

**Planning Committee/Recycling Board Members**

Francisco Zermeño, **President**  
ACWMA

Laura McKaughan, **1<sup>st</sup> Vice President**  
Recycling Materials Processing Industry

Dan Kalb, **2<sup>nd</sup> Vice President**  
ACWMA

Bob Carling, ACWMA

Deborah Cox, ACWMA

Eric Havel, Environmental Educator

Darby Hoover, Environmental Organization

Chiman Lee, Recycling Programs

Dave Sadoff, ACWMA

Talia Wise, Solid Waste Industry Representative

Vacant, Source Reduction Specialist

Timothy Burroughs, Executive Director

**AGENDA**

**MEETING OF THE  
PLANNING COMMITTEE  
AND**

**ALAMEDA COUNTY RECYCLING BOARD**

**Thursday, May 12, 2022**

**6:00 P.M.**

**TELECONFERENCE MEETING**

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

This meeting will be held 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 recent amendments to the Ralph M. Brown Act suspending certain teleconference rules due to the ongoing state of emergency and state and local health officials recommendations to maintain social distancing. The purpose of these amendments 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 and using the webinar id 863 5317 7229
2. Using the [Zoom](#) website or App and entering meeting code 863 5317 7229

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, May 12, 2022. The public may also comment during the meeting by sending an e-mail to [publiccomment@stopwaste.org](mailto: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 recent amendments to the Ralph M. Brown Act, 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.

### Page V. CONSENT CALENDAR

1 1. Approval of the Draft Joint WMA, EC & RB Minutes of April 27, 2022

5 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361  
Adopt Resolution #RB 2022-06.

9 3. Board Attendance Record

11 4. Written Report of Ex Parte Communication

### VI. REGULAR CALENDAR

13 1. Proposed FY 2022-23 Budget (Timothy Burroughs & Pat Cabrera)  
That the Recycling Board hold a public hearing and adopt the RB FY 22-23 Budget Resolution (Attachment A).

15 2. *Re:Source* Update and Campaign Launch (Robin Plutchok)  
This item is for information only.

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

### VIII. ADJOURNMENT – to June 9, 2022 at 4:00 p.m.

**DRAFT**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA)  
BOARD,  
THE ENERGY COUNCIL (EC),  
AND  
SOURCE REDUCTION AND RECYCLING BOARD (RB)  
Wednesday, April 27, 2022  
3:00 P.M.  
TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Young called the meeting to order at 3:01 p.m. Timothy Burroughs 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 & RB**

County of Alameda	David Haubert, WMA, EC
City of Alameda	Trish Herrera Spencer, WMA, EC
City of Albany	Rochelle Nason, WMA, EC (alternate)
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 Hayward	Francisco Zermeño, WMA, EC, RB (RB President)
City of Livermore	Bob Carling, WMA, EC, RB
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB (EC President)
Oro Loma Sanitary District	Shelia Young, WMA (President)
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of San Leandro	Deborah Cox, WMA, EC, RB
City of Union City	Jaime Patiño, WMA, EC
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB
Recycling Materials Processing Industry	Laura McKaughan, RB
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Talia Wise, RB
Source Reduction Specialist	Vacant, RB

**Staff Participating**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Arless Dunn, Clerk of the Board  
Adrienne Ramirez, Assistant Clerk of the Board  
Richard Taylor, WMA Legal Counsel  
Andrew Massey, Deputy County Counsel

### III. ANNOUNCEMENTS BY PRESIDENTS

WMA Board President announced that she is forming a team to conduct the annual Executive Director evaluation and that the WMA Board would meet in closed session in May to review and discuss the evaluation. She welcomed Board members to ask any questions about the process or timeline.

### 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 WMA & EC Minutes of March 23, 2022 (WMA & EC only)**
2. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (WMA only)**  
Adopt Resolution WMA# 2022-05.
3. **Revisions to the Agency's Purchasing Policy (WMA only)**  
That the WMA Board approve the revised purchasing policy resolution as recommended by the P&A Committee.
4. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (EC only)**  
Adopt Resolution EC# 2022-05.
5. **Approval of the Draft PC/RB Minutes of March 10, 2022 (RB only)**
6. **Recycling Board Attendance Record (RB only)**
7. **Written Report of Ex Parte Communications (RB only)**
8. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (RB only)**  
Adopt Resolution RB# 2022-05.

