

Dianne Martinez, Vice Chair
City of Emeryville

David Haubert, County of Alameda

Trish Herrera Spencer, City of Alameda

Preston Jordan, City of Albany

Susan Wengraf, City of Berkeley

Melissa Hernandez, City of Dublin

Jenny Kassan, City of Fremont

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Jaime Patiño, City of Union City

Wendy Sommer, Executive Director

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

Thursday, May 13, 2021

9:00 A.M.

TELECONFERENCE MEETING

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

This meeting will be 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 Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order is 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: 878 0757 8762
2. Using the [Zoom](https://zoom.us) website or App and entering meeting code 878 0757 8762

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 5:00 p.m., Wednesday, May 12, 2021. The public may also comment during the meeting by sending an e-mail to 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 Governor's Executive Order, 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

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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3. Approval of the Draft Minutes of April 8, 2021 (Timothy Burroughs)

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4. Waste Management Davis Street Organics Facilities Update (Wendy Sommer)

This item is for information only.

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5. Overview of Household Hazardous Waste (HHW) Program and Fees (Pat Cabrera)

This item is for information only.

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.

DRAFT

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

Thursday, April 8, 2021

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda

City of Alameda

City of Albany

City of Berkeley

City of Dublin

City of Emeryville

City of Fremont

City of Newark

Oro Loma Sanitary District

City of Piedmont

City of Pleasanton

City of Union City

David Haubert

Trish Herrera Spencer

Preston Jordan

Susan Wengraf

Melissa Hernandez

Dianne Martinez, Vice Chair

Jenny Kassan

Mike Hannon

Shelia Young

Jen Cavanaugh

Valerie Arkin (alternate)

Jaime Patiño

Staff Present:

Wendy Sommer, Executive Director

Timothy Burroughs, Deputy Director

Pat Cabrera, Administrative Services Director

Jeff Becerra, Communications Manager

Adrienne Ramirez, Assistant Clerk of the Board

Arliss Dunn, Clerk of the Board

1. Convene Meeting

Vice Chair Dianne Martinez 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](#).

2. Public Comments

There were no public comments on the remote call and no public comments were received via the public comments email address.

3. Approval of the Draft Minutes of March 11, 2021 (Pat Cabrera)

Board member Jordan suggested a revision to the minutes to include additional language regarding the Agency's plan and need for funding once it completes its mission. Wendy Sommer clarified that the agency relies primarily on per ton fees assessed on waste disposed at landfills to fund our core programs. Our goal is to reach landfill obsolescence, reducing our revenues to zero. We keep a healthy fund balance to ensure that when that goal is reached, we will still be able to implement source reduction programs to maintain that goal.

DRAFT

There were no public comments on this item. Board member Jordan made a motion to approve the minutes with the aforementioned revision. Board member Hannon seconded and the motion carried 12-0: The Clerk called the roll:

(Ayes: Arkin, Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Spencer, Wengraf, Young. Nays: None. Abstain: None. Absent: None).

4. Revisions to the Meeting Attendance Payment Policy for Board Members (Wendy Sommer & Pat Cabrera)

That the Programs and Administration Committee approve forwarding Ordinance 2021-01, which increases board member compensation, and Resolution 2021-xx revising the meeting attendance policy, to the Waste Management Authority Board for adoption.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Revision-Board-Compensation.pdf](#). Board member Young provided a brief history on prior board compensation. Payments have been \$150 per meeting since 2002. Pursuant to approval and adoption by the WMA Board, the policy would become effective July 28, 2021. Board member Jordan asked if it is possible to link any future adjustments to the Bay Area CPI which would allow for automatic adjustments. Ms. Cabrera stated no. We are required by state law to adopt an ordinance anytime we make adjustments to Board compensation.

There were no public comments on this item. Board member Young made the motion to approve the staff recommendation. Board member Wengraf seconded and the motion carried 12-0. The Clerk called the roll:

(Ayes: Arkin, Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Spencer, Wengraf, Young. Nays: None. Abstain: None. Absent: None).

5. Member Comments

There was none.

6. Adjournment

The meeting adjourned at 9:19 a.m.



DATE: May 13, 2021

TO: Programs and Administration Committee
Planning Committee/Recycling Board

FROM: Wendy Sommer, Executive Director

SUBJECT: Waste Management Davis Street Organics Facilities Update

SUMMARY

At the May committee meetings, staff from Waste Management of Alameda County will update the boards on the status of two organics processing facilities at the Davis Street Resource Recovery Complex in San Leandro.

