



Meeting of the Board of Directors

January 15, 2020
REGULAR MEETING

Closed Session begins at 8:00 a.m.
Regular Session begins at 8:30 a.m. or immediately following
Closed Session.
Estimated Ending Time 11:30 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

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Note: This packet is 76 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 Closed Session
2. Closed Session: PUBLIC EMPLOYMENT
Titles: Executive Director
3. Adjourn Closed Session/Call to Order Regular Meeting
4. Agenda Approval
5. Public Comments (items not on the agenda)
6. Election of Officers

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



Regular Calendar

8. Potential Office Move/Approval to Enter into Lease Negotiations [Lukacs]
9. Discussion and Possible Action on the FY 20-21 Draft Work Plan [Collard]
10. Strategic Planning Work Sessions [Lukacs]
11. North County HHW Facility Progress Report [Scott]
12. Boardmember Comments – NO ACTION
13. Executive Director Report – Verbal Update
14. Staff Comments – NO ACTION
15. Next SCWMA meeting: February 19, 2020
16. 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



To: Zero Waste Sonoma Board Members

From: Leslie Lukacs, Executive Director

Subject: January 15, 2020 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.

- 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

Regular Calendar

8 **Potential Office Move/Approval to Enter into Lease Negotiations:** When the Sonoma County Waste Management Agency was formed, they entered into an agreement with the County of Sonoma to provide office space and staffing. In return for office space the, the Agency pays a proportional share of TPW's overhead charges. 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 is proposing the Board approves entering into a lease negotiation for new office space at SOMO Village in Rohnert Park.

9 **Discussion and Possible Action on the FY 20-21 Draft Work Plan:** A Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. Staff recommends the Board provides feedback and considers approval of the FY 20-21 Work Plan as a guide for the FY 20-21 Draft Budget.

10 **Strategic Planning Work Session:** Staff proposes hiring a professional facilitator to lead three strategic planning work sessions to define the direction of the Agency and to prepare accordingly.

11 **North County HHW Facility Progress Report:** 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 will receive a status report on siting a permanent HHW facility in Northern Sonoma County and asks the Board to provide direction to staff for next steps.

Resolution No.: 2020-01

Dated: January 15, 2020

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") ELECTING A
CHAIR, A VICE CHAIR, AND A CHAIR PRO TEMPORE

WHEREAS, Resolution No. 92-002 requires Agency to elect a Chair, a Vice Chair, and a Chair Pro Tempore at the first meeting in each calendar year, and;

WHEREAS, this Resolution memorializes the action taken by the SCWMA Board of Directors on January 15, 2020 to elect a Chair, Vice Chair, and Chair Pro Tempore.

NOW, THEREFORE BE IT RESOLVED that having first been duly elected by the SCWMA, the representatives from _____, _____, and _____, shall serve as Chair, Vice Chair and Chair Pro Tempore, at the will and pleasure of the SCWMA for a period of one year commencing from January 15, 2020.

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: January 15, 2020

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



Minutes of the November 20, 2019 Meeting

The Sonoma County Waste Management Agency met on November 20, 2019, at the City of Rohnert Park Council Chambers, 130 Avram Ave, Rohnert Park, California.

Board Members Present:

City of Cloverdale	Marta Cruz	City of Santa Rosa	John Sawyer
City of Cotati	absent	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	Pam Stafford	Town of Windsor	absent

Staff Present:

Executive Director: Leslie Lukacs

Counsel: Ethan Walsh

Staff: Xinci Tan, Karina Chilcott, Sloane Pagal

Agency Clerk: Thora Collard

1. Call to Order Regular Meeting

Regular meeting was called to order at 8:34 a.m.

2. Agenda Approval

3. Public Comments (items not on the agenda)

Greg Eicher, Laguna Water Treatment neighbor, commented on opposition to proposed location of compost facility.

Alan Tose, provided status update of Stage Gulch Organics

Renaud des Rosiers, Amy's Kitchen, commented on disappointment with non-inclusion of compostable plastics in the feedstock

Consent (w/attachments)

4.1 Minutes of the September 18, 2019 Regular Meeting

4.2 September, October, November, and December 2019 Outreach Calendar

4.3 Fiscal Year 2019-2020 1st Quarter Financial Report

4.4 Amendment to Memorandum of Understanding for C&D Facility Testing Services

4.5 Correspondence/Letters of Support

Public Comments:

None.

Motion: For approval of all items on the consent calendar

First: City of Sebastopol - Henry Mikus

Second: City of Healdsburg – Larry Zimmer

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	ABSENT	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.

Regular Calendar

5. Presentation of Zero Waste Initiatives and Timeline Given by Sonoma County Zero Waste Task Force [Lukacs]

Informational presentation was given by Sunny Galbraith and Dan Noble. No board action required.

Public Comments:

Renaud des Rosiers, Amy's Kitchen, commented that we need to be forward looking with our zero waste goals and look at functional alternatives when we are banning single use options.

SUMMARY

As directed at the September 2018 ZWS Board of Director's meeting, the Zero Waste North Bay Task Force presented on their identified zero waste initiatives, a timeline to implement the initiatives, and a designation of who should lead each initiative. Member of the Task Force include Zero Waste Sonoma, 350 Sonoma, North Bay Jobs with Justice, Sierra Club Redwood Chapter, Renewable Sonoma, Association of Compost Producers, Zero Waste Action, North Bay Labor Council, Sonoma County Regional Climate Protection Authority, Recology Sonoma-Marin, Sonoma County Resource Recovery, and other local businesses and engaged citizens. This item was for information purposes only and no action was required.

6. Annual Presentation of Waste Activities by Republic Services [Collard]

Informational presentation was given by Rick Pouwels. No board action required.

Public Comments:

Fred Stemmler, Recology Sonoma-Marin, commented on successful and cooperative relationship with Republic. Changes at the transfer stations are a direct result of compliance issues.

SUMMARY

Republic Services fulfilled their contractual obligation by presenting on the progress made towards achieving the goals established in the Agreement. The presentation included an update of their diversion targets, greenhouse gas reduction accounting, food waste update, new

developments, and the changes to Recycle Town. This item was for information purposes only and no action was required.

7. Annual Work Plan Progress Report [Chilcott]

Informational presentation was given by staff. No board action required.

Public Comments:

None

SUMMARY

Education and outreach activities were presented in a newly formatted Annual Work Plan Progress Report. The new format is organized by budget cost center and ZWS program, materials collected, and outreach/education performed by each program. Future reporting will take place by fiscal year instead of calendar year. In order to bridge the gap between the old and new reporting structures, information was presented from January 1, 2018 to June 30, 2019. This item was for information purposes only and no action was required.

8. Summary of Ad Hoc Compostable Products Committee Meeting and Follow-Up Staff Findings [Tan]
Presentation given by staff.

Public Comments:

Pat Mitchell, neighbor Laguna Water Treatment facility, spoke in opposition of the proposed compost facility location.

Alan Tose, Stage Gulch Organics, commented that their system is designed in quadrants so it has the ability to segregate streams.

Matt Whitfield, World Centric, commented that thin film PLA is a product in the waste stream that needs to be dealt with. Would like the ability to businesses to self-haul their waste stream to bring compostable products to a facility that accepts them.

Renaud des Rosiers, Amy's Kitchen, commented that taking a broad stance against compostable plastics is moving away from zero waste by forcing those materials into a landfill.

Motion Board approves staff recommendations to 1) advocate for better statewide policy on compostable product labeling; 2) Define Sonoma County's acceptable organic feedstock as yard debris, food scraps, and fiber-only compostable products; and 3) Request that compostable plastics be accepted as a feedstock if/when a) proficient labeling standards are enacted and b) they are recognized as an acceptable organic feedstock by the NOP. Renewable Sonoma will be directed to incorporate flexibility for these materials to the design of the organics processing facility.

First: County of Sonoma – Susan Gorin

Second: City of Healdsburg – Larry Zimmer

Vote Count:

City of Cloverdale	AYE	City of Santa Rosa	AYE
City of Cotati	ABSENT	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	AYE

City of Petaluma AYE
City of Rohnert Park AYE

County of Sonoma AYE
Town of Windsor ABSENT

AYES -8- NOES -0- ABSENT -2- ABSTAIN -0-
Motion passed.

Summary

During the September 2019 meeting, the Agency Board created an Ad Hoc Compostable Products Committee to further review staff's recommendation of accepting fiber-only compostable products at the future organics processing facility. The Ad Hoc Committee met with staff in early October 2018 to gather more information on the background of staff's recommendation. From that meeting, the Ad Hoc committee came up with 4 recommendations as follow:

- ***Advocate for better statewide policy on compostable product labeling;***
- ***Write a letter requesting the National Organics Program (NOP) make an exemption for PLA-lined fiber products;***
- ***Define Sonoma County's acceptable organic feedstock as yard debris, food scraps, and fiber-only compostable products; and***
- ***Require that compostable plastics be accepted as a feedstock if/when 1) proficient labeling standards are enacted and 2) they are recognized as an acceptable organic feedstock by the NOP. Renewable Sonoma will be required to incorporate flexibility for these materials to the design of the organics processing facility.***

The board approved the recommendations of the Ad Hoc Committee.

9. **Boardmember Comments – NO ACTION**
None.
10. **Executive Director Report –NO ACTION**
Executive Director gave verbal report.
11. **Staff Comments – NO ACTION**
None.
12. **Next SCWMA meeting:** December 18, 2019
13. **Adjourn 10:50 am**

Submitted by: Thora Collard



Agenda Item #: **7.2**
 Agenda Date: **11/20/2019**

ITEM: November-December 2019 and January-February 2020 Outreach Calendar

NOVEMBER 2019 OUTREACH EVENTS

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
11/2/19		12:00 PM	6:30 PM	Sonoma Valley Dia De Los Muertos	Sonoma
11/3/19		10:00 AM	2:00 PM	Agricultural Community Events Farmers Markets (The Sonoma Springs)	Sonoma
11/5/19		11:30 AM	1:00 PM	Environmental Action Tabling Day at SRJC	Santa Rosa
11/5/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma)	Sonoma
11/6/19		7:30 AM	11:30 AM	Santa Rosa DMV	Santa Rosa
11/8/19	11/10/19	9:00 AM	5:00 PM	E-Waste Recycling Event	Santa Rosa
11/8/19	11/10/19	9:00 AM	5:00 PM	Mattress Recycling Event	Santa Rosa
11/9/19		2:00 PM	5:30 PM	Agricultural Community Events Farmers Markets Petaluma	Petaluma
11/9/19		8:30 AM	1:00 PM	Agricultural Community Events Farmers Markets Vets Building	Santa Rosa
11/12/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa
11/13/19		9:30 AM	10:30 AM	Fulton Labor Center presentation	Unincorporated area
11/13/19		8:00 AM	9:30 AM	Healdsburg Labor Center presentation	Healdsburg
11/13/19		10:00 AM	2:00 PM	SRJC Eco-Day Tabling	Santa Rosa
11/14/19		7:30 AM	11:30 AM	Petaluma DMV	Petaluma
11/15/19		12:00 PM	2:00 PM	America Recycles Day	Windsor
11/15/19	11/16/19	9:00 AM	1:00 PM	HazMobile Event (Sea Ranch)	Unincorporated area
11/16/19		8:00 AM	12:00 PM	Agricultural Community Events Farmers Markets Healdsburg	Healdsburg
11/16/19		2:00 PM	5:30 PM	Agricultural Community Events Farmers Markets Petaluma	Petaluma
11/17/19		12:00 PM	4:00 PM	Binational Health Week Geyserville	Unincorporated area

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
11/17/19		8:00 AM	12:00 PM	Agricultural Community Events Farmers Markets Windsor	Windsor
11/19/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Guerneville)	Unincorporated area
11/20/19		8:30 AM	1:00 PM	Agricultural Community Events Farmers Markets Vets Building	Santa Rosa
11/20/19		12:00 PM	2:00 PM	Cloverdale Compost Presentation Garden Club	Cloverdale
11/21/19		10:00 AM	1:00 PM	Latino Health Forum in Sonoma State	Rohnert Park
11/22/19	11/24/19	9:00 AM	5:00 PM	E-Waste Recycling Event	Sonoma
11/22/19	11/24/19	9:00 AM	5:00 PM	Mattress Recycling Event	Sonoma
11/22/19		7:30 AM	11:30 AM	Santa Rosa DMV	Santa Rosa
11/23/19		8:30 AM	1:00 PM	Agricultural Community Events Farmers Markets Vets Building	Santa Rosa
11/26/19		2:00 PM	5:30 PM	Agricultural Community Events Farmers Markets Petaluma	Petaluma
11/27/19		8:30 AM	1:00 PM	Agricultural Community Events Farmers Markets Vets Building	Santa Rosa
11/30/19		8:00 AM	12:00 PM	Agricultural Community Events Farmers Markets Healdsburg	Healdsburg

DECEMBER 2019 OUTREACH EVENTS

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
12/3/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Windsor)	Windsor
12/4/19		7:30 AM	11:30 AM	Petaluma DMV	Petaluma
12/6/19	12/8/19	9:00 AM	5:00 PM	E-Waste Recycling Event (Petaluma)	Petaluma
12/6/19	12/8/19	9:00 AM	5:00 PM	Mattress Recycling Event (Petaluma)	Petaluma
12/7/19		11:00 AM	5:00 PM	Cotati Shop & Stroll	Cotati
12/9/19		9:00 AM	1:00 PM	Compost Presentations Steele Lane Elementary	Santa Rosa
12/10/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa W)	Santa Rosa
12/11/19		7:30 AM	11:30 AM	Santa Rosa DMV	Santa Rosa
12/11/19		9:00 AM	1:00 PM	Compost Presentations Steele Lane Elementary	Santa Rosa

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
12/15/19		10:00 AM	2:00 PM	Agricultural Community Events Farmers Markets (The Sonoma Springs)	Sonoma
12/17/19		4:00 PM	8:00 PM	Household Hazardous Waste Event (Petaluma)	Petaluma
12/19/19		9:30 AM	10:30 AM	Fulton Labor Center presentation	Unincorporated area
12/19/19		8:00 AM	9:30 AM	Healdsburg Labor Center presentation	Healdsburg
12/20/19		7:30 AM	11:30 AM	Petaluma DMV	Petaluma

