



## MINUTES OF FEBRUARY 20, 2008

The Sonoma County Waste Management Agency met on February 20, 2008, at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa, California.

### PRESENT:

City of Rohnert Park	Tim Smith, Chair
City of Cotati	Damien O'Bid
City of Cloverdale	Gus Wolter
City of Healdsburg	Marjie Pettus
City of Petaluma	Vince Marengo
City of Santa Rosa	Dell Tredinnick
City of Sebastopol	Dave Brennan
City of Sonoma	Stephen Barbose
County of Sonoma	Phil Demery
Town of Windsor	Christa Johnson

### STAFF PRESENT:

Interim Executive Director	Susan Klassen
Counsel	Janet Coleson
Staff	Patrick Carter
	Karina Chilcott
	Charlotte Fisher
	Lisa Steinman
Recorder	Elizabeth Koetke

### 1. **CALL TO ORDER**

Tim Smith, Chair, called the meeting to order at 9:05 a.m. During introductions the new alternate for the City of Cotati, Damien O'Bid was welcomed to the Agency Board.

### 2. **ATTACHMENTS/CORRESPONDENCE**

Chair, Tim Smith, called attention to the Director's Agenda Notes and to the article on plastic bag recycling which was in the packet.

A memo from North Bay Corporation regarding curbside plastic bag recycling was also distributed at the meeting.

Chair Smith, said he would like countywide plastic bag recycling on the next agenda. **Dell Tredinnick, Santa Rosa, moved that the Agency agendize plastic bag recycling for the March 19, 2008 meeting. Vince Marengo, Petaluma, seconded. Chair Smith stated that a closed session during the first half hour of the March meeting to discuss plastic bag recycling would be agendized.**

**Dell Tredinnick accepted the amended motion and Vince Marengo seconded.**

**Janet Coleson, Agency Counsel, asked for clarification that there would be an open session and a closed session at the March meeting.**

**Chair Smith confirmed that was correct.**

**3. ON FILE WITH CLERK**

Chair Smith, noted the resolutions from the January 16, 2008 meeting on file with the clerk.

**4. PUBLIC COMMENTS**

Portia Sinnott, Lite Initiatives / AB 939 Local Task Force member / Eco-Ring Eco-Educator. Thanked the Agency for a grant that had been awarded for Clear-Stream recycling containers for the Russian River redevelopment area.

Secondly, she addressed the Board about the RFP for E-Waste that recently went out. She added that the AB 939 Local Task Force had written a letter which they will submit to the Agency Board regarding the importance of reuse and repair of computers and requested possible submission of that letter to the RFP as an addendum.

Chair Smith acknowledged repair and reuse is a good idea, but given the history of this particular RFP it would not be appropriate to reissue it. Chair Smith had no objections to giving the letter from the AB 939 Local Task Force to the list of proposers.

Stephen Barbose asked when the letter would be ready. Portia Sinnott responded that it would be ready by next week.

Susan Klassen asked when responses to the RFP were due. Lisa Steinman said the responses are due by March 24<sup>th</sup>, 2008. She offered to send Portia a copy of the RFP. She mentioned that there is something in the RFP in the scope of services regarding reuse and recycling.

**CONSENT**

**5.1** Minutes of January 16, 2008

**5.2** FY 07-08 Mid-Year Financial Report

**5.3** Printing of 2008 Recycling Guide

**5.4** Eco-Desk Annual Report

**5.5** Sonoma Compost Marketing Plan 2008

**Vince Marengo, Petaluma, moved to approve items 5.1 through 5.5 of the consent calendar. Stephen Barbose, Sonoma, seconded.**

**5.6** First Amendment to Agreement with City of Santa Rosa in Marking Catch Basins on Private Property

Vince Marengo, Petaluma, called out this item saying it is an exceptional item. He has concerns about carwashes, gas stations, and automotive repair shops. He asked that Santa Rosa share their program with Petaluma.

Phil Demery, County of Sonoma, suggested that Santa Rosa share the program with every jurisdiction.

