

Jerry Pentin, Chair
City of Pleasanton
Emily Duncan, Vice Chair
City of Union City
Nick Pilch, City of Albany
Keith Carson, County of Alameda
Susan Wengraf, City of Berkeley
Melissa Hernandez, City of Dublin
Dianne Martinez, City of Emeryville
Jenny Kassan, City of Fremont
Mike Hannon, City of Newark
Dan Kalb, City of Oakland
Shelia Young, Oro Loma Sanitary District
Tim Rood, City of Piedmont

Wendy Sommer, Executive Director

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

Thursday, June 11, 2020

9:00 A.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19.

This meeting will be entirely by teleconference. All Board members, staff, and the public will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public and staff who are not presenting an item may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 and using the webinar id 868 3332 2941
2. Using the [Zoom](#) website or App and entering meeting code 868 3332 2941

Board members and any other individuals scheduled to speak at the meeting will be sent a unique link via email to access the meeting as a panelist. All Board members MUST use their unique link to attend the meeting. During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than 5:00 p.m., Wednesday, June 10, 2020. The public may also comment during the meeting by sending an e-mail to publiccomment@stopwaste.org prior to the close of public comment on the item being addressed. Each e-mail will be read into the record for up to three minutes.

In accordance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

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 March 12, 2020 (Pat Cabrera)

5 4. Election of Chair and Vice Chair (Arliss Dunn)

Staff recommends that the Programs and Administration Committee elect a Chair and Vice Chair for the period July 1, 2020 – June 30, 2021.

7 5. Final Report: Grant Report on Compost Contamination Reduction Pilot (Meghan Starkey)

This item is for information only.

9 6. Municipal Panel: COVID-19 Impacts on Member Agencies (Meghan Starkey)

This item is for information only.

7. Member Comments

8. 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.

DRAFT

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

Thursday, March 12, 2020

9:00 A.M.

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

**Teleconference
510-891-6571 PW 1537**

**Tim Rood
The Shoal Hotel La Jolla Beach
6750 La Jolla Blvd
La Jolla, CA 92037**

**Melissa Hernandez
City of Dublin
100 Civic Plaza
Dublin, CA 94568**

**Susan Wengraf
1404 Le Roy Avenue
Berkeley, CA 94708**

Members Present:

City of Albany	Peter Maass (alternate)
City of Berkeley	Susan Wengraf (teleconference)
City of Dublin	Melissa Hernandez (teleconference)
City of Emeryville	Dianne Martinez
City of Fremont	Jenny Kassan
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Tim Rood (teleconference)
City of Pleasanton	Jerry Pentin, Chair
City of Union City	Emily Duncan

Absent:

County of Alameda	Keith Carson
City of Oakland	Dan Kalb

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Meghan Starkey, Senior Program Analyst

DRAFT

Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Jerry Pentin called the meeting to order at 9:00 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of February 13, 2020 (Pat Cabrera)

There were no public comments on this item. Board member Hannon made the motion to approve the draft minutes of February 13, 2020. Board member Young seconded and the motion carried 10-0. (Ayes: Duncan, Hannon, Hernandez, Kassan, Martinez, Pentin, Maass, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Carson, Kalb).

4. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only.

Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Fiscal-Forecast-03-12-20.pdf](#)

Board member Hannon requested that when staff presents the budget presentation to include any historical information on the amount of prior fees and added it is better to raise fees incrementally as opposed to one large fee increase. Board member Hannon inquired with regard to the fees on disposables if there is information that illustrates the percentage of materials that are going into the landfill due to the lack of a recyclable market. Ms. Cabrera stated that staff has been discussing the challenges in getting this information but we are looking into it. Board member Hannon inquired about the anticipated revenue as a result of pending litigation. Ms. Sommer stated that the estimate is approximately \$400,000 a year for the past three years. Board member Maass inquired if the revenue received from the cell towers on agency property is fixed. Ms. Cabrera stated the leases include annual increases. However, revenue from the wind power is built on a set formula. Board member Duncan asked for an overview of how tonnage fees are set. Ms. Cabrera stated that when facilities dispose of materials at landfills the agency is provided a report on those materials and we are paid accordingly. Board member Hannon inquired if the agency collects fees on solid waste because the rates allow the agency to collect a fee to support enforcement. Ms. Cabrera stated that we don't currently collect a separate enforcement fee but we could look into it if the need should arise.

There were no public comments on this item. Chair Pentin thanked Ms. Cabrera for her report.

