



## Meeting of the Board of Directors

August 19, 2021  
REGULAR MEETING

Closes Session begins at 8:30 a.m.  
Regular Session begins at 9:00 a.m. or immediately following  
Closed Session

Estimated Ending Time 11:30 a.m.

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

August 19, 2021

#### REGULAR MEETING

Closed Session begins at 8:30 a.m.

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

#### Table of Contents

<u>Description</u>	<u>Page</u>
Agenda	1
Agenda Notes	3
Item 5.1: Minutes of the June 20, 2021 Meeting	4
Item 5.2: June, July, August, and September 2021 Outreach Calendar	7
Item 5.3: FY 2020/21 Year End Financial Report	10
Item 5.4: Records Retention Schedule Update	19
Item 6: Authorization of Submittal of Regional Application for Beverage Container Recycling Pilot Program Grant	25

*Note: This packet is 28 pages total*



## **Zero Waste Sonoma**

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

**August 19, 2021  
REGULAR MEETING**

**Closed Session begins at 8:30 a.m.  
Regular Session begins at 9:00 a.m. or immediately following Closed  
Session.**

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

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**

<https://sonomacounty.zoom.us/j/92248855470?pwd=OFFVNUliWVh5Wk5SSzVyWWdWbndjdz09>

Or Telephone: +1 669 900 9128

Webinar ID: 922 4885 5470

Passcode: 157476

#### **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, August 18th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played or read at the appropriate time during the board meeting.

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



## Agenda

### Item

1. Call to Order Regular Meeting
2. Agenda Approval
3. Public Comments (items not on the agenda)
4. Closed Session: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code sec. 54956.9(c)  
One case

### Consent (w/attachments)

- 5.1 Minutes of the June 20, 2021 Regular Meeting
- 5.2 June, July, August, and September 2021 Outreach Calendar
- 5.3 FY 2020/21 Year End Financial Report
- 5.4 Records Retention Schedule Revisions

### Regular Calendar

6. Authorization of Submittal of Regional Application for Beverage Container Recycling Pilot Program Grant [Pagal]
7. Boardmember Comments – NO ACTION
8. Executive Director Report – VERBAL REPORT
9. Staff Comments – NO ACTION
10. Next ZWS meeting: September 16, 2021
11. Adjourn

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

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

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

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

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



**To:** Zero Waste Sonoma Board Members

**From:** Leslie Lukacs, Executive Director

**Subject:** August 19, 2021 Board Meeting Agenda Notes

**Note: Closed Session will begin at 8:30 a.m.**

### **Consent Calendar:**

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

- 5.1 May 20, 2021 Meeting Minutes
- 5.2 June, July, August, and September 2021 Outreach Calendar
- 5.3 Fiscal Year 2020-2021 Year End Financial Report
- 5.4 Records Retention Schedule Revisions

### **Regular Calendar**

- 6 **Authorization of Submittal of Regional Application for Beverage Container Recycling Pilot Program Grant:** In November 2020, Zero Waste Sonoma's Regional Application for Beverage Container Recycling Pilot Program Grant application was approved by CalRecycle. CalRecycle's Grant Unit now requires the Agency to approve the proposed resolution so the Agency and the United Cerebral Palsy of the North Bay's Petaluma Recycling Center may receive the Notice to Proceed from CalRecycle to begin making reimbursable purchases through the grant component of the approved for Beverage Container Recycling Pilot Program Grant program.

**Recommended Action:** Staff recommends the Agency Board approve the proposed resolution as part of the requirement of the CalRecycle Grant Unit for the Beverage Container Recycling Pilot Program Grant.



## Minutes of the May 20, 2021 Meeting

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

### Board Members Present:

City of Cloverdale - Melanie Bagby  
City of Cotati - Susan Harvey  
City of Healdsburg - Larry Zimmer  
City of Petaluma - Patrick Carter  
City of Rohnert Park - Pam Stafford

City of Santa Rosa - John Sawyer  
City of Sebastopol - Diana Rich  
City of Sonoma - Madolyn Agrimonti  
County of Sonoma - Trish Pisenti  
Town of Windsor - Deb Fudge

### Staff Present:

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

### 1. Call to Order Regular Meeting

Regular session was called to order at 9:02 a.m.  
Introductions

### 2. Agenda Approval

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

None

### 4. Consent (w/attachments)

- 4.1 Minutes of the April 15, 2021 Regular Meeting
- 4.2 April, May, and June 2021 Outreach Calendar
- 4.3 ZWS FY 2020/21 Third Quarter Financial Report
- 4.4 Discussion and Action on Organics Disposal Agreements

### Action Items:

None

### Public Comments:

None

**Motion:** For approval of all items of the consent calendar, with adjustment of 3.5% ongoing CPI ceiling for Cold Creek Compost.

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

**Second:** City of Rohnert Park - Pam Stafford

**Vote Count:**

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

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

**Motion passed.**

**Regular Calendar**

**5. Approval of Amendments to Agreements with Soluna Outreach Solutions [Scott]**

**Board Comments/Action Items:**

- Provide outreach to English speaking residents at the DMV
- Ensure no collection centers are reduced due to budget cuts
- Continue to visit all farmers markets in the county

**Public Comments:**

None

**Motion:** To approve the amendments to agreements with Soluna Outreach Solutions

**First:** City of Sonoma - Madolyn Agrimonti

**Second:** City of Rohnert Park - Pam Stafford

**Vote Count:**

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

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

**Motion passed.**

**6. Approval of Agreement with Citizen Communications, dba Recyclist, for Software to Implement SB 1383 Requirements [Tan]**

**Board Comments/Action Items:**

- Ensure staff are properly trained on data entry and data cannot be manipulated by unauthorized users
- Investigate if there is a need to keep hauler data private
- ZWS provide a training to municipalities including roles of different people and best practices

- Provide code snippet for jurisdictions to be able to use on their social media and websites

**Public Comments:**

None

**Motion:** To approve 3 year contract with Citizen Communications, dba Recyclist, for use of their program tracker software

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

**Second:** City of Santa Rosa - John Sawyer

**Vote Count:**

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

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

**Motion passed.**

Susan Harvey left at 10:30 am.

**7. Boardmember Comments – NO ACTION**

None

**8. Executive Director Report – NO ACTION**

Executive Director presented report.

