

P&A Committee Members

Susan Wengraf, **Chair**
City of Berkeley

Dave Sadoff, **Vice Chair**
Castro Valley Sanitary District

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Melissa Hernandez, City of Dublin

Yang Shao, City of Fremont

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Bob Carling, City of Livermore

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Timothy Burroughs, Executive Director

AGENDA

MEETING OF THE PROGRAMS AND ADMINISTRATION COMMITTEE (P&A)

THURSDAY, May 9, 2024

9:00 A.M.

IN PERSON MEETING LOCATION:
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA

This meeting will be conducted in a hybrid model with participation both in-person and via teleconference:

- Teleconference location #1 Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, CA
- Teleconference location #2 Balch Enterprises, Inc. – 30960 Huntwood Avenue, Hayward, CA
- Teleconference location #3 3300 Capitol Ave., Building A, Fremont, CA
- Teleconference location #4 14751 Pansy Street, San Leandro, CA
- Teleconference location #5 30065 Skylark Court, Hayward, CA
- Teleconference location #6 806 Pierce Street, Albany, CA
- Teleconference location #7 227 Crocker Ave., Piedmont, CA

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the Webinar ID 891 2608 6182
2. Using the [Zoom](#) website or App and entering meeting code 891 2608 6182

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, Wednesday, May 8, 2024.

The public may also comment by sending an e-mail to publiccomment@stopwaste.org. Written public comments will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities 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. CONVENE MEETING

II. ROLL CALL OF ATTENDANCE

III. 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.

Page IV. CONSENT CALENDAR

1 1. Approval of the Draft P&A Minutes of March 14, 2024

V. REGULAR CALENDAR

3 1. 2023 Waste Characterization Study Update (Emily Alvarez)

This item is for information only.

VI. MEMBER COMMENTS

VII. ADJOURNMENT – TO P&A MEETING – JUNE 13, 2024 AT 9:00 A.M.

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

THURSDAY, MARCH 14, 2024

9:00 A.M.

***IN PERSON MEETING LOCATION:*
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA**

Members Present:

County of Alameda	David Haubert
City of Albany	Jennifer Hansen-Romero
City of Berkeley	Susan Wengraf, Chair
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez
City of Fremont	Yang Shao
City of Hayward	Daniel Goldstein
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Pleasanton	Jack Balch

Members Absent:

City of Piedmont	Jen Cavanaugh
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Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Nisha Patel, Management Analyst
Justin Lehrer, Operations Manager
Arliss Dunn, Clerk of the Board

I. Convene Meeting

Chair Susan Wengraf called the meeting to order at 9:00 a.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. Public Comments

There were none. Board member Cavanaugh was present on the call but did not participate as a voting member.

III. CONSENT CALENDAR

1. Approval of the Draft Minutes of February 8, 2024

There were no public comments for the Consent Calendar. Mr. Burroughs expressed his appreciation for the discussion held at the February meeting regarding policy related to floating

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holidays. The direction from the Board was to have language added to our benefits and human resources manual to articulate to staff the purpose of floating holidays which essentially can be used at employee's discretion, including personal reasons, cultural significance, or religious observances. Staff clarified that message in the agency benefits and human resources manual and will also communicate this policy with staff at an upcoming all staff meeting. Additionally, we compiled a list of significant cultural holidays and observances, akin to the list from the City of Berkeley, as we want to avoid scheduling any board committee meetings or other significant meetings that overlap with days of cultural religious significance. We've compared this list to our board meeting dates, and there does not appear to be any conflicting dates. We will review the list each year as we schedule Board and committee meetings.

Board member Sadoff moved for approval of the Consent Calendar. Board member Haubert seconded, and the motion carried 11-0. The Clerk called the roll.

