
North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

Meeting Minutes

*Friday, February 19, 2016
2:00 pm – 4:00 pm*

Richmond City Hall - Council Chambers | 440 Civic Center Plaza | Richmond, CA 94801

Members:

Dr. Henry Clark, **Chair** - NRMAC Representative: Unincorporated Area
Jovanka Beckles, **Vice Chair** - Richmond City Councilmember
Edwardo Martinez, Member - Richmond City Councilmember
John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member – Richmond City Councilmember
Beverly Scott, Member - NRMAC Representative: Unincorporated Area
VACANT SEAT – Richmond Incorporated Area Resident

Members Present:

Edwardo Martinez, Member - Richmond City Councilmember
Robert Rogers (Alternate) John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member – Richmond City Councilmember
Beverly Scott, Member - NRMAC Representative: Unincorporated Area

Meeting Agenda:

1. Welcome and Introductions.

Meeting called to order at 2:11. Martinez motioned to move item 7 to the top of the agenda. McLaughlin seconded the motion. Motion approved unanimously (4 Ayes).

7. *NOMINATE and ELECT Chairperson and Vice Chairperson pursuant to Committee Bylaws.*

Committee staff indicated that the last Chairperson nomination occurred two years ago on February 21st, 2014, and that the Committee Bylaws require the Committee to elect a Chairperson and Vice Chairperson every two years. Current Chairperson, Dr. Clark, and Vice Chairperson, Jovanka Beckles, have served two consecutive terms and the Bylaws state a member may serve no more than two consecutive full terms in each position unless otherwise authorized by a majority vote of the Committee.

McLaughlin moved to nominate Edwardo Martinez as the new chair and Beverly Scott as the new vice chair. Rogers seconded. Motion approved unanimously (4 Ayes).

2. Public Comment on any item not on the agenda (*not to exceed 3 minutes*)

There were two public speaker cards. The first speaker, Cordell, is a Richmond ESC member. Cordell advertised an upcoming competitive grant program informational meeting. The second speaker, Stephanie, represented The Artisan Hub. Stephanie spoke about an Artisan Hub initiative called Net Zero in Five. This program aims to make communities net zero over the course of 5 years. Stephanie informed the committee of alternative waste solutions that could be placed in north Richmond and hopes the committee would consider a new net zero waste facility.

3. *APPROVE* the June 12, 2015 Meeting Minutes.
Motion was moved to approve the June 12, 2015 minutes by Rogers. Motion seconded by Scott. Motion approved unanimously (4 Ayes)

5. *RECEIVE* the following reports:

- a. Committee Board Advisory Body Annual Report – 2015;
Staff provided an update to Committee members about 2015 accomplishments. Staff also informed the committee that the Mayor's office wants to have Annie King-Meredith represent the Incorporated North Richmond Resident seat. Paperwork needs to be processed and the Mayor's office still needs to take this to the city council before it is formally adopted.
- b. Tonnage & Revenue Update;
Staff informed Committee members of projected 2014/2015 revenue and actual 2014/2015 revenue, which was a surplus of \$13,840.66. Staff also provided an update of the 2015/2016 projected revenue. Actual 2015/2016 revenue to date shows an average surplus of \$979.79 per month, however staff informed the committee that these higher numbers are not entirely positive. A revenue spike in August has kept funds stable, but if the august report was similar to previous months, we would be in a deficit of roughly \$36,000.

Staff believes 2016/2017 projected revenue is also higher than expected and 2016/2017 will most likely end in a deficit. McLaughlin asked if we still had a shortfall this year even with the revenue spike. Staff indicated an expected deficit of \$18,000. McLaughlin asked how a deficit will impact the Committee. Staff informed committee members that the contingency line item is what will be impacted, and that the committee will have to decide on how much money to put in contingency to cover shortfalls. Martinez asked if shortfalls could be caused by better recycling programs. Staff said not necessarily, but that it could be one of many reasons.

