

Planning Committee/Recycling Board Members

Francisco Zermeño, **President**
ACWMA

Laura McKaughan, **1st Vice President**
Recycling Materials Processing Industry

Dan Kalb, **2nd Vice President**
ACWMA

Bob Carling, ACWMA

Deborah Cox, ACWMA

Eric Havel, Environmental Educator

Darby Hoover, Environmental Organization

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

Dave Sadoff, ACWMA

Talia Wise, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

AGENDA

**MEETING OF THE
PLANNING COMMITTEE
AND**

ALAMEDA COUNTY RECYCLING BOARD

Thursday, June 9, 2022

4:00 P.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19.

This meeting will be held entirely by teleconference. All Board members, staff, and the public will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the recent amendments to the Ralph M. Brown Act suspending certain teleconference rules due to the ongoing state of emergency and state and local health officials recommendations to maintain social distancing. The purpose of these amendments was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public and staff who are not presenting an item may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the webinar id 875 6077 9289
2. Using the [Zoom](#) website or App and entering meeting code 875 6077 9289

Board members and any other individuals scheduled to speak at the meeting will be sent a unique link via email to access the meeting as a panelist. All Board members **MUST** use their unique link to attend the meeting. During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than noon, Thursday, June 9, 2022. The public may also comment during the meeting by sending an e-mail to publiccomment@stopwaste.org prior to the close of public comment on the item being addressed. Each e-mail will be read into the record for up to three minutes.

In accordance with the Americans with Disabilities Act and the recent amendments to the Ralph M. Brown Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

I. CALL TO ORDER

II. ROLL CALL OF ATTENDANCE

III. ANNOUNCEMENTS BY PRESIDENT

IV. OPEN PUBLIC COMMENT

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board, but not listed on the agenda. Each speaker is limited to three minutes.

Page V. CONSENT CALENDAR

1 1. Approval of the Draft PC & RB Minutes of May 12, 2022

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

Adopt Resolution #RB 2022-08.

9 3. Board Attendance Record

11 4. Written Report of Ex Parte Communication

VI. REGULAR CALENDAR

13 1. 2022 StopWaste Efficiency Awards (Michelle Fay)

This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – to July 14, 2022 at 6:00 p.m.

DRAFT

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

Thursday, May 12, 2022

6:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Francisco 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
Deborah Cox, ACWMA
Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Chiman Lee, Recycling Programs
Laura McKaughan, Recycling Materials Processing Industry
Dave Sadoff, ACWMA
Talia Wise, Solid Waste Industry Representative
Shelia Young, ACWMA (interim for Dan Kalb)
Francisco Zermeño, ACWMA, President
Vacant, Source Reduction Specialist

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Alma Freeman, Program Manager
Robin Plutchok, Program Manager
Jeanine Sidran, Program Service Specialist
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Andrew Massey, Deputy County Counsel

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 & RB Minutes of April 27, 2022**
- 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**
Adopt Resolution #RB 2022-06.
- 3. Board Attendance Record**
- 4. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member McKaughan moved approval of the Consent Calendar and Board member Cox seconded. The motion carried 9-0-1 for Item V1 and 10-0 for Items V2-4. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, McKaughan, Lee, Sadoff, Wise, Zermeño. Nays: None. Abstain: Young, Item V1. Absent: None. Vacant: Source Reduction Specialist)

VI. REGULAR CALENDAR

- 1. Proposed FY 2022-23 Budget (Timothy Burroughs & Pat Cabrera)**
That the Recycling Board hold a public hearing and adopt the RB FY 22-23 Budget Resolution (Attachment A).

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [FY-22-23-Budget-Memo.pdf](#). The proposed FY 22-23 budget was presented at a combined meeting of the WMA, Recycling Board, and the Energy Council on April 27, 2022. The staff memo and PowerPoint presentation from the April 27 combined board meeting is available at [FY-22-23-Budget-Presentation.pdf](#). Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FY-22-23-Budget-Discussion](#). There were no requests for changes to the budget. Mr. Burroughs recommended that Board adopt the Recycling Board's portion of the budget of approximately \$12M.

President Zermeño opened the public hearing. There were no public comments on this item and the public hearing was closed. Board member Cox moved approval to adopt the RB FY 22-23 Budget Resolution (Attachment A) and Board member Carling seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Lee, McKaughan, Nourrot, Sadoff, Wise, Young, Zermeño. Nays: None. Abstain: None. Absent: None. Vacant: Source Reduction Specialist)

- 2. Re:Source Update and Campaign Launch (Robin Plutchok)**
This item is for information only.

