

**Planning Committee/Recycling Board  
Members**

Jeff Wang, **President**  
ACWMA

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

Fred Simon, **Second Vice President**  
ACWMA

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, OCTOBER 10, 2024**

**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 #1 118 Glashaus Loop, Emeryville, CA
- Teleconference location #2 1534 Ashby Ave., Berkeley, CA
- Teleconference location #3 14751 Pansy Street, San Leandro, CA
- Teleconference location #4 David W. Smith City Hall, 37101 Newark Blvd., Conf. Rm #5, Newark, 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 821 5645 4263
2. Using the [Zoom](#) website or App and entering meeting code 821 5645 4263

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 10, 2024.

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. 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 8, 2024 and September 12, 2024

5 2. Board Attendance Record - August 8, 2024 and September 12, 2024

7 3. Written Report of Ex Parte Communications

### VI. REGULAR CALENDAR

9 1. 2023-24 Waste Characterization Study Overview (Emily Alvarez)

This item is for information only.

15 2. StopWaste School Challenges – Transforming School Cafeterias (Arielle Conway)

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 20, 2024 AT 3:00 P.M.

DRAFT

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

**Thursday, August 8, 2024**

**4:00 P.M.**

***IN PERSON MEETING LOCATION:***  
**StopWaste Board Room**  
**1537 Webster Street, Oakland, CA 94612**

**I. CALL TO ORDER**

Due to logistical issues, Second Vice President Simon authorized Board member McKaughan to Chair the meeting. Board member McKaughan called the meeting to order at 4:08 p.m. Acting Executive Director, Justin Lehrer, explained the meeting process.

**II. ROLL CALL OF ATTENDANCE**

Michael Hannon, ACWMA  
Tracy Jensen, ACWMA  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Ellen McClure, Environmental Educator  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Vacant, Environmental Organization  
Vacant, Solid Waste Industry Representative

**Absent**

Jeff Wang, ACWMA

**Staff Present:**

Justin Lehrer, Operations Manager  
Robin Plutchok, Program Manager  
Cindy Dzib, Program Manager  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**III. ANNOUNCEMENTS BY THE PRESIDENT**

There were none. Chair McKaughan welcomed Ellen McClure as the new Environmental Educator representative, and Mayor Michael Hannon as the new WMA appointee.

**IV. OPEN PUBLIC COMMENT**

There were none.

**V. CONSENT CALENDAR**

**1. Approval of the Draft PC&RB Minutes of July 11, 2024**

**DRAFT**

**2. Board Attendance Record**

**3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Jensen moved for approval of the Consent Calendar. Board member McKaughan seconded, and the motion carried 8-0. The Clerk called the roll:

(Ayes: Hannon, Jensen, Liao, Lee, McClure, McKaughan, Mourra, Simon. Nays: None. Abstain: None. Absent: Wang).

**VI. REGULAR CALENDAR**

**1. Stop Food Waste Campaign Update (Robin Plutchok)**

This item is for information only.

Justin Lehrer introduced the item. Robin Plutchok presented an overview and update of the campaign materials, and its evolution to align with Agency priorities to serve a broader and more inclusive audience. A link to the presentation is available here: [StopFoodWaste-Presentation.pdf](#).

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

There were no public comments for this item. Chair McKaughan thanked Ms. Plutchok for her presentation.

**VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Board member McClure provided an update on her background and experience and stated that she was excited to serve on the Recycling Board. Mayor Hannon stated that he was pleased to join the Recycling Board as a WMA appointee.

**VIII. ADJOURNMENT – TO PC&RB MEETING – SEPTEMBER 12, 2024 AT 6:00 P.M. AT TRI CITY VOLUNTEERS, INC., 37350 JOSEPH ST., FREMONT, CA**

The meeting was adjourned at 4:50 p.m.

