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

Thursday, January 14, 2021

4:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Darby Hoover called the meeting to order at 4:00 p.m. Wendy Sommer explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#)

II. ROLL CALL OF ATTENDANCE

Bob Carling, ACWMA
Lillian Carrell, Recycling Materials Processing Industry
Deborah Cox, ACWMA
Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Dan Kalb, ACWMA
Laura McKaughan, Source Reduction Specialist
Tianna Nourot, Solid Waste Industry Representative
Dave Sadoff, ACWMA
Francisco Zermeño, ACWMA
Vacant, Recycling Programs

Staff Present:

Wendy Sommer, Executive Director
Timothy Burroughs, Deputy Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Meri Soll, Senior Program Manager
Jennifer Luong, Finance Manager
Arliss Dunn, Clerk of the Board
Farand Kan, Deputy County Counsel

Others Participating:

Samantha Michel, Badawi & Associates

III. ANNOUNCEMENTS BY THE PRESIDENT

President Hoover thanked the board for her election as President.

IV. OPEN PUBLIC COMMENT

There were no public comments on the remote call and there were no public comments received in the public comment email address.

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V. CONSENT CALENDAR

1. **Approval of the Draft PC & RB Minutes of December 10, 2020 (Jeff Becerra)**
2. **Board Attendance Record (Jeff Becerra)**
3. **Written Report of Ex Parte Communications (Jeff Becerra)**

There were no public comments for the consent calendar. Board member Zermeño made the motion to approve the consent calendar. Board member McKaughan seconded and the motion carried 9-0.

The Clerk called the roll:

(Ayes: Carling, Carrell, Cox, Havel, Hoover, Kalb, McKaughan, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: Nourot. Vacant: Recycling Programs)

VI. REGULAR CALENDAR

1. **Fiscal Year 2019-20 Audit Report (Pat Cabrera & Jennifer Luong)**

Staff recommends that the Recycling Board accept and file the FY 19-20 audit report.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY-19-20-Audit-Report.pdf](#). Samantha Michel, the agency auditor, was present and available to answer any questions. Ms. Cabrera recognized finance staff, Jennifer Luong, Nisha Patel, Soudy Abbasi, and Jenny O'Brien for their hard work.

Board member Kalb inquired if there were any qualifications, discrepancies, or problems identified in the audit. Ms. Cabrera stated that there were none.

There were no public comments for this item. Board member Cox made the motion to accept and file the FY 19-20 audit report. Board member Carling seconded and the motion carried 9-0.

The Clerk called the roll:

(Ayes: Carling, Carrell, Cox, Havel, Hoover, Kalb, McKaughan, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: Nourot. Vacant: Recycling Programs)

2. **Recycling Board "Five Year Audit" - Recommendation to Accept Phase I of the Five Year Financial & Compliance Audit Report – FY 2016-17 – FY 2018-19 (Meri Soll)**

It is recommended that the Recycling Board accept Phase I of the Five Year Financial and Compliance Audit by Crowe Horwath LLP and approve the recommendations therein, subject to the qualifications enumerated in the staff report.

Meri Soll provided a brief overview of the staff report and introduced Mendi Julien-Darting and Jason Chan, Crowe Horwath LLP. Ms. Julien-Darting and Mr. Chan presented a PowerPoint presentation and were available to answer questions. A link to the report and the presentation is available here: [Five-Year-Audit-Report.pdf](#)

Board member Zermeño asked for clarification regarding administrative costs. Ms. Julien-Darting stated that the administrative costs align with the administrative costs in the agency's audited financials. Board member Zermeño recommended for the sake of transparency that going forward the graphs should outline the breakdown in administrative costs. Board member Havel inquired about the \$8.23 tonnage fee and asked if a deep dive has been conducted to evaluate the effectiveness of programs and if so, can Measure D funding be reallocated to increase funding in those programs, such as grants to non-profit organizations. Ms. Sommer stated that the tonnage fee, set by Measure D, was

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originally set at \$6 per ton. Over time, the fee has increased to \$8.23. Due to the passage Proposition 26, the fee cannot be increased. Measure D also established how the funding is allocated and can only be changed subject to a ballot initiative.

Board member Zermeño inquired if the recommendations were for the current report or are intended to be implemented going forward. Ms. Soll replied that the recommendations are for implementation going forward. Board member Carling inquired with regard to Recommendation MA-1b—*Withhold Funds and Increase Monitoring and Tracking Once a Member Agency's Second Expenditure Plan Extension has been Approved*. Ms. Soll stated that the Recycling Board has the option of withholding funds if the expenditure plan is not approved but there is no mechanism in place for once an expenditure plan has been approved by the Recycling Board. Board member Carling inquired if adding additional controls is under the purview of the Recycling Board. Ms. Soll stated yes, the Recycling Board created the policy that created thresholds and expenditure plans.

There were no public comments on this item. Board member Cox made the motion to approve the staff recommendation. Board member Zermeño seconded and the motion carried 10-0. The Clerk called the roll.

(Ayes: Carling, Carrell, Cox, Havel, Hoover, Kalb, McKaughan, Nouro, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: None. Vacant: Recycling Programs)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Carrell announced that she would be leaving her current position as a Sustainability Specialist with Alameda County Industries and would no longer be able to serve on the Recycling Board. Board member Carrell stated that she enjoyed serving on the Board. Ms. Sommer thanked Board member Carrell for her service and informed the Board that there are currently two vacancies on the Recycling Board, Recycling Programs, and Recycling Materials Processing Industry.

Board member Cox announced that she had received an inquiry about how StopWaste might be able to leverage its influence and assist member agencies in their relationships with their haulers with respect to incorporating measures to address illegal dumping. Ms. Sommer replied that StopWaste does not have a contractual relationship with haulers as franchise agreements are under the purview of the individual jurisdiction. However, the agency participates on a task force focused on recycling markets. The task force includes haulers, processors and city staff, and this issue could be discussed at one of the meetings. Additionally, Jeff Becerra is a member of Supervisor Nate Miley's illegal dumping task force. Mr. Becerra stated that the task force has a three pronged approach to illegal dumping - education, eradication, and enforcement -and the agency has incorporated the education piece into our transfer station tours, and we've also implemented mattress recycling into our one-day drop-off events through the Household Hazardous Waste program. Board member Nouro stated that haulers would be receptive to assisting with illegal dumping, however, there would be additional costs associated in considering such measures. President Hoover stated that this could create an opportunity to increase messaging and outreach at a grassroots level promoting reuse. Board member McKaughan commented that it is incumbent upon us to spread the word and increase education and information on programs such as the mattress recycling program. Board member Havel stated his

appreciation for promoting reuse and stated that he would also like to see StopWaste explore how we may create innovative programs through the grant program to address illegal dumping through the lens of equity.

VIII. ADJOURNMENT

The meeting adjourned at 4:58 p.m.