

**Planning Committee/Recycling Board Members**

Dan Kalb, **President**  
ACWMA

Eric Havel, **1<sup>st</sup> Vice President**  
Environmental Educator

Jeff Wang, **2<sup>nd</sup> Vice President**  
ACWMA

Darby Hoover, Environmental Organization

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

Laura McKaughan, Recycling Materials Processing  
Industry

David Mourra, ACWMA

Fred Simon, ACWMA

Talia Wise, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

**AGENDA**

**MEETING OF THE  
PLANNING COMMITTEE  
AND  
ALAMEDA COUNTY RECYCLING BOARD**

**THURSDAY, FEBRUARY 8, 2024**

**6:00 P.M.**

***IN-PERSON MEETING LOCATION***  
**CASTRO VALLEY SANITARY DISTRICT**  
**21040 MARSHALL ST, CASTRO VALLEY, CA**

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

Teleconference Location #1 2735 Park Blvd., Oakland, CA  
Teleconference Location #2 118 Glashaus Loop, Emeryville, CA  
Teleconference Location #3 1534 Ashby Ave, Berkeley, CA  
Teleconference Location #4 Marina Community Center lobby, 15301 Wicks Blvd., San Leandro, 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 896 3887 7078
2. Using the [Zoom](#) website or App and entering meeting code 896 3887 7078

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, Thursday, February 8, 2024.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto: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. CALL TO ORDER

## II. ROLL CALL OF ATTENDANCE

## III. ANNOUNCEMENTS BY PRESIDENT

Welcome - (Dave Sadoff, CVSan, Board of Directors)

## IV. OPEN PUBLIC COMMENT

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board, but not listed on the agenda. Each speaker is limited to three minutes.

## Page V. CONSENT CALENDAR

1 1. Approval of the Draft PC & RB Minutes of January 11, 2024

3 2. Board Attendance Record

5 3. Written Report of Ex Parte Communications

## VI. REGULAR CALENDAR

7 1. Castro Valley Sanitary District Overview (Naomi Lue)  
This item is for information only.

9 2. Waste Prevention Grants Program Update (Meri Soll & Cassie Bartholomew)  
This item is for information only.

11 3. Legislative Effort to Adjust SB 1383 Procurement Requirements (Jennifer West)  
This item is for information only.

## VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

## VIII. ADJOURNMENT – TO PC&RB MEETING - MARCH 14, 2024 AT 4:00 P.M.

DRAFT

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

**Thursday, January 11, 2024**

**4:00 P.M.**

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

**I. CALL TO ORDER**

President Kalb called the meeting to order at 4:00 p.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. ROLL CALL OF ATTENDANCE**

Eric Havel, Environmental Educator  
Darby Hoover, Environmental Organization  
Tracy Jensen, ACWMA  
Dan Kalb, ACWMA (President)  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Jeff Wang, ACWMA  
Talia Wise, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Justin Lehrer, Operations Manager  
Alma Freeman, Communications Manager  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**III. ANNOUNCEMENTS BY THE PRESIDENT**

There were none.

**IV. OPEN PUBLIC COMMENT**

Arthur Boone provided public comments.

**V. CONSENT CALENDAR**

- 1. Approval of the Draft PC & RB Minutes of December 14, 2023**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of

## DRAFT

the Consent Calendar. Board member Jensen seconded, and the motion carried 11-0. The Clerk called the roll:

(Ayes: Havel, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None. Abstain: Wang. None. Absent: None).

### VI. REGULAR CALENDAR

#### 1. Fiscal Year 2022-23 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing.

Staff recommends that the Recycling Board accept and file the FY 22-23 audit report.

Timothy Burroughs introduced the item. Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY22-23-Audit-Report.pdf](#). Ms. Cabrera acknowledged Agency staff for their efforts in managing the Agency's finances to ensure a clean audit with no exceptions or recommendations for improvements in internal controls. The finance staff is comprised of Jennifer Luong, Financial Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Mitesh Desai from Badawi and Associates was available to answer any questions.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY22-23-Audit-Discussion](#). There were no public comments for this item. President Kalb commended staff for their efforts and extended congratulations for a clean audit report.

Board member Jensen moved for approval that the Recycling Board accept and file the FY 22-23 audit report. Board member Wise seconded, and the motion carried 11-0. The Clerk called the roll: (Ayes: Havel, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None. Abstain: None. Absent: None).

#### 2. Board Rules of Procedure for Teleconferencing (Timothy Burroughs)

Staff recommends that the Board evaluate the amendments to the Rules of Procedure adopted on December 8, 2022.