DRAFT

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

**Thursday, September 12, 2024**

**6:00 P.M.**

***IN PERSON MEETING LOCATION:***  
**TRI-CITY VOLUNTEERS (TCV) FOOD BANK**  
**3750 JOSEPH STREET, FREMONT, CA**

**I. CALL TO ORDER**

President Wang called the meeting to order at 6:10 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**

Mike Hannon, ACWMA  
Tracy Jensen, ACWMA  
Chiman Lee, Recycling Programs  
Ellen McClure, Environmental Educator  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Jeff Wang, ACWMA (President)

**Absent:**

Grace Liao, Source Reduction Specialist  
Vacant, Environmental Organization  
Vacant, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Alma Freeman, Communications Manager  
Hugo Grégoire, Management Analyst  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**Others Participating:**

Taylor Johnson, TCV Food Bank  
Kelly Barron, TCV Food Bank  
Jim Doehne, TCV Food Bank

**III. ANNOUNCEMENTS BY THE PRESIDENT**

President Wang welcomed everyone to the tour and thanked staff from Tri-City Volunteers (TCV) Food Bank for hosting the meeting.

#### **IV. OPEN PUBLIC COMMENT**

There were none.

#### **V. Overview of Tri-City Volunteer Food Bank (TCV)**

Hugo Grégoire introduced staff from TCV – Taylor Johnson, Executive Director, Kelly Barron, Program Manager, and Jim Doehne, Warehouse Manager. TCV is a nonprofit organization that provides emergency grocery assistance to nearly 13,000 people in Alameda County every month through their marketplace, mobile pantry, and bag lunch programs. A longtime StopWaste food recovery and donation partner, TCV is a leader in food recovery and donation efforts, having adopted the client-choice model in 2016, which gives people the ability to choose the food they take home to their families, and thus reducing the likelihood of unwanted food going to waste.

#### **VI. Tour:**

##### **Tri-City Food Pantry (Fremont)**

This item is for information only.

TCV Food Bank staff provided an overview of their work and a walking tour of their facility.

#### **VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Mr. Burroughs announced that Chiman Lee completed his second term on the Recycling Board, and this would be his final meeting. Mr. Burroughs thanked Board member Lee for his service. Mr. Lee expressed his appreciation and stated that he enjoyed serving on the Recycling Board. Board member Lee was presented with a certificate of appreciation and reusable agency gifts.

#### **VIII. ADJOURNMENT – TO OCTOBER 10, 2024 AT 4:00 p.m.**

The meeting adjourned at 7:20 p.m.

2024 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
M. Hannon								X	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			
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			
E. McClure								X	X			
L. McKaughan	X	X	X	A	X	X	A	X	X			
D. Mourra	X	X	X	X	X	X	X	X	X			
F. Simon	X	X	X	X	X	X	X	X	X			
J. Wang	X	X	X	X	A	X	X	A	X			
T. Wise	X	A										
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:** October 10, 2024

**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:** October 10, 2024

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

**FROM:** Emily Alvarez, Program Manager

**SUBJECT:** 2023-24 Waste Characterization Study Overview

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## **SUMMARY**

As part of the FY 22-23 Agency budget, the Waste Management Authority (WMA) approved funding for a Waste Characterization Study (WCS) and awarded a contract to SCS Engineers 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 and upstream waste prevention. The study investigated the landfill, recycling, and organics streams — the first StopWaste WCS to collect data from all three streams. This memo summarizes several important trends from the data that may influence the Agency’s work.

## **BACKGROUND**

A WCS is a snapshot in time of the materials that are consumed in Alameda County and ultimately comprise our material streams. It can contribute to informing Agency priorities by highlighting the largest components of the landfill, recycling, and organics streams in order 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. The following sections present key takeaways from the 2023-24 study. The full study can be found at: [www.stopwaste.org/resource/alameda-county-2024-waste-characterization-study](http://www.stopwaste.org/resource/alameda-county-2024-waste-characterization-study).

## **DISCUSSION**

### Sampling Methodology

Staff and SCS identified a list of approximately 70 material types that align with both standard WCS practices and the Agency’s priorities and programs. The main study included samples of the materials on this list by weight to understand the makeup of each stream. To further understand additional metrics that affect our work, the study also included a sub-sort of certain material categories to further identify the materials and get counts in addition to weight. The data was also processed to examine consumption patterns and sorting behavior.

