

Committee Members

Dave Sadoff, **Chairperson**
Castro Valley Sanitary District
Shelia Young, **Vice Chairperson**
Oro Loma Sanitary District
Keith Carson, County of Alameda
Jesse Arreguin, City of Berkeley
Don Biddle, City of Dublin
Al Mendall, City of Hayward
Bob Carling, City of Livermore
Mike Hannon, City of Newark
Dan Kalb, City of Oakland
Deborah Cox, City of San Leandro
Lorrin Ellis, City of Union City
Vacant, City of Fremont
Wendy Sommer, Executive Director

**REVISED
AGENDA**

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

Thursday, February 9, 2017

9:00 A.M.

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

**Teleconference
Lorrin Ellis
1260 Pacific St.
Union City, CA 94587
510-675-5621**

1. Convene Meeting

2. Public Comments

An opportunity 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.

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|----------|---|--------------------|
| 1 | 3. Approval of the Draft Minutes of January 12, 2017 (Pat Cabrera) | Action |
| 5 | 4. Waste Characterization 2017: Contractor Recommendation (Meghan Starkey)
Staff recommends that the Programs & Administration Committee recommend to the Authority Board to authorize the Executive Director to enter into a contract with SCS Engineers for a total of \$347,000. | Action |
| 7 | 5. Water Efficient Landscape Ordinance Update (Teresa Eade)
This item is for information only. | Information |
| | 6. Member Comments | Information |
| | 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.

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

Thursday, January 12, 2017

9:00 A.M.

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

Members Present:

Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Don Biddle
City of Hayward	Francisco Zermeno
City of Livermore	Bob Carling
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Shelia Young
City of San Leandro	Deborah Cox
City of Fremont	Vacant

Absent:

County of Alameda	Keith Carson
City of Berkeley	Jesse Arreguin
City of Union City	Lorin Ellis

Staff Present:

Pat Cabrera, Administrative Services Director
Wendy Sommer, Executive Director
Michelle Fay, Program Manager
Brian Mathews, Senior Program Manager
Kelly Schoonmaker, Program Manager
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Dave Sadoff called the meeting to order at 9:05 a.m. Executive Director Wendy Sommer announced that beginning January 2017, Pat Cabrera, Administrative Services Director would be the lead staff for the Programs & Administration (P&A) Committee and Tom Padia, Deputy Executive Director would be the lead staff for the Planning & Organization/Recycling Board (P&O/RB). Ms. Sommer stated that she would continue to be lead staff for the WMA/EC Board and would continue to be present at the committee meetings.

Ms. Sommer announced that staff would be releasing a flier to remind stores of the impending expanded reusable bag ordinance effective May 1, 2017. Staff will follow up again in March. The agency will be hiring

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an Associate that will be dedicated to providing assistance and additional outreach and support to the affected stores.

Michelle Fay, Program Manager, announced that the Annual Business Efficiency Awards will be held at the March 22, 2017 meeting of the WMA Board. This year the agency has ten nominations and staff is hoping to select five businesses from throughout the county. Ms. Fay added the call for nominations went out to member agency staff (TAC), haulers, StopWaste staff, contractors and partners. Board member Young requested that staff include the Board when sending out the call for nominations so the Board members can follow up with member agency staff. Ms. Fay stated that staff will include the Board next year.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of December 8, 2016 (Pat Cabrera)

Action

Board member Young made the motion to approve the draft minutes of December 8, 2016. Board member Hannon seconded and the motion was carried 7-0 (Ayes: Biddle, Carling, Cox, Hannon, Sadoff, Young, Zermeno. Nays: None. Abstain: None. Absent: Arreguin, Carson, Ellis, Kalb, Fremont vacant).

4. ACWMA Property Lease: Sprint, T-Mobile, AT&T (Brian Mathews)

Action

Staff recommends that the Programs and Administration Committee recommend that the Authority Board authorize the Executive Director to amend the Sprint electrical trench lease to reduce the rent by the terms described herein if and when new tenants sub-lease the electrical trench; and,

That the Programs and Administration Committee recommend that the Authority Board authorize the Executive Director to enter into a lease agreement based on the terms described herein to AT&T for use of the electrical trench operated by Sprint; and

That the Programs and Administration Committee recommend that the Authority Board authorize the Executive Director to enter into a lease agreement based on the terms described herein to T-Mobile for use of the electrical trench operated by Sprint.