5. Unfunded Liability Policy (Pat Cabrera)

That the P&A Committee discuss this item and recommend that the WMA adopt the requested changes as follows:

1. Approve as part of the FY20-21 budget an additional lump sum payment to CalPERS of approximately \$1.4M to pay its unfunded liability.
2. Adopt a funded* status goal of at least 95%.
3. Make additional annual payments towards the Agency's UAL, depending on funding availability, to achieve a 100% funded status by the beginning of FY 25-26 as per option 2 as outlined in the staff report.

*Memo stated unfunded which was a typographical error.

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Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Unfunded-Liability-Policy-03-12-20.pdf](#)

Board member Martinez stated that the City of Emeryville established a Section 115 Pension Trust and inquired if staff has evaluated this possibility. Ms. Cabrera stated yes, we have reviewed this information, however it pays a little less than our current approach, which also gives us more flexibility. She further stated that we already have a trust for the OPEB (Other Post Retirement Benefits) that is overfunded, which we can draw from to pay our retirees. Board member Hannon commended staff for an outstanding effort in this area. Chair Pentin stated that he was pleased to hear such positive information and commended staff for their efforts.

There were no public comments on this item. Board member Young made the motion to approve the staff recommendation. Board member Martinez seconded and the motion carried 10-0.

(Ayes: Duncan, Hannon, Hernandez, Kassan, Martinez, Pentin, Maass, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Carson, Kalb).

6. Countywide Element Update: Draft Document (Meghan Starkey)

Staff recommends that the Programs & Administration Committee review the attached draft Countywide Element and recommend to the WMA Board that it hold a public hearing at the March 25, 2020, meeting and introduce and waive the first reading of an ordinance to (1) repeal the existing Summary Plan and Siting Element of the Countywide Integrated Waste Management Plan (CoIWMP) referred to collectively as the "Countywide Element," (2) adopt a new Countywide Element that would update and replace the existing Countywide Element, and (3) provide that future amendments to the Countywide Element may be adopted by resolution, and also recommend that the WMA Board direct staff to place the ordinance on the calendar for adoption at the April 22, 2020, meeting.

Meghan Starkey provided an overview of the staff report. A link to the report is available here: [Countywide-Element-Update-03-12-20.pdf](#). Board member Kassan stated that she has a client that is a member of the Ellen G. McArthur CE100 program who mentioned that StopWaste is a participant. Board member Kassan stated that it is not mentioned in the CoIWMP document and inquired about our involvement with them. Ms. Sommer stated that we are a member and it is not highlighted in the document because it is project based. Staff would be happy to provide an overview of our involvement with them. Chair Pentin commented that the document does not mention that we are pursuing the foodware ordinance. Ms. Starkey stated that we are not codifying particular projects in the document but rather including them in the focus areas under Applicable Goals. Ms. Starkey added, the issue of disposable foodware is addressed on Page 35 of the staff report, Item #5: Aligning Public Interests and WMA Priorities.

Ms. Starkey provided a demonstration of a new interactive map that shows the flow of materials for Alameda County. A link to the map is available here: <http://www.stopwaste.org/materials-map>. Chair Pentin inquired if this is an automated system or would staff be required to manually update the data. Ms. Starkey stated that staff would be required to manually update the data. Board member Duncan inquired if the map is intended to assist the council in their efforts to manage their flow of materials. Ms. Starkey stated no. The map is intended to provide background information and to show the volume of materials that are flowing through a particular jurisdiction and to monitor progress. Chair

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Pentin inquired if the map will show the percentages of materials being recycled. Ms. Starkey stated that it can be included in the final version. Board member Hannon inquired if we knew of the percentages of facilities with less than 10% of residuals and the level of coordination between StopWaste and the environmental organizations that ensure that these agencies are coming in at less than 10%, and also, do we receive consistent updates from the LEA (Local Enforcement Agency). Ms. Sommer stated that we receive updates but we have to be proactive and look on the Solid Waste Information System (SWIS) to get the information. Ms. Starkey added the new state reporting system will require reporting from recycling centers as well. Board member Hannon inquired if we encourage facilities that are reaching capacity to work with local agencies on a transition plan. Ms. Starkey stated yes, that is required as a part of the permitting process. Chair Pentin inquired if we are anticipating and monitoring any decreases in tonnages. Ms. Starkey stated yes. Board member Martinez inquired if with respect to the conformance process if there were any changes in the public participation process. Ms. Starkey stated this is why we want to ensure that we are involved early on during the CEQA process.

