

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Agenda

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

Date: Friday, August 9, 2019

Time: 10:00 a.m. to 12:00 p.m.

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

1. Introductions
2. Oath of office
3. Election of chair
(Eun-Soo Lim – Ad Hoc Committee Staff) Action
4. Public comment for items not on the agenda
5. Overview of California’s Brown Act
(Matthew Sanders – Deputy County Counsel, County of San Mateo) Information/Discussion
6. History of AB 939, CIWMP elements, city annual reporting, CIWMP review, and Ad Hoc Committee task
(Gordon Tong – Resource Conservation Program Manager, County of San Mateo) Information/Discussion
7. Overview of approach for review of CIWMP elements
(Gordon Tong – Resource Conservation Program Manager, County of San Mateo) Information/Discussion
8. Review of CIWMP Siting Element: Ox Mountain Landfill and remaining capacity
(Monica Devincenzi – Municipal Relationship Manager, Republic Services)
(Gordon Tong – Resource Conservation Program Manager, County of San Mateo) Information/Discussion
9. Review of CIWMP Non-Disposable Facility Element
(Eun-Soo Lim – Ad Hoc Committee Staff) Information/Discussion

10. Set next Committee meeting date as Friday, August 23, 2019, 10:00 a.m. to 12:00 p.m. at 455 County Center, 4th Floor, Conference Room 402, Redwood City, CA
Action

PUBLIC NOTICING: All notices of the CIWMP Ad-hoc Committee's meetings will be posted on the public announcement kiosk at the plaza located at 455/400 County Center, Redwood City, CA and on C/CAG's website at: <http://www.ccag.ca.gov> and on the County Office of Sustainability website at: <https://www.smcustainability.org/waste-reduction/reduce-reuse-recycle/>

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Eun-Soo Lim at 650-599-1498 / eulim@smcgov.org at least five working days prior to the meeting date.

If you have any questions about this agenda, please contact Ad Hoc Committee Staff: Eun-Soo Lim (650) 599-1498 / eulim@smcgov.org

C/CAG AGENDA REPORT

Date: August 8, 2019
To: Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee
From: Eun-Soo Lim, Committee Staff
Subject: Election of Chair
(For further information contact Eun-Soo Lim at 650-599-1498)

RECOMMENDATION

Nominate and elect a member of the committee to serve as Chair

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

Any member of the Commission may serve as either Chair or Vice-Chair. The committee staff will ask for nominations for the position of Chair. Any member may nominate another to serve. Nominations do not require a second. Once a member has been nominated for Chair, the committee will vote. If a majority of members approve, that member will be deemed Chair.

Upon the conclusion of the election process for Chair, the person elected Chair will take over as president of the meeting and all future committee meetings.

The responsibilities and powers of the Chair include as follows:

- In consultation with committee staff, determine the agenda.
- Preside at all meetings.
- Fully participate in the committee's deliberations.
- See that all actions of the committee are properly taken.

As a member of the body, the Chair has full rights to participate in dialogue and decision making, and to make and second motions. The Chair often strives to be the last to speak during any round, and generally does not make or second a motion unless he or she is convinced that no other member of the body will do so.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: August 8, 2019

To: Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee

From: Gordon Tong, Committee Member

Subject: History of AB 939, CIWMP elements, city annual reporting, CIWMP review, and Ad Hoc Committee task

(For further information contact Gordon Tong at 650-363-4159)

RECOMMENDATION

Receive a presentation on the history of AB 939, CIWMP elements, city annual reporting, CIWMP review, and the Ad Hoc Committee's task

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

AB 939, also called the Integrated Waste Management Act, was passed in 1989 and created the California Integrated Waste Management Board (now CalRecycle). It mandated each city/county to achieve 25% diversion of solid waste by 1995, 50% by 2000. This goal was changed in 2007 to reflect a disposal rate to better track source reduction. Each jurisdiction now has a target pounds of disposal per person per day. AB 939 also required each county to establish a task force to coordinate the development of a Countywide Integrated Waste Management Plan (CIWMP) consisting of the following elements:

