

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

Vacant, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

AMENDED AGENDA

MEETING OF THE PLANNING COMMITTEE AND ALAMEDA COUNTY RECYCLING BOARD

THURSDAY, MAY 9, 2024

6:00 P.M.

***IN-PERSON MEETING LOCATION
DUBLIN CIVIC CENTER – BRAY COMMUNITY ROOM
100 CIVIC PLAZA, DUBLIN, 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	Heron Bay Regatta Park, 2296 Regatta Way, San Leandro, CA
Teleconference location #3	118 Glashaus Loop, Emeryville, CA
Teleconference location #4	1534 Ashby Ave., Berkeley, CA
Teleconference location #5	30587 Huntwood Ave., Hayward CA
Teleconference location #6	3478 School Street, 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 879 5082 2156
2. Using the [Zoom](#) website or App and entering meeting code 879 5082 2156

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, May 9, 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 Joint WMA, EC, and PC & RB Minutes of April 24, 2024**

5 2. **Board Attendance Record**

7 3. **Written Report of Ex Parte Communications**

VI. REGULAR CALENDAR

9 1. **Fiscal Year 2025 Budget Adoption (Timothy Burroughs & Pat Cabrera)**

That the Recycling Board hold a public hearing and adopt the RB FY 2025 Budget Resolution (Attachment A).

11 2. **Compost on Turfgrass Studies (Trevor Probert)**

This item is for information only.

13 3. **Waste Characterization Study (Emily Alvarez)**

This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – TO PC&RB MEETING – JUNE 13, 2024 AT 4:00 P.M.

DRAFT

**MINUTES OF THE JOINT MEETING OF THE
ALAMEDA COUNTY WASTE MANAGEMENT
AUTHORITY BOARD (WMA),
THE ENERGY COUNCIL (EC)
AND
RECYCLING BOARD**

**Wednesday, April 24, 2024
3:00 P.M.**

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

I. CALL TO ORDER

First Vice President Carling called the meeting to order at 3:02 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

WMA, EC, & RB

County of Alameda	David Haubert, WMA, EC (EC President)
City of Alameda	Tracy Jensen, WMA, EC, RB
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Melissa Hernandez, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Bob Carling, WMA, EC, (WMA President)
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB, (RB President)
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of San Leandro	Fred Simon, WMA, EC, RB
City of Union City	Jeff Wang, WMA, EC, RB
Environmental Organization	Darby Hoover, RB
Recycling Programs	Chiman Lee, RB
Source Reduction Specialist	Grace Liao, RB
Solid Waste Industry Representative	Vacant

ABSENT

Environmental Educator	Eric Havel, RB
Recycling Materials Processing Industry	Laura McKaughan, RB

Staff Participating

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Arliss Dunn, Clerk of the Board
Richard Taylor, WMA Legal Counsel
Farand Kan, County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

President Carling informed the Board that he responded in writing to a public comment submitted by Mr. Kumar Shaw and will follow-up with the Board as needed.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

There were no public comments.

V. CONSENT CALENDAR

1. **Approval of the Draft WMA & EC Minutes of March 27, 2024 (WMA & EC only)**
2. **Approval of the Draft PC/RB Minutes of March 14, 2024 (RB only)**
3. **Recycling Board Attendance Record (RB only)**
4. **Written Report of Ex Parte Communications (RB only)**

There were no public comments for the Consent Calendar. Board member Zermeño moved approval of the Consent Calendar for the WMA & EC, and Board member Kalb seconded. Board member Jensen moved approval of the Consent Calendar for the RB, and Board member Wang seconded.

The Clerk called the roll: WMA Vote: 19-0 EC Vote: 19-0 RB Vote: 8-0
(Ayes: Balch, Carling, Cavanaugh, Hannon, Haubert, Hernandez, Hoover, Jensen, Kalb, Lee, Liao, Mourra, Sadoff, Shao, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Havel, McKaughan)

VI. REGULAR CALENDAR

1. **Draft Fiscal Year 2025 Agency Budget (Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)**

This item is for information only.

Timothy Burroughs and Pat Cabrera presented an overview of the Draft Fiscal Year 2025 agency budget. A link to the staff report and presentation is available here: [FY2025-Budget-Presentation.pdf](#).

Mr. Burroughs thanked the Board for their leadership and partnership, and thanked staff for their passion, expertise, and commitment. Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs.

