



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda Special Meetings

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Wednesday, October 6, 2021

3:00 PM

Via Video Conference

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### Caspar Transfer Station Coordinating Committee

#### MEETING CALLED TO ORDER

#### ROLL CALL

#### ZOOM WEBINAR INVITATION

*You are invited to a Zoom webinar.*

*When: Oct 6, 2021 03:00 PM Pacific Time (US and Canada)*

*Topic: Caspar Transfer Station Coordinating Committee Meeting*

*Please click the link below to join the webinar:*

*<https://us06web.zoom.us/j/82545830369>*

*Or Telephone:*

*Dial +1 346 248 7799 or +1 720 707 2699 (\*6 mute/unmute; \*9 raise hand)*

*Webinar ID: 825 4583 0369*

*TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE CHAIR OR ACTING CHAIR CALLS FOR PUBLIC COMMENT.*

#### 1. CONDUCT OF BUSINESS

- 1A. [21-531](#) Report from Coastal Transfer Station Project Manager, Tom Varga, and Discussion on Further Assignments and Tasks

**Attachments:** [Central Coast Transfer Station Staff Report](#)

- 1B. [21-532](#) Discussion and Possible Direction to Staff Regarding Proposal from HDR Engineering, Inc., to Perform Preliminary Financial & Environmental Analysis for Potential Central Coast Transfer Station Sites

**Attachments:** [Proposal from HDR Engineering, Inc.](#)

#### ADJOURNMENT

STATE OF CALIFORNIA     )  
  )ss.  
COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on October 4, 2021.

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JUNE LEMOS, CMC, City Clerk

**NOTICE TO THE PUBLIC**

**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg’s website at <http://city.fortbragg.com> subject to staff’s ability to post the documents before the meeting*

**ADA NOTICE AND HEARING IMPAIRED PROVISIONS:**

*It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.*

*If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.*

*This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).*



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## Text File

File Number: 21-531

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**Agenda Date:** 10/6/2021

**Version:** 1

**Status:** Business

**In Control:** Special Meetings

**File Type:** Staff Report

**Agenda Number:** 1A.

Report from Coastal Transfer Station Project Manager, Tom Varga, and Discussion on Further Assignments and Tasks

At its meeting on August 11, 2021, the Caspar Transfer Station Coordinating Committee (Committee) directed staff to provide an update with clarifications as they become available for the “*Preliminary Summary of the Costs and Timelines for the Major Items of Work at the Proposed Pudding Creek and Original Highway 20 Sites*” (Transfer Station Summary) table presented at that meeting. The following reflects new information since that meeting.

#### **ITEMS OF WORK:**

Acquisition – nothing new to report.

#### Land Use

Regarding the Highway 20 site, County planning staff confirmed and clarified the following. A General Plan Amendment and Rezone would need to occur before the required Major Use Permit. A transfer station would be considered a "Major Impact Services and Utilities" Civic Use Type under the Mendocino County Zoning Code ([Section 20.020.075](#)). Additionally, since the project is considering to rezone out of Timber Protection Zone (TPZ), the rezone will need to comply with California State Government Code Chapter 6.7 (sections 51100 through 51155).

Per State code, a standard rezone out of TPZ takes 10 years to become effective. An immediate rezone is possible with more stringent requirements. Public noticing is more extensive. Various findings are required, including compliance with applicable Proposition 13 provisions in the California constitution regarding the taxability of the timber on the affected land. CalFire, the State Board of Equalization, and County Assessor have review/approval authority. There may also be tax recapture requirements.

Regulatory/Permits – nothing new to report

Environmental – nothing new to report

Design Engineering – nothing new to report

Construction – nothing new to report

Funding – added topic

Preliminary investigation of possible funding sources has been undertaken. The offices of State Assemblyperson Jim Wood and State Senator Mike McGuire were contacted; they were very helpful. The Department of Resources Recycling and Recovery (CalRecycle) does not have anything that is specifically directed for use on transfer stations, especially those that are operating well and without permit violations. There are some possibilities for Greenhouse Gas (GHG) reduction projects and maybe Recycling Market Development Zone (RMDZ) loans. Regarding federal programs, we have the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020 and 2021. These may be largely spoken for already. The other program is the 2021 American Rescue Plan Act. Both of the post-Covid 19 recovery programs are being administered by the Economic Development Administration (EDA). It is most likely that a combination of

grants, loans, local funding, and potentially tipping fees will be needed to fully fund the development or upgrading of a transfer station site.

