

Planning Committee/Recycling Board Members

Dan Kalb, **President**
ACWMA

Eric Havel, **1st Vice President**
Environmental Educator

Jeff Wang, **2nd 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, MARCH 14, 2024

4:00 P.M.

***IN-PERSON MEETING LOCATION*
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, 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 Glashauss Loop, Emeryville, CA
Teleconference Location #3	1534 Ashby Ave, Berkeley, CA
Teleconference Location #4	Hyatt Place Washington DC Lobby - 1522 K St. NW, Washington, DC
Teleconference Location #5	34009 Alvarado Niles Rd. Union City, CA
Teleconference Location #6	14751 Pansy Street, San Leandro, CA
Teleconference Location #7	30587 Huntwood Ave, Hayward CA
Teleconference Location #8	3722 Ardley Ave., Oakland, 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 836 4410 5281
2. Using the [Zoom](#) website or App and entering meeting code 836 4410 5281

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, March 14, 2024.

The public may also comment by sending an e-mail to 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

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 February 8, 2024

5 2. Board Attendance Record

7 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

9 1. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – TO JOINT WMA, EC, AND PC&RB MEETING – APRIL 24, 2024 AT 3:00 P.M.

APPROVED

**MINUTES OF THE REGULAR 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

I. CALL TO ORDER

President Kalb called the meeting to order at 6:00 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)
Grace Liao, Source Reduction Specialist
Laura McKaughan, Recycling Materials Processing Industry
David Mourra, ACWMA
Fred Simon, ACWMA
Jeff Wang, ACWMA

ABSENT

Chiman Lee, Recycling Programs
Talia Wise, Solid Waste Industry Representative

Staff Present:

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Jennifer West, Program Manager
Cassie Bartholomew, Senior Program Manager
Adrienne Ramirez, Management Analyst
Arliss Dunn, Clerk of the Board
Caitlyn Gulyas, Deputy County Counsel

Others Participating

Dave Sadoff, CVSan Board of Directors President
Naomi Lue, CVSan Zero Waste Supervisor
Kristy Dooman Woerz, CVSan Board of Directors

III. ANNOUNCEMENTS BY THE PRESIDENT

President Kalb thanked CVSan for hosting the Recycling Board meeting.

IV. OPEN PUBLIC COMMENT

APPROVED

Talia Wise invited the Board to take a tour of the Davis Street Transfer Station and StopWaste Education Center. Mr. Burroughs will coordinate with Board member Wise and the full Board to schedule this event.

V. CONSENT CALENDAR

1. **Approval of the Draft PC & RB Minutes of January 11, 2024**
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 the Consent Calendar. Board member Jensen seconded, and the motion carried 9-0. The Clerk called the roll: (Ayes: Hoover, Jensen, Kalb, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None. Abstain: None. Absent: Havel, Lee).

VI. REGULAR CALENDAR

1. **Castro Valley Sanitary District Overview (Naomi Lue)**

This item is for information only.

Mr. Burroughs introduced the item. CVSan Board President, Dave Sadoff, provided an overview of CVSan's programs and services. President Sadoff also announced that CVSan is currently constructing new headquarters about two blocks from the current location. The new location should be ready next year and extended an invitation to attend the ribbon cutting and grand opening. Naomi Lue, Zero Waste Supervisor, provided an overview of CVSan's Zero Waste mission and outreach strategies. A link to the presentation is available here: [CVSan-Presentation](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [CVSan-Discussion](#).

There were no public comments for this item. President Kalb thanked Mr. Sadoff and Ms. Lue for the presentation.

2. **Waste Prevention Grants Program Update (Cassie Bartholomew)**

This item is for information only.

Timothy Burroughs introduced the item. Cassie Bartholomew provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and presentation is available here: [Waste-Prevention-Grants-memo](#). Ms. Bartholomew provided an overview of the upcoming grants solicitation which included 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.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Waste-Prevention-Grants-Discussion](#). Mr. Burroughs stated that following the meeting, staff would send an email to the Board containing a toolkit and information about the grants program that the Board can share with their networks. There were no public comments on this item. President Kalb thanked staff for a very informative presentation.