There were no public comments for the Consent Calendar. Board member Hannon moved approval of Items 1-4 of the Consent Calendar for the WMA & EC and Board member Haubert seconded. The motion carried 20-0 (WMA) and 20-0 (EC): The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Kalb, Kassan, Martinez, Nason, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None)

Board member McKaughan moved approval of Items 5-8 of the Consent Calendar for the Recycling Board and Board member Carling seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Wise, Zermeño. Nays: None. Abstained: None. Absent: None)

## VI. REGULAR CALENDAR

### 1. FY 22-23 Budget presentation (Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)

This item is for information only.

Timothy Burroughs and Pat Cabrera presented an overview of the FY 2022-2023 budget. A link to the staff report and presentation is available here: [FY-2022-2023-Budget-Presentation.pdf](#)

Mr. Burroughs stated that the proposed FY 22-23 budget reflects the Aims and Guiding Principles adopted by the Board in 2020. Our Aims influence how we work and inform our long-term direction and strategy. Mr. Burroughs thanked the Board for their visionary leadership and partnership, and thanked staff for their passion, expertise, and commitment. Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs.

Additional time was provided to Board members for discussion and to ask clarifying questions. An audio link to the discussion is available here: [Proposed-FY-22-23 Budget-Discussion](#)

Board member Zermeño stated that he was pleased to see that the budget increases funding for the grants program and asked that in addition to the schools program, that staff consider exploring other projects to increase participation among the youth population, such as a tree planting program in Alameda County. Mr. Burroughs stated staff has discussed this issue with the TAC (Technical Advisory Committee) and the TAG (Technical Advisory Group) about an urban forestry project and is happy to have further discussion with the Board.

Board member Kalb stated that he is looking forward to seeing a model ordinance to reduce single use food ware and is hopeful that the ordinance would be implemented countywide.

Board member Sadoff inquired regarding the surplus in the HHW (Household Hazardous Waste) program budget. Ms. Cabrera stated that the surplus was factored into the analysis of the HHW program, which concluded that the fee per residential unit could be reduced to \$6.64 for five years, which included drawing on the fund balance as needed. In 2024 another analysis of the fee will be conducted to determine if the fee can remain at \$6.64 for the next five years or be adjusted downward or upward, not to exceed \$9.54. Board member Hannon inquired if staff was considering reallocating funds from the pension fund reserve since it is funded at 106%. Ms. Cabrera stated that the pension fund reserve is discretionary and can be used elsewhere if needed.

There were no changes or revisions to the budget. There were no public comments on this item. The Board expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation. President Young thanked staff for the presentation.

### 2. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliiss Dunn) (WMA only)

(Planning Committee and Recycling Board meeting on May 12, 2022 at 6:00 p.m. The meeting will be held via teleconference)

Board member Kalb requested an interim appointment for the meeting and President Young volunteered to attend as the interim appointment. Board member Kalb moved approval of the interim

appointment and Board member Sadoff seconded. The motion carried 19-0. The Clerk called the roll: (Ayes: Balch, Carling, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Nason, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Cavanaugh)

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

Mr. Burroughs announced that the upcoming topic brief will highlight food recovery and donation requirements for SB 1383. Mr. Burroughs also informed the Board that the school program has returned to offering tours and in-person events at the Davis Street Education Center, while also continuing to maintain a hybrid approach.

President Young inquired if was there a topic brief on the Re:Source app. Mr. Becerra stated that staff will provide an update at the May meetings.

Board member Wise inquired if a city is required to report on food recovery for their SB 1383 milestones, how do they capture independent food recovery efforts outside of their city purview? Ms. Bartholomew responded that we are working on a portal for food recovery organizations to report total pounds of food recovered to StopWaste and will share that information with our member agencies/jurisdictions to include in their reporting to CalRecycle.

Board member Hannon announced that the City of Newark will host a ribbon cutting ceremony in celebration of the new Newark Civic Center on May 14 from 11AM – 3PM. He will provide the information to the Board Clerk to distribute. All are welcome to attend. The project came in on time and under budget.

