

Committee Members

Shelia Young, **Chair**
Oro Loma Sanitary District
Jerry Pentin, **Vice Chair**
City of Pleasanton
Keith Carson, County of Alameda
Rochelle Nason, City of Albany
Susan Wengraf, City of Berkeley
Melissa Hernandez, City of Dublin
Vinnie Bacon, City of Fremont
Bob Carling, City of Livermore
Mike Hannon, City of Newark
Dan Kalb, City of Oakland
Tim Rood, City of Piedmont
Emily Duncan, City of Union City
Wendy Sommer, Executive Director

AGENDA

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY MEETING OF THE PROGRAMS AND ADMINISTRATION COMMITTEE

Thursday, February 14, 2019

9:00 A.M.

StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500

Teleconference
Jerry Pentin
227 Squaw Valley Ste. 27
Olympic Valley, CA 96146
925-518-3036

1. Convene Meeting

2. Public Comments

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes unless a shorter period of time is set by the Chair.

Page

1 3. Approval of the Draft Minutes of the January 10, 2019 meeting (Pat Cabrera)

5 4. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only.

11 5 *RecycleWhere?* Search Tool Update (Jeff Becerra)

This item is for information only.

6. Member Comments

7. Adjournment

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed board meeting.

This page intentionally left blank

DRAFT

**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, January 10, 2019

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500**

Members Present:

County of Alameda
City of Albany
City of Livermore
City of Newark
City of Oakland
Oro Loma Sanitary District
City of Pleasanton
City of Union City

Keith Carson
Rochelle Nason
Bob Carling
Mike Hannon
Dan Kalb
Shelia Young
Jerry Pentin
Jaime Patino

Absent:

City of Berkeley
City of Dublin
City of Fremont
City of Piedmont

Susan Wengraf
Melissa Hernandez
Vinnie Bacon
Tim Rood

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Meri Soll, Senior Program Manager
Justin Lehrer, Senior Management Analyst
Michelle Fay, Program Manager
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Shelia Young called the meeting to order at 9:04 a.m. Chair Young welcomed Mayor Rochelle Nason as the new representative for the City of Albany and Council member Jaime Patino as the new alternate for the City of Union City.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of December 13, 2018 (Pat Cabrera)

There were no public comments on this item. Board member Carson made the motion to approve the draft minutes of December 13, 2018. Board member Carling seconded and the motion carried 7-0 (Ayes: Carling, Carson, Hannon, Kalb, Nason, Patino, Young. Nays: None. Abstain: None. Absent: Bacon, Hernandez, Kalb, Rood, Wengraf).

4. Records Retention Schedule (Arliss Dunn)

Approve the following two items and forward to the Waste Management Authority Board for adoption:

1. Adopt the attached records retention schedule effective immediately
2. Authorize the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable, state, local or federal laws or guidelines.

Arliss Dunn provided an overview of the staff report. A link to the report is available here: [Records-Retention-Schedule.pdf](#). Board member Pentin stated that he is concerned regarding the short retention period for some items as we can lose the historical perspective and inquired if this has been standard policy. Ms. Dunn stated yes, it has been standard policy, and added any records that are involved in any dispute or legal action will be retained until the issue is resolved. Ms. Sommer added that the schedule was reviewed by legal counsel and aligns with the common practice of other member agencies as well. Board member Carling concurred with Board member Pentin's comments regarding the short retention period of some records. Ms. Sommer stated that legal counsel advised that the statute of limitations also contributes to the standard retention period for certain records. Board member Nason urged staff to retain any CEQA or Planning documents permanently. Chair Young inquired about the proposed retention period for these documents. Ms. Dunn stated the proposed period for retention of CEQA documents is +10 years and Strategic Planning documents is +5 years until superseded by a new record. Ms. Dunn added any Board discussion or action pertaining to these documents are recorded in the minutes and they are retained permanently.

