



**MINUTES**  
**SOLID WASTE MANAGEMENT COMMISSION**  
**Monday, December 30, 2002**  
**Solid Waste Management Center, 1201 Second Street**

Solid Waste Management Division

Chairperson Carrie Sprague called the meeting to order at 7:03 p.m.

1. Roll Call: Commissioners Present: Rod Becker, Howard Chong, Jay Miyazaki, Carrie Sprague  
Commissioner Absent: Rachel Balsley, Judith Maguire  
Staff: Becky Dowdakin (Secretary)  
Members of the Public: Adam Cota, Sara MacKusick
  
2. Comments from the Public: Adam Cota described his discussion about recycling in apartment buildings with Chris Hoff, an owner of apartment buildings in Berkeley. According to Cota, Hoff felt that sufficient economic incentives existed for building owners to participate in waste diversion programs, that posters and brochures are helpful and he would use them, that excess cardboard during move-in and move-out is usually disposed as garbage because it does not fit in the recycling bins, and that he has had difficulty in obtaining additional recycling bins from the City of Berkeley Solid Waste Management Division.
  
3. Announcements: Chong said that he and Miyazaki had attended the Budget Workshop earlier in the month and that staff was working on budgets reflecting 5 and 10 percent reductions in expenses. He mentioned that the City budget for Fiscal Years 2002/03 was available from the City's Budget Office free of charge.
  
4. Approval of the Minutes from the November 25, 2002 Meeting: Dowdakin noted that she had mistakenly recorded Judith Maguire as present at the November meeting. Chong recommended amending the minutes to reflect that Adam Cota had expressed interest in becoming a member of the Commission. Chong noted that his address was incorrect on the roster. Becker reminded the Commission that his appointment date was March 7, 1995, therefore, his service on the Commission would expire soon, and his last meeting would be in February 2003. M/S/C as amended (Chong/Miyazaki) 4/0/0.
  
5. New Business:
  - a. **Request for Support from Peace and Justice Commission**  
Dowdakin said she had received email messages from the Secretary of the Peace and Justice Commission that she had misunderstood. The Peace and Justice Commission did not request support for their report to Council proposing that creation of a Rules Committee be delayed to allow for public review. Dowdakin said that the Council Report she included in the packet is for information only, but the Commission is free to discuss it. Miyazaki noted that the Rules Committee had already been created and it was too late for action. The Commission did not discuss the item further.

6. Old Business:

**a. Commission Protocol and Procedures**

Miyazaki summarized his memo on proposed Protocol and Procedures (P&P) for the Commission, and his proposal for the first procedure, for formally advising the City Council on solid waste management matters. These items were included in the Commission packet. The commission debated whether the proposed procedure was too restrictive, limiting the Commission's ability to act swiftly on an important issue. Miyazaki argued that advance written reports help staff better understand ideas and help minimize obstacles to the Commission's recommendations. M/S Chong/Miyazaki to approve the proposed P&P, as written, and passed 4/0/0.

**b. Harrison Village Shelter**

This item was moved to the end of the agenda and then held over to the next meeting without discussion.

**c. FY2004/05 Budget and Commission Recommendations**

Miyazaki introduced his draft memorandum on the FY 2004-05 budget recommendation that was included in the packet, and suggested that the Commission discuss it now and consider making it a formal recommendation at the January 2003 meeting. He summarized the document and each of the six recommendations. Miyazaki stated that he had met with Tom Farrell, Manager of Solid Waste and Recycling, who supported the recommendations, noted that most of the issues have been raised in previous fiscal years, and thought the issues should be raised again.

The Commission discussed at length "free" services and the possibility of cutting them, including City co-sponsored special events and other events where free services are provided based on administrative authority. Chong suggested that the Commission consider phasing out free services over two years rather than all at once, and putting a cost cap per event on SWMD contributions to events. The Commission requested staff to provide a list of City co-sponsored events and any other free services, and suggested that fees should be established for these events that reflect real costs and not just the cost of debris box rentals.

**d. Services to Multi-Family Residences**

Chong reported that he looked into obtaining a mailing list for tenants from the Rent Board, but needed to get a legal opinion regarding the allowable uses of Rent Board data. He said he would also contact the Housing Department, and clarify the parameters of the SWMD mailing list.

**e. Report on 2002 Annual Cleanup**

Dowdakin distributed a staff report on the 2002 Annual Cleanup. She noted that staff has made no fundamental program changes since last year, but continued to make small improvements to increase efficiency and diversion. Staff estimates that the 2002 program cost increased to over \$160,000. Diversion improved, but overall tonnage increased too. In conclusion, she stated that while the Annual Cleanup proceeds each year without notable incident, it seems operational efficiencies are difficult to pin down, and program improvements tend to increase costs.

Dowdakin reminded the Commission that at their November 2002 meeting, she had provided them a brief survey of “bulky” services in other Bay Area communities. Few of the surveyed communities still offer the type of cleanup that Berkeley provides, and many communities instead offer bulky or extra collection by appointment. Dowdakin advocated replacing the existing program with a bulky collection service that might be more easily managed, with labor supplied as part of the normal workday rather than in overtime. Becker endorsed the appointment system, and suggested that any program alternative needs clearly defined goals that do not conflict. Miyazaki volunteered to add a recommendation on discontinuing or replacing the Annual Cleanup in the Commission memo on the budget. Chong noted that a transition period was important, and that he was not certain that elimination of the Cleanup was a good idea.

7. Staff updates: Dowdakin noted that she included the latest **Commission roster** from the City’s intranet in the packet. The Community Environmental Advisory Commission (**CEAC**) appears to be moving forward with a report to Council on **batteries**, and will be researching the environmental impacts of disposal of the City’s **electronic waste**. The **customer service** function of SWMD moved to the Finance Department at the beginning of December 2002 and so far the transition has been relatively smooth and without incident. Dowdakin reported that she had requested direction from the City Clerk’s office on how to proceed with amending the Commission’s **mission statement** and was told to wait; she will follow up next month. The **2001 Annual Report on Diversion and Disposal** to the California Integrated Waste Management Board is due at the end of January 2003; information required for calculating diversion was made available by the State just recently. **Holiday Tree Collection** will be available in January 2003; SWMD staff will collect trees on the regular plant debris days from residences and businesses may call to schedule a pickup. A copy of sections of the **Berkeley Municipal Code** related to solid waste was included in the packet at the request of Sprague. Miyazaki noted that it is now available on-line and that some sections may need revising.

8. Future agenda items and meeting days: The next meeting will be January 27, 2003 at 7:00 p.m.

9. Adjourn: M/S/C Chong/Becker 4/0/0 to adjourn meeting at 10:11 p.m.