- **Source Reduction and Recycling Elements (SRREs):** This describes waste characterization, source reduction, recycling, composting, solid waste facility capacity, education and public information, funding, special wastes and household hazardous wastes programs cities and the County will use to meet the diversion goals. Most of the cities and the County developed a joint SRRE; the remaining cities developed their own (Brisbane, Millbrae, San Bruno, South San Francisco, Pacifica)
- **Siting Element (SE):** This section describes where solid waste can be disposed of for a minimum 15-year period as well as the various landfills located in the county.
- **Household Hazardous Waste Element (HHWE):** This section is countywide and describes how HHW is dealt with. County Environmental Health operates from this element.
- **Non-disposal Facility Element (NDFE):** This section lists the non-landfill facilities in the county including compost facilities, materials recovery facilities, and transfer stations.
- **Summary Plan (SP):** This section summarizes all of the elements into one document.

All of these elements together make up the CIWMP. These elements must be reviewed every five years to ensure accuracy. All cities and the County provide annual updates to CalRecycle, the regulatory agency in an Electronic Annual Report (EAR) to demonstrate progress towards the mandated diversion goal.

AB 939 also required a local agency to be designated as the Local Enforcement Agency to monitor and inspect solid waste facilities. For San Mateo County, this is the County’s Environmental Health Services Department.

In order to pay the costs for preparing, adopting, and implementing the integrated waste management plans, jurisdictions are allowed to impose an AB 939 fee. The County levies this fee (\$9.83/ton) on all waste disposed of at Ox Mountain Landfill.

Roles of the County, C/CAG, and the Ad Hoc Committee

The County is responsible for the development and maintenance of the CIWMP. It is also responsible for completing a review of the documents every five years and submitting it to CalRecycle. As the Local Task Force, C/CAG is responsible for providing comments to the County regarding this review process. To this end, C/CAG has established this Ad Hoc Committee to provide recommendations to the C/CAG board regarding the CIWMP documents and if they need to be revised.

Timeline

June 13, 2019	Formation of ad hoc committee by C/CAG
July 11, 2019	Ad hoc committee roster approved
August 9, 2019	First meeting with the ad hoc committee
August 23, 2019	Second meeting with the ad hoc committee
September 4, 2019	Third meeting with the ad hoc committee (if necessary)
October 10, 2019	- Presentation to C/CAG on ad hoc committee findings and recommendations - Approval of findings for submission to CalRecycle and County
November 12, 2019	County Board of Supervisors approval of five-year Review Report for submission to CalRecycle
February 12, 2020	Deadline for CalRecycle to approve/disapprove the five-year review report

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: August 8, 2019
To: Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee
From: Gordon Tong, Committee Member
Subject: Overview of approach for review of CIWMP elements
(For further information contact Gordon Tong at 650-363-4159)

RECOMMENDATION

Receive a presentation on the overview of the approach to review of CIWMP elements

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

The proposed process to review the Countywide Integrated Waste Management Plan (CIWMP) is to read through the original documents, along with any amendments since it was originally adopted, and determine if any of the information provided is outdated. This would be based on personal knowledge of committee members and staff, as well as reference documents such as Electronic Annual Reports (EARs) provided by each city.

For the Source Reduction and Recycling Elements (SRRE), the original Joint SRRE and individual SRREs will be checked against each city's EAR to determine if programs are still ongoing. They will also be checked against the County's Annual Outreach Summary, which provides an overview of all the programs the County coordinates across all jurisdictions in the county.

For the Siting Element (SE), it will be compared with information from CalRecycle's Solid Waste Information System (SWIS) database, which contains information on all solid waste facilities in California. It will also be checked with the latest reports on landfill capacity from Ox Mountain.

For the Household Hazardous Waste Elements (HHWE), it will be compared with city EARs and checked with County Environmental Health Services, which provides many of the HHW programs for the cities in the county.