There were no public comments on this item. Board member Nason made the motion to approve the staff recommendation with the following modification: CEQA documents and Strategic Planning documents will be retained permanently. Board member Pentin seconded and the motion carried 8-0 (Ayes: Carling, Carson, Hannon, Kalb, Nason, Patino, Pentin, Young. Nays: None. Abstain: None. Absent: Bacon, Hernandez, Rood, Wengraf).

5. Upstream, Reuse and Repair Agency Activities (Meri Soll)

This item is for information only.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Upstream-Grant-Activities.pdf](#). Justin Lehrer shared the activities of two grantees that participated in previous grant projects focused on upstream. The grantees were Surplus Service located in Fremont, and the California Product Stewardship Council. Surplus Service is a for-profit company that accepts unwanted electronics from corporate, government, and institutional clients, and they prioritize reuse first. Mr. Lehrer shared a video of their business model. A link to the video is available here: [Surplus Service](#). The California Product Stewardship Council

DRAFT

was awarded \$15,000 to work with retailers for the Refuel your Fun campaign, to promote refillable propane canisters. Board member Pentin inquired if the mini refillable canisters were available. Mr. Lehrer stated yes, and the campaign aims to promote awareness as well as expand the number of retailers that will carry the product. Board member Hannon inquired in addition to staff, if Board members participate in the selection of grantees. Ms. Soll stated the process is done internally. Once the grant proposals come in they are parceled out to staff according to areas of expertise. Board members do not participate in the process to avoid grantees lobbying Board members for approval. Ms. Soll added, before a grant is awarded, staff will conduct a site visit and the contract requires that funds are tied to the proposed deliverables. Chair Young inquired about the funding authority for the Executive Director. Ms. Sommer stated that the Executive Director is authorized to approve grants up to \$50,000 and any grants above that amount will come to the Board for approval. Chair Young inquired if there is a list of criteria for awarding grants. Ms. Soll stated that three years ago the Recycling Board approved a criteria matrix that applies to all grants and the criteria is included in the grant application, and when grants are awarded staff provides a list of the awarded grants to the Board. Chair Young inquired about the number of staff that reviews the grant applications. Ms. Soll stated a minimum of two staff and depending on the amount and type of grant it could increase to five or more staff. The Executive Director has the final approval. Chair Young inquired about the process for repeat grantees and inquired if some repeat grantees utilize the agency as a sole funding source. Ms. Soll stated that this issue was discussed three years ago with the Recycling Board as they shared the same concern and she informed grantees that future grants could be decreased or eliminated if the grantee was using the funds as a standard annual funding source. Ms. Soll added most of the repeat grantees are reuse and upstream entities and that is a priority area for the agency and we want to ensure that they are still operating and able to support our mission. Chair Young inquired with regard to the food recovery grantee Food for Hunger, if they work with multi-family rental housing associations. Ms. Soll stated that she is certain that they do but she will follow-up and confirm.

Chair Young thanked Ms. Soll and Mr. Lehrer for their report and presentation.

6. New Training Videos for Businesses (Michelle Fay)

This item is for information only.

Michelle Fay provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [MRO-Presentation.pdf](#). Ms. Fay shared the video Introduction to Recycling Rules for businesses and multi-family. A link to the video is available here: <http://www.recyclingrulesac.org/overview-video/>. Two other videos are focused on How to Recycle and Compost at Work, and How to Sort Properly at Work. When the translations are completed, they will be made available to member agencies, businesses and the general public. A link to the landing page for all videos is available here: <http://www.recyclingrulesac.org/resources/>. The videos are a part of the technical assistance and outreach tools and convey steps for setting up indoor recycling and organics bins, and how to sort properly to comply with the law. The videos are available in English, and are in the process of being translated into Spanish and Chinese.

Board member Hannon suggested providing printed materials to the business licensing divisions of member agencies and to send the links to the videos to the Chambers of Commerce. Board member Pentin suggested a video prompt on the StopWaste page to easily access the videos. Chair Young suggested creating a How to Recycle app. Jeff Becerra stated that this fiscal year, the agency will be rebuilding our own version of "Recycle Where?," our online search tool that is currently a joint project with other counties. The new version will include an app. Board member Pentin suggested creating a

DRAFT

social media online quiz that shows how to recycle properly as well as test your knowledge about recycling. Mr. Becerra stated that we have an online game that was connected to the Ready, Set, Recycle program that we can feature again. Chair Young thanked Ms. Fay for her presentation.