Brian Mathews provided a summary of the staff report. The report is available here:

[ACWMA-Sprint-Property-Lease-memo-01-12-17.pdf](#)

Board member Hannon inquired if staff had looked at revenue models other than CPI. Mr. Mathews stated no, this item was put out to bid in 2015 and the terms of the contract were established at that time using CPI.

Board member Cox made the motion to approve the staff recommendation. Board member Biddle seconded and the motion carried 8-0 (Ayes: Biddle, Carling, Cox, Hannon, Kalb, Sadoff, Young, Zermeno. Nays: None. Abstain: None. Absent: Arreguin, Carson, Ellis, Fremont vacant).

5. ACWMA Property – Grazing License Amendment (Brian Mathews)

Action

Staff recommends that the Programs and Administration Committee recommend to the Authority Board to authorize the Executive Director to amend the Grazing License between the Authority and Joseph and Charlene Paulo to change the rent collection mechanism from “in-advance” rent payment to “in arrears” rent payment.

Brian Mathews provided a summary of the staff report. The report is available here:

[ACWMA-Grazing-License-Amendment-memo-01-12-17.pdf](#)

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Chair Sadoff inquired if the agency authored the range management plan and asked regarding the total staffing cost for the project. Mr. Mathews stated yes the agency authored the original plan in 2000 and the plan was revised in 2005. There is minimal staffing costs related to the project and the agency has a very good ranging tenant.

Board member Hannon made the motion to approve the staff recommendation. Board member Kalb seconded and the motion was carried 8-0 (Ayes: Biddle, Carling, Cox, Hannon, Kalb, Sadoff, Young, Zermeno. Nays: None. Abstain: None. Absent: Arreguin, Carson, Ellis, Fremont vacant).

6. Marin Carbon Project (Kelly Schoonmaker)

Information

This item is for information only

Kelly Schoonmaker presented a PowerPoint presentation of the Marin Carbon Project research and its implications for statewide compost markets.

A link to the presentation is available here: [Marin-Carbon-Project-01-12-17.pdf](#)

Additional links are provided for your information:

Marin Carbon Project: <https://www.marincarbonproject.org/>

Carbon Cycle Institute (this arm continues the research on carbon farming): <http://www.carboncycle.org/>

Healthy Soils Initiative (state funding for compost application): <https://www.cdfa.ca.gov/oefi/healthysouils/>

Chair Sadoff thanked Ms. Schoonmaker for an excellent presentation. Ms. Sommer added one of the reasons why she asked for the presentation is to highlight the connections of what we do and the importance of permitting a composting facility at Altamont, encouraging the composting of food scraps and increasing market development for compost. There is also the nexus between grazing on our property and the carbon project. Ms. Sommer added while we don't currently have a specific proposal to present at this time, we may in the future if there is funding available to do a pilot project on our property.

7. Member Comments

Board member Young inquired if it may be possible to arrange a tour of a couple of composting facilities and the agency property in the future. Ms. Schoonmaker stated that she arranges tours for staff of existing composting facilities and would extend the invitation to Board members as well.

8. Adjournment

The meeting adjourned at 10:10 a.m.

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DATE: February 9, 2017
TO: Programs & Administration Committee
FROM: Pat Cabrera, Administrative Services Director
BY: Meghan Starkey, Senior Program Manager
SUBJECT: Waste Characterization 2017: Contractor Recommendation

SUMMARY

As part of the FY16/17 Agency budget, the Waste Management Authority approved funding for a waste characterization study. This type of study identifies predominant materials in the current waste stream and changes over time, supporting the Board-adopted guiding principle of collecting data for the purpose of making informed decisions. The results will be used by StopWaste and member agencies to help refine programs and evaluate progress towards long-term goals. Staff issued an RFP in November, 2016, and is recommending selection of SCS Engineers to conduct the study for a total of \$347,000.

