

**P&A Committee Members**

Dave Sadoff, **Chair**  
Castro Valley Sanitary District  
David Haubert, County of Alameda  
Jennifer Hansen-Romero, City of Albany  
Mark Humbert, City of Berkeley  
Jean Josey, City of Dublin  
Yang Shao, City of Fremont  
Francisco Zermeño, City of Hayward  
Matthew Jorgens, City of Newark  
Vacant, City of Oakland  
Rita Duncan, Oro Loma Sanitary District  
Lorrel Plimier, City of Piedmont  
Matt Gaidos, City of Pleasanton  
Timothy Burroughs, Executive Director

**AGENDA**

**MEETING OF THE  
PROGRAMS AND ADMINISTRATION  
COMMITTEE (P&A)**

**THURSDAY, FEBRUARY 13, 2025**

**9:00 A.M.**

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

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

Teleconference location #1 3300 Capitol Avenue, Building A, Fremont, CA  
Teleconference location #2 30065 Skylark Court, Hayward, CA  
Teleconference location #3 806 Pierce Street, Albany, CA  
Teleconference location #4 City of Dublin, 100 Civic Plaza, Dublin, CA  
Teleconference location #5 22493 Bayview Avenue, Hayward, CA  
Teleconference location #6 2928 Linden Avenue, Berkeley, CA  
Teleconference location #7 Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, 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 896 6396 8266
2. Using the [Zoom](#) website or App and entering meeting code 896 6396 8266

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, Wednesday, February 12, 2025.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto: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. CONVENE MEETING**

### **II. ROLL CALL OF ATTENDANCE**

### **III. PUBLIC COMMENTS**

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee but not listed on the agenda.

### **Page IV. CONSENT CALENDAR**

#### **1 1. Approval of the Draft P&A Minutes of January 9, 2025**

### **V. REGULAR CALENDAR**

#### **3 1. Technical Assistance for Low-Embodied Carbon Building Materials (Heather Larson & Karen Kho)**

This item is for information only.

#### **7 2. Election of Vice Chair (Timothy Burroughs)**

That the Programs & Administration Committee elect a Vice Chair for the period ending June 30, 2025.

### **VI. MEMBER COMMENTS**

### **VII. ADJOURNMENT – TO P&A MEETING – MARCH 13, 2025 AT 9:00 A.M.**

DRAFT

MINUTES OF THE ALAMEDA COUNTY WASTE  
MANAGEMENT AUTHORITY MEETING  
OF THE  
PROGRAMS AND ADMINISTRATION COMMITTEE

THURSDAY, JANUARY 9, 2025

9:00 A.M.

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

**Members Present:**

City of Albany	Jennifer Hansen-Romero
Castro Valley Sanitary District	Dave Sadoff, Chair
City of Dublin	Michael McCorriston, (alternate)
City of Fremont	Yang Shao
City of Newark	Matthew Jorgens
Oro Loma Sanitary District	Rita Duncan

**Absent:**

County of Alameda	David Haubert
City of Hayward	Daniel Goldstein
City of Livermore	Ben Barrientos
City of Piedmont	Lorrel Plimier
City of San Leandro	Xouhoa Bowen

**Staff Present:**

Timothy Burroughs, Executive Director  
Alma Freeman, Communications Manager  
Justin Lehrer, Operations Manager  
Pat Cabrera, Administrative Services Director  
Jennifer Luong, Financial Services Manager  
Arliss Dunn, Clerk of the Board

**Others Participating**

Mitesh Desai, Badawi & Associates  
Samo Michel, Badawi & Associates

**I. Convene Meeting**

Chair Sadoff called the meeting to order at 9:03 a.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. Public Comments**

There were none.

### III. CONSENT CALENDAR

#### 1. Approval of the Draft Minutes of December 13, 2024

There were no public comments for the Consent Calendar. Board member Shao moved for approval of the Consent Calendar. Board member Hansen-Romero seconded, and the motion carried 6-0. The Clerk called the roll.

