

APPROVED

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

**Thursday, May 8, 2014  
7:00 p.m.**

**Hayward City Hall  
777 B Street  
2nd Floor, Conference Room 2A  
Hayward, CA 94541  
(510) 583-4000  
(Directions provided)**

**Via teleconference:  
Steve Sherman  
3139 Lewiston Avenue  
Berkeley, CA 94705  
510-655-1121**

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

**I. CALL TO ORDER**

President Anu Natarajan called the meeting to order at 7:02 p.m.

**II. ROLL CALL**

Don Biddle for Jerry Pentin  
Barbara Halliday (arrived 7:28 p.m.)  
Chris Kirschenheuter  
Anu Natarajan  
Daniel O'Donnell  
Michael Peltz  
Steve Sherman (via teleconference)  
Minna Tao  
Gordon Wozniak (arrived 7:06 p.m.)

**Absent:**

Laureen Turner

**Staff Present:**

Gary Wolff, Executive Director  
Pat Cabrera, Administrative Services Director  
Gina Peters, Chief Finance Officer  
Tom Padia, Recycling Director  
Program Managers: Wendy Sommer, Karen Kho, Teresa Eade, Meri Soll, Justin Lehrer, Jeff Becerra  
Audrey Beaman, Recycling Board Counsel  
Arliss Dunn, Clerk of the Board

**Others Present:**

Jennifer Gavin, City of Piedmont  
Sally Green, Oro Loma Sanitary District  
Claire Griffing, City of Albany  
Andreea Simion, Oro Loma Sanitary District  
Michelle Wu, Castro Valley Sanitary District

**III. ANNOUNCEMENTS BY THE PRESIDENT**

**IV. CONSENT CALENDAR (P&O & RB)**

- |  |                    |
|--|--------------------|
| <b>1. Approval of the Draft Joint Minutes of April 23, 2014 (Gary Wolff)</b> | <b>Action</b>      |
| <b>2. Board Attendance Record (Gary Wolff)</b>                               | <b>Information</b> |
| <b>3. Written Report of ExParte Communications</b>                           | <b>Information</b> |

Mr. Biddle made the motion to approve the Consent Calendar. Mr. Peltz seconded and the motion carried 7-0 (Halliday, Turner and Wozniak absent).

**V. OPEN PUBLIC DISCUSSION**

There was none.

**VI. REGULAR CALENDAR**

- |   |                    |
|---|--------------------|
| <b>1. Municipal Panel Presentation: Schools Program<br/>(Gary Wolff &amp; Meghan Starkey)</b> | <b>Information</b> |
|---|--------------------|

Meghan Starkey provided an overview of the staff report and introduced member agency staff. The staff report is available here: <http://www.stopwaste.org/docs/schools--02-13-14.pdf>

The panel consisted of: Jennifer Gavin, City of Piedmont, Sally Green, Oro Loma Sanitary District, Claire Griffing, City of Albany, Andreea Simion, Oro Loma Sanitary District, and Michelle Wu, Castro Valley Sanitary District. An audio of the presentation is available here: [www.stopwaste.org/docs/rb-munii-schools.mp3](http://www.stopwaste.org/docs/rb-munii-schools.mp3)

Ms. Natarajan stated her appreciation of the format as it provides a forum for the Board to hear about the activities and programs in other jurisdictions. Mr. Biddle inquired about the level of parental involvement in the recycling programs. There was general consensus from all of the panelists that parental involvement is significant in all phases of the programs. Mr. Peltz stated as the Materials Marketing Manager for Waste Management, the interaction between parents, students, and educational institutions in environmental education is critical in increasing the quality of recycling materials, and an added tangible benefit is not merely recycling but doing it properly. Ms. Tao inquired if the programs at school are comparable to how recycling is done in the home. There was consensus among the panelist that the methods used in the home are comparable to what is done at school.

Ms. Natarajan indicated that a team of 5th graders appeared before a combined meeting of the Fremont city and school district governing boards and informed them that they had toured the transfer station and in coordination with the school principal created a club that manages organics and trains the 4th graders to assume responsibility.

Ms. Natarajan thanked the panel for the presentation.

Ms. Starkey provided an overview of the list of suggested topics for future panels. Mr. Wolff invited the Board to add topics or prioritize discussions at their discretion. Ms. Natarajan indicated her preference for #3, Commercial recycling promotion and outreach. Some Board members indicated their preference for #5, large events recycling. Ms. Halliday indicated a preference for #6, Special handling at the curb: bulky waste

& special collection (such as batteries, CFL). Mr. Wozniak indicated a preference for #4, Franchise contract management. Ms. Starkey and Mr. Wolff agreed to schedule those four topics over the next year.