**9. Staff Comments – NO ACTION**

None

**10. Next SCWMA meeting: June 17, 2021**

**11. Adjourn: 10:48 am**

Submitted by: Janel Perry





Agenda Item #: **5.2**  
 Agenda Date: **8/19/2021**

## ITEM: June, July, August, and September 2021 Outreach Calendar

### JUNE 2021 OUTREACH

Start date	End date	Start time	End time	Event	Juisdiction
6/8/21	6/8/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)	Healdsburg
6/15/21	6/15/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, W)	Santa Rosa
6/18/21	6/20/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)	Santa Rosa
6/22/21	6/22/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Bodega Bay)	Unincorporated
6/29/21	6/29/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)	Petaluma

### JULY 2021 OUTREACH

Start date	End date	Start time	End time	Event	Juisdiction
7/1/21	7/31/21	7:00 AM	11:30 PM	Plastic Free July Events and Outreach	Countywide
7/2/21	7/2/21	4:00 PM	8:00 PM	Occidental Farmer's Market	Unincorporated
7/6/21	7/6/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Rincon Valley)	Santa Rosa
7/7/21	7/7/21	4:30 PM	7:30 PM	Peacetown Sebastopol	Sebastopol
7/8/21	7/8/21	2:00 PM	5:00 PM	Polystyrene & Disposable Foodware Business Outreach	Cloverdale
7/9/21	7/11/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Petaluma)	Petaluma
7/10/21	7/10/21	9:00 AM	5:00 PM	Mattress Recycling Event (Petaluma)	Petaluma
7/13/21	7/13/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Boyce Hot Springs)	Unincorporated area
7/14/21	7/14/21	6:00 PM	7:00 PM	Zero Waste & Policy Presentation - Refill Madness	Sonoma
7/14/21	7/14/21	4:30 PM	7:30 PM	Peacetown Sebastopol	Sebastopol
7/18/21	7/18/21	2:00 PM	6:00 PM	1st Annual RioFest (Monte Rio)	Unincorporated area

Start date	End date	Start time	End time	Event	Juisdiction
7/19/21	7/19/21	12:00 PM	1:00 PM	"Bye Bye Plastic" Webinar Panel Discussion	Countywide
7/20/21	7/20/21	4:00 PM	7:00 PM	Forestville Farmer's Market	Unincorporated area
7/20/21	7/20/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)	Cloverdale
7/21/21	7/21/21	4:30 PM	7:30 PM	Cotati Farmer's Market	Cotati
7/23/21	7/23/21	5:00 PM	8:00 PM	Rohnert Park Farmer's Market	Rohnert Park
7/24/21	7/24/21	8:30 AM	12:00 PM	Healdsburg Farmer's Market	Healdsburg
7/27/21	7/27/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa
7/28/21	7/28/21	8:00 AM	10:00 AM	DMV Outreach Petaluma	Petaluma
7/30/21	7/30/21	7:00 PM	10:00 PM	Story of Plastic Film Screening & Tabling Event	Countywide
7/30/21	7/30/21	4:00 PM	8:00 PM	Occidental Farmer's Market	Unincorporated area

## AUGUST 2021 OUTREACH

Start date	End date	Start time	End time	Event	Juisdiction
8/3/21	8/3/21	12:00	1:00 PM	Polystyrene & Disposable Foodware Webinar / Q&A	Countywide
8/3/21	8/3/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)	Sebastopol
8/3/21	8/3/21	10:00 AM	1:30 PM	Petaluma East Side Farmer's Market	Petaluma
8/7/21	8/7/21	9:00 AM	4:00 PM	Northern Sonoma County Fire and Earthquake Safety Expo	Cloverdale
8/10/21	8/10/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)	Windsor
8/14/21	8/15/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)	Santa Rosa
8/17/21	8/17/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)	Unincorporated area
8/17/21	8/17/21	5:00 PM	6:00 PM	California Resource Recovery Association Conference Associate of the Year Award	Countywide
8/19/21	8/19/21	2:00 pm	3:00 PM	California Resource Recovery Association Conference Presentation	Countywide
8/24/21	8/24/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma)	Sonoma
8/31/21	8/31/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Cotati)	Cotati

## SEPTEMBER 2021 OUTREACH

Start date	End date	Start time	End time	Event	Juisdiction
9/7/21	9/7/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, W)	Santa Rosa
9/10/21	9/12/21	9:00 AM	5:00 PM	E-Waste Recycling Event (Rohnert Park)	Rohnert Park
9/14/21	9/14/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)	Healdsburg
9/21/21	9/21/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Kenwood)	Unincorporated
9/28/21	9/28/21	4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa



Cost Center: All  
Staff Contact: Collard  
Agenda Date: 8/19/2021  
Approved by: LL

## **ITEM: Fiscal Year 2020-21 Year End Financial Report**

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

Staff recommends approving the FY 2020-21 Year-End Financial Report on the Consent Calendar.

### **II. BACKGROUND**

The Joint Powers Authority agreement requires the Zero Waste Sonoma (ZWS) Board of Directors receive quarterly financial reports. This report contains information about ZWS operations, all receipts to, and disbursements from, the ZWS for Fiscal Year 2020-21.

### **III. DISCUSSION**

This report, using information from the County accounting system (EFS) for revenues and expenditures, contains the actual amounts spent or received to date, accounts payable and receivable, the approved budget and the difference between the approved budget and the actual revenues/expenditures.

Included in this financial report are accounts payable and accounts receivable. Accounts payable are invoices that are expected to be paid after the close of the fiscal year for services received prior to June 30, 2021, the end of the fiscal year. Accounts receivable are revenues anticipated for work and/or services performed by ZWS prior to the end of the fiscal year. By including the accounts payable and receivable as well as the reserve balances, this report serves as a year-end financial statement.

#### Revenues

1. The State Other Funding account consists of grant funding once it has been released from a subsidiary account in EFS. All of ZWS grant awards are first placed into subsidiary accounts. When the planned and approved work has been completed, a release request is sent to the Auditor/Controller office for processing. This year we completed the City County Payment Program for FY 18/19 and began spending for FY 19/20, resulting in additional spending of \$49,951 for the year. All additional expenditures were offset by corresponding revenue.
2. County of Sonoma tipping fee revenues were \$1,477,280 more than budgeted this year due to increased tonnage. The majority of the increased tonnage was in organics tonnage, \$1,247,769, and was used to offset increased organics hauling costs.
3. Donations/Contributions captures the City of Petaluma's tipping fee contribution to ZWS. This year was over budget by \$23,829 due to increased tonnage.

