



Meeting of the Board of Directors

June 19, 2019
REGULAR MEETING

Regular Session begins at 8:30 a.m.
Estimated Ending Time 10:00 a.m.

*City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA*

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

June 19, 2019

REGULAR MEETING

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Note: This packet is 12 pages total



Zero Waste Sonoma

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City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA

Agenda

Item

1. Call to Order
2. Agenda Approval
3. Public Comments (items not on the agenda)

Consent (w/attachments)

- 4.1 Minutes of the May 15, 2019 Regular Meeting
- 4.2 May, June, and July 2019 Outreach Calendar
- 4.3 Correspondence

Regular Calendar

5. Budget Adjustment Request - Organics [Collard]
6. Boardmember Comments – NO ACTION
7. Executive Director Report – NO REPORT



8. Staff Comments – NO ACTION

9. Next SCWMA meeting: July 17, 2019

10. 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, 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 Sonoma County Waste Management Agency 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 at The Board of Supervisors, 575 Administration Drive, Santa Rosa, and at the meeting site the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa. It is also available on the internet at www.zerowastesonoma.gov



Date: June 11, 2019
To: Zero Waste Sonoma Board Members
From: Susan Klassen, Interim Executive Director
Subject: **Summary Report for the SCWMA Board Meeting of May 15, 2019**

Consent Calendar: All Items listed below were approved.

- 4.1 Minutes of the April 17, 2019 Regular Meeting
- 4.2 April, May, and June 2019 Outreach Calendar
- 4.3 Third Quarter Financial Report [Collard] The Third Quarter Budget Report indicates that both revenues and expenditures are projected to meet budget.

Regular Calendar

5. Resolution Selecting Executive Director:

The Board of Directors approved the Resolution appointing Leslie Lukacs, as the new Executive Director for the Sonoma County Waste Management Agency. The resolution requested that the County Board of Supervisors consider approval of the employment contract for Ms. Lukacs at their next regular meeting, expected to be May 21, 2019. Contingent upon approval of the employment agreement by the County Board of Supervisors Ms. Lukacs is expected to start work June 4, 2019.



To: Zero Waste Sonoma Board Members
From: Leslie Lukacs, Executive Director
Subject: June 19, 2019 Board Meeting Agenda Notes

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.

- 4.1 **Minutes of the May 15, 2019 Regular Meeting:** regular acceptance.
- 4.2 **May, June, and July 2019 Outreach Calendar:** This item provides an update on outreach events since the last meeting and upcoming outreach events. No action is required.
- 4.3 **Correspondence:** This item provides copies of correspondence received by the Agency. No action is required.

Regular Calendar

- 5 **Budget Adjustment Request:** The budget adjustment request is to increase budget appropriations to meet actual expenditures for FY18/19. **Staff recommends approving the increased budget appropriations for Other Contract Services for organics hauling.**



Minutes of the May 15, 2019 Meeting

Zero Waste Sonoma met on May 15, 2019, 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	ABSENT	Town of Windsor	Bruce Okrepkie

Staff Present:

Executive Director: Susan Klassen

Counsel: Ethan Walsh

Staff: Thora Collard, Courtney Scott, Xinci Tan, Brandon Benton

Agency Clerk: Janel Perry

1. **Call to Order Regular Meeting**
Regular meeting was called to order at 8:33 a.m.
2. **Agenda Approval**
3. **Public Comments (items not on the agenda)**
Pat Mitchell-against compost facility on Llano Road.
Stacy Burrows-against compost facility on Llano Road.
4. **Consent (w/attachments)**
 - 4.1 Minutes of the April 17, 2019 Regular Meeting
 - 4.2 April, May, and June 2019 Outreach Calendar
 - 4.3 Third Quarter Financial Report [Collard]

Public Comments:

None.

Motion: For approval of all items on the consent calendar.

First: City of Cotati-Susan Harvey

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	ABSENT
City of Rohnert Park	ABSENT	Town of Windsor	AYE

AYES -7- NOES -0- ABSENT -3- ABSTAIN -0-

Motion passed.

Susan Gorin arrived at 8:42 a.m.

Regular Calendar

5. Resolution Selecting Executive Director [Klassen/Walsh]

Public Comments:

Stu Clark-in favor of Leslie Lukacs as Executive Director.

Ken Wells-in favor of Leslie Lukacs as Executive Director.

Motion: Approval of the Resolution Selecting Executive Director.

First: County of Sonoma-Susan Gorin

Second: City of Cotati-Susan Harvey

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	ABSENT	Town of Windsor	AYE

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

Motion passed.

6. Boardmember Comments – NO ACTION

Comments were received by chair from various board members.

7. Executive Director Report – NO ACTION

Executive Director gave verbal report.

8. Staff Comments – NO ACTION

None.

9. Next SCWMA meeting: June 19, 2019

10. Adjourn at 9:04 a.m.

Submitted by: Janel Perry

DRAFT



Agenda Item #: **4.2**
Agenda Date: **6/19/2019**

ITEM: May, June, and July 2019 Outreach Calendar

May 2019 Outreach Events

May 3-5	9 AM – 5 PM	E-Waste Event – Healdsburg – Community Center
May 3-5	9 AM – 5 PM	Mattress Collection Event – Healdsburg – Community Center
May 4	10 AM – 5 PM	Bodega Bay Fisherman's Festival – Bodega Bay
May 5	3 PM – 9 PM	Roseland 14th Annual Cinco de Mayo Festival – Santa Rosa
May 5	12 PM – 7 PM	Annual 5 de Mayo Family Celebration – Sonoma
May 7	4 PM – 8 PM	Household Hazardous Waste Event – Guerneville
May 14	4 PM – 8 PM	Household Hazardous Waste Event – Larkfield
May 15	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg
May 15	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
May 18	9 AM – 2:30 PM	Luther Burbank Rose Parade and Festival – Santa Rosa
May 19	10 AM – 2 PM	Carillo Redline CarFest 2018 – Santa Rosa
May 21	4 PM – 8 PM	Household Hazardous Waste Event – Cotati
May 22	5 PM – 8:30 PM	Water Expo during the Wednesday Night Market – Santa Rosa
May 28	4 PM – 8 PM	Household Hazardous Waste Event – Oakmont
May 29	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa

June 2019 Outreach Events

June 4	4 PM – 8 PM	Household Hazardous Waste Event – Sonoma
June 5	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
June 6	5 PM – 8 PM	Waste Less Windsor Town Green Concert Series – Windsor
June 7-9	9 AM – 5 PM	E-Waste Event – Santa Rosa – Whole Foods Coddington
June 11	4 PM – 8 PM	Household Hazardous Waste Event – Healdsburg
June 12	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg
June 12	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
June 12	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
June 14	1:30 PM – 4:30 PM	Korbel's 2019 Environmental, Health, And Safety Fair - Guerneville
June 16	9:45 AM – 10:30 AM	Father's Day 25th Annual "Show & Shine" Car Show – Santa Rosa
June 18	4 PM – 8 PM	Household Hazardous Waste Event – Santa Rosa, W
June 19	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
June 21-22	9 AM – 1 PM	HazMobile Event – Sea Ranch
June 25	4 PM – 8 PM	Household Hazardous Waste Event – Bodega Bay
June 26	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa

July 2019 Outreach Events

July 2	4 PM – 8 PM	Household Hazardous Waste Event – Rohnert Park
July 9	4 PM – 8 PM	Household Hazardous Waste Event – Santa Rosa, E
July 3	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
July 10	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg

July 10	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
July 10	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
July 12-14	9 AM – 5 PM	E-Waste Event – Petaluma – Lucchesi Park
July 14	10:30 AM – 6:30 PM	La Guelaguetza – Santa Rosa
July 16	4 PM – 8 PM	Household Hazardous Waste Event – Boyes Hot Springs
July 17	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
July 23	4 PM – 8 PM	Household Hazardous Waste Event – Cloverdale
July 24	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa
July 30	4 PM – 8 PM	Household Hazardous Waste Event – Rincon Valley
July 31	5 PM – 8:30 PM	Santa Rosa Wednesday Night Market – Santa Rosa

Date: June 3, 2019
To: Sonoma County Waste Management Agency Board of Directors
C: Leslie Lukacs, Executive Director
From: Susan Klassen 
Subject: Interim Executive Director Position

Thank you for the opportunity to serve as you Interim Executive Director for these last seven months. very much appreciate the support that you provided to me during that period. This experience has reaffirmed for me the important role this Agency serves in the community. The Agency is in a challenging new world of struggling recycling markets, and demand for expanded organics and food waste collection, need for in-county processing, etc. These challenges I believe will create opportunities for new programs and education that will help the community meet those challenges.

One of the best parts of my brief time with the Agency has been working with the Agency staff. It has been a turbulent time for them. The Executive Director Position has been in transition, and during the entire period there have been one to two vacancies in a staff of only six. That said the staff you have in Thora, Janel, Courtney and Xinci, are incredible. They have consistently stepped up to the plate during this period. They have taken on the duties for the vacant positions voluntarily and with positive energy and done whatever needed to be done to keep the mission of the Agency going. They got the Recycle Guide and the new Website up and running successfully and took on the Earth Day Activities and media roll-out of the new Brand in the absence of having an Outreach and Education Coordinator. In the midst of all this, there was a flood event and they pitched in beyond their normal schedules to help coordinate debris removal efforts in the Russian river. They have demonstrated passion, and dedication to this Agency during the entire period. I really cannot thank them enough.

I wish you Board and the Agency staff the best in the future.

Thank you.



Agenda Item #: 5
Cost Center: Organics
Staff Contact: Collard
Agenda Date: 6/19/19
Approved By: LL

ITEM: Budget Adjustment Request

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends increasing the budgetary appropriations for Other Contract Services in the Organics budget by \$500,000. As this item is an amendment to the budget, it requires a super-majority (8/10) vote for approval.

II. BACKGROUND

The FY 2018-19 Final Budget contained \$4,985,320 for Other Contract Services for organics hauling and processing for an estimated 81,000 tons of organic material. On December 19, 2018, the Board approved a new hauling contract with Recology Sonoma Marin. The new contract included increases in transportation costs.

III. DISCUSSION

As of April, the tonnage totals for hauling were approximately 70,500. May and June tonnage amounts are estimated to be similar to April's tons, totaling an additional 7,100 tons over projections. The increased tonnage, as well as the increased hauling costs have exceeded our budget appropriations.

IV. FUNDING IMPACT

The organics tipping fee was increased by \$7.25/ton at the March 20, 2019 meeting. The increased revenue will offset the transportation costs.

Staff is requesting a \$500,000 increase in appropriations to Other Contract Services in order to complete the fiscal year.

V. ATTACHMENTS

Resolution

Resolution No.: 2019-07

Dated: June 19, 2019

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA")
ADOPTING ADJUSTMENTS TO THE FY 2018/19 ANNUAL BUDGET FOR OTHER CONTRACT SERVICES

WHEREAS, the SCWMA approved the Sonoma County Waste Management Agency Fiscal Year 2018/19 Budget on June 20, 2018; and

WHEREAS, staff recommends increasing the Fiscal Year 2018-19 budget appropriations for Other Contract Services in the amount of \$500,00 to cover the increased Organics hauling costs; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby approve the budget adjustment to the Fiscal Year 2018-19 Budget.

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: JUNE 19, 2019

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