

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
ZERO WASTE COMMITTEE MEETING MINUTES  
JUNE 16, 2022**

The Ulster County Resource Recovery Agency held a Zero Waste Committee Meeting on June 16, 2022. This meeting was held virtually through Webex.

The proceedings were convened at 4:05PM.

The following Board members were present: Committee Chair Margot Becker, Members Katherine Beinkafner and Tom Kacandes (left at 5:03PM).

The following Staff members were present: Executive Director/Controller Tim DeGraff, Director of Operations and Compliance Charlie Whittaker (arrived 4:20PM), and Director of Sustainability Angelina Brandt.

There was no public present.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

Tom Kacandes motioned to approve the minutes of the **May 10, 2021, Zero Waste Committee Meeting** and seconded by Katherine Beinkafner. **VOTE: Ayes: 3; Nays: 0** The motion passed.

**COMMUNICATIONS AND ANNOUNCEMENTS**

The next Regular Board Meeting will be held on Thursday, June 23, 2022, at 4:00PM.

This meeting will be held in person.

**OLD BUSINESS**

**ByFusion Global, Inc. (Recording/Video 3:10-9:00)**

Information provided by ByFusion Global, Inc. was forwarded to Board Members and staff previously. The Committee and staff had a brief discussion regarding ByFusion's blocks. The Zero Waste Committee felt the discussion regarding ByFusion should be put on hold until after a new Executive Director is hired.

**UCRRA Municipal Food Scraps Micro-Hauling Pilot Project & Grant (Recording/Video starts at 9:15 on the recording)**

Angelina Brandt, Director of Sustainability provided the Zero Waste Committee with a PowerPoint presentation with respect to the micro-hauling pilot project and grant. The presentation discussion points were:

- Municipal Funding for Food Scraps Recycling Initiative Grant Opportunity was announced during International Compost Awareness Week in May. The goal of the grant is to fund projects that will start or expand municipal food scraps recycling programs. The following types of projects are included in the grant:
  - Increased residential food scraps recycling programs

- New or expanded food scraps recycling programs and/or facilities
- Angelina believes her project fits more closely to the eligibility of the increased residential food scraps recycling programs.
- **Grant Funding:**
  - \$ 2 million-made available through Environmental Protection Fund
  - Minimum grant amount is \$1,000
  - Maximum grant amount is \$200,000
  - Grant funds are available for up to 75% of the requested budget. Applicants must match at least 25% of the grant funding amount.
  - The first \$1,000,000 of the pot will prioritize projects that dedicate 50% of funding to serving environmental justice communities.
- **Grant Eligibility:**
  - UCRRA is eligible as a local public authority and public benefit corporation (as established by New York State law)
- **Grant Timeframe:**
  - All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a 3-year contract period/term.
  - Applications are being accepted May 2, 2022, up to May 3, 2024 or until funds are exhausted.
  - Angelina wants to start working on this project immediately.
- **Project Goals and Opportunities:**
  - Demonstrate environmental, economic, and social benefits of composting
  - Increase diversion of residential food scraps generated in Ulster County
  - Compliment the implementation of the New York & Ulster County Food Waste Prevention and Recovery Act by expanding access to residential composting programs not addressed in the laws
  - Foster inter-governmental relationships that maximize resource recovery
  - Support the Agency's zero waste goals as outlined in the 2020-2030 LSWMP
  - Maximize financial savings for local municipalities via avoided MSW transport and disposal costs
    - Angelina provided some preliminary calculations for savings. She stated if the Agency captured 1 ton per week, per transfer station that the Agency partners with, there would be over a \$4,000 avoidance of tipping fees. This is the cost difference between organics and the tipping fees and an additional savings of \$1,200 in avoided box pull charges. The calculations are based on 6 transfer stations.
  - Eliminate the logistical obstacles that prevent community-scale composting programs
- Angelina discussed why residents might not compost at home.
- A map of NYS Food Scraps Drop-Off and Residential Collection Services were displayed in the PowerPoint. The map of drop-off locations was consolidated by NYSAR.
- **The Agency's project would replicate Tompkins County project:**
  - Tompkins County Department of Recycling and Materials Management (TCRMM) oversees over a dozen Food Scraps Recycling Drop Off locations.
  - After collection, the material is delivered to Cayuga Compost in Trumansburg for processing and the resulting compost is sold in bulk loads or bagged.

- In 2019, Cayuga Compost collected and processed 2,181.8 tons of food scraps, with approximately 466 tons collected from the 12 drop spots.
- Tompkins County has one 10' x 6' enclosed trailer and one 16' x 8' box truck. The trailer is currently used at three different drop spots throughout the week.
- TCRMM ask that residents collect food scraps in a 2-gallon kitchen caddy and bring their full container to one of the designated drop spot locations.
- Pictures were shown in the presentation of vehicles, site and attendants.
- Currently there are 4 drop-off locations for residential food scraps in Ulster County. The towns would need to decide how and if they would want to charge their residents.
- **Agency's responsibilities with this project:**
  - Establish official policies for use of equipment and participation in the project
  - Provide all the necessary materials to collect and transport the food scraps
  - Provide an implementation guidebook of how the pilot project works, with additional resources about best management practices
  - Provide promotional materials for participants
  - Collaborate with transfer station staff; send educators for site visits, trainings, etc. to launch programs
  - Track metrics and statics about the program's environmental benefits, GHG reduction and cost avoidance
- **Diversion Potential:**
  - The example provided in the presentation: if there were 5 collection sites established and each site had between 250 to 300 participants; the diversion potential would be about 260 tons a year. This is equivalent to removing 7 ½ tractor trailer trips to the landfill each year. This calculation is based on an average of ½ pound per person per day.

