



Minutes of the January 15, 2020 Meeting

The Sonoma County Waste Management Agency met on January 15, 2020, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Board Members Present:

City of Cloverdale	Marta Cruz	City of Santa Rosa	Absent
City of Cotati	Susan Harvey	City of Sebastopol	Henry Mikus
City of Healdsburg	Larry Zimmer	City of Sonoma	Madolyn Agrimonti
City of Petaluma	Patrick Carter	County of Sonoma	Susan Gorin
City of Rohnert Park	Don Schwartz	Town of Windsor	Bruce Okrepkie

Staff Present:

Executive Director: Leslie Lukacs

Counsel: Ethan Walsh

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

Agency Clerk: Janel Perry

1. Call to Order Regular Meeting

Closed session was called to order at 8:00 a.m.

2. Closed Session:

PUBLIC EMPLOYMENT

Title: Executive Director

3. Adjourn Closed Session at 8:46 a.m.

Call to Order Regular Meeting

Regular meeting was called to order at 8:52 a.m.

Introductions

There were no reportable actions.

4. Agenda Approval

5. Public Comments (items not on the agenda)

P. Mitchell- against Llano Road site for new compost facility - distributed letter at meeting.

6. Election of Officers

Motion: Approval of the following officers:

County of Sonoma – Chair

Town of Windsor - Vice Chair

City of Cloverdale - Chair Pro Tempore

First: City of Cotati - Susan Harvey
Second: City of Healdsburg - Larry Zimmer

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.

Consent_(w/attachments)

- 7.1 Minutes of the November 20, 2019 Regular Meeting
- 7.2 November, December 2019, January, and February 2020 Outreach Calendar
- 7.3 Annual Review of SCWMA Rules of Governance

Board Comments:

- Item 7.3 moved to Regular Calendar

Action Items:

- Review public access for outreach activities with organizations we engage with

Public Comments:

None

John Sawyer arrived at 9:10 a.m.

Motion: For approval of all items on the consent calendar except 7.3

First: City of Cotati-Susan Harvey

Second: City of Cloverdale-Marta Cruz

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

7.3 Annual Review of SCWMA Rules of Governance

Board Comments:

- Request that agendas are provided seven days prior to meeting (when possible)

Action Items:

- Change name from SCWMA to Zero Waste Sonoma on Board packet items
- Clarify and reword Rules of Governance rule #17

Public Comments:

None

8. Potential Office Move/Approval to Enter into Lease Negotiations [Lukacs]

Board Comments:

Discussion regarding the actual need for more office space and the financial impact to the agency.

Action Items:

- Provide comps
- Review tenant improvements
- Show five year financial impact

Public Comments:

None

Summary: The Agency pays the County of Sonoma a proportional share of TPW's overhead charges to lease space. Staff is at capacity at the current office location and will be at over capacity when hiring a summer intern and/or additional staff. Staff proposed that the Board approves entering into a lease negotiation for new office space at SOMO Village in Rohnert Park. No motion was made on the item and the Board requested that staff provide information on alternative commercial lease locations, clarify tenant improvements costs, and clarify financial impacts.

9. Discussion and Possible Action on the FY 20-21 Draft Work Plan [Collard]

Board Comments:

Add a timeline to work plan/strategic plan

Public Comments:

Ken Wells - Important to continue Refuel Your Fun past grant funding and look into making retailers/producers responsible for taking back their products. Clerical change to Page 18, change 1 gallon to 1 pound. Waste characterization study-in favor of measuring and monitoring programs.

Summary: A Work Plan was presented for consideration and approval by the Board. Staff recommended that the Board provide feedback and consider approval of the FY 20-21 Work Plan as a guide for the FY 20-21 Draft Budget. The Board discussed the Work Plan and it will be included as a consent item in the February 19th Board agenda for approval.

10. Strategic Planning Session [Lukacs]

Board Comments:

One long day session if preferable to three short sessions

Action Items:

- Send out doodle poll starting late March for board member date availability
- Find a room which provides a better format for this meeting, with windows and outdoor patio and catering

Public Comments:

None

Summary: Staff proposed hiring a professional facilitator to lead three strategic planning work sessions to define the direction of the Agency and to prepare accordingly. The Board approved participating in a one-day strategic planning session in March and April.

11. North County HHW Facility Progress Report [Scott]

Board Comments:

- Where does this fall with increased housing possibility in the Airport area, will this cause future frictions with neighborhoods if residential neighborhoods mix with commercial?
- Would RFP be for just one site?

Action Items:

- Inform electives and city management in impacted jurisdictions of this project and provide outreach
- Look for additional funding sources, such as EPR
- Research if Airport Zoning Plan will impact "target zone"

John Sawyer left at 10:58 a.m.

Bruce Okrepkie left at 11:17 a.m.

Public Comments:

NONE

Summary: Over the last several years, Zero Waste Sonoma (ZWS) staff and the Board expressed concern that the northern portion of Sonoma County has less access to household hazardous waste (HHW) programs. In an effort to address these concerns, ZWS entered into an agreement with Sweetser & Associates, Inc. on August 18, 2017 to perform an expansion analysis of the HHW program which was provided to the Board on June 20, 2018. The board received a status report on siting a permanent HHW facility in Northern Sonoma County and asked the Board to provide direction to staff for next steps and approve the creation of an RFP for a Site Feasibility Study. The Board passed a motion for staff to develop a RFP for a Site Feasibility Study. The Board requested the following action items for staff: 1) Reach out to jurisdictions where a facility might be located,

2) investigate EPR funding sources to pay for facility, and 3) research if the new Airport Zoning plan will impact our target area

Motion: To direct staff to 1) develop RFP and include other off site options and bring draft and scope of work for board to review and comment, 2) have staff work with particular board members to inform the most affected communities of the status of the situation, 3) explore other options for funding opportunities such as extended producer responsibility (including household hazardous waste and e-waste), and 4) research airport specific plan for zoning.

First: City of Rohnert Park - Don Schwartz

Second: City of Petaluma - Patrick Carter

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	ABSENT

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

Motion passed.

12. Boardmember Comments – NO ACTION
Comments were received by the Board.

13. **Executive Director Report** –NO ACTION
Executive Director will email report to Board members and post on website.

14. Staff Comments – NO ACTION
None

15. **Next SCWMA meeting:** February 19, 2020

16. **Adjourn 11:36 am**

Submitted by: Janel Perry