7. Member Comments

Chair Young announced that she has a new alternate representing Oro Loma Sanitary District. Fred Simon, was elected to the Board in November and took office in December. She also announced that she is the senior Board member in tenure at Oro Loma.

8. Adjournment

The meeting adjourned at 10:13 a.m.



DATE: February 14, 2019

TO: Programs and Administration Committee
Planning Committee/Recycling Board

FROM: Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director

SUBJECT: Multi-Year Fiscal Forecast

SUMMARY

Starting in 2016, staff committed to presenting a revised multi-year forecast on an annual basis in preparation of budget development. At both the February 14, 2019 Programs and Administration Committee and the Planning Committee/Recycling Board meetings, staff will present a revised multi-year forecast based on new core revenue estimates and a stable core expenditure plan.

DISCUSSION

In Fiscal Year 2017-18, the Agency spent about 94% of the revised core budget, and collected 17% more revenue than projected at the beginning of the fiscal year. The surplus is due to several reasons: an increase in tonnages (explained more below), salary savings, hard-cost savings from consolidation of projects and scopes of work, and reduction in end-of-year encumbrances as we move away from the “use it or lose it” mindset of past budget practices.

Category	FY 17-18 Actuals	FY 17-18 Budget	Difference
Core expenditures	\$10,387,189	\$11,014,412	-\$627,223
Core revenues			
Tonnage: facility fee	\$5,460,992	\$4,672,162	\$788,830
Tonnage: mitigation	\$489,093	\$368,611	\$120,482
Tonnage: Measure D	\$4,647,723	\$4,142,584	\$505,139
Tonnage: fee enforcement (out of county)	\$334,368	\$200,000	\$134,368
Property and interest	\$745,661	\$629,021	\$116,640
Miscellaneous and citations	\$86,727	\$17,770	\$68,957
Total core revenues	\$11,764,564	\$10,030,148	\$1,734,416

The ending core fund balance available totaled approximately \$11.8M in FY 17-18. The Agency continues to accumulate sizeable fund balances along with reserves to cover any budget gaps (should they occur), and to make any pension related lump-sum payments in conjunction with our

long-term expenditure plan. This approach will ensure the ongoing operations of the Agency without the need to increase fees in the near future.

Tonnage Revenue Projections

For the past three years, we have been using a simpler model to project tonnages, as the previously used statistical model was no longer viable. Upon examining tonnages going back to 1999, and based on those trends, we chose to implement a modest annual tonnage decline averaging approximately 3%. In fact, as shown in attachment B, in-county tonnage disposed at the Altamont and Vasco landfills between July 2006 and July 2016 declined an average of 3.6% annualized. However, we have seen an uptick in tonnages starting in FY 16-17. While over the past two and one-half years, one-time disposal tonnages from salt-impacted soils and other special wastes can explain some of the upturn, disposal in general has increased. This increase is consistent with statewide disposal trends and can be explained in part by the strong regional economy. Alameda County's population has also increased by approximately 9.9% since 2010.

In FY 17-18, tonnage-based fees (including fee enforcement efforts) comprised almost 93% of the Agency's core revenues. The remaining 7% came from property-related revenues, interest, and mandatory recycling enforcement activities. For the current fiscal year (FY 18-19), we are estimating that actual tonnage revenues (not including facility enforcement or import fees) will total \$10.1 million, which represents an increase of approximately \$800,000 (8.8%) compared to the budgeted amount. Facility fee and other enforcement related fees are projected to match budgeted figures; however, mitigation fees (from disposal outside of Alameda County) are projected to exceed budgeted amounts by over approximately \$400,000 due to unexpected special waste disposal. As such, total core revenues in FY 18-19 are now estimated to total approximately \$12.0 million.

