

**APPROVED**

**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 Kassin

Mike Hannon

Shelia Young

Jen Cavenaugh

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**

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### 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.

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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.