

P&A Committee Members

Melissa Hernandez, **Chair**
City of Dublin

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

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Dave Sadoff, Castro Valley Sanitary District

Yang Shao, City of Fremont

Francisco Zermeno, City of Hayward

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Jeff Wang, City of Union City

Timothy Burroughs, Executive Director

AGENDA

**MEETING OF THE
PROGRAMS AND ADMINISTRATION
COMMITTEE (P&A)**

THURSDAY, MAY 11, 2023

9:00 A.M.

IN PERSON MEETING LOCATION:
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA

This meeting will be conducted in a hybrid model with participation both in-person and via teleconference:

Teleconference Location #1: Operations Services Department, Conference Room 1
3333 Busch Rd., Pleasanton, 94566

Teleconference Location #2: 1404 Le Roy Ave., Berkeley, CA

Teleconference Location #3: Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, CA

Teleconference Location #4: 227 Crocker Ave., Piedmont, CA

Teleconference Location #5: Zero Net Energy Center, 14600 Catalina St., San Leandro, CA

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the webinar id 890 4857 5493
2. Using the [Zoom](#) website or App and entering meeting code 890 4857 5493

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 noon, Wednesday, May 10, 2023.

The public may also comment by sending an e-mail to 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, 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 March 9, 2023

V. REGULAR CALENDAR

5 1. Revisions to the Grant Acceptance Policy (Timothy Burroughs & Pat Cabrera)

That the Programs and Administration Committee approve the grant acceptance policy and forward to the WMA Board for adoption.

11 2. Update on RE:Source Guide (Robin Plutchok)

This item is for information only.

VI. MEMBER COMMENTS

VII. ADJOURNMENT –TO JUNE 8, 2023 at 9:00 A.M.

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

Thursday, March 9, 2023

9:00 A.M.

***IN PERSON MEETING LOCATION:*
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA**

Members Present:

County of Alameda
City of Albany
City of Berkeley
Castro Valley Sanitary District
City of Dublin
City of Hayward
City of Fremont
City of Newark
Oro Loma Sanitary District
City of Piedmont
City of Pleasanton
City of Union City

David Haubert
Jennifer Hansen-Romero
Susan Wengraf
Dave Sadoff
Melissa Hernandez, Chair
Daniel Goldstein
Yang Shao
Mike Hannon
Shelia Young
Jen Cavanaugh
Jack Balch
Jeff Wang

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Justin Lehrer, Operations Manager
Alma Freeman, Communications Manager
Arliss Dunn, Clerk of the Board
Adrienne Ramirez, Assistant Clerk of the Board
Jeannie Pham, Program Services Specialist
Trevor Probert, Program Services Specialist

Others Participating:

Miriam Gordon

I. Convene Meeting

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 none.

III. CONSENT CALENDAR

1. Approval of the Draft Minutes of February 9, 2023

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

(Ayes: Balch, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Shao, Wang, Wengraf, Young. Nays: None. Absent: Goldstein. Abstain: None)

IV. REGULAR CALENDAR

1. Multi –Year Fiscal Forecast (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these newly developed models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Fiscal-Forecast-Update.pdf](#). Ms. Cabrera presented the findings of the fiscal analysis conducted by Crowe LLP. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera stated that the agency has already begun the process of analyzing potential future revenue scenarios and will present those options to the Board in the summer.

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#). Committee members thanked Ms. Cabrera for a very informative presentation and commended staff for their stewardship over the agency's finances and focus on long-range planning. There were no public comments on this item.

2. Disposable Food Service Ware Reduction and Reuse Ordinance (Justin Lehrer)

Staff recommends that the Programs and Administration Committee review and provide input on the draft model Disposable Food Service Ware Reduction and Reuse Ordinance.

Timothy Burroughs introduced the item and Justin Lehrer provided a summary of the staff report and presented a PowerPoint presentation. A link to the report and presentation is available here: [FSW-Ordinance-memo.pdf](#)

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [FSW-Ordinance-Discussion](#). Committee members stated their support for the model ordinance and expressed their encouragement for jurisdictions throughout the county to tailor and adopt the model ordinance. The Committee also raised the idea developing a set of countywide requirements to reduce single-use foodware and promote reusable foodware. Mr. Lehrer stated that staff would be happy to provide a presentation to any jurisdiction upon request. There were no public comments on this item.

3. Compost Hubs and StopWaste Environmental Educator Training (SWEET) (Jeannie Pham and Trevor Probert)

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert and Jeannie Pham presented an overview of

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Compost Hub and SWEET projects as well as highlighted the roles that partnerships play to contribute to a healthy community food system. A link to the staff report and the presentation is available here:

[Compost-Hubs-Sweet-Update.pdf](#)

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Compost-Hubs-SWEET-Discussion](#). Board member Balch stated that Pleasanton is rolling out its compost and mulch program. Board member Cavanaugh asked that staff provide information on how Board members can share the resources. There were no public comments on this item. The Committee thanked staff for an inspiring and informative presentation.

