

APPROVED

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

Thursday, January 13, 2022

4:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Francisco Zermeno called the meeting to order at 4:00 p.m. President Zermeno welcomed Talia Wise to the Board as the new Solid Waste Industry Representative. Board member Wise provided a brief summary of her background and experience and stated that she is looking forward to serving on the Board. 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
Dan Kalb, ACWMA
Chiman Lee, Recycling Programs
Laura McKaughan, Recycling Materials Processing Industry
Dave Sadoff, ACWMA
Talia Wise, Solid Waste Industry Representative
Francisco Zermeno, ACWMA, President
Vacant, Source Reduction Specialist

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Jennifer Luong, Financial Services Manager
Meri Soll, Senior Program Manager
Arless Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Farand Kan, Deputy County Counsel

Others Participating:

Ahmed Badawi, Badawi and Associates

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 PC&RB Minutes of December 9, 2021**
- 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**
Adopt Resolution #RB 2022-01.
- 3. Board Attendance Record**
- 4. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Cox moved approval of the Consent Calendar and Board member Sadoff seconded. The motion carried 11-0. The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Wise, Zermeno, Zimbalist. Nays: None. Abstain: None. Absent: None)

VI. REGULAR CALENDAR

1. Fiscal Year 2020-21 Audit Report (Pat Cabrera & Jennifer Luong)

That the Programs and Administration Committee review and forward the FY 20-21 audit report to the Waste Management Authority Board for acceptance and filing.

That the Recycling Board accept and file the FY 20-21 audit report.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY20-21-Audit-Report-memo.pdf](#). Ms. Cabrera acknowledged agency staff for their efforts in managing the agency's finances to ensure a clean audit with no significant recommendations or exceptions. The finance staff is comprised of Jennifer Luong, Finance Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Staff from the auditing firm, Ahmed Badawi, Badawi and Associates, was available to answer any questions.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FY20-21-Audit-Discussion](#). President Zermeno inquired if staff is expecting an increase in reserves. Ms. Cabrera informed the Board that staff is contracting with Crowe Horwath to conduct a review of the agency's core fund balances and reserves and staff will provide those findings in March along with the fiscal forecast. There were no public comments on this item.

Board member McKaughan moved approval that the Recycling Board accept and file the FY 20-21 audit report and Board member Sadoff seconded. The motion carried 11-0. The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Wise, Zermeno, Zimbalist. Nays: None. Abstain: None. Absent: None)

2. Waste Prevention Grant Program - 2022 Solicitation (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: [Waste-Prevention-Grants-Solicitation-Presentation.pdf](#). Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Waste-Prevention-Grant-Discussion](#).

There were no public comments on this item. Board member Cox thanked staff for an informative discussion and for convening the Reuse and Repair Stakeholder Workgroup webinar.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

President Zermeno invited Board members to close the meeting by sharing their favorite "green thing" sustainability practice.

VIII. ADJOURNMENT

The meeting adjourned at 4:41 p.m.