

**Planning & Organization Committee/
Recycling Board Members**

Dianne Martinez, **President**
ACWMA

Steve Sherman, **1st Vice President**
Source Reduction Specialist

Jerry Pentin, **2nd Vice President**
ACWMA

Adan Alonzo, Recycling Programs

Bernie Camara, Recycling Materials Processing Industry

Peter Maass, ACWMA

Jim Oddie, ACWMA

Tim Rood, ACWMA

John Moore, Environmental Organization

Michael Peltz, Solid Waste Industry Representative

Toni Stein, Environmental Educator

Wendy Sommer, Executive Director

AGENDA

**MEETING OF THE
PLANNING AND ORGANIZATION
COMMITTEE**

AND

ALAMEDA COUNTY RECYCLING BOARD

Thursday, July 13, 2017

6:15 P.M.

**Tour of Fremont Recycling and Transfer
Station**

7:00 P.M.

Regular Meeting

**41149 Boyce Road
Fremont, CA 94538
Phone (510) 252-0500**

**Teleconference
Steve Sherman
3141 Lewiston Avenue
Berkeley, CA 94705
510-773-2776**

Meeting is wheelchair accessible. Sign language interpreter may be available upon five (5) days' notice to 510-891-6500.

I. CALL TO ORDER

II. ROLL CALL

III. ANNOUNCEMENTS BY THE PRESIDENT

Page **IV. CONSENT CALENDAR**

1 **1. Approval of the Draft Minutes of June 8, 2017 (Tom Padia)**

Action

5 **2. Board Attendance Record (Tom Padia)**

Information

7 **3. Written Report of Ex Parte Communications (Tom Padia)**

Information

V. OPEN PUBLIC DISCUSSION

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.

VI. REGULAR CALENDAR

9 **1. Municipal Panel: Member Agency Schools Programs (Meghan Starkey)**

Information

This item is for information only.

11 **2. Marin Carbon Project (Teresa Eade & Kelly Schoonmaker)**

Information

This item is for information only.

VII. OTHER PUBLIC INPUT

VIII. COMMUNICATIONS/MEMBER COMMENTS

Information

IX. ADJOURNMENT

**Fremont Recycling and Transfer Station
41149 Boyce Road
Fremont, CA 94538
Phone (510) 252-0500**

Directions

Directions to Fremont Recycling Station from San Jose and points South:

Take interstate 680 or 880 north and exit on Automall Parkway. Turn left and proceed west on Automall Parkway. Turn right on Boyce Road and proceed .7 miles. Our facility is the first driveway on the left side of Boyce Road after you cross the railroad tracks.

Directions to Fremont Recycling Station from Walnut Creek and points East:

Take interstate 680 South, merge onto 580 West towards Dublin/Oakland. Continue onto 280 South and follow signs to 880 South towards San Jose/San Mateo bridge. Merge onto interstate 80 South. Take the Stevenson Blvd. Turn right onto Stevenson Blvd, turn left onto Boyce Road. Destination is on the right.

Directions to Fremont Recycling Station from Oakland/San Francisco:

From interstate 80 East, take the interstate 80 South exit toward Alameda/San Jose Airport. Merge onto I-880 South/interstate 880. Take the Stevenson Blvd. exit. Turn right onto Stevenson Blvd, turn left onto Boyce Road. Destination is on the right.

**MINUTES OF THE REGULAR MEETING OF THE
PLANNING AND ORGANIZATION COMMITTEE
AND
ALAMEDA COUNTY RECYCLING BOARD**

Thursday, June 8, 2017

4:00 P.M.

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

I. CALL TO ORDER

Dianne Martinez, President, called the meeting to order at 4:00 p.m.

