

**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, September 9, 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 885 7547 8610
2. Using the [Zoom](#) website or App and entering meeting code 885 7547 8610

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, September 9, 2021. The public may also comment during the meeting by sending an e-mail to [publiccomment@stopwaste.org](mailto: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 August 12, 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. Municipal Panel: Organics Procurement under SB1383 (Meghan Starkey)**

This item is for information only.

**11 2. Update on Recycling Market Development Zone Countywide Expansion (Emily Alvarez & Meri Soll)**

This item is for information only.

### **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, August 12, 2021**

**4:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Darby Hoover called the meeting to order at 4:00 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, Recycling Materials Processing Industry  
Shelia Young for Dave Sadoff, ACWMA  
Francisco Zermeño, ACWMA  
Chiman Lee, Recycling Programs  
Vacant, Source Reduction Specialist

**Absent:**

Tianna Nourot, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications 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  
Audrey Beaman, Deputy County Counsel

**Others Participating:**

Lizzie Carrade, Sustainability Coordinator, City of Albany

**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 July 8, 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 8-0-1. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Zermeño. Nays: None. Abstain: Young. None. Absent: Nourrot. Vacant: Source Reduction Specialist)

## **VI. REGULAR CALENDAR**

### **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.

Timothy Burroughs introduced Lizzie Carrade, Sustainability Coordinator for the City of Albany and Meri Soll, StopWaste Senior Program Manager. Ms. Soll provided an overview of the staff report and along with Ms. Carrade provided a brief PowerPoint presentation of the City of Albany's request for a long-term lease with Bigbelly systems. A link to the staff report and the presentation is available here: [Albany-Bigbelly-Lease.pdf](#)

Ms. Soll informed the Board that the recommendation was updated to reflect that the Board's role was also to make a specific finding to allow the City of Albany to enter into a contract for longer than five years. An audio link of the discussion is available here: [Bigbelly-Funding-Discussion](#)

Additional time was provided for discussion and clarifying questions, such as related to cost of the contract and number of Bigbelly units.

In addition to clarifying questions, Board member Lee inquired that if other cities would be interested in leasing the Bigbelly bins if StopWaste could facilitate an agreement and negotiate a county-wide lease deal that would lower the cost of the bins. Mr. Burroughs stated that StopWaste is always looking for opportunities for economies of scale to benefit the member agencies and we can look into it further. Board member Young inquired if there was another company that provides similar services and added that it might be a good idea to present this item as information to the WMA Board as well. Ms. Carrade stated that she is unaware of other companies and added the City of Albany as well as other cities have had a longstanding relationship with Bigbelly and they have proven to be a trusted company. Mr. Burroughs added that staff would develop a presentation related to Bigbelly and other similar systems for the WMA Board.

There were no public comments on this item. Board member Zermeño made the motion to approve the updated staff recommendation to 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 and make the specific finding that a longer period than 5-years is necessary in order to capitalize the specific project. Board member Kalb seconded and the motion carried 9-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Young, Zermeño. Nays: None. Abstain: None. Absent: Nourrot. Vacant: Source Reduction Specialist)

#### **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 submitted her candidacy to the Board of Supervisors (BOS) for the Recycling Processing Industry vacancy. The BOS approved her appointment and she is now serving as the Recycling Materials Processing Industry representative. Timothy Burroughs announced that due to Board member McKaughan's reappointment there is a vacancy in the Source Reduction Specialist category. We are advertising the vacancy on the agency website and staff will send a link to the website to share with the Boards' networks.

Mr. Burroughs provided an update regarding the return to in-person Board meetings. The Governor's order waiving certain requirements of the Brown Act is scheduled to expire on September 30 and unless there is an extension, the first in-person Board meeting will take place on Thursday, October 14. Staff is working on instituting safety protocols and outfitting the Board room to safely accommodate in-person meetings as well as allowing tele attendance for the public. Additionally, the Brown Act allows for Board members to attend meetings via teleconferencing with strict requirements for public noticing of the teleconference location. The Recycling Board Rules of Procedure allows for up to two Board members to teleconference at one time. Staff will keep the Board apprised of developments going forward.

Mr. Burroughs announced that the monthly topic brief highlights the agency's [Waste Prevention Grants](#). A link to the topic brief will be emailed to the Board. Jeff Becerra announced that ABC 7 featured a segment on Back-to-School Waste Reduction. The segment featured one of our staff, Cristian Aguilar, and City of Oakland staff and former StopWaste staff, Rebecca Parnes. A link to the segment is available here: [Back-to-School-Recycling](#). A link will be emailed to the Board as well.

