

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, December 14, 2023

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: 2735 Park Blvd., Oakland, CA
Teleconference Location #2: 118 Glashauss 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
Teleconference Location #6: 3722 Ardley Avenue, Oakland, 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 833 5890 4521
2. Using the [Zoom](#) website or App and entering meeting code 833 5890 4521

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 14, 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 Joint WMA, EC, and PC & RB Minutes of November 15, 2023

5 2. Board Attendance Record

7 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

9 1. Reusable Foodware Project Update (Justin Lehrer)

This item is for information only.

11 2. 2024 Meeting Schedule (Timothy Burroughs)

That the Planning Committee and Recycling Board approve the 2024 meeting schedule.

13 3. Election of Officers for 2024 (Timothy Burroughs)

That the Recycling Board elect Officers for calendar year 2024.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – TO JANUARY 11, 2024 AT 4:00 P.M.

DRAFT

**MINUTES OF THE JOINT MEETING OF THE
ALAMEDA COUNTY WASTE MANAGEMENT
AUTHORITY BOARD (WMA),
ENERGY COUNCIL (EC),
AND**

SOURCE REDUCTION AND RECYCLING BOARD

Wednesday, November 15, 2023

3:00 P.M.

IN PERSON MEETING LOCATION:

STOPWASTE BOARD ROOM

1537 WEBSTER STREET, OAKLAND, CA

I. CALL TO ORDER

WMA President Carling called the meeting to order at 3:00 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

City of Alameda	Tracy Jensen, WMA, EC
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Emeryville	David Mourra, WMA, EC
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Bob Carling, WMA, EC (WMA President)
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of San Leandro	Fred Simon, WMA, EC
City of Union City	Scott Sakakihara, WMA, EC (alternate)
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB
Recycling Materials Processing Industry	Laura McKaughan, RB, (RB President)
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Talia Wise, RB
Source Reduction Specialist	Grace Liao, RB

Absent

County of Alameda	David Haubert, WMA, EC, (EC President)
City of Dublin	Melissa Hernandez, WMA, EC
City of Union City	Jeff Wang, RB (absent from RB)

Staff Participating

Timothy Burroughs, Executive Director
Rachel Balsley, Senior Program Manager
Cassie Bartholomew, Senior Program Manager

Kelly Schoonmaker, Senior Program Manager
Alma Freeman, Communications Manager
Michelle Fay, Program Manager
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Richard Taylor, WMA Legal Counsel
Farand Kan, Deputy County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

There were none.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

Arthur Boone provided public comments.

V. CONSENT CALENDAR

- 1. Approval of the Draft WMA & EC Minutes of October 25, 2023 (WMA/EC only)**
- 2. Approval of the Draft PC & RB Minutes of October 12, 2023 (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 Balch moved for approval of the Consent Calendar for the WMA and EC and Board member Young seconded. Board member Kalb moved for approval of the Consent Calendar for the PC & RB and Board member Jensen seconded. The Clerk called the roll:

WMA Vote: 15-0-1 EC Vote: 15-0-1

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

PC&RB Vote: 9-0

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

VI. REGULAR CALENDAR

- 1. SB 1383/ORRO Implementation Update (Rachel Balsley, Cassie Bartholomew & Kelly Schoonmaker)**

This item is for information only.

Timothy Burroughs introduced the item concerning State law SB 1383 and the Organics Reduction and Recycling Ordinance (ORRO) that took effect on January 1, 2022, to reduce the amount of food and other compostable materials sent to landfill. Rachel Balsley, Cassie Bartholomew & Kelly Schoonmaker presented an overview of how StopWaste is supporting member agencies with various implementation activities including compliance monitoring/enforcement, reporting to CalRecycle, outreach and education, edible food recovery, recycled organics product procurement, and more. A link to the staff report and the PowerPoint presentation is available here: [SB1383/ORRO-Update-Memo.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [SB1383/ORRO-Update-Discussion](#).

There were no public comments for this item. President Carling thanked the Board for a very informative presentation and discussion.

- 2. Compostable Plastics Conundrum (Alma Freeman & Kelly Schoonmaker)**

This item is for information only.

Timothy Burroughs introduced the item. Alma Freeman and Kelly Schoonmaker provided an overview of the environmental and health concerns with compostable plastics and shared research and updates on existing regulations and policy underway that have implications for the acceptability, distribution, processing, and messaging of compostable plastics in California. A link to the staff report and the PowerPoint presentation is available here: [Compostable-Plastics-Update-Memo.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Compostable-Plastics-Update-Discussion](#).

Arthur Boone provided public comments. President Carling thanked staff for a very informative discussion for such a complex topic.

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 14, 2023 at 6:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

There was no action required for this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that the monthly topic brief focuses on compostable plastics and highlights the challenges and solutions discussed today. A link to the topic brief is available [here](#), and staff will forward a copy to the Board.

VIII. ADJOURNMENT – The meeting was adjourned at 4:50 p.m.

WMA & EC MEETING, DECEMBER 20, 2023 AT 3:00 P.M.

PC & RB MEETING, DECEMBER 14, 2023 AT 6:00 P.M.

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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	X	X	
D. Hoover	X	X	X	X	X	X	A	X	X	X	X	
T. Jensen	X	X	X	X	X	X	X	A	X	X	X	
D. Kalb	X	X	X	X	I	X	I	X	A	X	X	
C. Lee	X	A	X	X	A	X	A	X	X	X	X	
G. Liao	X	A	X	X	X	X	X	X	X	X	X	
L. McKaughan	X	X	X	X	X	X	X	X	X	A	X	
D. Mourra	X	X	X	X	X	A	X	X	X	X	X	
F. Simon	X	X	X	X	X	X	X	X	X	X	X	
J. Wang							X	X	A	X	A	
T. Wise	X	X	A	X	X	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

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DATE: December 14, 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.