V. MEMBER COMMENTS

Board member Young stated that she is pleased to resume in person meetings and is looking forward to seeing other Board members in person. Board member Balch stated that Pleasanton is piloting the Owl Labs software system for hybrid meetings and is hoping that the Tri-Valley folks can partner to provide an alternate remote meeting location. Board member Cavanaugh suggested that StopWaste partner with the County as a conduit for disseminating StopWaste materials county-wide.

VI. ADJOURNMENT – TO APRIL 13, 2023 at 9:00 A.M.

The meeting adjourned at 10:45 a.m.

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DATE: May 11, 2023

TO: Programs and Administration Committee

FROM: Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director

SUBJECT: Revisions to the Agency's Grant Acceptance Policy

SUMMARY

At the May 11, 2023, Programs and Administration (P&A) Committee meeting, staff will recommend approval of revisions to the Agency's grant acceptance policy – specifically, increasing the Executive Director's acceptance authority from \$50,000 to \$100,000.

DISCUSSION

Resolution WMA 2010-03 authorized the Executive Director to accept grant awards up to \$50,000 without Board approval. This amount aligned with the Executive Director's authority at the time to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant per fiscal year. On April 27, 2022, the WMA Board raised the expenditure authorization limit to \$100,000. The purpose of this change was to increase operational efficiency by reducing the number of contracts/vendors the Board would need to preapprove, thus streamlining the contracting process. The same logic applies to the grant acceptance policy.

Staff recommends raising the grant acceptance policy from \$50,000 to \$100,000 to increase operational efficiency and so that it aligns with the Executive Director's authority to approve contracts, purchase orders, or other expenditure of funds. The Executive Director will still inform the Board of any grants or other types of external funding on a quarterly basis (see Attachment 3 for sample external funding report for the Board).

Accepting grants or other types of external funding also requires authorization to spend the funds which is why the Agency includes a miscellaneous grants project in the budget totaling \$300,000 as a placeholder to accept and expend these funds. Staff is not requesting changing this amount as it appears to be adequate at this time.

RECOMMENDATION

That the Programs and Administration Committee recommend that the WMA Board approve the grant acceptance policy.

Attachment 1: Grant Acceptance Policy resolution (redlined)

Attachment 2: Grant Acceptance Policy resolution (no redline)

Attachment 3: Grant Information Template (updated to reflect increased acceptance threshold)

ATTACHMENT 1

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

RESOLUTION # WMA ~~2023- 40-3~~

MOVED: ~~Santos~~
SECONDED: ~~Landis~~

AT THE MEETING HELD ~~FEBRUARY 24, 2010~~ MAY 24, 2023
POLICY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT GRANT AWARDS
NOT TO EXCEED ~~\$100,000~~ \$50,000 PER AWARD AND TO INCREASE CORRESPONDING
EXPENDITURES NOT TO EXCEED ~~\$100,000~~ \$50,000 PER AWARD

WHEREAS, the Alameda County Waste Management Authority has been the recipient of numerous grants which help further the mission of the organization, and

WHEREAS, Authority staff ~~have been~~ actively pursuing additional grant funding for a variety of programmatic activities, and

~~WHEREAS, Authority currently has no policy regarding the acceptance of grant monies which necessitates seeking Board approval for grant awards of any amount, and~~

WHEREAS, bringing forth each small grant awards for Board approval is impractical and inefficient, and

WHEREAS, the Executive Director's purchasing authority includes the ability to authorize budgeted contracts or expenditures up to \$ ~~100~~ 50,000 per contractor or vendor per fiscal year without separate Board approval, and

WHEREAS, authorizing a threshold for the acceptance of grants and other types of external funding consistent with the purchasing policy and in conjunction with corresponding expenditures will reduce administrative costs; and increase operational efficiencies, and

WHEREAS, the Programs and Administration ~~and Organization~~ Committee at its meeting held May 11, 2023 ~~February 3, 2010~~, reviewed and approved forwarding this resolution to the Authority Board for adoption.

NOW THEREFORE, BE IT RESOLVED, THAT:

1. The Executive Director or designee is authorized to accept grant awards, contracts and other forms of external funding, not to exceed \$ ~~100,000~~ 50,000 per ~~grant~~ award without separate Board approval.
2. The Executive Director is authorized to approve additional expenditures up to the ~~grant~~ award amount not to exceed \$ ~~100~~ 50,000 per award grant, if the approved budget includes an authorization to expend miscellaneous grants up to a specified amount and the sum total of miscellaneous grant spending does not exceed the amount authorized in the budget.
- ~~3.~~ The Executive Director is required to inform the Board of any such grants awards at on a quarterly basis, the next regularly scheduled Board meeting.