JANUARY 2020 OUTREACH EVENTS

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
1/3/20	1/5/20	9:00 AM	5:00 PM	E-Waste Recycling Event (Santa Rosa)	Santa Rosa
1/3/20	1/5/20	9:00 AM	5:00 PM	Mattress Recycling Event (Santa Rosa)	Santa Rosa
1/6/20		4:00 PM	7:00 PM	Dia de los Reyes Event	Santa Rosa
1/7/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Sebastopol)	Sebastopol
1/14/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Santa Rosa, E)	Santa Rosa
1/14/20		9:00 AM	11:00 AM	Graton Labor Center	Unincorporated area
1/15/20		9:30 AM	10:30 AM	Fulton Labor Center presentation	Unincorporated area
1/15/20		8:00 AM	9:30 AM	Healdsburg Labor Center presentation	Healdsburg
1/18/20	1/19/20	9:00 AM	5:00 PM	E-Waste Recycling Event (Oakmont)	Santa Rosa
1/21/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Cloverdale)	Cloverdale
1/23/20		9:00 AM	11:00 AM	Graton Labor Center	Unincorporated area
1/28/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Sonoma)	Sonoma

FEBRUARY 2020 OUTREACH EVENTS

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
2/2/20		1:00 PM	4:00 PM	Health & Wellness Fair	Cloverdale
2/4/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Larkfield)	Unincorporated area

Start date	End date (multiple day only)	Start time	End time	Event	Jurisdiction
2/6/20		10:00 AM	3:00 PM	Graton Resort & Casino's Spectacular Wellness Fair	Rohnert Park
2/11/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Healdsburg)	Healdsburg
2/14/20	2/17/20	12:00 PM	6:30 PM	Cloverdale Citrus Fair	Cloverdale
2/18/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Rohnert Park)	Rohnert Park
2/21/20	2/23/20	9:00 AM	5:00 PM	E-Waste Recycling Event (Cloverdale)	Cloverdale
2/21/20	2/23/20	9:00 AM	5:00 PM	Mattress Recycling Event (Cloverdale)	Cloverdale
2/21/20	2/22/20	9:00 AM	1:00 PM	HazMobile Event (Sea Ranch)	Unincorporated area
2/25/20		4:00 PM	8:00 PM	Household Hazardous Waste Event (Oakmont)	Santa Rosa



Agenda Item #: **7.3**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **1/15/2020**
Approved By: **LL**

ITEM: Annual Review of SCWMA Rules of Governance

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board review and approve the attached Rules of Governance.

II. BACKGROUND

The Rules of Governance are to be reviewed by the Sonoma County Waste Management Agency Board of Directors on an annual basis for applicability. The Rules were last revised at the January 17, 2018 SCWMA meeting.

III. DISCUSSION

Staff has reviewed the Rules of Governance and recommends they be adopted as is.

IV. FUNDING IMPACT

There is no funding impact as a result of this item.

V. ATTACHMENTS

Rules of Governance

**RULES OF GOVERNANCE
OF THE
SONOMA COUNTY WASTE MANAGEMENT AGENCY (“AGENCY”)**

RULE 1: The Executive Director, in consultation with the Chair, shall prepare an agenda for each meeting of the Agency. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Executive Director shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: Whenever possible, staff shall deliver a copy of the agenda for any regular meeting to each member of the Agency seven (7) days in advance of such meeting.

RULE 3: Unless otherwise provided by law, the Agency may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Agency.

RULE 5: All questions of law shall be referred to the Agency’s counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Agency directly on items of interest to the public that are within the subject matter jurisdiction of the Agency. The total time allocated for public testimony on any particular issue shall be 3 minutes. Any person desiring to address the Agency shall, when recognized by the Chair, speak from the rostrum and give his or her name and address to the Clerk and limit his or her statement to 3 minutes. In order to facilitate the business of the Agency, the Chair may further modify the time of each such address.

RULE 7: One half or more of the members of the Agency constitute a quorum for the transaction of business. No act of the Agency shall be valid or binding unless a majority of a quorum concur therein. Eight (8) of ten (10) members of the Agency is a Supermajority. Provided, however, that a supermajority vote of the Agency is required for action on: 1) approval or amendment of the Agency Budget, 2) incurrence of debt from public or private lending or financing sources in an amount of \$250,000 or more, 3) authorization of expenditures of \$250,000 or more to a single source within a single year, and 4) any increase in fees or imposition of any new fees. Provided also, that a unanimous vote is required for the Agency to acquire any interest in real property with a value of \$250,000 or more.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote “aye,” “no,” or “abstain.”

RULE 10: A vote of “abstain” does not constitute concurrence and does not constitute a “no” vote.

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Agency’s counsel.

RULE 12: At the first meeting in each calendar year the Agency shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, his or her duties shall be assumed Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chairman Pro Tempore shall perform the duties of the Chair.

RULE 13: The Chair may, from time to time, appoint such subcommittees of the Agency as are necessary and convenient.

RULE 14: These rules shall be reviewed by the Agency at the first meeting in each calendar year.

RULE 15: The Chair, Vice-Chair, and the Chair Pro Tempore shall serve at the will and pleasure of the Agency.

RULE 16: Per Government Code § 54956.96(a)(1), all information presented to the Agency Board in closed session is confidential. However, a member of the legislative body of a member local agency who is present in closed session may disclose information obtained in that closed session that has direct financial or liability implications for the member's local agency to the following individuals:

- A. Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency; and/or
- B. Other members of the legislative body of the member local agency present in a closed session of that member local agency.

RULE 17: Per Government Code § 54956.96(a)(2), any designated alternate member of the Agency Board who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the Agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the Agency.



Agenda Item #: 8
Cost Center: All
Staff Contact: Lukacs
Agenda Date: 1/15/2020
Approved By: LL

ITEM: Potential Office Move/Approval to Enter into Lease Negotiations

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the Staff to enter into a lease negotiation for new office space.

II. BACKGROUND

When the Sonoma County Waste Management Agency was formed they entered into an agreement with the County of Sonoma to provide office space and staffing. In return for office space the Agency paid a proportional share of TPW's overhead charges.

III. DISCUSSION

The current space occupied by ZWS consists of one office and six cubicles. The space has been reconfigured multiple times in order to maximize the square footage to accommodate increased work stations. The last configuration was done in June 2018 in order to accommodate the addition of the Organics Program Manager position. Our staff is at full capacity and our office space is at over capacity hence the need to rent a storage space monthly.

In April 2018, staff began investigating options for increased office space. We met with the County Real Estate office to do a needs analysis and to identify potential space within the County's portfolio, but nothing was available that met our needs. Staff also worked with a commercial real estate agent to consider external options. We toured multiple office locations, mostly in Santa Rosa. At the time, leasing costs were between \$1.90 - \$2.10/square foot or more. Shortly after we learned of the potential opportunity to expand our space into the offices next door and paused our external search.

The Board approved funding in the current fiscal year to pay for the expansion into the space currently occupied by the Department of Emergency Management (DEM). Over the past 18 months, DEM stated they planned to move multiple times but DEM has yet to vacate the space and there is no firm timeframe for when a move will transpire.

In November 2019, the owners of SOMO Village in Rohnert Park reached out to ZWS offering office space that would be available in the near future. SOMA Village is "A live-work-play community where leading businesses and high-quality homes provide all the built-in ability to reduce their impact on the Earth". In addition, zero waste is one of SOMO Village's guiding principles for their operations and tenants. They are looking for like-minded organizations who focus on environmental improvements to move to the campus.

The proposed space to lease is approximately 3,718 square feet which is comprised of seven offices, a small conference room, large open work space with two large desks, full kitchen, copy room, plenty of parking, and a large storage room. Banquet space is also available for board meetings (if desired) and dedicated, secure parking is available for our vehicle. The office space comes with built in desks, furniture, and some tenant improvements will be needed (rough estimates not to exceed \$44,000). This space comfortably fits our current staff and allows for future growth including offices for a summer intern and/or an additional hire.

The terms of this lease are for ten years and the earliest we could occupy the new space would be April 1, 2020.

IV. FUNDING IMPACT

The monthly rent for this space is \$1.79 per square foot (\$79,863 per year) and utilities charge of \$0.20 per square foot (\$8,923). We will have new expenditures for janitorial and internet service (to be determined). We would see an annual reduction of \$8,856 for shared services with TPW and \$3,504 for terminating our storage unit rental.

Costs saving have been identified in our current budget that makes this proposition cost neutral utilizing the following three line item savings.

1. At the time our FY19/20 budget was passed in April 2019, we were unaware of the County's fees to ZWS for utilizing County office space, so the historical amount of \$70,300 was budgeted in the 51916 – County Services. That amount was over-budgeted with a savings of \$51,392 this year.
2. With the return of our Outreach Program Manager graphic design is now being done in-house, so we have a line item savings of \$10,000 for Recycle Guide illustration.
3. Our current staffing has also allowed us to meet all of our outreach goals, allowing us to eliminate the need to contract out for Zero Waste Outreach (a line item savings of \$25,000).

All these savings equal the annual cost to lease a space at SOMO Village.

The Board approved \$100,000 for improvements in the current fiscal year for the office expansion. This funding could be used towards the one-time set up costs of the move (i.e. movers, ISD, furnishings, tenant improvements, etc.). Since the offices are already furnished with full desk suites, minimal furniture purchases will be needed. ISD performed a site visit and provided us with a cost estimate to establish connectivity to the County's infrastructure. The estimate for this service is \$3,600.

V. ATTACHMENTS

None



Agenda Item #: 9
Cost Center: All
Staff Contact: Collard
Agenda Date: 1/15/2020
Approved By: LL

ITEM: Discussion and Possible Action on the Fiscal Year 2020-21 SCWMA Work Plan

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provides feedback and considers approval of the FY 20-21 Work Plan as a guide for the FY 20-21 Draft Budget.

II. BACKGROUND

Since FY 06-07, a Work Plan has been prepared for consideration and approval by the Board in order to have a detailed planning document that compliments the budget planning process. The Work Plan contains a description of ZWS's projects, contractor costs, and staff costs and, once approved, guides the preparation of ZWS's annual draft budget.

III. DISCUSSION

Staff proposes that core projects continue in their current form (i.e. hauling of organics, processing of household hazardous waste, used oil outreach, mandatory commercial and organics recycling, recycling guide, website maintenance, and reporting). In addition, Staff proposes the allocation of funds to complete the following projects:

- Collaborate with partnering agencies/organizations to obtain grant funding for a Food Recovery program to supplement the SB 1383 reduction goals and research additional grant opportunities.
- Obtain grant funding for ten CRV collection centers located in underserved areas. If awarded, funding will be used for project start-up costs, administration, and equipment.
- Develop a ZWS Business Recognition Program to recognize community leaders in waste diversion. Staff would establish criteria for recognition, showcase businesses on the website, and develop signage for display at businesses.
- Complete a Waste Characterization Study (WCS) to establish a baseline for SB1383 and comparison of the 2014 WCS.
- Allocate funding for emergency collection events during a natural disaster as services have been requested during the past natural disaster.
- Create a summer internship position to research alternative products to replace existing products classified as household hazardous waste, create education materials and website content, and assist with HHW programs
- Earmark funding for the disposal of one-gallon, single-use propane tanks still being collected after the termination of the Refuel Your Fun grant program. Propane tank collection bins throughout the county are still widely used by the public even though the grant has ended.

The full Draft Work Plan is attached for your review, projects where there have been significant increases in cost and/or new program line items have been highlighted in green for your convenience.

IV. FUNDING IMPACT

There is no direct funding impact of the FY 20-21 Work Plan. This document is informational and used for planning purposes and to complement the forthcoming FY 20-21 Draft Budget.

V. ATTACHMENTS

FY 20-21 Draft Work Plan

20-21 Work Plan						
Organics (Wood Waste and Yard Debris)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
1.1	Municipal Composting Program	Manages contracts for composting outhaul and compost sites, and reconciles and processes monthly invoices for payment.	\$ 5,724,760	\$ 6,532	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the ColWMP.	Monthly
1.2	Christmas Tree Recycling	Provides education to the public about Christmas tree recycling options. • Coordinates with local non-profit organizations to provide convenient Christmas tree composting • Coordinates drop-off sites with haulers Updates information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$ -	\$ 1,639	ColWMP/Section 4.7.2.10 Diversion program that adds organic feedstock	November, December, and January, Annually
1.3	Home Composting Education & Outreach	Promote home composting and vermicomposting. Contract expires 2020	\$ 17,380	\$ 13,421	ColWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	UCCE agreement expires June 30, 2020 (two annual extensions in contract)
1.4	State Laws Mandating Organics Diversion	Provide support for CalRecycle's Mandatory Commercial Organics Recycling program which will focus on outreach and education, monitoring and reporting. Activities include: • Coordinate new business outreach • Conduct business site visits & follow-up • Conduct multifamily outreach • Conduct school outreach Maintain/update tracking database *Distribute letters, enforcement letters & outreach communications *Develop new outreach materials	\$ 10,000	\$ 58,850	MANDATED - Required by State Legislation, AB 1826, SB 1383	Ongoing
1.5	Conferences	Biocycle/Compost 2020 Conference		\$ 7,926	Board Directed	Ongoing
1.6	Grant - (Food Recovery, etc.)	Grant application, implementation	\$ 250,000	\$ 14,633	MANDATED - Required by State Legislation, SB 1383	
	Total	FY 20-21	\$ 5,752,140	\$ 103,001		
	Prior Year	FY 19-20	\$ 4,786,280	\$ 98,074		

