

**Planning Committee/
Recycling Board Members**

Darby Hoover, **President**
Environmental Organization

Francisco Zermeno, **1st Vice President**
ACWMA

Laura McKaughan, **2nd Vice President**
Source Reduction Specialist

Bob Carling, ACWMA

Deborah Cox, ACWMA

Eric Havel, Environmental Educator

Dan Kalb, ACWMA

Chiman Lee, Recycling Programs

Tianna Nourot, Solid Waste Industry Representative

Dave Sadoff, ACWMA

Recycling Materials Processing Industry, Vacant

Wendy Sommer, Executive Director

AGENDA

**MEETING OF THE
PLANNING COMMITTEE
AND**

ALAMEDA COUNTY RECYCLING BOARD

Thursday, May 13, 2021

7:00 P.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19.

This meeting will be entirely by teleconference. All Board members, staff, and the public will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order is to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public and staff who are not presenting an item may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the webinar id 897 3132 7475
2. Using the [Zoom](#) website or App and entering meeting code 897 3132 7475

Board members and any other individuals scheduled to speak at the meeting will be sent a unique link via email to access the meeting as a panelist. All Board members MUST use their unique link to attend the meeting. 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 13, 2021. The public may also comment during the meeting by sending an e-mail to publiccomment@stopwaste.org prior to the close of public comment on the item being addressed. Each e-mail will be read into the record for up to three minutes.

In accordance with the Americans with Disabilities Act and the Governor's Executive Order, 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 & RB Minutes of April 28, 2021 (Timothy Burroughs)

5 2. Board Attendance Record (Timothy Burroughs)

7 3. Written Report of Ex Parte Communications (Timothy Burroughs)

VI. REGULAR CALENDAR

9 1. Proposed FY 2021-22 Budget (Wendy Sommer, Timothy Burroughs & Pat Cabrera)
That the Recycling Board adopt the RB FY 21-22 Budget Resolution (Attachment A).

11 2. Waste Management Davis Street Organics Facilities Update (Wendy Sommer)
This item is for information only.

13 3. Municipal Panel: Climate Action on the Local Government and Community Level (Meghan Starkey)
This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT

DRAFT

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

Wednesday, April 28, 2021

3:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Cox called the meeting to order at 3:00 p.m. Wendy Sommer 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
City of Alameda
City of Albany
City of Berkeley
Castro Valley Sanitary District
City of Dublin
City of Fremont
City of Emeryville
City of Hayward
City of Livermore
City of Newark
City of Oakland
Oro Loma Sanitary District
City of Piedmont
City of Pleasanton
City of San Leandro
City of Union City
Environmental Educator
Environmental Organization
Recycling Programs
Solid Waste Industry Representative
Source Reduction Specialist

David Haubert, WMA, EC
Trish Herrera Spencer, WMA, EC
Preston Jordan, WMA, EC
Susan Wengraf, WMA, EC
Dave Sadoff, WMA, RB
Melissa Hernandez, WMA, EC (President)
Jenny Kassan, WMA, EC
Dianne Martinez, WMA, EC
Francisco Zermeño, WMA, EC, RB
Bob Carling, WMA, EC, RB
Mike Hannon, WMA, EC
Dan Kalb, WMA, EC, RB
Shelia Young, WMA
Jen Cavanaugh, WMA, EC
Jack Balch, WMA, EC
Deborah Cox, WMA (President), EC, RB
Jaime Patiño, WMA, EC
Eric Havel, RB
Darby Hoover, RB (President)
Chiman Lee, RB
Tianna Nourof, RB
Laura McKaughan, RB

Staff Participating

Wendy Sommer, Executive Director
Timothy Burroughs, Deputy Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Richard Taylor, WMA Legal Counsel
Farand Kan, County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

WMA President Deborah Cox and Recycling Board President Darby Hoover welcomed Chiman Lee to the Recycling Board. Board member Lee will serve in the category of Recycling Programs.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

There were no public comments on the remote call and no public comments were received via the public comments email portal.

V. CONSENT CALENDAR

- 1. Approval of the Draft WMA & EC Minutes of March 24, 2021 (Wendy Sommer)**
- 2. Approval of the Draft PC/RB Minutes of March 11, 2021 (Timothy Burroughs) (RB only)**
- 3. Recycling Board Attendance Record (Timothy Burroughs) (RB only)**

- 4. Written Report of Ex Parte Communications (Timothy Burroughs) (RB only)**

There were no public comments for the Consent Calendar. Board member Hannon made the motion to approve Item 1 of the consent calendar for the WMA & EC with the following revisions to the minutes: Item 6.1 should be corrected from SB45 to SB345; Item 6.3 regarding housing development in the City of Albany, on street parking should be corrected to "off" street, and to state that the City of Emeryville eliminated parking minimums with exceptions for disabled spaces and electric vehicle charging. Board member Zermeño seconded and the motion carried 19-0-1: The Clerk called the roll: (Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Patiño, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: Sadoff. Absent: None.)