- c. Expenditure Plan Strategy Implementation Update status reports;

Staff provided a summary update of data collected over the 2015 calendar year. Disposal voucher use had dropped 12%, however vouchers were not distributed for part of 2015. Total reported illegal dumping occurrences has increase 7%. Tons of trash disposed at neighborhood clean ups has decreased. Illegal dumping locations abated and tons of illegal dumps removed has increased. Staff noted the City and County Code Enforcement teams were doing excellent work. Staff also informed the committee that surveillance camera are in maintenance and will be operational in March. No cases were reported via cameras. Staff also informed Committee members that non-profits for Strategy 9 (Community Based Projects) and Strategy 12 (Community Garden Projects) have included final progress reports in the Implementation Update Status Report. Martinez requested that staff include the data percentages in the next expenditure plan. Staff said they will include data in the next plan.

- d. Summary Close-Out of Expenditures to date – 2013/2014 Expenditure Plan.

Staff informed committee members that \$31,656.50 is obligated funds for ongoing community based projects and Community Garden Projects. Staff also mentioned that \$14,272.25 had already been spent in the prior fiscal year under Strategy 9, which leaves a new strategy 9 balance of \$41,190.40. Staff explained to the committee that there is a \$12,451.67 deficit under Strategy 8 (Community Services Coordinator) because expenditures were higher than what was budgeted. Staff requested that committee allow staff to use contingency funds to offset deficit under Strategy 8. Martinez motioned to direct staff to make the necessary amendments so that the budget can be cleaned out. McLaughlin seconded. Motion approved unanimously (4 ayes). Staff closed by discussing unobligated rollover funds that will be rolled over into the 2016/2017 budget.

5. *RECEIVE* Tonnage Revenue Projections data and *PROVIDE* direction to Committee Staff about the proposed development of the 2015/2016 Expenditure Plan.

Staff updated committee members of the 2016 projected revenue and 2014/2015 unobligated funds available for the 2016/2017 Expenditure Plan. Staff provided committee members two 2016/2017 budgets scenarios. Scenario 1 is no change to the current 2015/2016 budget. Scenario 2 is the same for all strategies except for a \$425.00 increase to the bulky item strategy and only \$50,000 in the contingency. Each scenario has additional funds available for Committee members to recommend on how distribute for the 2016/2017 Expenditure Plan.

Staff expects a deficit of \$48,000 at the end of the 2015/2016 fiscal year. Staff recommended at least \$60,000 in the contingency to be safe. McLaughlin asked about the additional funds available. Staff informed members that this money was funds from previous strategies that wasn't spent that can now be allocated into new strategies or put into the contingency budget. Rogers stated that scenario 1 is the more fiscally conservative and that the additional funds available could be used towards strategies 9 & 12. Martinez clarified that scenario 1 is more conservative because of the high amount in the contingency budget. Scott asked if money can be reallocated half way through the year once we have more data on actual revenue. Staff recommended budgets be completed on fiscal year cycles and not reevaluated halfway through the year. Rogers wanted to confirm that \$50,000 would be enough for the expected deficit. Staff informed committee that it could but that \$60,000 would be a more comfortable cushion.

McLaughlin recommended we utilize scenario 2 and put \$10,000 from the \$37,171.26 additional available funds into the contingency and that the remaining 27,171.26 be placed in other strategies. Staff recommended it would be better to place the remaining 27,000 in strategies 9 or 12 to support non-profit funding. Staff informed members that they didn't have to decide, but that they do need to provide direction. McLaughlin motioned to utilize scenario 2, add 10,000 of the additional funds available to raise the contingency to \$60,000 and the remaining \$27,171.26 additional funds available be added into the community based projects strategy. Rogers seconded. Motion approved unanimously (4 Ayes)

6. *RECEIVE* Request For Proposal scorings and *PROVIDE* direction to Committee Staff about which organizations to fund under Strategies 9 & 12 for the 2016/2017 Expenditure Plan.