Board member Martinez thanked staff for an excellent job in aligning the CoIWMP with our priority setting process and annual budgeting process. Chair Pentin thanked staff for a fantastic job and stated that the updated Countywide Element is very easy to read and a great refresher that shows a clear path. Board member Duncan stated that she concurs with the sentiments and added the update is useful as a how-to guide for incoming Board members.

There were no public comments on this item. Board member Duncan made the motion to approve the staff recommendation. Board member Hannon seconded and the motion carried 10-0.

(Ayes: Duncan, Hannon, Hernandez, Kassan, Martinez, Pentin, Maass, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Carson, Kalb).

7. Member Comments

Board member Martinez inquired if there is a plan for staff to work from home should the need arise due to COVID-19. Ms. Sommer stated yes, there is a plan for staff to work from home and additionally there will be an item at the upcoming WMA meeting to address revising the teleconferencing policy for Board meeting attendance. Ms. Cabrera added that she sent out links to the CDC, WHO, and county links and advised staff to stay home if they are feeling sick. We also have a very robust internal telecommuting policy, which was discussed at the recent All Staff meeting. Ms. Sommer announced that we will be recruiting for a Deputy Director and that she would email a copy of the brochure to the Board.

8. Adjournment

The meeting adjourned at 10:03 a.m.



DATE: June 11, 2020
TO: Programs & Administration Committee
FROM: Arliss Dunn, Clerk of the Board
SUBJECT: Election of Chair and Vice Chair

SUMMARY

Consistent with the WMA Board Rules of Procedure, the Chair and Vice Chair of the P&A Committee shall be elected at the regular meeting of the Committee in the month of June of each year.

DISCUSSION

According to Section 5-4 of the WMA Rules of Procedure: “The officers of the P&A Committee shall be a Chair and Vice Chair who shall serve until the elections of their successors. Beginning in June 2018 the Chair and Vice Chair shall be elected at the regular meeting of the Committee in the month of June of each year. They shall be elected by a majority of the total authorized vote of the Committee and shall serve from July 1 through June 30 of the following year. Beginning July 1, 2018 no member may serve more than one term in the same leadership position on the P&A Committee within a two-year time frame. This does not limit a person who has served in one office for a year serving in a different office the following year (e.g., the Vice Chair in one year serving as the Chair the next year).”

Board member Jerry Pentin currently serves as Chair of the P&A Committee. Board member Emily Duncan currently serves as Vice Chair. Consistent with the practice employed by the Authority Board, the Committee may choose to appoint Board member Duncan to serve as Chair for a year, beginning July 1. The Committee should also elect a new Vice Chair.

RECOMMENDATION

Staff recommends that the Programs and Administration Committee elect a Chair and Vice Chair for the period July 1, 2020 – June 30, 2021.

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DATE: June 11, 2020

TO: Planning Committee/Recycling Board
Programs and Administration Committee

FROM: Meghan Starkey, Senior Management Analyst

SUBJECT: Final Report: Grant Report on Compost Contamination Reduction Pilot

SUMMARY

In 2018, the Bay Area Air Quality Management, through its Climate Protection Grants Program, awarded \$263,000 to the WMA for a compost contamination reduction pilot project. This project undertook a full scale, technological approach to identifying and reducing contamination in the City of Livermore's commercial organics collection program. The grant was a public/private partnership between the WMA, the City of Livermore, Livermore Sanitation Incorporated, Compology, and Diversion Strategies. At the June meetings, staff will present the outcomes of the project and share lessons learned.

DISCUSSION

Commercial composters are dealing with increasing contamination due to poor sorting by the generators. Since diverting organics is a top priority for the agency, and the fact that even a small amount of contamination can undermine product quality and drive up costs, ongoing contamination poses a significant risk to the effectiveness and cost of organics diversion programs. Technology at the processing site is expensive and not effective enough to provide a long-term solution in and of itself. For these reasons, composting infrastructure and contamination is one of the issues identified in the recently adopted Countywide Integrated Waste Management Plan.

In 2018, Livermore's organics processors began rejecting all of Livermore's commercial loads, deeming contamination levels unacceptably high. In response, the partners undertook a comprehensive, year-long effort to reduce contamination by commercial organics customers in Livermore.

At the center of the project was the installation of cameras in the organics bins, with photos uploaded to the cloud three times daily. Each day, the customer service representative at Livermore Sanitation reviewed the photos, identified possible contamination, and followed up with the customer directly that same day. Contact was through phone calls, site visits, or texts, depending on the customer and the contents of the photo. In addition to positive actions, such as trainings,

Livermore Sanitation also implemented contamination fees. These fees were in addition to the usual WMA routine Mandatory Recycling Ordinance inspection program, which can include monetary fines.