Timothy Burroughs introduced the item and acknowledged staff for their excellent work. The team consists of Robin Plutchok, Chris Ross, Alma Freeman, and Jeanine Sidran. Robin Plutchok provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [RESource-Update-Presentation.pdf](#). Additional time was

provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [RESource-Update-Discussion](#). Board members thanked staff for their work and commented on the ease of usability and invaluable resources that it provides to the public. Ms. Plutchok stated that staff will be providing a media toolkit to the Board to share with their network of family, friends, and constituents. There were no public comments on this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Timothy Burroughs announced that the Board of Supervisors will appoint Grace Liao to the Source Reduction Specialist vacancy on the Recycling Board at their meeting on May 24. Board member Havel will also be reappointed to a second term at that meeting.

VIII. ADJOURNMENT – to Wednesday, June 9, 2022

The meeting adjourned at 6:48 p.m.

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DATE: June 9, 2022

TO: Recycling Board

FROM: Timothy Burroughs, Executive Director

SUBJECT: Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

SUMMARY

On September 16, 2021, the Governor signed into law as an urgency measure, AB 361 (Rivas), which allows local legislative bodies to continue to meet by teleconference in order to promote public health and safety, subject to certain conditions, which must be reconsidered every 30 days. At its June 9, 2022, meeting, the Recycling Board will consider a resolution to approve and direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed.

DISCUSSION

In light of the continued state of emergency declared by the Governor related to COVID-19, state and local officials have imposed or recommended measures to promote social distancing. This direction from state and local health officials is based on the increased safety protection that social distancing provides as one method to reduce the risk of COVID-19 transmission.

The state of emergency and associated direction from state and local health officials to promote social distancing continues to impact the ability for the Recycling Board to meet safely in person. The direction from public health officials that informs the findings in the attached resolution has not changed. Therefore, staff recommends that the Recycling Board approve the attached resolution to direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed. The Recycling Board will need to revisit the need to conduct meetings remotely at least every 30 days following adoption of the attached resolution.

RECOMMENDATION

Adopt resolution #RB 2022-08.

Attachment: Alameda County Recycling Board Resolution #RB 2022-08

**ALAMEDA COUNTY RECYCLING BOARD
RESOLUTION #RB 2022-08**

**MOVED:
SECONDED:**

AT THE MEETING HELD JUNE 9, 2022

WHEREAS, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

WHEREAS, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

WHEREAS, the Recycling Board has considered the current state of health guidance related to public meetings in Alameda County and finds it necessary to continue with remote meetings to promote public health and safety.

NOW THEREFORE BE IT RESOLVED, that the Recycling Board approves and directs the continued use of teleconferencing for its public meetings based on the following findings required by Government Code Section 54953(e), as amended by AB 361:

- The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
- State and local officials have imposed or recommended measures to promote social distancing. For example, on September 23 the Alameda County Health Care Services Agency Director recommended social distancing at all meetings of the Board of Supervisors and its committees. This recommendation is consistent with the Division of Occupational Safety and Health of California's (Cal/OSHA) Emergency Temporary Standards, which require employers to train and instruct employees that the use of social distancing helps combat the spread of COVID-19 (8 Cal. Code Regs. 3205(c)(5)(D).).
- The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the Recycling Board's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
- The Board anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Board meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains in effect and the Board desires to continue remote public meetings.

BE IT FURTHER RESOLVED, that:

1. Recycling Board meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, to better ensure the health and safety of the public.
2. The Recycling Board will reconsider the circumstances of the state of emergency and the need to conduct meetings remotely at least every 30 days following adoption of this resolution.
3. If the Board determines the need still exists at each 30-day mark, the determination will be ratified by a vote of the Board documented in the minutes of that meeting.

Passed and adopted this 9th day of June 2022 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

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2022 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
B. Carling	X	X	X	X	X							
D. Cox	X	X	X	X	X							
E. Havel	X	X	X	X	X							
D. Hoover	X	X	X	X	X							
C. Lee	X	A	X	X	X							
D. Kalb	X	X	X	X	I							
L. McKaughan	X	X	A	X	X							
D. Sadoff	X	A	X	X	X							
T. Wise	X	X	X	X	X							
F. Zermeño	X	X	X	X	X							
M. Zimbalist	X											
Vacant-Source Reduction Specialist												
INTERIM APPOINTEES												
S. Young					X							

Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X=Attended

A=Absent

I=Absent - Interim Appointed

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DATE: June 9, 2022

TO: Recycling Board

FROM: Timothy Burroughs, Executive Director

SUBJECT: Written Reports of Ex Parte Communications

BACKGROUND

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board's official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board's official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board's agenda, giving as much public notice as possible.

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.

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DATE: June 9, 2022

TO: Recycling Board

FROM: Michelle Fay, Program Manager

SUBJECT: 2022 StopWaste Efficiency Awards

SUMMARY

The 2022 StopWaste Efficiency Awards will be presented during the June 9 Recycling Board meeting to recognize six Alameda County entities for their efforts to reduce waste, recover edible food, and improve energy efficiency.