Reserves (Restricted by Board Policy)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
2.1	Securing Organics Capacity	Continue process for implementation agreements and legal counsel	\$ 50,000	\$ 60,908	CoIWMP/Section 4.5.3	
2.2	Zero Waste Sonoma Business Recognition Program	Pilot Program for Highlighting forward thinking businesses in the area. Create Window Cling/Award Criteria	\$ -	\$ 11,049	CoIWMP/Section 4.5.3	Summer - Fall 2020
2.3	New Model Ordinance Research	Potential model ordinance topics include: (1) Develop model ordinance for Construction and Demolition (2) Large Events and Venue recycling plan requirements. Report to the Board on ordinance feasibility and propose next steps.	\$ -	\$ 14,102	Board Directed	
2.4	Intern Program	Create a summer internship position. Intern will assist with outreach to businesses for reusable serveware, office assistance, Eco-Desk	\$ 20,000	\$ 6,159	Proposed	Summer - Fall 2020
2.5	North County HHW facility	Continue to explore the feasibility of adding a permanent HHW Facility in the North County. Potentially write or seek help for drafting an RFP. Potentially hire contractor for conceptual design and feasibility.	\$ 200,000	\$ 22,378	Board Directed	
2.6	CoIWMP	Countywide Integrated Waste Management Plan required to be update every five years. Much of the review is performed by the LTF members, staff will have a supporting administrative role.	\$ -	\$ 20,131	Mandated AB939	Ongoing
2.7	Waste Characterization Study	Determine what material types are destined for landfill disposal to evaluate the effectiveness of Agency and other countywide diversion programs, and to provide a focus for future waste reduction, reuse, and other diversion programs.	\$ 150,000	\$ 18,550	Proposed to Establish SB1383 baseline	
2.8	Emergency Collection Events	Establish emergency household hazardous waste collection events if needed during countywide emergencies.	\$ 15,000	\$ 1,174		
	Total	FY 20-21	\$ 420,000	\$ 154,450		
	Prior Year	FY 19-20	\$ 270,000	\$ 86,940		

Household Hazardous Waste						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manage contract for collection of household hazardous waste from residents and CESQG (businesses) at the Household Hazardous Waste Facility (HHWF), HHW Collection Events, and HHW Rover. Provide education resources for the program as needed and coordinate with local organizations. Draft number due to contract negotiations in process currently. Added an extra \$10,000 for Parks propane disposal if grant funds run out.	\$ 1,160,000	\$ 69,059	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the ColWMP)	Contract expires June 30, 2022
3.2	E-waste Collection and Internal Transport at Disposal Site	Transport and properly dispose of electronic wastes collected at all of the County-owned disposal sites.	\$ 50,000	\$ 2,996	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract expires December 31, 2021
3.3	E-waste Sorting and Recycling	Sorting of all electronic wastes collected at all of the County-owned disposal sites and recycling.	\$ 65,000	\$ 9,460	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Contract Expires June 30, 2021
3.4	Oil & Filter Recycling (Grant funded)	This program includes a wide variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels. For specific projects, Used Oil Competitive Grants may be applied for.	\$ 146,750	\$ 17,344	Board Directed	Consultant Contract Expires June 30, 2020
3.5	Reporting	The State requires reporting and quantification of HHW collection efforts annually. Reports include Annual E-Waste Report, Net Cost Report, Stormwater Report, HHW portion of the Electronic Annual Report, and the 303 Report.	\$ -	\$ 16,944	MANDATED Required by regulation.	Jan, Feb, July, Sept, and October Due Dates

Household Hazardous Waste (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.6	Product Stewardship Education, Outreach, policy and legislation	<ul style="list-style-type: none"> • Participate in statewide and national Extended Producer Responsibility efforts. • Develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online) • Community outreach at events. • Development and planning for Extended Producer Responsibility ordinances as approved by Agency Board. • Examines recent and pending legislation relevant to current and projected Agency projects. 	\$ -	\$ 3,777	BOARD DIRECTED EPR Implementation Plan (CoIWMP/Section 4.3.3.3)	Ongoing
3.7	E-waste Recycling Events	<p>This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency. Agency pays for site fees and advertising.</p> <ul style="list-style-type: none"> • Provide supports for coordination of e-waste event • Perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line, etc.) • Administer the contract 	\$ 13,000	\$ 14,447	CoIWMP/Section 5.4.1.8 Provide recycling information to all County residents	Ongoing – Monthly Contract expires June 30, 2020.
3.8	HazMobile - Mendocino County	Sonoma County residents living in the north/west part of the County can dispose of hazardous waste close to their homes. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$ 18,000	\$ 1,129	MANDATED - JPA	Five events per year
3.9	HHW Grants	CalRecycle offers grants to expand and improve Household Hazardous Waste programs. Projects may include construction of Household Hazardous Waste facilities. If the timing is aligns with where the SCWMA is in the process of siting a new facility, staff will apply for this grant.	\$ -	\$ 775	Staff recommended	

Household Hazardous Waste (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.10	HHW Alternative Product Intern	Create a summer internship position. Intern will research alternative products available to replace existing products classified as household hazardous waste. Intern will create materials for education handouts and our website	\$ 10,000	\$ 2,680	Proposed	
3.11	Refuel Your Fun	Promote the use and sale of refillable one-pound propane cylinders. program projects include: <ul style="list-style-type: none"> • Manage retail locations to sell and refill refillable cylinders • manage permanent disposable cylinder collection containers • Education/advertisement of refillable cylinders 	\$ 10,000	\$ 1,261	Proposed	
3.12	HHWF Maintenance	Ongoing building maintenance and upgrades		\$ 315		
3.13	Conferences	NAHMA Conference		\$ 1,261	Board Directed	
	Total	FY 20-21	\$ 1,472,750	\$ 141,449		
	Prior Year	FY 19-20	\$ 1,489,189	\$ 137,553		

Education						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.1	Recycling Guide English/Spanish versions	<p>The annual Recycling Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages.</p> <ul style="list-style-type: none"> • Coordinate consultants as needed for illustrations and cover artwork. • Review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.). • Prepare publication for on-line viewing. • Arrange for printing and distribution of extra Guides (approx. 28,000 English and 11,000 Spanish copies). 	\$ 4,000	\$ 45,706	<p>MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the ColWMP)</p> <p>BOARD DIRECTED (Spanish Guide)</p>	
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Telephone and email response to questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> • Listen to messages daily, logs call into the Access database and returns phone calls/emails within one business day. • Research topics to help foster more opportunities as needed. Information gets recorded in the Access Eco-Desk database. • Prepare annual reports summarizing activity on the English and Spanish Eco-Desk. • Coordinate with Spanish language contractor as needed. 	\$ -	\$ 57,156	<p>MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the ColWMP)</p>	Daily
4.3	Spanish Language Outreach	<p>A contractor provides outreach to Spanish speaking residents about recycling issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.</p> <ul style="list-style-type: none"> • Manage the contract for services <p>Provide support for educational materials as needed.</p>	\$ 30,000	\$ 3,325	<p>MANDATED - JPA Provide recycling information in Spanish (Section 4.7.3.4 of the ColWMP).</p>	Consultant contract expires June 30, 2020
4.4	Grants	Applying for educational/outreach grants as they become available.	\$ -	\$ 7,223	<p>MANDATED - JPA Leverage limited Agency resources (Section 4.9.3.2 of the ColWMP)</p>	As available

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.5	Web site www.zerowaste sonoma.gov	<p>Zerowastesonoma.gov is the web site including topics for Agency, HHW, reduce, recycling, business, multifamily, schools, disposal, compost, resources. We have requested resources to make any further improvements, on-going maintenance, plug-in updates and bug fixes. The web site is ADA section 508 compliant</p> <ul style="list-style-type: none"> • Update web site content. • Makes online .pdfs ADA compliant • Prepares annual reports on web site activity. 	\$ 8,000	\$ 77,455	MANDATED - JPA Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)	Ongoing
4.6	Outreach Partnerships	The Agency provides staff support to the groups engaged in complementary environmental educations (e.g., Climate Action Groups, Carbon Sequestration Coalition, Recology, Credo High School, Sonoma Green Business Program, Republic Services, Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), Goodwill Industries Redwood Empire, Mattress Recycling Council, etc.	\$ -	\$ 14,665	Board Directed	Ongoing
4.7	Fairs	<p>Each year the Agency picks a new outreach theme that responds to current topics. This year's theme for 2020 will focus on climate action, carbon sequestration, and zero waste.</p> <ul style="list-style-type: none"> • Graphic design and production for outreach materials and promotional giveaways (e.g., backdrop, floor, information panels, brochure holders, etc.) • Coordinates staffing for events • Coordinates fair set up and tear down • Refurbish display materials 	\$ -	\$ 23,456	MANDATED - JPA (Section 4.7.2.9 of the CoIWMP)	Summer and Fall
4.8	Social Media On-line Marketing Outreach	Manage on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram	\$ -	\$ 8,898	BOARD DIRECTED	Ongoing
4.9	Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$ 132,792	\$ 17,208	BOARD DIRECTED	Ongoing

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.10	AB 939 Reporting Requirements	Annual Report writing consists of: <ul style="list-style-type: none"> Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, large venues/events, HHW program Update text description of programs. Submit report to California Department of Resources Recycling and Recovery (CalRecycle)	\$ -	\$ 13,149	MANDATED – AB 939, AB 341, AB 2176 Compliance with State regulations (Section 4.7.2.12 of the CoIWMP)	2019 Annual Report due August 2020
4.11	Cal Recycle Beverage Container Recycling Pilot Program Grant	Application and implementation of CRV Grant - 2 year program. Collaborative grant to establish a mobile CRV collection mobile in the underserved jurisdictions (\$500,000 per year)	\$ 500,000	\$ 27,082	Proposed	Fall 2020
4.12	RMDZ	Recycling Market Development Zone Administrator for Sonoma, Mendocino, and Lake counties	\$ -	\$ 10,091		Ongoing
4.13	Ordinance Education/ Enforcement	Provide education to jurisdictions for new ordinances and assist with enforcement	\$ -	\$ 25,266		
4.14	Conferences	Staff attendance and participation at conferences		\$ 17,443		
	Total	FY 20-21	\$ 674,792	\$ 348,123		
	Prior Year	FY 19-20	\$ 130,000	\$ 344,721		

General Administration						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
5.1	Agency Meetings	<ul style="list-style-type: none"> • Prepare agendas/packets • Attend meetings • Research and document development • Prepare and file minutes, resolutions agreements 	\$ -	\$ 163,561	MANDATED-JPA	Ongoing
5.2	Program Management	<ul style="list-style-type: none"> • General Administration of Agency programs • Attend meetings, conferances and trainings • Planning • New program development 	\$ -	\$ 71,763	MANDATED-JPA	Ongoing
5.3	SCWMA Fin. Mgmt.	<ul style="list-style-type: none"> • Approve invoices/journal vouchers • Prepare financial statements to Board • Prepare budget and facilitate approvals • Respond to audits (internal and external) 		\$ 178,020	MANDATED-JPA	Ongoing
	Total	FY 20-21	\$ -	\$ 413,344		
	Prior Year	FY 19-20	\$ 1,200	\$ 429,365		
External Projects						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
A	AB 939 Local Task Force (LTF-Edu.)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$ -	\$ 21,930	Agency staff has historically provided this service.	Ongoing
B	Annual Stormwater Reporting and Meetings	Provide information annually to be included in the County's National Pollution Discharge Elimination System (NPDES) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (MS4).	\$ -	\$ 2,444	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
C	All Programs	Emergency Response Support to TPW	\$ -	\$ 3,153		
	Total	FY 20-21	\$ -	\$ 27,527		
	Prior Year	FY 19-20	\$ -	\$ 14,851		
	Grand total	FY 20-21	\$ 8,319,682	\$ 1,187,895		
	Prior Year	FY 19-20	\$ 6,676,669	\$ 1,111,505		



Agenda Item #: **10**
Cost Center: **All**
Staff Contact: **Lukacs**
Agenda Date: **1/15/2020**
Approved By: **LL**

ITEM: Strategic Planning Work Sessions

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends that Board members participate in strategic planning work sessions during the February, April, and June 2020 Board meeting dates.

II. BACKGROUND

In December 2013, the Board participated in a professionally led strategic planning process which occurred over three work sessions. The objective of the planning process was to determine if the Agency was to continue past the 2017 sunset date, develop a vision for the Agency if it continued past 2017, and/or a create a transition plan for the closure of the Agency after the sunset date expired. A strategic plan or roadmap for the Agency was not completed during this process.

In addition, the California Integrated Waste Management Act (AB 939) requires counties and regional agencies to prepare and submit to CalRecycle a Countywide Integrated Waste Management Plan (CoIWMP) every 5 years. The plan addresses waste management conditions within the regional agency, provides an overview of the actions that will be taken to achieve per capita disposal target and maintains 15-year disposal capacity plan. Zero Waste Sonoma will complete the CoIWMP on behalf of all the jurisdictions and County which is due November 2020. Preparing a strategic plan will assist in completing the CoIWMP.

Agency staff is not aware of a strategic planning process with the board in the past other than in 2013 and believes there is value in initiating a process especially in light of state legislation jurisdictions and the County must comply with and the desire to divert more resources from the landfill which supports climate action.

III. DISCUSSION

Staff proposes hiring a professional facilitator to lead three strategic planning work sessions to define the direction of the Agency and to prepare accordingly. Through this process, staff hopes to create a mission and vision statement and develop a short term, medium term and long term goals. Three collaborative work sessions with staff will help to identify strategic areas of development with multi-year priorities that can be allocated, reviewed, and evaluated. The final product, a strategic plan, will serve as a road map for the Agency.

Staff received a scope of work from a local facilitation company, HR Matrix, who has extensive experience guiding organizations through the strategic planning process. Their services include planning for the work sessions, conducting a 30-minute meeting with each board member and

staff prior to the February board meeting, designing the planning process, facilitating the work sessions, and participating in a wrap up session and an evaluation with staff after the sessions are complete. Staff is ultimately responsible for preparing the strategic plan document which will be submitted to the board at the July or August board meeting. HR Matrix and staff believe the strategic planning process can be completed over three planning sessions with additional tasks completed by staff in-between each session to move the process forward. Staff proposes the Board utilize the February, April, and June 2020 Board meeting time for this process. Staff does not expect any complications from utilizing the board meetings in this way but it is likely agendas for our regularly scheduled board meetings in March, May, and July will be full. Should an urgent item arise that needs board review in February, April, and June then time will be a set aside to address the item prior to starting the strategic planning session. The location designated for the strategic planning work sessions would take place at event space at SOMO Village in Rohnert Park.

IV. FUNDING IMPACT

Staff would like to enter into agreement with HR Matrix to provide facilitation services at a cost not to exceed \$12,000. The funding for HR Matrix would be drawn from the Contingency Reserve. There are sufficient appropriations in the Contingency Reserve to accommodate the expenditures for this fiscal year.

