

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, October 13, 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 Brown Act, which was amended by AB 361, 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 may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the webinar id 895 7582 8466
2. Using the [Zoom](#) website or App and entering meeting code 895 7582 8466

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. Public comment is generally limited to three minutes per person for each agenda item. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than Wednesday, October 12, 2022 at 5:00 p.m. The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comment will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities Act and 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.

### **Page IV. CONSENT CALENDAR**

#### **1 1. Approval of the Draft Minutes of September 8, 2022**

#### **3 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361** Adopt Resolution #PA 2022-10.

### **V. REGULAR CALENDAR**

#### **7 1. Municipal Panel: SB 1383 Implementation (Meghan Starkey)** This item is for information only.

### **VI. MEMBER COMMENTS**

### **VII. ADJOURNMENT – to November 10, 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, September 8, 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 Newark

Oro Loma Sanitary District

City of Pleasanton

City of Union City

David Haubert

Trish Herrera Spencer

Preston Jordan

Susan Wengraf

Melissa Hernandez, Chair

Dianne Martinez, Chair

Mike Hannon

Shelia Young

Jack Balch

Jaime Patiño

**Absent:**

City of Fremont

City of Piedmont

Jenny Kassan

Jen Cavanaugh

**Staff Present:**

Timothy Burroughs, Executive Director

Pat Cabrera, Administrative Services Director

Justin Lehrer, Operations Manager

Alma Freeman, Communications Manager

Emily Alvarez, Program Manager

Miya Kitahara, Program Manager

Arliss Dunn, Clerk of the Board

**Others Present:**

Shannan Young, City of Dublin

Shayna Hirshfield-Gold, City of Oakland

**I. Convene Meeting**

Chair Melissa Hernandez called the meeting to order at 9:02 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.

## **DRAFT**

### **III. CONSENT CALENDAR**

- 1. Approval of the Draft Minutes of July 14, 2022**
- 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**

Adopt Resolution PA #2022-09.

There were no public comments for the Consent Calendar. Board member Hannon moved approval of the Consent Calendar and Board member Wengraf seconded. The motion carried 8-0. The Clerk called the roll:

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

### **IV. REGULAR CALENDAR**

- 1. Member Agency Climate Action Plan Support Update (Emily Alvarez)**

This item is for information only.

Timothy Burroughs introduced the item. Emily Alvarez provided an overview of the staff report and presented a PowerPoint presentation. Ms. Alvarez introduced Shayna Hirshfield-Gold, City of Oakland, and Shannan Young, City of Dublin. Ms. Hirshfield-Gold and Ms. Young presented an overview of their city's updated Climate Action Plans and how StopWaste support assisted in the development and implementation of those plans. A link to the staff report and the presentations are available here: [Climate-Action-memo.pdf](#)

The Board was provided additional time for discussion and for clarifying questions. An audio link to the discussion is available here: [Climate-Action-Discussion](#)

Chair Hernandez thanked staff and the presenters for the presentation and stated that she is pleased to see the collaboration between StopWaste and the cities and how the support from StopWaste is assisting the cities in developing and implementing their climate action plans. There were no public comments on this item.

### **V. MEMBER COMMENTS**

There were none.

### **VI. ADJOURNMENT – to October 13, 2022 at 9:00 a.m.**

The meeting adjourned at 9:56 a.m.



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**DATE:** October 13, 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 October 13, 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 2022-10.

**PROGRAMS & ADMINISTRATION COMMITTEE  
RESOLUTION #PA 2022-10**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD OCTOBER 13, 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 13<sup>th</sup> day of October 2022 by the following vote:**

**AYES:**

**NOES:**

**ABTAIN:**

**ABSENT:**

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**Arliss Dunn, Clerk of the Board**

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**DATE:** October 13, 2022

**TO:** Programs & Administration Committee

**FROM:** Meghan Starkey, Senior Management Analyst

**SUBJECT:** Municipal Panel: SB 1383 Implementation

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## **SUMMARY**

StopWaste staff periodically organize a panel of municipal staff to inform the Board of current policies and practices implemented by member agencies. In October, the topic will be local implementation of SB 1383, the Short-Lived Climate Pollutant Reduction Act.

The cities of Alameda, Albany, Fremont, and Livermore will discuss their various programs and approaches to meeting this mandate in their cities.

## **DISCUSSION**

After many years of planning, municipalities are now implementing SB 1383, which came into effect in January 2022. This law, which requires 75 percent diversion of organic material from landfills and recovery of 20 percent of surplus edible food for human consumption, has far reaching requirements and jurisdictions are the primary entities responsible for implementation. The requirements are meant to reduce methane from landfills, increase demand for organic materials such as compost and mulch, and minimize food waste by increasing food recovery and distribution.

Jurisdictions are in the implementation phase, including educating the community, monitoring compliance, increasing procurement of compost and mulch and recycled content products, reporting to the state, adjusting recycling and organic waste collections, and more. StopWaste is supporting its member agencies by assisting with ordinance development, compliance monitoring and enforcement, outreach and education, grants to food recovery organizations and other partners, and technical assistance.

At the October meeting, a panel of member agency staff will provide an update on implementation and next steps.

## **RECOMMENDATION**

This item is for information only.