

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

**Thursday, June 8, 2017**

**4:00 P.M.**

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

**I. CALL TO ORDER**

Dianne Martinez, President, called the meeting to order at 4:00 p.m.

**II. ROLL CALL**

Adan Alonzo, Recycling Programs  
Don Biddle, ACWMA for Jerry Pentin, ACWMA  
Bernie Camara, Recycling Materials Processing Industry  
Peter Maass, ACWMA  
Dianne Martinez, ACWMA  
John Moore, Environmental Organization  
Jim Oddie, ACWMA  
Michael Peltz, Solid Waste Industry Representative  
Tim Rood, ACWMA  
Steve Sherman, Source Reduction Specialist  
Toni Stein, Environmental Educator

**Staff Present:**

Wendy Sommer, Executive Director  
Tom Padia, Deputy Executive Director  
Pat Cabrera, Administrative Services Director  
Meri Soll, Senior Program Manager  
Todd High, Financial Services Manager  
Farand Kan, Deputy County Counsel  
Chinwe Omani-Venable, Executive Assistant for Clerk of the Board

**Others Present:**

Joshua Perez, Independent Recycling Services

**III. ANNOUNCEMENTS BY THE PRESIDENT**

President Martinez announced that she would need to leave by 5pm.

**IV. CONSENT CALENDAR**

- |   |                    |
|---|--------------------|
| <b>1. Approval of the Draft Minutes of May 11, 2017 (Tom Padia)</b> | <b>Action</b>      |
| <b>2. Board Attendance Record (Tom Padia)</b>                       | <b>Information</b> |

**3. Written Report of Ex Parte Communications (Wendy Sommer)**

**Information**

Board member Rood made the motion to approve the Consent Calendar. Board member Maass seconded and the motion carried 9-0 (Ayes: Alonzo, Camara, Maass, Martinez, Moore, Oddie, Rood, Sherman, Stein. Nays: None. Abstain: None. Absent: Biddle, Peltz)

**V. OPEN PUBLIC DISCUSSION**

There was none

**VI. REGULAR CALENDAR**

**1. Proposed Fiscal Year 2017-18 Budget (Wendy Sommer & Pat Cabrera)**

**Action/  
Public Hearing**

Adopt the FY 17-18 budget as it pertains to the Recycling Board and as outlined in the attached resolution.

President Martinez opened the public hearing. There were no public comments on this item and the public hearing was closed.

Pat Cabrera provided a brief overview of the staff report and reminded Board members that they had received a detailed presentation and discussion of the proposed budget at the April joint WMA/RB/EC meeting and that it was well received. Ms. Cabrera added Board member Sherman had requested additional information on the shift in emphasis towards “upstream” waste prevention and this information is provided as Attachment B. Ms. Cabrera also stated that the WMA Board had already adopted its portion of the budget at their May 24th Meeting. Board member Martinez thanked staff for a clear and concise budget and stated that she was pleased with the document and she passed it on to her staff.

A link to the staff report is available here: [FY 17-18-budget-memo-06-08-17.pdf](#)

A link to the FY 17-18 budget is available here: [FY-16-17-Budget.pdf](#)

Board member Rood made the motion to adopt the FY 2017-18 budget as it pertains to the Recycling Board. Board member Maass seconded and the motion carried 10-0 (Ayes: Alonzo, Biddle, Camara, Maass, Martinez, Moore, Oddie, Rood, Stein, Sherman. Nays: None. Abstain: None. Absent: Peltz).

**2. Retiree Medical Benefits (Pat Cabrera & Todd High)**

**Information**

This item is for information only.

Todd High provided a brief overview of OPEB (Other Post Employment Benefits) fund for Retiree Medical Benefits. A link to the staff report is available here: [Retiree-Medical-Benefits-memo-06-08-17.pdf](#)

Mr. High stated that the agency has made its annual actuarial calculated funding for FY 2016-17 of \$142,105 and that the P&A Committee that morning had recommended Authority approval to contribute an additional \$250,000 to fund the CERBT (California Employers’ Retiree Benefit Trust). Ms. Cabrera added that the agency does not have to increase its appropriations for FY 16/17 in order to fund the \$250,000 due to salary savings.

Board Member Martinez asked for clarification on the reporting change and inquired if it was simply showing the Agency’s liability in a different way not necessarily changing our current position. Todd High responded that it was simply an accounting change but the pension part is a much bigger liability and that is why it is being tackled first by government agencies.

Board Member Martinez applauded staff and stated that she was well pleased with the policies set forth by the Boards in the past. She also stated that the Agency is in a great position and was pleased to receive the staff report.

