

# Committee Members

Dave Sadoff, **Chairperson**  
Castro Valley Sanitary District  
Shelia Young, **Vice Chairperson**  
Oro Loma Sanitary District  
Keith Carson, County of Alameda  
Susan Wengraf, City of Berkeley  
Don Biddle, City of Dublin  
Suzanne Lee Chan, City of Fremont  
Al Mendall, City of Hayward  
Laureen Turner, City of Livermore  
Mike Hannon, City of Newark  
Dan Kalb, City of Oakland  
Deborah Cox, City of San Leandro  
Lorin Ellis, City of Union City  
Wendy Sommer, Executive Director

## **AMENDED**

### **AGENDA**

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

**Thursday, December 8, 2016**

**9:00 A.M.**

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

**1. Convene Meeting**

**2. Public Comments**

An opportunity 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.

**Page**

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|----------|---|--------------------|
| <b>1</b> | <b>3. Approval of the Draft Minutes of October 13, 2016 (Tom Padia)</b>   | <b>Action</b>      |
| <b>5</b> | <b>4. Extended Producer Responsibility Update (Debra Kaufman)</b><br>This item is for information only.   | <b>Information</b> |
| <b>7</b> | <b>5. Fremont Food Scrap Composting Pilot Results (Judi Ettlinger)</b><br>This item is for information only.  | <b>Information</b> |
| <b>9</b> | <b>6. 2017 Meeting Schedule (Tom Padia)</b><br>It is recommended that the WMA/EC, P&A Committee, and the Recycling Board/P&O Committee, each adopt their respective regular meeting schedules for 2017. | <b>Action</b>      |
|          | <b>7. Member Comments</b>   | <b>Information</b> |
|          | <b>8. Adjournment</b>   |                    |

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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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**DRAFT**

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

**Thursday, October 13, 2016**

**9:00 A.M.**

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

**Members Present:**

County of Alameda  
City of Berkeley  
Castro Valley Sanitary District  
City of Dublin  
City of Fremont  
City of Hayward  
City of Newark  
City of Oakland  
Oro Loma Sanitary District  
City of San Leandro

Keith Carson  
Kriss Worthington  
Dave Sadoff  
Don Biddle  
Suzanne Lee Chan  
Al Mendall  
Mike Hannon  
Dan Kalb  
Shelia Young  
Deborah Cox

**Absent:**

City of Livermore  
City of Union City

Laureen Turner  
Lorrin Ellis

**Staff Present:**

Wendy Sommer, Executive Director  
Tom Padia, Deputy Executive Director  
Debra Kaufman, Senior Program Manager  
Rachel Balsley, Senior Program Manager  
Brian Mathews, Senior Program Manager  
Arliss Dunn, Clerk of the Board

**1. Convene Meeting**

Vice Chair Shelia Young called the meeting to order at 9:03 a.m. Chair Dave Sadoff assumed chairmanship upon his arrival.

**2. Public Comments**

There were none.

**3. Approval of the Draft Minutes of September 8, 2016 (Wendy Sommer)**

**Action**

Board member Mendall made the motion to approve the draft minutes of September 8, 2016. Board member Cox seconded and the motion was carried 7-0 (Absent: Ellis, Hannon, Kalb, Sadoff, and Turner).

