

Planning Committee/Recycling Board Members

Laura McKaughan, **President**
Recycling Materials Processing Industry

Dan Kalb, **1st Vice President**
ACWMA

Eric Havel, **2nd Vice President**
Environmental Educator

Darby Hoover, Environmental Organization

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

David Mourra, ACWMA

Fred Simon, ACWMA

Jeff Wang, ACWMA

Talia Wise, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

AGENDA

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

Thursday, October 12, 2023

4:00 P.M.

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

This meeting will be conducted in a hybrid model with both in-person attendance and teleconference participation:

Teleconference Location #1:	2735 Park Blvd., Oakland, CA
Teleconference Location #2:	118 Glashaus Loop, Emeryville, CA
Teleconference Location #3:	30587 Huntwood Ave, Hayward CA
Teleconference Location #4:	1534 Ashby Ave, Berkeley, CA
Teleconference Location #5:	Heron Bay Regatta Park, 2296 Regatta Way, San Leandro, 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 812 4178 9220
2. Using the [Zoom](#) website or App and entering meeting code 812 4178 9220

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, October 12, 2023.

The public may also comment by sending an e-mail to publiccomment@stopwaste.org. Written public comments will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

I. CALL TO ORDER

II. ROLL CALL OF ATTENDANCE

III. ANNOUNCEMENTS BY PRESIDENT

IV. OPEN PUBLIC COMMENT

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board, but not listed on the agenda. Each speaker is limited to three minutes.

Page V. CONSENT CALENDAR

1 1. Approval of the Draft PC & RB Minutes of September 14, 2023

3 2. Board Attendance Record

5 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

7 1. Municipal Panel: Member Agency Schools Programs (Robin Plutchok)
This item is for information only.

9 2. 2023 Waste Characterization Study Update (Emily Alvarez)
This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – TO JOINT WMA, EC, AND PC & RB MEETING – NOVEMBER 15, 2023 AT 3:00 P.M.

DRAFT

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

Thursday, September 14, 2023

6:00 P.M.

***IN PERSON MEETING LOCATION:*
CIVIC CENTER MEETING HALL
(MENDENHALL ROOM)
1016 SOUTH LIVERMORE AVE., LIVERMORE, CA**

I. CALL TO ORDER

President McKaughan called the meeting to order at 4:00 p.m. Timothy Burroughs explained the meeting process being utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

II. ROLL CALL OF ATTENDANCE

Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Tracy Jensen, ACWMA
Chiman Lee, Recycling Programs
Grace Liao, Source Reduction Specialist
Laura McKaughan, Recycling Materials Processing Industry (President)
David Mourra, ACWMA
Fred Simon, ACWMA
Jeff Wang, ACWMA
Talia Wise, Solid Waste Industry Representative

Absent:

Dan Kalb, ACWMA

Staff Present:

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Angelina Vergara, Program Manager
Arielle Conway, Program Manager
Cassie Bartholomew, Senior Program Manager
Arless Dunn, Clerk of the Board
Adrienne Ramirez, Management Analyst
Andrew Massey, Deputy County Counsel

III. ANNOUNCEMENTS BY THE PRESIDENT

President McKaughan thanked City of Livermore staff, Judy Erlandson, for hosting the meeting in Livermore.

IV. OPEN PUBLIC COMMENT

There were no public comments.

V. CONSENT CALENDAR

- 1. Approval of the Draft PC & RB Minutes of August 10, 2023**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Wang moved for approval of the Consent Calendar. Board member Wise seconded, and the motion carried 10-0. The Clerk called the roll:

(Ayes: Havel, Hoover, Jensen, Lee, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None.

Abstain: None. Absent: Kalb).

VI. REGULAR CALENDAR

1. 2023 Waste Prevention Grant Solicitation Funding Awards (Cassie Bartholomew)

This item is for information only.

Timothy Burroughs introduced the item. Cassie Bartholomew provided an overview of the Agency's approach to awarding grants to support waste prevention and build upstream infrastructure in Alameda County. A link to the staff report and the presentation is available here: [Grants-Presentation.pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Grants-Presentation-Discussion](#). There were no public comments for this item. President McKaughan thanked staff for a very informative presentation.