DISCUSSION

Shawn Tackitt, Field Director of Operations for Waste Management, will provide an update on the newly commissioned Organic Material Recovery Facility (OMRF) and the adjoining Organic Material Composting Facility (OMCF) at Davis Street. The facilities are designed to help the City of Oakland and other Alameda County jurisdictions meet their waste reduction goals, including SB 1383's goal of 75% diversion of organics by 2025.

The Organic Material Recovery Facility extracts recyclable and organic materials from landfill streams that are not or cannot be consumed, reused, or source separated for recovery. The facility has the capacity to process 300,000 tons of municipal solid waste per year, with a goal of recovering more than 80 percent of organic materials and nearly 90 percent of recyclables left in the waste stream. The OMRF complements, and does not replace, traditional single-stream recycling. The City of Oakland required that Waste Management of Alameda County build such a facility as part of its current franchise agreement.

The Organic Material Composting Facility processes source separated organics from the City of Oakland and other jurisdictions to produce compost from materials that would otherwise have been landfilled. The facility is a fully enclosed building utilizing control technology to capture and reduce GHG emissions.

RECOMMENDATION

This item is for information only.

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DATE: May 13, 2021

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

SUBJECT: Overview of Household Hazardous Waste (HHW) Program and Fees

SUMMARY

The HHW program is designed to keep household hazardous waste out of the landfill. The County of Alameda and City of Fremont provide collection/disposal services to Alameda County residents. These services are funded by fees collected by the Waste Management Authority (WMA). At the May 13, 2021 Programs and Administration Committee meeting, staff will provide an overview of the HHW program and associated fees.

DISCUSSION

Household Hazardous Waste Program

Because household hazardous waste cannot be disposed in landfills, the County of Alameda and City of Fremont provide HHW disposal services to Alameda County residents through a network of drop-off centers and one-day disposal events at various locations around the county. This program is funded by fees collected by the WMA, discussed in more detail below. The WMA has separate agreements with the County of Alameda and City of Fremont for the program and the allocation of revenues.

Current HHW Fee Structure

The HHW program is funded by two fees – a per-ton fee on solid waste, and a collection and disposal fee collected primarily on the property tax roll.

The per-ton fee was established in 1990. It is set at \$2.15 per ton and is collected for all solid waste tons disposed within Alameda County, transferred through a county solid waste facility but disposed out-of-county, and franchise waste direct-hauled and disposed out-of-county. The fee was intended to support the then three Alameda County HHW facilities and program, with the Hayward and Livermore facilities opening in 1993 and the Oakland facility opening in 1996. A fourth facility, located in Fremont, opened in 2008.

With increased demand for HHW disposal services and anticipated declining revenues from the per-ton fee, the WMA evaluated options for the future of the program beginning in 2012. The WMA determined that the per-ton fee alone would not support the program without a drastic cut in services. On May 28, 2014, the WMA approved Ordinance 2014-1, which established a household hazardous waste collection and disposal fee capped at \$9.55 per household per year.¹ The household fee was established to supplement the \$2.15 per ton

¹ Fee on the property tax roll was \$9.54, or \$4.77 per billing since the assessor bills in two equal installments

fee to support the four countywide HHW facilities and one-day collection events. The ordinance required that the household fee be adjusted each year to take into account revenues from the per-ton fee and the PaintCare program (an industry run extended producer responsibility program that collects unused paint for reuse and proper disposal). The ordinance also included a sunset provision effective June 20, 2024.

The fee adopted by the WMA in FY 14-15 was set at \$9.55 per residential unit and remained in effect through FY 15-16. Consistent with the ordinance, beginning in FY 16-17, the fee was adjusted based on a formula that took into account the per-ton fee revenue and PaintCare offsets. When those amounts exceeded the annual thresholds outlined in the ordinance, the fee was reduced for the following year then “reset” back to \$9.55 for the next year’s calculation. Based on this formula the fee dropped to \$8.60 in FY 16-17, \$8.46 in FY 17-18, \$7.40 in FY 18-19, and \$6.64 in FY 19-20. The annual fee calculation was cumbersome and the annual change (although lower) was potentially confusing for residents.