#### **VIII. ADJOURNMENT**

The meeting adjourned at 5:04 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	X	X	X	X				
L. Carrell	X											
D. Cox	X	X	X	X	X	X	X	X				
E. Havel	X	X	X	X	X	A	X	X				
D. Hoover	X	X	X	X	X	X	X	X				
C. Lee				X	X	X	X	X				
D. Kalb	X	X	X	X	X	X	X	X				
L. McKaughan	X	X	X	X	X	X	X	X				
T. Nouroto	X	X	X	X	X	A	X	A				
D. Sadoff	X	X	X	X	X	X	X	I				
F. Zermeño	X	X	X	X	X	X	X	X				
Source Reduction Specialist												
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:** September 9, 2021  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

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**BACKGROUND**

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

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

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

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

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**DATE:** September 9, 2021

**TO:** Planning Committee/Recycling Board

**FROM:** Meghan Starkey, Senior Management Analyst

**SUBJECT:** Municipal Panel: Organics Procurement under SB1383

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## **SUMMARY**

StopWaste staff periodically organize a panel of municipal staff to inform the Recycling Board of current policies and practices implemented by member agencies. In September, the topic will be local approaches to organics procurement, as required by SB 1383, the Short-Lived Climate Pollutant Reduction Act.

The cities of Fremont, Oakland, and Piedmont will discuss how they plan to meet this significant new mandate in their cities.

## **DISCUSSION**

Among the many new requirements of SB 1383 is the obligation of each city and county to procure a specified quantity of organics, such as compost and/or mulch. The intent of this requirement is to drive the market for recycled organics products. CalRecycle, which developed the law's regulations, expects that as more organic waste is recovered (due to the obligations on residents and businesses imposed by SB 1383), more organic products will be produced. Therefore, each city/county has a population-based target to meet for organics procurement to ensure these products are utilized. StopWaste is providing technical assistance and guidance to member agencies to achieve the procurement requirement in the most cost-effective ways possible. Each city/county may pursue different avenues to meeting this requirement, based on many factors such as possible uses, alignment with climate and other goals, existing land within their jurisdiction, and more. Local jurisdictions are in the early stages of planning how they will meet this mandate and will share their plans to date at the panel with ample time for questions and discussion.

## **RECOMMENDATION**

This item is for information only.

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**DATE:** September 9, 2021

**TO:** Planning Committee/Recycling Board

**FROM:** Emily Alvarez, Program Manager  
Meri Soll, Senior Program Manager

**SUBJECT:** Update on Recycling Market Development Zone Countywide Expansion

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## SUMMARY

The current Recycling Market Development Zone (RMDZ) in Alameda County includes the cities of Oakland and Berkeley. In 2019, due to the need to meet demand and the economic and environmental benefits of creating additional recycling and reuse capacity in the region and state, the Waste Management Authority (WMA) Planning Committee and Recycling Board provided direction to staff to begin the process of expanding the Berkeley and Oakland RMDZ to a countywide RMDZ, with StopWaste becoming the Zone Administrator. This memo provides an update on expansion progress and also highlights a new partnership between StopWaste and the East Bay Economic Development Alliance (EDA) to advance market development efforts in Alameda County.

## DISCUSSION

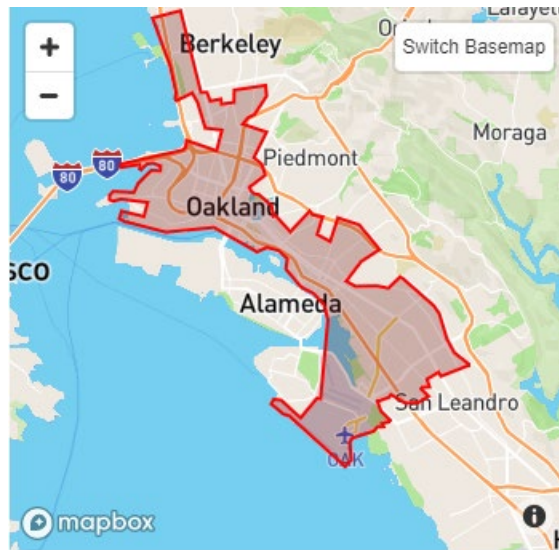
### Background

The RMDZ program, administered by CalRecycle, provides low interest loans and technical assistance to firms that use recycled materials to make new products or that prevent, reduce, or recycle recovered materials through value-added processing or manufacturing. Technical assistance includes site location support, identification of feedstocks and markets, and connections to financing and incentives. To qualify for the loan (up to \$2,000,000 or 75 percent of total project cost, whichever is less) the facility must be located within a CalRecycle-designated RMDZ and use postconsumer or secondary recovered waste feedstock generated in California. While projects located outside of an RMDZ could still obtain technical assistance, the Zone facilitates the connections between these entities and local governments. Currently, there are 39 RMDZs covering over 88,000 square miles of California.

