

**DRAFT**

**MINUTES OF THE ALAMEDA COUNTY WASTE  
MANAGEMENT AUTHORITY MEETING  
OF THE  
PROGRAMS AND ADMINISTRATION COMMITTEE**

**Thursday, January 10, 2019**

**9:00 A.M.**

**StopWaste Offices  
1537 Webster Street  
Oakland, CA 94612  
510-891-6500**

**Members Present:**

County of Alameda	Keith Carson
City of Albany	Rochelle Nason
City of Livermore	Bob Carling
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Shelia Young
City of Pleasanton	Jerry Pentin
City of Union City	Jaime Patino

**Absent:**

City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez
City of Fremont	Vinnie Bacon
City of Piedmont	Tim Rood

**Staff Present:**

Wendy Sommer, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Meri Soll, Senior Program Manager  
Justin Lehrer, Senior Management Analyst  
Michelle Fay, Program Manager  
Arliss Dunn, Clerk of the Board

**1. Convene Meeting**

Chair Shelia Young called the meeting to order at 9:04 a.m. Chair Young welcomed Mayor Rochelle Nason as the new representative for the City of Albany and Council member Jaime Patino as the new alternate for the City of Union City.

**2. Public Comments**

There were none.

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### 3. Approval of the Draft Minutes of December 13, 2018 (Pat Cabrera)

There were no public comments on this item. Board member Carson made the motion to approve the draft minutes of December 13, 2018. Board member Carling seconded and the motion carried 7-0 (Ayes: Carling, Carson, Hannon, Kalb, Nason, Patino, Young. Nays: None. Abstain: None. Absent: Bacon, Hernandez, Kalb, Rood, Wengraf).

### 4. Records Retention Schedule (Arliss Dunn)

Approve the following two items and forward to the Waste Management Authority Board for adoption:

1. Adopt the attached records retention schedule effective immediately
2. Authorize the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable, state, local or federal laws or guidelines.

Arliss Dunn provided an overview of the staff report. A link to the report is available here: [Records-Retention-Schedule.pdf](#). Board member Pentin stated that he is concerned regarding the short retention period for some items as we can lose the historical perspective and inquired if this has been standard policy. Ms. Dunn stated yes, it has been standard policy, and added any records that are involved in any dispute or legal action will be retained until the issue is resolved. Ms. Sommer added that the schedule was reviewed by legal counsel and aligns with the common practice of other member agencies as well. Board member Carling concurred with Board member Pentin's comments regarding the short retention period of some records. Ms. Sommer stated that legal counsel advised that the statute of limitations also contributes to the standard retention period for certain records. Board member Nason urged staff to retain any CEQA or Planning documents permanently. Chair Young inquired about the proposed retention period for these documents. Ms. Dunn stated the proposed period for retention of CEQA documents is +10 years and Strategic Planning documents is +5 years until superseded by a new record. Ms. Dunn added any Board discussion or action pertaining to these documents are recorded in the minutes and they are retained permanently.

There were no public comments on this item. Board member Nason made the motion to approve the staff recommendation with the following modification: CEQA documents and Strategic Planning documents will be retained permanently. Board member Pentin seconded and the motion carried 8-0 (Ayes: Carling, Carson, Hannon, Kalb, Nason, Patino, Pentin, Young. Nays: None. Abstain: None. Absent: Bacon, Hernandez, Rood, Wengraf).

### 5. Upstream, Reuse and Repair Agency Activities (Meri Soll)

This item is for information only.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Upstream-Grant-Activities.pdf](#). Justin Lehrer shared the activities of two grantees that participated in previous grant projects focused on upstream. The grantees were Surplus Service located in Fremont, and the California Product Stewardship Council. Surplus Service is a for-profit company that accepts unwanted electronics from corporate, government, and institutional clients, and they prioritize reuse first. Mr. Lehrer shared a video of their business model. A link to the video is available here: [Surplus Service](#). The California Product Stewardship Council

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was awarded \$15,000 to work with retailers for the Refuel your Fun campaign, to promote refillable propane canisters. Board member Pentin inquired if the mini refillable canisters were available. Mr. Lehrer stated yes, and the campaign aims to promote awareness as well as expand the number of retailers that will carry the product. Board member Hannon inquired in addition to staff, if Board members participate in the selection of grantees. Ms. Soll stated the process is done internally. Once the grant proposals come in they are parceled out to staff according to areas of expertise. Board members do not participate in the process to avoid grantees lobbying Board members for approval. Ms. Soll added, before a grant is awarded, staff will conduct a site visit and the contract requires that funds are tied to the proposed deliverables. Chair Young inquired about the funding authority for the Executive Director. Ms. Sommer stated that the Executive Director is authorized to approve grants up to \$50,000 and any grants above that amount will come to the Board for approval. Chair Young inquired if there is a list of criteria for awarding grants. Ms. Soll stated that three years ago the Recycling Board approved a criteria matrix that applies to all grants and the criteria is included in the grant application, and when grants are awarded staff provides a list of the awarded grants to the Board. Chair Young inquired about the number of staff that reviews the grant applications. Ms. Soll stated a minimum of two staff and depending on the amount and type of grant it could increase to five or more staff. The Executive Director has the final approval. Chair Young inquired about the process for repeat grantees and inquired if some repeat grantees utilize the agency as a sole funding source. Ms. Soll stated that this issue was discussed three years ago with the Recycling Board as they shared the same concern and she informed grantees that future grants could be decreased or eliminated if the grantee was using the funds as a standard annual funding source. Ms. Soll added most of the repeat grantees are reuse and upstream entities and that is a priority area for the agency and we want to ensure that they are still operating and able to support our mission. Chair Young inquired with regard to the food recovery grantee Food for Hunger, if they work with multi-family rental housing associations. Ms. Soll stated that she is certain that they do but she will follow-up and confirm.

Chair Young thanked Ms. Soll and Mr. Lehrer for their report and presentation.

### **6. New Training Videos for Businesses (Michelle Fay)**

This item is for information only.

Michelle Fay provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [MRO-Presentation.pdf](#). Ms. Fay shared the video Introduction to Recycling Rules for businesses and multi-family. A link to the video is available here: <http://www.recyclingrulesac.org/overview-video/>. Two other videos are focused on How to Recycle and Compost at Work, and How to Sort Properly at Work. When the translations are completed, they will be made available to member agencies, businesses and the general public. A link to the landing page for all videos is available here: <http://www.recyclingrulesac.org/resources/>. The videos are a part of the technical assistance and outreach tools and convey steps for setting up indoor recycling and organics bins, and how to sort properly to comply with the law. The videos are available in English, and are in the process of being translated into Spanish and Chinese.

Board member Hannon suggested providing printed materials to the business licensing divisions of member agencies and to send the links to the videos to the Chambers of Commerce. Board member Pentin suggested a video prompt on the StopWaste page to easily access the videos. Chair Young suggested creating a How to Recycle app. Jeff Becerra stated that this fiscal year, the agency will be rebuilding our own version of "Recycle Where?," our online search tool that is currently a joint project with other counties. The new version will include an app. Board member Pentin suggested creating a

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social media online quiz that shows how to recycle properly as well as test your knowledge about recycling. Mr. Becerra stated that we have an online game that was connected to the Ready, Set, Recycle program that we can feature again. Chair Young thanked Ms. Fay for her presentation.

### **7. Member Comments**

Chair Young announced that she has a new alternate representing Oro Loma Sanitary District. Fred Simon, was elected to the Board in November and took office in December. She also announced that she is the senior Board member in tenure at Oro Loma.

### **8. Adjournment**

The meeting adjourned at 10:13 a.m.