## DRAFT

- 4. Final Legislative Status for 2016 (Debra Kaufman) Action**
- Staff recommends that the P&A Committee receive this 2016 legislative status update and recommend to the full WMA Board to adopt a “no” position on Proposition 65.
- Debra Kaufman provided a summary of the staff report. The report is available here: [Final-Legislative-Update-2016-10-13-16.pdf](#)
- Board member Worthington stated that there is wording contained in Proposition 65 designed to overrule Proposition 67 however he was advised that the courts may not agree with the intent but he strongly supports that the Board adopts a “no” position on Proposition 65.
- Board Member Worthington made the motion to approve the staff recommendation. Board member Carson seconded and the motion was carried 9-0 (Absent: Ellis, Sadoff, and Turner).
- 5. Business Assistance Program – Fiscal Year 2015-16 Highlights Information**  
(Rachel Balsley & Michelle Fay)
- This item is for information only.
- Wendy Sommer shared a video about Hong Kong’s efforts to combat litter. The link is available here: [Hong-Kong-DNA-Litter-video.mp3](#)
- Rachel Balsley provided an overview of the staff report and presented a PowerPoint presentation. The report and presentation is available here: [Technical-Assistance-Update-10-13-16.pdf](#)
- Board member Carson asked for a breakdown in how assistance is provided to businesses, i.e. over the phone, the internet, etc. Ms. Balsley stated that staff is refining the way we capture data, however, field reps log in information on how the assistance was conducted, whether it was over the phone or personal interaction. The average time allocated to businesses is 2-5 hours per site and it varies depending on size and complexity of issues. Board member Cox inquired about the bin program. Ms. Balsley stated that the food scraps program funds up to \$500 per site towards the purchase of indoor bins for organics collection. The hauler provides collection service and outdoor bins for organics collection.
- Board member Cox inquired about the low numbers for unincorporated Alameda County. Mr. Mathews stated that there are only 148 commercial covered accounts in unincorporated Alameda County outside of the two sanitary districts that meet the threshold for inspection based enforcement. There are only 14 accounts that are currently out of compliance. Board member Kalb inquired if there is outreach to the rental housing association. Ms. Balsley stated yes there is significant effort to provide assistance to the rental housing associations especially around the launch of new services for the City of Oakland. Staff will reach out to properties that request assistance. There are plans to do a mailing to the East Bay Rental Housing Association properties that have 5 units or more. We will be promoting our free bin program for use in common areas, chute rooms, lobby areas, etc. Board member Chan inquired if there has been outreach in southern Alameda County. Ms. Balsley stated yes there has been outreach to the Chambers of Commerce especially when there is a change in franchise agreements. Staff has offered to speak at their standing meetings as well. Board member Chan recommended illustrating the number of businesses receiving assistance in comparison to the number of businesses in the jurisdiction.
- Chair Sadoff thanked Ms. Balsley for an informative presentation.
- 6. Enforcement Update (Brian Mathews) Information**
- This item is for information only.
- Brian Mathews provided an overview of the staff report and a PowerPoint presentation. The report and presentation is available here: [Enforcement-Update-10-13-16.pdf](#)

## **DRAFT**

Board member Young inquired about how the businesses in unincorporated Alameda County are quantified. Mr. Mathews stated the Authority obtains the account information from each hauler, Waste Management and ACI. The hauler account information is then assigned to either L1, L2 or L3 based on their location in each of the jurisdictions, City of San Leandro, Unincorporated County or City of Hayward. All are identified as Oro Loma Sanitary District service area. Board member Young inquired if the retired Deputy Sheriff annuitants carry weapons. Mr. Mathews stated no.

Board member Mendall inquired if it would be beneficial to do outreach to a subset of the retailers (Home Depot type stores) that will be covered under Phase II of the bag expansion ordinance. Mr. Mathews stated we will do proactive outreach such as fliers and other efforts to inform them of the pending ordinance but enforcement will be done fairly and equitably. We will not do routine bag inspections as we need probable cause or reasonable suspicion to inspect a regulated establishment.

Board member Biddle inquired about ongoing efforts to collect the facility fee. Ms. Sommer stated we are doing all we can in this effort. She added we are currently facing litigation from a landfill operator. Mr. Mathews added that some of the amounts owed are small and not cost effective to collect. We have established a threshold of \$100 being owed to initiate enforcement. For the under \$100 threshold, we allow the fees to accumulate until the threshold is exceeded before initiating enforcement.

Board member Hannon inquired about the 294 mandatory ordinance citations issued, and asked if the fines are waived if they request assistance. Mr. Mathews stated no, we do not dismiss the fine as they have had three opportunities to come into compliance prior to the issuance of the citation. Board member Hannon stated that the enforcement report is extremely informative and recommended receiving the update twice a year. Ms. Sommer stated that staff could comply with this request. Chair Sadoff inquired about how the complaint based enforcement will be implemented. Mr. Mathews stated that there will be multiple ways to lodge a complaint such as via telephone, the website, etc. Chair Sadoff stated that he would like to see a copy of the enforcement letters sent out. Ms. Balsley stated that samples of all enforcement letters are available on the haulers page of the Mandatory Recycling Ordinance website at [www.recyclingrulesac.org/haulers-support-materials/](http://www.recyclingrulesac.org/haulers-support-materials/).