- **Eligible Costs:**

Projects or programs that increase the recycling of residential food scraps are eligible for funding under the grant opportunity. These include costs related to residential food scraps drop-off sites (new or improvements to existing sites), home composting education, composting demonstration sites and/or residential food scraps collection and recycling pilot programs up to 1 year in duration.

- Items eligible for funding under this category include:
  - staff costs (including educators, operators, and drivers)
  - travel
  - equipment/vehicles
  - supplies and outreach materials (including bins or residential kitchen caddies distributed to residents for free or sold to residents by the municipality for equal or less than the purchase price)
- **Budget Elements Proposed:**
  - 6 enclosed trailers for use at 6 drop off sites + custom decals (est. \$24,000 - 30,000)
  - 6 implementation kits to establish collection stations (pop up tents, folding tables, traffic cones, sandwich board signs, vinyl banners, and food scrap collection caddies,) (est. \$14,000 - \$15,000)
  - Outreach & educational media for operators & residents (fliers, rack cards, and fridge magnets) (est. \$5,000-\$6,000)
  - 25% staff time for Recycling Department over a 15-month period (coordination of materials/supplies, and site visits to plan & implement operations)

- Staff time is not an additional cost
- Staff will look into pass-through grant funding

- **Environmental Justice Communities (who are in EJ areas and how to determine):**

Applicants that wish to be prioritized for funding for this opportunity will need to include documentation showing that the community served under the proposed grant is considered an Environmental Justice community. For the purposes of this grant, Environmental Justice (EJ) communities (as defined by DEC Commissioner Policy 29), Environmental Justice and Permitting can be identified in one of the following ways:

- Refer to DEC’s ArcGIS Webmap of the Potential EJ Areas:  
[https://www.arcgis.com/home/webmap/viewer.html?url=https://services6.arcgis.com/DZHqgZm9cxOD4CWM/ArcGIS/rest/services/Potential\\_Environmental\\_Justice\\_Area\\_PEJA\\_Communities/FeatureServer&source=sd](https://www.arcgis.com/home/webmap/viewer.html?url=https://services6.arcgis.com/DZHqgZm9cxOD4CWM/ArcGIS/rest/services/Potential_Environmental_Justice_Area_PEJA_Communities/FeatureServer&source=sd)
- Refer to NYSERDA’s Interim Approach (Webmap) for identifying disadvantaged communities pursuant to the Climate Leadership and Community Protection Act:  
<https://www.nyserra.ny.gov/ny/disadvantaged-communities>
- Will need to consider proximity of UCRRA and the towns in the targeted environmental justice areas, potential partnerships, size of the transfer stations including participants and tonnage per year
- Discussed potential areas which included transfer stations in the Town of Hurley, Town of Rosendale, Town of Saugerties, Town of Shandaken, Town of Ulster, Town of Esopus, Town of Wawarsing and City of Kingston.
- **Next Steps to Start the Project:**
  - Engage potential partners
  - Secure letters of intent to support the project
  - Finalize grant taskwork, budget, timeline & submit ASAP
  - Develop educational resources
  - Order equipment & supplies
  - Plan program launch
  - Conduct site visits
  - Monitor & evaluate program success
  - Maintain records & report on project progress

The Committee and staff discussed the criteria for choosing a Town to participate in this pilot project.

Angelina sent out surveys in the Fall of 2021 to the Town of Hurley, Town of Ulster and Town of Esopus and received various levels of responses. Results were previously provided to the Board.

Tim DeGraff stated Supervisor Quigley did ask for the survey to be sent to his Town because he assumed his constituents would have no interest.

Charlie Whittaker setup a meeting on Tuesday, June 21<sup>st</sup> to spec out the trailers with Angelina and Tim.

The Committee and staff discussed further costs, budget, environmental justice sites, what each town participant would be required to do, cost of fuel, cost savings and timeframe.

**ADJOURN**

Katherine Beinkafner motioned to adjourn the June 16, 2022, Zero Waste Committee Meeting seconded by Margot Becker at 5:10 PM. 2 in favor, 0 opposed, 1 absent (Kacandes).

Motion to approve the above transcribed Minutes of the June 16, 2022, Zero Waste Committee Meeting Special Meeting was made by \_\_\_\_\_, moved by \_\_\_\_\_ and seconded by \_\_\_\_\_. \_\_\_ in favor, \_\_\_ opposed, \_\_\_ absent. Absent: \_\_

The minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager. Meetings are recorded and available upon request.

Signatures:

\_\_\_\_\_  
Margot Becker, Chair

\_\_\_\_\_  
Melinda France, Office Manager

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