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 891 8582 5781
2. Using the Zoom website or App and entering meeting code 891 8582 5781

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 noon, Thursday, June 11, 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

I. CALL TO ORDER

II. ROLL CALL OF ATTENDANCE

III. ANNOUNCEMENTS BY PRESIDENT

IV. OPEN PUBLIC COMMENT
   An opportunity is provided for any member of the public wishing to speak on any
   matter within the jurisdiction of the Board, but not listed on the agenda. Each
   speaker is limited to three minutes.

V. CONSENT CALENDAR

Page

1  1. Approval of the Draft Joint WMA/EC & RB Minutes of May 27, 2020 (Jeff Becerra)

7  2. Board Attendance Record (Jeff Becerra)

9  3. Written Report of Ex Parte Communications (Jeff Becerra)

VI. REGULAR CALENDAR

11  1. Final Report: Grant Report on Compost Contamination Reduction Pilot
    (Meghan Starkey)
    This item is for information only.

13  2. Municipal Panel: COVID-19 Impacts on Member Agencies (Meghan Starkey)
    This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT
I. CALL TO ORDER
President Rood called the meeting to order at 3:00 p.m. Wendy Sommer explained the process that would be utilized during the meeting. A link to the process is available here: Virtual-Meetings-Instructions

II. ROLL CALL OF ATTENDANCE
WMA & EC
City of Alameda
Jim Oddie, WMA, EC, RB
City of Albany
Nick Pilch, WMA, EC
City of Berkeley
Susan Wengraf, WMA, EC
Castro Valley Sanitary District
Dave Sadoff, WMA, RB
City of Dublin
Melissa Hernandez, WMA, EC
City of Emeryville
Dianne Martinez, WMA, EC
City of Fremont
Jenny Kassan, WMA, EC
City of Livermore
Bob Carling, WMA, EC, RB
City of Hayward
Francisco Zermeño, WMA, EC, RB
City of Newark
Mike Hannon, WMA, EC
City of Oakland
Dan Kalb, WMA, EC
Oro Loma Sanitary District
Shelia Young, WMA
City of Piedmont
Tim Rood, WMA, EC, WMA President
City of Pleasanton
Jerry Pentin, WMA, EC
City of San Leandro
Deborah Cox, WMA, EC President, RB President
City of Union City
Emily Duncan, WMA, EC

ABSENT:
County of Alameda
Keith Carson, WMA, EC

RB
Recycling Programs
Jillian Buckholz, RB
Recycling Materials Processing Industry
Bernie Camara, RB
Environmental Organization
Darby Hoover, RB
Source Reduction Specialist
Laura McKaughan, RB
Solid Waste Industry Representative
Tianna Nourot, RB
Environmental Educator
Vacant

Staff Participating:
Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
III. **ANNOUNCEMENTS BY PRESIDENTS**
There were no announcements by the Presidents.

IV. **OPEN PUBLIC DISCUSSION FROM THE FLOOR**
There were no public comments on the remote call and no public comments were received via the public comments email portal.

V. **CONSENT CALENDAR**

1. **Approval of the Draft Joint WMA/EC Minutes of April 22, 2020 (Wendy Sommer) (WMA/EC & RB)**

2. **Recycling Board Attendance Record (Jeff Becerra) (RB only)**

3. **Written Report of Ex Parte Communications (Jeff Becerra) (RB only)**

4. **Grants Issued Under Executive Director Signature Authority (Wendy Sommer) (RB only)**

There were no public comments for the Consent Calendar.

Board member Hernandez made the motion to approve item 1 of the Consent Calendar. Board member Zermeño seconded and the motion carried:

WMA: 18-0. The Clerk called the roll:


RB: 10-0. The Clerk called the roll: (Ayes: Buckholz, Camara, Carling, Cox, Hoover, McKaughan, Oddie, Nourot, Sadoff, Zermeño. Nays: None. Abstained: None. Absent: None).