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DATE: December 14, 2023

TO: Programs & Administration Committee
Planning Committee/Recycling Board

FROM: Justin Lehrer, Operations Manager

SUBJECT: Reusable Foodware Project Update

SUMMARY

StopWaste's Reusable Foodware project focuses on developing policy, infrastructure, and capacity for greater adoption of reusable foodware systems in Alameda County. In March 2023, the WMA accepted the model Disposable Food Service Ware Reduction and Reuse Ordinance and directed staff to share it and related resources with member agencies that are considering adopting policies that promote the transition from single-use disposable foodware to reusable foodware. Since then, several cities have taken steps toward developing their own foodware ordinances. At the December 14 Programs & Administration Committee and Recycling Board meetings, staff will provide an update on recent local policy development, pilot projects, and other program activities.

DISCUSSION

Single-use foodware items like plastic and paper cups, plates, and utensils are prevalent in daily life. They serve a very short useful life of just minutes, while their impact on human health and the environment is significant and long lasting. Replacing single-use foodware with durable reusable alternatives is essential to preventing the waste and litter that disposables create, as well as the GHG emissions associated with resource extraction, production, and distribution of these items. Staff works to address and develop structural solutions to some of these issues through technical assistance to businesses and grant funding to develop more robust reuse infrastructure in Alameda County. As directed by the Board, staff has also been supporting member agencies as they consider policy options for addressing single-use waste.

The model foodware ordinance developed earlier this year, available on our [website](#), has been a useful tool for advancing reusable foodware policy, and has been shared with local government staff throughout the Bay Area, the West Coast, and many communities across the country.

In Alameda County, the City of Oakland built upon StopWaste's model ordinance to develop their own Reusable Foodware and Plastic Litter Reduction Ordinance, currently under consideration by the City Council. This ordinance, potentially the 2nd reuse-oriented foodware ordinance in the

county, would require prepared food and beverage vendors to provide reusable foodware to guests dining in and allow guests to bring in their own reusable foodware containers and cups for to-go orders. The ordinance also bans bioplastics (any plastic derived from biological substances rather than from petroleum, many, but not all, types of which are compostable) for takeout and phases in reusables requirements for large venues and special events held in the city. Staff have supported the City of Oakland's efforts throughout this process, participating in stakeholder outreach and providing subject-matter expertise. Four additional member agencies are now in the early stages of developing a policy and conducting research and stakeholder outreach. Staff is available to work with our member agencies to support these efforts and help develop impactful reuse policy. Staff will continue to monitor and engage in existing and pending state legislation with potential implications for reusable systems, including SB 54, AB 1276 ("accessories upon request"), and others.

In order to maximize the positive impact of any foodware policy, there must be cost-effective and convenient access to reusable foodware systems for both businesses and consumers. Our project activities continue to include free technical assistance and mini-grants to help businesses make the switch from single-use to reusable foodware. We have also continued to fund pilot projects that increase local capacity for reusable foodware and address some of the challenges faced by this industry. Recently funded projects include reuse within school districts, community colleges, business districts, meal programs for seniors and food-insecure individuals, venues and special events. The project team is now exploring outreach and education strategies that support our foodware grantee projects through research, marketing, and facilitating partnerships. The confluence of policy and the above strategies foster more "norming" of reusables in the community and help magnify the impact of efforts to shift away from disposables.

RECOMMENDATION

This item is for information only.



PLANNING COMMITTEE & RECYCLING BOARD

2024 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 11	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
February 8	6:00 p.m.	District 4 – Castro Valley Castro Valley Sanitary District 21040 Marshall Street, Castro Valley, CA
March 14	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
April 24 *Joint Meeting WMA/EC/RB	3:00 p.m.	StopWaste, 1537 Webster Street, Oakland
May 9	6:00 p.m.	District 1 – Dublin Shannon Community Center 11600 Shannon Avenue, Dublin, CA 94568
June 13	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
July 11	6 :00 p.m.	District 3 - San Leandro Surlene G. Grant Community Room 999 E 14th St, San Leandro, CA 94578
August 8	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
September 12	6:00 p.m.	District 2 – Fremont Tri Valley Community (TVC) Food Bank 3750 Joseph Street, Fremont, CA 94536
October 10	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
November 20 *Joint Meeting WMA/EC/RB	3:00 p.m.	StopWaste, 1537 Webster Street, Oakland
December 12	6:00 p.m.	District 5 – Oakland StopWaste, 1537 Webster Street, Oakland

RECOMMENDATION

That the Planning Committee and Recycling Board (PC & RB) approve the 2024 meeting schedule.

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DATE: December 14, 2023
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
SUBJECT: Election of Officers for 2024

SUMMARY

The Recycling Board Rules of Procedure call for election of officers in December for the next calendar year. Nominations and elections will be held at the December 14, 2023, meeting.

DISCUSSION

Board Member Laura McKaughan is the current President, Board Member Dan Kalb is First Vice President, and Board Member Eric Havel is the Second Vice President. Per past practice, Board Member Kalb would become President, Board Member Havel, the First Vice President, and the Board must elect a Second Vice President. The Board usually alternates officers between WMA appointees and Board of Supervisor appointees. To that end, a WMA appointee would be elected as Second Vice President.

RECOMMENDATION

That the Recycling Board elect Officers for calendar year 2024.