(Ayes: Duncan, Hansen-Romero, Jorgens, McCorriston, Sadoff, Shao. Nays: None. Absent: Barrientos, Bowen, Goldstein, Haubert, Plimier. Abstain: None)

### IV. REGULAR CALENDAR

#### 1. Fiscal Year 2023-24 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommend that the Programs and Administration Committee review and forward the FY 23-24 audit report to the Waste Management Authority Board for acceptance and filing.

Timothy Burroughs introduced the item. Jennifer Luong provided an overview of the staff report. A link to the report is available here: [FY23-24-Audit-Report.pdf](#). Ms. Luong acknowledged administrative and finance staff for their efforts in managing the Agency's finances to ensure a clean audit with no exceptions or recommendations for improvements in internal controls. Mitesh Desai and Samo Michel, from Badawi and Associates were available to answer any questions. Ms. Luong stated that the Agency first submitted its financial report to the GFOA excellence in financial reporting in FY 2021-22. The Agency has received an award each year and has submitted its financial report again this year.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY23-24-Audit-Discussion](#). The finance team will continue monitoring pension funding status and consider additional discretionary payments during the next budget process if deemed necessary. There were no public comments for this item. Chair Sadoff commended staff for their efforts in managing the agency's finances and extended congratulations for a clean audit report.

Board member McCorriston moved for approval that the P&A Committee review and forward the FY 23-24 audit report to the Waste Management Authority Board for acceptance and filing. Board member Duncan seconded, and the motion carried 6-0. The Clerk called the roll:

(Ayes: Duncan, Hansen-Romero, Jorgens, McCorriston, Sadoff, Shao. Nays: None. Absent: Barrientos, Bowen, Goldstein, Haubert, Plimier. Abstain: None)

### V. MEMBER COMMENTS

Mr. Burroughs announced that staff will schedule an online orientation for the new board members. He also announced that StopWaste staff would soon be presenting the results from the latest Waste Characterization study to Board Member Duncan's and Board Member Sadoff's respective boards.

### VI. ADJOURNMENT – TO FEBRUARY 13, 2025, AT 9:00 A.M.

The meeting was adjourned at 9:40 a.m.



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**DATE:** February 13, 2025

**TO:** Programs & Administration Committee  
Recycling Board

**FROM:** Heather Larson, Program Manager  
Karen Kho, Principal Program Manager

**SUBJECT: Technical Assistance for Low-Embodied Carbon Building Materials**

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## **SUMMARY**

Accelerating construction innovation and a clean energy transition in buildings is one of the Agency's three strategic goals. The State of California updated its 2024 building code (CalGreen) to include measures that reduce the embodied carbon of buildings, which encourages waste reduction, material reuse and circular economy strategies in the construction sector. To advance implementation of the new state code, StopWaste is offering technical assistance to municipal and multifamily design teams that seek to incorporate low-embodied carbon building materials in projects. On February 13, staff will present an overview of this program.

## **BACKGROUND**

Embodied carbon refers to the greenhouse gas emissions caused by building construction and the supply chain to produce building materials. According to the World Green Building Council (WGBC), carbon emissions attributable to buildings make up 39 percent of total global emissions, and close to a third of this amount comes from embodied carbon. California is the first state to amend its statewide building codes to include requirements to reduce embodied carbon emissions. This move rewards building reuse and the sourcing of recycled, bio-based, and other low-carbon materials. Multiple studies have shown that building reuse is associated with significant reductions in embodied carbon emissions when compared with new construction. Building and material reuse cuts down on the continual consumption of natural resources, energy and water-intensive industrial processes, and greenhouse gas emissions. Bio-based building products are made from renewable feedstocks such as wood from forest thinning for wildfire prevention, straw, hemp, and bamboo, as opposed to non-renewable resources typically used in today's construction.

## **DISCUSSION**

While CalGreen’s inclusion of embodied carbon is an encouraging step, the code only addresses commercial buildings larger than 100,000 square feet and schools larger than 50,000 square feet. There is still a lag in the implementation of strategies, industry awareness, and market demand for reused and circular building products. To enable the code and other embodied carbon policies to be enforceable and reach more buildings, the Agency’s Built Environment team has rolled out a new technical assistance program. Municipal and multifamily projects (new construction, major rehabilitation and interior renovation) in Alameda County are eligible to receive technical assistance to integrate low embodied carbon materials in project design.