#### Expenditures

1. Rents and Leases- Bldg/Land saw a savings due to the COVID related cancellations of our HHW and E-waste events.
2. Other Contract Services has a budgeted amount of \$70,000 for an HHW feasibility study in the event that we enter into a purchase contract for a new facility. We did not utilize this option in FY 20/21 and will rollover that contract amount.
3. County Service Charges were under budget \$8,184. The new cost plan allocation from Sonoma County's Transportation and Public Works Department was not published at the time we adopted our budget.
4. Other Professional Services were under budget \$28,178 due a smaller portion of the Used Oil Payment Program grant being utilized in FY 20/21. The remaining grant balance will be used in the new fiscal year.
5. Office Supplies were under budget due to the cancellation of the fairs and outreach events from COVID. Promotional materials or booth design materials did not need to be purchased.
6. Special Department Expense was under budget by \$169,159. The waste characterization began in FY 20/21, but the majority of work and expenditures will occur in the current fiscal year and the budget will be rolled over. The E-waste program is also budgeted in this line and processing fees came in lower than expected.
7. Rents/Leases were under budget due to Covid related event cancellations.
8. Freight/Postage was over budget in Organics due to additional mailings needed for SB1383.

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

In summary, ZWS received \$9,558,071 in revenue, which is \$1,502,981 more than budgeted. We incurred \$9,025,941 of expenditures (\$923,089.82 under budget) resulting in a net surplus to the ZWS for FY 2020-21 was \$532,131.

#### **V. ATTACHMENTS**

FY 2020-21 Year End Financial Report

**66110300 SCWMA - Organics Reserve**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
44002	Interest on Pooled Cash	22,307.00	22,307.00	29,306.39	(6,999.39)	-31.38%
44050	Unrealized Gains and Losses	0.00	0.00	(675.33)	675.33	0.00%
<b>All Revenues</b>		<b>22,307.00</b>	<b>22,307.00</b>	<b>28,631.06</b>	<b>-6324.06</b>	<b>-28%</b>

**All Expense/Expenditure Accts**

51201	Administration Services	60,908.00	60,908.00	25,394.61	35,513.39	58.31%
51206	Accounting/Auditing Services	2,500.00	2,500.00	1,000.00	1,500.00	60.00%
51212	Outside Counsel - Legal Advice	35,000.00	35,000.00	13,181.00	21,819.00	62.34%
51916	County Services Chgs	0.00	0.00	116.00	(116.00)	0.00%
52111	Office Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00%
<b>All Expense/Expenditure Accts</b>		<b>99,408.00</b>	<b>99,408.00</b>	<b>39,691.61</b>	<b>59716.39</b>	<b>60%</b>
<b>All Expense/Expenditure Accts</b>		<b>99,408.00</b>	<b>99,408.00</b>	<b>39,691.61</b>	<b>59,716.39</b>	
<b>All Revenues</b>		<b>22,307.00</b>	<b>22,307.00</b>	<b>28,631.06</b>	<b>(6,324.06)</b>	
<b>Net Cost</b>		<b>77,101.00</b>	<b>77,101.00</b>	<b>11,060.55</b>	<b>66,040.45</b>	

**66110900 SCWMA - Contingency Fund**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
44002	Interest on Pooled Cash	18,485.00	18,485.00	14,882.10	3,602.90	19.49%
44050	Unrealized Gains and Losses	0.00	0.00	(563.11)	563.11	0.00%
<b>All Revenues</b>		<b>18,485.00</b>	<b>18,485.00</b>	<b>14,318.99</b>	<b>4166.01</b>	<b>23%</b>

**All Expense/Expenditure Accts**

51201	Administration Services	93,543.00	93,543.00	43,132.57	50,410.43	53.89%
51206	Accounting/Auditing Services	1,500.00	1,500.00	1,300.00	200.00	13.33%
51212	Outside Counsel - Legal Advice	2,000.00	2,000.00	1,602.50	397.50	19.88%
51803	Other Contract Services	0.00	94,751.00	24,745.25	70,005.75	73.88%
51916	County Services Chgs	0.00	0.00	558.00	(558.00)	0.00%
52111	Office Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00%
52162	Special Department Expense	150,000.00	150,000.00	7,280.69	142,719.31	95.15%
53402	Depreciation Expense	0.00	0.00	8,691.72	(8,691.72)	0.00%
<b>All Expense/Expenditure Accts</b>		<b>248,043.00</b>	<b>342,794.00</b>	<b>87,310.73</b>	<b>255483.27</b>	<b>75%</b>
<b>All Expense/Expenditure Accts</b>		<b>248,043.00</b>	<b>342,794.00</b>	<b>87,310.73</b>	<b>255,483.27</b>	
<b>All Revenues</b>		<b>18,485.00</b>	<b>18,485.00</b>	<b>14,318.99</b>	<b>4,166.01</b>	
<b>Net Cost</b>		<b>229,558.00</b>	<b>324,309.00</b>	<b>72,991.74</b>	<b>251,317.26</b>	