**2. Budget Proposal for FY 14/15  
(Gary Wolff, Pat Cabrera, Gin Peters & All Staff)**

**Information**

Ms. Cabrera provided a fiscal summary of the budget, and Program Managers provided a programmatic overview of accomplishments for Fiscal Year 2012//2013 and objectives for Fiscal Year 2013/2014. Mr. Wolff provided a contextual view of the FY 12/15 budget looking back five years and looking forward six years. The staff report is available here <http://www.stopwaste.org/docs/budget-05-08-14.pdf> and the powerpoint presentation is available here: [www.stopwaste.org/docs/FY14-15-budget-presentation.pdf](http://www.stopwaste.org/docs/FY14-15-budget-presentation.pdf) Mr. Biddle requested an overview of the organics processing facility reserves. Mr. Wolff stated the agency has committed to helping develop at least one organics processing facility in county. Actual bids for public-private partnerships to develop such a facility in the early 2000s came in between \$14.2-47.8 million. An attempt to site a project in Sunol was unsuccessful and the Board decided to not pursue the project. We continue to maintain the reserve but believe that a public/private partnership will be needed to provide sufficient capital. Mr. Wozniak inquired about the volume of materials that we would like an in-county facility to process. Mr. Wolff stated approximately 200,000 tons per year, which is approximately one-half of the 400,000 tons that was going into landfill at the time of the 2008 Waste Characterization Study.

Ms. Halliday asked for clarification regarding the piloted LEED for Existing Buildings with our own building. Mr. Wolff indicated the StopWaste building was LEED certified for construction but not for operations and maintenance. The building recently went through the operations and maintenance certification process and we will now assist three member agencies to undergo the process as well. Ms. Eade added a building doesn't require LEED certification for both construction and operations and maintenance but it helps to achieve both.

Mr. Biddle asked staff to confirm that \$11,107, 689 is the proposed core budget. Mr. Wolff stated yes, it does not include external and pass-through funding. Ms. Halliday inquired if the 2.5% salary increase is for 2 years. Mr. Wolff said no, the proposed budget contains a 2.5% increase in the salary ranges as directed by the Board. The Board's direction was to conduct a compensation survey every third year and the two years in between to build the budget using most recent change in the consumer price index, and present the budget to the Board for consideration. .

Mr. Wozniak recommended that staff keep abreast of the PERS retirement costs with respect to the new GASB (Government Accounting Standards Board) standards. Mr. Wolff stated that we have recently received the required actuarial analysis that indicated the agency was overfunded for post retirement medical benefits. Mr. Wozniak inquired about the current PERS liability. Mr. Wolff stated that there is no actuarial accrued liability. Ms. Cabrera added we are part of a pool and if the agency is anticipating an increase of 1% in the PERS rate. Mr. Wozniak suggested that staff examine retirement costs assuming that some of the assumptions currently being made by PERS turn out to be incorrect (e.g., the rate of return on their investment portfolio).

Mr. Peltz inquired about the increase in the plastic bag fee and the revenue stream. Mr. Wolff stated it is a minimum charge that the stores must collect and the revenue goes to the retailer. We aligned our ordinance with the San Jose ordinance to provide an automatic increase from \$0.10 to \$0.25 that would become effective in a certain year unless a finding is made that the \$0.10 charge is adequate to discourage use of plastic bags. Staff will be providing an update to the Board later this year on the ordinances' effect on the use of plastic bags and the Board will be asked to make a finding that the \$0.10 charge is adequate or not.

Mr. Sherman inquired about PERS liability and asked that staff provide additional information. Mr. Wolff stated we could provide the recent actuarial analysis. Mr. Wozniak inquired about the status of the San Francisco import mitigation funding and its effect on future agency revenue. Mr. Wolff stated that he would

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like to first meet with Debbie Raphael, the new Director of the SF Department of the Environment, to hear their current stance on the issue.

Ms. Natarajan commended staff on the budget presentation and asked that the powerpoint be made available to the public. Mr. Wolff stated that it will be included as a link in the Board minutes and the staff memo for the May 28 WMA meeting.

**VII. OTHER PUBLIC INPUT**

There was none.

**VIII. COMMUNICATIONS/MEMBER COMMENTS**

Ms. Halliday welcomed everyone to the city of Hayward.

**IX. ADJOURNMENT**

The meeting adjourned at 8:35 p.m.