ADOPTED BY THE FOLLOWING VOTE:

AYES: ~~Carson, Green, Henson, Hildenbrand, Keating, Landis, Leider, Natarajan, Santos, Sullivan, West, Wile, Waespi, Wozniak~~

NOES: ~~None~~

ABSENT: ~~Freitas, Johnson, Quan~~

ABSTAINED: ~~None~~

~~Gary Wolff, Executive Director
Arliss Dunn, Clerk of the Board~~

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ATTACHMENT 2

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

RESOLUTION #WMA 2023-03

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 24, 2023

POLICY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT GRANT AWARDS NOT TO EXCEED \$100,000 PER AWARD AND TO INCREASE CORRESPONDING EXPENDITURES NOT TO EXCEED \$100,000 PER AWARD

WHEREAS, the Alameda County Waste Management Authority has been the recipient of numerous grants which help further the mission of the organization, and

WHEREAS, Authority staff actively pursue additional grant funding for a variety of programmatic activities, and

WHEREAS, bringing forth each small grant award for Board approval is impractical and inefficient, and

WHEREAS, the Executive Director's purchasing authority includes the ability to authorize budgeted contracts or expenditures up to \$100,000 per contractor or vendor per fiscal year without separate Board approval, and

WHEREAS, authorizing a threshold for the acceptance of grants and other types of external funding consistent with the purchasing policy in conjunction with corresponding expenditures will reduce administrative costs and increase operational efficiencies, and

WHEREAS, the Programs and Administration Committee at its meeting held May 11, 2023, reviewed, and approved forwarding this resolution to the Authority Board for adoption.

NOW THEREFORE, BE IT RESOLVED, THAT:

1. The Executive Director or designee is authorized to accept grant awards, contracts and other forms of external funding not to exceed \$100,000 per award without separate Board approval.
2. The Executive Director is authorized to approve additional expenditures up to the award amount not to exceed \$100,000 per award, if the approved budget includes an authorization to expend miscellaneous grants up to a specified amount and the sum total of miscellaneous grant spending does not exceed the amount authorized in the budget.

The Executive Director is required to inform the Board of any such awards on a quarterly basis.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAINED:

Arliss Dunn, Clerk of the Board

ATTACHMENT 3



Date:

TO: WMA Board or Energy Council

FROM: Timothy Burroughs, Executive Director

SUBJECT: Grants Accepted Under Executive Director Signature Authority

The Executive Director or designee is authorized to accept grants, contracts and other types of external funding not to exceed \$100,000 per award and to advise the Board of these awards on a quarterly basis. These awards are listed below.

Grants: (Add date range)

PROJECT NAME	AWARD AMOUNT	PROJECT TYPE/DESCRIPTION	BOARD

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DATE: May 11, 2023

TO: Programs & Administration Committee
Planning Committee/Recycling Board

FROM: Robin Plutchok, Program Manager

SUBJECT: Update on RE:Source Guide

SUMMARY

At the April 2020 WMA meeting in celebration of the 50th Anniversary of Earth Day, StopWaste staff introduced the new online search guide and app, RE:Source. The guide was developed in-house with features focused on giving Alameda County residents easy, searchable options for unwanted things through reuse, repair, recycling, and safe disposal.

DISCUSSION

The RE:Source guide is part of StopWaste's suite of resources and tools that help residents, businesses, and schools in Alameda County prevent waste and become better stewards of the environment. The guide allows users to search by location nearly 3,000 vendor options for reuse, repair, recycling, and safe disposal for items. RE:Source also serves as an educational tool featuring alerts and material facts sheets that maximize the highest and best use of materials while minimizing contamination from items going in the wrong bin. Since its launch, RE:Source has undergone continual improvements in functionality and results, including:

- Updating curbside services information for all Alameda County jurisdictions
- Creating messaging guide for Member Agencies to promote the tool
- Integrating list of [Food Recovery Organizations and Services](#) to meet SB 1383 requirements
- Integrating information on illegal dumping reporting as part of curbside services
- Partnering with California Product Stewardship Council (CPSC) to update textile repair options
- Launching a targeted media advertising campaign promoting RE:Source
- More than doubling monthly users, sessions, pageviews and session lengths in the past year
- Updating the user interface based on results of usability studies conducted by staff
- Ongoing ADA accessibility improvements
- New advertising creative focused on top searched materials of textiles and electronics, showing both donation, repair, and recycling options
- Promoting RE:Source via email in partnership with Waste Management to 80,000 Oakland customers

At the May 11 meetings, staff will provide an overview of the new ad campaign creative and recent enhancements to RE:Source, and discuss opportunities for Member Agency partnership and promotion.

RECOMMENDATION

This item is for information only.