(Ayes: Balch, Carling, Goldstein, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Shao, Wengraf, Young. Nays: None. Absent: Cavanaugh. Abstain: None)

IV. REGULAR CALENDAR

1. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Mr. Burroughs introduced the item. Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and the presentation is available here: [Fiscal-Forecast-Update-memo.pdf](#). Ms. Cabrera presented an overview of the latest analysis and annual fiscal forecast. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera informed the Board that staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues. Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#).

There were no public comments for this item. Chair Wengraf thanked Ms. Cabrera for a very informative presentation and stated that she is looking forward to the revenue discussion in the fall.

V. MEMBER COMMENTS

There were none.

VI. ADJOURNMENT – TO MAY 9, 2024, AT 9:00 A.M.

The meeting was adjourned at 9:40 a.m.



DATE: May 9, 2024
TO: Programs & Administration Committee/Recycling Board
FROM: Emily Alvarez, Program Manager
SUBJECT: 2023 Waste Characterization Study Update

SUMMARY

As part of the FY 22-23 Agency budget, the Waste Management Authority (WMA) approved funding for a Waste Characterization Study (WCS) and awarded a contract to SCS Engineers in December 2022 for completion of the study. A WCS identifies predominant materials in the waste stream and changes in composition over time and will be used by StopWaste and member agencies to refine programs and track progress toward the long-term goal of landfill obsolescence and upstream waste prevention. From June 2023 to February 2024, the consultant team sorted over 650 samples across the landfill, recycling, and organics streams — the first StopWaste WCS to collect data from all three streams. This memo presents several important trends from the data received so far. A final report with all data synthesized is expected to be completed by the end of the fiscal year and will also be shared with the Recycling Board and WMA.

BACKGROUND

A WCS is a valuable snapshot in time of the materials that are consumed in Alameda County and ultimately comprise our material streams. It can contribute to informing Agency priorities by highlighting the largest components of the landfill, recycling, and organics streams in order to understand what materials are commonly disposed of, how accurately those materials are sorted, and to what extent the organics and recycling streams are contaminated. In addition to these general study purposes, the WCS will satisfy the organics processing capacity planning requirements of SB 1383.

The WCS consultant conducted waste stream sampling at transfer station and landfill facilities within the county. For the landfill stream, the samples were divided into single-family and multifamily residential and commercial. For the organics and recycling streams, they were separated by residential and commercial.

In consultation with staff, a list of approximately 70 material types were quantified that align with both standard WCS practices and the Agency's priorities and programs. Our main study included samples of the materials on this list by weight to understand the makeup of each stream. To further understand additional metrics that affect our work, the study also included a sub-sort of certain material categories to further identify the materials and get counts in addition to weight. The data was also processed to examine consumption patterns and sorting behavior.

DISCUSSION

Field sampling for the Main Study and Sub-Project 1 concluded in February 2024. While the samples are recorded based upon a list of about 70 material categories developed by SCS and StopWaste staff, the charts below are simplified into larger material categories for legibility. The final report will provide detailed information on all material categories.

As shown in Figure 1 below, Compostable Organics are the largest category by weight in the landfill stream. The largest subcategory within Compostable Organics in the landfill stream is Food, accounting for 20 percent of the landfill stream for single-family residential and 27 percent for multifamily. The Other category is second across all sectors, which consists primarily of Mixed Residuals (those materials that did not fit into the 70+ material categories or were unidentifiable). However, in the single-family stream, 8 percent of the landfill stream was Diapers and Sanitary Products (which are found under the Other category). In contrast, the commercial landfill stream has less material in the Other category and a higher percentage of Plastic, Paper, Inerts (landscaping material, rocks, etc.), Glass, and HHW compared to the residential streams. The largest HHW subcategory in the commercial stream was Medical Waste/Sharps (2%) which were found in less than 0.5 percent of the residential streams. Across all three sectors, Film Plastic was the largest material in the Plastic category.

