I. CALL TO ORDER
President Francisco Zermeño 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
Chiman Lee, Recycling Programs
Dave Sadoff, ACWMA
Talia Wise, Solid Waste Industry Representative
Francisco Zermeño, ACWMA, President
Vacant, Source Reduction Specialist

Absent:
Laura McKaughan, Recycling Materials Processing Industry

Staff Present:
Timothy Burroughs, Executive Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Farand Kan, Deputy County Counsel

Other’s Participating:
Erick Nylund, Crowe, LLP
Jason Chan, Crowe, LLP

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 Joint PC&RB Minutes of January 13, 2022

2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361
   Adopt Resolution #RB 2022-03.

3. Board Attendance Record

4. Written Report of Ex Parte Communication

There were no public comments for the Consent Calendar. Board member Cox moved approval of the Consent Calendar and Board member Carling seconded. The motion carried 9-0. The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, Sadoff, Wise, Zermeño. Nays: None. Abstain: None. Absent: McKaughan. Vacant: Source Reduction Specialist)

VI. REGULAR CALENDAR

1. Rules of Procedure for Teleconferencing at Recycling Board Meetings (Timothy Burroughs)
   Adopt Resolution #RB 2022-04 to approve interim amendments to the Rules of Procedure to remove the limit on the number of Board members who may teleconference for Board meetings, and to start each of the five meetings held in the five supervisorial districts at 6pm. The interim amendments to the Rules of Procedure would be in effect until the end of calendar year 2022, at which time the Board would reevaluate and consider next steps.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: Teleconference-Rules-of-Procedure-memo.pdf. Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: Teleconference-Rules-of-Procedure-Discussion. Board members were unanimous in support of the proposed resolution and highlighted the positive impacts, such as reducing emissions and easier access for those with limited physical abilities. Farand Kan, County Counsel, confirmed that the proposed remote meeting procedures adheres to the requirements of the ADA (Americans with Disabilities Act) and the Brown Act.

Following the Board discussion and public comment period, Gwynn MacKellen submitted a comment to the public comment email portal in support of continuing with remote meetings for all members and the public as it makes participation more accessible and reduces commuting. A copy of the email will be attached as a matter of record. There were no other public comments.

Board member Kalb moved approval of the staff recommendation and Board member Havel seconded. The motion carried 9-0. The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, Sadoff, Wise, Zermeño. Absent: McKaughan, Vacant: Source Reduction Specialist)

2. Core Fund Balance and Reserve Analysis (Pat Cabrera)
   This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these newly developed models and advise the Boards of any
changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs provided an introduction to the item and Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: Fiscal-Forecast-Update-memo.pdf. Erick Nylund and Jason Chan, Crowe LLP, were present to answer questions. Ms. Cabrera acknowledged staff, Jennifer Luong, Financial Services Manager; Meghan Starkey, Senior Management Analyst; and Nisha Patel, Management Analyst, for their efforts in working with Crowe. Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: Fiscal-Forecast-Update-Discussion.

Board member Sadoff inquired if the Agency has a policy on reserves. Ms. Cabrera stated that the Agency does not have a formal policy on reserves, however, the Crowe report effectively serves that function as it outlines the minimum contingency (both fund balance and reserves) the Agency should maintain under several funding/expenditure scenarios, as well as provides the Board sufficient time to make financial/programmatic decisions. There were no public comments on this item. President Zermeño thanked staff for a very thoughtful and productive report and discussion.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR
Board member Cox announced that the city of San Leandro will host a party on March 21 to commemorate its 150th birthday. Other events will be hosted throughout the year. Board member Wise announced that Supervisor Nate Miley will be hosting a Virtual Statewide Conference on Illegal Dumping April 19-22. The conference will feature speakers from around the state. Board member Wise will provide more information to the Clerk to distribute to the Board.

Timothy Burroughs announced that the Recycling Board has a vacancy in the category of Source Reduction Specialist and asked the Board to submit any eligible candidates to the Clerk of the Board. A link to the announcement is available here. Mr. Burroughs announced that the 2nd round of grant funding was extremely popular and the Agency received requests from a variety of organizations. Staff will report back on the amount of funding requested and approved. Mr. Burroughs thanked the Board for their assistance in promoting the grant program. The Clerk of the Board announced that the April 14 regular meeting would not be held in lieu of a joint meeting of the WMA Board, Energy Council, and Recycling Board on April 27 at 3:00 p.m. The agenda will include a presentation of the proposed FY 2022/2023 annual budget.

VIII. ADJOURNMENT – to Wednesday, April 27, 2022
The meeting adjourned at 5:01 p.m.
I support continuing with remote meetings for all members and the public. It makes participation more accessible and reduces commuting.

Thank you,

Gwynn Mackellen