**Vince Marengo, moved to approve this consent item. Dell Tredinnick, Santa Rosa, seconded. Motion approved.**

**5.7** Retirement Resolution

**Christa Johnson, Town of Windsor, wanted to give special thanks to Ken Wells for his many years of service. She made a motion to approve this item, Chair Smith seconded. Motion approved.**

**Chair Smith invited retired Executive Director Ken Wells forward and presented him with a retirement resolution for 16 years of service to the Agency.**

## REGULAR CALENDAR

### PLANNING

#### **6.1 WASTE CHARACTERIZATION FINDINGS**

Patrick Carter explained that in order to measure the impact of the implementation of the single-stream recycling program, the success of the HHW program, and help focus Agency future efforts on diverting the recyclables remaining in the waste stream, Cascadia Consulting was chosen to conduct the 2007 Sonoma County Waste Characterization Study (WCS). This follow-up to the 1995-1996 Sonoma County Waste Characterization Study was authorized by the acceptance of Cascadia Consulting's proposal at the January 2007 Agency meeting.

The 2006-07 Sonoma County Waste Characterization Study (WCS) was accepted by the Agency Board of Directors at the January 2008 meeting.

At that January meeting, staff was directed to prepare a more thorough report of the major opportunities for further waste diversion according to the WCS. The WCS was created in such a way that it is possible to analyze the diversion potential by waste stream (e.g. residential, commercial, and self-hauled waste).

The two waste streams for commercially hauled waste, both residential and commercial are fairly similar in composition, varying relatively slightly between waste categories. The largest difference between the residential and commercial waste categories are Organics (51.24% and 41.97%, respectively) and Construction and Demolition (C&D) waste (7.58% and 14.71%, respectively). Paper is the second largest waste category behind Organics for both residential and commercial waste (19.0% and 20.9%, respectively).

For both waste streams, food is the largest single waste subcategory. Vegetative food waste is accepted in the residential curbside yard debris containers and the service is available for commercial customers, though it is much less common for businesses to have yard debris collection.

The second largest category of the commercial hauled waste is paper. The subcategories that comprise the higher percentage of the waste stream are 'other recyclable paper' and 'other compostable paper'. These subcategories include paper combined with small amounts of wax or glues or soiled with water or food.

The results of the self-hauled waste stream indicate a much different composition from the commercially-hauled waste (residential and commercial waste). The highest percentage of the self-hauled waste stream is C&D Waste at 63.89%. Organics is the second highest percentage at 13.93%.

Looking at the subcategories of the self-hauled C&D waste shows Treated Wood Waste (TWW) at 14.32%, which is problematic as TWW must be disposed in a Class I hazardous waste landfill or a composite-lined portion of a landfill unit that meets stricter requirements than those of the more common Class III landfill.

Clean recyclable wood and other recyclable wood comprise 10.92% and 6.16% of the self-hauled waste stream respectively. Both of the above categories are comprised of unpainted, untreated wood that have the potential to be reused if salvageable, recycled into other wood products, or used as a fuel for biomass power plants.

In conclusion, programs and infrastructure exist for recycling or composting food, construction and demolition, and paper discards, leading staff to believe the barrier to reducing waste in these categories is public awareness.

New programs to increase public awareness have been incorporated in the FY 08-09 Preliminary Budget, including an organics composting outreach at fairs and community events throughout Sonoma County, a program to create more consistent countywide construction and demolition debris ordinances, and publicity of the SonoMax.org website to encourage reuse.

The proposed FY 07-08 Preliminary Budget includes the recommended programs. There is no surcharge increase predicted in the preliminary budget. There is no funding impact resulting from these recommendations in the current fiscal year.

Staff recommends inclusion of the expanded public outreach, construction and demolition debris ordinances, and publicity of the SonoMax.org website in the FY 08-09 Budget.

Christa Johnson, Town of Windsor, said that the Town of Windsor recently started licensing temporary debris box haulers and they require those haulers to take their boxes to permitted facilities.

Patrick Carter said that Town of Windsor may have a model that could be incorporated countywide.

Chair Smith added that everyone does not use debris boxes, some self-haul in pickup trucks.

Phil Demery mentioned that the model ordinances are usually part of the permitting process.