DISCUSSION

Similar to past studies, the 2017 Waste Characterization Study methodology will focus on physical sampling by hand-sorting and weighing materials, visual sampling to estimate material weight for loads not suitable for sorting and weighing, and additional data collection from haulers. As in previous studies, the 2017 study will break down the results in five generator sectors/delivery methods: single family, multifamily, commercial, roll-off and self-haul. The study period is calendar year 2017, with results available early 2018.

The last study was conducted in 2008 as a prelude to the 2009 strategic planning process. While the basic approach is similar, the study has been scoped with several modifications, which offer significant cost savings over previous studies.

- Results from the benchmark study will be used to estimate material quantities for the single family and multifamily sectors.
- The number of materials sampled will be cut in half, focusing primarily on the Agency's target materials (readily recyclable materials).
- The study will be conducted on a countywide basis only, rather than for each member agency.

The primary reasons for countywide level only are that the benchmark study provides more relevant data to the member agencies and that past studies have shown no significant statistical difference between the individual member agencies and the countywide results. Since sampling for an individual jurisdiction costs up to \$50,000 extra per jurisdiction, for the reasons outlined above, staff does not believe the extra work is warranted. Member agencies were offered the option to “add on” to this contract, so that if they wished a characterization study for their own jurisdiction, they could pay only for the cost of additional sampling, and get a study at a much lower cost than they could otherwise. However, member agency staff chose not to take advantage of this option, since they will be able to rely on countywide numbers and benchmark data, or conduct studies on their own.

An additional change is that the study will also sample post-processing residuals at Material Recovery Facilities (MRFs). As more Alameda County material is sent over processing lines, it is important to understand the composition of what is not recovered through these facilities.

Staff issued an RFP in November 2016. Three firms submitted proposals: SCS Engineers, Cascadia Consulting and Louis Berger. Cost proposals ranged from a low of \$297,500 (Cascadia) to a high of \$464,000 (Louis Berger). Staff evaluated all three proposals and interviewed proposers, and determined that SCS offered the best mix of responsiveness to the RFP, expertise, methodology and value.

RECOMMENDATION

Staff recommends that the Programs & Administration Committee recommend to the Authority Board to authorize the Executive Director to enter into a contract with SCS Engineers for a total of \$347,000.



DATE: February 9, 2017
TO: Programs & Administration Committee
FROM: Pat Cabrera, Administrative Services Director
BY: Teresa Eade, Senior Program Manager
SUBJECT: Water Efficient Landscape Ordinance Update

SUMMARY

The state mandates that local land-use agencies implement the model Water Efficient Landscape Ordinance (WELO) for new landscape construction that triggers a building permit. Recent updates to WELO include new requirements for compost and recycled mulch. At the February 9 Programs & Administration committee meeting, staff will present opportunities to leverage WELO implementation to expand local and recycled compost and mulch markets. Input from Board members will be used to set priorities for assisting member agencies with WELO implementation.

DISCUSSION

The WELO sets water budgets for new landscapes and requirements for irrigation, site soil conditions and more. A version of WELO has been in effect since 1990 and has been most recently updated by Executive Order of the Governor.

The newest version of this model ordinance has the lowest water budget to date, greatly restricting the use of lawn especially for decorative use. It now requires compost for certain applications and increased levels of mulch. For the first time the ordinance states that post-consumer recycled organic mulches shall take precedent over inorganic materials or virgin forest product mulches.

These new inclusions of compost and mulch have a great potential for increasing water savings, carbon sequestration and demand for recycled organic products. However, statewide WELO implementation has been uneven or poor. The state has tried to address this by now having WELO enforced and updated through the California Building Standards Commission and integrated into CALGreen code and by requiring annual reporting.

StopWaste staff has reached out to member agency staff to assess the need for WELO implementation help and have found that most would welcome additional support and tools. The

presentation will review benefits of the new organics requirements in WELO, the requirements and barriers to implementation and discuss potential solutions.

RECOMMENDATION

This item is for information only.