Additional time was provided to Board members for discussion and to ask clarifying questions. An audio link to the discussion is available here: [FY2025-Budget-Discussion](#).

Ms. Cabrera stated that the Agency is currently reviewing the investment policy and will come back to the Board at a later date with more information. There were no public comments on this item. There were no changes or revisions to the budget. The Board acknowledged agency staff for their excellent work and expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation.

2. **Household Hazardous Waste (HHW) Collection and Disposal Fee Ordinance Changes (Pat Cabrera) (WMA only)**

Staff recommends that following the public hearing the WMA Board introduce and waive the first reading of the attached ordinance and direct staff to place it on the consent calendar for adoption at the next regular meeting of the Board. Ordinance 2024-01 will make minor revisions to Ordinance 2014-01 as amended by replacing the two-year fund balance requirement with a requirement to retain sufficient funds as determined by the Board. The Ordinance will not amend the fee cap.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report. A link to the report is available here: [HHW-Fee-Ordinance.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [HHW-Fee-Ordinance-Discussion](#).

President Carling opened the public hearing. There was no public comment, and the public hearing was closed. Board member Kalb moved approval of the staff recommendation, and Board member Zermeño seconded. The motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Jensen, Kalb, Mourra, Sadoff, Shao, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None)

3. Public Hearing and Annual Adoption of Fee Collection Report for Household Hazardous Waste Fee (Pat Cabrera)

That the WMA Board hold a public hearing on the Fee Collection Report and approve by resolution the Fee Collection Report for FY 2025.

Pat Cabrera provided a brief historical overview of the HHW Fee and summarized the staff report. A link to the staff report is available here: [2024-HHW-Fee-Collection-Report.pdf](#)

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [HHW-Fee-Collection-Report-Discussion](#).

President Carling opened the public hearing. There was no public comment, and the public hearing was closed. Board member Young moved approval of the staff recommendation, and Board member Sadoff seconded. The motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Jensen, Kalb, Mourra, Sadoff, Shao, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None)

4. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)

(Planning Committee and Recycling Board meeting on May 9, 2024 at 6:00 p.m. The meeting will be held at Dublin Civic Center – Bray Community Room, 100 Civic Plaza, Dublin, CA)

There were no requests for an interim appointment.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that the monthly topic brief highlights Earth Month. A link to the topic brief is available [here](#).

VIII. ADJOURNMENT – The meeting was adjourned at 4:05 p.m.

**Next meetings: WMA & EC MEETING, MAY 22, 2024 AT 3:00 P.M.
PC & RB MEETING, MAY 9, 2024 AT 6:00 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	X	A								
D. Hoover	X	X	X	X								
T. Jensen	X	X	X	X								
D. Kalb	X	X	I	X								
C. Lee	X	A	X	X								
G. Liao	X	X	X	X								
L. McKaughan	X	X	X	A								
D. Mourra	X	X	X	X								
F. Simon	X	X	X	X								
J. Wang	X	X	X	X								
T. Wise	X	A										
INTERIM APPOINTEES												
S. Young			X									

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: May 9, 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: May 9, 2024
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
SUBJECT: Fiscal Year 2025 Budget Adoption

SUMMARY

At its May 9, 2024, meeting, staff will recommend that the Recycling Board adopt its FY 2025 budget.

DISCUSSION

The proposed budget for FY 2025 was presented at a joint meeting of the Waste Management Authority, Energy Council, and Recycling Board on April 24, 2024. The staff memo and PowerPoint presentation from the meeting are available at [FY2025-Budget-Presentation](#).

The presentation at the April 24 meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 2025 budget totals approximately \$37.6 million, with the following breakdown:

- Recycling Board: \$10,548,534
- WMA: \$16,721,222
- Energy Council: \$10,361,311

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency’s discretionary budget is \$12.6 million, funded primarily by tonnage fee revenue and an allocation from fund balance (\$1.5 million). Based on fiscal forecasting models developed as part of a comprehensive analysis of the Agency’s fund balance and reserves, the Agency can draw on its fund balance in FY 2025 and still maintain an appropriate contingency moving forward. The Agency’s FY 2025 contingency, which includes both discretionary fund balances and reserves, is projected to total \$20.9 million. The Agency continues to meet its financial goals as well as operational and programmatic goals and objectives through prudent spending, a team of resourceful and resilient staff, and the ongoing support of our Boards.