As such, staff engaged the services of HF&H Consultants to analyze various funding scenarios and determined that the annual fee of \$6.64 per residential unit would be sufficient to fund the program for several years. On September 25, 2019, the WMA adopted Ordinance 2019-01 amending Ordinance 2014-1, which removed the sunset provision and established an annual fee of \$6.64 per residential unit through June 20, 2024. The ordinance requires an analysis of the HHW program’s operational and funding needs, no later than March 31, 2024, and every five years thereafter to determine whether the fee needs to be adjusted, either lower or higher, provided that the fee does not exceed the original annual fee of \$9.55 per residential unit. The amended ordinance still requires annual approval by the WMA to place the fee on the property tax roll, which is scheduled for May 26, 2021.

The WMA updated its Memorandums of Understanding (MOUs) with both the County and the City of Fremont in 2020. These agreements remain in effect contingent upon the respective parties complying with the terms of their MOUs including any revisions to the reimbursement limits resulting from the analysis discussed above. An overview of these agreements are as follows:

MOU with County of Alameda

Oakland Facility	Hayward Facility	Livermore Facility
Household Program		
Wed-Fri 9-2:30 Sat 9-4:00	Thur-Fri 9-2:30 Sat 9-4:00	Thur-Fri 9-2:30 Sat 9-4:00
Accept E-Waste	Accept E-Waste	Accept E-waste
Small Business program		
Tuesdays (excluding holidays) Residential landlord program (no fee for residential rental properties) Drop in for universal waste/latex paint, other materials by appointment	Alternate Tuesdays or Wednesdays 2x per month Residential landlord program Drop in for universal waste/latex paint, other materials by appointment	Alternate Tuesdays or Wednesdays 2x per month Residential landlord program Drop in for universal waste/latex paint, other materials by appointment

Small businesses that qualify as Conditionally Exempt Small Quantity Generators (CESQGs) as defined in the Health and Safety Code section 258.18.1 and the code of Federal Regulations 40, Section 261.5 may also use the HHW facilities for a fee (with the exception of residential rental properties as noted above).

In addition to the operations of the facilities described in the table, the County is required to host at least eight one-day events per year.

Household participation goals for County facilities is 60,000 per year. Household participation increased from approximately 33,000 in FY 13-14 to approximately 55,000 in FY 18-19. However, due to COVID-19 Shelter In Place orders, County HHW facilities were closed from March 16, 2020 through June 23, 2020, resulting in household participation declining to approximately 41,000. Prior to the closure order, County facilities were on track to exceed FY 18-19 totals. Additionally, the County held four one-day events and was forced to cancel four events.

Due to COVID restrictions, and as a safety precaution for HHW staff, StopWaste implemented an online appointment system in English and Spanish for Livermore, Oakland and Hayward. According to participant Google reviews and feedback from HHW frontline staff, this process has worked well and not reduced the number of visits to the facilities. In fact, household participation at County facilities through March 31, 2021 has already exceeded 40,000. Unfortunately, the County has only been able to hold one one-day event due to either Shelter In Place requirements, or more recently, the need to use large venues suitable for collection events for vaccination sites.

MOU with City of Fremont

The City of Fremont contracts with BLT Enterprises to provide transfer station/recyclables processing services at the Fremont Transfer Station, which includes an HHW drop off center. The center is convenient to residents of Fremont, Union City and Newark and is available to all Alameda County residents. The HHW operational parameters for the Fremont Facility are listed below:

Fremont Facility
Open to households Wed-Fri: 8:30 am -2:30 pm Sat: 8 am-4:00 pm E-Waste Accepted
Small Businesses including Residential Landlord Program: Tuesdays between 9 am and 2 pm Drop in for universal waste & latex paint, other materials by appointment

Fremont has consistently met or exceeded its goal of serving 13,000 households per year. In particular, Fremont exceeded participation by approximately 1,100 transactions in FY 19-20 compared to FY 18-19 (totaling over 18,000 household transactions), as it remained open as an essential service during the pandemic and accommodated users that would have normally used one of the County facilities. This fiscal year household participation through March 31, 2021 has exceeded 15,000.

The program for both the County and Fremont has clearly been successful based on the levels of participation and feedback from residents. The recent revision to its collection and disposal fee ensures that it will be sufficiently funded to continue to meet the ongoing needs of Alameda County residents.

RECOMMENDATION

This item is for information only.