

**Planning Committee/Recycling Board
Members**

Jeff Wang, **President**
ACWMA

Grace Liao, **First Vice President**
Source Reduction Specialist

Michael Hannon, ACWMA

Virginia Harrington, Solid Waste Industry
Representative

Tracy Jensen, ACWMA

Laura McKaughan, Recycling Materials
Processing Industry

Ellen McClure, Environmental Educator

David Mourra, ACWMA

Elaine Owyang, Environmental Organization

Vacant, Recycling Programs

Timothy Burroughs, Executive Director

AGENDA

MEETING OF THE PLANNING COMMITTEE AND ALAMEDA COUNTY RECYCLING BOARD

THURSDAY, DECEMBER 12, 2024

6:00 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 #1 118 Glashaus Loop, Emeryville, CA
Teleconference location #2 14751 Pansy Street, San Leandro, CA
Teleconference location #3 40087 Mission Blvd #361, Fremont, CA
Teleconference location #4 710 Cornell Ave, Albany, CA
Teleconference location #5 1091 Pinehurst Lane, Palm Desert, 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 835 4843 1230
2. Using the [Zoom](#) website or App and entering meeting code 835 4843 1230

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, December 12, 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.

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V. CONSENT CALENDAR

1 1. Approval of the Draft Joint WMA, EC, and PC&RB Minutes of November 20, 2024

5 2. Board Attendance Record

7 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

9 1. SB 54 Update (Michelle Fay & Timothy Burroughs)
This item is for information only.

11 2. Election of Officers for 2025 (Timothy Burroughs)
That the Recycling Board elect Officers for calendar year 2025.

13 3. 2025 Meeting Schedule (Timothy Burroughs)
That the Planning Committee and Recycling Board adopt the 2025 Meeting Schedule.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT TO PC&RB MEETING - JANUARY 9, 2025 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 (RB)**

**Wednesday, November 20, 2024
3:00 P.M.**

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

I. CALL TO ORDER

President Zermeño 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
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	Jean Josey, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB
City of Hayward	Francisco Zermeño, WMA, EC (WMA President)
City of Livermore	Bob Carling, WMA, EC
City of Newark	Mike Hannon, WMA, EC, RB (EC President)
City of Oakland	Dan Kalb, WMA, EC, RB
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of Union City	Jeff Wang, WMA, EC, RB (RB President)
Environmental Organization	Elaine Owyang, RB
Recycling Materials Processing Industry	Laura McKaughan, RB
Source Reduction Specialist	Grace Liao, RB
Solid Waste Industry Representative	Virginia Harrington, RB

ABSENT

City of Fremont	Yang Shao, WMA, EC
City of San Leandro	Fred Simon, WMA, EC, RB
Environmental Educator	Ellen McClure, RB
Recycling Programs	Vacant, RB

Staff Participating

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Rachel Balsley, Senior Program Manager
Kelly Schoonmaker, Senior Program Manager
Jennifer Luong, Finance Services Manager
Kyle Bander, Management Analyst

DRAFT

Arliss Dunn, Clerk of the Board
Richard Taylor, WMA Legal Counsel
Farand Kan, County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

President Zermeño welcomed Virginia Harrington to the Recycling Board as the new Solid Waste Industry representative.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

There were no public comments.

V. CONSENT CALENDAR

- 1. Approval of the Draft WMA & EC Minutes of October 23, 2024 (WMA & EC only)**
- 2. Approval of the Draft PC/RB Minutes of October 10, 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 Wengraf moved approval of the Consent Calendar for the WMA & EC, and Board member Jensen seconded. Board member McKaughan moved approval of the Consent Calendar for the RB, and Board member Jensen seconded.

The Clerk called the roll: WMA Vote: 18-0 EC Vote: 17-0 RB Vote: 7-0
(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Harrington, Haubert, Jensen, Josey, Kalb, Liao, McKaughan, Mourra, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: McClure, Owyang, Shao, Simon)

VI. REGULAR CALENDAR

- 1. StopWaste Agency Investment Policy (Pat Cabrera, Jennifer Luong, and Kyle Bander)**

Staff recommends the following:

1. The WMA Board adopt a resolution adopting the revised investment policy which includes oversight of RB and EC funds per the attached resolution.
2. The RB adopt a resolution adopting by reference the WMA’s revised investment policy.
3. The EC adopt a resolution adopting by reference the WMA’s revised investment policy.

Timothy Burroughs introduced the item. Pat Cabrera, Jenifer Luong, and Kyle Bander provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [StopWaste-Investment-Policy-Memo.pdf](#).