3. **Legislative Effort to Adjust SB 1383 Procurement Requirements (Jennifer West)**

This item is for information only.

Timothy Burroughs introduced the item. Jennifer West provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and presentation is available here: [SB-1383-Procurement-memo](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to

APPROVED

the discussion is available here: [SB-1383-Procurement-Discussion](#). There were no public comments for this item. President Kalb thanked staff for a very encouraging and informative discussion.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Jensen announced that the cities of Alameda and Oakland entered into an agreement, Open Alameda Estuary Crossing Pipeline, paving the way for construction of the first recycled water pipeline to serve Alameda and to begin using up to 500,000 gallons of recycled water at several sites in the west end of Alameda. A link to the article is available [here](#).

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

The meeting was adjourned at 7:30 p.m.

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2024 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

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

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: March 14, 2024
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
SUBJECT: Written Reports of Ex Parte Communications

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: March 14, 2024
TO: Programs & Administration Committee
Planning Committee/Recycling Board
FROM: Pat Cabrera, Administrative Services Director
SUBJECT: Multi-Year Fiscal Forecast

SUMMARY

In fiscal year 2022, the Agency engaged the consulting services of Crowe LLP to perform fiscal forecasts and an analysis of the Agency's fund balance and reserves. This analysis was to help determine an adequate or minimum funding level for those resources. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Landfill tonnage-based fees are the primary source of revenue for the Agency's discretionary budget (similar to a general fund). Crowe also developed a forecasting model, including seven scenarios, that staff uses to update the projections each year to help determine funding trends and associated fiscal measures to support the Agency's operations and mission. At the March 14 Programs & Administration and Recycling Board meetings, staff will present an overview of the latest analysis and annual fiscal forecast.

DISCUSSION

Key to the Agency's mission is to accelerate progress toward a circular economy, including advancing upstream waste prevention as well as material reuse, repair, and recycling. Consistent with our mission and other broader economic factors, solid waste disposal and the associated revenue will decline over time. Under the current revenue structure, maintaining consistent expenditures will at some point be fiscally unsustainable. As revenues decrease, or even if revenues remain flat, consistent or increased expenditures would over time lead to a structural deficit. As such, some threshold of fund balance is needed to fill in budgetary gaps while critical financial and programmatic decisions are made and implemented, such as reductions in certain expenditures and/or consideration of an increase, restructuring, or diversification of fees and other sources of revenue. Given the unique manner in which the Agency is funded, determining the appropriate fund balance threshold required a comprehensive analysis (Attachment 1) designed to provide fiscal guidance based on differing scenarios, as discussed below.

FORECAST SCENARIOS

The main purpose of the initial Crowe analysis and development of the fiscal forecasting model was to help determine an adequate or minimum fund balance with reserves that the Agency should maintain that both supports advancement of the Agency's mission today, while also providing the means to plan for the future. To achieve this purpose, the consultants assisted with developing forecasting scenarios as described in the "Forecast Scenario Descriptions" table below (see page 9 of Attachment 1 for a more detailed description of each scenario). The Agency intended for these scenarios to cover a range of potential circumstances that

could occur in the future and the potential impact of these scenarios on the Agency's reserves and fund balance. We are now and will continue to use these models as part of the annual multi-year forecast.

For purposes of the analysis, Scenario A represents the best case from a revenue perspective, descending to Scenario G which is the worst case, again from a revenue perspective. The basis for Scenarios A, B, C, and F is historical, meaning that a review of historical trends such as disposal changes over a specific time frame and/or impacts from the 2007-2009 recession were factored into the forecast. The basis for Scenarios D, E, and G is "goal-based," meaning that the trends reflect longer-term declines in tonnage based on policy goals, as articulated in the [Recycling Plan](#) adopted by the Agency's Recycling Board. The Agency's financial status has been closely tracking with Scenario C, and to refine our forecast for the coming fiscal year 2025 and beyond, staff added scenario C1 which maintains hard costs at FY 2024 levels for a total discretionary budget under \$13 million.

