



**DATE:** February 13, 2025

**TO:** Planning Committee/Recycling Board

**FROM:** Jennifer West, Program Manager  
Meri Soll, Senior Program Manager

**SUBJECT:** **Measure D Overview & Five-year Audit Award of Contract**

---

## SUMMARY

[Measure D](#) (The Alameda County Waste Reduction and Recycling Initiative Charter Amendment) was approved by Alameda County voters in 1989 with the goals of reducing waste, promoting recycling, and setting a path toward ambitious landfill diversion targets for the county. The measure takes a unique and comprehensive approach to waste reduction and environmentalism by addressing a wide range of topics with multiple benefits, from residential recycling programs to mitigating the effects of climate change, along with prohibiting incineration as a waste management solution in the county. The measure created the Alameda County Source Reduction and Recycling Board to oversee implementation of these goals.

Measure D also established the “Recycling Fund,” a surcharge on solid waste disposed of in Alameda County which is collected by landfill operators. These funds, administered by the Recycling Board, total around \$9.7M annually. StopWaste, on behalf of the member agencies, oversees many activities across the focus areas specified in Measure D, while half of the funds are disbursed to member agencies to support their local sustainability efforts. You can read more background about Measure D in our [Topic Brief](#).

Measure D requires an audit every five years to ensure compliance with its requirements. This audit is completed by a firm with whom the Recycling Board executes a contract. Subsection 64.040 (C) of the Alameda County Waste Reduction and Recycling Initiative Charter Amendment (Measure D) mandates a comprehensive financial, statistical, and programmatic audit and analysis to be performed within four years of the effective date of the Act and every five years thereafter to monitor and report on compliance by the appropriate various agencies of Measure D. The financial five-year audit period was divided into two phases of three years and two years, so as to make records review of the municipalities less onerous. The programmatic five-year audit is conducted during the second phase of the financial audit and it is integrated into the financial audit to reduce duplicative efforts. The last Financial Audit covered FY 2016-17 through FY 2020-21 and was completed in October 2022. At the February 13, 2025, meeting, the Recycling Board will be asked to approve a contract to perform the next Measure D Five-year Audit which will include both Financial and Programmatic elements, conducted in two phases. Staff recommend awarding the contract to Crowe LLP.

## **DISCUSSION**

In November 2024, staff released a Request for Proposals (RFP) to identify qualified proposals and consultants to perform a comprehensive financial review of funds raised and spent in fiscal years 2021-22 through 2025-26 as well as a programmatic audit for the same time frame. This review will be performed in two phases: Phase I to be performed in 2025 covering FY 2021-22 through 2023-24 (three years); and Phase II to be performed in 2027 covering FY 2024-25 and 2025-26 (two years). Phase II will also include a programmatic audit for the five-year period. A final report will be compiled for all five years.

In Fiscal Year 2024-25, \$110,000 was budgeted for the Phase I work. The RFP scope of work includes:

- Review audited financial statements, recycling budgets and program descriptions of the 16 municipalities receiving Recycling Fund disbursements to determine compliance with Measure D fiscal requirements.
- Review audited financial statements of the County of Alameda General Services Agency for 5% Recycled Product Purchase Preference Program (RPPP) and of the Recycling Board to determine compliance with Measure D fiscal requirements.
- Review recycling programs of the Recycling Board, Alameda County and Municipalities.
- For all of the above, develop recommendations for improvements, if any, indicated in current policies, procedures and practices.

After proposal review and in-depth interview with principal staff members, Agency staff selected the team from Crowe LLP based upon the proposed management structure for the project and the communications skills of the team members. In addition, Crowe's primary project staff proposed for this contract have worked on the previous Five-year Audit providing continuity and experience with Measure D processes and procedures. A copy of the full Crowe proposal can be accessed [here](#).

## **RECOMMENDATION**

That the Recycling Board approve this contract award and authorize the Executive Director to enter into a funding agreement with Crowe LLP for the Financial Five-year Audit, for a total not-to-exceed amount of \$227,000. \$110,000 will be awarded from the approved FY 2024-25 budget for Phase I of the scope of work. Upon satisfactory completion of Phase I, the remaining \$117,000 will be allocated from the FY 2026-27 budget and will be included in the FY 2026-27 budget resolution.