RECOMMENDATION

That the Recycling Board hold a public hearing and adopt the RB FY 2025 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution
Attachment B: [FY2025-Annual Budget](#) (link)

ATTACHMENT A

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2024 - 01**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 9, 2024
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2025 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2025 has been developed that incorporates programs and projects based on Board-adopted guiding principles and consistent with the Countywide Integrated Waste Management Plan and Recycling Plan; and,

WHEREAS, this budget was presented to the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council at the meeting held on April 24, 2024, for review and comment; and,

WHEREAS, legal notice of the public hearing on the budget has been provided, and the matter scheduled on the May 9, 2024, Recycling Board agenda for adoption.

NOW THEREFORE, BE IT RESOLVED that the Alameda County Source Reduction and Recycling Board hereby:

1. Adopts the Recycling Board's portion of the Fiscal Year 2025 Budget with expenditures totaling \$10,548,534 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2024.
2. Authorizes the following new or augmented contracts and/or spending authority subject to approval as to form by Legal Counsel, and consistent with the Agency's purchasing policy:

Recycling Board Five Year Audit

TBD pending results of bid process and Executive Director or designee approval not to exceed \$110,000.

Passed and adopted this 9th day of May 2024 by the following vote:

**AYES:
NOES:
ABSTAIN:
ABSENT:**

Arliss Dunn, Clerk of the Board



DATE: May 9, 2024
TO: Planning & Administrative Committee/Recycling Board
BY: Trevor Probert, Program Manager
SUBJECT: Compost on Turfgrass Studies

SUMMARY

StopWaste has partnered with the City of Dublin and City of Pleasanton to conduct two complementary studies on the effects of compost applications to turf grass and urban soils through a research contract with UC Merced. At the May 9 Planning Committee and Recycling Board meetings, StopWaste staff will provide an overview of the project, and Zachary Malone, a member of the UC Merced research team, will present a progress report on the research and discuss early findings and takeaways.

DISCUSSION

The multiple benefits that compost has on agricultural soils is well documented; however, the lack of research on the effects of compost on managed urban soils has created a barrier for adoption by parks and city landscape managers. Additionally, more research is needed to quantify the climate benefits of compost for urban soils resulting from soil carbon sequestration and fluxes in soil greenhouse gas emissions. More data precision can inform and support member agencies as they increase compost applications to meet SB 1383 procurement targets and Climate Action Plan measures. StopWaste has initiated two research projects to address this data gap. In 2022, an experiment-based research project began in the City of Dublin monitoring compost applications at Emerald Glen Park. In 2023, a complementary research project began in the City of Pleasanton surveying Ken Mercer Sports Park and other turfgrass fields where compost has been applied for over 20 years. Both research projects will continue through December 2025.

RECOMMENDATION

This item is for information only.

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DATE: May 9, 2024
TO: Planning & Administration Committee/Recycling Board
FROM: Emily Alvarez, Program Manager
SUBJECT: 2023 Waste Characterization Study Update

SUMMARY

As part of the FY 22-23 Agency budget, the Waste Management Authority (WMA) approved funding for a Waste Characterization Study (WCS) and awarded a contract to SCS Engineers in December 2022 for completion of the study. A WCS identifies predominant materials in the waste stream and changes in composition over time and will be used by StopWaste and member agencies to refine programs and track progress toward the long-term goal of landfill obsolescence and upstream waste prevention. From June 2023 to February 2024, the consultant team sorted over 650 samples across the landfill, recycling, and organics streams — the first StopWaste WCS to collect data from all three streams. This memo presents several important trends from the data received so far. A final report with all data synthesized is expected to be completed by the end of the fiscal year and will also be shared with the Recycling Board and WMA.

BACKGROUND

A WCS is a valuable snapshot in time of the materials that are consumed in Alameda County and ultimately comprise our material streams. It can contribute to informing Agency priorities by highlighting the largest components of the landfill, recycling, and organics streams in order to understand what materials are commonly disposed of, how accurately those materials are sorted, and to what extent the organics and recycling streams are contaminated. In addition to these general study purposes, the WCS will satisfy the organics processing capacity planning requirements of SB 1383.

