



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 1/23/2024

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**To:** Board of Supervisors

**Department or Agency Name(s):** Sonoma County Public Infrastructure

**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Public Infrastructure - Engineering Technician IV

**Recommended Action:**

Adopt a Resolution amending the Department Allocation list of the Transportation and Public Works Department (Sonoma Public Infrastructure), to add 1.0 full-time equivalent Engineering Technician IV, effective January 23, 2024.

**Executive Summary:**

The Sonoma County Public Infrastructure Department (SPI) is requesting the adoption of a Resolution amending the Department Allocation list to add 1.0 full-time equivalent (FTE) Engineering Technician IV (ET IV) position to support the Integrated Waste Division as well as other Divisions within SPI on an as needed project basis. Ongoing funding for the position will come from dedicated Department/Division sources.

**Discussion:**

The SPI Integrated Waste Division (Division) has taken on multiple new large-scale projects such as expansion of the main County landfill, development of a countywide composting facility and establishment of a County owned environmental mitigation bank. These projects will require additional technically proficient project staff in order to deliver in a timely, cost-effective manner. In addition, SPI expects to manage several additional technically complex projects in the coming years as new infrastructure projects are identified by the Board. Based on a review of existing and future projects, the Division is requesting approval of one (1) additional full-time equivalent (FTE) Engineering Technician IV position.

**Engineering Technician IV**

Under the general supervision of the Division Manager of Integrated Waste, the ET IV will be responsible for a diverse range of field and office projects and will have direct supervision of personnel engaged in complex technical assignments centered around solid waste infrastructure, Low Impact Development (LID) requirements for Full Depth Reclamation (FDR) projects, and permitting on a continuous basis.

In addition, this position will oversee water systems and infrastructure projects under the Special Projects Unit hosted within the Division. This involves contract administration, inspections, design, and land development. The ET IV will also manage the environmental review and permitting of public projects within the department,

providing leadership and direction to staff.

Acting as a liaison, the ET IV will collaborate with Permit Sonoma for certain California Environmental Quality Act (CEQA) work that will be contracted out to the Natural Resources Division. This role will also oversee the approval and management of work and budget related to this contract.

Central tasks for this position will initially focus the following development projects:

- Permitting of a New/Expanded Landfill
- Compost Facility Permitting/Planning
- Mitigation Bank Development/Permitting/Management/Performance Metrics
- Countywide Bicycle and Pedestrian Safety Improvements
- LID and FDR Compliance on Relevant Projects
- San Francisco Bay Regional Water Quality Control Board FDR compliance
- Communications Infrastructure, such as broadband connectivity and radio systems projects
- Energy and Sustainability Infrastructure, including battery back-up systems upgrade and solar panel installation.

Each project is crucial in terms of land planning and infrastructure development needs. The person in this role will be responsible for managing the preparation of project plans, specifications, and estimates related to various elements within land development.

Day to day responsibilities include planning, assigning, and supervising work performed by the engineering technicians and others engaged in:

- Post-closure care of the urban and rural landfills
- County Service Area #41 Water Districts
- Habitat restoration, LID and FDR compliance, and other environmental permitting requirements

The ET IV will maintain ongoing agreements for the Division, including the preparation of Requests for Proposals for required environmental services for the permitting, operation, and maintenance of solid waste facilities, water systems, and other infrastructure projects.

The ET IV will coordinate with various resource agencies on Division projects including but not limited to: CalRecycle, Local Enforcement Agency, Permit Sonoma, Regional Water Quality Control Board, Bay Area Air Quality Management District, North Sonoma County Air Pollution Control District, California Air Resources Board, and California Department of Fish and Wildlife, in preparation and attainment of permits related to water systems, solid waste facilities, and infrastructure projects, inclusive of LID and FDR mandates.

The ET IV must have a comprehensive understanding of general engineering practices, including the new LID and FDR requirements, effectively communicate with County and outside engineering staff in relation to existing and upcoming design and construction projects. This position will be vital in ensuring the County's adherence to environmental mandates, fostering the sustainable development and maintenance of our community's infrastructure.

Fiscal Year 2023-24 expenditures for this position are estimated to be \$101,109 (pro-rated for the remainder of the fiscal year), and will increase to \$212,329 for the full year in Fiscal Year 2024-25. Expenditures for the new position will be budgeted within the Division, with reimbursements from other divisions. Funding sources include Concession fees from the Master Operations Agreement for Operations of the Landfill with Republic Services, and Franchise Fees from Franchise Waste Haulers which will be used to cover position costs associated with the Landfill Expansion and Compost Facility projects. Time spent on other projects will be funded by various department divisions, as each project will have specific funding sources. No General Fund contributions are anticipated for this position.

A Position Change Request form for this position has been reviewed and approved by Human Resources and the County Administrator's Office. SPI is requesting the Board adopt a Resolution amending the Department Allocation list to add 1.0 FTE ET IV position.

**Strategic Plan:**

**Pillar:** Climate Action and Resiliency

**Goal 5:** Maximize opportunities for mitigation of climate change and adaptation through land conservation work and land use policies.

**Objective 1:** By 2025, update the County General Plan and other county/special district planning documents to incorporate policy language and identify areas within the County that have the potential to maximize carbon sequestration and provide opportunities.

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	\$101,109	\$212,329	\$222,946
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$101,109</b>	<b>\$212,329</b>	<b>\$222,946</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$101,109	\$212,329	\$222,946
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$101,109</b>	<b>\$212,329</b>	<b>\$222,946</b>

**Narrative Explanation of Fiscal Impacts:**

Appropriations for the FY 2023-24 expenses (\$101,109) associated with the Engineering Technician IV are available in the Integrated Waste Administration (41121-34050100) adopted budget. Appropriations to fund the position in FY 2024-25 and beyond will be included in the Integrated Waste Recommended Budget. Funding sources for the position will vary and depend on the project specific funding source(s), including but not limited to: Concession fees, Franchise fees, Refuse Fund Balance, and reimbursement from other Public Infrastructure Divisions including Roads, Airport, Transit, as well as grant funds as applicable. .

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Engineering Technician IV (1008)	\$8,630.24 - \$10,491.26	1.0	0 <input type="checkbox"/>

**Narrative Explanation of Staffing Impacts (If Required):**

If approved, the Resolution would add 1.0 FTE Engineering Technician IV position to the Department of Public Infrastructure.

**Attachments:**

Resolution

**Related Items "On File" with the Clerk of the Board:**

None.