V. ATTACHMENTS

None



Agenda Item #: 11
Cost Center: HHW
Staff Contact: Scott
Agenda Date: 1/15/2020
Approved By: LL

ITEM: North County HHW Facility Progress Report

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Receive status report and provide direction to staff for next steps on the siting of a permanent HHW facility in the northern part of the county. If the Board directs staff to move forward with a permanent facility, then staff recommends the Board approve the creation of an RFP for a Site Feasibility Study, to be presented at a future meeting.

II. BACKGROUND

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. Similarly, the existing Permanent HHW Facility at Central Landfill is operating at full capacity with no room to expand or collect additional materials like e-waste. 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. The expansion analysis was provided to the Board on June 20, 2018 and confirmed that the northern part of the county is underserved by current HHW programs specifically the Santa Rosa, Windsor, Healdsburg, Cloverdale, and Geyserville areas. Sweetser & Associates, Inc. suggests adding a second permanent HHW facility that could become the main HHW facility in the county and take more items than the existing facility including e-waste and possibly other recyclable items such as carpet, mattresses, and CRV. The frequency of resource intensive HHW Collection Events (which currently cost roughly \$4,500 per event) could also be reduced offsetting some of the costs of the new facility.

In California, there are seven types of HHW facilities available and ZWS currently operates four of them including a Permanent HHW Facility (PHHWF), a Conditionally Exempt Small Quantity Generator (CESQG) business program, Temporary HHW Collection Facilities (events), and a door-to-door HHW Rover program. The three remaining facility types include Curbside Collection Programs which allow residents to leave paint, motor oil, and universal waste at the curb; Recycle Only HHW Collection Facilities (aka ABOPs) which are permanent structures that collect antifreeze, batteries, oil, paint, and certain lamps; and Mobile HHW Collection Facilities which are housed in portable structures that are operated for no more than three weeks in a row during any two-month period for not more than four times a year in the same location and at the end of operations at each site, all equipment and wastes must be removed from the site within 144 hours

In June 2018, staff was directed to complete a site assessment for a new PHHWF and complete a detailed cost study.

III. DISCUSSION

ZWS has worked with Commercial Real Estate Agent Russ Mayer of Keegan & Coppin Co., Inc. to find a potential property in the Windsor/North Santa Rosa area with industrial zoning. Four property options were identified and include the following:

- Option 1: Purchase property with an existing structure for retrofit. Depending on the existing building's construction and design, this *could* be the most cost effective option, though price varies widely. This option allows eligibility for grant funding.
- Option 2: Purchase bare land for construction of new facility. This option allows more control over site uses and design and allows eligibility for grant funding options.
- Option 3: Lease a building or land from one of the member jurisdictions. This allows for grant funding options but there is a limited supply of options on the market.
- Option 4: Lease a building or land from a private entity. This option is the lowest priority due to increased costs, long-term agreements, and difficulty qualifying for grant funding.

The initial search priority was to purchase land with an existing structure at least 8,000 ft² that could be retrofit. After visiting the Elk Grove HHW facility (built in 2014) and taking HHW facility design classes, it was determined that a building of at least 10,000 ft² is needed to best serve the community. The search for existing structures has been extremely difficult and limited due to historically low inventory and high costs in Sonoma County.

Key characteristics in searching for a property includes proper zoning, location in the target area, easy access to the highway, space for a bulking room, reuse area, loading dock, and enough outside space to manage traffic flow.

Staff researched roughly ten properties and four qualified for further review.

1. 1555 Copperhill Parkway, Santa Rosa:
 - Advantages - Located in the airport area where zoning and site use is ideal. Consists of two industrial buildings of ±10,180 SF and ±7,500 SF each on a single ±1.38-acre corner parcel. Potential for good traffic flow in and out of the facility.
 - Disadvantages - Older property with differed maintenance on buildings, complications in splitting the lot or selling or leasing the second building, and site improvements. Property price is \$3,900,000.
2. Bare land in the airport area:
 - Advantages: Bare land plots in the airport area, proper zoning makes this area logical, new build allows for complete design control, research indicates a new build and a retrofit could be similar in cost.
 - Disadvantages: The unknowns to developing the land and may take longer due to permits and environmental impact assessments.
3. Healdsburg Transfer Station, Old Landfill – 166 Alexander Valley Road, Healdsburg:
 - Advantages - Bare land near the entrance gates at the transfer station, plenty of space, and logical site-use.
 - Disadvantages - Near an old trench fill dumpsite for burned waste with unclear boundaries, full site assessment needed, and mitigation may be required.
4. Healdsburg Transfer Station, Former RecycleTown – 166 Alexander Valley Road, Healdsburg
 - a. Advantages - Site is paved, location next to transfer station, and logical site use.

- b. Disadvantages – Land not leveled, area is only about 10,000 square feet which is not large enough for full operations, farther north than our target area.

A long-term lease would be negotiated with the County of Sonoma for both options at the Healdsburg Transfer station.

To further understand the scope of all options, ZWS staff met with EBA Engineering and Glass Architects who designed both the Sonoma County HHW Facility in 2002 and the Elk Grove HHW Facility in 2014. If the Board decides to proceed with a specific property, the next step would be for the engineer and architect to perform a feasibility study. The feasibility study includes a complete analysis of the existing condition of the site, topographic survey, analysis of permitting and coding requirements, a project scope, improvement options, and a Phase 1 Environmental Assessment. The feasibility study costs an estimated \$70,000 depending on the site and the scope.

They key takeaways from staff's research so far are:

1. The timeline from land purchase to facility operation is approximately 5 years (this does not include the property selection process);
2. The expected cost of land, design, and construction of an HHW facility is \$10-\$12 million; and
3. The operations costs would increase anywhere from \$350,000-\$600,000 annually.

IV. FUNDING IMPACT

Design and construction costs for the HHW facility located in Elk Grove cost \$5.3 million in 2014. With inflation, the current cost is estimated at \$6.9 million in today's dollars. With an estimated five-year project timeline, the construction costs to build a similar facility is between \$8-\$10 million and bare land purchase estimated between \$2-\$2.5 million or higher for property with existing structures. According to the Program Expansion Analysis by Sweetser & Associates, Inc., the new facility's operating costs for proper disposal and staffing costs is an additional \$350,000-\$600,000 annually.

In order to fund the HHW facility, ZWS will need to select a property, perform a feasibility study, purchase a property, permit and construct a facility, and plan for the increased operating costs. As of 12/30/2019, \$2.5 million in funding reserves is available to purchase property. Staff would need to raise capital for the permitting, construction and operations either by financing a loan or by increasing the Agency surcharge. Staff met with the County's Assistant Auditor-Controller-Tax Collector to determine financing options for the construction costs. Annual cost for a traditional 30-year loan would be approximately \$442,103/year for a \$6 million loan. Staff calculated the amount needed to raise funds over the next five years to pay for the construction costs directly. In order to raise approximately \$8 million dollars in the next five years, the Agency's surcharge would need to increase to \$9.00/ton (an increase of \$3.60/ton). This would result in an estimated average monthly increase of \$0.74/month to residential customer rates (on a 32 gallon cart, per R3 Consulting Group).

After completion of the HHW facility, staff anticipates the Agency's reduce the surcharge to \$6.75/ton to fund increased operating costs of \$600,000 per year.

V. ATTACHMENTS

1. 1555 Copperhill Parkway Listing
2. Healdsburg Transfer Station Site Locations
3. Sonoma County Waste Management Agency Household Hazardous Waste Program – Program Expansion Analysis by Sweetser & Associates, Inc.

Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA



KEEGAN & COPPIN
COMPANY, INC.
ONCOR INTERNATIONAL

Shawn Johnson, Managing Partner

Stephen Skinner, Advisor

1355 N Dutton Ave., Santa Rosa, CA 95401

(707) 528-1400 ♦ Fax: (707) 524-1419

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SJohnson@keegancoppin.com SSkinner@keegancoppin.com

The above information, while not guaranteed, has been secured from sources we believe to be reliable. Submitted subject to error, change or withdrawal. An interested party should verify the status of the property and the information herein.

Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA



SALE PRICE

\$ 3,900,000

PROPERTY SUMMARY

- ◆ Heavy Industrial Use
- ◆ M2 Zoning
- ◆ Building A: 10,180 ± sf
- ◆ Building B: 7,500 ± sf
- ◆ Built in 1979
- ◆ 1.38 Acre Fenced Corner Lot
- ◆ Ample Parking
- ◆ Access from Copperhill Parkway & Brickway Boulevard
- ◆ APN- 059-250-031
- ◆ Easy Access to Highway 101, Smart Train Depot, & Sonoma County Airport



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Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA



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Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA



BUILDING A SUMMARY

- ◆ 10,180 ± Square Feet
- ◆ Fully Sprinklered
- ◆ 3 Roll-up Doors
- ◆ 400 AMP 3-Phase Power
- ◆ Loading Dock
- ◆ 1 Hangar Door
- ◆ Access on Brickway Blvd & Copperhill Pkwy
- ◆ City Utilities



The above information, while not guaranteed, has been secured from sources we believe to be reliable. Submitted subject to error, change or withdrawal.
An interested party should verify the status of the property and the information herein.

Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA



BUILDING B SUMMARY

- ◆ 7,500 ± Square Feet
- ◆ 1 Roll-up Door
- ◆ 1 Hangar door
- ◆ Access on Copperhill Parkway
- ◆ 10,000 AMP 3-Phase Power
- ◆ 4" Gas Line to Building



The above information, while not guaranteed, has been secured from sources we believe to be reliable. Submitted subject to error, change or withdrawal.
An interested party should verify the status of the property and the information herein.

Warehouse Facilities for Sale

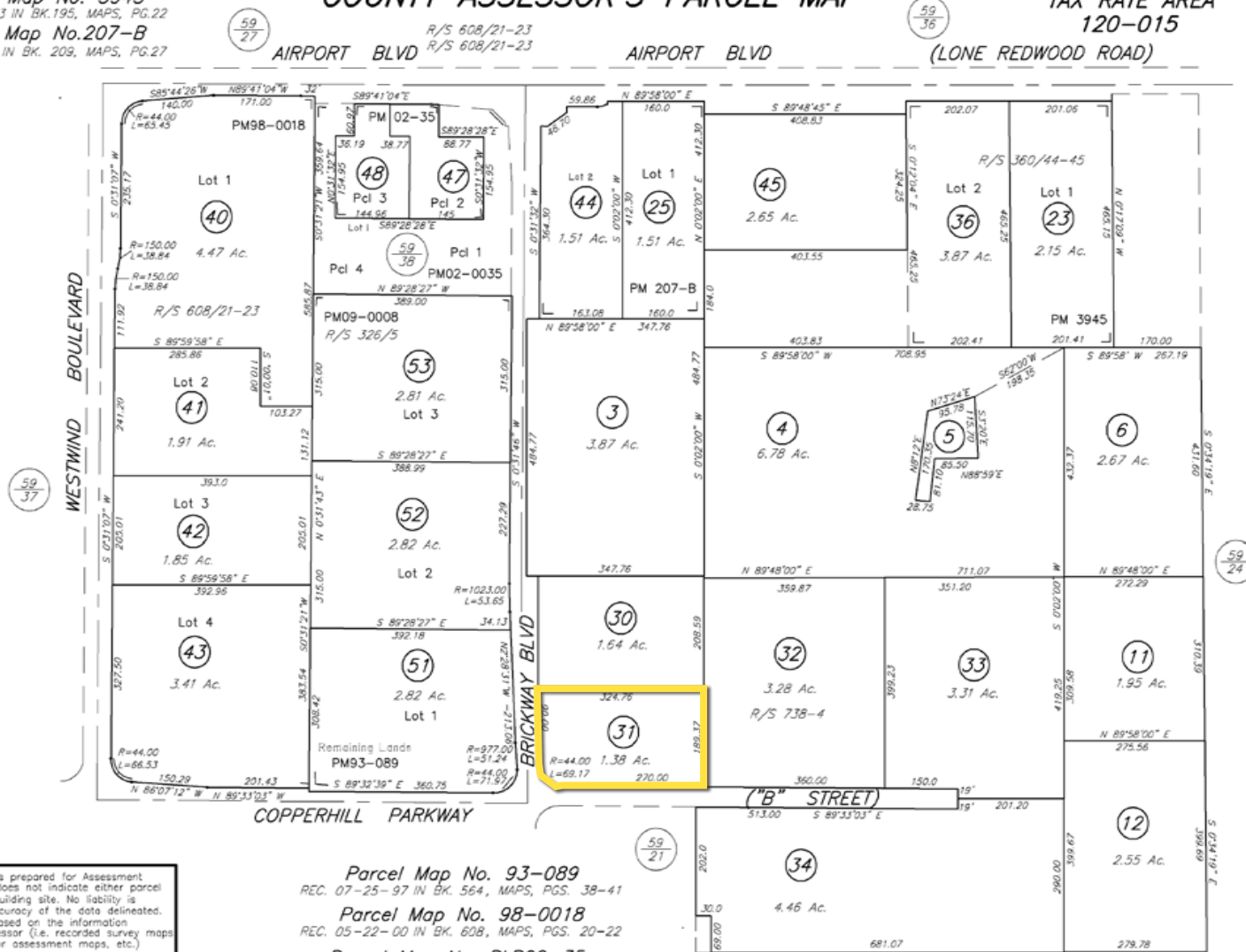
1555 Copperhill Parkway Santa Rosa, CA

Parcel Map No. 3945
REC. 08-21-73 IN BK. 195, MAPS, PG. 22
Parcel Map No. 207-B
REC. 07-03-74 IN BK. 209, MAPS, PG. 27

COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA
120-015

59-25



NOTE: This map was prepared for Assessment purposes only and does not indicate either parcel legality or a valid building site. No liability is assumed for the accuracy of the data delineated. The acreages are based on the information supplied to the Assessor (i.e. recorded survey maps, recorded deeds, prior assessment maps, etc.)

NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

Parcel Map No. 93-089
REC. 07-25-97 IN BK. 564, MAPS, PGS. 38-41
Parcel Map No. 98-0018
REC. 05-22-00 IN BK. 608, MAPS, PGS. 20-22
Parcel Map No. PLP02-35
REC. 06-01-04 IN BK. 662, MAPS, PGS. 33-37
Parcel Map No. MNS 09-0008
REC. 05-19-10 IN BK. 739, MAPS, PGS. 33-35

Assessor's Map Bk. 059, Pg. 25
Sonoma County, Calif. (ACAD)

KEY 4-6-09 KB

Warehouse Facilities for Sale

1555 Copperhill Parkway Santa Rosa, CA

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DISCLAIMER

This property is being offered on an as-is basis. While the Broker believes the information in this brochure to be accurate, no warranty or representation is made as to its accuracy or completeness. Interested parties should conduct independent investigations and reach conclusions without reliance on materials contained in this brochure.

This property owner requests that you do not disturb the Tenants, as the property will only be shown in coordination with the Listing Agent.

This brochure is presented under the terms and conditions of the Confidentiality Agreement. As such, the material contained in this brochure is confidential and is provided solely for the purpose of considering the purchase of the property described herein. Offers should be presented to the agent for the property owner. Prospective buyers are encouraged to provide buyer's background, source of funds and any other information that would indicate their ability to complete the transaction smoothly.

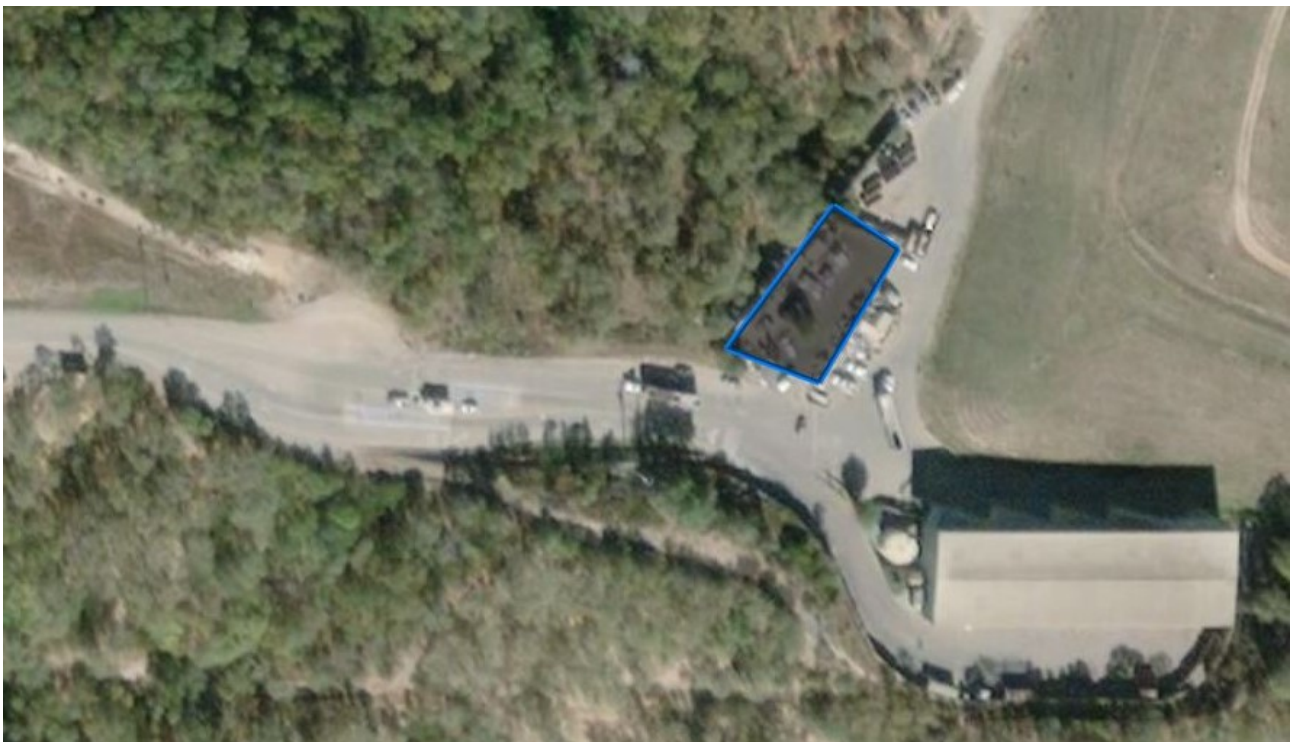


Healdsburg Transfer Station Site Locations

Available area near possible burned waste with 10,000 ft² plot mapped in blue.



Area previously occupied by RecycleTown with 10,000 ft² plot mapped in blue.



Sonoma County Waste Management Agency Household Hazardous Waste Program Program Expansion Analysis



Submitted by

Sweetser & Associates, Inc.

May 2018

The Sonoma County Waste Management Agency authorized preparation of this review by

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Sonoma County Waste Management Agency
Household Hazardous Waste Program

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1. EXECUTIVE SUMMARY

The Sonoma County Waste Management Agency (SCWMA) sponsors the household hazardous waste (HHW) program for Sonoma County residents and small businesses. As program sponsor, SCWMA is responsible for contracting the operations and providing oversight.

Sweetser & Associates, Inc. prepared this report to the current program for management of Household Hazardous Waste (HHW) and examine the facility features, siting criteria, design concepts, and estimated costs a potential additional HHW facility.

Key incentives to consider in investigating establishing an additional HHW facility would be the impact on the existing Household Toxics Facility (HTF) participation and costs, evaluate the role of future Community Toxics Collection (CTC) events held though the County.

This research indicated that the participation of jurisdictions surrounding the HTF utilize the facility more than more distant. This obvious fact is verified by analysis of the existing data. This analysis also indicates how much the northeastern area of the county is underserved by the HTF. Reliance on CTCs to serve the more distant residents is helpful by providing the opportunity for safe disposal although areas with the most CTCs increase the area's household participation a small percentage. This is likely influenced by the availability of 49 CTCs per year at rotating locations while the HTF is available about 149 days per year.

Expanding the HHW program with an additional HHW facility will provide more opportunities for residents to safely dispose of their accumulated HHW. The cost to establish an additional facility could be offset some by reducing the number of CTCs in that area and decreasing the overall number of CTCs. There are also some existing operational efficiencies that would not need to be proportionally increased such as contractor admin and overhead, agency oversight, and advertising.

Considerations on facility siting criteria and facility design features are presented along with an estimated range of increased costs and potential funding options are presented.

This report provides the validation on HHW program usage and offers guidance on the measures needed to expand the Sonoma HHW Program to include an additional facility.

2. SONOMA HOUSEHOLD HAZARDOUS WASTE PROGRAM OVERVIEW

2.1. Program Options and Availability

Sonoma County has one of the most robust household hazardous waste programs in California and offers residents and small businesses many opportunities for safe disposal of hazardous wastes including:

- A permanent Household Toxics Facility (HTF) located at the Central Disposal Site
- Community Toxics Collections held throughout Sonoma County nearly weekly and provide the opportunity for residents in areas more distant from the HTF to more conveniently dispose of their HHW at locations closer to them.
- Toxics Rover Pick Up Service one day per week serving different county areas
- Business toxic disposal at the Household Toxics Facility
- In addition, there are options throughout the county for curbside and drop-off locations for used motor oil and filters, lamps, electronics, household batteries, lead-acid batteries, mercury thermostats, household sharps and pharmaceuticals, treated wood waste, and architectural paint. Many of these are sponsored by the Sonoma County Waste Management Agency.

The chart below provides the program availability is outlined below.

Table 2-1 Household Hazardous Waste Program Availability							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility (7 hours/day)				•	•	•	
Community Toxics Collections (4 hours/day)		•					
Toxics Rover Pick Up Service (on call)			•				
Business toxic disposal (5 hours/day)		•	•				
Other HHW collection	Various locations and wastes						

Residents and businesses can readily receive information on all of these programs at the SCWMA website at <http://www.recyclenow.org/>

The Community Toxics Collection (CTC) events are held throughout the county to provide local collection options in various areas of the county. The locations of the 2018 CTCs are depicted in the map in Figure 2-1 along with the location of the HTF.

Figure 2-1 Community Toxics Collection Locations 2018

Community Toxics Collection Participation



2.2. Program Staffing

The Sonoma County HHW activities are overseen by the Sonoma County Waste Management Agency and are conducted by a private hazardous waste contractor, currently Clean Harbors, who provides program staff to receive, package, and arrange disposal of the collected HHW. There is an average of seven full-time equivalent staffs working the various programs. The program operating days are staggered to optimize staffing levels and encourage consistent staff assigned to the programs. The Community Toxics Collection events are held on the same day as the Business toxic disposal. Consistent staffing provides for more efficient operations in handling the unique activities.

Table 2-2 HHW Program Staffing	
Program	Staffing
Household Toxics Facility	7
Community Toxics Collections (per event)	3-4
Toxics Rover Pick Up Service	2
Business toxic disposal	7

2.3. Participation Analysis

A first step in consideration of a potential additional HHW Facility is to analyze the current participation. Most of the population is located in the southern and central Highway 101 corridor. Sonoma County has a varied population density throughout its 1,768 square miles. Grouping Sonoma County jurisdictions into regions will simplify analyzing HHW participation. A population density map by region is presented in Figure 2-2 with the location of the current Household Toxics Facility (HTF) is also identified. The participation for the HTF for the period July 1, 2016 through June 2, 2017 is mapped in Figure 2-3 which is the latest full year period that addresses were available. The majority of the Figure 2-3 participant dots located outside Sonoma County are more a limitation of the mapping program interpreting the data set than actual participants using the program. Obviously, residents closer to the HTF tend to use the current facility more frequently.

Figure 2-2 Sonoma County Population Density Map

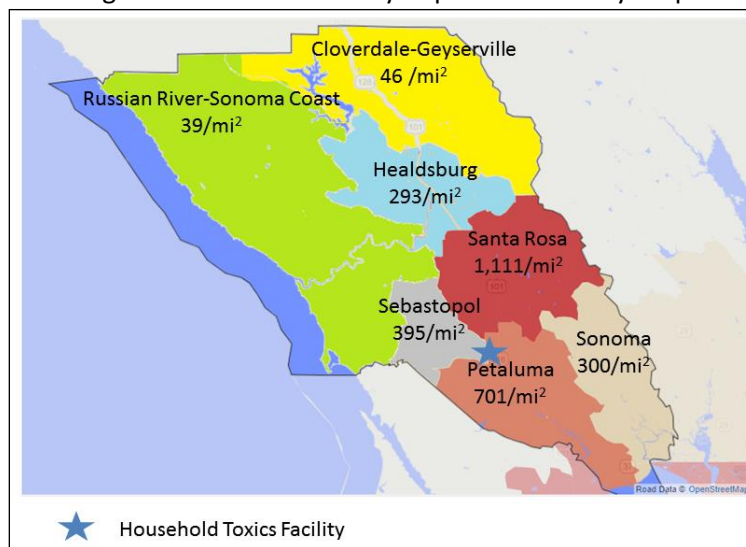


Figure 2-3 Sonoma County HTF 2016-2017 Participation

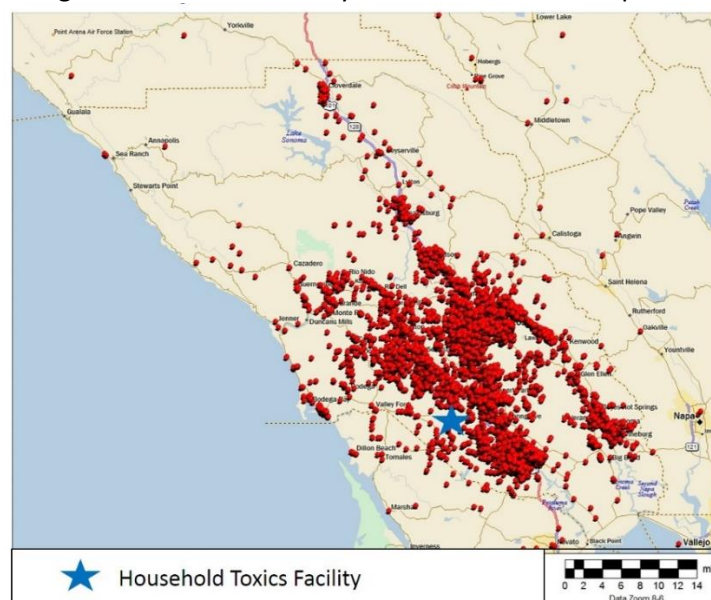


Table 2-2 Sonoma County HHW Program Participation 2016-2017

Community	HTF	CTC	Population	Households	HTF+CTC %	Distance
Bloomfield	11		345	139	8%	10
Bodega Bay	140	24	1,077	552	30%	22
Boyes Hot Springs	2		6,656	2,402	0%	24
Camp Meeker	18		425	179	10%	22
Cazadero	29	9	354	171	22%	36
Cloverdale	85	118	8,618	3,352	6%	44
Cotati	643	2	7,265	3,080	21%	5
Duncan Mills	4	1	175	73	7%	30
El Verano	3	2	4,123	1,460	0.3%	22
Forestville	161	32	3,293	1,474	13%	18
Freestone	13		50	12	108% (a)	17
Fulton	22		541	199	11%	18
Geyserville	24	6	862	302	10%	35
Glen Ellen	100	11	784	382	29%	21
Graton	47	1	1,707	701	7%	7
Guerneville	137	48	4,534	2,397	8%	26
Healdsburg	206	89	11,254	4,630	6%	27
Jenner	5	1	136	83	7%	34
Kenwood	39	14	1,028	483	11%	22
Monte Rio	30	11	1,152	595	7%	26
Occidental	126	3	1,115	554	23%	21
Penngrove	413	6	2,522	1,063	39%	6
Petaluma	4,136	51	57,941	22,534	19%	9
Rio Nido	9	5	522	284	5%	26
Rohnert Park	1,448	16	40,971	16,693	9%	6
Santa Rosa	5,084	574	167,815	66,576	8%	12
Sea Ranch	6		1,305	713	1%	65
Sebastopol	2,256	32	7,379	3,390	67%	10
Sonoma	534	102	10,648	5,220	12%	22
Timber Cove	1		164	88	1%	47
Valley Ford	28		147	58	48%	13
Windsor	366	119	26,801	9,249	5%	6
Other/Unknown	47					
Total	16,173	1,277	371,709	149,076	12%	

(a) The 108% participation likely indicate multiple trips by same person.