The WCS consultant conducted waste stream sampling at transfer station and landfill facilities within the county. For the landfill stream, the samples were divided into single-family and multifamily residential and commercial. For the organics and recycling streams, they were separated by residential and commercial.

In consultation with staff, a list of approximately 70 material types were quantified that align with both standard WCS practices and the Agency's priorities and programs. Our main study included samples of the materials on this list by weight to understand the makeup of each stream. To further understand additional metrics that affect our work, the study also included a sub-sort of certain material categories to further identify the materials and get counts in addition to weight. The data was also processed to examine consumption patterns and sorting behavior.

DISCUSSION

Field sampling for the Main Study and Sub-Project 1 concluded in February 2024. While the samples are recorded based upon a list of about 70 material categories developed by SCS and StopWaste staff, the charts below are simplified into larger material categories for legibility. The final report will provide detailed information on all material categories.

As shown in Figure 1 below, Compostable Organics are the largest category by weight in the landfill stream. The largest subcategory within Compostable Organics in the landfill stream is Food, accounting for 20 percent of the landfill stream for single-family residential and 27 percent for multifamily. The Other category is second across all sectors, which consists primarily of Mixed Residuals (those materials that did not fit into the 70+ material categories or were unidentifiable). However, in the single-family stream, 8 percent of the landfill stream was Diapers and Sanitary Products (which are found under the Other category). In contrast, the commercial landfill stream has less material in the Other category and a higher percentage of Plastic, Paper, Inerts (landscaping material, rocks, etc.), Glass, and HHW compared to the residential streams. The largest HHW subcategory in the commercial stream was Medical Waste/Sharps (2%) which were found in less than 0.5 percent of the residential streams. Across all three sectors, Film Plastic was the largest material in the Plastic category.

