

Committee Members

Dave Sadoff, **Chair**
Castro Valley Sanitary District
Shelia Young, **Vice Chair**
Oro Loma Sanitary District
Keith Carson, County of Alameda
Kriss Worthington, 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
Jerry Pentin, City of Pleasanton
Deborah Cox, City of San Leandro
Lorrin Ellis, City of Union City
Wendy Sommer, Executive Director

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

Thursday, June 14, 2018

9:00 A.M.

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

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.

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1 3. Approval of the Draft Minutes of the May 10, 2018 meeting (Pat Cabrera)

5 4. Circular Economy Principles for Materials Management (Miya Kitahara)
This item is for information only.

9 5. Election of Chair and Vice Chair (Wendy Sommer)
Staff recommends that the Programs and Administration Committee elect a Chair and Vice Chair for the July 2018 – June 2019 term.

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.

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

Thursday, May 10, 2018

9:00 A.M.

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

Members Present:

County of Alameda	Keith Carson
City of Berkeley	Kriss Worthington
Castro Valley Sanitary District	Dave Sadoff
City of Livermore	Bob Carling
City of Oakland	Dan Kalb
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Pleasanton	Jerry Pentin
City of San Leandro	Deborah Cox
City of Union City	Lorin Ellis

Absent:

City of Dublin	Melissa Hernandez
City of Fremont	Vinnie Bacon

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Tom Padia, Deputy Executive Director
Justin Lehrer, Senior Program Manager
Cassie Bartholomew, Program Manager
Kelly Schoonmaker, Program Manager
Arless Dunn, Clerk of the Board

Others Participating:

Lakshmi Gunanayagam, Program Manager, ReScape California

1. Convene Meeting

Chair Dave Sadoff called the meeting to order at 9:05 a.m.

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2. Public Comments

There were none. Chair Sadoff welcomed Council member Kriss Worthington as the new representative for the City of Berkeley.

3. Approval of the Draft Minutes of April 12, 2018 (Pat Cabrera)

Board member Pentin made the motion to approve the draft minutes of April 12, 2018. Board member Hannon seconded and the motion carried 7-0 (Ayes: Carling, Cox, Hannon, Pentin, Sadoff, Worthington, Young. Nays: None. Abstain: None. Absent: Bacon, Carson, Ellis, Hernandez, Kalb).

4. Agency Goals and Indicators Update (Justin Lehrer)

This item is for information only.

Justin Lehrer provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and the presentation is available here:

[Agency-Goals-Indicators-Update-05-10-18.pdf](#)

Board member Pentin inquired if Amazon will be affected by the “How2Recycle” label. Mr. Lehrer stated that the air pillows that Amazon uses as inserts for packaging include the “How2Recycle” label. We are also working with Amazon on life cycle analysis in helping them to compare the cardboard box with several different shipping options, including recycled paper envelopes, recycled content plastic envelopes, and a bio-based plastic envelope, to help them understand the different impacts. We discovered that the plastic envelope performed better than the recycled content box because it is a lighter weight and it reduces emissions. It also includes the ‘How2Recycle’ label.

Chair Sadoff inquired about the term “cradle to cradle.” Mr. Lehrer stated that the concept refers to keeping all materials in the cycle from beginning to beginning again as a new product using recycled content. Board member Pentin inquired with respect to reporting if it is a matter of compliance that the cities use Green Halo. Mr. Lehrer stated no, using Green Halo is voluntary. Mr. Padia added the City of Pleasanton requires that all contractors use Green Halo.

Board member Hannon commented that as we see the recycling market diminishing for many of our recyclables, as we measure our goal of less than 10% of recyclables in the garbage, we should also focus on reducing contamination by less garbage in the recycling. Chair Sadoff requested an overview of the “All In” Food Waste Prevention program. Mr. Lehrer stated that the program is in the early stages and is a collaborative effort between the County Supervisors office, the County Sheriff’s department, StopWaste and other organizations to develop a more robust food recovery sector. Cassie Bartholomew added the movement that we are seeing with the recovery of prepared food includes a need to develop food hubs to recover perishable food. The “All In” program is partnering with the County Sheriff’s department and they have a warehouse with a potential food prep facility that could receive the food, re-package and redistribute it out to organizations. There’s also a program in Berkeley called the Berkeley Food Recovery Network that is also looking to establish a food hub to do the same tasks. Board member Carson added Supervisor Chan’s initiative is comprehensive throughout the county and is establishing a major food hub with [Dig Deep Farms](#), located in the Ashland and Cherryland communities of unincorporated Alameda County. In partnership with the Alameda County Sheriff’s Office, Dig Deep Farms is already growing and distributing food and educating children about the maximum use of recycling and reuse as well as