Vince Marengo said that Petaluma has an ordinance and agreement for debris box hauling, the difficulty they find is not so much by the self-haulers that have agreements, it's the self-haulers that are unreported. There are unfortunate practices going on.

Chair Smith asked if there was any type of plan for treated wood waste.

Patrick Carter explained that there is a landfill ban on treated wood waste. There are some educational efforts targeting people disposing of that waste.

Karina Chilcott said there is an informational sheet at the transfer stations on proper disposal of treated wood waste. M&M Disposal will take treated wood waste from commercial businesses. Global Materials Recovery Services will accept treated wood waste from residents. There is a disposal cost for this material.

Vince Marengo said he would still like to know what is coming in and going out of the County

Patrick Carter said his understanding of the County system was that when a licensed hauler brings a load to a transfer station or out of the transfer station to one of the other counties, there's a tag attached to it, a receipt that lists how much material and where it was received. This would be the case for any material that reaches a landfill; they get a receipt that lists the material and the jurisdiction

where it was generated. The State just issued the 2006 information a few weeks ago. All the landfills are required to report to the state. All jurisdictions are required to file an annual report, but the Agency files the Annual Report on behalf of all the jurisdictions because we are a Regional Agency. That Annual Report is where the information from the landfills and from the State are compiled and compared. The haulers report the materials they recycle to Agency staff. The Annual Report is due March 15<sup>th</sup>, 2008.

Vince Marengo said he would like the diversion numbers agendaized on the April 2008 agenda.

Dave Brennan asked if there was a disincentive for people to dispose of construction waste through recycling.

Patrick Carter said it could be a convenience issue. People are used to just going to one place and may not consider all the options. Economics should create an incentive.

Phil Demery said that generating some sort of ordinance within each of the jurisdictions through permitting which requires them to recycle C & D. Some jurisdictions require that recycled materials are used. Education and fliers at the transfer stations they can source separate on site. There is an incentive to recycle.

Karina Chilcott said County disposal site workers are very good about communicating with Agency staff about their educational needs. At the moment, the problem they are having is with roofers coming in, the person driving the truck is not necessarily the person who loaded the truck or is paying for the load. Oftentimes the loads are not separated.

Chris Carrieri, C2 Alternatives Services, said one disincentive is the temporary debris box haulers rate structures. There is not a significant price difference between mixed waste and clean drywall and wood waste. Debris box haulers often create packages for some of the larger construction contractors; those packages do not reflect source separated material diversion.

## ADMINISTRATION

### **7.1 UPDATE ON EXECUTIVE DIRECTOR OF SCWMA POSITION**

Susan Klassen explained that the recruitment is not open yet. Over the years the Agency workload for this position has increased, while the County portion has decreased. Human Resources wants to find the most appropriate civil service position that will also be the best position for the Agency.

### **7.2 PRELIMINARY DRAFT BUDGET FOR FY 08-09**

Susan Klassen reported that at the January Agency meeting the workplan was adopted by the Agency board. Then the workplan is worked into the budget using the information that was gathered doing the mid-year reports. Since the preliminary workplan establishes Agency expenditures, and determines what revenue is going to be in relation to those expenditures.

There are no fee changes proposed for wood waste, yard waste, or the surcharge this year.

The budget was discussed in its entirety. And comments were accepted.

Gus Wolter asked why legal fees and accounting fees mirrored last years instead of taking an historical average.

Charlotte Fisher explained that the historical is considered then possible new projects are factored into the total proposed expense for the fiscal year.

Christa Johnson suggested that because of the WCS and staff's input about how important education is, she would like to see the \$12,000 that was to be transferred into contingency out of education not be transferred, but rather be used this year on education. Karina Chilcott has been very helpful with providing educational materials. Christa asked if there is enough staff time to ramp up this program. Christa also suggested making use of the recreation guides for placing information about recycling and other Agency programs.

Susan Klassen said there is a 17% increase in spending in education this year. There is an opportunity to increase the effort; the question is with the existing staff, and how many other programs they can physically monitor. Staff's workloads are all extremely heavy which is why staff considers some consultants to get some of the work done. The efforts could be increased with consultants, but again, that would require monitoring by existing staff.

