



## Minutes of the August 15, 2024 Meeting

Zero Waste Sonoma met on August 15, 2024, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Ave., Santa Rosa, California.

### Board Members Present:

City of Cloverdale – ABSENT

City of Cotati – Susan Harvey

City of Healdsburg – Larry Zimmer

City of Petaluma – Patrick Carter

City of Rohnert Park – Emily Sanborn

City of Santa Rosa – ABSENT

City of Sebastopol – ABSENT

City of Sonoma – Ron Wellander

County of Sonoma – ABSENT

Town of Windsor – Sam Salmon

### Staff Present:

Executive Director: Leslie Lukacs

Counsel: Ethan Walsh

Staff: Thora Collard, Sloane Pagal, Kristen Sales, Courtney Scott, Katherine Cushwa, Xinci Tan, Amber Johnson

Agency Clerk: Amber Johnson

### 1. Call to Order Regular Meeting

Regular session was called to order at 9:05 a.m.

Introductions

### 2. Agenda Approval

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

None

### 4. Consent (w/attachments)

4.1 Minutes of the June 20, 2024 Meeting

4.2 June, July, August, September 2024 Outreach Calendar

### Board Comment:

None

### Public Comments:

None

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

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

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

**Vote Count:**

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

AYES -6- NOES -0- ABSENT -4- ABSTAIN -0-

**Motion passed.**

**Regular Calendar**

**5. Authorization to Issue a Request for Proposal (RFP) for the Architectural & Engineering Design Services for a new HHW Facility Located at 5871-5895 Pruitt Ave, Windsor, CA**

**Board Comments/Action Items:**

- Have safeguards been included in the RFP in terms of the construction budget and design?
- Can we see the analysis of what the price difference would be for the new construction office space at the HHW facility VS leasing an existing office space?
- What benefits are there to building an office space on the property?
- It is important that we ensure the safety of employees and residents is considered when designing the office spaces.
- What benefits are there to sharing the HHW facility property and office space?
- This is an industrial space of Windsor, and it is a good idea to look at all the options of building an office in this space.
- If offices were not built on the property, there would be approximately five years to determine a leasing option?
- To do an analysis of what the office space would look like we need to move forward with the RFP to see what the options are.
- How would we include costs constraints in the RFP?
- Will we continuously be seeing the budget returning to the board throughout the process?
- What is the designer's role with the bridge on the property?
- Let's proceed with the RFP as written now, once we receive the design, we will then decide whether to proceed with a HHW facility alone or a HHW facility with an office space.
- There can be value in the design process to have identified points in the process where this can be brought back to the board for review.

**Public Comments:**

None

**Motion:** To authorize Zero Waste Sonoma, in conjunction with Sonoma Public Infrastructure (SPI), a Department of the County of Sonoma, to release the RFP for Architectural & Engineering Design Services for the proposed HHW Facility.

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

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

**Vote Count:**

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

AYES -6- NOES -0- ABSENT -4- ABSTAIN -0-

**Motion passed.**

**6. Consideration of One Year Extension of Employment Agreement for Executive Director**

**Board Comments/Action Items:**

- What will the process be for the performance evaluation over the next year?
- How many steps are there in the position and will there be time spent on negotiating with the County?

**Public Comments:**

None

**Motion:** Approval of the attached resolution to provide a one-year extension of Employment Agreement for Ms. Lukacs.

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

**Second:** City of Rohnert Park – Emily Sanborn

**Vote Count:**

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

AYES -6- NOES -0- ABSENT -4- ABSTAIN -0-

**Motion passed.**

**7. Consideration of Proposed First Amendment to Amended and Restated Joint Exercise of Powers Agreement [Walsh]**

**Board Comments/Action Items:**

- Hopeful that this is a simple addition, and it won't be an extensive process.
- Have conversations been had with the member agencies regarding the amendment?
- Advice that communication be clear throughout this process.
- Can you please explain what “personnel, equipment or property of one or more of the parties to the agreement may be used in lieu of other contributions or advances” in subsection D of the proposed amendment would entail?

- Once this goes through the attorneys, and goes to the member agencies, will staff be present during those meetings?

**Public Comments:**

None

**Motion:** The Board directs Agency staff to request that the governing boards of the member agencies of the Sonoma County Waste Management Agency approve the First Amendment to the Amended and Restated Joint Exercise of Powers Agreement for the Sonoma County Waste Management Agency.

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

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

**Vote Count:**

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

AYES -6- NOES -0- ABSENT -4- ABSTAIN -0-

**Motion passed.**

**8. Board Member Comments**

- Pleased to announce the reusable cup pilot project is underway. We have had press all over the world inquiring about the pilot. The feedback has been overwhelmingly positive. There is no data to share yet, but we are very excited to receive that data. We will be sure to update the board as the project continues.
- Our October meeting overlaps the League of California Cities conference and expo.

**9. Executive Director Report – VERBAL REPORT**

**10. Staff Comments – NO ACTION**

**11. Next ZWS meeting: September 19, 2024**

**12. Adjourn: 10:04 a.m.**

Submitted by: Amber Johnson