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how to take food and redistribute it to individuals that don't have access to food. Supervisor Chan has contributed her own resources to funding the infrastructure and staffing for the program.

Chair Sadoff thanked Mr. Lehrer for his presentation.

5. Bay-Friendly Rated Landscape Update (Kelly Schoonmaker)

This item is for information only.

Kelly Schoonmaker provided a brief overview of the staff report and introduced Lakshmi Gunanayagam, Program Manager at ReScape California, and Milena Fiore: Executive Director of ReScape California. Ms. Schoonmaker distributed a list of the Bay-Friendly landscapes throughout Alameda County and other locations. Ms. Gunanayagam presented an overview of the Rated Landscape program. A link to the staff report and the presentation is available here:

[Rated-Landscapes-Presentation-05-10-18.pdf](#)

Board member Pentin inquired if the program includes residential. Ms. Gunanayagam replied that the program includes multi-family residential but not single family residences. However, the Bay Friendly Scorecard as well as other resources are applicable to any landscape and is a great checklist for any project planner to introduce Bay-Friendly practices into their landscape project. Wendy Sommer recognized Teresa Eade as the founder of the Bay-Friendly rated program.

6. Member Comments

Board member Young announced that the Oro Loma Sanitary District held their annual open house on May 5. They no longer do the calendar but now included an activity that invited students to write a one word sentence on "How do I Recycle." There were 34 schools represented and nearly 3,000 entries with presentations every hour. The event also included tours of the facility and over 700 people attended the event. Board member Young extended a tour of the facility to the Committee. Board member Cox commented that a neighbor and commuter on BART extolled the services of StopWaste and she was pleased to hear that our services are benefitting the public.

7. Adjournment

The meeting adjourned at 9:40 a.m.

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DATE: June 14, 2018
TO: Programs & Administration Committee
FROM: Pat Cabrera, Administrative Services Director
BY: Miya Kitahara, Program Manager
SUBJECT: Circular economy principles for materials management

SUMMARY

At its May 23, 2018 meeting, the WMA Board adopted a process and timeline for its fall Priority Setting, which will update guiding principles to inform the Agency's focus, work plan and budget for the next two years. This report and presentation on Circular Economy Principles are the first in a series of presentations to provide context and background for a thoughtful decision-making process.

DISCUSSION

In its 2016-2018 priorities, the Board adopted a guiding principle that *StopWaste's non-mandatory projects will emphasize waste prevention over management of discards*. Based on this direction, the Agency shifted its focus more towards waste prevention, which addresses reducing and reusing materials as well as decisions made farther "upstream" in the supply chain to redesign products and systems to maximize material efficiency and recovery. This direction toward a deeper waste reduction is captured by the concept of a circular economy.

Circular Economy

Recent trends indicate a readiness in the market and industry for innovative solutions that focus on strategies higher on the material management hierarchy with product redesign, reduction, reuse and repair. These strategies increase the economic utility and productivity of materials consumed.

In the traditional waste management system, materials move through a take-make-dispose linear model where they are manufactured from raw resources, consumed and ultimately, sent to landfill. A circular economy aims to eliminate waste and "close the loop," not only by addressing what is done with materials coming out of the economy, but by influencing materials throughout their lifecycles.

Guiding principles that govern the circular economy framework include:

1. Design out waste and pollution.
2. Keep products, components, and materials at their highest value and in use.
3. Regenerate natural systems.

