

APPROVED

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

**Thursday, February 13, 2014
7:00 p.m.**

**San Leandro Public Library
300 Estudillo Avenue
Conference Room B
San Leandro, CA 94577
(510) 577-3971
(Directions provided)**

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

I. CALL TO ORDER

1st Vice President Daniel O'Donnell called the meeting to order at 7:00 p.m.

II. ROLL CALL

Pauline Cutter for Gordon Wozniak
Chris Kirschenheuter
Barbara Halliday
Daniel O'Donnell
Jerry Pentin
Steve Sherman

Absent:

Anu Natarajan
Michael Peltz
David Ralston
Minna Tao
Laureen Turner

Staff Present:

Gary Wolff, Executive Director
Tom Padia, Recycling Director
Wendy Sommer, Principal Program Manager
Arliss Dunn, Clerk of the Board

Others Present:

Judi Erlandson, City of Livermore

III. ANNOUNCEMENTS BY THE PRESIDENT

Mr. O'Donnell announced that fliers for the grants to non profits program were available at the meeting.

IV. CONSENT CALENDAR (P&O & RB)

1. **Approval of the Draft Minutes of December 12, 2013 & January 9, 2014** **Action**
(Gary Wolff)

- 2. **Board Attendance Record (Gary Wolff)** **Information**
- 3. **Written Report of ExParte Communications** **Information**
- 4. **Grants Under \$50,000 (Gary Wolff)**

Mr. Pentin made the motion to approve the Consent Calendar. Ms. Halliday seconded and the motion carried 6-0 (Natarajan, Peltz, Ralston, Tao, and Turner absent).

V. OPEN PUBLIC DISCUSSION

There was none.

VI. REGULAR CALENDAR

- 1. **Accumulated Measure D Fund Balance Exceeding Policy Threshold - approval of City of Livermore Expenditure Plan (Gary Wolff & Tom Padia)** **Action**

It is recommended that the Recycling Board:

- Approve the Expenditure Plan submitted by the City of Livermore and find that Livermore is eligible to continue receiving its quarterly per capita disbursements from the Recycling Fund through June 30, 2015, while it expends its Measure D funds according to the Expenditure Plan or on other eligible uses.
- Direct staff to return to the Board in the future with options for revising the Fund Balance Threshold.

Mr. Padia provided an overview of the staff report. The report is available here:

<http://www.stopwaste.org/docs/livermore-d-02-13-14.pdf>

Judy Erlandson, City of Livermore, was present to answer questions. Mr. Pentin inquired regarding prior occurrences of cities exceeding the threshold. Mr. Wolff stated that the city of Hayward in the past exceeded the balance threshold and submitted an expenditure plan that was approved by the Recycling Board. Ms. Cutter inquired if a plan can extend indefinitely as long as it is submitted ahead of time. Mr. Padia affirmed and stated some cities fund ongoing expenses such as staff positions and others have saved it towards larger purchases such as equipment. Mr. Sherman asked if this is pro forma when cities exceed the balance threshold by any amount. Mr. Padia affirmed. Ms. Halliday inquired about a timeline for staff to return to the Board of with options, and why not select the 16 quarters option. Mr. Wolff stated that as long as the revisions are completed sometime next year all jurisdictions should be fine as the threshold report is done at the end of each year, and staff is exploring multiple options. For example, there might be simpler solutions such as setting a fixed threshold based on current year Measure D payments or some other City-specific fixed annual number.

Ms. Erlandson stated that Livermore is facing declining revenues and would prefer allocating the funds to higher priorities and looks forward to working with staff on developing options for revising the fund balance threshold.

Mr. Pentin made the motion to accept the staff recommendation. Ms. Cutter seconded and the motion carried 6-0 (Natarajan, Peltz, Ralston, Tao, and Turner absent).

- 2. **Regionalizing Bay Friendly Landscaping (Gary Wolff & Wendy Sommer)** **Action**
Staff recommends that the Recycling Board direct staff to prepare budget proposals for each of the next three years that implement this general approach to Regionalizing Bay Friendly work, and that both Committees recommend to the Waste Management Authority Board that it also endorse this approach at its meeting on February 26th. The budget proposals will be included in the overall agency budget proposal in each of the next three fiscal years.

Wendy Sommer provided an overview of the staff report. The report is available here:

<http://www.stopwaste.org/docs/bayfriendly-02-13-14.pdf>

Mr. Sherman requested staff provide a scenario of low, medium and high threshold funding and the impacts on the agency budget and the Coalition deliverables. Ms. Halliday inquired about the consequences of drastically reducing the funding. Ms. Sommer explained that \$275,000 of the \$479,000 was StopWaste staff assisting the Coalition. The Coalition would now prefer to operate themselves without significant StopWaste staff involvement. However, they are pleased that StopWaste will continue to have limited involvement. The Coalition will remain the implementer locally of the bay-friendly guidelines and will continue to do trainings and workshops while the Sustainable Landscape Council is an umbrella standards organization.

Mr. Sherman inquired about the legal structure of the two organizations. Ms. Sommer stated that Coalition is a 501c3 organization and the proposed Sustainable Landscape Council will be a 501c3 as well. Mr. Sherman asked if the Executive Director of the Coalition appeared before the Board. Ms. Sommer stated no, the Executive Director position has been unstable over the past 4 years and the current ED is in an interim capacity. Ms. Halliday stated that she is hopeful that the Coalition is stable. Ms. Sommer stated that she will remain on the Board of the Coalition.