Board member Carling made the motion to approve Items 2-4 of the consent calendar for the PC & RB. Board member Cox seconded and the motion carried 9-0-1: The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, McKaughan, Nourrot, Sadoff, Zermeño. Nays: None. Abstained: Lee. Absent: None.)

VI. REGULAR CALENDAR

- 1. Executive Director Employment Agreement for Timothy Burroughs (Wendy Sommer) (WMA only)**

Authorize the Board President to approve the attached Executive Director Employment Agreement.

Wendy Sommer introduced the item and asked that the Board authorize the Board President to approve the attached Executive Director Employment Agreement for Timothy Burroughs.

There were no public comments on this item. Board member Young made the motion to approve the attached Executive Director Employment Agreement. Board member Kalb seconded and the motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None.)

- 2. FY 21/22 Budget presentation (Wendy Sommer, Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)**

This item is for information only.

Wendy Sommer, Pat Cabrera, and Timothy Burroughs presented an overview of the FY 2021-2022 budget. A link to the presentation is available here: [FY-2021-2022-Budget-Presentation.pdf](#)

Ms. Sommer stated that over the last six years the agency has been in a solid position with a healthy fund balance. In 2006, when Ms. Sommer assumed the role of Executive Director, the agency anticipated a rapid decline in revenue possibly leading to a fiscal cliff. Projections stated that the agency would be operating at a deficit in 2020 unless fees were increased, new fees were adopted, or a reduction in the workforce was implemented. Through reassessment, revisions, and staff dedication, the agency was able to reduce spending and increase outside funding sources. The goal was to match expenditures with revenues by FY 2021-2022. This goal was met two years earlier than projected.

Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs. Board member Hannon suggested considering a premium fee for out-of-county tonnage as landfills reach capacity. Board member Zermeño and Havel inquired about increasing grant funds as it is helpful during Covid-19. Ms. Sommer stated that the Agency is increasing grants for the upcoming fiscal year from \$615,000 to \$649,000. Board member Hannon suggested that StopWaste develop a program to assist the County with illegal dumping. Jeff Becerra clarified that the Agency currently supports the County in an educational role and is incorporating illegal dumping within existing projects, particularly the Re:Source tool and school projects. Related to illegal dumping, the topic brief of the month is on [Bulky Items Disposal](#).

Additional time was provided for Board members to ask clarifying questions and there were no changes or revisions to the budget. Ms. Sommer thanked the Board members for their leadership and recognized staff for their efforts in producing the budget.

There were no public comments on this item. President Cox thanked staff for the presentation.

3. 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 13, 2021 at 7:00 p.m. The meeting will be held via teleconference)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Zermeño suggested adding photos to the staff directory on the Agency website. Board member Sadoff announced that on April 14, CVSan held a Recycles Day at Canyon Middle School in Castro Valley. The event was a success with e-waste drop-off and textiles recycling, document shredding, and a compost giveaway. Board member Kalb recommended a documentary on Frontline regarding the challenges of single-use foodware and plastic packaging. Board member Jordan announced that StopWaste staff, Candis Mary-Dauphin, has been convening meetings of relevant staff to explore how the City of Albany's funding from Measure DD can be used for existing building electrification. Board member Havel stated that StopWaste is partnering with Community Resources for Science in a project entitled "Help Solve Climate Change through Global Worming." The workshop is free and will be held on Saturday, May 8. President Hoover announced that the NDRC (Natural Resources Defense Council) has resources for cities on their website at www.NRDC.org/foodmatters that will provide information on implementing food rescue, management, or reduction programs.

VIII. ADJOURNMENT

The meeting was adjourned at 4:27 p.m.

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2021 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
B. Carling	X	X	X	X								
L. Carrell	X											
D. Cox	X	X	X	X								
E. Havel	X	X	X	X								
D. Hoover	X	X	X	X								
C. Lee				X								
D. Kalb	X	X	X	X								
L. McKaughan	X	X	X	X								
T. Nouroto	X	X	X	X								
D. Sadoff	X	X	X	X								
F. Zermeño	X	X	X	X								
Recycling Materials Processing Industry												
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: May 13, 2021
TO: Recycling Board
FROM: Timothy Burroughs, Deputy 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 13, 2021

TO: Recycling Board

FROM: Wendy Sommer, Executive Director
Timothy Burroughs Deputy Executive Director
Pat Cabrera, Administrative Services Director

SUBJECT: FY 21-22 Budget Adoption

SUMMARY

At its May 13 meeting, staff will ask the Recycling Board to adopt its FY 2021-22 budget.