The attached tonnage trend graph (Attachment B) shows the recent uptick in disposal activity. As such, the new baseline for future projections are reset starting with FY 18-19. From that baseline, and after adjusting for the previous one-time tonnages in FY19-20, we have decreased the projected FY 20-21 through FY 22-23 tonnage estimates by a modest 2.1% annually. This decrease reflects both estimated reduced tonnages resulting from the new Organics Materials Recovery Facility (OMRF) at Davis Street, San Leandro, potential changes due to China's "National Sword" policy, and our programmatic efforts. This forecast could be revised due to several factors: a major downturn in the economy during this period, the OMRF diversion exceeding current estimates, continued change due to National Sword, or any additional waste reduction efforts or changes.

Based on these projections, at the end of FY 22-23 disposal will total approximately 1.18 million tons. While this number does not reflect our aspirational "less than 10% good stuff in garbage" goal (which would translate into roughly 600,000 tons of waste disposal), it is a more reasonable estimate based on current conditions. As always, we will continue to monitor disposal trends carefully and apprise the boards as needed.

Additionally, we have received the NextERA conservation easement payment of approximately \$1.8M and will be replenishing our fiscal reserve by approximately \$600,000 to \$2.1 million. While we have never had to use our fiscal reserve to cover revenue shortfalls, this reserve is prudent to maintain and will provide a sufficient cushion should revenues fall significantly below projections.

Core Expenditures

Staff is in the process of developing the FY 19-20 budget in alignment with the Board-approved guiding principles and with a continued focus on cost synergies. The anticipated FY 19-20 core budget goal is approximately \$10.6 million, which is the same core budget as the current year. This forecast assumes maintaining \$10.6 million core budgets through FY 22-23, based on current revenue projections. Given our commitment to match ongoing expenditures with ongoing revenues, we will make expenditure adjustments as needed during the annual budget process. Furthermore, we have made significant progress in addressing both pension and OPEB (other post employee benefits) unfunded liabilities through substantial lump-sum payments, and as such, have addressed the most pressing financial concerns facing public sector entities. At the end of FY 18-19, we project combined available fund balances and reserves to total \$21.7 million, increasing to approximately \$23.1 million at the end of FY 22-23.

Multi Year Fiscal Forecast

Attachment A1 (Prior Year Multi-Year Forecast) shows a core revenue aligning with core expenditures as well as a small surplus of \$200,000 at the end in FY 21-22. Based on the revisions discussed above, at the end of FY 21-22 the forecast now shows core revenue exceeding expenditures by approximately \$400,000, with a small surplus of \$200,000 at the end of FY 22-23. (Attachment A2).