Using the regions identified in Figure 2-2, the HTF household participation percentages are listed in the chart below and presented in the map below. The combined participation at the HTF and CTCs is 12% of the household participation per year. This participation rate is on par with the higher participation HHW

programs in California. In California, most HHW participation occurs when a facility is within 5-10 miles in urban areas and 10-20 miles in rural areas.

Table 2-3 Sonoma County HHW Program Participation by Region

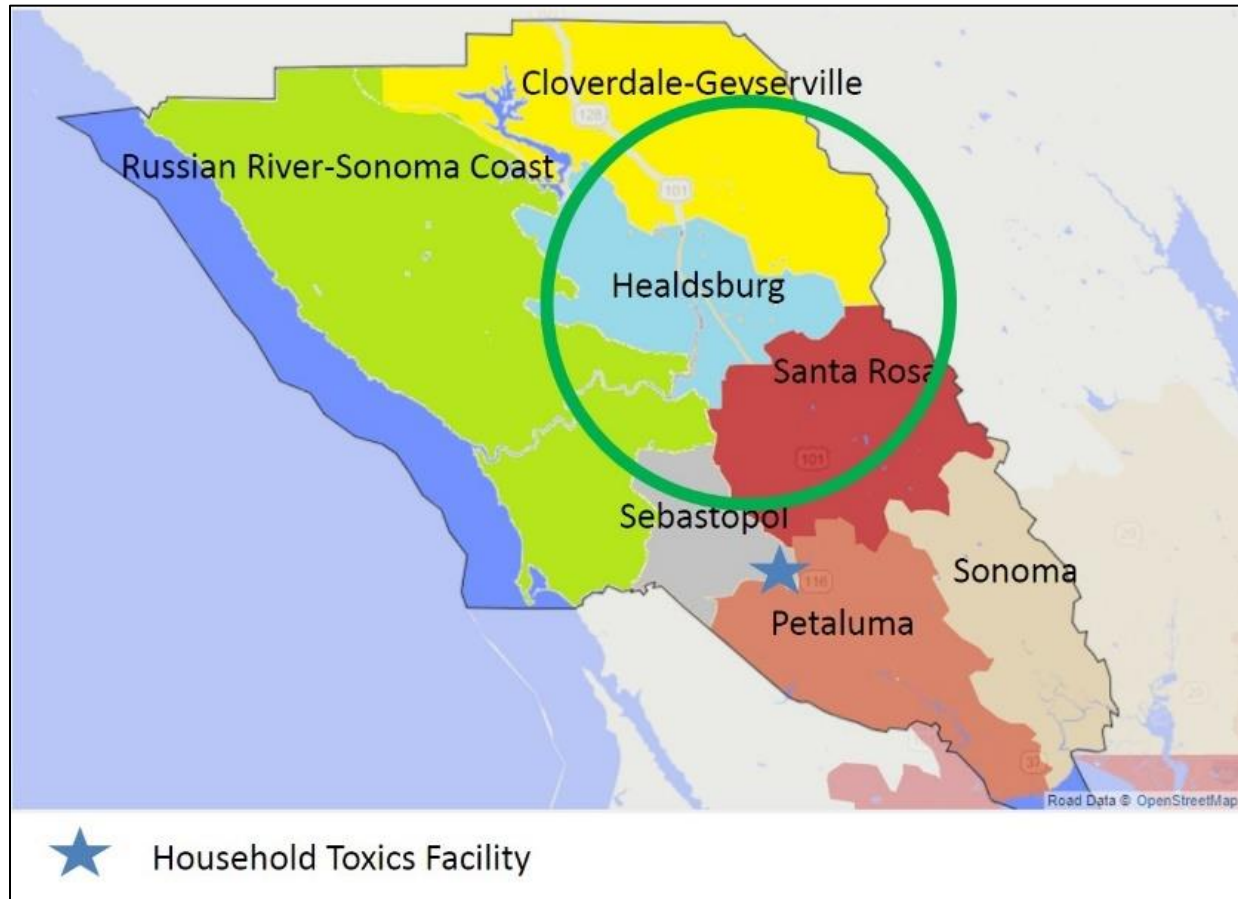
Community	HTF Usage	CTC Usage	Number CTCs	Households	HTF Percent Participation	CTC Percent Participation	HTF+CTC Percent Participation
Cloverdale-Geyersville	109	124	6	3,654	3%	3.4%	6%
Healdsburg	572	208	6	13,879	4%	1.5%	6%
Petaluma	6,643	77	7	44,830	15%	0.2%	15%
Russian River	420	99	14	5,193	8%	1.9%	10%
Santa Rosa	5,353	621	12	69,433	8%	0.9%	9%
Sebastopol	2,393	35	1	4,083	59%	0.9%	59%
Sonoma	636	113	3	8,004	8%	1.4%	9%
Total	16,126	1,277	49	149,076	11%	0.9%	12%

One factor that might influence the CTC participation is that the HTF is open to all residents three days per week and seven hours per day and about 149 days per year. The CTC is open four hours per week and rotates around the county one day per week with about 49 events per year. Households in the Cloverdale-Geyersville region have the highest CTC usage at 3% and also use the HTF at 3% of region households.

2.4. Target Area

After reviewing the participation data in Table 2-3 with consideration for regional population, the area most underserved by the HTF is the Santa Rosa, Healdsburg, and Cloverdale-Geyserville area indicated in Figure 2-5.

Figure 2-5 Target Area for Siting HHW Facility



3. OPERATIONAL COST

Analyzing the current operational costs will assist with evaluating the potential impacts of program expansion. This analysis focuses on the HTF and CTC program metrics. It does not include an analysis of staffing costs since labor is documented as an aggregate cost for the entire program and not allocated per program.

3.1. Current Overall Program Operational Cost

The current agreement establishes a fixed monthly rate for labor and other mobilization costs not to exceed \$497,888 annually. An agreement amendment in November 2016 allowed for an annual adjustment to the labor cost based upon the San Francisco/Oakland/San Jose All Urban Consumer Price Index. Labor costs and the expense for the bonds are billed at the same rate every month. This method equalizes this cost over the year but does not allow for analyzing the actual labor cost spent per HHW program each month or annually. All other expenses are variable costs each month and billed at the contracted rates. Variable costs include:

- HHW disposal costs
- Safety-Kleen Fee and miscellaneous costs

In addition, there are several credited expenses on each monthly invoice including:

- Paint managed under the Paint Stewardship Program
- Business Toxics Disposal (Very Small Generator (VSQG) waste), and
- Toxic Rover service

The fixed and variable costs for overall HHW program for the calendar year 2017 include:

Table 3.1 Overall 2017 HHW Program Costs		
Fixed Costs	Annual	Monthly Average
Labor	\$522,771.90	\$43,564.33
Bond	\$11,004.00	\$917.00
Subtotal	\$533,775.90	\$44,481.33
Variable Costs	Annual	Monthly Average
Shipments	\$537,964.92	\$44,830.41
Load Check see	\$3,150.00	\$262.50
Miscellaneous fees	\$11,732.69	\$977.72
Subtotal	\$552,847.61	\$46,070.63
Variable Credits	Annual	Monthly Average
VSQG Credit	(-\$29,067.98)	(-\$2,422.33)
Paint Credits	(-\$7,709.80)	(-\$642.48)
Rover Fee	(-\$525.00)	(-\$43.75)
Subtotal	(-\$37,302.78)	(-\$3,108.57)
TOTAL	\$1,049,320.73	\$87,443.39

The relative net weights, disposal costs, and participation for each program in calendar 2017 is listed in Table 3-2. The disposal costs in Table 3-2 are based upon the calculated costs of HHW collected in that month. Disposal costs in table 3-1 are the actual shipment costs. Not all waste collected is shipment in the same month and the shipment costs include the credits and other programs.

Table 3-2 HHW Program Collected Wastes, Participants, and Calculated Disposal Costs:

Program	Net Weight (pounds)	Disposal Cost	Participants
HTF	1,040,714	\$407,079	20,493
CTC	171,977	\$82,311	2,712
Toxic Rover	12,068	\$4,888	53
VSQG	44,556	\$31,499	241
Load Check	11,013	\$3,770	
Reuse	77,475		
Total	1,357,803	\$529,546	23,499
Load Check Pick-ups			22

3.2. Household Toxics Facility (HTF)

The permanent Household Toxics Facility located at the Sonoma County Landfill and accepts HHW on Thursday Friday and Saturday. The table below tracks the amount of HHW collected and the associated costs if only HTF wastes are shipped. This calculated cost is different than the actual shipment costs presented earlier since those costs include all programs and the HTF collected wastes represented in the table below are not all shipped and invoiced.

Table 3.3 HTF 2017 Collected Wastes:

Month	Net Weight (pounds)	Waste Cost	Participation
Jan	54,287	\$19,718	1,314
Feb	70,994	\$27,463	1,258
Mar	92,795	\$28,328	1,844
Apr	87,463	\$36,143	1,559
May	95,687	\$20,960	1,451
Jun	112,032	\$50,813	1,709
Jul	60,808	\$25,583	1668
Aug	144,600	\$54,736	1,899
Sep	83,376	\$36,048	1,639
Oct	89,380	\$43,472	1,405
Nov	60,483	\$19,617	1,268
Dec	88,809	\$44,199	679
Total	1,040,714	\$407,079	17,287

3.3. Community Toxics Collection (CTC)

A summary of the CTC collections is in the table below with the waste costs calculated based upon the amount collected each month.

Table 3.4 CTC 2017 Collected Wastes

Month	Net Weight (pounds)	Waste Cost	Participants
Jan	7,134	\$2,990	101
Feb	9,545	\$4,505	182
Mar	5,421	\$3,116	103
Apr	16,781	\$8,473	260
May	16,646	\$8,806	294
Jun	7,539	\$5,428	173
Jul	9,639	\$4,636	162
Aug	7,996	\$3,162	138
Sep	9,671	\$7,258	173
Oct	7,797	\$3,675	136
Nov	46,054	\$19,429	605
Dec	27,754	\$10,832	385
Total	171,977	\$82,311	2,712

The October 10, 2017 and October 17, 2017 CTCs were cancelled due to fires.

Some of the CTCs held in a specific jurisdiction tend to attract a similar number of participants and collect a similar range of wastes as indicated in the table below.

Table 3-5 2017 CTC Collections by Jurisdiction

Jurisdiction	Date	Net Weight (pounds)	Disposal	Participants
Bodega Bay	6-Jun	2,193	\$1,026	30
Boyes Hot Spring	23-May	3,196	\$1,695	63
Cloverdale	24-Jan	1,872	\$961	24
Cloverdale	18-Apr	5,037	\$2,889	79
Cloverdale	11-Jul	3,191	\$1,557	58
Cloverdale	19-Nov	8,420	\$4,629	86
Cotati	5-Sep	60	\$63	2
Forestville	22-Aug	1,203	\$596	16
Glen Ellen	29-Aug	1,420	\$688	20
Guerneville	2-May	1,858	\$812	34
Guerneville	7-Nov	2,470	\$1,256	33
Guerneville	2-Dec	6,754	\$3,250	82
Healdsburg	31-Jan	2,466	\$1,099	35
Healdsburg	16-May	5,124	\$4,103	46
Healdsburg	26-Sep	4,269	\$4,391	39

Jurisdiction	Date	Net Weight (pounds)	Disposal	Participants
Kenwood	27-Jun	2416	\$1,154	44
Larkfield	14-Mar	1,777	\$1,039	38
Larkfield	30-May	4,100	\$1,705	60
Monte Rio	14-Feb	2,878	\$1,131	36
Oakmont	21-Feb	2,811	\$1,667	90
Oakmont	9-May	2,368	\$1,388	91
Oakmont	12-Sep	2,419	\$1,637	80
Oakmont	28-Nov	2,898	\$1,592	92
Petaluma	7-Mar	105	\$68	5
Petaluma	20-Jun	1,108	\$557	27
Petaluma	24-Oct	2,497	\$1,252	48
Rincon Valley	28-Feb	2,530	\$1,416	35
Rohnert Park	7-Feb	1,326	\$842	21
Rohnert Park	1-Aug	1,475	\$630	36
Santa Rosa NW	10-Jan	1,319	\$697	20
Santa Rosa, NW	28-Mar	2,266	\$1,683	43
Santa Rosa, SE	25-Apr	3,122	\$2,478	48
Santa Rosa, W	13-Jun	4,238	\$3,260	72
Santa Rosa, E	18-Jul	3,774	\$2,357	66
Santa Rosa, W	19-Sep	2,923	\$1,554	52
Santa Rosa, E	31-Oct	2,894	\$1,715	57
Santa Rosa	18-Nov	28,382	\$14,005	337
Santa Rosa, Finley Park	5-Dec	2,293	\$1,166	52
Sebastopol	21-Mar	1,273	\$687	17
Sebastopol	15-Aug	1,572	\$747	27
Sebastopol	12-Dec	3,622	\$1,798	53
Sonoma	17-Jan	1,477	\$741	22
Sonoma	11-Apr	3,675	\$1,334	53
Sonoma	25-Jul	2,674	\$1,255	38
Sonoma	3-Oct	2,406	\$1,006	31
Sonoma	3-Dec	15,085	\$6,670	198
Windsor	4-Apr	4,947	\$2,447	80
Windsor	8-Aug	2,326	\$1,131	39
Windsor	14-Nov	3,884	\$1,715	57
Total		174,393	\$93,541	2712

3.4. Comparison HTF and CTC Metrics

Comparing the primary metrics between the HTF and CTCs will assist with evaluating off-setting costs of another Facility and less CTC events.

Table 3-6 HTF and CTC Metrics

Program	Net Weight (pounds)	Disposal Cost	Participants	Cost/pound	Cost/Participant
HTF	1,040,714	\$407,079	20,493	\$0.39	\$19.86
CTC	171,977	\$71,080	2,712	\$0.41	\$26.21

The average cost per pound and cost per participant is less for the HTF than for CTCs. These costs only consider disposal cost per program. CTCs have significant travel, mobilizations, and de-mobilization costs. The HTF uses more staff than CTC and has additional costs for utilities, facility maintenance and repairs, and possible lease payments. Just considering disposal costs, more residents could be served, and more waste collected, by utilizing a facility rather than events with the same funds. A more detailed cost analysis of the other costs may change this comparison. Other HHW program sponsors have found that the costs per pound and cost per participants are typically less for permanent facilities than temporary events.