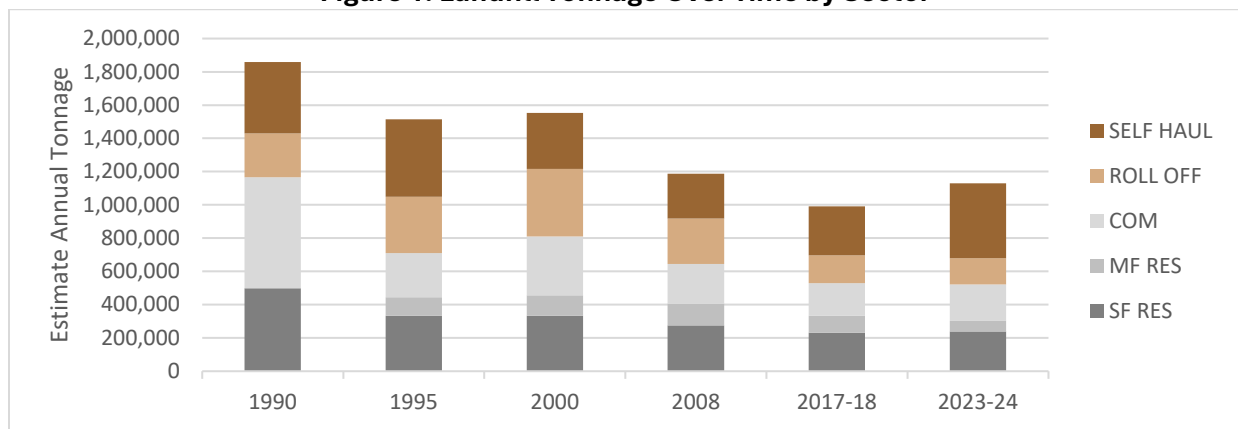
From June 2023 to June 2024, the consultant team sorted over 650 samples at facilities throughout the county across the landfill, recycling, and organics streams. The landfill stream was broken

down into single-family residential, multi-family residential, commercial, self-haul, and roll-off<sup>1</sup> sectors. The recycling and organics streams include residential and commercial data. In the final report and the charts below, the landfill stream is referred to as Municipal Solid Waste (MSW), recycling as Source Separated Recycling (SSR), and organics as Source Separated Organics (SSO).

### WCS Results

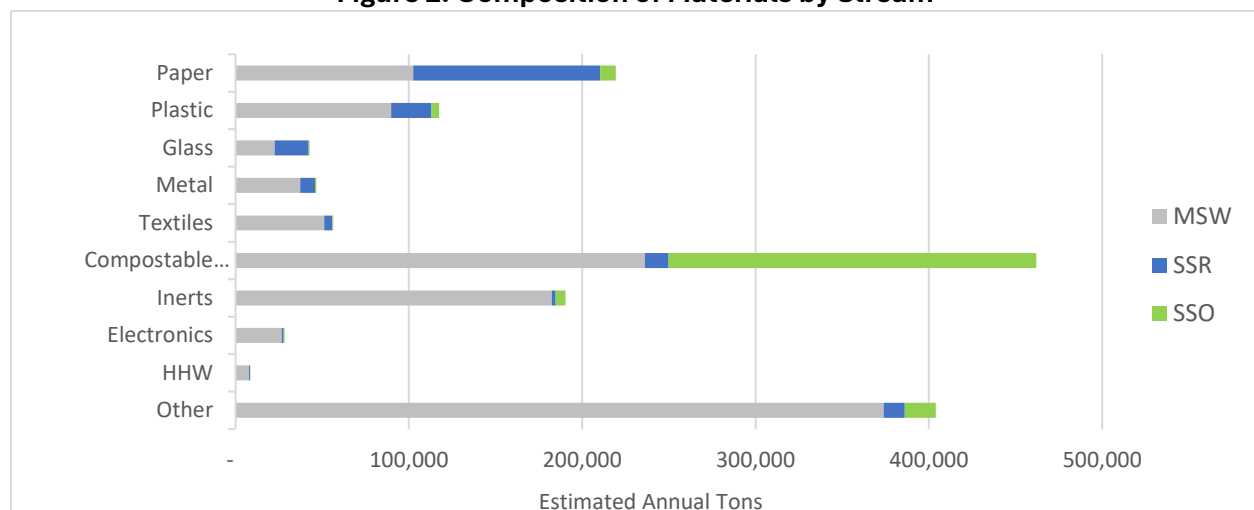
Figure 1 below shows the annual tonnage of material collected in the landfill stream in Alameda County Waste Characterization Studies since 1990. Since 1990, there has been a decreasing trend in the amount of material sent to landfill. This decreasing trend is present despite an increase in the County’s population over the same time period. In 1990, Alameda County had approximately 1.3 million residents, which equates to about 1.43 tons per person per year. In 2023, the County grew to about 1.6 million people, which is 0.98 tons per person per year.