### **6. Member Comments**

Board member Kalb asked for a reminder about the dates that jurisdictions must opt-out of the bag expansion ordinance. Ms. Sommer stated that each city will have an opportunity (by December 9, 2016) to opt out of the expanded requirements. Board member Cox stated that it would be helpful to have copies of the presentations prior to the meetings and would recommend posting them on legistar for public access.

### **7. Adjournment**

The meeting adjourned at 10:18 a.m.

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**DATE:** December 8, 2016

**TO:** Programs & Administration Committee

**FROM:** Tom Padia, Deputy Executive Director

**BY:** Debra Kaufman, Senior Program Manager

**SUBJECT:** Extended Producer Responsibility Update

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## **SUMMARY**

One of StopWaste's ongoing state legislative priorities has been extended producer responsibility (EPR) for products that are difficult and costly to manage at end-of-life. At the December 8 Programs & Administration Committee meeting, California Product Stewardship Council Executive Director Heidi Sanborn and Alameda County Household Hazardous Waste Program Manager Bill Pollock will provide updates on EPR programs and priorities at the state and local level as background for planning the Agency's legislative priorities for 2017.

## **DISCUSSION**

For StopWaste, EPR has the potential to reduce the HHW residential fee associated with the financial costs of managing hazardous products that are processed via the four in-County Household Hazardous Waste facilities. Our effectiveness in influencing state legislation on EPR is greatly increased through our partnership with the California Product Stewardship Council (CPSC). And while advocating at the state level is important, we have been told by numerous partners that one of the most important things we do to help at the state level is to demonstrate through local ordinances and actions how various approaches can be successful.

Ms. Sanborn will provide an overview of CPSC's legislative priorities for the coming year and an update on the status of existing statewide EPR programs, such as those for carpet and mattresses. Ms. Sanborn will also present Board member Carson with an award for his leadership on the Alameda County sharps EPR ordinance.

Mr. Pollock will provide an update on the implementation of the County pharmaceutical and sharps ordinance as well as local implementation of the statewide paint EPR program. The County of Alameda's Pharmaceutical ordinance and sharps ordinance has provided a model for the state and other

local jurisdictions that have adopted the County's lead through their own EPR ordinances in the absence of a state law.

This informational item will provide good background on EPR in advance of the Board's upcoming discussion of legislative priorities at the December WMA board meeting.

**RECOMMENDATION**

This item is for information only.





**DATE:** December 8, 2016

**TO:** Programs & Administration Committee

**FROM:** Tom Padia, Deputy Executive Director

**BY:** Judi Ettlinger, Senior Program Manager

**SUBJECT:** Fremont Food Scrap Composting Pilot Results

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## **SUMMARY**

StopWaste partnered with City of Fremont Environmental Services staff in June, 2016 to test the impact of outreach methods targeting residential food scrap composting behavior. Three specific treatments were deployed and measured over an eight week period. At the December 8 Programs & Administration Committee meeting, staff will share the pilot project results.

## **DISCUSSION**

In the summer of 2016, StopWaste conducted a pilot program in Fremont to determine the most effective way to encourage residents to place all of their compostable material, specifically food scraps, in their green bin instead of the trash. Fremont was selected as the pilot city for the large amount of compostables in the trash identified in bin audits. Additionally, the hauler, Republic, allows for compostable plastic bags in the green bin, which was a component of one pilot treatment.

Three outreach conditions were created based on previous research into the barriers and benefits of green bin recycling: the use of countertop pails (and compostable plastic pail liners) to collect food scraps, “hangtag” outreach materials placed directly on garbage bins, and home composting reports directly mailed to residents. The conditions were designed to go beyond providing knowledge of how to participate and specifically included social science strategies to motivate behavior change.

Post-treatment audits of randomly selected trash bins showed a significant decrease in the amount of compostables across all three treatment groups while the control group showed an increase of food scraps in the trash. Staff will use the results to inform future residential food scrap recycling outreach.

## **RECOMMENDATION**

This item is for information only.

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December 8, 2016

**TO:** Waste Management Authority, Energy Council & Recycling Board

**FROM:** Tom Padia, Deputy Executive Director

**SUBJECT:** 2017 Meeting Schedule

**REGULAR BOARD MEETING SCHEDULE**

The regular meeting schedule for the Authority Board and the Energy Council is the fourth Wednesday of each month at 3:00 p.m., except where noted differently (\*). Authority Board and Energy Council meetings are held at 1537 Webster St., Oakland, CA.