RECOMMENDATION

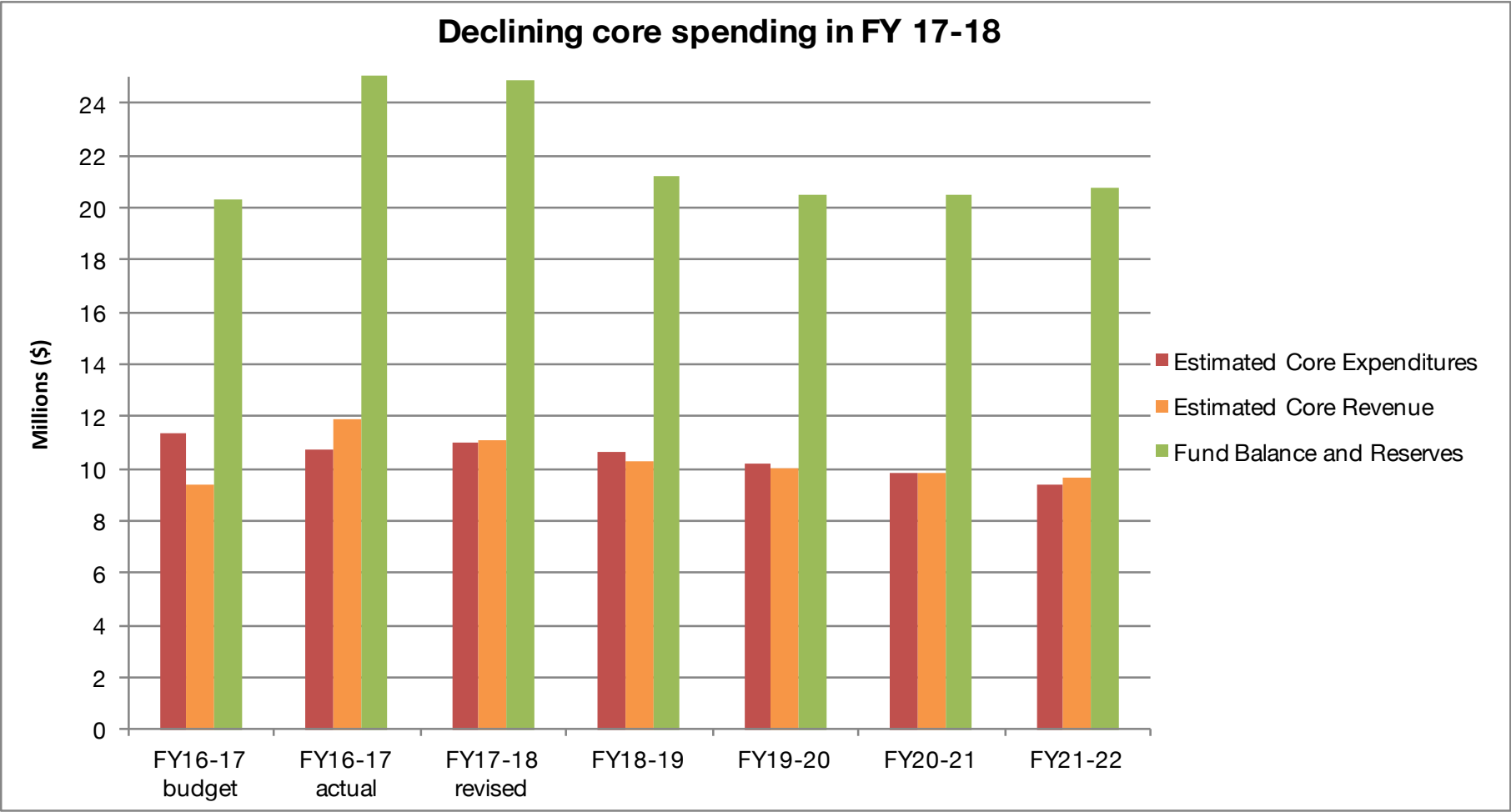
This item is for information only.