Timothy Burroughs provided a brief overview of the staff report. A link to the report is available here: [Board-Rules-of-Procedure.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Board-Rules-of-Procedure-Discussion](#). The Board evaluated the Rules of Procedure and proposed no additional changes. There were no public comments on this item.

### VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Timothy Burroughs announced the 2024 Waste Prevention Grant application is now open. We're offering \$1.1 million in funding to nonprofits, businesses, school districts, and institutions with projects that focus on upstream activities. The deadline to apply is March 14, 2024. Details about eligibility, an informational webinar, and the application can be found at [www.stopwaste.org/grants](http://www.stopwaste.org/grants). Mr. Burroughs encouraged the Board to help spread the word about these funding opportunities. Mr. Burroughs announced that the draft regulations for SB 54 were released in late December and staff is reviewing them and will provide an update to the Board. Additionally, CRRRA and SWANA will be hosting a webinar on SB 54 and staff will provide the information to the Board. Board member McKaughan asked that staff look into the intersection between SB 54 and SB1013.

Board member Havel asked that staff look into AB 285, regarding science requirements and climate change, to see if there is any intersection with our schools' program.

### VIII. ADJOURNMENT – TO PC& RB MEETING – FEBRUARY 8, 2024 at 6:00 P.M.

The meeting was adjourned at 4:30 p.m.

**2024 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D
<b>REGULAR MEMBERS</b>												
E. Havel	X											
D. Hoover	X											
T. Jensen	X											
D. Kalb	X											
C. Lee	X											
G. Liao	X											
L. McKaughan	X											
D. Mourra	X											
F. Simon	X											
J. Wang	X											
T. Wise	X											
<b>INTERIM APPOINTEES</b>												

Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X=Attended

A=Absent

I=Absent - Interim Appointed

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**DATE:** February 8, 2024  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

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**BACKGROUND**

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board's official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board's official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

*Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board's agenda, giving as much public notice as possible.*

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.

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**DATE:** February 8, 2024  
**TO:** Planning Committee/Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Castro Valley Sanitary District Overview

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### **SUMMARY**

The Castro Valley Sanitary District (CVSan) will host the February 8, 2024, meeting of the Planning Committee and Recycling Board. CVSan is a public agency that provides wastewater and solid waste services (recycling, organics, and garbage) to the community of Castro Valley, as well as a valued member agency and partner.

### **DISCUSSION**

At the meeting, Naomi Lue, Zero Waste Supervisor, will provide an overview and presentation of the programs and services that CVSan provides to the community of Castro Valley.

### **RECOMMENDATION**

This item is for information only.

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**DATE:** February 8, 2024

**TO:** Planning Committee/Recycling Board

**FROM:** Meri Soll, Senior Program Manager  
Cassie Bartholomew, Senior Program Manager

**SUBJECT:** Waste Prevention Grants Program Update

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## **SUMMARY**

The Agency utilizes several approaches to support waste prevention and build upstream infrastructure in Alameda County. One such approach is our long-running waste prevention grants program. For the Waste Prevention Grant 2024 Solicitation round, we are offering \$1.1 million in funding for local nonprofits, businesses, and institutions for innovative projects focused on waste prevention and building upstream infrastructure through repair, reuse, redistribution, food waste prevention and recovery, and food donation equipment. The program engages businesses, school districts, and community-based organizations to reduce waste in Alameda County while helping to address some of the County's most pressing environmental and equity issues. In addition, these grant projects help member agencies advance their sustainability goals. Since 1996, StopWaste has provided more than \$10 million in grant funding.

## **DISCUSSION**

Local community-based organizations, school districts, and businesses have a critical role in preventing waste and shaping a more circular, resilient, inclusive economy. The grants program offers entities an opportunity to jump start an idea or advance concepts that prioritize upstream source reduction and reuse measures over recycling, composting, and landfilling. Funding priorities are reviewed yearly, and shift depending on Agency priorities and needs in the community.

Over the years, the Agency has also increased funding and assistance to entities helping to meet requirements in state laws such as SB 1383 and the Plastics Pollution Prevention and Producer Responsibility Act (SB 54). For example, an increase in funding for food recovery helps build organizational capacity to recover and distribute donated food to meet SB 1383 mandates, while the boost in funding for reusable foodware implementation reduces reliance on single-use packaging and builds infrastructure ahead of SB 54.

