

Melissa Hernandez, **Chair**  
City of Dublin

Susan Wengraf, **Vice Chair**  
City of Berkeley

David Haubert, County of Alameda

Trish Herrera Spencer, City of Alameda

Preston Jordan, City of Albany

Dianne Martinez, City of Emeryville

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, July 14, 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: 819 0135 8880
2. Using the [Zoom](#) website or App and entering meeting code 819 0135 8880

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, July 13, 2022. The public may also comment during the meeting by sending an e-mail to [publiccomment@stopwaste.org](mailto: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 June 9, 2022**

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

Adopt Resolution #PA 2022-08.

**V. REGULAR CALENDAR**

**9 1. StopWaste Schools Program Overview (Angelina Vergara)**

This item is for information only.

**VI. MEMBER COMMENTS**

**VII. ADJOURNMENT – to September 8, 2022 at 9:00 a.m.**

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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, June 9, 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 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

Jenny Kassan

Mike Hannon

Shelia Young

Jen Cavanaugh

Jack Balch

Jaime Patiño

**Absent:**

City of Emeryville

Dianne Martinez, Chair

**Staff Present:**

Timothy Burroughs, Executive Director

Pat Cabrera, Administrative Services Director

Justin Lehrer, Operations Manager

Jeff Becerra, Communications Manager

Alma Freeman, Program Manager

Meghan Starkey, Senior Management Analyst

Emily Alvarez, Program Manager

Adrienne Ramirez, Assistant Clerk of the Board

Arliss Dunn, Clerk of the Board

**I. Convene Meeting**

Vice Chair Melissa Hernandez 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 May 12, 2022

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

Adopt Resolution PA #2022-07.

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

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

### IV. REGULAR CALENDAR

#### 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.

Timothy Burroughs introduced the item. Vice Chair Hernandez opened the floor for nominations. Board member Hannon nominated Vice Chair Hernandez to serve as Chair and Board member Wengraf as Vice Chair for the period July 1, 2022 – June 30, 2023. There were no other nominations. Board member Young seconded the nomination and the slate of officers was approved by a vote of 11-0. There were no public comments on this item. Timothy Burroughs thanked outgoing Chair Martinez for her service in her absence and offered congratulations to the incoming Chair and Vice Chair.

The Clerk called the roll:

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

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

This item is for information only.

Timothy Burroughs introduced the item and provided an overview of the staff report. A link to the report is available here: [Materials-Flow-Map-memo.pdf](#). Meghan Starkey led the Committee through an interactive presentation of the Materials Flow Map. A link to the Materials Flow Map is available here: <http://flowmap.stopwaste.co/>. Ms. Starkey acknowledged Emily Alvarez for her efforts in updating the CoIWMP (Countywide Integrated Waste Management Plan). Ms. Starkey added that the Flow Map supplements the information about solid waste management infrastructure that is included in the CoIWMP. Additional time was provided to the Committee for discussion and clarifying questions. Board members encouraged staff to work to increase public awareness and understanding of the map. An audio link to the discussion is available here: [Materials-Flow-Map-Discussion](#)

There were no public comments on this item.

## **DRAFT**

### **V. MEMBER COMMENTS**

Board member Wengraf thanked the Committee for their confidence in her election as Vice Chair and looks forward to supporting the Chair. Chair Hernandez reminded the Committee that the August meeting will not be held due to the summer recess.

### **VI. ADJOURNMENT – to July 14, 2022 at 9:00 a.m.**

The meeting adjourned at 9:38 a.m.

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**DATE:** July 14, 2022

**TO:** Programs & Administration Committee

**FROM:** Timothy Burroughs, Executive Director

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

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## **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 July 14, 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 2022-08.

Attachment: Programs & Administration Committee Resolution #PA 2022-08

**PROGRAMS & ADMINISTRATION COMMITTEE  
RESOLUTION #PA 2022-08**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD JULY 14, 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 14<sup>th</sup> day of July 2022 by the following vote:**

**AYES:**

**NOES:**

**ABTAIN:**

**ABSENT:**

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**Arliss Dunn, Clerk of the Board**

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**DATE:** July 14, 2022

**TO:** Programs and Administration Committee  
Planning Committee/Recycling Board

**FROM:** Angelina Vergara, Program Manager

**SUBJECT:** StopWaste Schools Program Overview

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## **SUMMARY**

The StopWaste Schools Team provides K-12 students with environmental education programs that encourage and empower teachers, students, and their families to take action at school, at home and in their communities. Over the past two years, the Schools Team further developed opportunities to engage with schools throughout Alameda County both online and in-person, increasing access to StopWaste tools and resources. At the July 14 Recycling Board and P&A Committee meetings, the Schools Team will provide an overview of the services it provides, including supporting schools to comply with SB 1383 and advancing efforts to empower youth to reduce, reuse, and recycle materials that would otherwise go to the landfill.

## **DISCUSSION**

The StopWaste Schools Team engages youth throughout Alameda County to advance the “4Rs” – reduce, reuse, recycle, and rot (i.e., composting). Engaging youth at an early age in schools helps to empower future leaders with tools and resources to increase environmental sustainability and support waste reduction practices at home.

The Schools Team offers both in person and online opportunities for students and teachers to engage in waste prevention and reduction efforts. In spring 2022, after a year and a half of virtual programming, the Team relaunched in-person school programs, including transfer station field trips at Waste Management’s Davis Street Transfer Station. At these events, students, teachers, and chaperones learn about the waste stream and how they can take action to reduce waste individually and collectively at home, at school, and in their communities through upstream solutions.

The Schools Team has also relaunched in person activities such as “waste audits” at schools, which help classrooms analyze their school’s waste stream and opportunities for increased waste diversion. The Team also teaches students about the role of compost and healthy soils in producing healthy local food and sequestering greenhouse gas emissions.

The pandemic was also an opportunity for the Schools Team to develop hybrid learning approaches in order to increase access to its programming countywide. The Team offers virtual workshops, transfer station tours, and trainings for schools designed to help students, teachers, and their families understand the main sources of solid waste and simple things students can do in the classroom, the cafeteria, and at home to minimize waste and do proper sorting.

Importantly, the Schools Team also engages with administrators at the school district level, helping to incorporate the 4Rs into school operations and into school curriculum.

The Team's presentation will provide an overview of their services and approach to empowering youth and other members of the school community to become environmental champions and stewards.

## **RECOMMENDATION**

This item is for information only.