The following programs are described in greater detail:

#### FEDERAL

*“2021 American Rescue Plan Act”*, – applications due by March 31, 2022

[Funding Opportunities | U.S. Economic Development Administration \(eda.gov\)](#)

This program aims to assist communities and regions impacted by the coronavirus pandemic, including historically underserved communities. The pandemic has caused, and continues to cause, economic injury to U.S. communities and regions in devastating and unprecedented ways. This is the broadest funding opportunity and any eligible applicant may apply. EDA anticipates funding approximately 300 non-construction and construction projects that cost between approximately \$500,000 and \$5,000,000 with this appropriation, though EDA will consider applications above and below these amounts.

*“2020 Public Works and Economic Adjustment Assistance Programs”* – on-going applications

[View Opportunity | GRANTS.GOV](#)

This program is directed toward applicants in rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA’s Public Works and EAA programs. Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities. EDA provides strategic investments on a competitive- merit-basis to support economic development, foster job creation, and attract private investment in economically distressed areas. This program has experienced an extraordinary level of interest.

#### STATE

CalRecycle, Local Assistance and Market Development (LAMD)

*“Recycling Market Development Zone (RMDZ) Revolving Loan Program”* – continuous

[Recycling Market Development Revolving Loan Program \(ca.gov\)](#)

CalRecycle administers a Recycling Market Development Zone (RMDZ) Loan Program to encourage California-based recycling businesses located within California financing businesses that prevent, reduce, or recycle recovered waste materials through value-added processing or manufacturing. The purpose and importance of the RMDZ Program is to stimulate the use of postconsumer waste materials and secondary waste materials generated in California as raw materials used as feedstock by private business, industry, and commerce.”

“Greenhouse Gas Reduction Loan Program “ (FY 2015-16, Cycle 2A) – Open

[Greenhouse Gas Reduction Loan Program \(ca.gov\)](#)

CalRecycle offers the Greenhouse Gas (GHG) Reduction Loan Program. It provides funds to support new or expanded organics infrastructure, such as composting and anaerobic digestion facilities, as well as other beneficial outcomes. The purpose of this investment is to further the purposes of the California Global Warming Solutions Act (Assembly Bill 32), reduce methane emissions from landfills and further GHG reductions in upstream resource management and manufacturing processes; benefit disadvantaged communities by upgrading existing facilities and, where warranted, establishing new facilities that reduce GHG emissions; result in air and water quality improvements; and create jobs. This program is part of California Climate Investments (Cap and Trade). At least 35 percent of these investments are made in disadvantaged and low-income communities.



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## Text File

File Number: 21-532

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**Agenda Date:** 10/6/2021

**Version:** 1

**Status:** Business

**In Control:** Special Meetings

**File Type:** Staff Report

**Agenda Number:** 1B.

Discussion and Possible Direction to Staff Regarding Proposal from HDR Engineering, Inc., to Perform Preliminary Financial & Environmental Analysis for Potential Central Coast Transfer Station Sites

September 8, 2021

Amber Fisette  
Deputy Director of Transportation  
Mendocino County Department of Transportation  
340 Lake Mendocino Drive  
Ukiah, CA 95482  
[fisettea@mendocinocounty.com](mailto:fisettea@mendocinocounty.com)

**RE: Task Order: Preliminary Financial & Environmental Analysis for Potential Central Coast Solid Waste Transfer Stations at Pudding Creek Site and Highway 20 Site**

Dear Ms. Fisette,

HDR is pleased to present this proposal to assist the County in their solid waste needs. We have prepared this proposal based on our experience working with the County, and on projects of a similar nature.

## **Background**

This task order provides support services to Mendocino County (County) for the high-level planning analysis for two potential sites for a Central Coast Transfer Station (CCTS). The County has been evaluating potential sites for close to 20 years under the assumption that the existing transfer station at Casper will be fully closed and that curbside collection as well as self-haul is moved to a new site. The new site will provide a full range of transfer station services including: the consolidation, and transportation of garbage, recycling, and diversion materials (including organic materials). The transfer station would serve commercial and non-commercial self-haul customers. As described in the May 2020 Central Coast Transfer Station Project Review and Recommendations Report as prepared by Diversion Strategies, the facility would be located on an approximately 5-acre footprint, with the potential to expand to 10 acres in the future. The 30,000 square foot CCTS was sized to accept up to 100 tons per day, a peak tonnage of up to 200 tons per day due to surges or emergencies and have three days of storage capacity in the event the roads were closed. The transfer station would be fully enclosed with a negative air pressure ventilation system to a biofilter and use of roll-up doors and/or driveway curtains.

