



Minutes of September 21, 2011

The Sonoma County Waste Management Agency (SCWMA) met on September 21, 2011, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California

Present:

City of Healdsburg	Mike Kirn, Chair
City of Cloverdale	Nina Regor
City of Cotati	Marsha Sue Lustig
City of Petaluma	John Brown
City of Rohnert Park	Linda Babonis
City of Santa Rosa	Dell Tredinnick
City of Sebastopol	Sue Kelly, Alternate
City of Sonoma	Steve Barbose
County of Sonoma	Susan Klassen
Town of Windsor	Robin Goble, Alternate

Staff Present:

Counsel	Janet Coleson
Staff	Patrick Carter
	Karina Chilcott
	Henry Mikus
	Lisa Steinman
Recorder	Debra Dowdell

- 1. Call to Order Special Meeting**
The meeting was called to order at 8:37 a.m.
- 2. Open Closed Session**
Conference with Legal Counsel – Anticipated Litigation
Government Code Section 54956.9(b)(1) and (b)(3)(A) one case.
- 3. Adjourn Closed Session & Introduction**
No report.
- 4. Agenda Approval**
Dell Tredinnick, Santa Rosa, moved to approve the agenda, Sue Kelly, Alternate for City of Sebastopol, seconded. Agenda approved.
- 5. Attachments/Correspondence**
Chair Kirn called attention to the Director's Agenda Notes and Reports by Staff and Others; September and October 2011 Outreach Events, HHW Facility Inspection Update, and List of locations for fluorescent take-backs.
- 6. On File with Clerk**
Chair Kirn noted there were no resolutions approved in August.
- 7. Public Comments (items not on the agenda)**
None.

Consent (w/attachments)

Chair Kirn requested that item 8.2 be pulled and placed on the regular calendar for discussion.

8.1 Minutes of August 17, 2011

Steve Barbose, City of Sonoma, moved to approve item 8.1. Marsha Sue Lustig, Cotati seconded the motion. Item 8.1 was approved unanimously.

Regular Calendar

8.2 Financial Grants Available to Non-profit Groups

Henry Mikus, Executive Director, recapped the questions/concerns regarding SCWMA contributions made to the 4-H Chicken Que. At Board request, staff presented draft guidelines for the possible granting of funds to local non-profit groups.

Janet Coleson, Agency Counsel, advised that case law in this area is broad and much is up to the Board's discretion. The SCWMA can give money to non-profit organizations for projects specifically for a public purpose and meet SCWMA goals such as recycling and diversion.

Board Discussion

Susan Klassen, County of Sonoma, questioned the notification process for the public and non-profits with respect to the grant application timeframe.

John Brown, City of Petaluma, stated that a stronger, more-defined policy was needed. The SCWMA is responsible to ensure that public monies are spent properly. Mr. Brown suggested utilizing formal contracts with the non-profit groups that would allow SCWMA to audit project grant money expenditures. An appeal process if someone is denied needs to be in place. However, Mr. Brown recognized his suggestions would involve a lot of effort for a \$500 grant.

Nina Regor, City of Cloverdale, indicated Cloverdale sets an amount available for a fiscal year. Cloverdale has two different tiers of grants, a set of requirements for grants under and over \$1,000.

Public Comment

None.

Board Comment

Marsha Sue Lustig, City of Cotati, suggested staff bring back an approach that includes accountability. She acknowledged Cotati had found such grants were not cost effective.

Chair Kirn, City of Healdsburg, directed staff to bring the revised policy back to the Board next month for additional discussion.

9. Budgetary Adjustments

Henry Mikus listed the categories in which there were budgetary adjustments and included brief descriptions: recognition of actual grant awards, line item transfers for computer replacements, reinstatement of staff development funds, and end of year reserve transfers.

Board Comment

Linda Babonis, City of Rohnert Park, inquired about any unused funds from the CalRecycle beverage container grant being used for the Mandatory Commercial Recycling (MCR) Project.

Henry Mikus answered there were two possible uses of the extra funds being considered. The primary use was to purchase containers for different jurisdictions as had been done previously. If containers were not needed, the money would be available to do additional MCR outreach.

Public Comment

None.

Susan Klassen, County of Sonoma, moved to approve the budgetary adjustments; John Brown, City of Petaluma, seconded the motion. Motion was unanimously approved.

