’s Collaborative for High Performance Schools low-emitting materials criteria
- 3.8 “Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).
- 3.9 Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State’s composting operations regulatory requirements
- 3.10 “Compostable plastic” means a polymer that is made from plants such as corn or soybeans, and breaks down during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

- 3.11 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract or serves in a subcontracting capacity with an entity having a contract for the provision of goods or services.
- 3.12 Direct Service Provider” means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement **OR as otherwise defined in 14 CCR Section 18982(a)(17).**
- 3.13 “EcoLogo” is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.
- 3.14 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select personal computers, displays, imaging equipment and televisions based on their environmental attributes.
- 3.15 “Electricity Procured from Biomass Conversion” means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction’s Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
- 3.16 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.
- 3.17 “Energy-Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 3.18 “Environmentally Preferable Purchasing” means EPP is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. It is an essential part of our search for high quality products and services at competitive prices.
- 3.19 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.
- 3.20 “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
- 3.21 “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

- 3.22 “Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.
- 3.23 “Jurisdiction” means a city, county, a combined city and county, or a regional agency with the responsibility for meeting Integrated Waste Management Act requirements. Jurisdictions may utilize a Joint Powers Authority (JPA) to comply with the requirements of SB 1383, however, the jurisdiction shall remain ultimately responsible for compliance.
- 3.24 “LEED Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.
- 3.25 “NSF/ANSI” means NSF International follows the American National Standards Institute (ANSI) standards development process. Standards are developed by joint committees (balanced stakeholder groups of public health, industry and user representatives).
- 3.26 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Farmers (CCOF).
- 3.27 “Organic Waste” means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- 3.28 “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling;
- 3.29 “Post-consumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 3.30 “Pre-consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- 3.31 “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications;

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

- 3.32 “Postconsumer Content” means any product which has served its intended use by a business or a consumer, which has been disposed and subsequently separated from solid waste for use as a constituent in a new product.
- 3.33 “Procurement of Recovered Organic Waste Products” shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction’s Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction’s behest.
- 3.34 “Post-manufacture Content” means, waste that is created by a manufacturing process, and that is subsequently only used as a constituent in another manufacturing process.
- 3.35 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
- 3.36 “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.
- 3.37 “Recordkeeping Designee” means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13. In Sonoma County, Zero Waste Sonoma will be considered the Recordkeeping Designee.
- 3.38 “Recyclability” means that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- 3.39 “Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper” means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
- 3.40 “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”
- 3.41 “Recycling” means using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material.

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- 3.42 “Renewable Gas” means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.
- 3.43 “Reuse” means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical or chemical form of the object or material.
- 3.44 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 3.45 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 3.46 “Russian River Friendly Landscaping” means working with the natural ecosystems of the Russian River region to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. The Russian River- Friendly Landscape Guidelines are a revision of the Bay-Friendly Landscape Guidelines by the Russian River Watershed Association (RRWA), originally published by StopWaste.Org.
- 3.47 “Source Reduction” Section 40196 of the California Public Resources Code defines source reduction as any action which causes a net reduction in the generation of solid waste. "Source Reduction" includes, but is not limited to, reducing the use of nonrecyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, reducing the amount of yard wastes generated, establishing garbage rate structures with incentives to reduce the amount of wastes that generators produce, and increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials.
- 3.48 “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- 3.49 “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- 3.50 “State” means the State of California.
- 3.51 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.
- 3.52 “WaterSense” means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product

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category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

4 STRATEGIES FOR IMPLEMENTATION

4.1 Source Reduction

- 4.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- 4.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.
- 4.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.
- 4.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 4.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the procurement process.
- 4.1.6 Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.
- 4.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.
- 4.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when discarding or replacing such equipment, whenever possible. Suppliers will be required to state their take-back, reuse or recycling programs during the procurement process.
- 4.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when discarding or displacing such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the procurement process.
- 4.1.10 Promote electronic distribution of documents rather than printing or copying.
- 4.1.11 When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.
- 4.1.12 Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.

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- 4.1.13 Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned. Consider lease or purchase of multi-function devices.