Board member Cox made the motion to approve items 2, 3 & 4 of the Consent Calendar for Recycling Board. Board member Zermeño seconded and the motion carried 10-0. The Clerk called the roll:
VI. REGULAR CALENDAR

1. FY 20-21 Budget Adoption (Wendy Sommer & Pat Cabrera) (WMA/EC & RB)
   That the WMA Board adopt the WMA FY 20-21 Budget Resolution (Attachment A), the Energy Council adopt the EC FY 20-21 Budget Resolution (Attachment B), and the Recycling Board adopt the RB FY 20-21 Budget Resolution (Attachment C).

Pat Cabrera provided an overview of the staff report. A link to the report is available here: FY20-21-WMA-EC-RB-Budget-Adoption.pdf

Board member Martinez expressed thanks to staff for a thoughtful and balanced budget and added it is a pleasure to serve on a board that is financially stable at this time. Board member Martinez commented that we have funds that are set aside for buses that provide school tours and inquired if we are able to redirect those funds to ensure that the schools are continuing to receive the educational benefits via virtual learning. Ms. Cabrera stated that the schools program staff is currently discussing how to continue to provide virtual educational services to teachers and staff is planning to include the issue as an agenda item on an upcoming board meeting. Board member Young inquired about the number of staff that are in the early steps of the salary scale and staff that are in the latter steps of the salary scale. Ms. Cabrera stated that when the salary scale was developed there were gaps between various positions and we implemented vacant salary ranges. If we were to develop positions that required filling those positions, staff would be placed in those vacant positions. There were no public comments on this item.

Board member Sadoff made the motion to adopt the FY 20-21 budget resolution for the WMA. Board member Oddie seconded and the motion carried 18-0. The Clerk called the roll:

Board member Hannon made the motion to adopt the FY 20-21 budget resolution for the EC. Board member Wengraf seconded and the motion carried 18-0. The Clerk called the roll:

Board member Carling made the motion to adopt the FY 20-21 budget resolution for the RB. Board member Buckholz seconded and the motion carried 10-0. The Clerk called the roll:
(Ayes: Buckholz, Camara, Carling, Cox, Hoover, McKaughan, Oddie, Nourot, Sadoff, Zermeño. Nays: None. Abstained: None. Absent: None).

2. CalRecycle Food Waste Prevention and Rescue Grant presentation (Cassie Bartholomew) (WMA only)
   This item is for information only.

Cassie Bartholomew, Annalisa Belliss, and Hugo Grégoire provided an overview and PowerPoint presentation of the CalRecycle Food Waste Prevention and Rescue program. A link to the staff report
and the presentation is available here: K-12-Smart-Cafeteria-Initiative-05-27-20.pdf

