

DRAFT

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

Thursday, July 8, 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 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
Laura McKaughan, Source Reduction Specialist
Tianna Nourot, Solid Waste Industry Representative
Dave Sadoff, ACWMA
Francisco Zermeño, ACWMA
Chiman Lee, Recycling Programs
Vacant, Recycling Materials Processing Industry

Staff Present:

Timothy Burroughs, Deputy Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Meri Soll, Senior Program Manager
Cassie Bartholomew, Program Manager
Michelle Fay, Program Manager
Arliiss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant to Clerk of the Board
Farand Kan, Deputy County Counsel

Others Participating:

Brette Waters, Program Director, Chefs to End Hunger
Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM)

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 June 10, 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 Zermeño seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Nourot, Sadoff, Zermeño. Nays: None. Abstain: None. Absent: None. Vacant: Recycling Materials Processing Industry)

VI. REGULAR CALENDAR

- 1. StopWaste Grants Awarded in Fiscal Year 2020-21 (Meri Soll, Cassie Bartholomew & Michelle Fay)**

This item is for information only.

Timothy Burroughs provided an introduction to the presentation and introduced the grants team: Meri Soll, Cassie Bartholomew, Meri Soll, Michelle Fay and Adrienne Ramirez, and thanked them for their efforts. Ms. Soll, Ms. Bartholomew, and Ms. Fay provided a PowerPoint presentation. Brette Waters, Program Director, Chefs to End Hunger, and Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM), were present to provide an overview of how the StopWaste grants program supports their organizations and helps them to advance their sustainability goals. A link to the report and presentation is available here: [Grants-Presentation.pdf](#). An audio link to the discussion is available here: [Grantee-Discussion](#)

Board member Carling expressed congratulations to the grants team and inquired if the cardboard and aluminum that Chefs to End Hunger is using is recyclable and if they are considering moving to using reusable packaging. Ms. Waters stated that currently they do not have the means to clean/sanitize reusable packaging and are using the cardboard or aluminum to adhere to food safety standards. The cardboard is recyclable and they try to minimize using single use packaging. Board member Zermeño encouraged staff to reach out to St. Rose Hospital in Hayward to explore potential opportunities for collaboration on food waste reduction efforts, similar to efforts underway at Washington Hospital (a StopWaste grantee). Board member Zermeño added that he would like the Board to increase the grants program funding next year. President Hoover thanked staff and the presenters for their presentations.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member McKaughan announced that she had accepted a position at Alameda County Industries (ACI) as Sustainability Manager and that she would be resigning from the Board in the Source Reduction Specialist category as of July 9. She has submitted her candidacy to the Board of Supervisors for the Recycling Processing Industry vacancy.

This is the last meeting as Deputy Executive Director for Timothy Burroughs and he will be starting his new role as the Executive Director effective July 12.

VIII. ADJOURNMENT

The meeting adjourned at 5:04 p.m.