



July 22, 2025

Ryan Bonk  
City Manager  
City of Portola  
35 Third Avenue  
Portola, CA 96122

Subject: Request for Implementation Record in Support of Compliance with the City of Portola's Short-Lived Climate Pollutants Program

Ryan Bonk:

On July 8, 2025, the Department of Resources Recycling and Recovery's (CalRecycle) Jurisdiction and Agency Compliance and Enforcement Branch (JACE) provided notice that it will be conducting a compliance evaluation of the City of Portola's (Jurisdiction) Short-Lived Climate Pollutants (SLCP) program (Title 14 of the California Code of Regulations (14 CCR), sections 18981.1 through 18998.4) (Attachment). As one of the first steps in the process and pursuant to 14 CCR Section 18995.2(c), CalRecycle requests the Jurisdiction provide access to its SLCP Implementation Record within ten (10) business days from receipt of this letter.

Options for providing CalRecycle access to the Jurisdiction's SLCP Implementation Record include, but are not limited to:

- Uploading to the CalRecycle SharePoint site.
  - Contact your JACE representative if you would like access to CalRecycle's SharePoint site.
- Providing a secure shareable link to the Jurisdiction's electronic document management platform.
- Via email.
- In-person review.

After reviewing the Implementation Record, JACE may request additional information and supporting documentation for the following programs if the information cannot be found within the Jurisdiction's Implementation Record or Electronic Annual Report:

- Mandatory Commercial Organics Recycling (MORE) program (Public Resources Code (PRC) sections 42649.8 through 42649.87)

- Mandatory Commercial Recycling (MCR) program (PRC sections 42649 through 42649.7 and 14 CCR sections 18835 through 18839)
- Source Reduction and Recycling Element (SRRE) program (PRC Section 41000 or PRC Section 41300)
- Household Hazardous Waste Element (HHWE) program (PRC Section 41500 or PRC Section 41510)

If you have any questions about the compliance evaluation, contact your JACE representative Alex Souza at [Alex.Souza@CalRecycle.ca.gov](mailto:Alex.Souza@CalRecycle.ca.gov) or (916) 341-6537.

Sincerely,

**Signature on file**

Jennifer Wallin on behalf of Ashlee M. Yee, Branch Chief  
Jurisdiction and Agency Compliance and Enforcement Branch

cc: Todd Roberts, Director of Public Works, SLCP Primary Contact, City of Portola  
Andrew Parrish, JACE Manager, CalRecycle  
Mark Umfress, JACE Supervisor, CalRecycle  
Alex Souza, JACE Environmental Scientist, CalRecycle  
Marshall Graham, Local Assistance and Market Development (LAMD) Branch Chief, CalRecycle  
Karla Miller, LAMD Supervisor, CalRecycle  
Zac Smith, LAMD Environmental Scientist, CalRecycle

Attachment: Portola\_Notification of Compliance Evaluation\_2025