Staff advised the committee that an RFP for strategies 9 and 12 was released, which was requested by the committee at their meeting in February 2015, to select non-profits for funding for the 2016/17 fiscal year Expenditure Plan. Staff referred to the printout that scores all the proposals for strategies 9 and 12 and informed members that 7 proposals for each strategy were submitted and scored by Committee staff. Staff went over each proposal on the scoring sheet and explained the status of each non-profit. One applicant, Men and Women of Valor, did not have an active 501(c)(3) status when the proposal was submitted. Scott asked how proposals were submitted and what the stance on accepting late proposals is. Staff informed members it was through email and that in the past this committee has approved late submittals. Martinez noted that if the 501(c)3 status was not active that it would not be wise to approve funding for a non-profit that doesn't have an active 501(c)(3) status. Rogers was grateful for the scoring sheet and wanted to know if this was the time to discuss which nonprofits should be awarded funding. Staff informed committee they could, however they could also review the proposals over the next few months and decide in the May meeting.

Staff informed members we only have till 4 pm and there are three speakers for this item. Speaker one, Pam Bilbo, from Men and Women of Valor, spoke about her 501(c)(3) status and believes it is currently active. The second speaker, Luis Chaves, urban tilth representative, wanted to clarify that Love Your Block is the applicant organization for the lavender farm and Urban Tilth is only the fiscal agent. The third speaker, City of Richmond staff, Rochelle monk, spoke after Chaves to inform the committee that the city of Richmond is the applicant for the tool lending library and lavender garden and that the fiscal agent for both would be Urban Tilth.

Martinez wanted clarification on how the love your block grant and mitigation fee would work in parallel. Monk explained that the lavender farm and tool lending library would be receiving dual funding from both the Mitigation Fee Committee and Cities of Service Grant.

Martinez noted there were no more speakers and Committee members and moved on to review strategy proposals. Committee members deliberated over Men and Women of Valor's suspended 501(c)(3) status and general rules regarding late submission. Staff indicated they could extend the deadline from 5pm to 11:59pm for future requests. Committee members indicated that change be made. Martinez suggested reviewing strategy 12 proposals and returning to strategy 9 after.

Members reviewed strategy 12 and Scott opened by saying this funding's purpose is to support existing neighborhood gardens. Committee members identified the existing gardens, which include Urban Tilth, CURME & Davis Chapel. Members voiced concern that neither the two Davis Chapel applications, nor the Contra Costa Service Integration Team proposal pertain to garden projects. Representatives from each non-profit organization were asked to provide clarification regarding their proposals. Davis Chapel representative, Anne King-Meredith said the Art and Math program is to beautify the existing garden. King-Meredith said the classes and signage would benefit the garden by teaching residents about keeping north Richmond clean. Members did not see the nexus between the proposals and strategy 12. King-Meredith continued to explain that the program would focus on maintaining the garden through art and math programs. Members thanked King-Meredith and said they started to understand the proposal. SIT's representative mentioned that they were a previously funded garden. Rogers indicated the challenge is limited funding and the number of projects requesting funds. Members asked North Richmond how this garden project would differ from the North Richmond Green Project. Carla, said the difference would be to hire residents on a stipend basis to ensure residents are provided jobs. Scott asked if this was an existing garden previously funded by the mitigation fee committee. Neighborhood House indicated that it was not previously funded. McLaughlin thought that previously funded gardens should receive a majority of funding. Scott stated we should eliminate Lavender farms. McLaughlin agreed and said the two Davis Chapel proposals should be combined into one. Committee members continued to deliberate about funding allocations. McLaughlin stated Neighborhood House already receives funding. Martinez stated that's another strategy/project. Rogers motioned to take 5,000 from the available additional 27,171.26 to increase strategy 12's budget to \$55,000 and provide \$15,000 to CURME, Neighborhood House & Urban Tilth and \$5,000 to Davis Chapel and SIT. Scott mentioned that Davis Chapel is one of our existing gardens and Neighborhood House is not.

Rogers restated the Motion to fund both CURME & Urban Tilth \$15,000 each, Neighborhood House & Davis Chapel \$10,000 each, and \$5000 to SIT. Scott Seconded. Motion approved unanimously. (4 Ayes)

8. *Receive Presentation(s)* – Verbal update(s) about mitigation funded strategies from the Community Services Coordinator and others.

Due to time constraints, staff advised that presentations could be given at the next meeting. Martinez then called the meeting to close.

9. *ADJOURN* to next regularly scheduled meeting – Friday, May 27th 2016 (2pm – 5pm).

Martinez called the meet to close at 4:00pm.