Circular economy principles are not all new concepts, but they are receiving renewed attention from the business community and other government entities. For example, Oregon's Department of Environmental Quality (ORDEQ) found that despite their great strides towards recycling and proper waste management practices, total consumption continues to grow and total waste disposal has not decreased. ORDEQ has shifted its focus to materials management across the full life cycle of materials and products, which also addresses upstream lifecycle greenhouse gas emissions and other environmental impacts. Other indicators of this trend include ICLEI's 2018 World Congress agenda that sets forth circular economy as one of five pathways to achieving sustainability in cities, and leading brands, retailers, and packaging companies announcing commitments to 100% reusable, recyclable, or compostable packaging by 2025 through the Ellen MacArthur Foundation's Circular Economy 100 network.

The circular economy framework presents upstream solutions to prevent waste while offering co-benefits including:

- **Resiliency** to address market disruptions (China's National Sword), and supply chain limitations.
- **Economic opportunity and innovation** for local businesses and organizations to create repair/refurbish, resale/reuse, and sharing models.
- **Reduced lifecycle environmental impacts** related to the extraction and production of virgin materials. Also addresses community exposure to toxic chemicals, aiming to design them out of the system.

Below is a snapshot of the work currently in progress at StopWaste that lends itself to the concept of circularity within the various topics areas: organics, packaging and built environment.

Organics

The organics team has shifted significant program resources in its non-mandatory projects from a focus on separating food waste into the green bin to preventing waste of food. Examples include the Stop Food Waste media campaign; outreach and technical assistance to business, community, and schools; and food rescue and recovery pilots currently underway that redistribute surplus food to food-insecure individuals in the county.

The compost and mulch project focuses on closing the organics cycle to ensure biological nutrients are returned to beneficial use in agriculture and landscaping, providing multiple benefits, including soil and crop resiliency, carbon sequestration, and local economic opportunities.

The organics team has also been working on identifying and addressing sources of contamination in the organics stream such as food service ware, and improving compost quality.

Packaging

StopWaste has for several years emphasized reusable packaging to reduce the need to produce and consume new packaging materials. Initiatives include the Reusable Bag Ordinance, Reusable transport packaging project, and Rethink Disposables campaign supporting food service establishments switching over to reusable food ware.

StopWaste's packaging team provides technical assistance to brand owners and packaging developers. The assistance includes guidance on the How2Recycle label, and designing for circularity and lower lifecycle impacts. Emerging potential focus areas include e-commerce packaging and meal kits, which both represent a growing source of wasted packaging.

Built Environment

StopWaste's Built Environment projects also influence multiple stages in the materials lifecycle. Work on green building and landscaping ordinances, CALGreen codes, and rating systems like LEED and GreenPoint Rated influence the design and build stage; the Recycled Product Purchasing Project addresses purchases during a building's use phase; and the construction and demolition (C&D) project recovers materials at the building's end of life.

To identify additional opportunities, StopWaste has recently completed a primer that will help its member agencies and other local governments understand how circular economy principles apply to the built environment. The primer presents circularity strategies at four scales where local governments play a role: community, building, component, material; with an emphasis on optimizing use of the existing built environment.

StopWaste has begun knowledge sharing among member agency staff and industry partners to promote concepts of designing buildings for disassembly, reuse, and lower embodied carbon.

Grants to Nonprofits

The focus of this year's grants to nonprofits is repair/reuse, which targets organizations that are important to waste prevention in the county. Ten of the 13 grants were awarded to organizations that are an important part of developing a more robust local circular economy in Alameda County - leveraging our grant funds to support worthy reuse and repair projects.

Upcoming Opportunities to Engage

On October 15-16 in Oakland, the Ellen MacArthur Foundation is hosting its semi-annual Acceleration Workshop of Circular Economy 100 members, a global network of corporations, academic institutions, and governments advancing circular economy. StopWaste has been an EMF member since 2017, and will help organize the workshop. StopWaste board members and other elected officials from around the Bay Area will have opportunities to participate in the workshop.

RECOMMENDATION

This item is for information only.

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DATE: June 14, 2018
TO: Programs & Administration Committee
FROM: Wendy Sommer, Executive Director
BY: 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 Dave Sadoff currently serves as Chair to the P&A Committee. Board member Shelia Young currently serves as Vice Chair. Consistent with the practice employed by the Authority Board, the Committee may choose to appoint Board member Young 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 July 2018 – June 2019 term.