Forecast Scenario Descriptions

Scenario	Brief Description	Tonnage Change	Basis
A. Status Quo with Growth	Slight growth based on most recent five years	Increase	Historical
B. Status Quo	Tonnage stays flat	No Change	Historical
C. Economic Cycle	Declines based on most recent 15 years	Decrease	Historical
C1. Economic Cycle – Static hard cost	Declines based on most recent 15 years. No Hard Cost Expenditure Increase FY 2025	Decrease	Historical
D. Organics	Achieve 75% reduction in landfilled organics by Jan 1, 2025 (FY 2025) using a FY 2021 baseline (SB 1383 ¹), then tonnage stays flat	Decrease	Goal-based
E. Organics and Recyclables	Achieve 75% reduction in landfilled organics by Jan 1, 2025 (FY 2025) using a FY 2021 baseline (SB 1383), then 75% reduction in recyclables by FY 29/30	Decrease	Goal-based
F. Recession	Tonnage declines similar to 2008 Recession to its recovery	Decrease	Historical
G. Recycling Plan	Achieve Recycling Plan goal of 100% diversion by 2045	Decrease	Goal-based

¹ Senate Bill 1383 Short-lived climate pollutants. Section 39730.6. Requires local government to reach a 75% reduction in organics landfilled by January 1, 2025. StopWaste is using a FY 21/22 baseline for the purposes of the projection.

MINIMUM FUND BALANCES AND RESERVES

A component of this analysis was to help determine what the Agency should maintain as the minimum level of funding required per each forecasting scenario in order to continue to efficiently operate while decisions are made to address funding imbalances if needed. This calculation is described in detail on page 12 of the report. Included in the report is the assumption that three years of lead time is needed to undergo a process that addresses funding declines, whether that be through changes to the revenue structure or programmatic changes (i.e., reductions), which take time to implement effectively.

The analysis concluded that the minimum funding level is an amount equivalent to 1 to 1.4 times an average discretionary budget (depending on the scenario). The Agency currently meets that minimum with an additional 9-month surplus (above the minimum contingency funding levels). Therefore, the Agency would have sufficient surplus fund balance and reserves based on any of the seven scenarios to operate under an annual deficit for at least the next three years. The one exception is scenario G which is highly unlikely to occur within this time frame.

KEY FINDINGS FROM THE SCENARIO ANALYSIS

The Crowe analysis provides a useful tool to the Agency to help identify a level of fund balance and reserves needed to efficiently operate while making critical decisions regarding its revenue structure or level of expenditures. Staff updated the projection models for the most recent fiscal forecast to include actual figures for last fiscal year (FY 2023) and budgeted figures for the current fiscal year. Based on actual figures and revenues to date, the Agency's fiscal trend closely matches Scenario C.

Here are the key findings from the Agency's latest fiscal forecast analysis:

- Under all eight scenarios, the Agency has accumulated fund balances and reserves, currently totaling approximately \$24.5m, which provide a sufficient planning horizon to implement changes which address the structural imbalance between revenues and expenditures.
- Based on the current fund balance, the Agency does not require any fee adjustment at this time. However, reliance on tonnage-based fees under the current rates (as the Agency's primary source of discretionary revenue), will not be adequate to fund operations (assuming a similar expenditure plan), in the longer term.
- The longer-term forecast (through FY 2030-2032) shows a decline in all fund balances and reserves even in the best-case scenario, with some scenarios showing the Agency exhausting all fund balances and reserves by FY 2029-2032. That is because even in the scenario which shows revenue growth, it will not outpace expected inflationary impacts.
- The Agency's unique circumstances related to revenue generation and the complexity of adjusting the fees that generate Agency revenue expose the Agency to financial risk in the longer-term, which points to the benefits of maintaining higher fund balance than other area waste management authorities that have different, more nimble fee structures.
- The Agency will use the forecasting tools to inform its budgetary and policy decision-making going forward. With active monitoring of the Agency's fund balance, the Agency can proactively assess and manage potential surpluses or deficits.
- The Agency has already begun the process of analyzing options for diversifying and stabilizing revenues for the long-term.

