

**Planning Committee/
Recycling Board Members**

Darby Hoover, **President**
Environmental Organization

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

Laura McKaughan, **2nd Vice President**
Recycling Materials Processing Industry

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

Source Reduction Specialist, Vacant

Timothy Burroughs, Executive Director

AGENDA

**MEETING OF THE
PLANNING COMMITTEE
AND**

ALAMEDA COUNTY RECYCLING BOARD

Thursday, August 12, 2021

4:00 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 826 0117 7821
2. Using the [Zoom](#) website or App and entering meeting code 826 0117 7821

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, August 12, 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 PC&RB Minutes of July 8, 2021 (Timothy Burroughs)

3 2. Board Attendance Record (Timothy Burroughs)

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

VI. REGULAR CALENDAR

7 1. City of Albany request for long-term contract utilizing Measure D funds (Meri Soll)

Approve the City of Albany's request to utilize Measure D funds to pursue a five-year contract, with the option to extend the contract for another five years (for a total of 10 years) for the long-term lease of Bigbelly systems.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT

DRAFT

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

Thursday, July 8, 2021

4:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Darby Hoover called the meeting to order at 7:00 p.m. Timothy Burroughs explained the virtual meeting process being utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#)

II. ROLL CALL OF ATTENDANCE

Bob Carling, ACWMA
Deborah Cox, ACWMA
Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Dan Kalb, ACWMA
Laura McKaughan, Source Reduction Specialist
Tianna Nourrot, Solid Waste Industry Representative
Dave Sadoff, ACWMA
Francisco Zermeño, ACWMA
Chiman Lee, Recycling Programs
Vacant, Recycling Materials Processing Industry

Staff Present:

Timothy Burroughs, Deputy Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Meri Soll, Senior Program Manager
Cassie Bartholomew, Program Manager
Michelle Fay, Program Manager
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant to Clerk of the Board
Farand Kan, Deputy County Counsel

Others Participating:

Brette Waters, Program Director, Chefs to End Hunger
Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM)

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

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

V. CONSENT CALENDAR

- 1. Approval of the Draft PC&RB Minutes of June 10, 2021 (Timothy Burroughs)**
- 2. Board Attendance Record (Timothy Burroughs)**
- 3. Written Report of Ex Parte Communications (Timothy Burroughs)**

There were no public comments for the Consent Calendar. Board member Cox made the motion to approve the Consent Calendar and Board member Zermeño seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Nourot, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: None. Vacant: Recycling Materials Processing Industry)

VI. REGULAR CALENDAR

- 1. StopWaste Grants Awarded in Fiscal Year 2020-21 (Meri Soll, Cassie Bartholomew & Michelle Fay)**

This item is for information only.

Timothy Burroughs provided an introduction to the presentation and introduced the grants team: Meri Soll, Cassie Bartholomew, Meri Soll, Michelle Fay and Adrienne Ramirez, and thanked them for their efforts. Ms. Soll, Ms. Bartholomew, and Ms. Fay provided a PowerPoint presentation. Brette Waters, Program Director, Chefs to End Hunger, and Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM), were present to provide an overview of how the StopWaste grants program supports their organizations and helps them to advance their sustainability goals. A link to the report and presentation is available here: [Grants-Presentation.pdf](#). An audio link to the discussion is available here: [Grantee-Discussion](#)

Board member Carling expressed congratulations to the grants team and inquired if the cardboard and aluminum that Chefs to End Hunger is using is recyclable and if they are considering moving to using reusable packaging. Ms. Waters stated that currently they do not have the means to clean/sanitize reusable packaging and are using the cardboard or aluminum to adhere to food safety standards. The cardboard is recyclable and they try to minimize using single use packaging. Board member Zermeño encouraged staff to reach out to St. Rose Hospital in Hayward to explore potential opportunities for collaboration on food waste reduction efforts, similar to efforts underway at Washington Hospital (a StopWaste grantee). Board member Zermeño added that he would like the Board to increase the grants program funding next year. President Hoover thanked staff and the presenters for their presentations.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member McKaughan announced that she had accepted a position at Alameda County Industries (ACI) as Sustainability Manager and that she would be resigning from the Board in the Source Reduction Specialist category as of July 9. She has submitted her candidacy to the Board of Supervisors for the Recycling Processing Industry vacancy.

This is the last meeting as Deputy Executive Director for Timothy Burroughs and he will be starting his new role as the Executive Director effective July 12.

VIII. ADJOURNMENT

The meeting adjourned at 5:04 p.m.