If you concur, the 2017 meeting dates for the Authority Board will be as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 25	3:00 P.M.	1537 Webster Street
February 22	3:00 p.m.	1537 Webster Street
March 22	3:00 p.m.	1537 Webster Street
April 26	3:00 p.m.	1537 Webster Street
May 24	3:00 p.m.	1537 Webster Street
June 28	3:00 p.m.	1537 Webster Street
July 26	3:00 p.m.	1537 Webster Street
August 23 - <b>Cancelled</b>	<b>AUGUST RECESS</b>	
September 27	3:00 p.m.	1537 Webster Street
October 25	3:00 p.m.	1537 Webster Street
November 15 (*3rd Wednesday)	3:00 p.m.	1537 Webster Street
December 20 (*3rd Wednesday)	3:00 p.m.	1537 Webster Street

## **COMMITTEE MEETING SCHEDULE**

### **Programs & Administration Committee (2<sup>nd</sup> Thursday each month)**

The regular meeting schedule for the Programs & Administration Committee is the second Thursday of each month at 9:00 a.m., except where noted differently (\*). The meetings are held at 1537 Webster St., Oakland.

The 2017 meeting dates for the Programs & Administration Committee are as follows:

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
January 12	9:00 a.m.	1537 Webster Street, Oakland
February 9	9:00 a.m.	1537 Webster Street, Oakland
March 9	9:00 a.m.	1537 Webster Street, Oakland
April 13	9:00 a.m.	1537 Webster Street, Oakland
May 11	9:00 a.m.	1537 Webster Street, Oakland
June 8	9:00 a.m.	1537 Webster Street, Oakland
July 13	9:00 a.m.	1537 Webster Street, Oakland
August 10 - <b>Cancelled</b>	<b>AUGUST RECESS</b>	
September 14	9:00 a.m.	1537 Webster Street, Oakland
October 12	9:00 a.m.	1537 Webster Street, Oakland
November 9	9:00 a.m.	1537 Webster Street, Oakland
December 14	9:00 a.m.	1537 Webster Street, Oakland

## **COMMITTEE MEETING SCHEDULE**

### **Recycling Board/ Planning & Organization Committee (2<sup>nd</sup> Thursday each month)**

The regular meeting schedule for the Recycling Board/ Planning & Organization Committee is the second Thursday of each month at 4:00 p.m. or 7:00 p.m., except where noted differently (\*). The meetings are held at 1537 Webster St., Oakland.

The 2017 meeting dates for the Recycling Board/Planning & Organization Committee are:

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
January 12	4:00 p.m.	1537 Webster Street, Oakland
February 9	4:00 p.m.	1537 Webster Street, Oakland
March 9	4:00 p.m.	1537 Webster Street, Oakland
April 13	7:00 p.m.	District 3 - San Leandro <i>Tentative: Location TBD</i>
May 11	7:00 p.m.	District 2 – Hayward <i>Tentative: Hayward City Hall 777 B Street, Hayward, CA 94541</i>
June 8	4:00 p.m.	1537 Webster Street, Oakland
July 13	7:00 p.m.	District 1 – Fremont <i>Tentative: Fremont Recycling and Transfer Station, 41149 Boyce Road, Fremont</i>
August 10	4:00 p.m.	1537 Webster Street, Oakland
September 14	7:00 p.m.	District 5 - Oakland StopWaste, 1537 Webster Street, Oakland
October 12	4:00 p.m.	1537 Webster Street, Oakland
November 9	7:00 p.m.	District 4 - Castro Valley <i>Tentative: Castro Valley Library</i>
December 14	4:00 p.m.	1537 Webster Street, Oakland

## **RECOMMENDATION**

It is recommended that the WMA/EC, P&A Committee, and the Recycling Board/P&O Committee, each adopt their respective regular meeting schedules for 2017.

## HOLIDAY SCHEDULE

2017

<u>DAY(S)</u>	<u>DATE(S)</u>	<u>REASON</u>
Monday	January 2	New Year's Day
Monday	January 16	Martin Luther King, Jr. Birthday
Monday	February 20	Presidents Day
Monday	May 29	Memorial Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Monday	October 9	Indigenous Peoples/ Columbus Day
Friday	November 10	Veteran's Day
Thursday & Friday	November 23 & 24	Thanksgiving & Day After
Monday & Tuesday	December 25 & 26	Christmas Eve & Christmas Day