

Programs & Administration Committee

Dianne Martinez, **Chair**
City of Emeryville

Melissa Hernandez, **Vice Chair**
City of Dublin

David Haubert, County of Alameda

Trish Herrera Spencer, City of Alameda

Preston Jordan, City of Albany

Susan Wengraf, City of Berkeley

Jenny Kassan, City of Fremont

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Jaime Patiño, City of Union City

Timothy Burroughs, Executive Director

AGENDA
ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE

Thursday, May 12, 2022

9:00 A.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19.

This meeting will be held entirely by teleconference. All Board members, staff, and the public will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the recent amendments to the Ralph M. Brown Act suspending certain teleconference rules due to the ongoing state of emergency and state and local health officials recommendations to maintain social distancing. The purpose of these amendments was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public and staff who are not presenting an item may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the Webinar ID: 815 1139 7336
2. Using the [Zoom](#) website or App and entering meeting code 815 1139 7336

Board members and any other individuals scheduled to speak at the meeting will be sent a unique link via email to access the meeting as a panelist. All Board members MUST use their unique link to attend the meeting. During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than 5:00 p.m., Wednesday, May 11, 2022. The public may also comment during the meeting by sending an e-mail to publiccomment@stopwaste.org prior to the close of public comment on the item being addressed. Each e-mail will be read into the record for up to three minutes.

In accordance with the Americans with Disabilities Act and the recent amendments to the Ralph M. Brown Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

I. CONVENE MEETING

II. ROLL CALL OF ATTENDANCE

III. PUBLIC COMMENTS

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes unless a shorter period of time is set by the Chair.

Page IV. CONSENT CALENDAR

1 1. Approval of the Draft Minutes of April 14, 2022

5 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

Adopt Resolution #PA 2022-06.

V. REGULAR CALENDAR

9 1. *RE:Source* Update and Campaign Launch (Robin Plutchok)

This item is for information only.

VI. MEMBER COMMENTS

VII. ADJOURNMENT – to June 9, 2022 at 9:00 a.m.

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed Board meeting.

DRAFT

**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, April 14, 2022

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda

City of Albany

City of Berkeley

City of Dublin

City of Emeryville

City of Fremont

City of Newark

Oro Loma Sanitary District

City of Piedmont

City of Pleasanton

City of Union City

David Haubert

Preston Jordan

Susan Wengraf

Melissa Hernandez, Vice Chair

Dianne Martinez, Chair

Jenny Kassar

Mike Hannon

Shelia Young

Jen Cavanaugh

Jack Balch

Jaime Patiño

Absent:

City of Alameda

Trish Herrera Spencer

Staff Present:

Timothy Burroughs, Executive Director

Pat Cabrera, Administrative Services Director

Jeff Becerra, Communications Manager

Justin Lehrer, Operations Manager

Adrienne Ramirez, Assistant Clerk of the Board

Arliss Dunn, Clerk of the Board

I. Convene Meeting

Chair Dianne Martinez called the meeting to order at 9:01 a.m. Timothy Burroughs explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

II. Public Comments

There were no public comments on the remote call and no public comments were received via the public comments email address.

III. CONSENT CALENDAR

1. Approval of the Draft Minutes of March 10, 2022

DRAFT

2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 Adopt Resolution PA #2022-05.

There were no public comments for the Consent Calendar. Board member Jordan moved approval of the Consent Calendar and Board member Patiño seconded. The motion carried 11-0. The Clerk called the roll:

(Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: None. Abstain: None. Absent: Spencer)

IV. REGULAR CALENDAR

1. Revisions to the Agency's Purchasing Policy (Timothy Burroughs & Pat Cabrera)

That the Programs and Administration Committee approve the revised purchasing policy and forward to the WMA Board for adoption.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Purchasing-Policy-Update-memo.pdf](#). Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Purchasing-Policy-Discussion](#).

Board member Hannon asked that going forward staff include StopWaste in the comparative list of agencies listed in the attachment to the memo in order to make the information more clear and easier to review. Board member Hannon asked for an example of what would constitute an emergency that would trigger emergency authorization of spending, and to also include language in the policy that would require the Executive Director to notify the President of the Board of the need to expend emergency funds. Ms. Cabrera stated that an example of an emergency could be a natural disaster that compromises the safety or health of employees and the workplace. Ms. Cabrera added regarding the requirement to notify the Board, the policy currently states that the Executive Director must advise the Board of these (emergency) expenditures and any budgetary impacts within a reasonable time period. There were no public comments on this item.

Board member Hannon moved approval of the staff recommendation to forward the item to the WMA Board for consideration and adoption. Board member Balch seconded, and the motion carried 11-0. The Clerk called the roll. (Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: None. Abstain: None. Absent: Spencer)

V. MEMBER COMMENTS

Mr. Burroughs announced the StopWaste Efficiency Awards Event will be held at the June 9, 2022 Recycling Board meeting at 4:00 p.m. The event honors Alameda County businesses, nonprofits, multifamily properties, and institutions including public and private schools whose continuous efforts to improve environmental performance and waste reduction have achieved outstanding results. The award categories are: Waste Prevention and Reuse, Recycling and Composting, Recycled Content Market Development, and Energy Efficiency and Electrification. Nominations are due on April 25, 2022. Please reach out to staff if there are any questions.

DRAFT

Board member Balch commented that with recent home turnover in the region StopWaste should highlight our home composting programs. Mr. Burroughs stated that staff has been having similar conversations regarding increasing outreach and information on home composting and reducing contamination in the organics bin.