**66110400 SCWMA - HHW**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
42358	State Other Funding	146,750.00	146,750.00	133,233.60	13,516.40	9.21%
42601	County of Sonoma	1,607,233.00	1,607,233.00	1,785,104.35	(177,871.35)	-11.07%
44002	Interest on Pooled Cash	13,357.00	13,357.00	16,051.52	(2,694.52)	-20.17%
44050	Unrealized Gains and Losses	0.00	0.00	(642.75)	642.75	0.00%
46029	Donations/Contributions	142,868.00	142,868.00	161,389.37	(18,521.37)	-12.96%
46200	PY Revenue - Miscellaneous	0.00	0.00	5,198.28	(5,198.28)	0.00%
<b>All Revenues</b>		<b>1,910,208.00</b>	<b>1,910,208.00</b>	<b>2,100,334.37</b>	<b>-190126.37</b>	<b>-10%</b>
<b>All Expense/Expenditure Accts</b>						
51041	Insurance - Liability	7,392.00	7,392.00	7,676.86	(284.86)	-3.85%
51071	Maintenance - Bldg & Improve	5,000.00	5,000.00	2,241.00	2,759.00	55.18%
51201	Administration Services	436,118.00	436,118.00	447,425.88	(11,307.88)	-2.59%
51205	Advertising/Marketing Svc	10,000.00	13,000.00	8,135.94	4,864.06	37.42%
51206	Accounting/Auditing Services	7,500.00	7,500.00	7,000.00	500.00	6.67%
51207	Client Accounting Services	12,355.00	12,355.00	12,757.42	(402.42)	-3.26%
51212	Outside Counsel - Legal Advice	4,000.00	4,000.00	1,886.50	2,113.50	52.84%
51225	Training Services	800.00	800.00	533.33	266.67	33.33%
51229	Hazardous Waste Disposal Svc	28,000.00	28,000.00	27,283.49	716.51	2.56%
51249	Other Professional Services	146,750.00	146,750.00	115,600.04	31,149.96	21.23%
51401	Rents and Leases - Equipment	1,980.00	1,980.00	1,855.89	124.11	6.27%
51421	Rents and Leases - Bldg/Land	16,138.00	16,138.00	1,753.20	14,384.80	89.14%
51507	Special Departmental Expense	64,000.00	64,000.00	43,412.60	20,587.40	32.17%
51801	Other Services	0.00	0.00	343.02	(343.02)	0.00%
51803	Other Contract Services	1,125,000.00	1,286,000.00	1,239,488.39	46,511.61	3.62%
51901	Telecommunication Data Lines	489.00	489.00	489.12	(0.12)	-0.02%
51902	Telecommunication Usage	156.00	156.00	8.05	147.95	94.84%
51904	ISD - Baseline Services	13,945.00	13,945.00	18,442.86	(4,497.86)	-32.25%
51907	ISD - Device Modernization Pro	0.00	0.00	2,474.34	(2,474.34)	0.00%
51909	Telecommunication Wireless Svc	1,224.00	2,224.00	1,851.44	372.56	16.75%
51911	Mail Services	100.00	100.00	8.20	91.80	91.80%
51916	County Services Chgs	15,920.00	15,920.00	19,270.03	(3,350.03)	-21.04%
51922	County Car Expense	990.00	990.00	1,277.86	(287.86)	-29.08%
52091	Memberships/Certifications	4,560.00	4,560.00	4,650.00	(90.00)	-1.97%
52111	Office Supplies	2,500.00	2,500.00	138.91	2,361.09	94.44%
52115	Books/Media/Subscriptions	611.00	611.00	0.00	611.00	100.00%
52162	Special Department Expense	950.00	950.00	0.00	950.00	100.00%
52163	Professional Development	0.00	0.00	658.00	(658.00)	0.00%
52191	Utilities Expense	4,500.00	4,500.00	2,575.43	1,924.57	42.77%
<b>All Expense/Expenditure Accts</b>		<b>1,910,978.00</b>	<b>2,075,978.00</b>	<b>1,969,237.80</b>	<b>106740.2</b>	<b>5%</b>
<b>All Expense/Expenditure Accts</b>		<b>1,910,978.00</b>	<b>2,075,978.00</b>	<b>1,969,237.80</b>	<b>106,740.20</b>	
<b>All Revenues</b>		<b>1,910,208.00</b>	<b>1,910,208.00</b>	<b>2,100,334.37</b>	<b>(190,126.37)</b>	
<b>Net Cost</b>		<b>770.00</b>	<b>165,770.00</b>	<b>(131,096.57)</b>	<b>296,866.57</b>	

**66111000 Education & Outreach**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
42358	State Other Funding	139,896.00	139,896.00	189,846.77	(49,950.77)	-35.71%
42601	County of Sonoma	466,616.00	466,616.00	518,256.09	(51,640.09)	-11.07%
44002	Interest on Pooled Cash	5,449.00	5,449.00	0.00	5,449.00	100.00%
44050	Unrealized Gains and Losses	0.00	0.00	(270.31)	270.31	0.00%
46029	Donations/Contributions	36,252.00	36,252.00	41,560.49	(5,308.49)	-14.64%
46200	PY Revenue - Miscellaneous	0.00	0.00	1,218.54	(1,218.54)	0.00%
<b>All Revenues</b>		<b>648,213.00</b>	<b>648,213.00</b>	<b>750,611.58</b>	<b>-102398.58</b>	<b>-16%</b>
<b>All Expense/Expenditure Accts</b>						
51041	Insurance - Liability	2,520.00	2,520.00	2,617.11	(97.11)	-3.85%
51201	Administration Services	441,125.00	441,125.00	388,062.53	53,062.47	12.03%
51205	Advertising/Marketing Svc	0.00	500.00	515.39	(15.39)	-3.08%
51206	Accounting/Auditing Services	4,000.00	4,000.00	3,500.00	500.00	12.50%
51207	Client Accounting Services	4,212.00	4,212.00	4,349.12	(137.12)	-3.26%
51212	Outside Counsel - Legal Advice	15,000.00	15,000.00	17,118.60	(2,118.60)	-14.12%
51225	Training Services	0.00	0.00	250.00	(250.00)	0.00%
51241	Outside Printing and Binding	3,000.00	6,000.00	0.00	6,000.00	100.00%
51249	Other Professional Services	122,688.00	122,688.00	150,659.12	(27,971.12)	-22.80%
51401	Rents and Leases - Equipment	675.00	675.00	632.69	42.31	6.27%
51421	Rents and Leases - Bldg/Land	2,979.00	2,979.00	2,689.20	289.80	9.73%
51801	Other Services	0.00	0.00	1,000.00	(1,000.00)	0.00%
51803	Other Contract Services	0.00	0.00	2,785.00	(2,785.00)	0.00%
51901	Telecommunication Data Lines	6,359.00	6,359.00	5,502.60	856.40	13.47%
51902	Telecommunication Usage	1,185.00	1,185.00	1,109.53	75.47	6.37%
51904	ISD - Baseline Services	12,663.00	12,663.00	4,357.44	8,305.56	65.59%
51905	ISD - Improvement Projects	0.00	0.00	526.28	(526.28)	0.00%
51906	ISD - Supplemental Projects	0.00	0.00	150.00	(150.00)	0.00%
51907	ISD - Device Modernization Pro	0.00	0.00	2,195.06	(2,195.06)	0.00%
51909	Telecommunication Wireless Svc	2,046.00	6,046.00	5,854.10	191.90	3.17%
51911	Mail Services	500.00	500.00	1.00	499.00	99.80%
51916	County Services Chgs	5,427.00	5,427.00	8,065.03	(2,638.03)	-48.61%
51922	County Car Expense	338.00	338.00	435.63	(97.63)	-28.88%
51923	Unclaimable county car exp	50.00	50.00	6.72	43.28	86.56%
52091	Memberships/Certifications	4,620.00	4,620.00	5,273.00	(653.00)	-14.13%
52111	Office Supplies	10,220.00	10,220.00	1,745.15	8,474.85	82.92%
52114	Freight/Postage	5,000.00	5,000.00	929.47	4,070.53	81.41%
52115	Books/Media/Subscriptions	208.00	208.00	4,919.98	(4,711.98)	-2265.38%
52118	Printing and Binding Supplies	3,400.00	3,400.00	1,542.33	1,857.67	54.64%
52162	Special Department Expense	324.00	324.00	0.00	324.00	100.00%
52163	Professional Development	320.00	320.00	381.00	(61.00)	-19.06%
<b>All Expense/Expenditure Accts</b>		<b>648,859.00</b>	<b>656,359.00</b>	<b>617,173.08</b>	<b>39185.92</b>	<b>6%</b>
<b>All Expense/Expenditure Accts</b>		<b>648,859.00</b>	<b>656,359.00</b>	<b>617,173.08</b>	<b>39,185.92</b>	
<b>All Revenues</b>		<b>648,213.00</b>	<b>648,213.00</b>	<b>750,611.58</b>	<b>(102,398.58)</b>	
<b>Net Cost</b>		<b>646.00</b>	<b>8,146.00</b>	<b>(133,438.50)</b>	<b>141,584.50</b>	



