

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Meeting Minutes

Ad Hoc Committee to Study the Five-Year Countywide Integrated Waste Management Plan (CIWMP) Update

Date: Friday, August 23, 2019

Attendees: Committee Members: Lillian Clark, Tammy Del Bene, Monica Devincenzi, Charles Ice, Christine Kohl-Zaugg (Vice Chair), Rebecca Lucky, Barbra Mathewson, Roxanne Murray, Adam Rak, Ann Schneider (Chair), Vicki Sherman, Stephen Stolte, Gordon Tong

Alternate Committee Members: Leilani Ramos

Others in attendance: Julia Au, Prabhjot Khangura, Eun-Soo Lim (staff)

Not in attendance: Committee Members: Joe La Mariana, Stephen Stolte

Location: 455 County Center, 4th Floor, Redwood City (Conference Room 402)

Call to Order: 10:05 AM

1. Introductions

Each attendee introduced themselves.

2. Election of vice chair

Christine Kohl-Zaugg was elected as the Ad Hoc Committee Vice Chair unanimously (nominated by Chair Schneider).

3. Public comment for items not on the agenda

No public comment was provided to the committee.

4. Approval of minutes of August 9, 2019 meeting

Ms. Devincenzi moved and Ms. Clark seconded approval of the August 9, 2019 meeting

minutes. Motion passed unanimously.

5. Review of CIWMP Household Hazardous Waste Element

Committee Member Charles Ice (Environmental Health Program Supervisor, County of San Mateo) provided an overview of the Household Hazardous Waste Element (HHWE) and provided findings of the review of the element.

The County's Household Hazardous Waste (HHW) program is a very mature program that includes HHW collection events, a permanent collection facility at Tower Road (by appointment only), a Very Small Quantity Generator (VSQG) Program, an HHW giveaway program, retail take back program, and door-to-door collection for those with limited mobility. The HHW program also provides services to cities for their abandoned waste and provides support for statewide product stewardship initiatives. The Hazardous Material Emergency Response (HMER) characterization team identifies unknown materials discovered by first responders. Recently, new initiatives have included a new appointment system, digital improvements for paperwork, Smarter Sorting for donations, and additional education campaigns (e.g., Healthy Nail Salons, marine flare collection, etc.)

Mr. Ice concluded by saying that the element is still adequate, and improvements are a part of the process and can be done without updating the HHWE. He stated that the CIWMP is designed to illustrate the process rather than being descriptive of all the programs. He recommended that the committee find that there is no need to update the HHWE.

Chair Schneider commented that thrift stores are an important aspect of reducing waste. Ms. Sherman agreed and said that there is a lot of e-waste in Redwood City. Mr. Tong commented that the County holds quarterly e-waste collection events and that the County works with Goodwill, who reuses select operational items as much as possible.

Chair Schneider suggested that since there are many cities in the county with questions about the HHW program, this may be indicative of missing information/gaps in the HHWE. Ms. Clark mentioned that PCBs, universal wastes, and asbestos are not addressed. Mr. Ice replied that the HHWE is designed to be a plan and not a cookbook that has every ingredient listed. He stated that the County's Environmental Health (EH) Service Department is constantly evaluating programs and needs flexibility to implement programs.

Ms. Mathewson commented that sharps are a problem because there is no place to dispose of them on the coast. Mr. Ice replied that sharps are a physical hazard and medical waste, not a hazardous waste. He stated that there is new legislation (SB 212) that would address sharps.

Ms. Del Bene asked if smoke alarms and propane tanks are accepted. Mr. Ice replied that a current EH program takes large propane tanks (up to 5 gallons) and by appointment only. He mentioned that there is also a program called "Refuel Your Fun" coordinated by the Office of Sustainability (OOS).

Chair Schneider commented that elected officials are usually unaware of the details of

existing programs and asked how the County ensures that non-South Bayside Waste Management Agency (SBWMA) cities receive information about HHW. Mr. Ice replied that EH does not make a distinction between SBWMA cities and non-SBWMA cities and does outreach accordingly throughout the entire county. Ms. Devincenzi commented that cities participate in a countywide recycling meeting coordinated by the OOS to discuss updates to solid waste programs in the county. Haulers, cities, and other relevant waste management staff attend those meetings. Mr. Rak agreed that there may be a disconnect between SBWMA and non-SBWMA cities in terms of outreach.

Chair Schneider asked what the process is for the next committee meeting. Mr. Tong replied that the current meeting is to gather input from the committee to write up a final letter for the C/CAG Board, for approval by the committee at the next committee meeting.

Vice Chair Kohl-Zaugg asked what the monitoring and review cycle was for HHW programs. Mr. Ice replied that the process is detailed in the element.

Chair Schneider asked how the HHWEs were evaluated to be accurate. Mr. Ice replied that the Electronic Annual Reports (EARs) are analyzed in collaboration with partners.

Ms. Del Bene commented that the HHW program has grown considerably over the years and much more services are being offered now within the county. To her, it seems that the HHWE and the existing system are working.

Chair Schneider asked how legislation around HHWE had changed and mentioned that there is a lot of sharps and human waste in northern county areas. Mr. Ice replied that that sharps and human waste are not HHW. Mr. Tong replied that staff will look into which category sharps fall under within the CIWMP and include the information in the summary of findings.