**3. Grants to Nonprofits Program – Year in Review (Meri Soll)****Information**

This item is for information only.

Senior Program Manager Meri Soll provided an overview of the staff report and presented a Power Point presentation. The report and the presentation are available here: [GNP-Update-06-08-17.pdf](#)

Ms. Sommer mentioned that some Committee members suggested at the P&A meeting earlier that social media posts be sent to Board members as well so that they can repost on their own social media platforms.

Board member Rood agreed that quarterly presentations from grantees fostered a more local presence. Ms. Soll stated that staff would make quarterly reports from grantees a standing item going forward. Board member Maass asked if there were any parts of the grant process that was possibly discouraging to potential applicants. Ms. Soll stated that she generally has potential grantees call her before applying for a grant in order to adequately inform them of the funding guidelines because sometimes the grants do not meet our funding guidelines or what the grantee proposes may only be funded partially because the agency is interested in a smaller portion of the overall project. Board member Sherman requested that the presentation be included in the minutes. Ms. Sommer stated that we include all presentations in the minutes as a matter of practice. Board member Sherman inquired if we are meeting all of the requirements of Measure D for the grants-to-nonprofits program. Ms. Soll stated that Measure D funding is not required to be distributed via the grant program but ten percent of the revenues are required to be distributed to the non-profit community, or used for research and studies. She added there were no requirements on the number of the grants to be distributed. Mr. Padia added that areas funded by ten percent of the Measure D funds are the Grants to Non-Profits, contracts with or sponsorships of non-profit organizations for services provided to the agency, research and studies aimed at furthering the purposes of the Act, such as the Five Year Audit, and staff time spent managing such grants and contracts.

Board member Stein inquired about the area of the grants program that includes EPP (Environmentally Preferable Purchasing). Mr. Padia stated that five percent of Measure D funding is set aside for EPP and Recycled Product Purchasing and that the County has first priority on that funding to support their EPP/RPPP program. Mr. Padia added a report from the county should be coming to the Board this calendar year. Ms. Stein stated that since the market for buying of Recycled Materials is not doing very well right now she would like to see funds set aside for buying recycled products and help build the markets in the future. Mr. Padia stated that the requirements we have with Alameda County GSA is that they hold periodic workshops here at the agency to train other purchasing agents of various agencies regarding recycled product procurement. Mr. Padia also stated that they do a lot of work on specifications and that the agency is always open to new ideas. Ms. Stein asked if part of the EPP program is given to the County to implement or is part of it available for the agency to work on as well. Mr. Padia stated that a bulk of the program is with the County per Measure D but we have retained consultants to assist member agencies with purchasing and to do research with certain materials. Ms. Stein stated that it would be great if the agency could use funds to pick a material that could build a market that could change the procurement of recycled products nationwide. President Martinez inquired if this idea would fit into the framework of the grants program or under Legislative priorities. Ms. Sommer stated that she is not sure that it fits within the framework of the grants program but it could fit within the recycled product purchase preference project previously mentioned in the budget presentation as the activities proposed in that program included funding and assistance oversight of the Alameda County GSA to undertake these recycled content activities for the County and to assist all of our member agencies to purchase recycled content. Board member Rood inquired if the postcards that are sent to potential grantees are addressed to specific contacts at various agencies or just generically to the organization. Ms. Soll responded that the original database had contacts but over the years we have removed them because the contacts were old. She also stated that the agency would start sending Board members these posts on a monthly basis.

Joshua Perez from Independent Recycling Services provided public comment and inquired about the process for negotiating grant award amounts and tracking the process of grantees and how they use the funds. Ms. Soll stated that funding awards are not higher than what is stated in the memo but may be lower and that each deliverable is tied to a specific amount. The grantees must provide proof that they have met those deliverables. Ms. Soll also added there are also site visits and other follow up criterion as well.

Mr. Padia also added that there is generally a 10% or more hold back of funds pending a final report. He also stated that part of the Five Year Audit is to review the grantees and their record keeping for the period of time required and that they fulfilled all of their deliverables for the grant. Ms. Soll also mentioned that the agency's grant program received a "Clean Bill of Health" from the audit.

Ms. Martinez thanked staff for the report.

**VII. OTHER PUBLIC INPUT**

There was none.

**VIII. COMMUNICATIONS/MEMBER COMMENTS**

Board Member Rood directed staff to a news clipping included in the agenda packet and noted that his sister was awarded a "gold lid" from her City's Public Works department in Iowa after a garbage audit and that it's a good idea for franchise haulers to consider.

**IX. ADJOURNMENT**

The meeting adjourned at 4:53 p.m.