**VIII. ADJOURNMENT – to WMA & EC Meeting – May 25, 2022 at 3:00 P.M.  
PC & RB Meeting – May 12, 2022 at 6:00 P.M.**

The meeting adjourned at 4:26 p.m.



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**DATE:** May 12, 2022

**TO:** Recycling Board

**FROM:** Timothy Burroughs, Executive Director

**SUBJECT:** Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

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## **SUMMARY**

On September 16, 2021, the Governor signed into law as an urgency measure, AB 361 (Rivas), which allows local legislative bodies to continue to meet by teleconference in order to promote public health and safety, subject to certain conditions, which must be reconsidered every 30 days. At its May 12, 2022, meeting, the Recycling Board will consider a resolution to approve and direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed.

## **DISCUSSION**

In light of the continued state of emergency declared by the Governor related to COVID-19, state and local officials have imposed or recommended measures to promote social distancing. This direction from state and local health officials is based on the increased safety protection that social distancing provides as one method to reduce the risk of COVID-19 transmission.

The state of emergency and associated direction from state and local health officials to promote social distancing continues to impact the ability for the Recycling Board to meet safely in person. The direction from public health officials that informs the findings in the attached resolution has not changed. Therefore, staff recommends that the Recycling Board approve the attached resolution to direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed. The Recycling Board will need to revisit the need to conduct meetings remotely at least every 30 days following adoption of the attached resolution.

## **RECOMMENDATION**

Adopt resolution #RB 2022-06.

Attachment: Alameda County Recycling Board Resolution #RB 2022-06

**ALAMEDA COUNTY RECYCLING BOARD  
RESOLUTION #RB 2022-06**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD May 12, 2022**

**WHEREAS**, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

**WHEREAS**, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

**WHEREAS**, the Recycling Board has considered the current state of health guidance related to public meetings in Alameda County and finds it necessary to continue with remote meetings to promote public health and safety.

**NOW THEREFORE BE IT RESOLVED**, that the Recycling Board approves and directs the continued use of teleconferencing for its public meetings based on the following findings required by Government Code Section 54953(e), as amended by AB 361:

- The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
- State and local officials have imposed or recommended measures to promote social distancing. For example, on September 23 the Alameda County Health Care Services Agency Director recommended social distancing at all meetings of the Board of Supervisors and its committees. This recommendation is consistent with the Division of Occupational Safety and Health of California's (Cal/OSHA) Emergency Temporary Standards, which require employers to train and instruct employees that the use of social distancing helps combat the spread of COVID-19 (8 Cal. Code Regs. 3205(c)(5)(D).).
- The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the Recycling Board's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
- The Board anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Board meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains in effect and the Board desires to continue remote public meetings.



**BE IT FURTHER RESOLVED, that:**

1. Recycling Board meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, to better ensure the health and safety of the public.
2. The Recycling Board will reconsider the circumstances of the state of emergency and the need to conduct meetings remotely at least every 30 days following adoption of this resolution.
3. If the Board determines the need still exists at each 30-day mark, the determination will be ratified by a vote of the Board documented in the minutes of that meeting.

**Passed and adopted this 12<sup>th</sup> day of May 2022 by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Arliss Dunn, Clerk of the Board**

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## 2022 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
B. Carling	X	X	X	X								
D. Cox	X	X	X	X								
E. Havel	X	X	X	X								
D. Hoover	X	X	X	X								
C. Lee	X	A	X	X								
D. Kalb	X	X	X	X								
L. McKaughan	X	X	A	X								
D. Sadoff	X	A	X	X								
T. Wise	X	X	X	X								
F. Zermeño	X	X	X	X								
M. Zimbalist	X											
Vacant-Source Reduction Specialist												
INTERIM APPOINTEES												

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

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**DATE:** May 12, 2022  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

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**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.

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**DATE:** May 12, 2022

**TO:** Recycling Board

**FROM:** Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director

**SUBJECT:** FY 22-23 Budget Adoption

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### **SUMMARY**

At its May 12, 2022, meeting, staff will recommend that the Recycling Board adopt its FY 2022-23 budget.