II. ROLL CALL

Adan Alonzo, Recycling Programs
Don Biddle, ACWMA for Jerry Pentin, ACWMA
Bernie Camara, Recycling Materials Processing Industry
Peter Maass, ACWMA
Dianne Martinez, ACWMA
John Moore, Environmental Organization
Jim Oddie, ACWMA
Michael Peltz, Solid Waste Industry Representative
Tim Rood, ACWMA
Steve Sherman, Source Reduction Specialist
Toni Stein, Environmental Educator

Staff Present:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Meri Soll, Senior Program Manager
Todd High, Financial Services Manager
Farand Kan, Deputy County Counsel
Chinwe Omani-Venable, Executive Assistant for Clerk of the Board

Others Present:

Joshua Perez, Independent Recycling Services

III. ANNOUNCEMENTS BY THE PRESIDENT

President Martinez announced that she would need to leave by 5pm.

IV. CONSENT CALENDAR

- | | |
|---|--------------------|
| 1. Approval of the Draft Minutes of May 11, 2017 (Tom Padia) | Action |
| 2. Board Attendance Record (Tom Padia) | Information |

3. Written Report of Ex Parte Communications (Wendy Sommer)

Information

Board member Rood made the motion to approve the Consent Calendar. Board member Maass seconded and the motion carried 9-0 (Ayes: Alonzo, Camara, Maass, Martinez, Moore, Oddie, Rood, Sherman, Stein. Nays: None. Abstain: None. Absent: Biddle, Peltz)

V. OPEN PUBLIC DISCUSSION

There was none

VI. REGULAR CALENDAR

1. Proposed Fiscal Year 2017-18 Budget (Wendy Sommer & Pat Cabrera)

**Action/
Public Hearing**

Adopt the FY 17-18 budget as it pertains to the Recycling Board and as outlined in the attached resolution.

President Martinez opened the public hearing. There were no public comments on this item and the public hearing was closed.

Pat Cabrera provided a brief overview of the staff report and reminded Board members that they had received a detailed presentation and discussion of the proposed budget at the April joint WMA/RB/EC meeting and that it was well received. Ms. Cabrera added Board member Sherman had requested additional information on the shift in emphasis towards “upstream” waste prevention and this information is provided as Attachment B. Ms. Cabrera also stated that the WMA Board had already adopted its portion of the budget at their May 24th Meeting. Board member Martinez thanked staff for a clear and concise budget and stated that she was pleased with the document and she passed it on to her staff.

A link to the staff report is available here: [FY 17-18-budget-memo-06-08-17.pdf](#)

A link to the FY 17-18 budget is available here: [FY-16-17-Budget.pdf](#)

Board member Rood made the motion to adopt the FY 2017-18 budget as it pertains to the Recycling Board. Board member Maass seconded and the motion carried 10-0 (Ayes: Alonzo, Biddle, Camara, Maass, Martinez, Moore, Oddie, Rood, Stein, Sherman. Nays: None. Abstain: None. Absent: Peltz).

2. Retiree Medical Benefits (Pat Cabrera & Todd High)

Information

This item is for information only.

Todd High provided a brief overview of OPEB (Other Post Employment Benefits) fund for Retiree Medical Benefits. A link to the staff report is available here: [Retiree-Medical-Benefits-memo-06-08-17.pdf](#)

Mr. High stated that the agency has made its annual actuarial calculated funding for FY 2016-17 of \$142,105 and that the P&A Committee that morning had recommended Authority approval to contribute an additional \$250,000 to fund the CERBT (California Employers’ Retiree Benefit Trust). Ms. Cabrera added that the agency does not have to increase its appropriations for FY 16/17 in order to fund the \$250,000 due to salary savings.

Board Member Martinez asked for clarification on the reporting change and inquired if it was simply showing the Agency’s liability in a different way not necessarily changing our current position. Todd High responded that it was simply an accounting change but the pension part is a much bigger liability and that is why it is being tackled first by government agencies.

Board Member Martinez applauded staff and stated that she was well pleased with the policies set forth by the Boards in the past. She also stated that the Agency is in a great position and was pleased to receive the staff report.

3. Grants to Nonprofits Program – Year in Review (Meri Soll)**Information**

This item is for information only.

Senior Program Manager Meri Soll provided an overview of the staff report and presented a Power Point presentation. The report and the presentation are available here: [GNP-Update-06-08-17.pdf](#)

Ms. Sommer mentioned that some Committee members suggested at the P&A meeting earlier that social media posts be sent to Board members as well so that they can repost on their own social media platforms.