**Figure 1. Landfill Tonnage Over Time by Sector**



The single- and multi-family residential, commercial, and roll-off sectors have remained steady since the last WCS in 2017-18. The most recent study shows an increase in self-hauled materials. As noted previously, all other studies done by the Agency have only looked at the landfill stream, therefore historical trends are not available for the recycling and organics streams. Even when adding the 2023-24 recycling and organics to the landfill tonnage, the total amount of material across all three streams is still less than just the landfill stream in 1990.

**Figure 2. Composition of Materials by Stream**



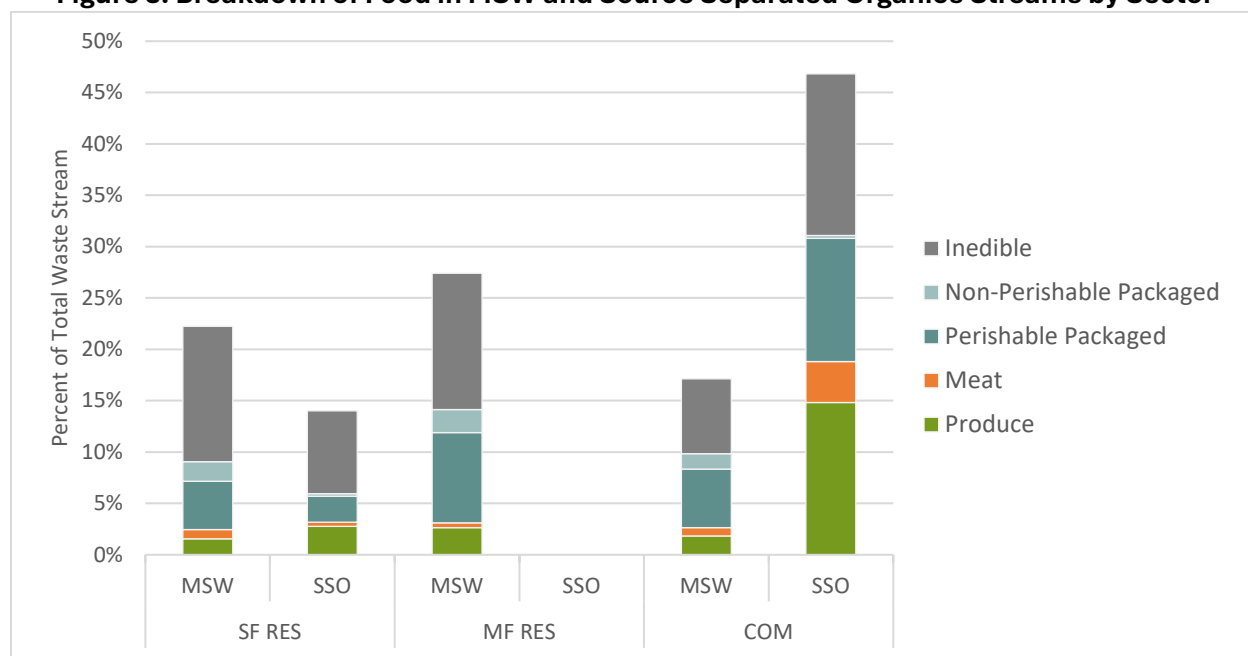
<sup>1</sup> The roll-off sector is material collected in dumpsters.

