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

**Thursday, October 8, 2015  
4:00 p.m.**

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

**I. CALL TO ORDER**

President Daniel O'Donnell called the meeting to order at 4:03 p.m.

**II. ROLL CALL**

Daniel O'Donnell, Environmental Organization, Chair  
Adan Alonzo, Recycling Programs  
Don Biddle, City of Dublin for Jerry Pentin, City of Pleasanton  
Shelia Young for Greg Jones, City of Hayward  
Peter Maass, City of Albany  
Bernie Larrabe, Recycling Materials Processing Industry  
Michael Peltz, Solid Waste Industry Representative  
Tim Rood, City of Piedmont  
Toni Stein, Environmental Educator (arrived 4:20 p.m., left 5:15 p.m.)  
Matthew Southworth for Steve Sherman, Source Reduction Specialist

**Absent:**

Dianne Martinez, City of Emeryville

**Staff Present:**

Wendy Sommer, Deputy Executive Director  
Gary Wolff, Executive Director  
Rachel Basley, Senior Program Manager  
Meghan Starkey, Senior Program Manager  
Kathleen Pacheco, Senior Deputy County Counsel  
Arliss Dunn, Clerk of the Board

**Others Participating:**

Carolyn Bloede, Alameda County GSA  
Karen Cook, Alameda County GSA  
Naomi Lue, Castro Valley Sanitary District  
Marisa Gan, City of Livermore  
Judy Erlandson, City of Livermore  
Kathy Cote, City of Fremont

**III. ANNOUNCEMENTS BY THE PRESIDENT**

- ♦ Video: Capitol Lawn Conversion

President O'Donnell welcomed Bernie Larrabe to the Recycling Board. Board member Larrabe is the General Manager of Livermore Sanitation Inc. and will be serving in the capacity of Recycling Materials Processing Industry Representative. President O'Donnell displayed a sample of boxed water sold at

Fresh and Easy and stated that we could consider serving the boxed water instead of bottled water at meetings and events.

Wendy Sommer presented a [video](#) and announced that StopWaste staff Teresa Eade, Jeanne Nader and Kelly Schoonmaker provided technical assistance to the California Department of General Services during a demonstration of sheetmulching as an easy and sustainable approach to lawn removal. Over 1,000 square feet of the State Capitol lawn were converted to a new drought-tolerant landscape that will save over 59,000 gallons of water per year. The video is posted on the State's General Services Website and on Youtube.

#### IV. CONSENT CALENDAR

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| <b>1. Approval of the Draft Joint Minutes of September 16, 2015 (Wendy Sommer)</b> | <b>Action</b>      |
| <b>2. Board Attendance Record (Wendy Sommer)</b>                                   | <b>Information</b> |
| <b>3. Written Report of Ex Parte Communications (Wendy Sommer)</b>                 | <b>Information</b> |
| <b>4. Grants Under \$50,000 (RB only) (Gary Wolff &amp; Wendy Sommer)</b>          | <b>Information</b> |

Board member Rood made the motion to approve the Consent Calendar with the correction below. Board member Alonzo seconded and the motion carried 10-0 (Martinez, absent).  
(Correction: Agenda should state 'Minutes of September 16, 2015, not September 23, 2015).

#### V. OPEN PUBLIC DISCUSSION

There was none.

#### VI. REGULAR CALENDAR

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| <b>1. Recycled Product Procurement Programs Update<br/>(Wendy Sommer, Rachel Balsley &amp; Debra Kaufman)</b> | <b>Information</b> |
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It is recommended that the Board receive this update and hear the report from staff on Agency activities in this area and from the County GSA on ways in which they incorporate recycled content into their purchasing, as well as ways in which they are providing technical assistance to the member agencies, and their methods of tracking success.

Rachel Balsley stated that Board member Stein requested more information about how much recycled content purchasing is done by the State, County, and local governments and how more might be done to increase those local efforts. Ms. Balsley introduced Carolyn Bloede, Alameda County Sustainability Program Manager, and Karen Cook, Alameda County Sustainability Project Manager.

Ms. Balsley, Ms. Bloede and Ms. Cook provided PowerPoint presentations and led the discussion on Agency activities in this area and from the County GSA on ways in which they incorporate recycled content into their purchasing, as well as ways in which they are providing technical assistance to the member agencies, and their methods of tracking success. Both presentations are available at the links provided: <http://www.RB-10-08-15-EPP> and <http://www.RB-10-08-15-EPP-County>. An audio of the entire discussion is available here: <http://www.RPPP/Discussion/10-08-15.mp3>

President O'Donnell thanked the panel for their presentation and discussion.

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| <b>2. Municipal Panel Presentation: Franchise Contract Management<br/>(Wendy Sommer &amp; Meghan Starkey)</b> | <b>Information</b> |
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This item is for information only.

Meghan Starkey provided an overview of the staff report and introduced the panel. The panel consisted of Naomi Lue, Castro Valley Sanitary District; Marisa Gan, City of Livermore; and Kathy Cote, City of Fremont. Panel members spoke on the topic of "Franchise Contract Management" and responded to

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questions regarding rate structures and franchise fees and revenue. An audio of the entire discussion is available here: <http://www.Municipal/Panel/Discussion/10-08-15.mp3>

President O'Donnell thanked the panel for their participation.

**VII. OTHER PUBLIC INPUT**

There was none.

**VIII. COMMUNICATIONS/MEMBER COMMENTS**

Ms. Sommer distributed a [flier](#) regarding the reusable bag ordinance potential expansion. The flier invites Alameda County retailers and restaurants to provide input at a series of public meetings throughout the county. Meetings will be held in the month of October in the cities of Pleasanton, Union City, and Oakland. Ms. Sommer stated that she would email copies of the flier to Board members.

**IX. ADJOURNMENT**

The meeting adjourned at 5:20 p.m.