Figure 1. Composition of Landfill Stream

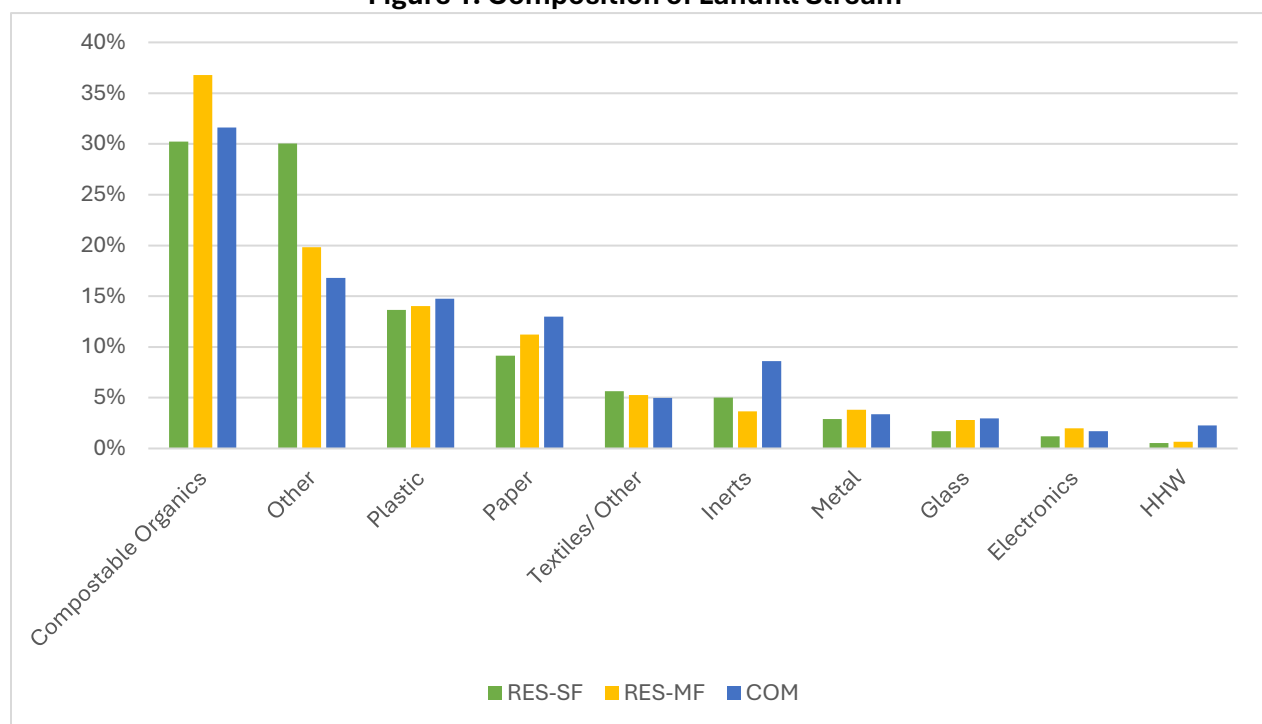
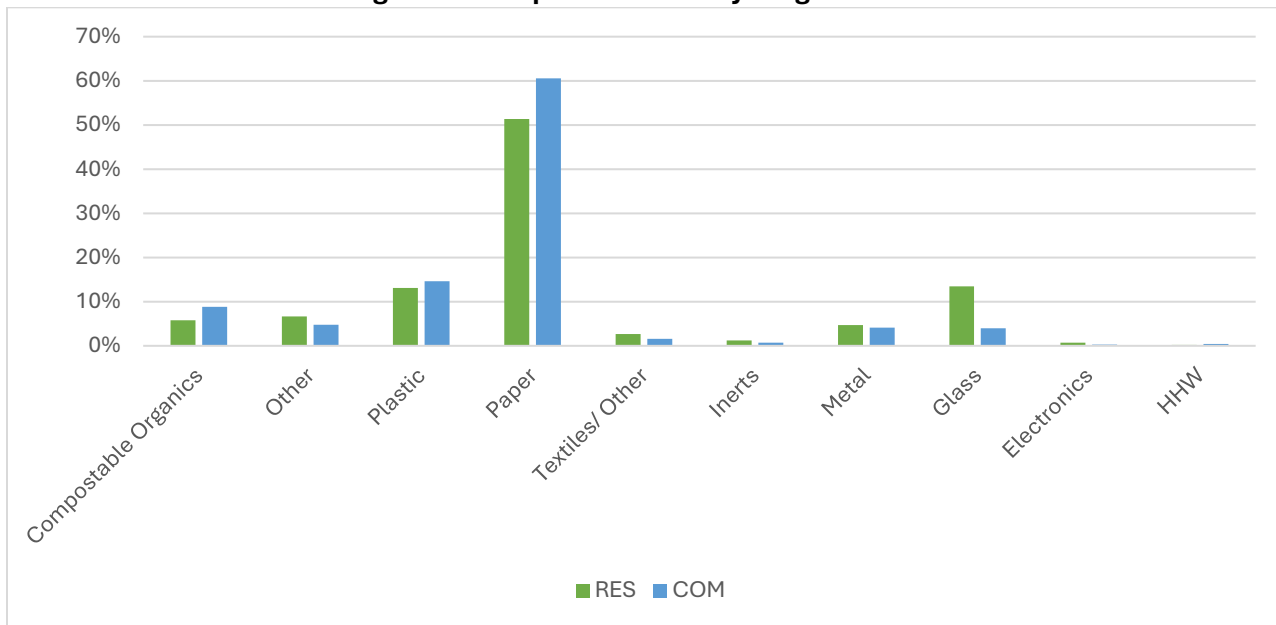