Figure 2 above shows a breakdown of the ten primary material categories in the WCS and the annual tonnage across the landfill, recycling, and organics streams. The largest category of material is Compostable Organics, followed by Other. Note that Other is a catchall category for materials that are either unidentifiable or do not fit into a different category. About 50% of Compostable Organics are found in the landfill stream. Paper is the top category in the recycling stream.

### Significant Trends

Unfortunately, food in the landfill and edible food waste persists as issues in the 2023-24 study. Approximately 47% of the Compostable Organics found in the landfill stream is Food. Figure 3 below shows a breakdown of what kind of Food is being found in both the landfill and organics streams by sector. Note that organic stream data is not available for multi-family residential and are combined with either the single-family residential or commercial streams, depending on the collection route. The majority of Food, except for the commercial organics stream, is considered Inedible. Across all streams and sectors, Perishable Packaged Foods is the next largest category. This includes items such as baked goods, packaged produce, or premade food items (e.g., burritos, salad bar, or rotisserie chicken).

**Figure 3. Breakdown of Food in MSW and Source Separated Organics Streams by Sector**



Related to edible food waste, it also appears that edible perishable food is wasted more often than non-perishable or shelf stable items (e.g., cans of beans, peanut butter, or uncooked pasta). This is logical, since shelf stable items last longer and there is more time to consume them compared to items that spoil quickly. This is especially true in the commercial organics stream, where Edible Produce, Meat, and Perishable Packaged food are all disposed of at a significantly higher rate than the residential sectors. However, in the commercial sector, most of this Food is fortunately winding up in the organics stream versus the landfill.

Another trend in the 2023-24 study is the presence of Film Plastic across all streams and sectors. Film Plastic is the top material in the Plastics category and comprises about 2.8% of the annual waste stream, despite not being a heavy material. Commercial landfill (14,852 tons) and single-family residential landfill (14,187 tons) are the sectors with the highest amount of Film Plastic.

While the specific type of Film Plastic is unknown, in commercial, this is likely to include a significant amount of pallet wrap. For residential, it is more likely to be film from wrapping around consumer products, such as toilet paper, paper towels, or cases of soda. The Film Plastic category does not include plastic or compostable plastic grocery checkout bags or produce bags, which are included in their own subcategories. Film Plastic is a particularly problematic material since it is not easily recyclable, can get caught in machinery, and is difficult to remove during organics processing.

As shown in Figure 1, self-haul tonnage has increased over time. In the 2023-24 study, it comprised about 28.6% of the total waste stream. Self-haul is when individuals bring their waste to a transfer station and versus being collected curbside or source-separated for recycling or reuse. Since roll-off and self-haul loads are usually made up of fewer, but much heavier items, they cannot be hand sorted in the same methodology of the rest of the study and instead are visually characterized. Therefore, despite being a substantial portion of the waste stream, we have less detail about it than the residential and commercial sectors. This is likely where material from garage clean-outs and construction and demolition waste can be found. As such, the majority of the self-haul sector is Inerts<sup>2</sup> and Other. With few projects currently focusing on this sector, the Agency intends to investigate more into what makes up this stream and how we may potentially address it.

### Potential Areas of Focus

The data in the WCS helps the Agency understand progress, but also sets an important baseline for the recycling and organics streams, as this data has not been collected before. Additionally, the trends described above will help guide the Agency's projects and priorities. This section describes several examples of issues that are important to address to reach the goal of landfill obsolescence outlined in the Alameda County Integrated Waste Management Plan (CoIWMP).

