



MEMORANDUM TO: Community Advisory Committee
FROM: Staff
SUBJECT: July 13, 2005 Community Advisory Committee (CAC) Meeting Minutes
DATE: July 26, 2005

Present: General Manager Roland Williams and Solid Waste Intern Michelle Jeffery of the Castro Valley Sanitary District; CAC members Aileen Chong-Jeung, Robert Craig, Wanda Davis, Peter Fong, Anthony Graves, Lucille Lorge, Gail Waiters, and Gary Wolff.

Absent: Mary Hayashi, George Bae,.

1. ***[Call to Order]***
The meeting was called to order at 6:33 p.m. No members of the public were in attendance.
2. ***[Items from the Public]***
There were no items from the public.
3. ***[Minutes of June 8, 2005 and June 22, 2005 CAC Meetings]***
Minutes of the June 8, 2005 and June 22, 2005 CAC meetings were reviewed and approved by the Committee.
4. ***[Castro Valley Community Incentive Grant Allocation Action Plan]***
In preparation for the August 3, 2005 CAC special meeting, the process of scoring completed grant applications was discussed. It was determined that Committee members, using an evaluation form provided by District staff, would both score and rank applicants. An average would then be taken of the ranks, not the scores, assigned to each applicant, thus eliminating discrepancies between individual scoring styles. Following discussions of the top ranked applicants, a grant allocation recommendation would be determined. Staff explained that the public would receive a one week notice of the grant application deadline via press release to the Castro Valley Forum on July 20, 2005. Additionally, staff agreed to mail copies of completed Community Incentive Grant applications and evaluation forms to all CAC members by Friday, July 29, 2005. CAC decided that it is acceptable for families of Committee members to apply for the grant, however, the related CAC member must recuse him/herself from that application's review. No Community Incentive Grant applications had been received at the time of the meeting.

5. [Solid Waste Service Review and Program Recommendations]

A. Boulevard Garbage Cans

Item tabled until staff presents an in-depth summary of this item from which CAC may make recommendations for enhancements or modifications to the program.

B. Multi-Family Recycling Programs and Participation

Item tabled until staff presents an in-depth summary of this item from which CAC may make recommendations for enhancements or modifications to the program.

6. [Miscellaneous Comments from Committee and Staff]

A. CAC member release

The prolonged absence of member George Bae was brought the Committee's attention by Manager Williams. It was explained that the District has not been in contact with Member Bae since the first CAC meeting in March 2005 and that the process to replace Member Bae had begun. CAC concurred that the District and Committee should proceed with the release and replacement of Member Bae. Manager Williams agreed to telephone Member Bae as well as send him a letter stating the District's pending action.

B. CAC meeting minutes

The format of CAC meeting minutes was discussed. The Committee agreed that the minutes should include only comment summaries, actions and District staff obligations. Staff agreed to accommodate this modification.

C. Committee name

Discussion ensued regarding the name, "CAC". The Committee agreed that they would prefer to be called "Community Advisory Committee" or "C" "A" "C".

7. [Adjournment]

Meeting was adjourned at 7:10 p.m.

cc: Public Relations Committee