

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, June 9, 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: 885 9565 2577
2. Using the [Zoom](#) website or App and entering meeting code 885 9565 2577

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, June 8, 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 May 12, 2022

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

Adopt Resolution #PA 2022-07.

V. REGULAR CALENDAR

7 1. Election of Chair and Vice Chair (Timothy Burroughs)

That the Programs and Administration Committee elect a Chair and Vice Chair for the period July 1, 2022-June 30, 2023.

9 2. Alameda County Materials Flow Map (Meghan Starkey & Emily Alvarez)

This item is for information only.

VI. MEMBER COMMENTS

VII. ADJOURNMENT – to July 14, 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, May 12, 2022

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda

City 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

Trish Herrera Spencer

Preston Jordan

Susan Wengraf

Melissa Hernandez, Vice Chair

Dianne Martinez, Chair

Jenny Kassar

Mike Hannon

Shelia Young

Jen Cavanaugh

Jack Balch

Jaime Patiño

Staff Present:

Timothy Burroughs, Executive Director

Pat Cabrera, Administrative Services Director

Jeff Becerra, Communications Manager

Alma Freeman, Program Manager

Robin Plutchok, Program Manager

Jeanine Sidran, Program Services Specialist

Arliss Dunn, Clerk of the Board

I. Convene Meeting

Chair Dianne Martinez called the meeting to order at 9:00 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 #2022-06.

There were no public comments for the Consent Calendar. Board member Wengraf moved approval of the Consent Calendar and Board member Jordan seconded. The motion carried 10-0-1 for Item III-1 and 11-0 for Item III-2). The Clerk called the roll:

(Ayes: Balch, Cavanaugh, Hannon, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: None. Abstain: Spencer (Item III-1). Absent: Haubert)

IV. REGULAR CALENDAR

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

This item is for information only.

Timothy Burroughs introduced the item and acknowledged staff overseeing the project: Robin Plutchok, Chris Ross, Alma Freeman, and Jeanine Sidran. Robin Plutchok provided an overview of the of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [RE:Source-Update-memo.pdf](#)

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [RE:Source-Update-Discussion](#). The Committee was pleased with the usability of the platform and the variety of resources provided to the public. Ms. Plutchok stated that staff will be providing a media toolkit to the Board to share with their network of family, friends, and constituents. Chair Martinez congratulated staff on an exciting campaign and an informative presentation and stated that she is looking forward to receiving the materials and sharing them with her community. There were no public comments for this item.

V. MEMBER COMMENTS

Mr. Burroughs informed the Committee that he would continue to keep the Committee updated regarding timeline of a possible future in-person meeting.

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

The meeting adjourned at 9:36 a.m.



DATE: June 9, 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 June 9, 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 2022-07.

**PROGRAMS & ADMINISTRATION COMMITTEE
RESOLUTION #PA 2022-07**

**MOVED:
SECONDED:**

AT THE MEETING HELD JUNE 9, 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 9th day of June 2022 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

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DATE: June 9, 2022

TO: Programs & Administration Committee

FROM: Timothy Burroughs, Executive Director

SUBJECT: Election of Chair and Vice Chair

SUMMARY

Consistent with the WMA Board Rules of Procedure, the Chair and Vice Chair of the P&A Committee shall be elected at the regular meeting of the Committee in the month of June each year.

DISCUSSION

According to Section 5-4 of the WMA Rules of Procedure: "The officers of the P&A Committee shall be a Chair and Vice Chair who shall serve until the elections of their successors. Beginning in June 2018 the Chair and Vice Chair shall be elected at the regular meeting of the Committee in the month of June of each year. They shall be elected by a majority of the total authorized vote of the Committee and shall serve from July 1 through June 30 of the following year. Beginning July 1, 2018, no member may serve more than one term in the same leadership position on the P&A Committee within a two-year time frame. This does not limit a person who has served in one office for a year serving in a different office the following year (e.g., the Vice Chair in one year serving as the Chair the next year)."

Consistent with the practice employed by the Authority Board, the Committee may choose to advance the current Vice Chair to serve as Chair for the period July 1, 2022 - June 30, 2023. The Committee should also elect a new Vice Chair.

RECOMMENDATION

That the Programs and Administration Committee elect a Chair and Vice Chair for the period July 1, 2022 - June 30, 2023.

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DATE: June 9, 2022

TO: Programs & Administration Committee

FROM: Meghan Starkey, Senior Management Analyst
Emily Alvarez, Program Manager

SUBJECT: Alameda County Materials Flow Map

SUMMARY

At the June 9 Committee meeting, staff will demonstrate the interactive Materials Flow Map, which was developed by StopWaste to illustrate the flow of discarded materials within Alameda County after they are placed in carts or bins. The Flow Map supplements the information about solid waste management infrastructure that is included in the Countywide Integrated Waste Management Plan (CoIWMP).

DISCUSSION

Approved by the WMA Board in April 2020, the CoIWMP serves as a roadmap for solid waste management in Alameda County and is the primary tool to design programs that are countywide in scope and that complement and support the programs of individual jurisdictions. Among other topics, it contains detailed descriptions of facilities (landfills, transfer, and recovery facilities) and jurisdiction collection and processing programs, as well as documenting the flow of materials through the system. It also establishes goals, objectives, and policies to guide board decisions, programs, and annual budget.

In addition to the extensive detail required in the formal planning document, staff made elements of the CoIWMP accessible to the general public via the StopWaste website.

The Materials Flow Map provides high level details, as well as a visual representation of transfer and processing flows. It illustrates the complexity of the solid waste management system in Alameda County, directed primarily through solid waste and recycling franchises. The map can be found by searching “material flow” on StopWaste.org or through the following link:

<http://flowmap.stopwaste.co/>.

At the meeting, staff will provide a demonstration of functionality of the map, focusing on how the map shows information on member agencies, facilities, and streams (waste, recycling, and organics). In addition to demonstrating the utility of the map, staff will also discuss high level issues such as history of the facilities, locations, and challenges, as well as the impact of jurisdictions solid waste franchises.

RECOMMENDATION

This item is for information only.