Figure 1. Composition of Landfill Stream

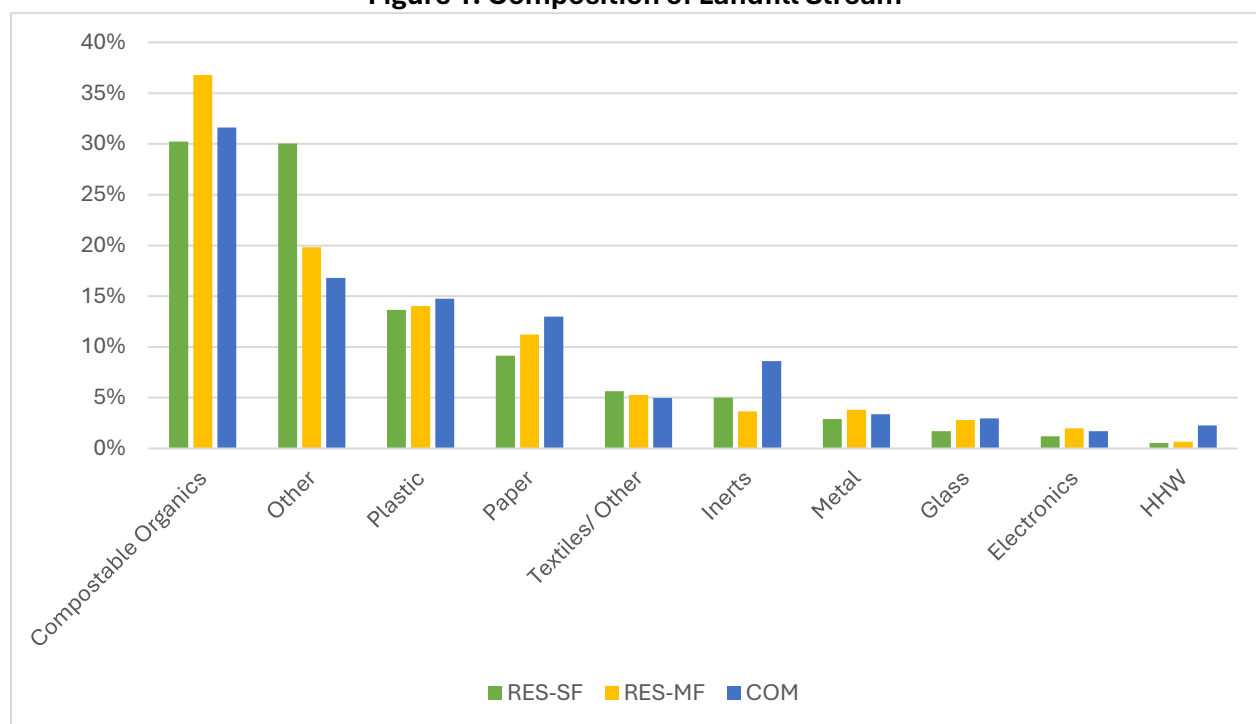
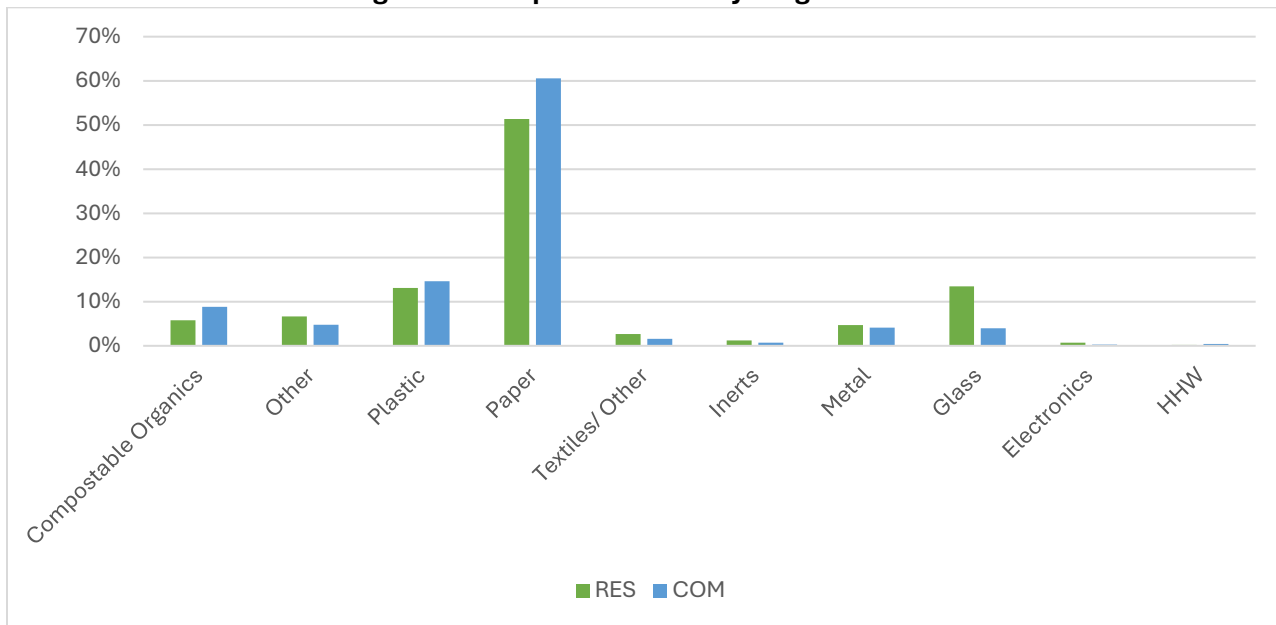


Figure 2 below shows the breakdown of material types by weight in the recycling stream. This stream has a much lower percentage of Compostable Organics than the landfill stream. The largest recycling stream material across both the residential and commercial sectors is Paper, followed by Plastic. Plastic Containers make up about 8 percent of both the residential and commercial streams. In the residential stream, it is primarily PETE Containers (4%) (such as plastic water bottles), whereas the commercial stream has more HDPE Containers (5%) (such as plastic milk jugs and laundry detergent bottles).

Figure 2. Composition of Recycling Stream



Figures 3 and 4 below present the composition of the organics stream by weight. These are shown in pie charts since Compostable Organics are significantly higher in this stream, which would make the other categories illegible in bar format. In the residential stream, approximately 68 percent of the Compostable Organics are Leaves, Grass, Chips, Prunings, and Trimmings which are only about 30 percent of the commercial stream. Food is about 14 percent of the residential stream, but 47 percent of the commercial stream.

When looking at contamination in the organics stream, the data shows that the largest category, aside from Mixed Residuals, in the residential sector is Treated Wood. Residents may be unaware of what wood is considered compostable. The commercial stream has more contamination overall, including four times as much Plastic. It should be noted that all of these categories are being reported by weight, as is standard practice for a WCS. Food and wood are heavier items in general than plastic and paper. If material were counted or measured by volume, these proportions would likely be different.

