



Date: February 13, 2020
To: Zero Waste Sonoma Board Members
From: Leslie Lukacs, Executive Director
Subject: Summary Report for the SCWMA Board Meeting on January 15, 2020

Consent Calendar: All Items listed below were approved.

- 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:** The Agency pays the County of Sonoma a proportional share of TPW's overhead charges to lease space. Staff is at capacity at the current office location and will be at over capacity when hiring a summer intern and/or additional staff. Staff proposed that the Board approves entering into a lease negotiation for new office space at SOMO Village in Rohnert Park. No motion was made on the item and the Board requested that staff provide information on alternative commercial lease locations, clarify tenant improvements costs, and clarify financial impacts.
- 9 **Discussion and Possible Action on the FY 20-21 Draft Work Plan:** A Work Plan was presented for consideration and approval by the Board. Staff recommended that the Board provide feedback and consider approval of the FY 20-21 Work Plan as a guide for the FY 20-21 Draft Budget. The Board discussed the Work Plan and it will be included as a consent item in the February 19th Board agenda for approval.
- 10 **Strategic Planning Work Session:** Staff proposed hiring a professional facilitator to lead three strategic planning work sessions to define the direction of the Agency and to prepare accordingly. The Board approved participating in a one-day strategic planning session in March and April.
- 11 **North County HHW Facility Progress Report:** Over the last several years, Zero Waste Sonoma (ZWS) staff and the Board expressed concern that the northern portion of Sonoma County has less access to household hazardous waste (HHW) programs. In an effort to address these concerns, ZWS entered into an agreement with Sweetser & Associates, Inc. on August 18, 2017 to perform an expansion analysis of the HHW program which was provided to the Board on June 20, 2018. The board received a status report on siting a permanent HHW facility in Northern Sonoma County and asked the Board to provide direction to staff for next steps and approve the creation of an RFP for a Site Feasibility Study. The Board passed a motion for staff to develop a RFP for a Site Feasibility Study. The Board requested the following action items for staff: 1) Reach out to jurisdictions where a facility might, 2) investigate EPR funding sources to pay for facility, and 3) research if the new Airport Zoning plan will impact our target area