Board member Rood agreed that quarterly presentations from grantees fostered a more local presence. Ms. Soll stated that staff would make quarterly reports from grantees a standing item going forward. Board member Maass asked if there were any parts of the grant process that was possibly discouraging to potential applicants. Ms. Soll stated that she generally has potential grantees call her before applying for a grant in order to adequately inform them of the funding guidelines because sometimes the grants do not meet our funding guidelines or what the grantee proposes may only be funded partially because the agency is interested in a smaller portion of the overall project. Board member Sherman requested that the presentation be included in the minutes. Ms. Sommer stated that we include all presentations in the minutes as a matter of practice. Board member Sherman inquired if we are meeting all of the requirements of Measure D for the grants-to-nonprofits program. Ms. Soll stated that Measure D funding is not required to be distributed via the grant program but ten percent of the revenues are required to be distributed to the non-profit community, or used for research and studies. She added there were no requirements on the number of the grants to be distributed. Mr. Padia added that areas funded by ten percent of the Measure D funds are the Grants to Non-Profits, contracts with or sponsorships of non-profit organizations for services provided to the agency, research and studies aimed at furthering the purposes of the Act, such as the Five Year Audit, and staff time spent managing such grants and contracts.

Board member Stein inquired about the area of the grants program that includes EPP (Environmentally Preferable Purchasing). Mr. Padia stated that five percent of Measure D funding is set aside for EPP and Recycled Product Purchasing and that the County has first priority on that funding to support their EPP/RPPP program. Mr. Padia added a report from the county should be coming to the Board this calendar year. Ms. Stein stated that since the market for buying of Recycled Materials is not doing very well right now she would like to see funds set aside for buying recycled products and help build the markets in the future. Mr. Padia stated that the requirements we have with Alameda County GSA is that they hold periodic workshops here at the agency to train other purchasing agents of various agencies regarding recycled product procurement. Mr. Padia also stated that they do a lot of work on specifications and that the agency is always open to new ideas. Ms. Stein asked if part of the EPP program is given to the County to implement or is part of it available for the agency to work on as well. Mr. Padia stated that a bulk of the program is with the County per Measure D but we have retained consultants to assist member agencies with purchasing and to do research with certain materials. Ms. Stein stated that it would be great if the agency could use funds to pick a material that could build a market that could change the procurement of recycled products nationwide. President Martinez inquired if this idea would fit into the framework of the grants program or under Legislative priorities. Ms. Sommer stated that she is not sure that it fits within the framework of the grants program but it could fit within the recycled product purchase preference project previously mentioned in the budget presentation as the activities proposed in that program included funding and assistance oversight of the Alameda County GSA to undertake these recycled content activities for the County and to assist all of our member agencies to purchase recycled content. Board member Rood inquired if the postcards that are sent to potential grantees are addressed to specific contacts at various agencies or just generically to the organization. Ms. Soll responded that the original database had contacts but over the years we have removed them because the contacts were old. She also stated that the agency would start sending Board members these posts on a monthly basis.

Joshua Perez from Independent Recycling Services provided public comment and inquired about the process for negotiating grant award amounts and tracking the process of grantees and how they use the funds. Ms. Soll stated that funding awards are not higher than what is stated in the memo but may be lower and that each deliverable is tied to a specific amount. The grantees must provide proof that they have met those deliverables. Ms. Soll also added there are also site visits and other follow up criterion as well.

Mr. Padia also added that there is generally a 10% or more hold back of funds pending a final report. He also stated that part of the Five Year Audit is to review the grantees and their record keeping for the period of time required and that they fulfilled all of their deliverables for the grant. Ms. Soll also mentioned that the agency's grant program received a "Clean Bill of Health" from the audit.

Ms. Martinez thanked staff for the report.

VII. OTHER PUBLIC INPUT

There was none.

VIII. COMMUNICATIONS/MEMBER COMMENTS

Board Member Rood directed staff to a news clipping included in the agenda packet and noted that his sister was awarded a "gold lid" from her City's Public Works department in Iowa after a garbage audit and that it's a good idea for franchise haulers to consider.