### Oakland/Berkeley RMDZ

The Oakland/Berkeley RMDZ encompasses West Berkeley between Interstate 80, San Pablo Avenue, the Oakland-Emerlyville border, and the Albany border. In Oakland, the zone includes the central business district, major industrial areas in West Oakland and the Coliseum area, the Port of

Oakland's facilities, and the Oakland International Airport. A map of the zone can be shown below as Figure A.



*Figure A. Map of Oakland/Berkeley RMDZ*

Since its formation in 2003, eight businesses have received loans as part of the Oakland/Berkeley RMDZ program totaling \$3.4 million. Recipients include large industrial manufacturers to reuse stores, demonstrating the range of projects that qualify under the RMDZ. Two of these loan recipients have moved to locations outside of Oakland/Berkeley but still within Alameda County, highlighting the regional nature of market development.

#### Alameda County RMDZ

Given the critical need to create local infrastructure for recycling in the wake of China's National Sword policy, the new requirements to comply with SB 1383, the imperative to move toward a more circular economy, and the potential economic benefits of enabling investment in recycling and reuse infrastructure locally, in 2019 the Recycling Board and WMA Planning Committee directed staff to pursue development of a countywide RMDZ. This work is also consistent with the Countywide Integrated Waste Management Plan (CoIWMP) and the Recycling Plan, both of which were updated in 2020 and include market development as a strategy to meet the goal of landfill obsolescence.

While not all locations within Alameda County may be appropriate for certain facilities that could be supported by an RMDZ, every jurisdiction will benefit from a robust and healthy system for reuse and recycling to meet diversion and climate goals. The RMDZ and other market development work that StopWaste is advancing is also an opportunity to make stronger connections to the economic development side of waste and materials management, especially as the local economy recovers from the effects of the COVID-19 pandemic.

Any expansion of the Oakland/Berkeley RMDZ to cover all of Alameda County will require approval from CalRecycle. First, the cities of Oakland and Berkeley will need to adopt resolutions that support the proposed expansion and transfer Zone Administration to StopWaste. Within the

current timeline, StopWaste expects that these items will be heard at Oakland and Berkeley City Council meetings in the fall.

As the Zone Administrator, StopWaste staff will coordinate closely with member agency staff and will leverage its expertise in waste prevention and circular economy to help serve as a contact point for businesses hoping to locate or remain in Alameda County and that prevent waste from going to landfill. Jurisdictions will retain all local land-use authority and would still have all the same authority to approve or deny any facility that wishes to locate within its boundaries. The RMDZ effort is designed to dovetail with existing member agency economic development and sustainability efforts and would not require any additional member agency staff capacity or funding.

#### Progress to Date

Since direction was given in June 2019, the countywide expansion had been put on hold due to various reasons, including the ColWMP update and the COVID-19 pandemic. However, in fall 2020 staff restarted work on expansion to a countywide zone. Since then, staff has met with several Zone Administrators throughout the state, including other countywide zones, and discussed the process and timeline with CalRecycle. Other progress includes legal review with Agency counsel, updating TAC at the July 1, 2021 meeting, and meeting with Oakland and Berkeley city staff.

#### East Bay EDA Partnership

In addition to StopWaste's efforts to advance the countywide RMDZ, the Agency also recently launched a new partnership with East Bay EDA through which EDA will assist StopWaste to better understand the current state of reuse, recycling, composting, and other industries and manufacturers within the county that align with the Agency's priorities. This study will identify where these businesses are located within the county, what strengths Alameda County has in attracting and retaining such businesses, and what barriers may exist to expanding market development work. This separate but related effort is an opportunity to combine EDA's economic development expertise with StopWaste's waste prevention and sustainability expertise to promote market development.

In the meantime, StopWaste is also contributing to and sponsoring an effort underway and being led by EDA called "East Bay Forward," which is a regional economic assessment and vision to guide post-pandemic economic recovery and growth that is centered on rebuilding an equitable, resilient, and sustainable East Bay.

#### Next Steps

Staff will prepare the zone expansion application, informed by East Bay EDA's research, for WMA Board review and approval before the end of 2021. The application will then be submitted to CalRecycle for approval and CEQA documents will be prepared.

#### Recommendation

This item is for information only.