Figure 3. Composition of Residential Organics Stream

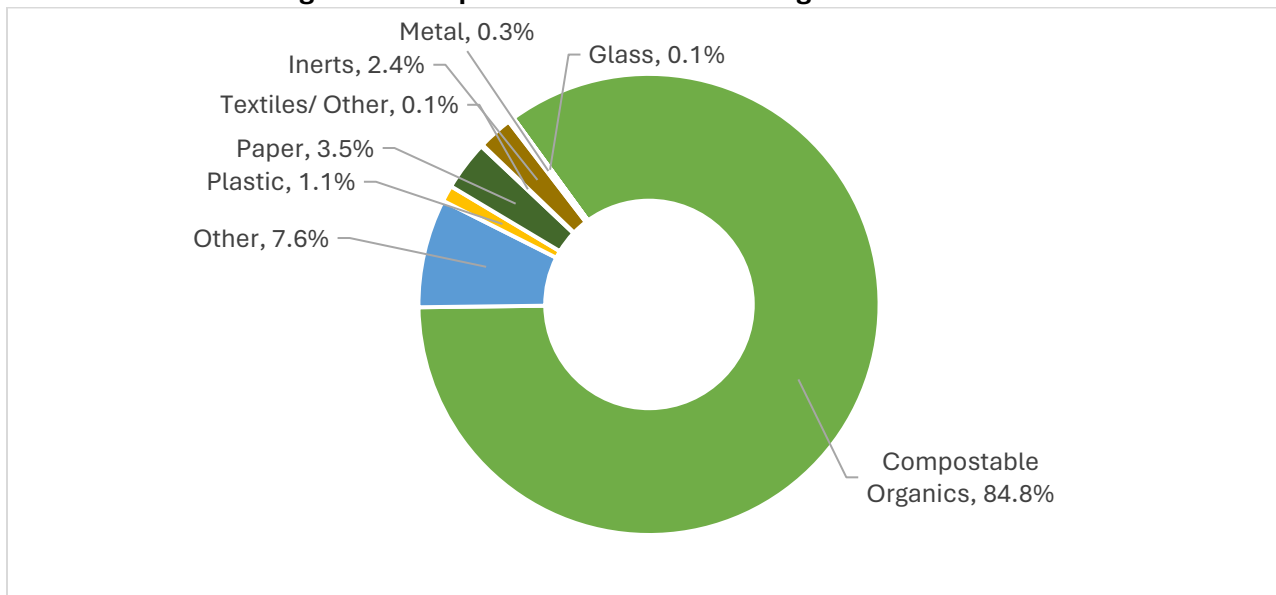
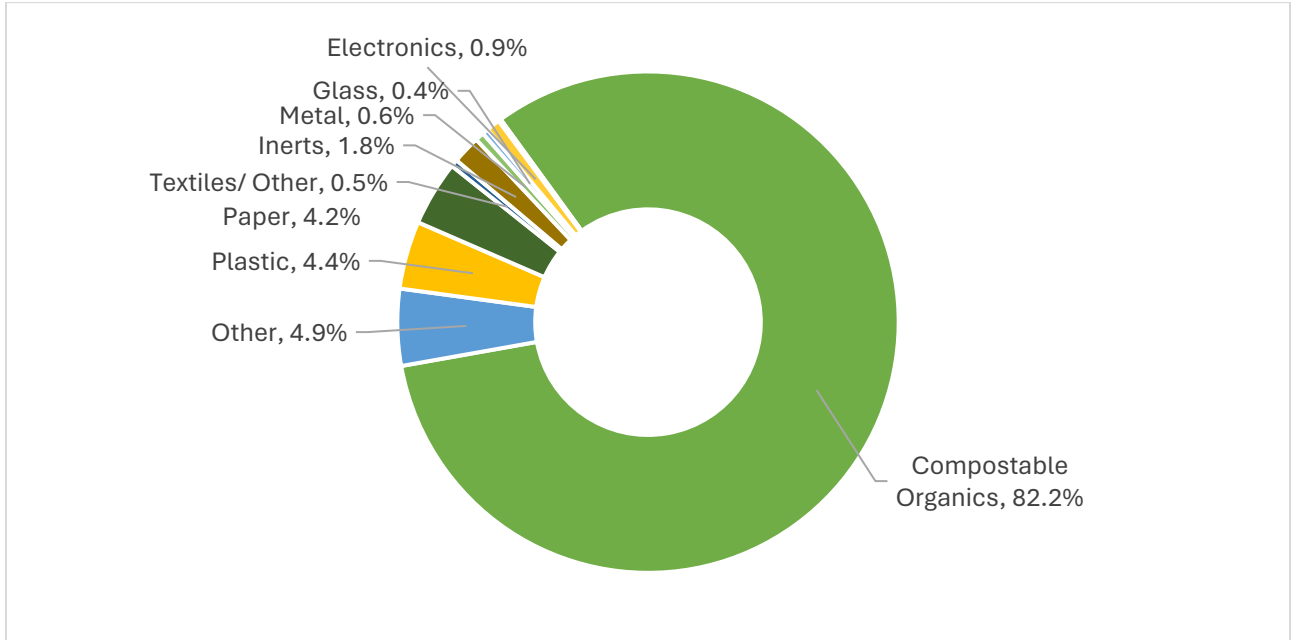