Vince Marengo said he felt the report was well done. His question was about closure of Central and the HHW Facility. He said he supports the preliminary draft budget but is not prepared to approve a final budget until he has a better understanding of what the projected costs will be for the HHW closure and he suggested agendaizing a closed session item to better understand the closure of the Central landfill in terms of the fair share liability and the Agency's closure and post-closure. More data around HHW closure in terms of program cost and development and on a future agenda agendaize a closed session to talk about closure of Central Landfill.

Phil Demery addressed the closed session topic about closure and divestiture issues. Cities and counties are currently working through their lawyers developing agreements based on confidentiality and disclosure information, if that happens the Agency could have a closed session briefing.

Phil continued with comments about education and household hazardous waste collection requesting performance data on effectiveness of the diversion efforts of these programs.

Dave Brennan said the Agency is becoming an HHW agency and would like to know if there's any way to reduce the amount of household hazardous waste being collected. He had a few questions about the budget and the allocation of the tipping fee changing cost centers, but did not want answers today. Overall it is a great preliminary budget. The timing of the discussion on closure, post closure and divestiture would have to wait until after the County and the City Managers complete discussions that are confidential.

Janet Coleson said she didn't see the Agency's involvement in closure.

Chair Smith, said there are all sorts of linkages that the Agency has to that site. He was not suggesting that the Agency allocate post-closure expenditures at this time.

Janet Coleson said in order to discuss closed sessions there needs to be grounds established.

Damien O'Bid asked about the amount of money set aside for compost and whether a new site had been chosen yet.

Susan Klassen said a new site has not been chosen yet, the Agency is currently in the selection process.

Damien O'Bid asked if there was an educational component for schools.

Susan Klassen said the County conducts a lot of tours for the schools.

*10:25 a.m. power went out for 3 minutes.*

Christa Johnson said putting educational information in the students' packets that go out from the schools is a good way to get information out.

Stephen Barbose said he would like to see the money the Agency has used for programs and not put into reserves. Staff time could be maximized by partnering with the community, clubs like the ecology club at the high school.

Chair Smith said that San Luis Obispo County has some experience with EPR and he would like staff to invite the Director from San Luis Obispo to attend the April or May Agency meeting.

Phil Demery added that tying the diversion programs to the tip fee defeats the purpose. Taking these programs off the tip and putting them on as program fees would support the Agency in a different way, not from tip fees but as program fees on franchise collection.

Chair Smith said this Agency has wrestled with that before.

**The Preliminary Budget was passed unanimously.**

*Gus Wolter left the meeting at 10:35 a.m.*

### **7.3 CIWMB GRANT RESOLUTION**

Karina Chilcott stated that this item is an administrative request necessary to submit progress reports and payment requests in order to complete the various grant projects that have been awarded to the Agency by the California Integrated Waste Management Board. Historically, Ken Wells has been named as the signatory authority. The revised resolution would change the signatory authority to the generic title of Executive Director. It is staff's recommendation that the Agency approve the Resolution Authorizing the Agency to submit all CIWMB.

**Vince Marengo, Petaluma moved to approve, Dell Tredinnick, Santa Rosa, seconded. Cloverdale absent. Rohnert Park and County of Sonoma were temporarily absent.**

## COMPOSTING/WOOD WASTE

### **8.1 COMPOST PROGRAM UPDATE**

Will Bakx, Sonoma Compost Company, presented an informational Power Point presentation about compostable plastics.

Vince Marengo suggested contacting other cities, such as Oakland, San Francisco, etc., concerning their plastic bag recycling programs.

## **8.2 FOOD WASTE COMPOSTING CAMPAIGN**

Karina Chilcott explained in response to the WCS, which shows that 21% of the overall waste stream is food waste; staff proposes doing more community outreach in 2008 through fairs and public events venues to promote vegetative material recycling. The selection criteria for events are those frequented by local residents, as compared to food and wine events which attract more tourists.

To assist with an ambitious events schedule, it is necessary to temporarily hire interns to assist with staffing at events.