### **DISCUSSION**

The proposed budget for FY 2022-23 was presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 27, 2022. The staff memo and PowerPoint presentation from the April 27 combined board meeting is available at [FY-22-23-Budget-Presentation.pdf](#)

The presentation at the April 27 meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 22-23 budget totals approximately \$36.0 million, with the following breakdown:

- Recycling Board: \$ 12,770,652
- WMA: \$ 14,482,393
- Energy Council: \$ 8,784,435

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency's discretionary budget is approximately \$13.2 million, funded by core revenue (\$11.4 million) and fund balance (\$1.8 million, mainly for one-time expenses). The recent fund balance and reserve analysis concluded that the Agency could draw on its fund balance in FY 22-23 and still maintain an appropriate contingency. The Agency's FY 22-23 contingency, which includes both core fund balances and reserves, is projected to total \$24.5 million. As such, we continue to meet our financial goals as well as our operational objectives through prudent spending, a team of resourceful and resilient staff, and the ongoing support of our Boards.

### **RECOMMENDATION**

That the Recycling Board hold a public hearing and adopt the RB FY 22-23 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution

Attachment B: Link to Annual Budget – [FY-22-23-Annual-Budget](#)

**ATTACHMENT A**

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
RESOLUTION #RB 2022-07**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD May 12, 2022  
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2022-23 BUDGET**

**WHEREAS**, a preliminary budget for Fiscal Year 2022-23 has been developed that incorporates programs and projects based on Board-adopted guiding principles and consistent with the Countywide Integrated Waste Management Plan and Recycling Plan; and,

**WHEREAS**, this budget was presented to the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council at the meeting held on April 27, 2022 for review and comment; and,

**WHEREAS**, legal notice of the public hearing on the budget has been provided, and the matter scheduled on the May 12, 2022 Recycling Board agenda for adoption.

**NOW THEREFORE, BE IT RESOLVED** that the Alameda County Source Reduction and Recycling Board hereby:

Adopts the Recycling Board's portion of the Fiscal Year 2022-2023 Budget with expenditures totaling \$12,770,652 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2022.

**Passed and adopted this 12th day of May 2022 by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Arliss Dunn, Clerk of the Board



**DATE:** May 12, 2022

**TO:** Planning Committee/Recycling Board

**FROM:** Robin Plutchok, Program Manager

**SUBJECT:** *RE:Source* update and campaign launch

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## SUMMARY

In April 2020, StopWaste's new online search guide *RE:Source* was unveiled at the WMA meeting, in celebration of the 50<sup>th</sup> Anniversary of Earth Day. The *RE:Source* guide was developed in-house with features focused on the needs of Alameda County. At the May 12 Planning Committee/Recycling Board meeting, staff will share *RE:Source*'s many recent updates and enhancements that support Member Agency programs, and a preview of the upcoming advertising campaign.

## DISCUSSION

StopWaste strives to provide a high level of customer service and interaction with residents, businesses and schools in Alameda County. This includes serving as a resource to community members to make it easy to access information on proper disposal of items and to maximize the benefits of compost, reuse, repair and recycling while minimizing contamination from items going in the wrong bin.

*RE:Source* is built with the current industry standard of "agility" and with our in-house staff we are able to quickly update the tool and data. Since its launch, *RE:Source* has undergone continual improvements in functionality and results, including:

- Updating curbside services information for all Alameda County jurisdictions
- Continual updating of the nearly 3000 service vendors
- Integrating jurisdictional curbside data and vendors from former *RecycleWhere?* partners City of Palo Alto and Contra Costa County
- Creating messaging guide for Member Agencies to integrate the tool onto jurisdiction websites and promote in newsletters and communications
- Compiling and integrating list of [Food Recovery Organizations and Services](#) to meet SB1383 requirements
- Integrating information on illegal dumping reporting as part of curbside services
- Partnering with California Product Stewardship Council (CPSC) to update textile services vendors and add information (in progress)
- Doubling monthly users, sessions and pageviews in the past year

- Creating additional Materials Fact Sheets and tools for external and internal use

This May, StopWaste is launching a targeted data-driven media advertising campaign to promote the *RE:Source* guide and app. At the May 12 meeting, staff will provide an overview of the ad campaign and recent enhancements to *RE:Source*. Staff will also provide sample social media and e-newsletter content to help Board Members promote the *RE:Source* guide in your communities.

#### **RECOMMENDATION**

This item is for information only.