**66111100                      Organics**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
42358	State Other Funding	25,000.00	25,000.00	0.00	25,000.00	100.00%
42601	County of Sonoma	5,410,935.00	5,410,935.00	6,658,704.05	(1,247,769.05)	-23.06%
44002	Interest on Pooled Cash	13,357.00	13,357.00	0.00	13,357.00	100.00%
44050	Unrealized Gains and Losses	0.00	0.00	(352.76)	352.76	0.00%
46200	PY Revenue - Miscellaneous	0.00	0.00	870.00	(870.00)	0.00%
<b>All Revenues</b>		<b>5,449,292.00</b>	<b>5,449,292.00</b>	<b>6,659,221.29</b>	<b>-1209929.29</b>	<b>-22%</b>
<b>All Expense/Expenditure Accts</b>						
51041	Insurance - Liability	1,288.00	1,288.00	1,337.63	(49.63)	-3.85%
51201	Administration Services	150,536.00	150,536.00	176,753.55	(26,217.55)	-17.42%
51206	Accounting/Auditing Services	6,500.00	6,500.00	6,000.00	500.00	7.69%
51207	Client Accounting Services	2,153.00	2,153.00	2,222.89	(69.89)	-3.25%
51212	Outside Counsel - Legal Advice	5,000.00	5,000.00	12,887.00	(7,887.00)	-157.74%
51249	Other Professional Services	25,000.00	25,000.00	0.00	25,000.00	100.00%
51401	Rents and Leases - Equipment	345.00	345.00	323.37	21.63	6.27%
51421	Rents and Leases - Bldg/Land	373.00	373.00	372.60	0.40	0.11%
51801	Other Services	0.00	0.00	2,035.53	(2,035.53)	0.00%
51803	Other Contract Services	5,241,936.00	6,541,936.00	6,071,238.65	470,697.35	7.20%
51901	Telecommunication Data Lines	489.00	489.00	1,956.48	(1,467.48)	-300.10%
51902	Telecommunication Usage	26.00	26.00	16.76	9.24	35.54%
51904	ISD - Baseline Services	6,377.00	6,377.00	13,678.02	(7,301.02)	-114.49%
51907	ISD - Device Modernization Pro	0.00	0.00	7,573.03	(7,573.03)	0.00%
51911	Mail Services	250.00	250.00	0.00	250.00	100.00%
51916	County Services Chgs	2,774.00	2,774.00	4,276.04	(1,502.04)	-54.15%
51922	County Car Expense	173.00	173.00	222.66	(49.66)	-28.71%
52091	Memberships/Certifications	0.00	0.00	805.00	(805.00)	0.00%
52111	Office Supplies	2,000.00	2,000.00	694.86	1,305.14	65.26%
52114	Freight/Postage	4,000.00	4,000.00	10,133.89	(6,133.89)	-153.35%
52115	Books/Media/Subscriptions	106.00	106.00	0.00	106.00	100.00%
52162	Special Department Expense	166.00	25,166.00	0.00	25,166.00	100.00%
<b>All Expense/Expenditure Accts</b>		<b>5,449,492.00</b>	<b>6,774,492.00</b>	<b>6,312,527.96</b>	<b>461964.04</b>	<b>7%</b>
<b>All Expense/Expenditure Accts</b>		<b>5,449,492.00</b>	<b>6,774,492.00</b>	<b>6,312,527.96</b>	<b>461,964.04</b>	
<b>All Revenues</b>		<b>5,449,292.00</b>	<b>5,449,292.00</b>	<b>6,659,221.29</b>	<b>(1,209,929.29)</b>	
<b>Net Cost</b>		<b>200.00</b>	<b>1,325,200.00</b>	<b>(346,693.33)</b>	<b>1,671,893.33</b>	

66111200

Unfunded Pension Liability

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
All Revenues						
44002	Interest on Pooled Cash	6,586.00	6,586.00	5,154.10	1,431.90	21.74%
44050	Unrealized Gains and Losses	0.00	0.00	(199.71)	199.71	0.00%
All Revenues		6,586.00	6,586.00	4,954.39	1631.61	25%
All Expense/Expenditure Accts						
All Revenues		6,586.00	6,586.00	4,954.39	1,631.61	
Net Cost		(6,586.00)	(6,586.00)	(4,954.39)	(1,631.61)	
		8,356,780.00	9,949,031.00	9,025,941.18	923,089.82	