Staff recommends that the Board approve the outreach plan for 2008.

Dave Brennan said he would like inserts for their utility bills and also they have a newsletter that could be used to include for educational items. He also asked if the Agency had considered the Apple Blossom Fair.

Karina said the Agency had participated in the Apple Blossom Fair last year and the focus had been on green building.

**Stephen Barbose, Sonoma, moved to approve the outreach plan. Phil Demery, County of Sonoma seconded. Cloverdale absent. Motion approved.**

## **8.3 COMPOST RELOCATION PROJECT UPDATE**

Patrick Carter explained that at the August 15, 2007 Agency Board meeting, the Agency entered into an agreement with a team of consultants led by Environmental Science Associates (ESA) to assist the Agency in the selection, conceptual design, and preparation of CEQA documents for a new compost site in Sonoma County. Staff and ESA have provided updates on the progress of the siting effort at each subsequent Board meeting.

ESA has reduced the number of sites under consideration to 36 through the application of the Agency-approved siting criteria. The ranking of the remaining sites is progressing rapidly and is expected to be complete for the March 2008 Agency meeting. Staff feels that it is imperative to introduce the issue to the potentially affected property owners before the March meeting, as the three sites to be analyzed in the CEQA document will be selected by the Agency Board of Directors at that time.

The Sonoma County Transportation and Public Works Right-of-Way staff is very experienced in public acquisition of private property and has offered to assist Agency staff in the process of contacting property owners. Staff has drafted a letter to potential affected property owners in consultation with Right-of-Way staff and has included the draft for Board feedback and/or approval.

The consultant team is confident that the top three environmentally preferable sites in Sonoma County exist in that group of fourteen sites.

Janet Coleson confirmed that the Agency has the right of imminent domain.

**After much discussion among the Board members about the letter for the property owners Stephen Barbose made a motion to agendaize this item for the April meeting, Dell Tredinnick seconded. Cloverdale absent.**

**Chair Smith directed the Interim Executive Director and Agency Counsel to revise the letter and directed staff to make contacts with the 14 prospective property owners and report back to the Board in April.**



*Dave Brennan, Sebastopol and Phil Demery, County of Sonoma left the meeting at 11:30 a.m.*

## HOUSEHOLD HAZARDOUS WASTE

### **9.1 EPR IMPLEMENTATION PLAN REPORT**

Lisa Steinman explained that the Agency hired a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation (EPR) Plan, which the Agency Board of Directors approved at their February 21, 2007 meeting. The implementation plan is twofold. The first phase is to encourage responsibility by supporting legislation at all levels, include EPR language in procurement policies, and encourage local business people (retailers, wholesalers and contractors) to implement a voluntary take-back program for fluorescent lamps and household batteries. The second phase, to be initiated at the Agency's discretion, would implement a local mandatory take-back ordinance. This enforcement component would only be initiated if there is no state or national EPR legislation.

As part of the EPR Implementation Plan monitoring process, staff is required to present two reports on the progress of the Implementation Plan to the Agency Board within the first year since the plan was approved. An initial Progress Report was presented to the Agency Board at the September 19, 2007 Agency Board meeting.

Staff is presenting this second Progress Report as a follow up to the September Progress Report. Since the September Agency Board meeting, no new California EPR legislation has passed addressing household batteries, fluorescent lamps or mercury-containing thermostats.

Since the September EPR Implementation Plan Progress Report was presented to the Agency Board, all Longs Drugs locations, Goodwill Industries of the Redwood Empire, all Whole Foods Market, Computer Recycling Center/Computers, and Flamingo Auto Repair, both located in Santa Rosa, are now accepting household batteries from residents free of charge.

There has not been a significant increase in the collection of mercury lamps, and mercury thermostats by manufacturers and retailers in Sonoma County.

Santa Rosa, Rohnert Park, Sebastopol and Cotati have started a six-month pilot program, which started on February 1, 2008 through July 2008, to help residents dispose of old medicines and prevent the pharmaceuticals from making their way into area waterways. This report includes a list of participating pharmacies.