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	X	X	X					
L. Carrell	X											
D. Cox	X	X	X	X	X	X	X					
E. Havel	X	X	X	X	X	A	X					
D. Hoover	X	X	X	X	X	X	X					
C. Lee				X	X	X	X					
D. Kalb	X	X	X	X	X	X	X					
L. McKaughan	X	X	X	X	X	X	X					
T. Nouroto	X	X	X	X	X	A	X					
D. Sadoff	X	X	X	X	X	X	X					
F. Zermeño	X	X	X	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: August 12, 2021
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: August 12, 2021

TO: Alameda County Source Reduction and Recycling Board

FROM: Meri Soll, Senior Program Manager

SUBJECT: City of Albany request for long-term contract utilizing Measure D funds

SUMMARY

The Recycling Board must approve any requests by StopWaste or member agencies to utilize Measure D funds for contracts with third-party vendors for longer than five years. At its August 12 meeting, the Recycling Board will be asked to consider a request from the City of Albany to utilize Measure D funds to pursue a contract of up to 10 years (five years with the option to extend another five years for a total of 10 years) for recycling/landfill receptacles used in public community spaces.

DISCUSSION

In 1988, Resolution #98-3 (Attachment A) was adopted to develop standard findings and procedures for the receipt and evaluation of applications from member agencies requesting use of Measure D monies for contracts exceeding five years in length.

The City of Albany has selected Bigbelly Systems as its preferred vendor for recycling/landfill receptacles used in public community spaces. Consistent with Resolution #98-3, the City of Albany has provided the following information in support of their request:

1. Uses of Measure D for FY 20/21 and 21/22:

In fiscal year 2020/2021, the City spent \$86,874.85 supporting a variety of Measure D activities, including upfront costs of consultants' fees for franchise negotiations, costs related to the Alameda County Green Business Program, recycling and compost bins for City facilities, solid waste staff professional development (trainings/conferences), and hazardous waste recycling. For fiscal year 2021/2022, the City anticipates using Measure D funds to cover the same programs and upfront costs as in fiscal year 2020/2021. If the request to enter a contract longer than five years to lease Bigbelly systems is approved by the Board, the City will spend remaining Measure D funds on a contract with Bigbelly for leased systems. The City will use other available funds to cover the remaining balance of the lease contract.

2&3. Circumstances of award and the benefits necessitating a contract term longer than five years:

The City of Albany would like to utilize Measure D funds to enter into a five-year leasing contract with an option to extend to an additional five years with Bigbelly systems, which provides waste & recycling solutions for public spaces. Bigbelly systems and facilities deploy smart, solar-powered, sensor-equipped waste & recycling stations that communicate real-time status to collection crews to enable efficiencies. The City of Albany would like to use

Measure D funds to lease rather than purchase Bigbelly systems for trash, recycling, and organics receptacle infrastructure in various locations throughout the city.

If the City purchases the Bigbelly systems outright, the City would be required to cover all costs and staff time associated with repairs and maintenance (after the one-year warranty period). The long-term lease would allow the City to defray these costs for up to 10 years by having this work performed by the vendor as part of the lease agreement. Thus, the long-term leasing option is preferred by the City to minimize the cost and administrative burden of keeping these receptacles in the community. Lease option proposals and costs provided in Attachment B.

RECOMMENDATION

Approve the City of Albany's request to utilize Measure D funds to pursue a five-year contract, with the option to extend the contract for another five years (for a total of 10 years) for the long-term lease of Bigbelly systems.

Attachment A: Resolution #RB 98-3

Attachment B: Bigbelly public receptacle lease option costs

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD

RESOLUTION #98 - 3

**MOVED: HILSON
SECONDED: GORDON**

AT THE MEETING HELD FEBRUARY 12, 1998

**POLICIES AND PROCEDURES FOR IMPLEMENTATION OF SUBSECTION
64.060(D) OF MEASURE D, RELATING TO USE OF RECYCLING FUND
MONIES FOR CONTRACTS LONGER THAN FIVE YEARS**

WHEREAS, the Source Reduction and Recycling Board is responsible for implementation of the Alameda County Waste Reduction and Recycling Initiative which calls for waste reduction programs in Alameda County in the areas of Municipal Recycling Programs, Grants To Non Profit Organizations, Source Reduction, and Recycled Product Market Development; and,

WHEREAS, Subsection 64.060(D) of the Charter Initiative states:

Contracts using Recycling Fund monies shall be made for periods of not more than five (5) years, except that, upon a finding of the Recycling Board that a longer period is necessary in order to capitalize a specific project, the Recycling Board may vote to allow a particular contract to be made for a period of not more than ten (10) years. No contract using Recycling Fund monies shall provide for an option to renew or any similar provision that would result in the extension of a contract, on a less than fully competitive basis, for a cumulative period of more than five (5) years or, in the case of a contract which the Recycling Board has authorized to be made for a longer period for purposes of capitalization, more than ten (10) years; and,

WHEREAS, the Recycling Board has received two applications to date from municipalities requesting use of Measure D monies for contracts exceeding five years in length, and it is reasonable to expect that there will be more such applications in the future; and

WHEREAS, the Board has expressed a desire to develop standard policies and procedures for the receipt and evaluation of such applications; and

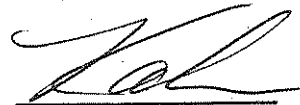
WHEREAS, the Recycling Board Policy Committee has considered and discussed relevant research, information and opinions relating to these issues and has made the following recommendations to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Source Reduction and Recycling Board hereby adopts the following findings and procedures regarding applications to the Board for use of Measure D monies for contracts exceeding five years in length:

- The Board reserves the right to say "no" to any applicant.
- Every municipal applicant should submit information and data regarding:
 1. Their other uses of Measure D funds in the previous and current fiscal years, and proposed for the upcoming year, if known, including the percentage of Measure D revenues used to reduce ratepayer rates for recycling collection services.
 2. The circumstances of award of the contract under consideration.
 3. The expected benefits or factors necessitating a contract term longer than five years.
- Applicants requesting use of Measure D funds for contracts over eight years in length (and less than ten) shall also describe their good faith efforts to procure innovative services, where practical.