IX. ADJOURNMENT

The meeting adjourned at 4:53 p.m.

2017 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
A. Alonzo	X	X	X	X	X	X						
B. Camara	X	X	X	X	X	X						
P. Maass	X	X	X	X	X	X						
D. Martinez	X	X	X	X	X	X						
J. Moore	X	X	X	A	X	X						
J. Oddie	X	X	X	X	X	X						
M. Peltz	X	X	X	A	X	X						
J. Pentin	X	I	X	A	X	I						
T. Rood	X	X	X	X	X	X						
S. Sherman	X	X	I	X	X	X						
T. Stein	X	X	A	X	X	X						
INTERIM APPOINTEES												
D. Biddle		X				X						
M. Southworth			X									

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: July 13, 2017
TO: Recycling Board
FROM: Tom Padia, Deputy Executive Director
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.

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DATE: July 13, 2017

TO: Planning & Organization Committee/Recycling Board

FROM: Tom Padia, Deputy Director

BY: Meghan Starkey, Senior Program Manager

SUBJECT: Municipal Panel: Member Agency Schools Programs

SUMMARY

Several times a year, staff assembles a panel of representatives from the member agencies to speak on a topic previously selected by the Recycling Board. The topic for the July Municipal Panel is Member Agency schools programs. Representatives from Albany, Hayward, Castro Valley Sanitary District and Oro Loma Sanitary District will share their experiences and insights on the opportunities and challenges of implementing recycling and organics programs and other waste reduction efforts in their schools.

DISCUSSION

Schools programs have been a long standing focus at StopWaste, and the Agency has worked collaboratively with schools and schools districts for more than twenty years.

The Agency provides direct services to public schools – ranging from recycling infrastructure support, educational tours at the Davis Street and Fremont transfer stations, and hands on student action projects with classrooms, schools and their communities – and many member agency staff work directly with schools and schools districts as well. Depending on the member agency franchise agreements, schools may receive low- or no-cost services from the franchised service provider. Legally schools can contract separately for service with whomever they select.

The Agency’s Mandatory Recycling Ordinance does not apply to public schools since they are considered subdivisions of the state and therefore exempt from local solid waste regulation. Public schools are, however, covered by the state mandatory recycling law (AB 341 - those with four or more cubic yards service/week), as well as the state organics recycling law (AB 1826 – currently covering those with four or more cubic yards of organics generated per week).

RECOMMENDATION

This item is for information only.

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DATE: July 13, 2017

TO: Planning & Organization Committee/Recycling Board

FROM: Tom Padia, Deputy Director

BY: Kelly Schoonmaker, Program Manager
Teresa Eade, Senior Program Manager

SUBJECT: Marin Carbon Project

SUMMARY

The Marin Carbon Project has conducted research demonstrating the ability of a one-time application of compost to increase carbon sequestration in rangeland soils, while also improving forage production and quality, and increasing soil water holding capacity. At the July 13 Planning and Organization Committee/Recycling Board meeting, staff will provide an overview of the Marin Carbon Project research, its implications for statewide compost markets and discuss an opportunity for StopWaste participation.

DISCUSSION

The Marin Carbon Project is a group of agricultural institutions and farms in Marin County, university researchers, public agencies, and nonprofit organizations seeking to understand and demonstrate the potential of enhanced carbon sequestration in agricultural and rangelands soils. In 2008, in partnership with UC Berkeley and UC Cooperative Extension, the Marin Carbon Project applied one-half inch of compost to two rangeland sites. Over five years, researchers collected and analyzed data. They found that compost increased soil water holding capacity, improved forage production 40-70%, and increased soil carbon sequestration 25-70%. The one-time application of compost increased soil carbon sequestration on average one metric ton of carbon per hectare per year over three years, predicted to last for 30 years. At that rate, compost applied to half the rangelands in California would offset 42M metric tons of CO₂e, an amount equivalent to the annual GHG emissions from energy use for commercial and residential sectors in California. The work of the Marin Carbon Project has influenced state policy and led to the creation of a new GHG reduction credit protocol that uses compost to store atmospheric carbon in rangelands.

RECOMMENDATION

This item is for information only.