Staff will provide an overview of the upcoming grants solicitation which will include details related to the different grant categories, implementation of a new web-based platform to improve

accessibility for grant applicants and to streamline the reporting processes, steps to apply for grant funding, and the review and selection process.

**RECOMMENDATION**

This item is for information only.



**DATE:** February 8, 2024  
**TO:** Planning Committee/Recycling Board  
**FROM:** Jennifer West, Program Manager  
**SUBJECT:** Legislative Effort to Adjust SB 1383 Procurement Requirements

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## **SUMMARY**

SB 1383 (California's Short-Lived Climate Pollutant Reduction Strategy) requires each city and county to annually procure a specified quantity of recovered organic waste products, such as compost and/or mulch. The intention of the procurement requirement is to build markets for compost and mulch, a goal supported by StopWaste. However, the existing procurement requirements are unrealistic for local governments to meet, particularly in the Bay Area where much of the organics has already been diverted to composting and a mature market for that compost already exists.

Since 2021, the WMA Board has directed staff to work with partners to pursue common sense adjustments to SB 1383 requirements as a main legislative priority. This memo provides the Recycling Board with an update on this legislative work. The Agency is sponsoring legislation designed to increase local government flexibility in meeting the requirements, reduce local government costs, and further the methane-reduction goals in SB 1383. This emerging legislation has grown out of several months of engagement with StopWaste member agencies, other local governments, compost producers, CalRecycle, and other stakeholders.

In December 2023, the WMA Board directed staff to continue to work with stakeholders to pursue this legislative effort.

## **DISCUSSION**

Most, if not all, jurisdictions in the state will struggle to meet the SB 1383 procurement targets. In some areas, this is because collection and processing infrastructure has yet to be built, and so there is not enough compost available. In other areas, such as Alameda County, where significant organics diversion already exists and where composting infrastructure has been in place for many years, the demand for compost and mulch created by SB 1383's procurement requirements is in competition with existing demand from entities such as landscapers and farmers.

In 2022 Governor Newsom signed AB 1985, which phases in the procurement targets over multiple years (30% in 2023, 65% in 2024 and 100% in 2025). This phased approach helps jurisdictions that are building infrastructure right now. However, it does not help early adopting jurisdictions such as those in Alameda County, which have significant organic waste diversion infrastructure already in place and are

not starting from the same conditions and therefore do not have the same potential to extract more organics from the waste stream and increase compost production.

Per WMA Board direction, since 2022, staff has convened a stakeholder group to develop a list of proposed changes to the current procurement requirement, while maintaining the objective of creating more supply and demand for organic waste products and advancing state greenhouse gas reduction goals. This stakeholder group includes Bay Area counties' staff and composters serving our region. This group has met with CalRecycle on multiple occasions to discuss implementation barriers and issues, as well as our proposals to advancing proposed legislative solutions. No barriers have been identified so far.

The changes that our coalition of stakeholders is proposing would add flexibility for local governments to comply with the procurement requirements and create more resilient markets, while still advancing the overall goals of SB 1383. The bill language currently includes the following concepts that have been developed by the stakeholder group:

- Allowing the use of additional recovered organic waste products, such as compost produced by on-farm, community, and other compost operations that are not "permitted" by the state to count toward their target
- Giving credit for investments local governments make in building markets for compost, such as through the establishment of on-site, on-farm operations
- Allowing direct service provider agreements be made retroactively

Additional concepts that our coalition of stakeholders may propose but that are not yet in the draft bill include:

- Allowing jurisdictions to calculate a jurisdiction-specific procurement target that reflects the actual potential for market growth in their region
- Allowing jurisdictions to develop a plan for procurement including how and where they will use compost and mulch, training staff, and developing giveaway programs
- Revising target calculation to include only organic waste that can be used to make products eligible for procurement credit

As a sponsor of this legislation, StopWaste has identified a legislator to introduce a bill and our Agency is providing expertise and assisting with coalition-building to help navigate the bill through the legislative process. StopWaste is pleased to be working with Assemblymember Alex Lee of District 24, which includes Fremont and Newark as well as portions of unincorporated Alameda County, along with Milpitas, parts of San Jose and portions of unincorporated Santa Clara County. Assemblymember Lee will introduce the legislation before the February 16, 2024, deadline.

While we expect the language to evolve during the legislative session, the bill is a pathway to adjusting SB 1383 procurement requirements to provide increased flexibility for local governments to meet the requirements, reduce local government costs, and support more realistically the overall objectives of SB 1383 to reduce methane emissions from landfilled waste.

## **RECOMMENDATION**

This item is for information only.