Figure 4. Composition of Commercial Organics Stream



In addition to the composition of each stream, the study also looked at sorting behavior for various materials across all three streams. To do this, the total annual tons of each stream were multiplied by the percentage of the composition presented above. For example, Figures 5 and 6 below are examples of that data for the residential sorting of Compostable Organics. Figure 5 shows in which stream various Compostable Organics were found, which can be used to interpret sorting behavior or answer the question, “how often are organics winding up in the correct bin?” The data below shows that generally, green waste (Chips, Prunings, Trimmings, Branches, and Stumps and Leave and Grass) are being sorted correctly. However, Food is most often winding up in the landfill stream (68% of the time).

Figure 5. Residential Sorting of Compostable Organics by Percent

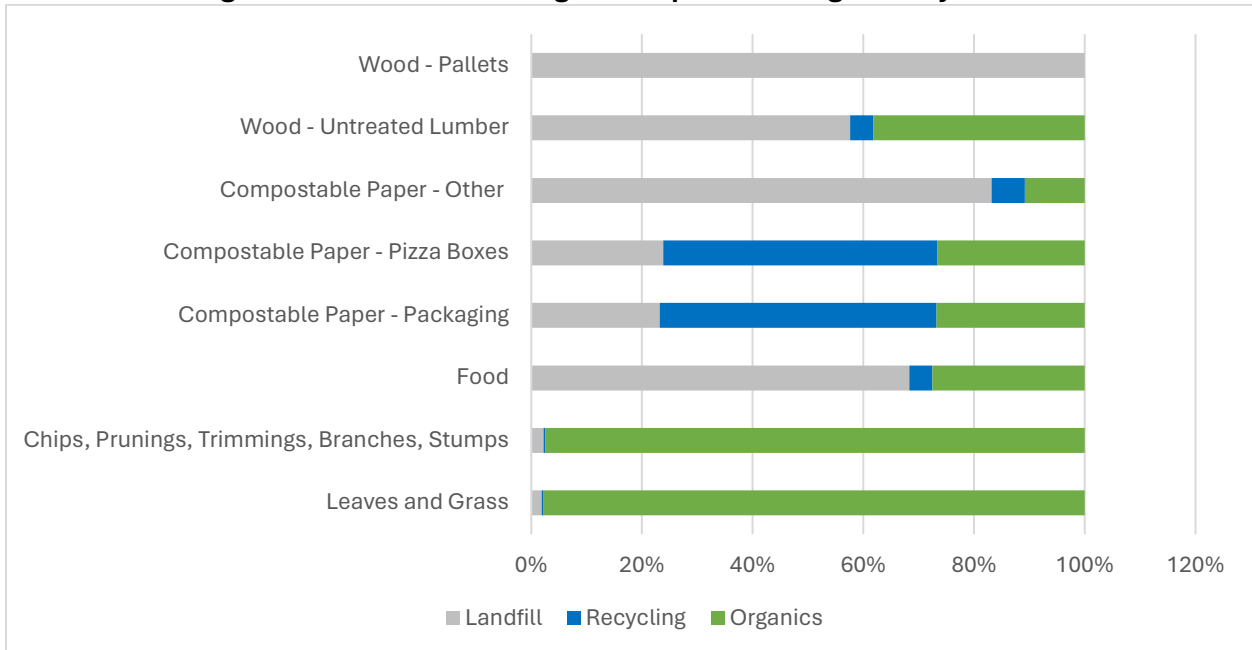
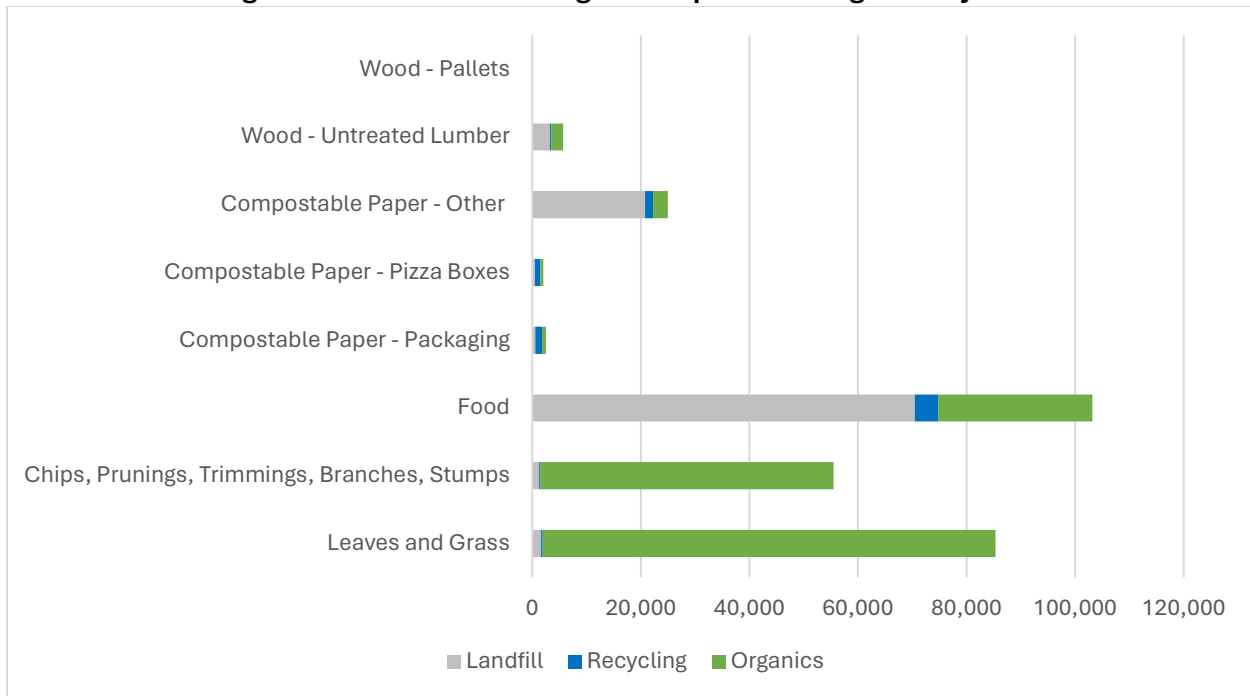


Figure 6 below presents the same data in a different way – this time showing the total estimated annual tons of material and what tonnage is ending up in which stream. This also helps to understand sorting behavior but adds the ability to identify which materials may be worth prioritizing for the Agency. For example, Food Soiled Packaging is often being recycled when it should be composted. When looking at just Figure 5 above, one may conclude that a campaign about composting versus recycling this material could be useful. When considering the data in Figure 6, however, we can understand that while there is room for improvement in this sorting behavior, Food Soiled Packaging is only about 2,500 tons annually. In contrast, Food makes up over 100,000 tons of material annually. Therefore, while a campaign focused on Food Soiled Packaging can improve proper sorting, it may not be the most impactful category to focus on in terms of environmental impact.

Figure 6. Residential Sorting of Compostable Organics by Tons



A significant amount of data has been collected for the 2023 WCS which will allow the Agency to understand all three material streams and sorting behavior in a way that was not possible with previous landfill only studies. Additional data and interpretation of trends will be presented in the final report. Further, Sub-Project 2, which will sample organics residuals from composting facilities to better understand how contamination appears throughout the composting process is planned to start this summer.

RECOMMENDATION

This item is for information only.