### *Contamination Issues*

Contamination of the recycling and organics streams is a hurdle to processing materials into marketable commodities and achieving true waste diversion. If the quality of these streams is poor, materials may ultimately end up in the landfill, despite being source separated. Certain contaminants found in the WCS can easily be identified by weight, as this is the primary metric in such studies. For example, the second largest category of non-compostable materials (first being Other) in the WCS is Inerts, specifically Crushable Inerts and Treated Wood Waste. Treated Wood Waste may be especially problematic as pressure-treated wood can leach chemicals into the organics. Other contaminants may not be significant by weight but can have an outsized impact. While Non-Automotive Batteries make up only 0.03% of the recycling stream, a single lithium-ion battery can start a fire that can be extremely dangerous and destructive. Similarly, Diapers and Sanitary Products are a small percentage of the recycling stream but can cause entire loads of recyclable material to be landfilled.

### *Sorting Challenges*

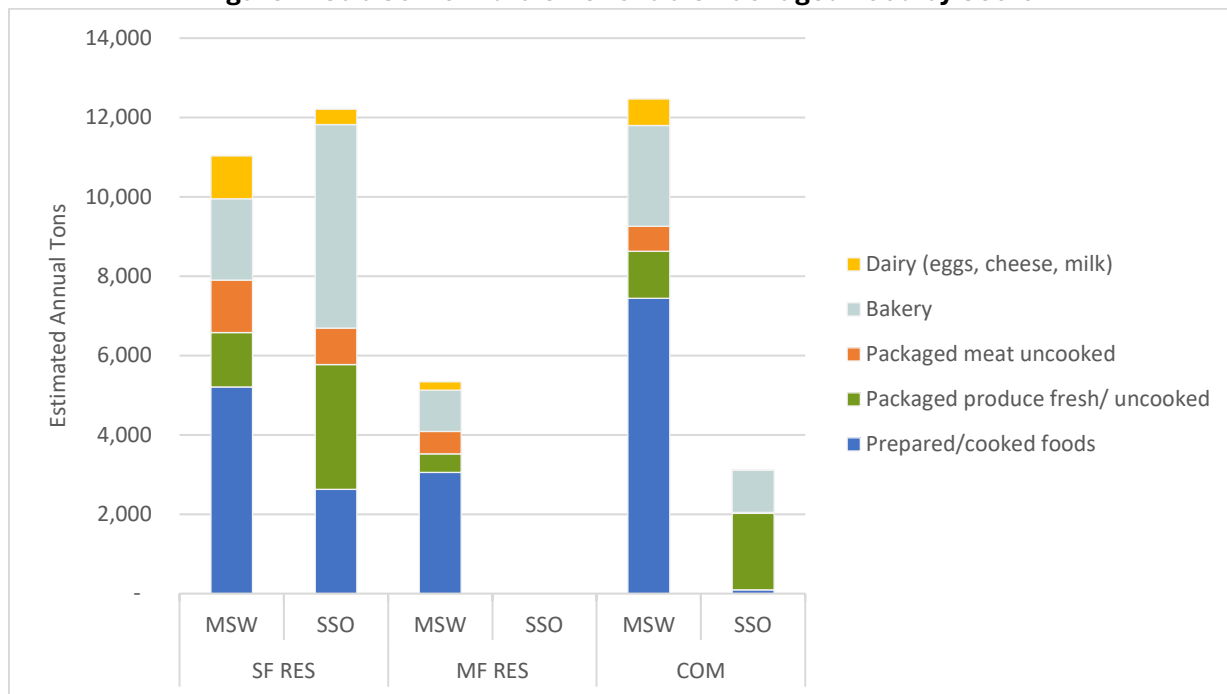
Related to contamination are issues regarding proper sorting. Packaged Foods in the WCS present behavioral challenges around sorting multi-material products. As seen in Figure 4 below, which shows a more detailed sort of the Edible Perishable Packaged Food category, there are distinct trends between the landfill and organics streams. The landfill stream is primarily Prepared/Cooked Food and the organics stream is more Packaged Produce and Bakery items. In both cases, it is