Using the 2017 calculated disposal cost for the CTCs and applying the HTF rates of cost/pound and cost/participant yields the following estimated increased participation and pounds.

Table 3-7 Estimated Increase CTC Metrics

Metric	Participation	Pounds
Disposal Cost	\$71,080.09	\$71,080
HTF Rates	\$19.86	\$0.39
Calculated	3,578	181,719
Actual	2,712	171,977
Increase (estimated)	32%	6%

Locating another HHW Facility in underserved areas will not eliminate the need for CTCs but could reduce, or eliminate, the frequency of CTC in the area of a new HHW facility. Given the size of Sonoma County and the dispersed population centers, there will still need to be CTCs scheduled but a reduced frequency of scheduling CTCs would be a reasonable action while increasing service and freeing up contractor and SCWMA staff time. One option is to schedule CTC in more rural areas while participants in the U.S. 101 corridor rely on the permanent HHW Facilities.

4. FACILITY SITING CONSIDERATIONS

Proper siting of the proposed HHW facility is critical to successful participation at the facility and can greatly impact the cost of developing the facility as well as the associated permits and approvals. If a facility is not conveniently located, residents will be less likely to use it. The facility location can also determine which permits might be needed for approval of the site. Site topography can also reduce construction costs such as if features are amenable for loading docks.

4.1. Siting Criteria

There are a number of key criteria applicable to siting an HHW facility. Many of these criteria are applicable to the facility location regardless of whether the facility is sited on a bare property or if an existing facility is retrofitted for the HHW Facility operations

Some of the key site characteristics when considering location for a new HHW facility include the following:

- Proximity to population centers, main thoroughfares, and other common customer destinations.
- Located in an area that the public is willing to drive to the facility.
- Convenient, paved customer access into the facility and safe egress to exit roads.
- Sufficient area for the storage and operational areas including customer queuing, property buffer zone, access and turning radii for deliveries and waste removal (depending upon site configuration, the typical site size for an HHW facility is between 3 to 4 acres).
- Room to expand the building if needed in the future.
- Site configuration allowing for loading docks for removal of wastes and delivery of supplies.
- Compatibility with existing land uses (e.g. solid waste facilities) and neighboring site land uses (industrial developments).
- Existing zoning compatibility likely commercial or industrial. Industrial zoned properties are preferred for HHW facilities, but this use may be competing with cannabis businesses.
- Property boundary at least 500 feet from hospitals schools, daycare facilities, and nursing homes.
- A buffer of 75 feet is needed from the property line for storage of ignitable and reactive hazardous wastes. Depending upon site design, this buffer zone may not need to be around the entire building. The common, minimum emergency access buffer is 20 feet around the building.
- Access to utilities including power, sewer, telephone, and water especially for fire suppression.
- Distance from emergency services.
- Location in a Disadvantaged Community as listed in CalEnviroScreen (this could impact the local approval process, environmental review, and funding) With the exemption of the area bounded by Santa Rosa, Sebastopol, and Rohnert Park, the rest of Sonoma County scores low in terms of disproportionately burdened by multiple sources of pollution.

Ownership of the property by a public agency is preferable. Otherwise contractual arrangements will be needed with a private land owner that may require additional legal review. California requires that a government agency sponsor a household hazardous waste program and there be an agreement between the sponsoring agency and the property owner that acknowledges use of the site for hazardous waste management. That agreement is included with the proposed Permit-by-Rule application. Furthermore, construction costs of HHW collection facilities are frequently partially offset

by grants offered by CalRecycle; these grants require assurances that the grant payment will create a long term public benefit, which is more easily accomplished through public ownership of the HHW facility

4.1. Facility Design Features

Certain common facility features are present in an HHW facility including the following features:

- Sufficient queuing onsite to avoid impacting neighboring activities or traffic.
- Employee parking.
- Receiving area to remove HHW from incoming vehicles and preliminarily sort into appropriate classifications.
- Area for packaging wastes and storage until removal.
- Flammable area to bulk, if a chosen activity, and/or store flammable materials
- Office area and employee break room.
- Bathroom and locker area for employees with possible shower facilities.
- Reuse area with access for the public.
- Area for identification of unknowns.
- Loading dock to allow delivery of supplies and removal of wastes.
- Storage area for supplies.
- Area for solid waste and storage of recyclables especially cardboard.

Some of these areas may be designed as discrete rooms located in a portion of the facility.

An existing building can be retrofitted into an HHW facility. The above siting criteria and facility design features will still apply. The main HHW facility in Kern County utilized a preexisting building.

A properly sized facility is key to a smooth operating facility. Most facilities experience the need to expand the facility footprint after years of operation. Room for future expansion is an important consideration for site design.

The current Sonoma HHW building is about 300 feet by 100 feet (about 0.7 acres) with additional room for the receiving area and employee and visitor parking. The reuse area is also located separately. Depending upon the amounts and classification of materials stored, fire codes, building codes, and hazardous waste regulations require a minimum of 50 feet to 75 feet buffer zone from the storage of ignitable or reactive chemicals. Including sufficient area for the receiving area, parking, loading dock, and other features, the minimum property size needed is three to four acres.

4.2. Permits and Approvals

Numerous permits and approvals are needed for development of an HHW facility. In addition to the listed permits and approvals, there are a number of required construction and building permits that are not included in this discussion. Construction and building permits are highly dependent upon the site location, facility design features, and the jurisdiction where the facility will be located. Most permits and approvals must be submitted and approved prior to site operation and applications can be prepared by the SCWMA, consultant, or contractor. Some permits or approvals will require public notices and hearings. Many permits and approvals can be prepared and submitted concurrently. Site conditions will determine extent of some of the permits.

The key permits, approvals, safety plans, and estimated permit time periods that may be required include:

Table 4-1 HHW Facility Permits/Approval and Estimated Time Period

Permit/Approval	Approving Agency	Estimated Time
CEQA Review	Local	6-8 months
Use Permit	Local	3-4 months
Hazardous Waste Identification Number	DTSC	1 month
Permit-by-Rule (PBR)	CUPA	3 months
Agreement with Property Owner	CUPA	2 months
Operations Plan including Material Exchange Quality Assurance Plan	Sponsor/Contractor	2 months
Notification of local hospital and emergency agencies	Sponsor/Contractor	2-4 months
Approval by local fire and air district if bulking of flammables will be conducted	Local Fire & Air	3-6 months
Hazardous Materials Business Plan	CUPA	1 month
Engineer Containment Statement	Professional Engineer	1 month
Hazardous Waste Tank Assessment	Professional Engineer	2 months
Universal Waste Handler Registration	DTSC	1 month
Local Government Proof of Designation for Covered Electronic Waste	CalRecycle	1 month
Home-Generated Sharps Consolidation Point	Medical Waste Local Enforcement Agency	1 month
Injury Illness Prevention Plan	Sponsor/Contractor	1 month
Air Compressor Permit	CalOSHA	3- 6 months
PaintCare Registration	PaintCare/Vendor	1 month
Spill Prevention Control and Countermeasure Plan	Sponsor/Contractor	1 month
Phase I Environmental Assessment (required within one year of start of operations)	Sponsor/Contractor	1 month
Household Hazardous Waste Element	SCWMA/CalRecycle	2 months
County Hazardous Waste Management Plan	Local	3-6 months

CEQA Review

The California Environmental Quality Act (CEQA) is the process for public disclosure and review of potential environmental impacts related to the proposed project.

Use Permit

A Use Permit authorizes use of the land for the proposed activities. The property zoning designation may approve use of the property with obtaining a Use Permit.

Hazardous Waste Identification Number

This is a unique, site-specific number assigned to the program sponsor at the specific site address. The Department of Toxic Substances Control issues this number and requires that the local government sponsor obtain the number even if that facility is operated by a private contractor. Typically, HHW programs are issued a number that starts with CAH to designate an HHW facility and indicates in the state system that the facility is exempt from hazardous waste taxes and state fees.

Permit-by-Rule (PBR)

This document identifies the HHW facility sponsor, operator, wastes accepted and not accepted, hours of operation, financial assurance for closure, facility description, and facility map. The local Certified Unified Program Agency (CUPA) must receive this PBR at least 45-days prior to the start of operations and their formal acknowledgement of the operations is required. A copy of the application is also submitted to the Department of Toxic Substances Control.

Agreement with Property Owner

An agreement with the property owner acknowledging the use of the property for the HHW facility is required as part of the Permit-by-Rule submittal package.

Operations Plan

An Operations Plan is required of all HHW facilities and identifies specific procedures of managing the HHW and includes copies of relevant permit documents.

Notification of local hospital and emergency agencies

Local hospitals and emergency agencies are required to be notified of the HHW facility.

Approval by local fire and air district

If bulking of flammables will be conducted at the HHW facility, the approval of the local fire and air district is required. HHW facilities have not been issued air permits but some are provided a set of conditions (e.g. maximum amount of HHW managed) for compliance in order to not apply for a permit.

Hazardous Materials Business Plan

Facilities handling hazardous materials and/or hazardous waste, over a minimum quantity, must submit a Hazardous Materials Business Plan to the local Certified Unified Program Agency annually. The plan identified the owner and operator of the facility, hazardous materials/waste inventory, financial assurance, emergency procedures, training program, and aboveground tank information is applicable.

Engineer Containment Statement

A written statement is required to be signed by an independent, qualified professional engineer, registered in California, indicating that the containment system is suitably designed

Hazardous Waste Tank Assessment

Aboveground storage tanks for hazardous wastes are required to have an assessment prepare by an independent professional engineer or apply for an exemption. The assessment is required to be renewed every five years and the exemption has a three-year renewal frequency

Universal Waste Handler Registration

Persons handling universal waste electronics are required to submit an online registration to the Department of Toxic Substances Control.

Local Government Proof of Designation for Covered Electronic Waste

Provides covered electronic waste collectors and recyclers to act on the jurisdiction's behalf to obtain payment from California and allows reduced record keeping.

Home-Generated Sharps Consolidation Point

Allows collection of home-generated sharps without obtaining a medical waste facility permit. Once collected these wastes are regulated as medical waste. The default storage time on-site is seven days but can be extended to 30 days or more if approved by the Local Medical Waste Management Agency.

Injury Illness Prevention Plan

This plan required by CalOSHA contains policy and procedures for ensuring employee safety.

Air compressor permit

If an air compressor is used on site, CalOSHA requires submittal and approval of a permit to operate a pressure vessel. The compressor is needed if pneumatic tools are used in the facility.

PaintCare registration

Participation in the California paint stewardship program for management of architectural paint at no supply or disposal costs requires that the sponsoring jurisdiction, or its contractor, receive registration from the approved paint stewardship organization. Currently, California only has one stewardship organization, PaintCare. This program can also provide payment to the HHW program for reuse of paint or bulking of paint.

Spill Prevention Control and Countermeasure Plan

Facilities with more than 1,320 gallons of petroleum products must prepare a Spill Prevention Control and Countermeasure Plan (SPCC) identifying the types and amounts of petroleum products on site, emergency measures, responsible personnel, and training. Recent changes to this requirement do not require the use of a professional engineer to prepare this plan.

Phase I Environmental Assessment

Within the first year of operations, a Phase I Environmental Assessment must be completed and evaluates for investigation for releases of hazardous waste at the HHW facility property. The property environmental assessment required for real estate transaction can suffice for the requirement.

Household Hazardous Waste Element

The Household Hazardous Waste Element is part of a jurisdiction's Integrated Waste Management Plan (AB 939) which specifies how a jurisdiction will manage HHW. This Element is commonly updated at the time of a jurisdiction's annual review due every August 1st and will not require much effort.

County Hazardous Waste Management Plan

In 1986, California approved a requirement for County Hazardous Waste Management Plans, also referred to as Tanner Plans, required each County to develop siting criteria for hazardous waste facilities, including household hazardous waste facilities (Health and Safety Code 25199). Sonoma County's plan can be reviewed for the approved criteria although a local land use decision could satisfy this requirement with notification to Department of Toxic Substances Control and other affected state agencies.

Other permit/approval considerations

Depending upon the site activities, other potential permit or approval consideration can include registration for management of treated wood waste, underground tank monitoring and permitting, and consideration within an industrial or municipal stormwater permit.

5. HHW FACILITY EXPANSION CONSIDERATIONS

Developing an additional HHW facility involves a number of considerations including:

- Determining the type of expansion and service options.
- Staffing considerations
- Potential locations
- Facility cost estimate and funding (sections 6 and 7)

5.1. Expansion and Service Options

Expanding Sonoma County full HHW services can be accomplished by several options including constructing a new or retrofitted permanent building or placement of storage lockers.

A permanent structure provides a more organized management of collected HHW but at a higher initial construction cost. A facility utilizing storage lockers is a less initial expense to establish but has limited storage space.

Adding an additional facility is expected to reduce significantly the number of households from that host jurisdiction that use the existing HTF but will not eliminate their usage assuming the two facilities are open on different days. Overall household participation in the HHW program will likely slowly increase by adding an additional facility.

There are several options for consideration that can define the type of program expansion including:

- Determining the relationship of the new HHW facility to the current HTF
- The new site could add areas for acceptance of other materials including electronics, mattresses, carpet, recycling buyback.
- Determining staffing and operating hours

5.1.1. Relationship of new HHW facility to current HTF

One of the first steps in establishing a new HHW facility is whether the new facility will be an auxiliary facility, equal infrastructure, or designation as the main facility. The current facility is very busy with frequent shipments. The addition of a new facility will alleviate some of the operational limitations at the current facility. Participation at the new facility is difficult to determine as is the shift of participants from the current HTF to the new facility. There have not been many California jurisdictions that have added additional HHW facilities in the same County.