ADOPTED BY THE FOLLOWING VOTE:

AYES: DENNIS, BURRELL, GORDON, GROULX, HILSON,
NORDMAN, SPARKS, TAM, WHITE
NOES: NONE
ABSTAIN: NONE
ABSENT: SPRING, NADEL



Karen Smith
Executive Director



Executive Summary Proposal

CITY OF ALBANY, CA

Program Overview

Connect LX is Bigbelly's turnkey smart city solution which delivers a connected smart waste and recycling platform and provides Customers with a partner to help deploy, manage, and optimize their customized solution over a 60-month term. This subscription-based service was designed to deliver a flexible, scalable, smart platform that transforms waste operations today, and enables Customers to benefit from the technology innovations of the future.

Connect LX 60 Month Term	
System Software <ul style="list-style-type: none"> CLEAN Management Console Licenses for Full Term CLEAN Mobile Software Licenses for Full Term 	Automated System Monitoring <ul style="list-style-type: none"> Automated System Diagnostics and Alerts
Equipment/Hardware <ul style="list-style-type: none"> Custom Configuration as Detailed Below 	Cleaning and Inspection <ul style="list-style-type: none"> Annual Comprehensive Station Cleaning Annual Station Inspection
Station Installation <ul style="list-style-type: none"> On-Site Installation for Stations 	Warranty <ul style="list-style-type: none"> Hardware Parts Warranty for Full Term Expanded Warranty Coverage for Battery End-of-Life Replacement and Network Communication Upgrades for Full Term
Setup and Training <ul style="list-style-type: none"> CLEAN Software Account Setup System Training & Onboarding 	Customer Support <ul style="list-style-type: none"> Customer Support Hotline and Trained Field Service Professionals
Equipment/Hardware Configuration	
1 SC5/SC5 Double Station with Message Panels, 2 SC Hoppers, and 2 SC Foot Pedals	
Total Monthly System Cost	\$176.00

One Time Fees	
(2) Box of SC Bags (Box of 100)	\$98.00
Shipping	\$830.00

¹Pricing is valid for 60 days from July 29, 2021.

²Sales Tax is NOT included in above pricing.

³Pricing is subject to Connect Program Terms and Conditions.

⁴Initial order of bags included in "One Time Fees". Please visit <https://wastezerobags.com/bigbelly/> for future orders.



Executive Summary Proposal

CITY OF ALBANY, CA

Program Overview

Connect LX is Bigbelly's turnkey smart city solution which delivers a connected smart waste and recycling platform and provides Customers with a partner to help deploy, manage, and optimize their customized solution over a 60-month term. This subscription-based service was designed to deliver a flexible, scalable, smart platform that transforms waste operations today, and enables Customers to benefit from the technology innovations of the future.

Connect LX 60 Month Term	
System Software <ul style="list-style-type: none"> CLEAN Management Console Licenses for Full Term CLEAN Mobile Software Licenses for Full Term 	Automated System Monitoring <ul style="list-style-type: none"> Automated System Diagnostics and Alerts
Equipment/Hardware <ul style="list-style-type: none"> Custom Configuration as Detailed Below 	Cleaning and Inspection <ul style="list-style-type: none"> Annual Comprehensive Station Cleaning Annual Station Inspection
Station Installation <ul style="list-style-type: none"> On-Site Installation for Stations 	Warranty <ul style="list-style-type: none"> Hardware Parts Warranty for Full Term Expanded Warranty Coverage for Battery End-of-Life Replacement and Network Communication Upgrades for Full Term
Setup and Training <ul style="list-style-type: none"> CLEAN Software Account Setup System Training & Onboarding 	Customer Support <ul style="list-style-type: none"> Customer Support Hotline and Trained Field Service Professionals
Equipment/Hardware Configuration	
1 SC5/SC5/SC5 Triple Station with Message Panels, 3 SC Hoppers, and 3 SC Foot Pedals	
Total Monthly System Cost	\$249.70

One Time Fees	
(3) Box of SC Bags (Box of 100)	\$147.00
Shipping	\$890.00

¹Pricing is valid for 60 days from July 29, 2021.

²Sales Tax is NOT included in above pricing.

³Pricing is subject to Connect Program Terms and Conditions.

⁴Initial order of bags included in "One Time Fees". Please visit <https://wastezerobags.com/bigbelly/> for future orders.