Attachment A1: Prior Year Multi-Year Forecast through FY 21-22

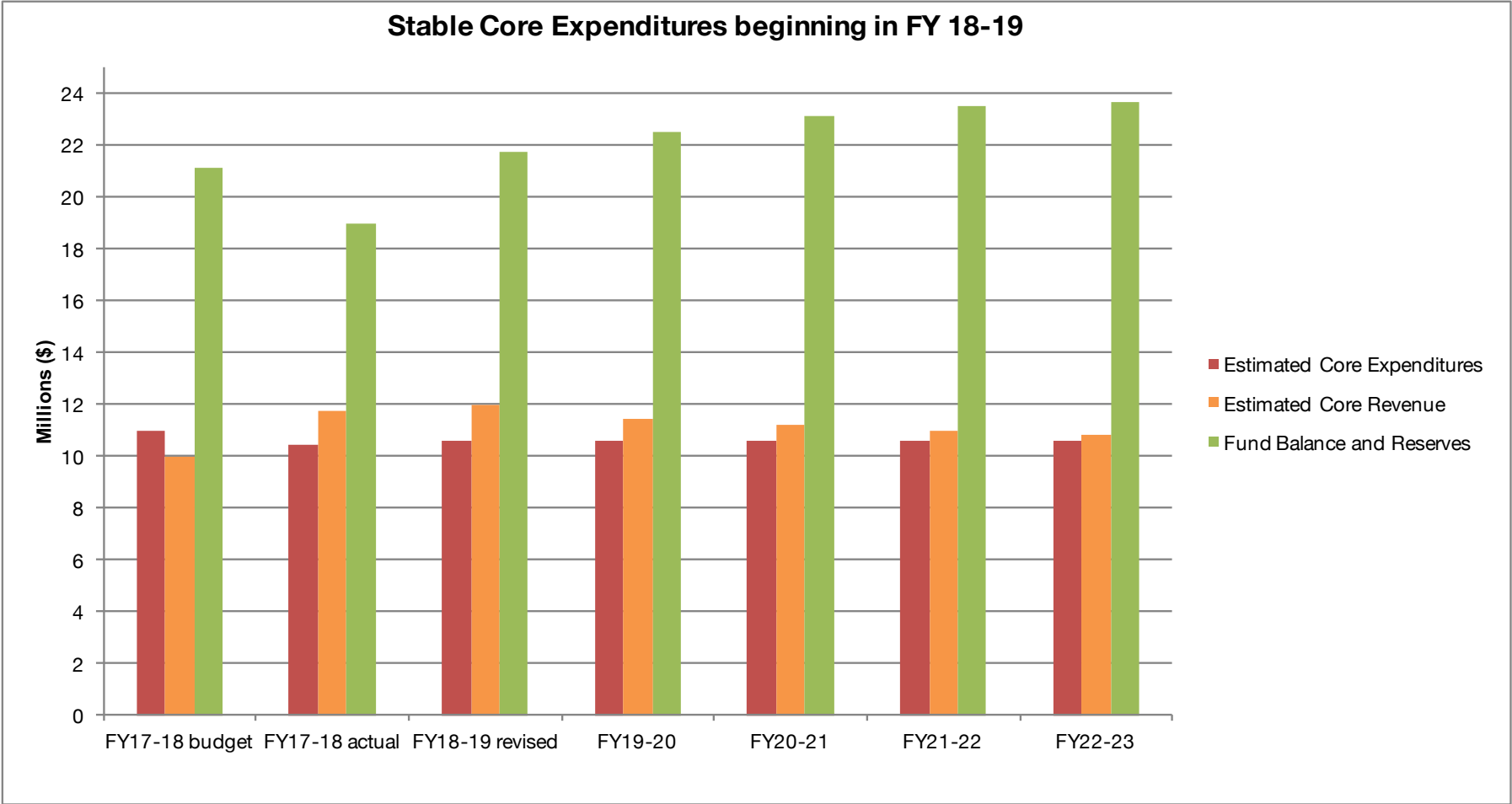
Attachment A2: Revised Multi-Year Forecast through FY 22-23