2. StopWaste Schools Program Overview (Angelina Vergara & Arielle Conway)

This item is for information only.

Timothy Burroughs introduced the item. Angelina Vergara and Arielle Conway provided an overview and updated the Board of the services that the Schools Program provides and the evolving approach to serving the larger school community both online and in person. A link to the staff report and the presentation is available here: [Schools-Program-Update-memo.pdf](#). Ms. Vergara thanked the Schools team for their efforts.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Schools-Program-Update-Discussion](#). There were no public comments for this item. President McKaughan thanked staff for a very inspiring presentation.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that on October 5, 10-11:30am, StopWaste would be co-hosting a webinar with the League of CA Cities and others focused on how California's new single-use packaging and plastic pollution prevention law (SB 54) impacts local governments. Staff will send out information in advance of the event.

VIII. ADJOURNMENT – TO PC & RB MEETING OCTOBER 12, 2023 AT 4:00 p.m.

The meeting adjourned at 7:10 p.m.

2023 - 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						
E. Havel	X	X	X	X	X	X	X	X	X			
D. Hoover	X	X	X	X	X	X	A	X	X			
T. Jensen	X	X	X	X	X	X	X	A	X			
D. Kalb	X	X	X	X	I	X	I	X	A			
C. Lee	X	A	X	X	A	X	A	X	X			
G. Liao	X	A	X	X	X	X	X	X	X			
L. McKaughan	X	X	X	X	X	X	X	X	X			
D. Mourra	X	X	X	X	X	A	X	X	X			
F. Simon	X	X	X	X	X	X	X	X	X			
J. Wang							X	X	X			
T. Wise	X	X	A	X	X	X	X	X	X			
F. Zermeño	X											
INTERIM APPOINTEES												
S. Young					X							
M. Hannon							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

This page intentionally left blank

DATE: October 12, 2023

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.

This page intentionally left blank



DATE: October 12, 2023

TO: Planning Committee/Recycling Board

FROM: Robin Plutchok, Program Manager

SUBJECT: Municipal Panel: Member Agency Schools Programs

SUMMARY

StopWaste staff periodically organize a panel of municipal staff to speak to the Recycling Board about programs and initiatives implemented by member agencies. The topic for the October Municipal Panel is Member Agency Schools programs. Representatives from Fremont, Union City, and Oro Loma Sanitary District will share their experiences and insights on the opportunities and challenges of implementing recycling, organics, and sustainability programs in their schools.

DISCUSSION

School programs have been a long-standing focus at StopWaste, and the Agency has worked collaboratively with schools and school districts for over 25 years. While the Agency provides direct services to public schools – ranging from infrastructure support, field trips to the Davis Street and Fremont transfer stations, and hands-on climate action projects with classrooms, schools, and their communities – several member agency staff also work directly and in partnership with schools and school districts.

Public schools are regulated by the state government and are exempt from local ordinances and the Agency's Organics Reduction and Recycling Ordinance (ORRO) but are required to comply with SB 1383 regulations and must have edible food recovery programs starting in 2024. Some schools may receive service from the jurisdiction's franchised service provider, although often schools contract separately for service.

At the October meeting, member agency staff will present on how they work with local schools to provide technical assistance to help schools comply with SB 1383 requirements, advance city climate action plans, and help transition schools from single-use disposables to reusables in the cafeteria. The collaboration and partnerships among member agencies, schools, and StopWaste collectively support the engagement of youth and reinforce waste reduction practices at home.

RECOMMENDATION

This item is for information only.

This page intentionally left blank



DATE: October 12, 2023

TO: Planning 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 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. The WCS commenced in July 2023 and this memo highlights the sampling conducted thus far and several initial patterns based upon preliminary data. Sampling is anticipated to conclude at the end of the year and a final report will be produced in 2024.

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 Agency priorities by highlighting the largest components of the landfill, recycling, and organics streams 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.

