

**DRAFT**

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

**Thursday, December 9, 2021**

**7:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Darby Hoover called the meeting to order at 7:03 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, President  
Dan Kalb, ACWMA  
Chiman Lee, Recycling Programs  
Laura McKaughan, Recycling Materials Processing Industry  
Dave Sadoff, ACWMA  
Francisco Zermeño, ACWMA  
Matthew Zimbalist, Source Reduction Specialist  
Vacant, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Meri Soll, Senior Program Manager  
Arliss Dunn, Clerk of the Board  
Adrienne Ramirez, Assistant Clerk of the Board  
Farand Kan, Deputy County Counsel

**Others Participating:**

Elizabeth Carrade, City of Albany  
Preston Jordan, City of Albany  
ZeeLaura Page, City of Pleasanton  
Michelle Sung, City of Dublin  
Shannon Young, City of Dublin  
Jason Chan, Crowe Horwath LLP  
Mendi Julien-Darting, Crowe Horwath LLP

**III. ANNOUNCEMENTS BY THE PRESIDENT**

President Hoover thanked staff for the holiday cookie delivery.

#### **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 Joint WMA, EC & RB Minutes of November 17, 2021**
- 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**  
Adopt Resolution #RB 2021-04.
- 3. 2022 Meeting Schedule**  
Adopt the 2022 Meeting Schedule.
- 4. Board Attendance Record**
- 5. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Cox made the motion to approve the Consent Calendar and Board member McKaughan seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño, Zimbalist. Nays: None. Abstain: None. Absent: None. Vacant: Solid Waste Industry Representative)

#### **VI. REGULAR CALENDAR**

##### **1. Election of Officers for 2022 (Arliss Dunn)**

Elect Officers for 2022.

Clerk Arliss Dunn presented the item. A link to the staff report is available here: [2022-Election-Officers.pdf](#). The board elected to continue the tradition of moving the First and Second Vice Presidents forward and to nominate a Second Vice President. Board member Cox nominated Board member Kalb to serve as Second Vice President. There were no other nominations. There were no public comments on this item. Board member Cox made the motion to elect the slate of officers for 2022: Zermeño, President; McKaughan, First Vice President; and Kalb, Second Vice President. Board member Zermeño seconded, and the motion carried 10-0. The Clerk called the roll.

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño, Zimbalist. Nays: None. Abstain: None. Absent: None. Vacant: Solid Waste Industry Representative)

##### **2. Expenditure Plan Approvals for Accumulated Measure D Funds (Meri Soll)**

Staff recommends that the Recycling Board approve the Expenditure Plans submitted by the cities of Albany, Dublin and Pleasanton and find that they are eligible to continue receiving quarterly per-capita disbursements from the Recycling Fund through June 30, 2024, while they spend their Measure D funds according to their latest Expenditure Plans.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Exp-Plan-Memo.pdf](#). An audio link to the discussion is available here: [Exp-Plan-Discussion](#). Staff from the cities of Albany, Dublin, and Pleasanton were present to answer any questions. Additional time was provided for discussion and clarifying questions.

Board members Sadoff and Zermeño expressed concern about jurisdictions not expending the funds and reiterated their direction to Agency staff to assist the cities with meeting the goals as outlined in the expenditure plans. Board member Jordan, City of Albany, thanked the board for considering the expenditure plan for the City of Albany and commented regarding the city's upcoming lease with BigBelly Bin Systems. The city uses the Bigbelly system in commercial districts and parks, and hopefully there will be lessons learned that can be promulgated in other jurisdictions that are interested in those technologies. There were no other public comments on this item.

Board member Carling motioned to approve the staff recommendation and Board member Zermeño seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño, Zimbalist. Nays: None. Abstain: None. Absent: None. Vacant: Solid Waste Industry Representative)

### **3. Five-Year Programmatic Audit – Award of Contract (Meri Soll)**

Authorize the Executive Director to amend the current Crowe LLP financial audit contract of \$89,682.50 by \$42,000 (for a not to exceed amount of \$131,682.50) to perform the Measure D required programmatic audit for Fiscal Years 16-17 to 20-21.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [5-Year-Prog-Audit.pdf](#). An audio link to the discussion is available here: [5-Year-Prog-Audit-Discussion](#). Staff from Crowe Horwath LLP were present to answer any questions. Additional time was provided to the board for discussion and clarifying questions. Board member Sadoff inquired if the contract was competitively bid. Ms. Soll stated that the financial audit portion of the contract was competitively bid and the programmatic audit met the Agency's sole source agreement requirements due to Crowe's expertise and unique knowledge of the Agency's role in the solid waste/recycling sector. There were no public comments on this item.

Board member Sadoff motioned to approve the staff recommendation and Board member Lee seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño, Zimbalist. Nays: None. Abstain: None. Absent: None. Vacant: Solid Waste Industry Representative)

## **VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Board member Carling mentioned that he had received an email from a local rancher offering their property for compost and carbon farming and directed them to contact Kelly Schoonmaker. Mr. Burroughs confirmed that the agency received the information and Ms. Schoonmaker is in contact with the rancher.

Mr. Burroughs thanked President Hoover for her service as President for 2021 and congratulated the new incoming officers.

## **VIII. ADJOURNMENT**

The meeting adjourned at 7:34 p.m.