Board member Young thanked StopWaste staff, Michelle Fay, for attending the Oro Loma Sanitary Districts' new cart roll out event. The carts will feature embedded signage, provided by StopWaste, as well as a link to the StopWaste website where people can access the information in additional languages.

VI. ADJOURNMENT – to May 12, 2022 at 9:00 a.m.

The meeting adjourned at 9:29 a.m.

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DATE: May 12, 2022

TO: Programs & Administration Committee

FROM: Timothy Burroughs, Executive Director

SUBJECT: Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

SUMMARY

On September 16, 2021, the Governor signed into law as an urgency measure, AB 361 (Rivas), which allows local legislative bodies to continue to meet by teleconference in order to promote public health and safety, subject to certain conditions, which must be reconsidered every 30 days. At its May 12, 2022, meeting, the Programs & Administration Committee will consider a resolution to approve and direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed.

DISCUSSION

In light of the continued state of emergency declared by the Governor related to COVID-19, state and local officials have imposed or recommended measures to promote social distancing. This direction from state and local health officials is based on the increased safety protection that social distancing provides as one method to reduce the risk of COVID-19 transmission.

The state of emergency and associated direction from state and local health officials to promote social distancing continues to impact the ability for the Programs & Administration Committee to meet safely in person. The direction from public health officials that informs the findings in the attached resolution has not changed. Therefore, staff recommends that the Committee approve the attached resolution to direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed. The Committee will need to revisit the need to conduct meetings remotely at least every 30 days following adoption of the attached resolution.

RECOMMENDATION

Adopt resolution #PA 2022-06.

Attachment: Programs & Administration Committee Resolution #PA 2022-06

**PROGRAMS & ADMINISTRATION COMMITTEE
RESOLUTION #PA 2022-06**

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 12, 2022

WHEREAS, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

WHEREAS, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

WHEREAS, the Programs & Administration Committee has considered the current state of health guidance related to public meetings in Alameda County and finds it necessary to continue with remote meetings to promote public health and safety.

NOW THEREFORE BE IT RESOLVED, that the Programs & Administration Committee approves and directs the continued use of teleconferencing for its public meetings based on the following findings required by Government Code Section 54953(e), as amended by AB 361:

- The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
- State and local officials have imposed or recommended measures to promote social distancing. For example, on September 23 the Alameda County Health Care Services Agency Director recommended social distancing at all meetings of the Board of Supervisors and its committees. This recommendation is consistent with the Division of Occupational Safety and Health of California's (Cal/OSHA) Emergency Temporary Standards, which require employers to train and instruct employees that the use of social distancing helps combat the spread of COVID-19 (8 Cal. Code Regs. 3205(c)(5)(D).).
- The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the Program & Administration Committee's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
- The Committee anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Committee meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains in effect and the Committee desires to continue remote public meetings.

BE IT FURTHER RESOLVED, that:

1. Programs & Administration Committee meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, to better ensure the health and safety of the public.
2. The Programs & Administration Committee will reconsider the circumstances of the state of emergency and the need to conduct meetings remotely at least every 30 days following adoption of this resolution.
3. If the Committee determines the need still exists at each 30-day mark, the determination will be ratified by a vote of the Committee documented in the minutes of that meeting.

Passed and adopted this 12th day of May 2022 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

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DATE: May 12, 2022

TO: Programs & Administration Committee

FROM: Robin Plutchok, Program Manager

SUBJECT: *RE:Source* update and campaign launch

SUMMARY

In April 2020, StopWaste's new online search guide *RE:Source* was unveiled at the WMA meeting, in celebration of the 50th Anniversary of Earth Day. The *RE:Source* guide was developed in-house with features focused on the needs of Alameda County. At the May 12 Programs & Administration Committee meeting, staff will share *RE:Source*'s many recent updates and enhancements that support Member Agency programs, and a preview of the upcoming advertising campaign.

DISCUSSION

StopWaste strives to provide a high level of customer service and interaction with residents, businesses and schools in Alameda County. This includes serving as a resource to community members to make it easy to access information on proper disposal of items and to maximize the benefits of compost, reuse, repair and recycling while minimizing contamination from items going in the wrong bin.

RE:Source is built with the current industry standard of "agility" and with our in-house staff we are able to quickly update the tool and data. Since its launch, *RE:Source* has undergone continual improvements in functionality and results, including:

- Updating curbside services information for all Alameda County jurisdictions
- Continual updating of the nearly 3000 service vendors
- Integrating jurisdictional curbside data and vendors from former *RecycleWhere?* partners City of Palo Alto and Contra Costa County
- Creating messaging guide for Member Agencies to integrate the tool onto jurisdiction websites and promote in newsletters and communications
- Compiling and integrating list of [Food Recovery Organizations and Services](#) to meet SB1383 requirements
- Integrating information on illegal dumping reporting as part of curbside services
- Partnering with California Product Stewardship Council (CPSC) to update textile services vendors and add information (in progress)
- Doubling monthly users, sessions and pageviews in the past year

- Creating additional Materials Fact Sheets and tools for external and internal use

This May, StopWaste is launching a targeted data-driven media advertising campaign to promote the *RE:Source* guide and app. At the May 12 meeting, staff will provide an overview of the ad campaign and recent enhancements to *RE:Source*. Staff will also provide sample social media and e-newsletter content to help Board Members promote the *RE:Source* guide in your communities.

RECOMMENDATION

This item is for information only.