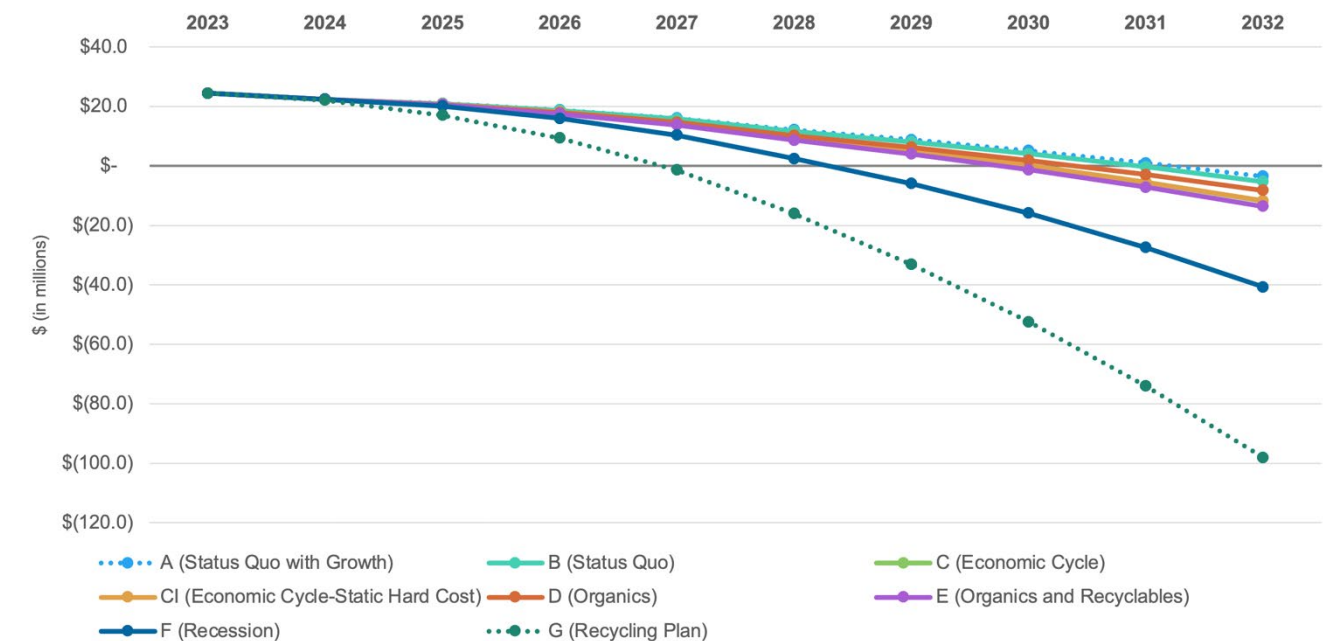
LONGER TERM FORECASTS

While financial forecasting is a valuable tool, the forecasts are estimates that become less accurate the further out data are projected. However, extending the scenarios through FY 2032 still provides insight as shown below. Note these charts have been updated so are slightly different from the Crowe report. The table and chart below reflect estimated fund balance trends without interventions such as expenditure reductions or diversification of revenues.

Projected Ending Fund Balance with Reserves (in millions) – Years 3, 6, and 9

Scenario	Base Year 2023	Year 3 2026	Year 6 2029	Year 9 2032
A. Status Quo with Growth	\$ 24.5	\$ 18.8	\$ 8.8	\$ (3.5)
B. Status Quo	\$ 24.5	\$ 18.7	\$ 8.1	\$ (5.3)
C. Economic Cycle	\$ 24.5	\$ 18.0	\$ 5.3	\$ (11.8)
CI. Economic Cycle-Static Hard Cost	\$ 24.5	\$ 18.1	\$ 5.4	\$ (11.7)
D. Organics	\$ 24.5	\$ 17.9	\$ 6.3	\$ (8.2)
E. Organics and Recyclables	\$ 24.5	\$ 17.5	\$ 4.0	\$ (13.6)
F. Recession	\$ 24.5	\$ 16.0	\$ (5.9)	\$ (40.7)
G. Recycling Plan	\$ 24.5	\$ 9.4	\$ (33.1)	\$ (98.1)

Projected Fund Balance with Reserves (FY 2023 through FY 2032)



As previously mentioned, the longer-term forecast (through FY 2032) shows a decline in all fund balances and reserves even in the best-case scenario, with scenarios C-G showing the Agency exhausting all fund balances and reserves. That is because simple inflationary increases will outpace revenues in the best-case scenario, and more likely we will experience declines in tonnage-based revenues over time. While the Agency will take steps to minimize the risk of these longer-term forecasts, they do highlight the need for the Agency to continue to regularly update the forecasting models to help identify trends and to address this fiscal imbalance.

