



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 3:40 PM with committee members Ellen Cheney, Gerhard Postpischil, and Gabrielle Malina. Bruce Westcott (General Manager), Cathleen Gent (Planning Analyst), Cassandra Hemenway (Outreach Manager), Brenna Toman (School Zero Waste Coordinator), and Carl Wilke (Operations Manager) also attended. Cathleen Gent took notes.

The Chair welcomed Gabriella Malina to the committee. Members and staff introduced themselves.

2. **Approve Meeting Minutes – February 15:** *Motion made by Ellen Cheney to approve the minutes, seconded by Gabrielle Malina. Voting in favor: Unanimous.*
3. **Organizational Session**
  - a. Appoint chair and vice chair: *Ellen Cheney nominated Lee Cattaneo as chair, seconded by Gabrielle Malina. Voting in favor: Unanimous. Lee Cattaneo nominated Ellen Cheney as vice-chair, seconded by Gabrielle Malina. Voting in favor: Unanimous.*
  - b. Set meeting day/time: The committee agreed to keep its regular meeting day and time, on the first Wednesday of the month, at 5 PM, right before the Board of Supervisors meeting. The POC will normally follow the Board monthly schedule, but will meet as needed in the summer. Lee Cattaneo reminded the POC that three members must participate in a meeting to have a quorum.
  - c. Review POC job description: Members offered a number of suggested changes, including changing the title to “Member Description” rather than “Job Description” and adding items to the list of responsibilities: 1) follow Roberts Rules of Order; 2) members should attend scheduled meetings, participating in person or by teleconference; and 3) members review materials, participate in committee deliberations and decision making. *Motion made by Gabrielle Malina, seconded by Gerhard Postpischil, to accept the POC member description and recommend acceptance to the Board of Supervisors. Voting in favor: Unanimous.*
4. **FY19 Program Plan Updates**
  - a. Outreach Program – Cassandra Hemenway reviewed the proposed changes to the FY19 Public Relations Outreach Plan and addendum documents. She highlighted new activities for the coming year. Committee members asked questions about the budget, which reflected the purchase of additional compost units to sell in response to the growing demand and retail cart products to be sold at the ARCC. The POC suggested minor changes. *Motion made by Ellen Cheney, seconded by Gabrielle Malina, to recommend the Outreach Program FY19 plan changes to the full Board, as amended. Voting in favor: unanimous.*
  - b. School Zero Waste Program – Brenna Toman reviewed the addendum to the FY19 School Zero Waste Plan. The addendum focuses on changes that will take place if CVSWMD receives two grants – a USDA grant and an EPA grant. The POC did not take any action on the addendum because, should the grants be awarded, review and formal approval by the full Board will be required.
  - c. Special Collections – Carl Witke reviewed the proposed changes to the FY19 Special Collections Program plan. The POC requested one minor change. *Motion made by Ellen Cheney, seconded by Gabrielle Malina, to recommend the Special Collections Program FY19 plan changes to the full Board, as amended. Voting in favor: unanimous.*
5. **Grants Program** – The POC then took up discussion about the Grants Program. Brenna Toman and Cathleen Gent reviewed proposed changes to two grant programs. The Grants Committee has reviewed these changes and voted to recommend the changes to the full Board.

- a. Lawrence Walbridge Reuse Fund Grant Program – Brenna Toman explained that the grant program proposed name is “Organizational Waste Reduction Fund Program” and that the program would allow for a wider range of waste reduction grant activities for more types of organizations than the original grant program. Lee Cattaneo provided background about why the LWRF grant program was established and suggested that reuse is an important activity that should be preserved in the revised grant program. The POC recommended that the name of the new program be revised to add the word “Reuse.” *Motion made by Ellen Cheney, seconded by Gabrielle Malina, to recommend the proposed changes to the full Board, with the addition of “Reuse” to the title. Voting in favor: unanimous.*
- b. Municipal Solid Waste Special Projects Grant Program – [Brenna Toman left at this time.] Cathleen Gent explained that this grant program predates the new Municipal Services Program (MSP) grant program. With the new MSP grant program in place, having two grant programs with similar names is confusing and the purpose is not clearly differentiated from the MSP grant program. With this in mind, staff proposed and the Grants Committee agreed to the steps of renaming the grant program and focusing it on emergency clean ups related to solid waste issues. The proposed grant program name is “Emergency Municipal Solid Waste Response Program.” Lee Cattaneo suggested that program funds should not be used for the clean up of a private property, where there is a responsible party which would include the property owner. *Motion made by Gabrielle Malina, seconded by Gerhard Postpischil, to recommend the proposed changes to the full Board, as amended. Voting in favor: unanimous.*

#### 6. FY19 Program Plan Updates (continued)

- d. ARCC Program Plan - Carl Witke reviewed the proposed changes to the ARCC Program FY19 plan. He discussed trends for income, ARCC users and volumes of materials for the first three quarters of FY18. He highlighted one set of changes related to an expedited process for adding low-volume small materials streams. The POC generally endorsed that concept with one change, namely that the POC Board have the right to reject a particular material. The POC also would prefer not to set a maximum number of materials per year. *Motion by Ellen Cheney, seconded by Gabrielle Malina, to recommend the proposed changes to the full Board, as amended. Voting in favor: unanimous.*

#### 7. Proposed Specific Fee Changes

Cathleen Gent reviewed the changes, including minor amendments. *Motion made by Ellen Cheney, seconded by Gerhard Postpischil, to recommend the proposed changes to the full Board, as amended. Voting in favor: unanimous.*

8. CY2017 SWIP Report – Cathleen Gent briefly presented highlights of the draft 2017 annual SWIP report, explaining that there is a two-step process – with the POC review, followed by a full Board review, before the report is sent to DEC before the end of June. The POC reviewed the document. Lee Cattaneo requested that item G7. Implement Variable Rate Pricing be revised by staff to include additional information about the next steps to work with haulers. *Motion by Ellen Cheney, seconded by Gerhard Postpischil, to forward the 2017 SWIP report to the Board, as amended. Voting in favor: unanimous.*

9. Adjournment – Due to time constraints, the POC did not discuss the Board strategic planning project or policies and procedures. *The POC adjourned at 5:30 PM.*



Respectfully submitted by Cathleen Gent