One recent facility addition occurred in West Contra Costa County. West Contra Costa County opened a permanent HHW facility in 2000 in Richmond near the old landfill and is currently open four days per week. In June 2017, a satellite facility was opened in the City of El Cerrito about 8.5 miles away at a popular recycling center and is open one day per week. The El Cerrito participation increased over three times during the same period from the previous year with a 21% decrease in El Cerrito resident usage of the Richmond Facility.

A similar shift in participation would be expected by adding a new HHW facility in Sonoma. The host area participation would increase significantly with a decline in usage of the existing facility. Overall participation for the HHW program would increase.

5.1.2. Additional Materials collection

In addition to acceptance of HHW and small business wastes, a new facility could consider acceptance of additional types of materials for recycling including mattresses, carpet, electronics, beverage containers, and others. The City of Elk Grove in Sacramento County developed the Special Waste Collection Center that in addition to HHW, also accepts from residents: appliances, cardboard, metal, inert materials, yard waste, wood, Styrofoam, and miscellaneous recyclables. Information on Elk Grove's program can be found at:

http://www.elkgrovecity.org/city_hall/departments_divisions/garbage_recycling/special_waste_collection_center/recycle_area/

Limiting acceptance at this location to HHW and only recyclable materials may not require a solid waste facility permit if there is limited residual, including putrescible materials, going to landfill. Control measures would need to be implemented to ensure the quality of accepted materials do not result in residuals that would require permitting as a solid waste facility.

5.1.3. Staffing and Operating Day Considerations

The current programs already provide HHW collection options five days per week (Tuesday through Saturday). Staffing at the HTF is three days per week for residential service with an additional two days for small business acceptance. The existing schedule could be modified to accommodate staff for an additional facility. Typically, additional facilities in a jurisdiction open on different days than the original facility.

There are several determining factors in calculating staffing levels including:

- A minimum of two staff is recommended to be present at HHW operations.
- Staff dedicated to the CTC program can be allocated to the new facility
- Some of the staffing at the current HTF may be reallocated to the new facility if the new facility is designated as the main facility.
- Adding additional operating days slowly is easier than reducing days of operation.
- The first and last days of a permanent facility schedule tend to be the busiest with days in between having a noticeable decrease. When additional days are added to the scheduled for a facility this trend continues. There is not much available information on the impact of additional days at facilities located in different area.

There are many different combinations of staffing to cover an additional facility. A few options are indicated in the table below.

Table 5-1 Household Hazardous Waste Program Availability Options							
Current Schedule							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility				•	•	•	
Community Toxics Collections		•					
Toxics Rover Pick Up Service			•				
Business Toxic Disposal		•	•				
Option 1 – adding three days							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New	•	•	•				
Community Toxics, reduced events		•					
Toxics Rover Pick Up Service			•				
Business Toxic Disposal (one day/facility)		•	•				
Option 2 – adding two days							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New		•	•				
Community Toxics Collections		•					
Toxics Rover Pick Up Service			•				
Business Toxic Disposal		•	•				
Option 3 – adding two days with an additional weekend							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New	•						•
Community Toxics Collections			•				
Toxics Rover Pick Up Service			•				
Business Toxic Disposal		•	•				

Option 2 allows for the same five-day staffing levels at both facilities with additional staffing needed for the CTC and Rover services. Option 3 allows the opportunity for coverage on both weekend days. Sunday operation has been working successfully in Elk Grove. Sacramento County has three permanent facilities with at least one facility open every day of the week. Los Angeles also has HHW drop-off opportunities on Sundays. The Business Toxic Disposal date could be adjusted to have one day per facility or an additional day of operation could be added.

Further analysis is needed to determine the current level of staffing used for each program on each day and estimating expected staffing under the various options.

5.2. Potential Locations

After reviewing the participation data with consideration for regional population, the area most underserved by the HTF is the Santa Rosa, Healdsburg, and Cloverdale-Geyserville area. This area is along the north U.S. 101 corridor.

The location will need to meet the appropriate zoning for this type of industrial activity. Any selected location will need to undergo various local public hearings. The specific site will determine the extent of some of the permits needed to develop the facility.

6. FACILITY COST ESTIMATES

Development and operation of an HHW facility imposes significant costs to the sponsoring agency. Facility costs are typically categorized as 1) facility design and construction, 2) permitting, and 3) operational costs.

Facility design and construction costs are the costs to identify a suitable location, purchase or lease the property, design the facility, and construct the facility including the building and construction permits.

Permitting costs are related to obtaining the permits post-construction to allow operation of the facility. Some of these permits or approvals can be prepared by the selected operational contractor.

Operational costs are the costs for ongoing operation of the HHW facility including staffing, supplies, and waste management expenses.

These categories of costs are often funded by different mechanisms.

6.1. Facility Design and Construction Costs

Design and construction costs for an HHW facility can range significantly depending upon cost of land, utility access, facility features, and ancillary activities.

The construction cost for the state's newest HHW facility in Elk Grove (Sacramento County) was \$4.9 million dollars and incorporated some innovative design features. The cost to hire a firm to manage the project, develop the design drawings prepare bid documents, and provide construction administration services was \$414,000 for a total cost of about \$5.3 million dollars. This did not include the cost of the land.

Kern County purchased an existing warehouse and retrofitted it for receipt and storage of HHW. The retrofit costs were about \$500,000.

One primary component to determine the facility design is to evaluate the current facility operation and determine which features function well and which need improvement. The assistance of an experienced Household Hazardous Waste design professional can greatly assist with facility design. Tours and discussions with other HHW Facility operators provide valuable input into adapting a design that will operate effectively for years.

Some recent design features that are being incorporated into new facilities include: in-ground scale for weighing wastes, improved ventilation, location of large volume waste handling areas in the receiving area, ergonomic equipment for managing full containers, and simplified secondary containment.

6.2. Permitting Costs

Costs to obtain the permits and approvals, not including construction permits, are primarily related to environmental review and land use and the various hazardous waste facility permits as indicated in Table 4-1. Only a few California HHW facilities have had to prepare a full Environmental Impact Report.

Some agencies prepare the environmental review documents internally. A consultant could be retained to prepare the Initial Study, Mitigation Monitoring Plan, and a Mitigated Negative Declaration at an estimated cost to range from \$20,000 to \$40,000.

Most HHW facilities have been approved with a Mitigated Negative Declaration. Careful site selection is key to minimizing the cost of preparing the environmental review and associated mitigations needed, if any.

After the environmental review documents and any use permit is prepared, the other hazardous waste facility related permits can be prepared internally and/or with the use of an HHW consultant at an estimated cost of \$8,000 - 10,000.

6.3. Operational Costs

Operational costs are directly related to the amount of time the facility is open for use except for the fixed costs related to land usage and some utilities that are fixed costs regardless of operating hours.

Table 6-1 Estimated Annual Increased Operating Costs

Category	Cost Range
Disposal Costs	\$200,000 to \$400,000
Staffing	\$150,000 to \$200,000
Total estimated increase	\$350,000 to \$600,000

These estimates do not include utilities, facility maintenance, SCWMA oversight costs.

7. FUNDING OPTIONS

How to fund the HHW program is a key consideration in determining the type of HHW program. Typically, HHW programs are funded by a fee on solid waste disposal for both construction and operation. Jurisdictions are looking for other options for funding HHW program beyond the solid waste fee since as landfill diversion efforts increase the amount of funding for the programs funded by the fee decreases.

Other potential options are available or a portion of the costs including:

- CalRecycle HHW grants
- Extended Producer Responsibility Program Fees
- Parcel Fee
- User Fees
- Municipal bonds
- Wastewater treatment plant funds
- Economic development funds
- Energy funding
- Other grant and loan opportunities

A key benefit of HHW programs is to reduce potential environmental liability and thus funding opportunities directed at pollution reduction might be applicable to HHW program funding.

Most likely a variety of financial mechanisms will be needed to develop this proposed facility.

7.1. CalRecycle HHW grants

CalRecycle annually offers grants to jurisdictions for facility construction and operation of HHW programs. Typically, the priority for the grants is new programs and facilities in underserved areas and for jurisdictions that have not received a grant in recent years. The grants are available annually and cover a two-year cycle. The Fiscal year 2018-2019 allocated funding is \$1.5 million dollars with \$500,000 for construction projects and \$1,000,000 for small projects for all selected recipients. The maximum amount available per grant is \$250,000. The maximum award amount is not enough to fund the entire cost of constructing a facility. A qualifying criterion is that the project must be “shovel ready” meaning that most major local permits are complete and the facility permitting, licensing and siting approval process must be well underway and be completed prior to the end of the grant term. The deadline for submittal of the 2018 grant cycle is March 8, 2018. The grants are competitive and several times CalRecycle has resorted to a lottery system to determine awardees.

7.2. Extended Producer Responsibility/Product Stewardship Program Fees

There have been a number of Extended Producer Responsibility/Product Stewardship program enacted in California with continued efforts to add more materials to the system. Current programs include: Architectural paint, rechargeable batteries, thermostats, and used oil. Some jurisdictions have adopted take-back program for home-generated sharps and home-generated pharmaceuticals. There are also non-hazardous waste program including mattresses and carpets as well as efforts to add minimum packaging standards paid by manufactures.

These Extended Producer Responsibility/Product Stewardship shift the financial cost and management burden from local governments to manufacturer.

7.3. Parcel Fees

Parcel fees have been used in some communities to fully or partially fund their solid waste programs including HHW programs. Calaveras County is one that uses this option.

In 2014, Alameda County adopted a \$9.55 per year per residential unit parcel fee to provide additional funding for their HHW program rather than reliance on solid waste fees. This parcel fee provided additional funding of about five million dollars per year for increasing the hours at the current HHW program of four HHW facilities and added funding for twelve one-day events throughout the county.

7.4. User Fees

Typically, HHW programs do not charge fees for residential users but there is no regulatory prohibition to assessing a fee. A few HHW programs assess a fee on larger loads of HHW delivered to the program. The funds raised by this assessment are not significant and require additional record keeping and may serve as a deterrent to using the facility.

Most programs that accept CESQG waste typically assess a fee to the business equal to the cost of waste disposal per pound or per gallon plus an administrative fee. The facility operating costs and labor are not always included in this business fee but can be an option. Reassessing this fee periodically, such as annually, is a reasonable measure. Assessing a fee on business usage is not a major deterrent since businesses are required to properly dispose of their accumulated hazardous wastes.

7.5. Municipal bonds

Jurisdictions commonly issue bonds to finance infrastructure and capital projects. These bonds are commonly exempt from federal taxes. Two of the most common types of municipal bonds are general obligation bonds and revenue bonds.

General obligation bonds are issued by states, cities or counties and not secured by any assets. Instead, general obligation bonds are backed by the “full faith and credit” of the issuer, which has the power to tax residents to pay bondholders.

Revenue bonds are not backed by government’s taxing power but by revenues from a specific project or source, such as highway tolls or lease fees. Some revenue bonds are “non-recourse”, meaning that if the revenue stream dries up, the bondholders do not have a claim on the underlying revenue source.

There are some risks to using municipal bonds including increased debt to the jurisdiction and impacts to the issuing jurisdiction’s credit rating.

7.6. Wastewater treatment plant funds

Several HHW programs are funded primarily by fees on wastewater treatment customers including Central Contra Costa Sanitary District in Martinez, Contra Costa County and Delta Diablo in Antioch, Contra Costa County. These agencies are responsible for operation of their community wastewater treatment programs as well as operation of their HHW Programs.

The federal National Pollutant Discharge Elimination System (NPDES) for treatment plants requires efforts to reduce mercury and pesticides from their effluent. These chemicals are commonly found in HHW including fluorescent lamps, mercury containing items, and pesticides. These wastes amount to 15% of HHW collected by the HTF, CTC, and Toxic Rover programs.

Wastewater treatment plan fees could be a partial funding source for an HHW program.

7.7. Economic development funds

Economic development funds are available at the federal and state level for in infrastructure construction projects.

California has established the California Infrastructure and Economic Development Bank (IBank) CLEEN Center offers financing to public agencies and non-profit corporations to help achieve the State's greenhouse gas reduction goals and increase market confidence in green investing. Although HHW programs are not typically funded by this program, an HHW might qualify for this funding based upon reduction to greenhouse gas generation by reducing the CTC program and affiliated emissions and establishing an additional HHW facility closer to residents and reducing emissions due to the closer distance. Incorporating energy efficient systems into the facility design (e.g., skylights and solar power) might also qualify the development of the facility under this program.

Another funding avenue to review would be any state or local funds available for redevelopment of an existing structure into an HHW facility. These funds are commonly used for projects located in areas that suffer from adverse physical and economic conditions (blight). Kern County successfully retrofitted an existing warehouse into an HHW facility. The economic downturn from a few years ago may provide suitable locations that could be retrofitted into an HHW facility.

7.8. Energy funding

The California Alternative Energy and Advanced Transportation Financing Authority is established to work collaboratively with public and private partners to provide innovative and effective financing solutions for California's industries, assisting in reducing the State's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs. Energy efficient design of the proposed HHW program might qualify under this program.

There are some federal energy conservation and efficiency programs that can be investigate such as the Energy Efficiency and Conservation Block Grant Program from the Energy Department (<https://energy.gov/energy-economy/funding-financing>). The City of Elk Grove sought to use these funds for their HHW facility's proposed 26 kW Solar photovoltaic system.

7.9. Other grant and loan opportunities

There are many other local environmental grants available that might provide limited funding for part of the HHW program. Websites listing some of these local programs are at:

- <https://www.insidephilanthropy.com/fundraising-bay-area-grants/>
- <http://rogersfoundation.org/grants/other-bay-area-funders/>
- <http://www.sfbayjv.org/funding-list.php>

8. NEXT STEPS

The decision to proceed with development of an additional HHW facility for Sonoma County will involve a series of additional measures including:

- Determine the scope of the facility regarding days of operation, hours, whether additional non-HHW wastes will be accepted at the site, and whether the new site will be the main facility.
- Refine the operating staff cost estimates to develop more accurate annual operating costs.
- Conduct search for suitable location and secure property.
- Evaluate current facility features and research other facility design features and issues.
- Develop expansion budget.
- Prepare conceptual facility design.
- Obtain budget approval.
- Secure financing.
- Prepare bid for project management and construction.
- Build Facility.
- Obtain permits and approvals.
- Retain hazardous waste contractor.
- Open facility.