Mr. O'Donnell inquired about the bay-friendly budget when the Master Compost program and garden tours were a part of the bay-friendly program. Mr. Wolff stated the total bay-friendly budget was approximately \$1.3 million then, and work related to the bay-friendly approach is approximately the same now but the regionalizing effort is being phased down in favor of a narrower focus on recycled content compost and mulch, lawn replacement without landfill waste, etc., The main change is the program is now more narrowly focused on the solid waste mission of the organization. Mr. O'Donnell inquired if the Sustainable Landscape Council will retain a lobbyist. Ms. Sommer stated that it was not envisioned that it would be a lobbying organization. There was a plan to create a Public Agency Council where member agencies, cities, etc. can voluntarily join a forum to promote ordinances and policies that can then be brought to their own agencies and jurisdictions. Mr. O'Donnell inquired if there will be a loss of jobs due to the budget reduction. Ms. Sommer stated that the project manager at StopWaste will receive a shift in duties.

Mr. Sherman inquired about the 233,000 tons of waste diverted from the landfill. Ms. Sommer stated that this is possibly due to plant debris prevented through sheet mulching. Mr. Sherman added he is impressed by this program and his employer EBMUD is a signatory to this program as well.

Mr. Sherman made the motion to approve the staff recommendation. Mr. Pentin seconded and the motion carried 6-0 (Natarajan, Peltz, Ralston, Tao, and Turner absent).

3. Measuring Waste Diversion (Gary Wolff & Mark Spencer)

Information

Mr. Wolff provided an overview of the staff report. The report is available here:

<http://www.stopwaste.org/docs/diversion-02-13-14.pdf>

Ms. Halliday stated that she was not on the Board when the Benchmark program was developed and although she is pleased with the report design is disappointed that the report does not provide information on how to properly sort and recycle. Mr. Wolff stated that the report directs readers to the web where they can find out how to properly sort and recycle. Over the past 5 years, from drawing attention to the good stuff that people are throwing away, we have moved from close to 60% of good stuff in the garbage to about 31% for residential, and we're hoping the benchmark service will help us to improve those numbers. Mr. Wolff stated that we are thinking of another report this fiscal year and two more next fiscal year and they will be much simpler. The inaugural report was designed to attract attention and to alert the public to the opt-out provision. Mr. Padia stated that he is sure that most cities as well as StopWaste have information on their websites that illustrate how to properly sort and recycle materials.

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Ms. Cutter stated that it would be helpful to have information on the product label about where to recycle. Mr. Wolff stated that one of our product decisions targets promotes the "how 2 recycle" labeling program, which is being rolled out by different companies across the country.

Mr. Sherman stated that he would like to see a metric that shows per capita disposal or residential waste over an extended period of time and setting the bar higher especially in comparison to the same numbers for so-called advanced developed countries. Mr. Wolff stated that we have a table in the strategic plan that illustrates those numbers and we can update that information. Mr. Kirschenheuter stated that the recycling industry is driven by revenue and the European countries are way ahead of the United States, and the East Coast is ahead of the West Coast due to the landfills being more expensive than ours.

Ms. Halliday inquired about the impact of the plastic bag ban. Ms. Sommer stated that we have some anecdotal results through parking lot surveys wherein we tally results of how many people come out with bags and there is definitely a decline in the numbers. Mr. Wolff stated that we will have pre and post ordinance information at the end of the year using three different metrics; 1) parking lot surveys 2) information on store sales of paper and reusable bags, and 3) analysis on storm drains.

VII. OTHER PUBLIC INPUT

There was none.

VIII. COMMUNICATIONS/MEMBER COMMENTS

Mr. Sherman inquired about the interim appointment process. Mr. Wolff stated that the Board of Supervisors can appoint an interim for Board of Supervisor appointees on the Recycling Board, for up to 90 days. The Waste Management Board must appoint the interim appointment for the WMA members on the Recycling Board. County Counsel informed us that due to the rules of the County Charter, we are unable to establish interim appointments in advance on a regular basis (e.g., like alternates on some Boards) as the interim appointments must be made as need arises. Up to 2 Board members may attend via teleconference if staff is provided sufficient advance notice (the rules call for 8 day prior to the meeting). The Board member telephone number and public location must be posted on the agenda and the agenda must be displayed at the offsite location. WMA alternates are not able to serve as interim appointments on the Recycling Board.

Mr. O'Donnell stated that he enjoyed the Davis Street Tour and suggested touring the HHW facility when the Recycling Board meets at the Fremont Transfer Station. He further suggested lining up tours of other recycling plants. Board members also suggested tours of StopWaste grantees.

Mr. Wolff announced the March 13th Recycling Board meeting will also be the StopWaste Business Awards event. The event will begin at 8:00 a.m. and run until about 10:30, and awards will be given to 12 businesses. The event will be held at the Zero Net Energy Center in San Leandro. Directions to the Center will be provided on the March 13th agenda.

IX. ADJOURNMENT

The meeting adjourned at 8:35 p.m.