4.2 Recycled Content Products (SB 1383 Model Language for Jurisdiction Compliance)

4.2.1 Requirements for Agency and Jurisdiction Departments

- 4.2.1.1 Option 1: Comparable or more favorable pricing: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items.
- 4.2.1.2 Option 2: Price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than ___ percent (___%) of the total cost for the non-recycled items.
- 4.2.1.3 Option 3: No price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper (rather than non-recycled items) that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
- 4.2.2 All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined.
- 4.2.3 Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

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4.3 Requirements for Vendors

- 4.3.1 All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:
 - 4.3.1.1 Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.
 - 4.3.1.2 Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
 - 4.3.1.3 Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
 - 4.3.1.4 Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined
 - 4.3.1.5 Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.
- 4.3.2 All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

4.4 Recovered Organic Waste Product Procurement (SB 1383 Model Language for Jurisdiction Compliance)

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4.4.1 Procurement Target

- 4.4.1.1 Jurisdiction will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target.
- 4.4.1.2 To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following SB 1383 eligible Compost, SB 1383 eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity, or heat), and Electricity Procured from Biomass Conversion.

4.4.2 Requirements for Jurisdiction Departments

- 4.4.2.1 Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:
 - 4.4.2.1.1 Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.B and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
 - 4.4.2.1.2 When Jurisdiction uses Compost and SB 1383 Eligible Mulch and the applications are subject to the Jurisdiction's Water Efficient Landscaping Ordinance (WELO), pursuant to Jurisdiction Code Section _____, comply with one of the following, whichever is more stringent, (i) the Jurisdiction's WELO, Jurisdiction Code Section __, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following: Guidance: Jurisdictions may, at their option, choose to establish and enforce water efficient landscaping requirements that are more stringent than required by SB 1383 regulations, including enforcement of updates to the MWELo provided that any updated MWELo requirements are more stringent than the September 15, 2015 MWELo requirements identified in the MWELo sections listed above.
 - 4.4.2.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
 - 4.4.2.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the

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landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

- 4.4.2.1.5 Procure mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- 4.4.2.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications. The mulch must also be produced at a permitted composting facility, transfer station, or landfill. The procured mulch cannot be from a chipping and grinding operation, as specified in 12 CCR Section 18993.1 (f)(4).
- 4.4.2.1.7 Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to Zero Waste Sonoma, upon completion of project. Records shall include general procurement records, including:
 - 4.4.2.1.8 General description of how and where the product was used and applied, if applicable;
 - 4.4.2.1.9 Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
 - 4.4.2.1.10 Type of product;
 - 4.4.2.1.11 Quantity of each product; and,
 - 4.4.2.1.12 Invoice or other record demonstrating purchase or procurement.
- 4.4.2.2 For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to Zero Waste Sonoma in accordance with the requirements specified in Section 3.2.A.3.
- 4.4.2.3 For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the Jurisdiction or Direct Service Provider meets the land application standards specified, as it may be amended from time to time, as currently reflected in Jurisdiction Code Section .
- 4.4.2.4 When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass

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Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

4.4.2.5 Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, Jurisdiction shall:

4.4.2.5.1 Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction and to help meet the Annual Recovered Organic Waste Product Procurement Target.

4.4.2.5.2 Keep records in the same manner for the amount of Renewable Gas procured and used by the Jurisdiction, including the general procurement record information specified in Section 3.2.A.3.a, and submit records to Zero Waste Sonoma on a quarterly schedule. The quarterly schedule shall be as follows: Renewable Gas records are to be provided to Zero Waste Sonoma by April 15 for January 1 through March 31, July 15 for April 1 through June 30, October 15 for July 1 through September 30, and January 15 for October 1 through December 31. Jurisdiction shall additionally obtain the documentation and submit records specified.

4.4.2.6 If the Jurisdiction procures Renewable Gas from a POTW it shall:

4.4.2.6.1 Annually verify that the Renewable Gas from the POTW complies with the requirements specified.

4.4.2.6.2 Annually receive a record from the POTW documenting the tons of Organic Waste received by the POTW from: (i) a compostable material handling operation or facility, other than a chipping and grinding operation or facility, that is permitted or authorized; (ii) transfer/processing facility or transfer/processing operation a, respectively, that is permitted or authorized,; or (iii) a solid waste landfill as defined in Public Resources Code.

4.4.2.6.3 Annually receive documentation from the POTW of the percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal in order to demonstrate that the POTW transported less than twenty-five percent (25%) of the biosolids it produced to activities that constitute landfill disposal. For the purposes of this Policy, landfill disposal is defined as (a) includes final disposition at a landfill; use of material as alternative daily cover or alternative intermediate cover at a landfill, and other dispositions not listed or (b) alternative daily cover or alternative intermediate cover.