Initial estimates for the construction of the conceptual transfer station design were between \$4M and \$5M in 2016, including costs for permitting, environmental review, design and engineering, construction, and equipment. This estimate did not include costs for land acquisition.

The County has currently narrowed potential sites down to two: 1) Pudding Creek, owned and operated by Waste Management located at 219 Pudding Creek Road in the City of Fort Bragg, and 2) Highway 20, located at Mendocino County Assessor's Parcel Number 019-150-05 which is north of State Highway 20, located in a portion of the Jackson Demonstration State Forest. This task order is developed to provide the County with a planning level cost/benefit analysis of the site options for the County to determine which site to move forward with the planning, design, and development of a new Central Coast Transfer Station.



## Scope of Services

### Task 1: Planning Level Cost Benefit Analysis

#### OBJECTIVE

The purpose of this task is to perform a planning level cost benefit analysis of capital and operational costs for the purpose of examining the relative merits of the potential sites noted above. A quantitative, financial analysis will be performed to illustrate the economic efficiencies of each site.

#### HDR SERVICES

- Examine two capital funding scenarios – each site fully grant funded and each site fully self-funded
- Develop collection and transportation impacts (assuming transport of solid waste to Potrero Hills Landfill)
- Develop conceptual level projections of the operating cost using estimates of staffing, equipment, and utilities from our experience on other similar projects
- Reflect a 20-year capital amortization period to provide an overall annual cost of the facility
- Translate the capital and operational costs to a range of tip fees for various operating scenarios

#### CLIENT RESPONSIBILITIES

- Provide cost to lease or purchase site properties
- Clarify facility sizing information, on-site activities (e.g., truck yard, maintenance yard) and waste types (e.g., include recycling buy back or not)
- Provide County or City cost for utilities
- Provide County or City wages by job classification
- Clarify if the facility will be publicly or privately owned
- Work with HDR to clarify other capital and operational assumptions

#### ASSUMPTIONS

- No estimated permitting or construction timeline will be provided
- Costs are assumed to planning level, equivalent to Class 5 AACE (American Association of Cost Engineers) Cost Estimate Classification System
- HDR will make reasonable assumptions on the hauling distances for transportation

#### DELIVERABLES

- Draft Preliminary Financial Analysis Spreadsheet with Technical Memo
- One round of comments from City/County
- Final Preliminary Financial Analysis Spreadsheet with Technical Memo

### Task 2: Environmental Analysis

#### OBJECTIVE

A Greenhouse Gas (GHG) emissions impacts analysis will be performed for each site. HDR Services



- Perform GHG analysis for hauling and waste management scenarios

**CLIENT RESPONSIBILITIES**

- Provide collection vehicle and transfer truck model year and fuel type
- Clarify assumptions for collection and hauling distances

**ASSUMPTIONS**

- EPA truck emission factors and/or WARM (Waste Reduction Model) emission factors will be used

**DELIVERABLES**

- Draft GHG hauling and waste management spreadsheet with Technical Memo
- Final GHG hauling and waste management spreadsheet with Technical Memo

**Schedule**

Estimated durations for the key task milestones are as follows:

- Notice to Proceed (NTP) – Estimated September 10, 2021
- Draft Financial Analysis Spreadsheet with Technical Memo – October 15th, 2021
- Draft GHG Spreadsheet with Technical Memo – October 15th, 2021
- County review period – October 15<sup>th</sup> through 29<sup>th</sup>, 2021
- Final Deliverables – November 12<sup>th</sup>, 2021

**Estimated Fee**

Compensation for proposed services will be billed on a Time and Materials basis using the County of Mendocino 2020 Quadrennial General Solid Waste Consulting Services Agreement rate ranges list. The estimated fee for these services is not to exceed \$26,915, unless mutually agreed upon by HDR and the County.

**Table 1. Team Rate Table**

Staff Title	Rate
Principal in Charge / Technical Advisor	\$340 - \$374
Project Manager	\$200 - \$245
Project Engineer	\$125 - \$175
Environmental Specialist	\$95 - \$125
Project Coordinator / Accountant	\$120 - \$145