Attachment B: Disposal Trends in Alameda County

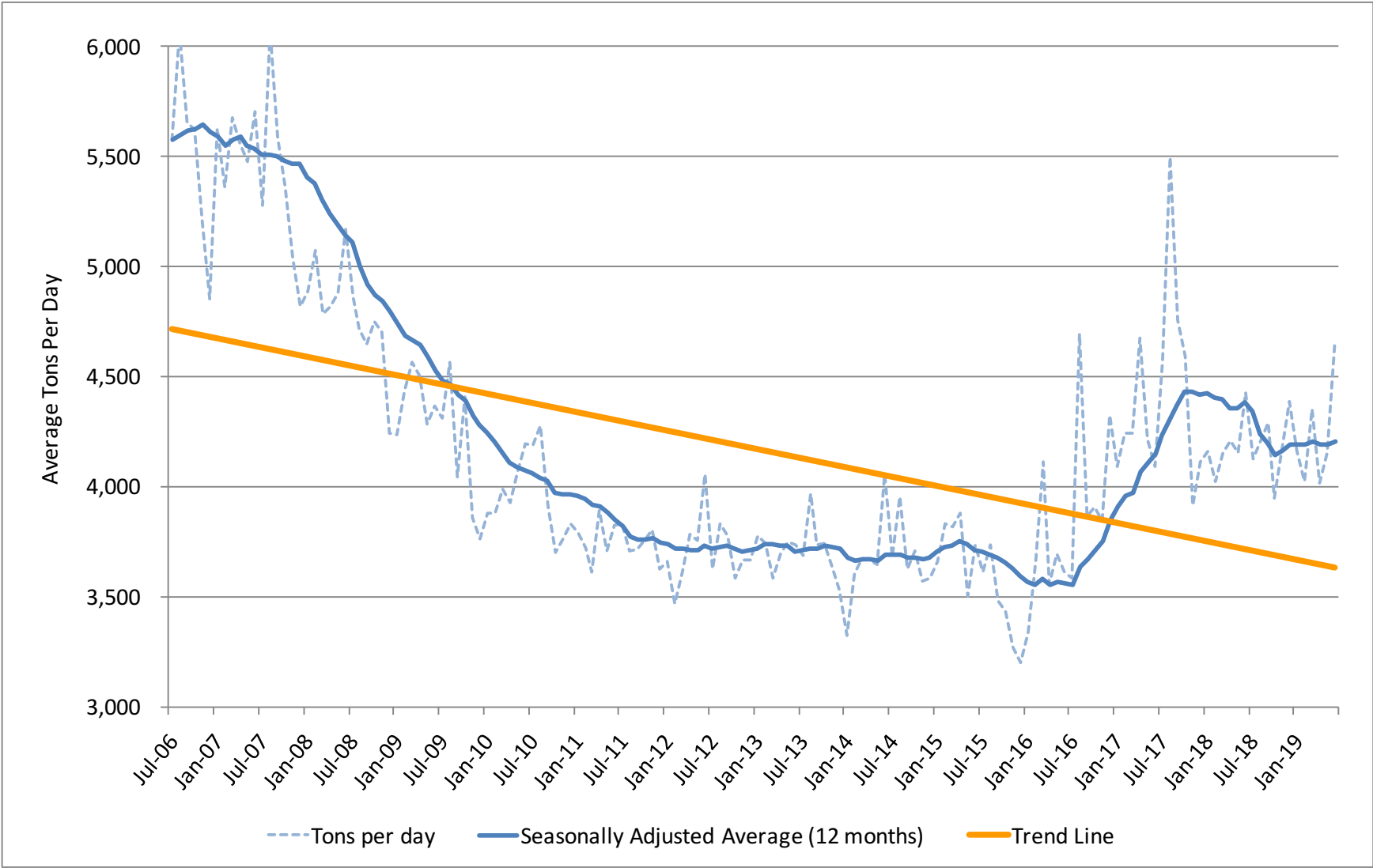
Attachment A1: Prior Year Multi-Year Forecast through FY 21-22



Attachment A2: Revised Multi-Year Forecast through FY 22-23



Attachment B: Disposal Trends in Alameda County



DATE: February 14, 2019

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

BY: Jeff Becerra, Communications Manager

SUBJECT: *RecycleWhere?* Search Tool Update

SUMMARY

RecycleWhere? is an online search tool that StopWaste provides to help residents and businesses understand how to properly recycle, reuse, or dispose of an item. The tool's development has been a shared project with San Francisco Environment, Contra Costa County and the City of Palo Alto. At the February 14 Programs and Administration Committee meeting, staff will provide an overview of *RecycleWhere?*'s use to date and our plans to update it moving forward.

DISCUSSION

RecycleWhere? replaced the agency's "Recycling Wizard" as an improved public-facing, online searchable database in 2012. The goal of *RecycleWhere?* is to reduce waste by providing accurate information about recycling, reuse, and proper disposal options for residents and businesses without regard to traditional municipal boundaries. The public can access the tool via the www.StopWaste.org home page, member agency websites, or directly at www.RecycleWhere.org.

Over the years, public inquires have shifted primarily from our phone based "hotline" to electronic self-service. *RecycleWhere?* processes approximately 65,000 searches a year, about a third of which are identified from Alameda County. This compares to approximately 150 phone and email requests we receive a month for help with proper disposal.

After six years in use, *RecycleWhere?* is in need of an update. At the February 14 meeting, staff will share what we've learned from its use, including top searched items, and benefits/drawbacks of a partnership approach. Staff will also discuss plans for replacing the tool, which will be available in online and app versions.

RECOMMENDATION

This item is for information only.