

**APPROVED**

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

**Thursday, June 10, 2021**

**4:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Darby Hoover called the meeting to order at 7:00 p.m. Timothy Burroughs explained the 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  
Darby Hoover, Environmental Organization  
Dan Kalb, ACWMA  
Laura McKaughan, Source Reduction Specialist  
Dave Sadoff, ACWMA  
Francisco Zermeño, ACWMA  
Chiman Lee, Recycling Programs  
Vacant, Recycling Materials Processing Industry

**Absent:**

Eric Havel, Environmental Educator  
Tianna Nourot, Solid Waste Industry Representative

**Staff Present:**

Wendy Sommer, Executive Director  
Timothy Burroughs, Deputy Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Meri Soll, Senior Program Manager  
Arliss Dunn, Clerk of the Board  
Adrienne Ramirez, Assistant to Clerk of the Board  
Farand Kan, 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 PC&RB Minutes of May 13, 2021 (Timothy Burroughs)**
2. **Board Attendance Record (Timothy Burroughs)**
3. **Written Report of Ex Parte Communications (Timothy Burroughs)**

There were no public comments for the Consent Calendar. Board member Cox made the motion to approve the Consent Calendar and Board member Carling seconded. The motion carried 8-0. The Clerk called the roll: (Ayes: Carling, Cox, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: Havel, Nourot. Vacant: Recycling Materials Processing Industry)

## **VI. REGULAR CALENDAR**

### **1. Revisions to Recycling Board Resolution RB 2014-12 to address accumulated Measure D fund balances (Meri Soll)**

That the Recycling Board adopt Revision of Recycling Board Resolution #RB 2014-12 regarding fund balances of recycling fund per capita allocations.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and presentation is available here: [MeasureD-Fund-Balance-Policy-Revision.pdf](#). An audio link to the discussion is available here: [MeasureD-Fund-Balance-Policy-Discussion](#)

Ms. Soll clarified that Measure D funds could be withheld if balances are over the allowable threshold after a two year period. A member agency is required to provide an expenditure plan if their annual Measure D fund balance is above the allowable threshold at the end of any Fiscal Year. There is a two year period to draw down on funds. Within the two-year period, the member agency will continue to receive its Measure D distribution. If after the two-year period the jurisdiction is unable to reduce its fund balance to 25% below the allowable threshold, the funds can be withheld and placed in a special account.

Additional time was provided for discussion and for the Board to ask clarifying questions. There were no public comments on this item. Board member Zermeño made the motion to approve the staff recommendation and Board member Cox seconded. The motion carried 8-0. The Clerk called the roll: Ayes: Carling, Cox, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: Havel, Nourot. Vacant: Recycling Materials Processing Industry.

### **2. Reusable Food Ware Project Update (Justin Lehrer)**

This item is for information only.

Justin Lehrer provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Reusable-Foodware-Update.pdf](#). A link to the audio discussion is available here: [Reusable-Foodware-Discussion](#)

The agency provided \$85,000 in grants for new pilot projects, including working with school districts to facilitate the use of reusable foodware, and for bulk food distribution. Additionally, in the last fiscal year, the agency distributed \$90,000 in grants related to reusable foodware, and there are more funds available as the agency identifies new projects. Mr. Lehrer shared that the agency in consultation with the County and City of Berkeley Environmental Health Departments developed a one-page handout that can be distributed to food service businesses informing them that reusables are safe to use. A link to the handout is available here: [Reusable-Foodware-Handout](#).

Additional time was provided for discussion and for the Board to ask clarifying questions. President Hoover thanked staff for a very informative presentation. There were no public comments on this item.

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

Ms. Sommer announced that due to her pending retirement, this would be her final meeting of the Recycling Board as Executive Director. Ms. Sommer thanked the Board for its commitment to the agency, its sincere interest in our projects and endeavors and support of staff.

**VIII. ADJOURNMENT**

The meeting adjourned at 5:04 p.m.