For the Non-Disposal Facility Element (NDFE), it will be compared with CalRecycle's SWIS database and the County of San Mateo Office of Sustainability's existing internal solid waste processing and disposable database.

To expedite the process of reviewing all of these documents, committee staff and select committee members with relevant background and expertise will review documents and provide findings to the ad hoc committee for review and discussion.

Upon review of all elements, staff will develop a report for approval by the ad hoc committee for the C/CAG board's review.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: August 8, 2019
To: Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee
From: Gordon Tong, Committee Member
Subject: Review of CIWMP Siting Element: Ox Mountain Landfill and remaining capacity
(For further information contact Gordon Tong at 650-363-4159)

RECOMMENDATION

Receive a review of the CIWMP Siting Element: Ox Mountain Landfill and its remaining capacity

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

The Siting Element (SE) of the CIWMP provides a description of the areas used for disposal in the county, a demonstration of the 15-year capacity for disposal through existing or planned facilities, siting criteria for new facilities, a list of new or expanded facilities, and the roles of all agencies involved.

At the time the SE was developed, there were two landfills active in the county: Hillside Landfill in Colma and Ox Mountain Landfill in Half Moon Bay. Since the adoption of the SE in 1999, there have been no updates to the document.

After review of the documents, the following information has been identified as being outdated:

- **There are two landfills in the county.** Hillside Landfill has since closed.
- **The capacity at Ox Mountain Landfill is 38.9 million cubic yards.** The capacity at Ox Mountain Landfill has increased due to an expansion referred to in the SE from 38.9 million cubic yards to 60.5 million cubic yards.
- **Permit issuance and review dates.** New permits are issued every five years to Ox Mountain.
- **The total landfill capacity of the county.** Given that Hillside Landfill has closed, the overall capacity differs from that listed in the SE.
- **The 15-year planning period for disposal capacity ends 2012.** The projected disposal requirements need to be updated for another 15 years.
- **Siting criteria.** New legislation from the state requires inclusion of environmental justice language in the SE.

- **Names of responsible parties.** The Office of Sustainability is the new responsible party from the County, and the name of the South Bayside Transfer Station Authority has changed to the South Bayside Waste Management Authority.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: August 8, 2019
To: Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee
From: Eun-Soo Lim, Committee Staff
Subject: Review of CIWMP Non-Disposable Facility Element
(For further information contact Eun-Soo Lim at 650-599-1498)

RECOMMENDATION

Receive a review of the Non-Disposal Facility Element (NDFE)

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

The NDFE identifies the permitted non-disposal facilities to be used by a jurisdiction to assist in reaching the state's diversion mandates. Non-disposal facilities are primarily materials recovery facilities, compost facilities, and transfer stations, but a jurisdiction's NDFE may also discuss recycling centers, drop-off centers and household hazardous waste facilities. The NDFE also includes permitted facilities outside the county that are used by jurisdictions within San Mateo County for their diversion efforts. The NDFE must include details of each permitted non-disposal facilities, including but not limited to the type of facility, facility capacity, incoming tons, the diversion rate, and participating jurisdictions. An amendment to the County's NDFE was completed in 2004 and 2010.

Committee staff completed a review to assess the accuracy of the County's latest NDFE (2010 amendment). Based on the review, the below preliminary findings were identified:

- The below non-disposal facilities, which are listed in the NDFE are no longer active. These facilities will need to be removed from the NDFE.
 1. Mussel Rock Transfer Station
 2. Ferma-SRDC Recycling Operation I (C&D Debris Processing)
 3. Ferma-SRDC Recycling Operation II (Wood Grinding)

- The below non-disposal facilities may need to be added into the NDFE.
 1. West Contra Costa County Composting Facility (Richmond)
 2. South Valley Organics (Gilroy)
 3. Napa Recycling & Composting Facility (Napa)
 4. Ben Lomond (Santa Cruz County)
 5. Monterey Peninsula Landfill (Monterey County)

ATTACHMENTS

None