The implementation of these elements was aligned in order to test the strength of different types and combinations of interventions. The year-long project included a weight based sampling study, with a baseline and four quarterly sampling events, and was supplemented by other analysis to determine overall effectiveness.

Full results will be presented at the meeting, with the key finding being that the project demonstrated – through statistically significant findings – that the approach is an effective means to reduce contamination.

RECOMMENDATION

This item is for information only.



DATE: June 11, 2020

TO: Planning Committee/Recycling Board
Programs and Administration Committee

FROM: Meghan Starkey, Senior Management Analyst

SUBJECT: Municipal Panel: COVID-19 Impacts on Member Agencies

SUMMARY

In June, the WMA Committees/Recycling Board will hear from a panel with representatives from three member agencies: Fremont, Livermore, and Oakland. These representatives will share the impacts that COVID-19 and the associated health orders have had on their cities, specifically on solid waste and recycling, as well as on environmental programs generally.

DISCUSSION

Each panelist will provide information on how their cities and service providers have handled:

- City staffing impacts, including schedules, locations, and assignments;
- Changes across the range of solid waste and recycling services, including reductions or suspensions, operational adjustments due to health guidelines, and revenue (to both service providers and the cities);
- Impacts on existing programs; and
- Other community impacts that have solid waste components, such as homeless encampment abatement, bulky pickups, and illegal dumping.

The summary matrix in Appendix A presents the impacts to these three member agencies in solid waste and recycling services. A matrix showing all member agency impacts will be shared at the meeting.

RECOMMENDATION

This item is for information only.

Appendix A: COVID Related Service Impacts

Appendix A: COVID Related Service Impacts

Service Type	Fremont	Livermore	Oakland
Residential Recycling Collection	Republic - no impact	No change	CWS - no impact
Residential Recycling Processing	BLT Enterprises suspended - March 30 - May 29	No change	CWS - no impact
Residential Organics Collection	Republic - no impact	No change	WMAC - no impact
Residential Organics Processing	Republic - no impact	No change	WMAC - no impact
Commercial Recycling Collection	Republic - no impact	No change	CWS, CiviCorps, WMAC - no impact
Commercial Recycling Processing	BLT Enterprises suspended - March 30 - May 18	No change	CWS & CiviCorps - no impact; WMAC landfilled material for ~6 wks, then resumed processing
Commercial Organics Collection	Republic - no impact	Disposal	WMAC - no impact
Commercial Organics Processing	Republic - no impact	n/a	WMAC landfilled material for ~6 wks, then resumed processing
Curbside Bulky Pickup	Republic- suspended March 30 - May 4	No change	WMAC suspended; replaced w/shelf-haul drop-off at Davis St.
Neighborhood Bulky Pickup	Not Applicable	No change	n/a
Illegal Dumping Cleanup	Increased reports of dumping - services continued using private contractor - Art Cuevas		WMAC suspended for ~6 wks, then resumed w/additional trucks
Notice of force majeure event	Yes - BLT Enterprises	Yes, received notification in March.	WMAC - yes; CWS - no
Excuse from performance	BLT request to suspend processing	Yes, requested in April: <ul style="list-style-type: none"> • Transfer one load per day of Residential Organics to a compost facility at the Altamont Landfill facility, as an alternate to the Approved Composting Site in Vernalis, CA. • Dispose of up to 1.5 tons of Commercial Organics per day at the Vasco Road Landfill, which are unsuitable for composting at the Altamont Landfill facility, as an alternate to the approved Composting Site in Vernalis CA. • Suspend Saturday commercial Solid Waste and Recycling Routes. • Reduce Customer Service Hours from 7:00 am to 5:00 pm to 8:00 am to 4:00 pm, Monday through Friday, and temporarily close its offices to the public. 	WMAC - yes; CWS - no

Request for additional revenues	BLT cost claim pending	No formal request, expected in FY22	WMAC - no; CWS - no
Request for SWF permit waivers	Not Applicable	No	WMAC - yes; CWS - yes
Impact on franchise fee / AB 939 fee payments	Fees down about 20% due to decline in volumes	Due to commercial revenue reductions, anticipated \$30,000 per month less in franchise fee payment	WMAC - no; CWS - no
Impact on customer service operations	Republic - long hold times for first two weeks due to staffing issues	Customer Service hours reduced, see above.	WMAC – Customer service operations down for ~2 wks in March