Staff asked that the Boards and Council consider adoption of a revised StopWaste Agency investment policy. The proposed revision includes adding another pooled investment fund to the Agency’s portfolio of investment products available and consolidating the policy into one document applicable to all three of the Agency’s Boards – the WMA, EC, and RB. Additional time was provided to the Board for discussion and for clarifying questions. A link to the discussion is available here: [StopWaste-Investment-Policy-Discussion](#).

There were no public comments on this item. President Zermeño thanked staff for a very thorough presentation.

Board member Carling moved approval of the staff recommendation for the WMA and the Energy Council, and Board member Sadoff seconded. Board member Jensen moved approval of the staff recommendation for the Recycling Board, and Board member Hannon seconded.

The Clerk called the roll: WMA Vote: 18-0 EC Vote: 17-0 RB Vote: 8-0
(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Harrington, Haubert, Jensen, Josey, Kalb, Liao, McKaughan, Mourra, Owyang, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: McClure, Shao, Simon)

2. SB 1383/ORRO Implementation Update (Rachel Balsley, Cassie Bartholomew, and Kelly Schoonmaker)

This item is for information only.

Timothy Burroughs introduced the item and Rachel Balsley and Kelly Schoonmaker provided an overview of the staff report. A link to the report is available here: [SB1383-Orro-Update-Memo.pdf](#). Staff provided an update on how StopWaste is supporting member agencies with various implementation activities including compliance monitoring/enforcement, CalRecycle reporting, outreach and education, edible food recovery, recovered organic waste product procurement, and more.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [SB1383-ORRO-Update-Discussion](#).

There were no public comments on this item. President Zermeño thanked staff for a very informative and thorough presentation.

3. 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 December 12, 2024 at 6:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

Board member Hannon requested an interim appointment. Board member Young agreed to serve as the interim appointment. Board member Hannon moved approval of the interim appointment, and Board member Balch seconded. The motion carried 16-0. The Clerk called the roll:

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

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that the monthly topic brief highlights Measure D and the Recycling Fund. A link to the topic brief is available [here](#).

Board member Young read a proclamation in honor of Arthur Boone who recently passed away. The proclamation will be provided to the family and a copy will be kept at the office as a matter of record and is available [here](#).

Timothy Burroughs acknowledged the outgoing Board members: Carling, Cavanaugh, Kalb, and Wengraf, and presented them with a certificate of recognition and reusable gifts. Each Board member was provided an opportunity to express their sentiments for serving on the Board.

VIII. ADJOURNMENT – The meeting was adjourned at 4:42 p.m.

Next meetings: PC & RB MEETING, DECEMBER 12, 2024 AT 6:00 P.M.

WMA & EC MEETING, DECEMBER 18, 2024 AT 3:00 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												
M. Hannon								X	X	X	X	
V. Harrington										A	X	
E. Havel	X	A	X	A	X							
D. Hoover	X	X	X	X	A	X	X					
T. Jensen	X	X	X	X	X	X	X	X	X	X	X	
D. Kalb	X	X	I	X	X	X						
C. Lee	X	A	X	X	X	X	X	X	X			
G. Liao	X	X	X	X	X	X	X	X	A	X	X	
E. McClure								X	X	X	A	
L. McKaughan	X	X	X	A	X	X	A	X	X	X	X	
D. Mourra	X	X	X	X	X	X	X	X	X	X	X	
F. Simon	X	X	X	X	X	X	X	X	X	X	A	
J. Wang	X	X	X	X	A	X	X	A	X	I	X	
T. Wise	X	A										
INTERIM APPOINTEES												
S. Young			X							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: December 12, 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: December 12, 2024

TO: Programs & Administration Committee
Recycling Board

FROM: Michelle Fay, Program Manager
Timothy Burroughs, Executive Director

SUBJECT: SB 54 Update

SUMMARY

The rulemaking process for state law SB 54 is well underway, with the third formal draft of the regulations released by CalRecycle on Dec. 2, 2024. The regulations build on content provided in the first two drafts released March 8 and October 14 and provide much of the guidance local governments, their solid waste service providers, and producers of packaged goods sold in the state will need to successfully implement the law. Staff are currently reviewing the draft regulations and will provide a third round of formal comments by the December 17 deadline. Throughout the regulatory process, staff have been actively engaging with member agency representatives as well as local jurisdictions and partner organizations across the state to discuss implications and inform guidance to CalRecycle and the selected Producer Responsibility Organization (PRO), Circular Action Alliance. The SB 54 Advisory Board also continues to meet monthly in Sacramento, with Timothy Burroughs serving as the board chair.