Board member Hannon inquired as to how the schools were selected to participate in the program and if the program continues, will staff be seeking other schools to participate. Ms. Bartholomew stated that the program existed prior to receiving the CalRecycle grant. Ms. Bartholomew stated that the Oakland Unified School District was the first district to implement these practices and we also had a prior relationship with the Livermore Unified School District. Due to the increase in GHG emissions, the grant did not allow us to purchase more refrigeration space for the surplus food donation programs at more school sites. Ms. Belliss added that we are currently working with other school districts with the Smart Cafeteria Initiative and used the CalRecycle program to develop best practices that can be shared with other school districts. Board member Hannon inquired about the hesitation in funding from CalRecycle for providing refrigeration at schools. Ms. Bartholomew stated that in the initial phase of the grant CalRecycle did provide some refrigeration infrastructure for the Oakland and Livermore school districts. Mr. Grégoire added the emphasis is on getting the food out in a sustainable way and working with Alameda County Deputy Sheriffs Activities’ League and their refrigerated trucks enable us to accomplish the pickups of the surplus food in a sustainable way. Board member Young inquired if there is a focus on the types of food that the students will eat. Ms. Belliss stated there have been opportunities to help manage the kitchen with regard to over ordering leading to large amounts of surplus food in the back of the kitchen at the end of lunch. Although students have the choice to select the items that they want, students have to follow nutrition standards for their school meals. The USDA requires students to take a least three meal components including ½ cup of fruit or vegetable and at least two other full components including grain and meat. If a student does not want all the items, this can lead to food being placed on the food share cart instead of being tossed. Board member Young inquired about the amount of food that other students take from the food tray. Ms. Belliss stated at one of our participating sites, students found that 226 hot entrees were taken from the food share cart in one week. Board member Sadoff inquired about the last day for in school services and inquired about the plans for utilizing the data that was collected. Mr. Grégoire stated that the last day for in-school services was March 17 but schools are continuing to provide food for students for breakfast, lunch and supper programs. Ms. Bartholomew stated that the data is helpful when trying to get schools involved in the program and staff is planning to do a topic brief on the program as well. Board member Oddie inquired if it is standard practice to have ice available in the carts to hold the milk. Mr. Grégoire stated that it is not standardized but it is preferable to have ice packs. Board member Pilch commented that this was a great report and an important way to show kids that food should not be wasted and can be shared with others. He added the economics are wrong as schools that are participating in the program should receive more funding and schools that are not should be penalized. There were no public comments on this item.

3. Legislative Update (Jeff Becerra) (WMA only)

This item is for information only.

Jeff Becerra provided an overview of the staff report and stated that Jason Schmelzer and Priscilla Quiroz, Agency Lobbyists, were available to answer any questions. A link to the staff report is available here: Legislative-Update-05-27-2020.pdf

Board Member Hannon requested that going forward if there are any anticipated financial impacts to local jurisdictions that staff would bring them to the Board’s attention in the upcoming legislative summary report. Mr. Becerra stated that with the big legislation coming forward, AB 1080/SB54, we are not expecting any costs to local jurisdictions as the mandate will be on producers. Board member Oddie commented that the state will be facing a $54 billion dollar deficit and requested that staff
provide any anticipated costs in the next legislative report. Mr. Becerra stated that there may be information on costs in the links to the bills in the staff report but staff can provide any costs in the next report. There were no public comments on this item.

4. **Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)**

(Planning Committee and Recycling Board meeting, June 11, 2020 at 4:00 pm. Location TBD)

There were no requests for an interim appointment.

VII. **MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Ms. Sommer announced that this month’s topic brief is on compost and stressed the importance of keeping our soil healthy by applying compost. A link to the topic brief is available here: [http://www.stopwaste.org/resource/building-healthy-soil-with-compost-may-2020](http://www.stopwaste.org/resource/building-healthy-soil-with-compost-may-2020). Ms. Sommer announced that the Board of Supervisors appointed Eric Havel to the Environmental Educator vacancy on the Recycling Board. Mr. Havel is currently the Senior Manager of Education at Chabot Space & Science Center and we are pleased to welcome him to the Board. Ms. Sommer announced that after conducting an extensive recruitment process that resulted in 27 candidates, we have offered the Deputy Director position to Timothy Burroughs and he has accepted. Mr. Burroughs will be leaving his position as the Director of Planning and Development for the City of Berkeley. We were very impressed with his experience in strategic planning, and in his role as Chief Resilience Officer he provided strategic direction for policies and programs and implemented innovative programs. We were also very impressed with his knowledge of our programs. We will introduce him at our next board meeting and he will come aboard in late July. Board member Wengraf commented that she had worked with Mr. Burroughs at the City of Berkeley for 13 years and expressed positive comments on his talent and skills and stated that the Board will be pleased to have him on staff.