Figure 2 below shows the breakdown of material types by weight in the recycling stream. This stream has a much lower percentage of Compostable Organics than the landfill stream. The largest recycling stream material across both the residential and commercial sectors is Paper, followed by Plastic. Plastic Containers make up about 8 percent of both the residential and commercial streams. In the residential stream, it is primarily PETE Containers (4%) (such as plastic water bottles), whereas the commercial stream has more HDPE Containers (5%) (such as plastic milk jugs and laundry detergent bottles).

Figure 2. Composition of Recycling Stream



Figures 3 and 4 below present the composition of the organics stream by weight. These are shown in pie charts since Compostable Organics are significantly higher in this stream, which would make the other categories illegible in bar format. In the residential stream, approximately 68 percent of the Compostable Organics are Leaves, Grass, Chips, Prunings, and Trimmings which are only about 30 percent of the commercial stream. Food is about 14 percent of the residential stream, but 47 percent of the commercial stream.

When looking at contamination in the organics stream, the data shows that the largest category, aside from Mixed Residuals, in the residential sector is Treated Wood. Residents may be unaware of what wood is considered compostable. The commercial stream has more contamination overall, including four times as much Plastic. It should be noted that all of these categories are being reported by weight, as is standard practice for a WCS. Food and wood are heavier items in general than plastic and paper. If material were counted or measured by volume, these proportions would likely be different.