DISCUSSION

The proposed budget for FY 2021-22 was presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 28, 2021. The staff memo and PowerPoint presentation from the April 28 combined board meeting is available at: [FY-21-22-Budget-Presentation.pdf](#)

The presentation at this meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 21-22 budget totals approximately \$32.7 million, with the following breakdown:

- Recycling Board: \$ 12,018,705
- WMA: \$ 13,922,656
- Energy Council: \$ 6,748,766

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency's core budget is approximately \$10.8 million, which is approximately \$100,000 lower than the current year's budget and \$68,000 lower than projected core revenues of \$10.87 million. Estimated total year-end core fund balances and reserves amount to \$25.6 million (equivalent to over two years of a typical core budget). We continue to meet our financial goals as well as our operational objectives through prudent spending, a team of resourceful and resilient staff and the ongoing support of our Boards.

RECOMMENDATION

That the Recycling Board adopt the RB FY 21-22 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution

Attachment B: Link to Annual Budget – [FY-21-22-Annual-Budget](#)

ATTACHMENT A

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2021 -**

**MOVED:
SECONDED:**

**AT THE MEETING HELD May 13, 2021
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2021-22 BUDGET AND PROJECT CONTRACTS**

WHEREAS, a preliminary budget for Fiscal Year 2021-22 has been developed that incorporates programs and projects based on the guiding principles developed by the Board 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 28, 2021 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 13, 2021 Recycling Board agenda for adoption.

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

Adopts the Recycling Board's portion of the Fiscal Year 2021-2022 Budget with expenditures totaling \$12,018,705 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2021.

Passed and adopted this 13th day of May 2021 by the following vote:

**AYES:
NOES:
ABTAIN:
ABSENT:**

Arliss Dunn, Clerk of the Board



DATE: May 13, 2021

TO: Programs and Administration Committee
Planning Committee/Recycling Board

FROM: Wendy Sommer, Executive Director

SUBJECT: Waste Management Davis Street Organics Facilities Update

SUMMARY

At the May committee meetings, staff from Waste Management of Alameda County will update the boards on the status of two organics processing facilities at the Davis Street Resource Recovery Complex in San Leandro.

DISCUSSION

Shawn Tackitt, Field Director of Operations for Waste Management, will provide an update on the newly commissioned Organic Material Recovery Facility (OMRF) and the adjoining Organic Material Composting Facility (OMCF) at Davis Street. The facilities are designed to help the City of Oakland and other Alameda County jurisdictions meet their waste reduction goals, including SB 1383's goal of 75% diversion of organics by 2025.

The Organic Material Recovery Facility extracts recyclable and organic materials from landfill streams that are not or cannot be consumed, reused, or source separated for recovery. The facility has the capacity to process 300,000 tons of municipal solid waste per year, with a goal of recovering more than 80 percent of organic materials and nearly 90 percent of recyclables left in the waste stream. The OMRF complements, and does not replace, traditional single-stream recycling. The City of Oakland required that Waste Management of Alameda County build such a facility as part of its current franchise agreement.

The Organic Material Composting Facility processes source separated organics from the City of Oakland and other jurisdictions to produce compost from materials that would otherwise have been landfilled. The facility is a fully enclosed building utilizing control technology to capture and reduce GHG emissions.

RECOMMENDATION

This item is for information only.

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DATE: May 13, 2021

TO: Planning Committee/Recycling Board

FROM: Meghan Starkey, Senior Management Analyst

SUBJECT: Municipal Panel: Climate Action on the Local Government and Community Level

SUMMARY

StopWaste staff periodically organize a panel of municipal staff to inform the Recycling Board of current practices undertaken by member agencies. In May, the WMA Planning Committee/Recycling Board will hear from representatives from the cities of Albany and San Leandro. Lizzie Carrade (Albany) and Hoi-Fei Mok (San Leandro) will share an overview of their work on climate mitigation and adaptation, and how they develop tools and resources that create multiple benefits and build capacity within their communities to accelerate action on climate.

DISCUSSION

Both Albany and San Leandro approach their climate action work with an understanding of its connection to a range of community priorities and concerns, including sustainability, economic development, resilience, waste reduction, reuse and food distribution. The panelists will provide an overview of their efforts and how the work is connected to partners within their communities.

RECOMMENDATION

This item is for information only.