BUDGET IMPACTS FOR FY 2025

While the longer-term forecasts indicate that the Agency will need to restructure and diversify its revenue streams, the short-term forecasts show that even in the worst-case scenario the Agency is in a stable financial position. This is helpful in preparing for the upcoming budget in that the Agency has the flexibility to make additional investment in our programs that further our mission. As the chart below shows, the Agency can utilize its funding contingency to fill in the budgetary gaps between revenue and expenditures and still maintain an adequate surplus even in the worst-case scenario (Scenario G, which is highly unlikely) through FY 2027, and through FY 2029 in the more likely scenario (Scenario C). Note, this does not mean that the Agency will have exhausted the fund balances and reserves by these dates, only that the accumulated fund balance and reserves would no longer meet the minimum three-year funding contingency for that particular scenario.

Fund Balance with Reserves (in millions)

Scenario	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
A. Status Quo with Growth	\$ 24.5	\$ 22.4	\$ 21.0	\$ 18.8	\$ 16.1	\$ 12.2	\$ 8.8	\$ 5.1	\$ 1.0	\$ (3.5)
B. Status Quo	\$ 24.5	\$ 22.4	\$ 21.0	\$ 18.7	\$ 15.8	\$ 11.7	\$ 8.1	\$ 4.1	\$ (0.3)	\$ (5.3)
C. Economic Cycle	\$ 24.5	\$ 22.4	\$ 20.7	\$ 18.0	\$ 14.6	\$ 9.8	\$ 5.3	\$ 0.2	\$ (5.5)	\$ (11.8)
CI. Economic Cycle-Static Hard Cost	\$ 24.5	\$ 22.4	\$ 20.8	\$ 18.1	\$ 14.7	\$ 9.8	\$ 5.4	\$ 0.3	\$ (5.4)	\$ (11.7)
D. Organics	\$ 24.5	\$ 22.4	\$ 20.6	\$ 17.9	\$ 14.7	\$ 10.2	\$ 6.3	\$ 1.9	\$ (2.9)	\$ (8.2)
E. Organics and Recyclables	\$ 24.5	\$ 22.4	\$ 20.6	\$ 17.5	\$ 13.8	\$ 8.7	\$ 4.0	\$ (1.3)	\$ (7.2)	\$ (13.6)
F. Recession	\$ 24.5	\$ 22.4	\$ 20.1	\$ 16.0	\$ 10.4	\$ 2.5	\$ (5.9)	\$ (15.9)	\$ (27.4)	\$ (40.7)
G. Recycling Plan	\$ 24.5	\$ 22.1	\$ 17.1	\$ 9.4	\$ (1.4)	\$ (16.1)	\$ (33.1)	\$ (52.4)	\$ (74.1)	\$ (98.1)

Staff is in the process of preparing the FY 2025 budget, which will be presented at the joint session of the Boards and the Energy Council on April 24, 2024. While the Agency will always exercise fiscal prudence, this analysis provides particularly useful information based on Agency priorities including SB 1383 implementation, and our ongoing efforts to build upstream waste prevention infrastructure, such as by advancing reusable foodware options to replace single-use disposables.

PLANNING FOR THE FUTURE

As previously discussed, staff is currently analyzing various options to stabilize its core revenue and will be presenting findings to the Boards upon completion of the analysis, tentatively scheduled for July or September. Furthermore, the Agency is taking proactive measures regarding expenditures, such as by limiting hiring and carefully managing vacancies. The Agency will continue its practice of monitoring unfunded liabilities and making strategic discretionary payments when feasible to both ensure the adequacy of the pension and post-retirement benefits (OPEB) and reduce annual operating expenses.

RECOMMENDATION

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Attachment 1: Crowe report: [Fiscal Forecasts and Fund Balance/Reserve Analysis](#)