Figure 3. Composition of Residential Organics Stream

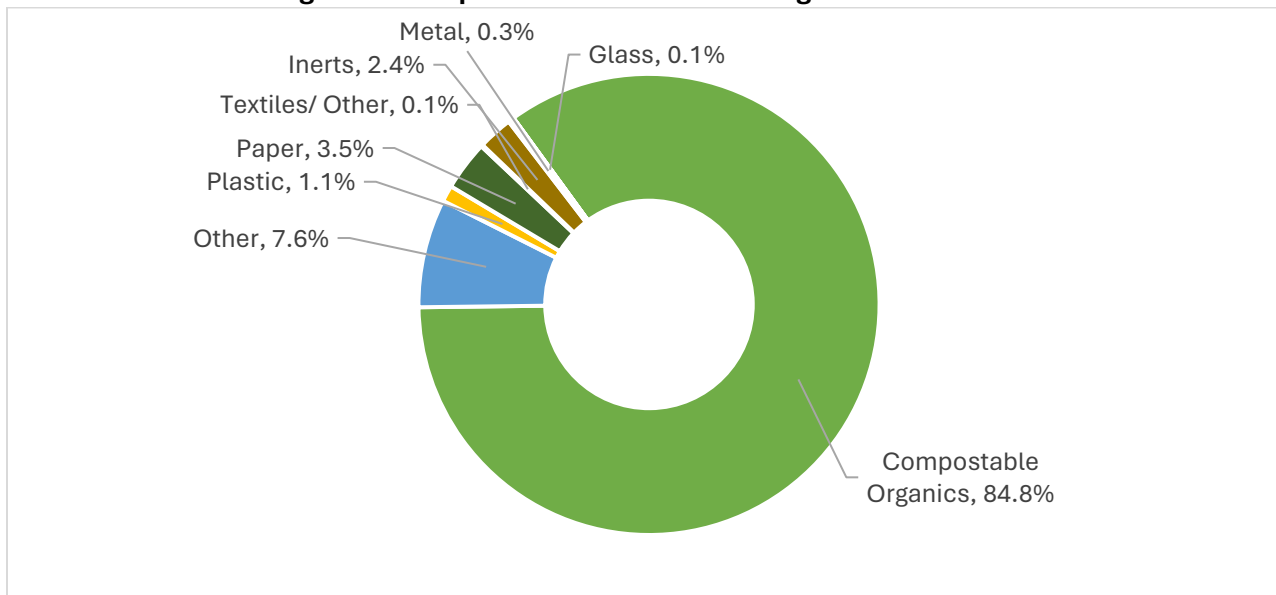
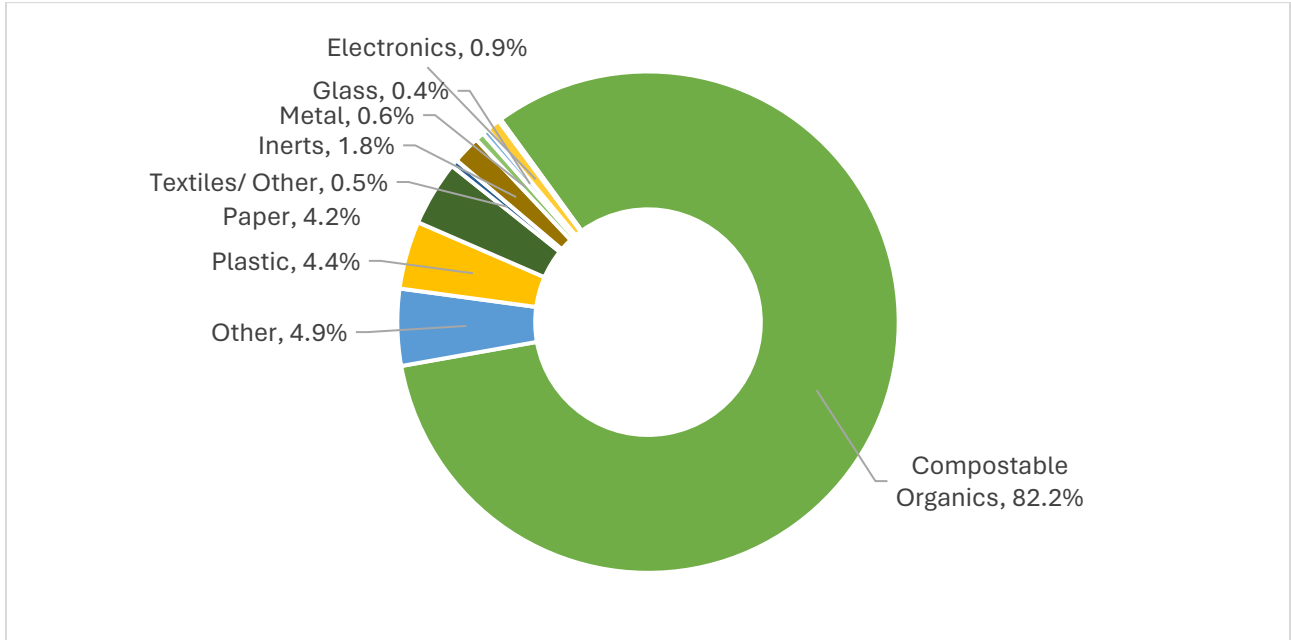