4.4.2.6.4 Annually receive documentation that the POTW receives vehicle-transported solid waste that is an anaerobically digestible material for the purpose of anaerobic co-digestion with POTW treatment plant wastewater to demonstrate that the POTW meets the requirement.

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4.4.2.6.5 Jurisdiction shall submit these records to Zero Waste Sonoma on an annual basis, not to exceed 30 days from receipt of notification from the POTW.

4.4.2.7 Electricity Procured from Biomass Conversion. For Electricity Procured from Biomass Conversion, Jurisdiction shall:

4.4.2.7.1 Procure electricity from a biomass conversion facility that receives feedstock from a composting facility, transfer/processing facility, a solid waste landfill, and/or receives feedstock from the generator or employees on behalf of the generator of the Organic Waste and to the degree that it is available and practicable for the Jurisdiction and to help meet the Annual Recovered Organic Waste Product Procurement Target, which requires compliance with specified.

4.4.2.7.2 Maintain records and conduct the following recordkeeping activities:

4.4.2.7.3 Keep records in the same manner indicated in this Policy for the amount of Electricity Procured from Biomass Conversion facilities, including the general procurement record information specified.

4.4.2.7.4 Receive written notification by an authorized representative of the biomass conversion facility certifying that biomass feedstock was received from a permitted solid waste facility.

4.4.2.7.5 Provide these records to Zero Waste Sonoma.

4.4.3 Requirements for Direct Service Providers

4.4.3.1 Direct Service Providers of landscaping maintenance, renovation, and construction shall:

4.4.3.1.1 Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.B and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.3.1.2 If Direct Service Provider is subject to the Jurisdiction's WELO pursuant to Jurisdiction Code Section _____, comply with one of the following, whichever is more stringent:

4.4.3.1.2.1 The locally-adopted WELO that is more stringent than the State's MWELo, or

4.4.3.1.2.2 Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELo, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation,

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Mulch, and Amendments Section” to include the following: Guidance: Jurisdictions may, at their option, choose to establish and enforce water efficient landscaping requirements that are more stringent than required by SB 1383 regulations, including enforcement of updates to the MWELo provided that any updates to the MWELo requirements are more stringent than the September 15, 2015 MWELo requirements identified in the MWELo sections listed above.

- 4.4.3.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
 - 4.4.3.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - 4.4.3.1.5 Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
 - 4.4.3.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified.
 - 4.4.3.1.7 Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include general description of how and where the product was used and if applicable, applied; source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity of each product; and invoice or other record demonstrating purchase or procurement.
- 4.4.3.2 Direct Service Provider of Organic Waste collection services shall:
- 4.4.3.2.1 Provide a specified quantity of Compost or SB 1383 Eligible Mulch to Jurisdiction and its customers via periodic “giveaways” as specified in a franchise agreement or other agreement.
 - 4.4.3.2.2 Keep and provide records to the Jurisdiction including the following dates provided, source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity provided; and

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invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

4.4.3.3 Renewable Gas procurement by Direct Service Providers

- 4.4.3.3.1 Direct Service Providers transporting solid waste, organic materials, and/or recyclable materials shall procure percent (%) of their fuel as Renewable Gas if required to do so in RFPs and RFQs released by the Jurisdiction for such services or as required by permit, license, written agreement, or written contract with the Jurisdiction.
- 4.4.3.3.2 Departments releasing RFPs and RFQs for contractors that procure fuel in the course of their services to the Jurisdiction shall include a percent (%) price preference to contractors that propose to use the amount or percentage of Renewable Gas specified in the RFP or RFQ to be eligible for said price preference. Such use, if it occurs, shall be documented in a written contract or agreement. Guidance: Jurisdiction shall specify the percentage of the price preference or may remove the percentage leaving sentence to read "...shall include a price preference to contractors...."
- 4.4.3.3.3 If Renewable Gas made from recovered Organic Waste is used by Direct Service Providers, Direct Service Providers shall submit information listed in Section 3.3.B.2.a-e on a schedule to be determined by Jurisdiction, but not less than annually to Zero Waste Sonoma.
- 4.4.3.3.4 Renewable Gas used by Direct Service Providers shall comply with criteria specified.

