

**P&A Committee Members**

Dave Sadoff, **Chair**  
Castro Valley Sanitary District

Jean Josey, **Vice Chair**  
City of Dublin

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Mark Humbert, City of Berkeley

Yang Shao, City of Fremont

Francisco Zermeño, City of Hayward

Matthew Jorgens, City of Newark

Ken Houston, City of Oakland

Rita Duncan, Oro Loma Sanitary District

Lorrel Plimier, City of Piedmont

Matt Gaidos, City of Pleasanton

Timothy Burroughs, Executive Director

## AGENDA

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

**THURSDAY, JUNE 12, 2025**

**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 3300 Capitol Avenue, Building A, Fremont, CA
- Teleconference location #2 806 Pierce Street, Albany, CA
- Teleconference location #3 City of Dublin, 100 Civic Plaza, Dublin, CA
- Teleconference location #4 22493 Bayview Avenue, Hayward, CA
- Teleconference location #5 2928 Linden Avenue, Berkeley, CA
- Teleconference location #6 Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, CA
- Teleconference location #7 123 Main Street, Pleasanton, CA
- Teleconference location #8 Newark City Hall, 37101 Newark Blvd. Conf Rm #1, Newark, CA
- Teleconference location #9 30065 Skylark Court, Hayward, 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 836 9080 8691
2. Using the [Zoom](#) website or App and entering meeting code 836 9080 8691

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, June 11, 2025.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comments 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 P&A Minutes of May 8, 2025

## V. REGULAR CALENDAR

### 3 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, 2025 - June 30, 2026.

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

This item is for information only.

## VI. MEMBER COMMENTS

## VII. ADJOURNMENT – TO P&A MEETING – JULY 10, 2025 AT 9:00 A.M.

DRAFT

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

THURSDAY, MAY 8, 2025

9:00 A.M.

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

**Members Present:**

City of Berkeley	Mark Humbert
Castro Valley Sanitary District	Dave Sadoff, Chair
City of Dublin	Jean Josey
City of Fremont	Yang Shao
City of Newark	Matthew Jorgens
City of Oakland	Ken Houston
Oro Loma Sanitary District	Rita Duncan
City of Piedmont	Lorrel Plimier
City of Pleasanton	Matt Gaidos

**Absent**

County of Alameda	David Haubert
City of Albany	Jennifer Hansen-Romero
City of Hayward	Daniel Goldstein

**Staff Present:**

Timothy Burroughs, Executive Director  
Alma Freeman, Communications Manager  
Justin Lehrer, Operations Manager  
Jeannie Pham, Program Manager  
Trevor Probert, Program Manager  
Arliss Dunn, Clerk of the Board

**I. Convene Meeting**

Chair Sadoff 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](#). Mr. Burroughs provided an overview of the rules and purpose for the Programs & Administration committee.

**II. Public Comments**

There were none.

**III. CONSENT CALENDAR**

**1. Approval of the Draft Minutes of March 8, 2025**

## DRAFT

There were no public comments for the Consent Calendar. Board member Josey moved for approval of the Consent Calendar. Board member Duncan seconded, and the motion carried 9-0. The Clerk called the roll.

(Ayes: Duncan, Gaidos, Humbert, Jorgens, Josey, Plimier, Sadoff, Shao. Nays: None. Absent: Goldstein, Houston, Haubert, Hansen-Romero. Abstain: None)

### IV. REGULAR CALENDAR

#### 1. Compost Partnerships with Urban Agriculture (Trevor Probert & Jeannie Pham)

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert and Jeannie Pham presented an overview of activities conducted with urban farms, including On-Site Composting Technical Assistance, the StopWaste Environmental Educator Training (SWEET), hosting Compost Hubs in coordination with Member Agencies, and co-developing educational resources for residential home gardeners. A link to the staff report and the presentation is available here: [Compost-Partnerships-Urban-Agriculture-memo.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Compost-Partnerships-Urban-Agriculture-Discussion](#). There were no public comments on this item. Chair Sadoff thanked Mr. Probert and Ms. Pham for a very informative presentation.

### V. MEMBER COMMENTS

Mr. Burroughs reminded the Committee that the Fiscal Year 2026 budget will be considered at the May 28 WMA meeting. Chair Sadoff announced that the new operations building at the Castro Valley Sanitary District was completed, with the first board meeting scheduled for June 3.

### VI. ADJOURNMENT – TO JUNE 12, 2025, AT 9:00 A.M.

The meeting was adjourned at 9:43 a.m.



**DATE:** June 12, 2025  
**TO:** Programs & Administration Committee  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Election of Chair and Vice Chair

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**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).”

Board member Dave Sadoff is currently serving as Chair, and Board member Jean Josey is serving as Vice Chair. 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, 2025 - June 30, 2026. 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, 2025 - June 30, 2026.

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**DATE:** June 12, 2025  
**TO:** Programs & Administration Committee  
**FROM:** Robin Plutchok, Program Manager  
**SUBJECT:** Update on RE:Source Guide

**SUMMARY**

At the April 2020 WMA meeting in celebration of the 50<sup>th</sup> Anniversary of Earth Day, StopWaste staff introduced the online search guide and mobile app, RE:Source. Now in its fifth year, 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 tools that help residents, businesses, and schools in Alameda County prevent waste and become better stewards of the environment. The primary goal is to maximize the highest and best use of discarded materials, while minimizing contamination from items going in the wrong bin. RE:Source not only provides information on curbside services for all Alameda County jurisdictions; it also allows users to find nearby options for reuse, repair, recycling, and safe disposal for over 400 items across 3,000 vendors. RE:Source includes educational features highlighting important handling information and “Material Fact Sheets” that offer details about tricky to dispose of items.

The RE:Source guide also supports other programmatic goals, including helping jurisdictions meet SB 1383 requirements through a directory of [Food Recovery Organizations and Services](#) and provides tools for helping businesses sign up for collection service.

Since its launch, RE:Source has seen continual improvement in functionality and user experience by integrating feedback from usability studies, analytics, and ADA accessibility assessments. The data is kept fresh and accurate through ongoing internal efforts and external partnerships, including with member agencies, haulers, Contra Costa County, Palo Alto, and the California Product Stewardship Council (CPSC).

Promotion of the RE:Source guide is done through multiple channels, including targeted media campaigns, member agency and hauler websites, newsletters, and social media posts. In the past year, RE:Source has seen over 300,000 active users, and provides answers for around 2,000-3,000 searches per day.

At the June 12 meeting, staff will provide an overview of the RE:Source guide, promotional efforts, and opportunities for member agency partnership.

**RECOMMENDATION**

This item is for information only.