The Director of the CPSC made a presentation to the Association of Bay Area Governments' (ABAG) Executive Board on September 20, 2007, describing the environmental issues and financial costs of proper collection and disposal of common household hazardous or toxic items. The CPSC is encouraging all cities and counties to pass EPR resolutions, an action that ABAG's Board unanimously endorsed. ABAG has contacted municipalities in their organization requesting support for EPR. The request is in the form of a resolution that can be adopted by each municipality. A sample of the resolution is included with this item. Member jurisdictions of the Agency have either adopted the resolution or are considering adoption.

Staff will continue to monitor existing and proposed EPR Programs at the national, state and local level. Since legislation at the state and national level has been slow in addressing EPR, the next step for Sonoma County would be to consider implementing a

local mandatory take-back ordinance. Although the Agency Board has the legal authority to enact an ordinance, this would be the first ordinance enacted by the Board. If such an ordinance is enacted, every member city and the unincorporated areas in Sonoma County would be affected. Additionally, the Agency would need to consider enforcement mechanisms.

Staff recommends opening up a discussion among the Board members on the topic of enacting a local mandatory take-back ordinance for Sonoma County. Staff would also like to receive direction from the Board regarding enacting an ordinance. In addition, staff recommends responding to the ABAG request with a support resolution adopted as a regional agency.

Stephen Barbose agreed with supporting ABAG.

Christa Johnson asked if Kaiser had been approached about taking back medications.

Dell Tredinnick said that Kaiser will take back medications from their members. Dell added that the Safe Medicine Disposal Program is working.

Chair Smith reminded the Board that this Agency adopted an EPR resolution in 2001.

Christa Johnson asked staff to email her the draft resolution.

Chair Smith asked staff to email the draft to each jurisdiction.

*Damien O'Bid left the meeting at 11:40 a.m.*

## EDUCATION

### **10.1 SPANISH OUTREACH RFP**

Karina Chilcott explained that this item is a request to distribute a Request for Qualifications for Spanish Language Outreach Services. The selection criteria are based on the following:

1. Experience working with government departments
2. Experience conducting Spanish language education specific to used oil recycling, solid waste and recycling
3. Experience working with local Spanish media
4. Familiarity with solid waste management recycling and activities in Sonoma County
5. And drafting an acceptable Outreach Plan and Budget

Even through the Request for Qualifications could be issued now, staff does not expect to work to start with the selected contractor until after June 30.

Staff recommends that the Board approve issuing the Request for Qualifications for Spanish Language Outreach Services.

**The Board approved the issuing of the RFP for this item. Cotati, Cloverdale, County of Sonoma, Sebastopol absent.**

### **11. BOARDMEMBER COMMENTS**

Christa Johnson, Town of Windsor, thanked Karina Chilcott for providing assistance with fliers and an ad for vegetative food waste which they placed in their recreation guide.

Stephen Barbose, Sonoma, requested inserts for their water bills.

### **12. STAFF COMMENTS**

Susan Klassen said that the County is entering into a public point of outreach regarding the Divestiture of the landfill. The AB 939 Local Task Force will meet on March 13, 2008

at the Sheriff's Department Conference Room to meet with the public to explain the process and the County's goals.

There are programs located at Central like the Compost Program and the HHW Facility, the County is exploring potential lease agreements to make sure those programs can continue.

Also, the Agency has a lot of programs going, the HHW satellite facilities, education and outreach, to name a few. Susan asked for input from the Board members for staff regarding the length of the meetings and whether they are going too long.

Dell Tredinnick suggested that unanimous vote items should be advanced to the beginning of the meetings, estimate amount of time of presentations and use timeframes as targets on the agenda.

Vince Marengo suggested possibly starting the meetings earlier.

Patrick Carter stated that North Bay Corporation has not sent the waste disposal data that was requested several times, staff would like to draft a letter that each individual city could send them.

Chair Smith said that would be appreciated.

**13. ADJOURN**

Meeting adjourned at 11:52 a.m.

Respectfully submitted,  
Elizabeth Koetke

Distributed at meeting:

Memo from Northbay Corp. Regarding Curbside Plastic Bag Recycling  
Power Point Presentation on Compostable Plastics