

DRAFT

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

Thursday, August 12, 2021

4:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President Darby Hoover called the meeting to order at 4:00 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, Recycling Materials Processing Industry
Shelia Young for Dave Sadoff, ACWMA
Francisco Zermeño, ACWMA
Chiman Lee, Recycling Programs
Vacant, Source Reduction Specialist

Absent:

Tianna Nourot, Solid Waste Industry Representative

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications 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
Audrey Beaman, Deputy County Counsel

Others Participating:

Lizzie Carrade, Sustainability Coordinator, City of Albany

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 July 8, 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 8-0-1. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Zermeño. Nays: None. Abstain: Young. None. Absent: Nourot. Vacant: Source Reduction Specialist)

VI. REGULAR CALENDAR

1. **City of Albany request for long-term contract utilizing Measure D funds (Meri Soll)**

Approve the City of Albany's request to utilize Measure D funds to pursue a five-year contract, with the option to extend the contract for another five years (for a total of 10 years) for the long-term lease of Bigbelly systems.

Timothy Burroughs introduced Lizzie Carrade, Sustainability Coordinator for the City of Albany and Meri Soll, StopWaste Senior Program Manager. Ms. Soll provided an overview of the staff report and along with Ms. Carrade provided a brief PowerPoint presentation of the City of Albany's request for a long-term lease with Bigbelly systems. A link to the staff report and the presentation is available here: [Albany-Bigbelly-Lease.pdf](#)

Ms. Soll informed the Board that the recommendation was updated to reflect that the Board's role was also to make a specific finding to allow the City of Albany to enter into a contract for longer than five years. An audio link of the discussion is available here: [Bigbelly-Funding-Discussion](#)

Additional time was provided for discussion and clarifying questions, such as related to cost of the contract and number of Bigbelly units.

In addition to clarifying questions, Board member Lee inquired that if other cities would be interested in leasing the Bigbelly bins if StopWaste could facilitate an agreement and negotiate a county-wide lease deal that would lower the cost of the bins. Mr. Burroughs stated that StopWaste is always looking for opportunities for economies of scale to benefit the member agencies and we can look into it further. Board member Young inquired if there was another company that provides similar services and added that it might be a good idea to present this item as information to the WMA Board as well. Ms. Carrade stated that she is unaware of other companies and added the City of Albany as well as other cities have had a longstanding relationship with Bigbelly and they have proven to be a trusted company. Mr. Burroughs added that staff would develop a presentation related to Bigbelly and other similar systems for the WMA Board.

There were no public comments on this item. Board member Zermeño made the motion to approve the updated staff recommendation to approve the City of Albany's request to utilize Measure D funds to pursue a five-year contract, with the option to extend the contract for another five years (for a total of 10 years) for the long-term lease of Bigbelly systems and make the specific finding that a longer period than 5-years is necessary in order to capitalize the specific project. Board member Kalb seconded and the motion carried 9-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Young, Zermeño. Nays: None. Abstain: None. Absent: Nourot. Vacant: Source Reduction Specialist)

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 submitted her candidacy to the Board of Supervisors (BOS) for the Recycling Processing Industry vacancy. The BOS approved her appointment and she is now serving as the Recycling Materials Processing Industry representative. Timothy Burroughs announced that due to Board member McKaughan's reappointment there is a vacancy in the Source Reduction Specialist category. We are advertising the vacancy on the agency website and staff will send a link to the website to share with the Boards' networks.

Mr. Burroughs provided an update regarding the return to in-person Board meetings. The Governor's order waiving certain requirements of the Brown Act is scheduled to expire on September 30 and unless there is an extension, the first in-person Board meeting will take place on Thursday, October 14. Staff is working on instituting safety protocols and outfitting the Board room to safely accommodate in-person meetings as well as allowing tele attendance for the public. Additionally, the Brown Act allows for Board members to attend meetings via teleconferencing with strict requirements for public noticing of the teleconference location. The Recycling Board Rules of Procedure allows for up to two Board members to teleconference at one time. Staff will keep the Board apprised of developments going forward.

Mr. Burroughs announced that the monthly topic brief highlights the agency's [Waste Prevention Grants](#). A link to the topic brief will be emailed to the Board. Jeff Becerra announced that ABC 7 featured a segment on Back-to-School Waste Reduction. The segment featured one of our staff, Cristian Aguilar, and City of Oakland staff and former StopWaste staff, Rebecca Parnes. A link to the segment is available here: [Back-to-School-Recycling](#). A link will be emailed to the Board as well.

VIII. ADJOURNMENT

The meeting adjourned at 5:04 p.m.