DISCUSSION

[Senate Bill 54 \(Allen, 2022\)](#) sets ambitious goals to reduce plastic packaging and food ware and requires that all forms of packaging and food ware sold or distributed in California be recyclable or compostable by 2032. The law is the nation’s most comprehensive legislation to date that reduces dependence on single-use packaging and food ware, while shifting the cost burden of collecting, processing, and recycling materials from local jurisdictions to the producers of those materials. The law will also raise \$5 billion from the packaging industry over 10 years to help mitigate the impacts of plastic pollution and support disadvantaged communities hurt most by the impacts of plastic waste and disposal.

In addition to preparing comprehensive regulations, CalRecycle is embarking on a Needs Assessment process to evaluate the state’s current collection and processing capacity and infrastructure, end markets and market development needs, education and outreach needs, as well as reuse, refill, and other source reduction infrastructure. The study findings will shed light on the current waste management system and inform the investment in infrastructure needed to achieve SB 54 goals and inform Circular Action Alliance’s program plan and budget.

While the bulk of the responsibility for implementing the law falls on producers, SB 54 requires local jurisdictions to collect all materials deemed to be recyclable or compostable. Last December, CalRecycle issued the first statewide list of packaging materials and food ware considered recyclable or compostable and just 37 out of 94 material categories meet the criteria. Essentially, glass and aluminum containers, paper and cardboard, and rigid plastics #1, 2, and 5 are the only materials considered recyclable in the state. Plastic utensils, flexible/film plastics, poly-coated food service ware, aseptic cartons as well as gable-top milk cartons are not considered recyclable or compostable. Additionally, plastics currently labeled “compostable” are not considered compostable (and may not be labeled as such starting 2026). CalRecycle will be issuing the first update to the list by January 2025, and annually thereafter.

At the December P&A Committee and Recycling Board meetings, staff will present an overview of the law and updates from the current draft of the regulations and will discuss implications for local governments and next steps in the regulatory and implementation processes.

RECOMMENDATION

This item is for information only.



DATE: December 12, 2024
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
SUBJECT: Election of Officers for 2025

SUMMARY

The Recycling Board Rules of Procedure call for election of officers in December for the next calendar year. A special election was held in July due to the vacancies of both the President and First Vice President. Per the Board's Rules of Procedure, nominations and elections will be held at the December 12, 2024, meeting.

DISCUSSION

Board Member Jeff Wang is the current President, Board Member Grace Liao is First Vice President, and former Board Member Fred Simon served as the Second Vice President. Per past practice, Board Member Liao would become President. The Board will need to nominate and elect new 1st and 2nd Vice Presidents. The Board usually alternates officers between WMA appointees and Board of Supervisor appointees. To that end, a WMA appointee would be elected as 1st Vice President and a Board of Supervisor appointee would be elected as Second Vice President.

RECOMMENDATION

That the Recycling Board elect Officers for calendar year 2025.

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PLANNING COMMITTEE & RECYCLING BOARD

2025 MEETING SCHEDULE

The regular meeting schedule for the Planning Committee & Recycling Board is held on the second Thursday of each month at 4:00 p.m. or 6:00 p.m., except where noted differently (*). Meetings are held at StopWaste, 1537 Webster Street, Oakland, CA, unless noted otherwise.

All meetings held at an in-person location will also include hybrid meeting access, e.g., via Zoom or telephone.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 9	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
February 13	6:00 p.m.	Alameda WETA Central Bay Operations 670 W Hornet Ave, Alameda, CA
March 13	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
April 23 <i>*Joint Meeting</i> <i>WMA/EC/RB</i>	3:00 p.m.	StopWaste, 1537 Webster Street, Oakland
May 8	6:00 p.m.	StopWaste, 1537 Webster Street, Oakland
June 12	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
July 10	4 :00 p.m.	StopWaste, 1537 Webster Street, Oakland
August 14	6:00 p.m.	StopWaste, 1537 Webster Street, Oakland
September 11	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
October 10	6:00 p.m.	Castro Valley 21195 Center Street, Castro Valley, CA
November 19 <i>*Joint Meeting</i> <i>WMA/EC/RB</i>	3:00 p.m.	StopWaste, 1537 Webster Street, Oakland
December 11	6:00 p.m.	Oakland StopWaste, 1537 Webster Street, Oakland, CA

Recommendation

That the Planning Committee and Recycling Board adopt the 2025 Meeting Schedule.