

**DRAFT**

**MINUTES OF THE REGULAR MEETING OF THE  
PLANNING COMMITTEE  
AND  
ALAMEDA COUNTY RECYCLING BOARD**

**Thursday, December 8, 2022**

**6:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Zermeño called the meeting to order at 6:00 p.m. Timothy Burroughs explained the virtual meeting process being utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions.](#)

**II. ROLL CALL OF ATTENDANCE**

Bob Carling, ACWMA  
Eric Havel, Environmental Educator  
Darby Hoover, Environmental Organization  
Dan Kalb, ACWMA  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry  
Jaime Patiño, ACWMA  
Talia Wise, Solid Waste Industry Representative  
Francisco Zermeño, ACWMA

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Justin Lehrer, Operations Manager  
Alma Freeman, Communications Manager  
Meri Soll, Senior Program Manager  
Meghan Starkey, Senior Management Analyst  
Adrienne Ramirez, Assistant Clerk of the Board  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**Others Present:**

Elizabeth Carrade, City of Albany  
Keith Morin, City of Berkeley  
Shannan Young, and Michelle Sung, City of Dublin  
James Scanlin, City of Newark  
Soren Fajeau, City of Newark  
ZeeLaura Page, City of Pleasanton

**III. ANNOUNCEMENTS BY THE PRESIDENT**

There were none.

#### **IV. OPEN PUBLIC COMMENT**

There were no public comments on the remote call and no public comments were received via the public comments email address.

#### **V. CONSENT CALENDAR**

**1. Approval of the Draft Joint WMA, EC and PC & RB Minutes of November 16, 2022**

**2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**

Adopt Resolution #RB 2022-14.

**3. Board Attendance Record**

**4. Written Report of Ex Parte Communication**

Board member Patiño moved approval of the Consent Calendar and Board member Carling seconded. The motion carried 7-0-2 for item 1.

(Ayes: Carling, Havel, Hoover, Kalb, Liao, Wise, Zermeño. Nays: None. Abstain: McKaughan, Patiño. Absent: Lee).

The motion carried 9-0 for items 2, 3 & 4.

(Ayes: Carling, Havel, Hoover, Kalb, Liao, McKaughan, Patiño, Wise, Zermeño. Nays: None. Abstain: None. Absent: Lee).

#### **VI. REGULAR CALENDAR**

**1. Expenditure Plan Approvals and Updates for Accumulated Measure D Funds (Meri Soll & Jennifer West)**

Staff recommends that the Recycling Board approve the Expenditure Plans submitted by the Cities of Berkeley and Newark and receive and approve the Expenditure Plan updates by Albany, Dublin and Pleasanton.

Timothy Burroughs introduced the item. Jennifer West provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Measure-D-Expenditure-Plans-memo.pdf](#)

Staff from the cities of Albany, Berkeley, Dublin, Newark, and Pleasanton were present to answer questions. The Board was provided time for discussion and for clarifying questions. An audio link to the discussion is available here: [Measure-D-Expenditure-Plans](#)

There were no public comments for this item. Board member Cox moved approval of the staff recommendation and Board member Kalb seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Patiño, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

**2. Rules of Procedure for Teleconferencing at Recycling Board Meetings (Timothy Burroughs)**

Staff recommends that the Recycling Board adopt Resolution 2022-15 to remove the limit on the number of Board Members who may utilize teleconferencing for Board and Committee meetings and to incorporate the Just Cause and Personal Emergency provisions of AB 2449.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [Teleconferencing-Rules-of-Procedure-memo.pdf](#). The Board was provided additional time for discussion and for clarifying questions. An audio link to the discussion is available here: [Rules-of-Procedure-Discussion](#)

Timothy Burroughs informed the Board that staff presented this item to the Programs & Administration Committee of the WMA Board for discussion and the Committee voted to recommend to the WMA Board a revised motion that the WMA Board adopt a resolution to amend its Rules of Procedure to remove the limit on the number of board members who may utilize teleconferencing for board and committee meetings; to require that board members provide the Clerk of the Board at least six days notice in advance of the affected board meeting if they wish to utilize teleconferencing from a noticed location, to not incorporate the Just Cause and Personal Emergency provisions of AB 2449 into the Rules of Procedure; and that the Board evaluate these changes to the Rules of Procedure in nine months (by July 2023).

There were no public comments on this item. Board member Carling moved to approve the recommendation aligned with the WMA Board and that the Planning Committee and Recycling Board adopt a resolution to amend its Rules of Procedure to remove the limit on the number of board members who may utilize teleconferencing for board and committee meetings; to require that board members provide the Clerk of the Board at least six days notice in advance of the affected board meeting if they wish to utilize teleconferencing from a noticed location, to not incorporate the Just Cause and Personal Emergency provisions of AB 2449 into the Rules of Procedure; and that the Board evaluate these changes to the Rules of Procedure in nine months (by July 2023). Board member Hoover seconded and the motion carried 10-0. The Clerk called the roll: (Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Patiño, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

### **3. 2023 Meeting Schedule (Timothy Burroughs)**

That the Planning Committee and Recycling Board approve the 2023 meeting schedule.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [2023-Meeting-Schedule.pdf](#). The Board was provided additional time for discussion and clarifying questions. There were no public comments on this item. Board member Havel moved approval of the 2023 meeting schedule and Board member Wise seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Patiño, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

### **4. Election of Officers for 2023 (Timothy Burroughs)**

That the Planning Committee and Recycling Board elect Officers for 2023.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [2023-Election-of-Officers.pdf](#). The Board was provided additional time for discussion and clarifying questions. There were no public comments on this item. Board member McKaughan nominated Board member Havel to serve as Second Vice President. There were no further nominations. Board member McKaughan moved approval of the slate of officers for 2023; Board member McKaughan, President, Board member Kalb, First Vice President, and Board member Havel, Second Vice President. Board member Kalb seconded. The motion carried 10-0. The Clerk called the roll: (Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Patiño, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

**VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Mr. Burroughs announced that the 2023 grant solicitation will kick off on January 12, 2023. There is \$1.1 million available in multiple focus areas such as waste prevention, reuse, and recovery of food, goods and materials as well as development, marketing, and use of recovered products. Staff will provide additional information to the Board as well as outreach tools to help disseminate the opportunity.

Mr. Burroughs encouraged the board to check out the Agency's Stop Food Waste blog, which provides monthly seasonal tips, recipes, and stories about how to get the most out of food and waste less in our homes and communities. More information on how to subscribe is available at [www.stopfoodwaste.org/subscribe](http://www.stopfoodwaste.org/subscribe).

Board member Hoover announced that NRDC's [Savethefood.com](http://Savethefood.com) is another resource for not wasting food.

**VIII. ADJOURNMENT – to January 12, 2023 at 4:00 pm.**

The meeting adjourned at 7:03 p.m.