WMA must conduct a WCS every five years or otherwise use statewide numbers for capacity planning required by CalRecycle. The statewide numbers overestimate need in Alameda County, therefore the WMA has opted to conduct its own studies, which also help with Agency priority setting and evaluation. The most recent study occurred in 2017-2018. The 2017-2018 Study only sampled the landfill stream and not organics and recycling. Staff issued an RFP for the 2023 WCS in September 2022 and awarded the contract to SCS Engineers, who also conducted the 2017-2018 study.

A WCS uses industry-standard sampling techniques and statistical analysis to estimate the composition of the material stream and tonnages by material type and generating sector. As in the

four past studies the 2023 WCS will focus on physical sampling by hand-sorting and weighing materials, visual sampling to estimate material weight for loads not suitable for sorting and weighing, and additional data collection from haulers. This methodology is standard and meets CalRecycle's requirements.

SCS Engineers provided a sampling plan to staff based upon data collected in Measure D Reports, CalRecycle Electronic Annual Reports, and facility information in order to understand the total material flow in the county, the approximate amount of the total materials in the landfill, organics, and recycling streams, and the proportion of materials originating from each member agency and to which facilities the materials are sent. This resulted in a plan to collect 500 two-hundred-pound samples divided across Alameda County's material processing facilities.

DISCUSSION

Approximately 300 of the 500 samples have been sorted to date. The following preliminary data are from sampling that occurred in July and August 2023 facilities in Alameda County. For the landfill stream, the samples were divided into single-family and multifamily residential and commercial. For the organics and recycling streams, they are separated by residential and commercial. The samples are sorted into a list of 10 broad material categories (i.e.; Paper, Plastic, Metal) and about 70 subcategories developed by SCS Engineers and WMA Staff. Highlights mentioned in this memo are subject to change with the additional sampling left in the study. The final report will provide detailed information on all material categories.

Thus far, Compostable Organics are the largest category by weight in the landfill stream. The largest subcategory within Compostable Organics in the landfill stream is Inedible Food (about 20%). This demonstrates the need for better sorting behavior and the reduction of edible food waste. In the commercial landfill stream, there is also a significant amount of Pallets and Untreated Lumber (about 10%) in this Compostable Organics category that are not as commonly found in the residential landfill stream.

Initially, the recycling stream has a much lower percentage of Compostable Organics than the landfill stream. The largest recycling stream material across both the residential and commercial streams is Paper, followed by Plastic and then Glass. Initially, this is encouraging as these materials appear to be winding up in the appropriate stream. Looking into the subcategories, the largest Plastic material is Film Plastic which is not recyclable in most cases and can get tangled around other items and sorting machinery. Considering Film Plastic does not weigh much, it is significant that from these samples it is about 3% of the recycling stream by weight.

Of the organics stream sampled to date, the number one material in both residential and commercial is Compostable Organics. There is a significant difference in the composition of the Compostable Organics category in the residential versus commercial stream. In the residential stream, almost 75% of the Compostable Organics are Green Waste (i.e.; Leaves, Grass, Prunings) which are only about one-third of the commercial stream. In the commercial stream, the largest subcategory is Inedible Food, which is nearly half of the material sorted.

When looking at contamination in the organics stream, the preliminary data shows the largest category in the residential sector is Treated Wood. Residents may be unaware of what wood is considered compostable. Wood also weighs a significant amount and can therefore mask the contamination from lighter categories such as plastic. However, Treated Wood has the potential to leach chemicals into the organics stream and is therefore an important material to keep out of the organics stream. The largest contaminant in the commercial organics stream is Plastic, specifically Film 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 be different. In the WCS, SCS Engineers is performing counts for certain subcategories and we will also receive photos of all sample loads that can help to visually assess the volume and composition of materials.

These are preliminary results and there are still approximately 200 samples to be conducted, with sampling expected to conclude by the end of 2023. The trends discussed above may change as more samples are sorted. Additionally, certain facilities, like California Waste Solutions, the residential recycling hauler for the City of Oakland, have had no sampling conducted yet which could significantly change the results for the recycling stream. Other facilities have had a portion of their sampling done but will have more samples taken in the next few months. Staff will return with the results of the complete study, including a comparison to previous studies, in 2024.

RECOMMENDATION

This item is for information only.