



MEMORANDUM TO: Community Advisory Committee
FROM: Roland Williams, General Manager
SUBJECT: April 13, 2005 Community Advisory Committee Meeting Minutes
DATE: April 14, 2005

On April 13, 2005 at 6:00 pm the Community Advisory Committee (CAC) met at the CVSD office. Roland Williams, General Manager and Noelle Hartshorn, Solid Waste Program Coordinator were also in attendance.

1. The meeting was called to order. No members of the public were in attendance.
2. General Manager Williams presented the committee member information. Lucille Lorge, a CAC member, contacted Manager Williams to inform him that she would not be able to attend the next three meetings; according to CAC guidelines, that would make her ineligible to sit on the committee. The committee discussed the possibility of categorizing absences as excused and not excused. After discussion, it was decided that Ms. Lorge will be notified that she will be welcome to remain on the committee if she would like.
3. The nomination of CAC officers, and how long the period of time for which they shall conduct the meetings, and the manner of rotating officers, was next discussed. The chair and co-chair will be expected to review upcoming CAC agendas and occasionally attend District Board meetings. The committee decided that the member information packets need to be distributed to all members and the members who show for the May 11th meeting will be the ones who cast ballots, as this was the date decided previously to be the date to vote.
4. Next discussed were the rules for conducting CAC meetings, provided by member Gary Wolff. He described them as informal, but hoped they would provide some structure to the meetings. It was suggested that the chairperson, when chosen, establish what meeting structure is to be followed. The committee decided they should be called "guidelines" rather than "rules".
5. The group roster was discussed; there are several changes to be made to member addresses, and the roster will be reissued after the changes are made.
6. Next, the 2005 CAC goals were discussed. Manager Williams stated he hopes the committee can help the District best articulate its message to the community. The District's Public Relations Committee has oversight of the CAC. The PR Committee does content review of the publications issued by the District, to ensure they are comfortable with the materials being created by staff, and also makes program recommendations. The CAC stated it shall make program

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recommendations in its monthly meetings and pull them into a set of recommendations to take to the Board.

7. The Community Grant money will be part of an action plan, with the CAC deciding on ground rules for its distribution to the community, broken into \$4,000-\$5,000 blocks. The committee will research ideas for the disbursement of the funds. They decided that there will be guidelines for the expenditures:
 - a. The money will be spent within CVSD.
 - b. The use will be tied to the District's mission statement.
 - c. It will be decided if the requirements will be focused on CVSD goals only or expanded to a broader spectrum.
 - d. Will the CAC be the only deciding factor on the use of funds, or will the committee solicit ideas from outside sources.
 - e. The money might possibly be used for groups which might promote a recycling concept such as reuse.

It might be possible that the money could be given out as one lump sum, but committee members agreed that the more groups, the more chance to get the message out; and the more exposure, the better.

8. Next for discussion were the recycling, greenwaste and garbage services provided by Waste Management of Alameda County (WMAC). Staff spoke about the various points of the refuse service, and about the carts and their set-out requirements. The split-bodied truck was also discussed. Staff also handed out photos of carts that had been overloaded, and explained how extra garbage should be handled by residents.
9. The household hazardous waste drop-off sites and their alternate days for collection were discussed.
10. Last discussed was the upcoming electronics waste drop-off to be hosted by the District in July. Staff gave committee members a handout about the background of e-waste recovery and recycling.
11. Committee members stated they would appreciate receiving a binder for the paperwork handed out at their CAC meetings. Staff will also prepare "goody bags" for the members to show them examples of products made of recycled material.
12. Meeting was adjourned at 8:00 p.m.

cc: Public Relations Committee