**66110000 Summary All Dept**

Department / Account	Description	Original Budget	Final Budget	Actual Year to Date	Remaining Balance	% Remaining
<b>All Revenues</b>						
42358	State Other Funding	311,646.00	311,646.00	323,080.37	(11,434.37)	-3.67%
42601	County of Sonoma	7,484,784.00	7,484,784.00	8,962,064.49	(1,477,280.49)	-19.74%
44002	Interest on Pooled Cash	79,541.00	79,541.00	65,394.11	14,146.89	17.79%
44050	Unrealized Gains and Losses	0.00	0.00	(2,703.97)	2,703.97	0.00%
46029	Donations/Contributions	179,120.00	179,120.00	202,949.86	(23,829.86)	-13.30%
46200	PY Revenue - Miscellaneous	0.00	0.00	7,286.82	(7,286.82)	0.00%
<b>All Revenues</b>		<b>8,055,091.00</b>	<b>8,055,091.00</b>	<b>9,558,071.68</b>	<b>-1502980.68</b>	<b>-19%</b>
<b>All Expense/Expenditure Accts</b>						
51041	Insurance - Liability	11,200.00	11,200.00	11,631.60	(431.60)	-3.85%
51071	Maintenance - Bldg & Improve	5,000.00	5,000.00	2,241.00	2,759.00	55.18%
51201	Administration Services	1,182,230.00	1,182,230.00	1,080,769.14	101,460.86	8.58%
51205	Advertising/Marketing Svc	10,000.00	13,500.00	8,651.33	4,848.67	35.92%
51206	Accounting/Auditing Services	22,000.00	22,000.00	18,800.00	3,200.00	14.55%
51207	Client Accounting Services	18,720.00	18,720.00	19,329.43	(609.43)	-3.26%
51212	Outside Counsel - Legal Advice	61,000.00	61,000.00	46,675.60	14,324.40	23.48%
51225	Training Services	800.00	800.00	783.33	16.67	2.08%
51229	Hazardous Waste Disposal Svc	28,000.00	28,000.00	27,283.49	716.51	2.56%
51241	Outside Printing and Binding	3,000.00	6,000.00	0.00	6,000.00	100.00%
51249	Other Professional Services	294,438.00	294,438.00	266,259.16	28,178.84	9.57%
51401	Rents and Leases - Equipment	3,000.00	3,000.00	2,811.95	188.05	6.27%
51421	Rents and Leases - Bldg/Land	19,490.00	19,490.00	4,815.00	14,675.00	75.30%
51507	Special Departmental Expense	64,000.00	64,000.00	43,412.60	20,587.40	32.17%
51801	Other Services	0.00	0.00	3,378.55	(3,378.55)	0.00%
51803	Other Contract Services	6,366,936.00	7,922,687.00	7,338,257.29	584,429.71	7.38%
51901	Telecommunication Data Lines	7,337.00	7,337.00	7,948.20	(611.20)	-8.33%
51902	Telecommunication Usage	1,367.00	1,367.00	1,134.34	232.66	17.02%
51904	ISD - Baseline Services	32,985.00	32,985.00	36,478.32	(3,493.32)	-10.59%
51905	ISD - Improvement Projects	0.00	0.00	526.28	(526.28)	0.00%
51906	ISD - Supplemental Projects	0.00	0.00	150.00	(150.00)	0.00%
51907	ISD - Device Modernization Pro	0.00	0.00	12,242.43	(12,242.43)	0.00%
51909	Telecommunication Wireless Svc	3,270.00	8,270.00	7,705.54	564.46	6.83%
51911	Mail Services	850.00	850.00	9.20	840.80	98.92%
51916	County Services Chgs	24,121.00	24,121.00	32,285.10	(8,164.10)	-33.85%
51922	County Car Expense	1,501.00	1,501.00	1,936.15	(435.15)	-28.99%
51923	Unclaimable county car exp	50.00	50.00	6.72	43.28	86.56%
52091	Memberships/Certifications	9,180.00	9,180.00	10,728.00	(1,548.00)	-16.86%
52111	Office Supplies	16,720.00	16,720.00	2,578.92	14,141.08	84.58%
52114	Freight/Postage	9,000.00	9,000.00	11,063.36	(2,063.36)	-22.93%
52115	Books/Media/Subscriptions	925.00	925.00	4,919.98	(3,994.98)	-431.89%
52118	Printing and Binding Supplies	3,400.00	3,400.00	1,542.33	1,857.67	54.64%
52162	Special Department Expense	151,440.00	176,440.00	7,280.69	169,159.31	95.87%
52163	Professional Development	320.00	320.00	1,039.00	(719.00)	-224.69%
52191	Utilities Expense	4,500.00	4,500.00	2,575.43	1,924.57	42.77%
53402	Depreciation Expense	0.00	0.00	8,691.72	(8,691.72)	0.00%
<b>All Expense/Expenditure Accts</b>		<b>8,356,780.00</b>	<b>9,949,031.00</b>	<b>9,025,941.18</b>	<b>923089.82</b>	<b>9%</b>
<b>All Expense/Expenditure Accts</b>		<b>8,356,780.00</b>	<b>9,949,031.00</b>	<b>9,025,941.18</b>	<b>923,089.82</b>	
<b>All Revenues</b>		<b>8,055,091.00</b>	<b>8,055,091.00</b>	<b>9,558,071.68</b>	<b>(1,502,980.68)</b>	
<b>Net Cost</b>		<b>301,689.00</b>	<b>1,893,940.00</b>	<b>(532,130.50)</b>	<b>2,426,070.50</b>	

## 4th Quarter Fund Balances FY 20/21

Fund		Beginning Balance	6/30/2021	Projected Fund Balance	Fund Balance Goal
Organics Reserve	78103	2,289,031	2,277,971	2,153,574	829,215
HHW	78104	1,652,088	1,783,184	1,334,976	286,647
Contingency Reserve	78109	1,936,993	1,886,552	1,618,929	829,215
Education & Outreach	78110	577,587	711,026	544,294	64,886
Organics	78111	1,452,606	1,799,299	1,256,054	826,493
Unfunded Pension Liability Rsv	78112	668,512	673,467	665,183	
<b>Total</b>			<b>9,131,499</b>	<b>7,573,010</b>	



Cost Center: All  
Staff Contact: Collard  
Agenda Date: 8/19/2021  
Approved by: LL

## **ITEM: Records Retention Schedule Revisions**

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

Adopt a resolution to approve the following action:

Updating the County's records retention schedule and approving the revised records retention schedule for the County Administrator's Office, the Board of Supervisors, and Zero Waste Sonoma Board, which is anticipated to create operational efficiencies.

### **II. BACKGROUND**

This item requests board consideration and approval of a revision to the current retention schedule for the County Administrator's Office and the Board of Supervisors per California Code, Government Code – GOV section 26202. These revisions will streamline the recordkeeping process by consolidating items of a similar nature, adding new record types, removing obsolete items, and eliminating redundancies.

### **III. DISCUSSION**

In compliance with Administrative Policy 6-1 (Policy for Records Retention, Storage and Destruction), records retention schedules are created jointly by departments and Records Management to establish how long records should be maintained based on their operational, legal, fiscal and historical value. Retention schedules become the legal authority for the terms of destruction of County of Sonoma records.

A revised retention schedule has been prepared for the County Administrator's Office and the Board of Supervisors. The retention schedule was developed to provide continuing guidance and authority to the department for both retention and destruction of records. This schedule is the third version for County Administrator's Office and the Board of Supervisors, the initial versions were approved 12/9/2008 (Clerk of the Board Division of the County Administrator's Office), 1/18/1989 (Clerk of the Board of Supervisors) and 10/28/1986 (County Administrator's Office). Retention schedules have been adjusted over the years for various reasons including: adding series for new programs, removing series no longer created, or modifying retention periods based on operational value.

Notable changes from the previous version are as follows:

- Aligning records within their current operational structure and updating to reflect current business processes.

- Establishing a media neutral schedule – currently the schedule mandates what media (format) in which a record must be held (i.e. paper, microfiche, disk). With technological advances, many departments are using newer systems which create the records entirely in electronic form. Having a schedule that specifies media format is archaic, restrictive and cost prohibitive as departments are unnecessarily required to store physical records in order to comply with the retention schedule when electronic storage options are available and more cost effective. Additionally, records management best practices do not support the mandatory retention of duplicate records.