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<sup>2</sup> Inert materials are those that are neither chemically nor biologically reactive and will not decompose or decompose very slowly. Examples include concrete and brick.

clear that people are not often de-packaging their food before disposing of it. For example, not separating the foil from the remainder of a burrito before tossing in the trash or not removing the wilted salad greens from their plastic bag before putting in the compost. In the latter example, it is possible that some “wish-cycling” is happening, where the consumer knows the greens are compostable and assumes that the plastic will be separated during processing. This presents a complicated issue where we don’t want compostable food to be placed in the MSW stream, where it will be sent to landfill and produce methane emissions, but we also don’t want plastic to contaminate the organics stream potentially decreasing the quality of product.

**Figure 4. Sub Sort of Edible Perishable Packaged Food by Sector**



### Source Reduction

While it is encouraging to see the total tonnage of materials going to landfill decrease over time, even despite population growth in the county, there is still a significant amount of progress needed to meet the Agency’s goals. Diversion needs to remain a key part of the strategy, but the total amount of material consumed is important to understand in addition to where these items are disposed of. For example, 57.8% of Uncoated Corrugated Cardboard across all streams and sectors is sent to recycling, and this increases to 79.6% for materials collected curbside (excluding roll-off and self-haul). It is a positive trend to see this material most often winding up in the recycling stream, but since over 112,000 tons of Uncoated Corrugated Cardboard are consumed annually in the county, that means over 43,000 tons are still sent to landfill.

While it is necessary to properly sort and divert all possible materials from the landfill stream, there are still many materials for which the landfill stream is the current best place, as they cannot be composted or recycled. This includes many durable goods (e.g., furniture, mattresses, plastic toys, and small plug-in appliances). Some durable goods have their own category in the WCS, such as Durable Plastic Goods and Brown Goods, while many would fall into the Other category. Addressing these materials requires strategies other than proper sorting, including re-designing them to have recyclable or compostable components, focusing on reuse and repair programs, and reducing consumption overall.

A significant amount of data has been collected for the 2023-24 WCS which will allow the Agency to understand all three material streams and sorting behavior in a way that was not possible with previous landfill only studies. The complete data set is presented in the [Final Report](#). Since completion of the report, staff leading the WCS have met with project teams to discuss what the data means and potential implications for the Agency's work. These conversations, as well as considerations of factors such as legislation, public interest, and partnerships, will continue to shape our understanding of materials consumed and disposed of within the county, and how we may best achieve our goals.

## **RECOMMENDATION**

This item is for information only.





**DATE:** October 10, 2024  
**TO:** Recycling Board  
**FROM:** Arielle Conway, Program Manager  
**SUBJECT:** StopWaste School Challenges – Transforming School Cafeterias

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## **SUMMARY**

The StopWaste Schools Project uses a multitude of strategies to engage K-12 youth and school partners in climate action and the 4Rs – Reduce, Reuse, Recycle, and Rot. The project aims to uplift and empower youth, teachers, and school champions to take action at school, at home, and in their communities. At the October 10 Recycling Board meeting, staff will provide an update on school programs with a focus on StopWaste Schools Challenges, a program that aims to transform school cafeterias to reduce waste to landfill, prevent wasted food, and empower students to be environmental stewards.

## **DISCUSSION**

Waste audit studies conducted by StopWaste have found that on average, 50-90 percent of what is tossed in the landfill bin in the school cafeteria across Alameda County is edible food that could have been eaten or shared on a food share table. Students, teachers, and staff can make a big impact by taking action to reduce wasted food and to properly sort recyclables and compostables.

The Stop Waste Schools Challenge is an educational, technical assistance, and partnership program designed to support the rollout of three-stream sorting and food share in the cafeteria. StopWaste works with district leaders, school site staff, teachers, and students to design a whole-school engagement program for rolling out these systems. School Challenges also support districts to comply with state laws like SB 1383 which requires school sorting systems and school food recovery and donation.

This presentation will provide an overview of this program while highlighting an example from New Haven Unified School District.

## **RECOMMENDATION**

This item is for information only.