10. Sonoma Vermiculture: Presentation

Henry Mikus and Patrick Carter visited Sonoma Vermiculture about a month ago. Sonoma Vermiculture started a composting operation in January, as a pilot project which is now ready to be a permanent operation. Permit documents are being prepared and inclusion in the ColWMP Non-Disposal Facility element (NDFE) is under discussion. SCWMA Board of Directors has reviewing authority for operations included in the NDFE. Sonoma Vermiculture will return for the review at the appropriate time. The vermiculture facility has great potential for the SCWMA as part of the regional compost program with the focus on using food waste as feed stock.

Daniel Stitzel, Principal of Sonoma Vermiculture, gave a presentation titled, "The Adventures in Food Waste and Vermiculture", which gave a brief description of the facility and process. The company has been successful processing about 15 tons of full food waste per week and is seeking to expand to 100 tons per day. Boardmembers are invited to visit if so desired.

11. Sonoma County/City Solid Waste Advisory (SWAG)

Steve Barbose, City of Sonoma, serves as the SCWMA liaison to the SWAG. Mr. Barbose reported there has not been a SWAG meeting held since the last Board meeting. SWAG is waiting for a consultant's report.

Board Comment

Chair Kirn requested leaving this report as a standing item on the next agenda.

12. Mandatory Commercial Recycling Education Project

Henry Mikus, Executive Director, reported the SCWMA has been awarded Cal Recycle Beverage Container grant money to be used to start a Mandatory Commercial Recycling (MCR) outreach program. This item was postponed from the last meeting. Initially a Request For Proposal (RFP) was issued and received three responses. Prior to the last meeting, the RFP proposals were examined, interviews were held, and recommendation was given, which was included in the agenda packet for the previous Board meeting. However, between the distribution of the packet and the meeting there discussion on the suitability and effectiveness of the program being done by contractors; thus the discussion was postponed to allow further investigation.

As an alternate solution, a plan was developed to do the project in-house with temporary employees for database development and outreach. The Cal Recycle grant manager, Matthew Fong, was consulted to make sure the shift in approach was appropriate. This was verified by him. A budget that meets the project expense goal of \$100,000 was developed. By using temporary staff, the number of outreach visits can be doubled and the database would be wholly owned by SCWMA. Patrick Carter added that this project would be accomplished with grant money, so there wouldn't be any additional outlay from SCWMA funds.

Public Comment

Connie Cloak, C2 Alternatives, was a RFP proposer and agreed the in-house approach was good, but had concerns about the level of diversion that will be accomplished with this project.

Board Comment

Marsha Sue Lustig, City of Cotati, noted twice the outreach for less money was a good approach.

Chair Kirn, City of Healdsburg, reiterated the staff brought on for this project would be used solely for this project and would be temporary.

Susan Klassen, County of Sonoma, moved to proceed with project in-house as proposed by staff; Marsha Sue Lustig, City of Cotati, seconded the motion. There was a consensus of the Board to support staffs' recommendation.

13. Civil Grand Jury Response

Henry Mikus presented a continuing discussion of the same subject from the previous Board meeting. Correspondence was received from the Civil Grand Jury regarding the need for a "Whistle Blower" program in Sonoma County, which included a request to respond to a survey on the subject. After some investigation it was determined SCWMA employees are covered by County policies, which is in compliance with state and federal law. This was brought back for Board consideration to approve the draft response letter and completed survey pages.

Board Discussion

John Brown, City of Petaluma, said Petaluma had provided a response to the same survey as a courtesy, and the proposed response for SCWMA is entirely appropriate.

Chair Kirn, City of Healdsburg, stated the reply is consistent with the City of Healdsburg's response.

Public Comment

None.

Board Comment

Chair Kirn directed the Executive Director to submit the letter and completed survey page as presented.

14. Boardmember Comments

Sue Kelly, City of Sebastopol, commented on her pleasure being at an SCWMA meeting after a long absence and to be reminded of the long and illustrious history of this organization.

15. Staff Comments

None.

16. Next SCWMA Meeting – October 19, 2011**17. Adjournment**

Meeting adjourned at 10:36 a.m.

Respectfully submitted,
Debra Dowdell