Engaging with projects early in their design phase will enable the incorporation of recommendations in the construction specifications, bid documents and final implementation in construction. This new offering was promoted through the Energy Council Technical Advisory Group, the East Bay chapter of the American Institute of Architects and other industry partners. Staff selected four initial participants from a pool of 10 applications. Some applicants remain in the pipeline but were too early in the planning and finance stages for immediate engagement. The initial projects are:

- **Martin Luther King Jr Youth Services Center, City of Berkeley**

- Architect: Siegel and Strain Architects
- Owner: City of Berkeley
- Description: Renovation of the existing 10,655 SF Facility. Originally constructed in 1950, the community center includes a gymnasium, staff offices, and multi-function program rooms. Construction includes a seismic retrofit, accessibility upgrades, reconfiguration of program spaces, all new MEP systems and the addition of fire alarms and sprinklers.
- Scope of assistance: Low-carbon concrete specs, insulating wood roof and dew point analysis, salvaged wood, used furniture, porcelain tile options, Salvage Assessment Survey
- Phase at time of application: Design Development

- **Mixed-Use Development at 1718 San Pablo Avenue, Berkeley**

- Architect: Arkin Tilt Architects
- Owner: Celery Design Collaborative
- Description: New mixed-use multi-family residential and commercial infill project on a small lot in Berkeley targeting net zero embodied and operational carbon. The project is comprised of two new structures adjacent to the existing structure at 1718 San Pablo Ave (the existing structure will receive a few modifications).
- Scope of assistance: Low carbon concrete specifications, rice hull technical support, Life Cycle Assessment (LCA)/embodied carbon calculations
- Phase at time of application: Design Development

- **Christie Avenue Affordable Housing Development, City of Emeryville**

- Architect: David Baker Architects (DBA)
- Owner: EAH Housing is the developer, and the City of Emeryville is the landowner
- Description: The project is a 3-phase affordable housing development with 362 units overall. Each phase is ~100-130 units spread across three 8-story buildings.
- Scope of assistance: Low carbon concrete specs, insulation options, cladding options, salvaged wood referral, Salvage Assessment Survey
- Phase at time of application: Planning Entitlement

- **Embodied Carbon Purchasing Specifications, Alameda County General Services Agency**

Instead of providing consultation for an individual construction project, the scope of work for Alameda County GSA is to develop purchasing specifications that can be used throughout their portfolio. This work is being coordinated with the Recycled Content Product Purchasing project utilizing Measure D funding. Alameda County GSA will use technical assistance to develop the specifications in collaboration with other member agencies and promote their use through environmentally preferable purchasing roundtables.

This technical assistance offering is not only designed to assist individual projects with the adoption of low-embodied carbon and waste reduction strategies, it also supports a larger market development strategy for circular building materials. Case studies of flagship projects will be shared through industry networks to demonstrate the feasibility of incorporating these materials and practices. Leveraging the Agency's role in the Bay Area Regional Energy Network (BayREN), staff will coordinate embodied carbon strategies with programs targeting operational energy savings in municipal and multifamily buildings. Direct engagement with project design teams, owners and contractors allows us to better understand barriers to code adoption and the incorporation of innovative products and practices. Lessons learned from the participating projects will inform local and state policy recommendations, such as expanding CalGreen to additional building types.

## **RECOMMENDATION**

This item is for information only.

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**DATE:** February 13, 2025  
**TO:** Programs & Administration Committee  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Election of Vice Chair

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**SUMMARY**

The position of Vice Chair of the Programs & Administration Committee (P&A Committee) is now vacant. Staff requests that the P&A Committee nominate and approve a new Vice Chair to serve until regularly scheduled officer elections in June 2025.

**DISCUSSION**

Mayor Jack Balch (Pleasanton) served as the Vice Chair of the P&A Committee. Due to his departure from the Board in December 2024, the Vice Chair position is now vacant. Consistent with the Waste Management Authority Board’s Rules of Procedure, staff requests that the P&A Committee appoint a new Vice Chair.

**RECOMMENDATION**

That the Programs & Administration Committee elect a Vice Chair for the period ending June 30, 2025.