All retention periods have been thoroughly reviewed by the Records Manager, the Department Head, Auditor-Controller-Treasurer-Tax Collector, Counsel, and the County Historical Records Commission to ensure that administrative, legal, fiscal and archival requirements have been met. The attachment “Request for Approval of Records Retention Schedule” documents the review and approval by these entities.

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

None

#### **V. ATTACHMENTS**

1. Resolution Approving Records Retention Schedule
2. Retention Schedule
3. Requests for Approval of Records Retention Schedule

DATED: August 19, 2021

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO  
WASTE SONOMA, ("ZWS") APPROVING RECORDS RETENTION SCHEDULE

**Whereas**, Government Code Section 26200 et seq. authorizes the Board of Supervisors to adopt a records retention schedule setting forth the duration that county records must be retained and authorizing the destruction or any other disposition of records at the conclusion of the record retention period specified in the schedule; and

**Whereas**, the proposed records retention schedule has been extensively reviewed as set forth in the "Request for Approval of Records Retention Schedule"; and

**Whereas**, the retention schedule supersedes any previous schedule approved by the ZWS and the Board of Supervisors; and

**Whereas**, records retention schedules constitute an active, continuing program for the preservation or disposal of records and approval of a records retention schedule constitutes continuing approval for the department head to properly dispose of the records as indicated on the schedule.

**NOW, THEREFORE, BE IT RESOLVED that the ZWS Board hereby** approves records retention schedule and authorizes the preservation or destruction of records in accordance with the approved schedule.

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: August 19, 2021

---

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

RETENTION SCHEDULE FOR THE SONOMA COUNTY WASTE MANAGEMENT AGENCY											
DEPARTMENT	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	290	AGENCY BOARD PACKETS	AGENDAS, AUDIO RECORDINGS AND MINUTES OF MEETINGS AND HEARINGS OF THE SONOMA COUNTY WASTE MANAGEMENT ASSOCIATION (SCWMA) BOARD. TYPICAL DOCUMENTS INCLUDE: AGENDAS, VOTE COUNTS/ACTIONS, MINUTES, ETC.	OFF		V	A	PERMANENT	
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	180	AGENCY BOARD - RESOLUTIONS	RESOLUTIONS ADOPTED BY THE SCWMA BOARD. INCLUDES: ROUGH MINUTES, RESOLUTION NUMBER, TITLES, TEXT AND VOTE COUNT.	OFF		V	A	PERMANENT	
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	010	AUDIT REPORTS	COPIES OF FINAL EXTERNAL AUDITS FILED WITH THE CLERK OF THE SCWMA BOARD. INCLUDES: EXTERNAL AUDIT REPORTS	OFF			A	NOTE	SCWMA CONTRACTS WITH EXTERNAL AUDITORS FOR ANNUAL FISCAL AUDIT.
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	300	COLLECTIONS	DOCUMENTATION OF RECEIPT OF HAZARDOUS WASTE FROM HOUSEHOLDS, BUSINESSES, OR PREVIOUS TOXIC ROUNDUP SITES. TYPICAL DOCUMENTS INCLUDE: RECEIPTS, PERMITS, ENVIRONMENTAL PROTECTION AGENCY (EPA) IDENTIFICATION NUMBERS	OFF		V	A	PERMANENT	EPA IDENTIFICATION NUMBER DOCUMENTS ARE SUPPLIED BY THE CALIFORNIA EPA & ARE MARKED "PERMANENT RECORD - DO NOT DESTROY."
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	280	INSURANCE POLICIES	LIABILITY INSURANCE PURCHASED BY THE SONOMA COUNTY WASTE MANAGEMENT AGENCY.	OFF		V		PERMANENT	
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	100	REPORTS	VARIOUS STATISTICAL REPORTS ON THE TYPE AND VOLUME OF COLLECTED MATERIALS, COSTS, ETC. INCLUDES: SUMMARY REPORTS SUCH AS 303 AND ANNUAL REPORTS.	OFF			A	PERMANENT	ANNUAL REPORTS ARE SUBMITTED TO THE STATE OF CA.
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	270	SHIPPING PAPERS AND DISPOSAL CERTIFICATES	DOCUMENTATION OF THE TREATMENT, RECYCLING, AND/OR DISPOSAL OF HAZARDOUS WASTE COLLECTED THROUGH AGENCY PROGRAMS. INCLUDES: QUANTITY AND TYPE OF MATERIAL PICKED UP, VERIFICATION SIGNATURES, BILLS OF LADING, HOUSEHOLD AFFIDAVITS, AND MANIFESTS.	OFF		V		PERMANENT	
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	290	UNACCEPTED PROPOSALS	UNACCEPTED PROPOSALS FOR GOODS AND SERVICES. INCLUDES: FINANCIAL DOCUMENTS, LIST OF KEY PERSONNEL, SUMMARY OF PROPOSED OPERATIONS AND SERVICES, ETC.	OFF				2Y	FOR ACCEPTED PROPOSALS SEE CONTRACTS AND AGREEMENTS (COWM-270) ON THE COMMON ACCOUNTING AND ADMINISTRATIVE RETENTION SCHEDULE FOR SCWMA.



RETENTION SCHEDULE FOR THE SONOMA COUNTY WASTE MANAGEMENT AGENCY

DEPARTMENT	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
SONOMA COUNTY WASTE MGT AGENCY	WM	GT	110	WAIVER OF LIABILITY	FORMS RELIEVING THE AGENCY OF LIABILITY FOR REUSABLE PRODUCTS COLLECTED AT TOXIC ROUNDUPS. INCLUDES: WAIVERS SIGNED BY INDIVIDUALS WHO RECEIVE THE RECYCLED PRODUCTS.	OFF		V		PERMANENT	

DRAFT

# COUNTY OF SONOMA

## REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

The Board of Supervisors is requested to approve the attached records retention schedule(s); approval constitutes continuing authority for the proper disposal of the records listed.

DEPARTMENT:  
Sonoma County Waste Management  
Agency

DIVISION:

SCHEDULE NO:

3

### 1. COUNTY RECORDS MANAGEMENT REVIEW

The Records Manager of the County of Sonoma has reviewed the attached schedule(s) for compliance with countywide standards and policies and conformance with accepted records management practices.

SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

### 2. DEPARTMENTAL REVIEW

I have reviewed the attached records retention schedule(s) which has/have been prepared after careful examination of all records with regard to operating, administrative, legal, fiscal, or historical value, as well as to application of appropriate county, state and federal rules, ordinances, regulations and/or statutes governing records retention.

DEPARTMENT  
HEAD SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

DIVISION HEAD SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

### 3. COUNTY COUNSEL REVIEW

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s). I hereby certify that I am the lawful head, or that I am authorized to act for the head, of the Office of County Counsel in matters pertaining to records disposal.

SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

### 4. AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR REVIEW

As County Auditor-Controller/Treasurer-Tax Collector, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with audit requirements.

SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

### 5. ARCHIVAL REVIEW

As Chairperson of the Sonoma County Historical Records Commission, I have reviewed the schedule(s) and have identified those items, which, in my judgment, have archival, historical or research value.

SIGNATURE

TITLE

DATE

PRINT/TYPE NAME

### 6. BOARD OF SUPERVISORS APPROVAL

THE ATTACHED RECORDS RETENTION SCHEDULE(S) IS/ARE APPROVED PER

RESOLUTION NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_



Agenda Item #: 6  
Staff Contact: Sloane Pagal  
Agenda Date: 8/19/2021  
Approved By: LL

## **ITEM: Authorization of Submittal of Regional Application for Beverage Container Recycling Pilot Program Grant**

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

Staff recommends the Agency Board approves the proposed resolution as part of the requirement of the CalRecycle Grant Unit, so that the Agency and the Recycler (United Cerebral Palsy of the North Bay's Petaluma Recycling Center) may receive the Notice to Proceed from CalRecycle to begin making reimbursable purchases through the grant component of the approved for Beverage Container Recycling Pilot Program Grant program.

### **II. BACKGROUND**

In 2015, Sonoma County had around 30 CRV facilities (one center for every 17,000 residents). That number has dropped to just four remaining facilities in 2020 (one for every 125,000 residents) located in Petaluma, Santa Rosa, and Windsor. These closures have led to a drop in customers' redemption payouts, an increase in customer wait time at the existing four facilities, potential loss for the local economies, and an increase in bottles and cans landfilled.

SB 458 (Wiener) passed in 2017, authorizing CalRecycle to approve up to five pilot projects proposed by cities and/or counties working in combination with private businesses to provide convenient beverage container redemption opportunities in both urban and rural areas. In 2019, AB 54 (Ting) passed to allow for the expenditure of up to \$5,000,000 to support the pilot CRV projects and is also extends the deadline for CalRecycle to approve pilot project applications until January 1, 2022. Zero Waste Sonoma's pilot application was approved in November 2020.

In Spring 2021, Governor Newsom proposed an expansion and extension of the pilot program, through additional \$5M for up to 5 new pilots. The proposal also extends the sunset date for the pilots from July 1, 2022 to December 31, 2025. Staff is waiting for confirmation and direction from CalRecycle on whether any additional funding would be available to support the Sonoma County CRV Pilot. The extension of the program is a great opportunity since the launch of our local pilot has been delayed, and this will give us additional time to test the kiosk model as proposed in the application.

### **III. DISCUSSION**

In 2019, ZWS staff contacted industry professionals and Sonoma County recyclers to gain insight on a potential CRV pilot program and determine which certified recyclers had the capacity to support the pilot. The PRC, an employment program and job training site for employees with disabilities, and division of the 501(c) (3) United Cerebral Palsy of the North Bay, emerged as an ideal partner.

The design of the pilot program agreed upon by ZWS and PRC will begin as a staffed kiosk system

located in the parking lots of grocery stores, churches, and jurisdiction-owned facilities. UCP's recycling center staff will be on-site three days a week for four hours per day to collect and weigh (on certified scales) pre-sorted bags of beverage containers from customers, and issue payment via Visa debit cards assigned to a customer account specific to the program. While on site, staff will clean the area around the kiosk. At the end of the shift, staff will transport the material back to the Petaluma Recycling Center for processing. PRC will also host a hotline to answer customer questions and respond to complaints. It is possible that a partnership with the Oregon Beverage Recycling Cooperative may allow for the Sonoma County Pilot to transition to a automated beverage container drop system as initially proposed, however, there would be additional details to arrange and re-budgeting from the recycler needed to make that possible adjustment at a future date.

The Sonoma County pilot was approved in November 2020, and since then, staff has been working on outreach to potential locations, coordinating with jurisdictions on planning and permitting, and working to confirm all necessary elements in coordination with the recycler needed for the sites to operate as certified Recycling Centers (RCs) per CalRecycle.

At this stage, Zero Waste Sonoma and PRC have secured four total locations in Healdsburg, Santa Rosa, and Sebastopol. None of the large grocery store chains have agreed to participate and facilitate placement within their parking lot or loading dock areas. One challenge staff is currently facing in terms of permitting, is that one of the confirmed locations in Santa Rosa is incorrectly zoned as multi-family housing, although it is the parking lot of Community Market off of Mendocino Ave. According to the City's planning department, it would likely take a year for this space to be rezoned and approved for its intended use in this pilot. Staff is still actively seeking potential partners and spaces within the city limits of Cloverdale, Petaluma, and Sonoma.

Eligible costs for the grant include personnel, equipment, or materials related to infrastructure, direct operating expenses for program activities, and educational activities/materials promoting beverage container recycling.

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

The majority of \$1M in available funding will be allocated to the Recycler for infrastructure and staffing, with up to \$50,000 to be utilized by ZWS for staff time, advertising, and program outreach. This grant requires the grantees to incur the upfront costs, and report monthly expenditures to CalRecycle for reimbursement.

#### **V. ATTACHMENTS**

Board Resolution Authorizing ZWS to Submit a Regional Grant Application to CalRecycle.

DATED: August 19, 2021

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, ALSO KNOWN AS ZERO WASTE SONOMA, ("ZWS") AUTHORIZING SUBMITTAL OF A REGIONAL GRANT APPLICATION FOR THE BEVERAGE CONTAINER RECYCLING PILOT PROGRAM, FOR WHICH ZWS IS ELIGIBLE

**Whereas**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**Whereas**, the Beverage Container Recycling Pilot Program allows regional grant projects; and

**Whereas**, CalRecycle grant application procedures require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants; and

**Whereas**, the ZWS Board of Directors unanimously approved a Memorandum of Understanding to allow ZWS to apply for and implement the pilot program on behalf of six Sonoma County jurisdictions on February 26, 2020.

**Now, therefore be it resolved** that the ZWS Board of Directors authorizes ZWS to submit a Beverage Container Pilot Program regional application on behalf of itself as Lead Agency and the participating jurisdictions as shown by the documentation attached.

**Be it further resolved** that the Executive Director, or his/her designee, is hereby authorized and empowered to execute on behalf of ZWS all grant-related documents, including, but not limited to, applications, payment requests, agreements, and amendments necessary to secure grant funds and to implement the approved grant project; and

**Be it further resolved** that these authorizations are effective for five (5) years from the date of adoption of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the ZWS Board hereby approves this resolution.

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: August 19, 2021

---

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