Board member Young commended staff on the presentation for the Smart Kitchen Initiative and stated that it is an excellent idea to follow up with a topic brief, and asked that staff provide an email to the Board with a link to the videos. Ms. Sommer stated that staff will send an email to the Board and the links will be included in the minutes, available here: [K-12 School Food Share Videos](#). Board member Pilch requested to share the link to the schools celebration with the Albany School District. Board member Pilch thanked staff for providing a copy of the TAG (Technical Advisory Group) minutes as well as the UpStream guidelines on reusable products during the COVID-19 pandemic. Board member Pilch stated that we must speak against efforts to prevent the use of reusables at this time. Board member Sadoff asked for clarification on the guidelines for reusable bags as he thought that the bags were allowed in the store as long as they don’t touch anything in the store. Ms. Sommer stated that the bags are allowed in the stores but they must not touch any surfaces, although based on today’s weekly COVID-19 briefing held by the Alameda County Health Care Services Agency and the Office of Emergency Services, stores have the right to prevent the use of reusable bags. Ms. Sommer suggested that items can be placed back in the shopping cart and bagged by the customer outside of the store. Board Member McKaughan thanked staff for addressing this issue.

**ADJOURNMENT**

The meeting was adjourned at 4:16 p.m.
## 2020 - Alameda County Recycling Board Attendance

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Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X = Attended  A = Absent  I = Absent - Interim Appointed
DATE: June 11, 2020
TO: Recycling Board
FROM: Jeff Becerra, Communications Manager
SUBJECT: Written Reports of Ex Parte Communications

BACKGROUND

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board’s official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board’s official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

   Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board’s agenda, giving as much public notice as possible.

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.
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

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Fremont</th>
<th>Livermore</th>
<th>Oakland</th>
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<tbody>
<tr>
<td>Residential Recycling Collection</td>
<td>Republic - no impact</td>
<td>No change</td>
<td>CWS - no impact</td>
</tr>
<tr>
<td>Residential Recycling Processing</td>
<td>BLT Enterprises suspended - March 30 - May 29</td>
<td>No change</td>
<td>CWS - no impact</td>
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<tr>
<td>Residential Organics Collection</td>
<td>Republic - no impact</td>
<td>No change</td>
<td>WMAC - no impact</td>
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<tr>
<td>Residential Organics Processing</td>
<td>Republic - no impact</td>
<td>No change</td>
<td>WMAC - no impact</td>
</tr>
<tr>
<td>Commercial Recycling Collection</td>
<td>Republic - no impact</td>
<td>No change</td>
<td>CWS, CiviCorps, WMAC - no impact</td>
</tr>
<tr>
<td>Commercial Recycling Processing</td>
<td>BLT Enterprises suspended - March 30 - May 18</td>
<td>No change</td>
<td>CWS &amp; CiviCorps - no impact; WMAC landfilled material for ~6 wks, then resumed processing</td>
</tr>
<tr>
<td>Commercial Organics Collection</td>
<td>Republic - no impact</td>
<td>Disposal</td>
<td>WMAC - no impact</td>
</tr>
<tr>
<td>Commercial Organics Processing</td>
<td>Republic - no impact</td>
<td>n/a</td>
<td>WMAC landfilled material for ~6 wks, then resumed processing</td>
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<tr>
<td>Curbside Bulky Pickup</td>
<td>Republic - suspended March 30 - May 4</td>
<td>No change</td>
<td>WMAC suspended; replaced w/shelf-haul drop-off at Davis St.</td>
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<tr>
<td>Neighborhood Bulky Pickup</td>
<td>Not Applicable</td>
<td>No change</td>
<td>n/a</td>
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<tr>
<td>Illegal Dumping Cleanup</td>
<td>Increased reports of dumping - services continued using private contractor - Art Cuevas</td>
<td>WMAC suspended for ~6 wks, then resumed w/additional trucks</td>
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<tr>
<td>Notice of force majeure event</td>
<td>Yes - BLT Enterprises</td>
<td>Yes, received notification in March.</td>
<td>WMAC - yes; CWS - no</td>
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</table>
| Excuse from performance             | BLT request to suspend processing            | Yes, requested in April:  
  • 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 |