Figure 4. Composition of Commercial Organics Stream



In addition to the composition of each stream, the study also looked at sorting behavior for various materials across all three streams. To do this, the total annual tons of each stream were multiplied by the percentage of the composition presented above. For example, Figures 5 and 6 below are examples of that data for the residential sorting of Compostable Organics. Figure 5 shows in which stream various Compostable Organics were found, which can be used to interpret sorting behavior or answer the question, “how often are organics winding up in the correct bin?” The data below shows that generally, green waste (Chips, Prunings, Trimmings, Branches, and Stumps and Leave and Grass) are being sorted correctly. However, Food is most often winding up in the landfill stream (68% of the time).

Figure 5. Residential Sorting of Compostable Organics by Percent

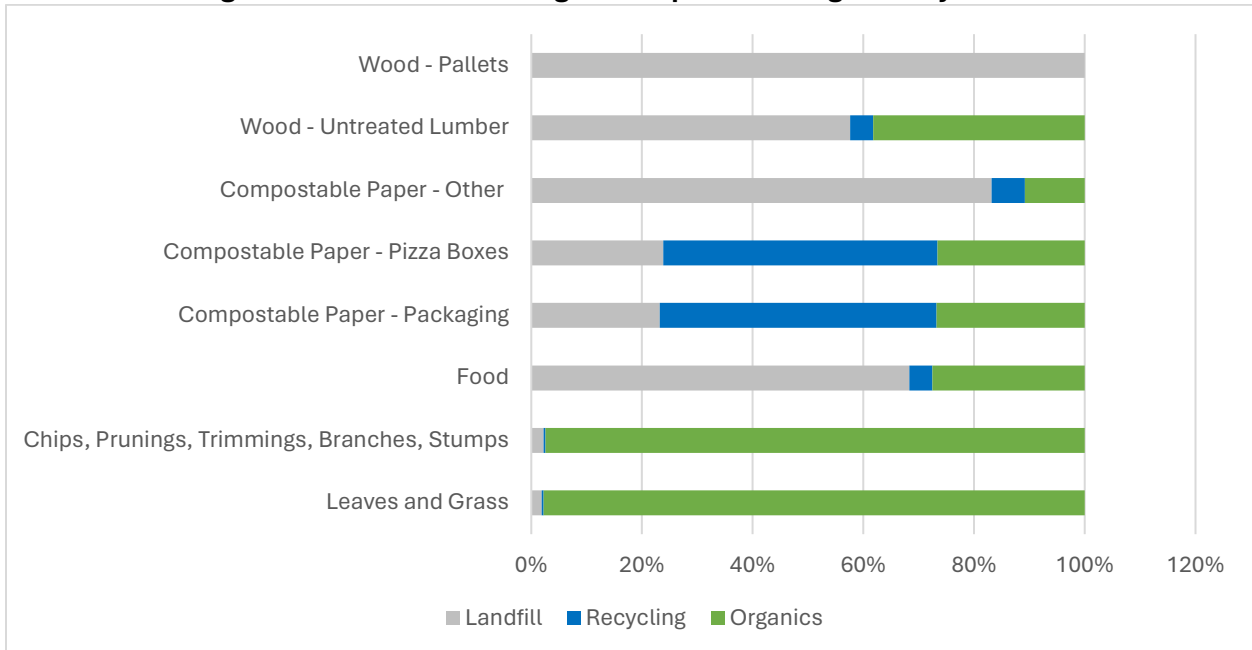
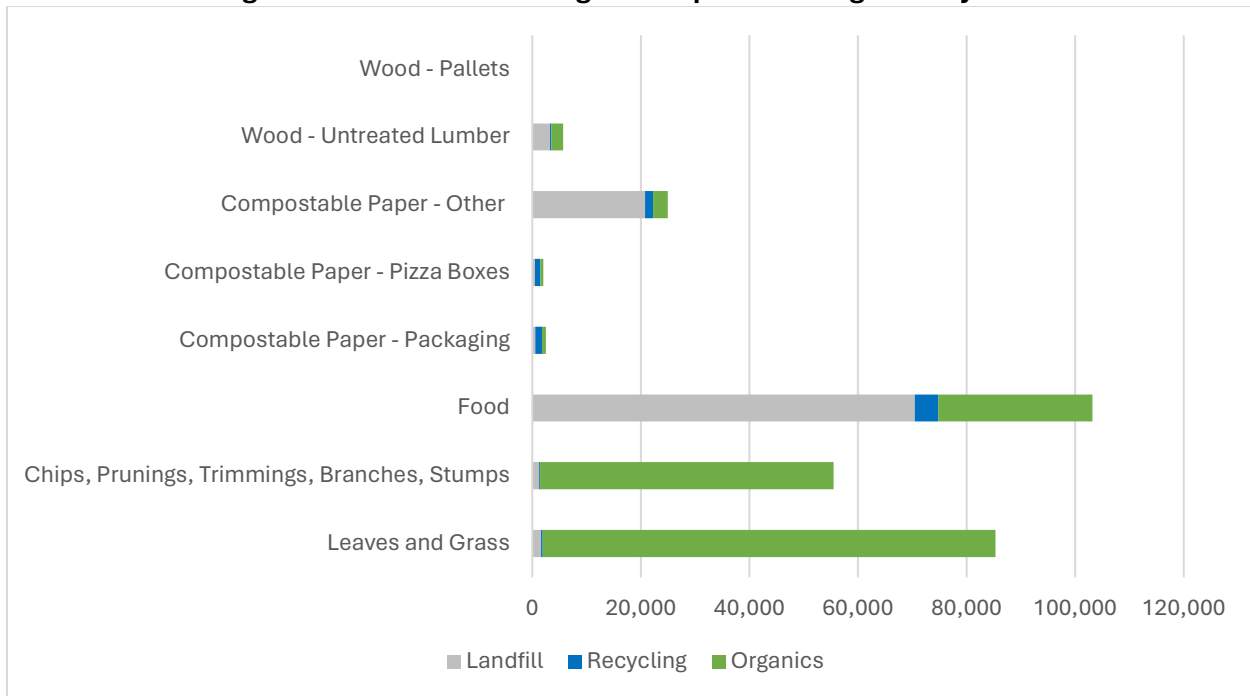


Figure 6 below presents the same data in a different way – this time showing the total estimated annual tons of material and what tonnage is ending up in which stream. This also helps to understand sorting behavior but adds the ability to identify which materials may be worth prioritizing for the Agency. For example, Food Soiled Packaging is often being recycled when it should be composted. When looking at just Figure 5 above, one may conclude that a campaign about composting versus recycling this material could be useful. When considering the data in Figure 6, however, we can understand that while there is room for improvement in this sorting behavior, Food Soiled Packaging is only about 2,500 tons annually. In contrast, Food makes up over 100,000 tons of material annually. Therefore, while a campaign focused on Food Soiled Packaging can improve proper sorting, it may not be the most impactful category to focus on in terms of environmental impact.

Figure 6. Residential Sorting of Compostable Organics by Tons



A significant amount of data has been collected for the 2023 WCS which will allow the Agency to understand all three material streams and sorting behavior in a way that was not possible with previous landfill only studies. Additional data and interpretation of trends will be presented in the final report. Further, Sub-Project 2, which will sample organics residuals from composting facilities to better understand how contamination appears throughout the composting process is planned to start this summer.

RECOMMENDATION

This item is for information only.