4.5 Energy Efficient and Water Saving Products

- 4.5.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 4.5.2 Replace inefficient interior lighting with energy-efficient equipment.
- 4.5.3 Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
- 4.5.4 Purchase U.S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- 4.5.5 Purchase U.S. EPA WaterSense labeled water-saving products when available. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

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4.6 Green Building Products and Practices

- 4.6.1 Consider Green Building practices for design, construction, and operation as described in the CalGreen, LEED, local requirements and other current Green Building best practices for all building and renovations undertaken.
- 4.6.2 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.
- 4.6.3 When specifying asphalt, concrete, aggregate base or portland cement concrete for construction projects, use recycled, reusable or reground materials.
- 4.6.4 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

4.7 Landscaping Products and Practices

- 4.7.1 Employ Russian River Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance, including workers and contractors providing landscaping services, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with the local weather station, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.
- 4.7.2 Choose a Russian River-Friendly Qualified Landscape Professional for landscape design and maintenance services. Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.
- 4.7.3 Select plants to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 4.7.4 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.8 Household Hazardous Waste and Pollution Prevention Products and Practices

- 4.8.1 Manage pest problems through prevention and physical, mechanical and biological controls when contractors maintain buildings and landscapes. Either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt and implement an

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Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort. Anticoagulant rodenticides shall never be used.

- 4.8.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled or reused content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.
- 4.8.3 Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/EcoLogo certification standards for environmental preferability and performance.
- 4.8.4 Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute Green Label/Seal of Approval Program for soil removal, dust containment and carpet fiber retention for indoor air quality protection and performance cleaning standards. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.
- 4.8.5 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.
- 4.8.6 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.
- 4.8.7 Prohibit the purchase of food service ware containing per- and polyfluoroalkyl substances (PFAS).
- 4.8.8 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, products will be disposed in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.
- 4.8.9 Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.
- 4.8.10 Purchase or specify office furniture that meets the California Bureau of Household Goods and Services (BHGS) standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of flame retardant chemicals.
- 4.8.11 Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.
- 4.8.12 Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring.

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- 4.8.13 In conjunction with California State agency requirements, at least 50 percent of the quantity of paint used for architectural projects should contain reused or recycled paint with a recycled content consisting of at least 50 percent post-consumer paint. Reused paint can be acquired from the Sonoma HHW Facility by either visiting the reuse lockers or by pre-arranging remixed paint in 5-gallon containers in off-white, tan, light grey, or light green.
- 4.8.14 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

4.9 Fiber-only Products

- 4.9.1 Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.
- 4.9.2 Priority should be given to reusable food service ware, however, if single-use food service ware is purchased, it is to be fiber only and BPI certified
- 4.9.3 Ask vendors to provide proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

4.10 Forest Conservation Products

- 4.10.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.
- 4.10.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable

5 Recordkeeping Responsibilities (SB 1383 Model Language for Jurisdiction Compliance)

- 5.1 The department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for organizing records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee shall communicate frequently with Zero Waste Sonoma to transfer all the required documentation for reporting to CalRecycle.
- 5.2 The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 - 5.2.1 Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products,

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including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation.

- 5.2.2 Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation.
- 5.2.3 Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
- 5.2.4 Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements). The procurement report shall also be shared with Council, JPA or other regulating body annually as evidence of implementing this Policy.

6 RESPONSIBILITIES

- 6.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the duty to act in a fiscally responsible as well as a timely manner is recognized.
- 6.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time
- 6.3 Nothing contained in this policy shall be construed as requiring the jurisdiction, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.
- 6.4 The jurisdiction has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

7 IMPLEMENTATION

- 7.1 The Administrative Manager shall implement this policy in coordination with other appropriate personnel.
- 7.2 Require successful vendors to certify in writing that the environmental attributes claimed in competitive proposals are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- 7.3 Upon request, buyers making the selection from competitive procurement process shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 7.4 Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.
- 7.5 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

8 PROGRAM EVALUATION

- 8.1 The Administrative Manager shall periodically evaluate the success of this policy's implementation

9 EXCEPTIONS

- 9.1 Every effort will be made to adhere to the Environmentally Preferable Purchasing Policy to the extent possible, recognizing that certain procurement decisions such as for cleaning products, janitorial equipment, and electronics may be outside of the Agency's authority.

10 EFFECTIVE DATES

- 10.1 This policy shall take effect on [date].

*Applies to jurisdictions but not Agency