DISCUSSION

StopWaste's 2022 awards celebration marks the Agency's 20th event where businesses and institutions are recognized for their commitment to the environment. StopWaste had placed the event on hold last year during the COVID-19 pandemic, and we are excited to once again recognize sites within Alameda County for their outstanding achievements in waste reduction and energy efficiency.

A call for nominations went out in April to solicit submissions from Board members, member agency staff, hauler representatives, StopWaste staff, and our partners. To better reflect the broad scope of work happening in the community that aligns with our Agency's mission, we expanded the list of eligible sites to include all commercial accounts including for-profit businesses, nonprofits (such as food-recovery organizations), schools (public and private), and multifamily properties. In the past, only for-profit businesses were eligible.

StopWaste received 14 nominations representing a range of sites in nine Alameda County jurisdictions. The evaluation team completed assessments based on environmental benefit, innovation, leadership, connection with [StopWaste's Aims](#), and replicability. We are excited to share the following list of 2022 awardees. Awards will be presented on June 9 and will be the primary topic of the Recycling Board meeting.

[Altamont Creek Elementary School](#), Livermore Leadership in Sustainability at School

Altamont Creek has been a StopWaste partner school for over 20 years, helping develop and test school waste prevention programs and creating a holistic teaching model. Using sustainability as a lens, Altamont Creek's education framework engages students in multi-disciplinary projects, teaching hands-

on problem solving and leadership skills, and expands the classroom to the school landscape, garden, kitchen and building itself. The first in their school district, Altamont Creek set up a food share table and surplus edible food donation program, rescuing the equivalent of 2,025 meals in the 2019-20 school year alone. The school's achievements in waste reduction, energy efficiency, and water conservation also earned them the top Green Ribbon Award of Green Achiever, a distinction awarded by the State Superintendent of Public Instruction.

[ZEISS Innovation Center California, Dublin](#) **Leadership in Sustainability at Work**

Zeiss is an international manufacturer of high-end optical equipment with ambitious company-wide goals to minimize environmental impact. At the Dublin location, state of the art technology maximizes energy efficiency and water conservation, while the facility's environmental management system (ISO 14,001) guides the sustainability of day-to-day operations from purchasing to material use and hazardous waste disposal. With strong support from management, ongoing engagement of all levels of staff, an active green team, and a culture of continuous improvement and innovation, the ZEISS Innovation Center California is a leader in corporate sustainability.

[Daily Bowl](#) and [Daylight Foods](#), Union City **Excellence in Food Recovery Collaboration**

Daily Bowl, a non-profit food recovery service, and Daylight Foods, a fresh food distributor, have partnered on surplus edible food recovery for nearly three years. When orders are canceled at short notice, or food is left over and cannot be sold quickly at a discount, Daylight Foods can count on Daily Bowl for help. Daily Bowl collects the perishables and distributes them to agencies and nonprofits who share the rescued food with families in need throughout southern Alameda County. In 2021 alone, they saved 124,158 pounds of produce, dairy, prepared foods, and other perishables from having to be composted and instead helped feed food- insecure communities. Daylight Foods' efficient inventory management and Daily Bowl's connection with numerous food rescue organizations and their staff's ability to "triage" unpredictable amounts and types of surplus edible food make this a model collaboration.

[Local Ecology and Agriculture Fremont \(LEAF\)](#), Fremont **Excellence in Community Engagement**

Local Ecology and Agriculture Fremont brings people together and builds community through a wide range of activities focused on sustainable living. LEAF manages both a community garden and an urban farm garden where residents learn about composting and organic agriculture, attend workshops on beekeeping, plastic waste reduction and other hands-on topics, and contribute to growing produce and seedlings for donation. In 2021 alone, LEAF donated 6,047 pounds of produce to Tri-Valley Volunteers food pantry, and 651 seedlings to local nonprofits. A champion in building partnerships, LEAF manages a Glean Team to rescue backyard fruit and engages community members and organizations in the City of Fremont's annual Go Green Earth Day event.

[Just Fare](#), Emeryville & Oakland

Excellence in Food Waste Prevention

Just Fare is a mission-driven food service operator and consulting firm, where the goals of minimizing environmental impact and doing the most possible social good permeate all aspects of operation and are shared by all team members. A long-term participant in StopWaste's Smart Kitchen Initiative, Just Fare has reduced surplus food by 96% while donating over 10,000 pounds of surplus edible food to feed people. Their Community Kitchen, founded during the pandemic, donates wholesome prepared meals to community members in need via dozens of local partner organizations. With a living wage and culture of respect and collaboration that keeps turnover low, Just Fare is pioneering a new food service operations model based on resource conservation while prioritizing people and planet.

RECOMMENDATION

This item is for information only.