Ms. Clark commented that she believes the HHWE needs to be amended in part because universal waste is not discussed in the document. Mr. Ice replied that the HHWE includes universal waste because it is a category of HHW. Ms. Del Bene agreed with Ms. Clark in that she doesn't know if universal waste was a category when the HHWE was developed. Ms. Au suggested keeping things broad in the HHWE since people generally do not understand what universal waste is; it is only relevant that the city/County staff understand the distinctions for program development and implementation. Chair Schneider mentioned that she would like to explore changes and see a list of relevant state laws and regulations around HHW since the development of the HHWE.

Ms. Sherman asked if an update of the HHWE would lead to a process improvement for existing HHW programs in the county. If it does not, she recommended not updating the HHWE. Ms. Devincenzi agreed that if city staff has a good understand of what universal waste is and how to implement relevant programs, the current HHWE is sufficient. Ms. Murray stated that the HHWE is sufficient, but more education may be needed throughout the county around HHW and existing programs.

Mr. Rak asked where medicine waste disposal fits in the CWIMP. Chair Schneider stated that

there appears to be a desire to study and discuss this in more detail at the next meeting.

6. Review of CIWMP Source Reduction and Recycling Elements

Committee Member Gordon Tong (Resource Conservation Program Manager at County of San Mateo), and Eun-Soo Lim (Committee staff) provided an overview of the Source Reduction and Recycling Element (SRRE) and provided findings of the review of the element.

Staff have identified significant differences between the programs around source reduction, recycling, composting, special waste, and education & public information implemented by county jurisdictions via review of the EARs and those programs outlined in the SRREs. While numerous programs that were selected in the SRREs for implementation currently still exist in many of the jurisdictions today, there are also various new programs that have been implemented that were not captured in the SRREs. Additionally, some programs have been discontinued since the development of the SRREs. Notable differences included:

- The countywide schools program
- Source-separated organics composting programs
- New organics processing facilities
- The County's edible food recovery program
- The new Sustainability Academy (education and outreach program around the 4Rs and other sustainability topics)

In addition to the programs outlined in the five main components of the SRREs discussed above (source reduction, recycling, composting, special waste, and education & public information), there are also sections around market conditions, monitoring & evaluation, funding mechanisms, and disposal capacity.

Based on these findings, Mr. Tong and Ms. Lim recommended that the SRREs be updated with the information summarized above as well as other information that may need to be revised.

Ms. Clark commented that food packaging policy is missing from the matrix that compares the programs that were listed in the SRREs and the programs that are currently in place today. Mr. Tong replied that many programs are missing and that the objective of this effort was to do a high-level scan of the element to determine if there were sufficient new programs to warrant a revision to the CIWMP's SRREs. Chair Schneider agreed that Millbrae has had variable can rates for a long time.

Ms. Murray commented that the EARs only include new programs, so there could be historical information that is missing from the EARs. Ms. Del Bene agreed that more programs need to be listed. Ms. Clark mentioned that the matrix is a good tool to let cities know what programs are still being implemented. Chair Schneider mentioned that the matrix does not include Millbrae's Fats, Oils, and Greases program.

Ms. Clark asked if there is public input in the CIWMP revision process. Mr. Tong replied that there will be plenty of opportunities for public input in the process, if the next step is to revise/update the CIWMP.

Chair Schneider also suggested tree pruning also be included in the CIWMP, if it is not already in the Plan.

Mr. Rak suggested updating the matrix before it goes to the C/CAG board. Ms. Del Bene suggested adding abandoned waste and litter. Ms. Lucky suggested looking at why abandoned waste and litter are problems in some cities but not others. Chair Schneider suggested looking into legacy wastes. Ms. Clark suggested looking into construction and demolition waste. Mr. Rak suggested looking into market development domestically due to the China situation.

Chair Schneider stated that there is no mention of Extended Producer Responsibility in the SRRE. Vice Chair Kohl-Zaugg suggested the inclusion of the circular economy and Design for the Environment. Ms. Murray suggested including changing the mindset around source reduction. Vice Chair Kohl-Zaugg suggested looking into e-waste and traceability and transparency. Ms. Clark replied that the County has already adopted an ordinance around e-waste and its traceability and transparency a couple of years ago. Chair Schneider suggested discussing compost as a component of carbon sequestration.

7. Discussion on update of CIWMP from different stakeholders' perspectives and other recommendations by committee

The Committee made the below additional recommendations for inclusion in the letter to the C/CAG Board regarding updates to the CWIMP:

- Construction and demolition requirements that align with California Green Building Standards Code
- Strategies for reviving the recycling markets
- Utilization and promotion of compost as an effective method for carbon sequestration
- Management of proper sharps disposal, including those generated from households
- Product stewardship/extended product responsibility strategies and programs to promote circular economy
- Strategies and programs for addressing food and beverage packaging
- Re-emphasis of the importance of source reduction and organics composting in diverting waste
- Strategies for promoting and increasing organics composting capacity within the county
- Strategies to help understand the post-usage fate of electronic waste, specifically around how they are disposed of and how they are handled at their final destination.
- Strategies around abandoned waste, litter, and legacy waste

8. **Set the next Committee meeting date:** Wednesday, September 4, 2019, 10:00 a.m. to 12:00 p.m. at 400 County Center, 1st Floor, Sheriff's Criminal Justice Training Room, Redwood City

Adjourn: 12:00 PM