

**APPROVED**

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

**Thursday, July 8, 2021**

**9:00 A.M.**

**TELECONFERENCE MEETING**

**Members Present:**

County of Alameda	David Haubert
City of Alameda	Trish Herrera Spencer
City of Albany	Preston Jordan
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez
City of Emeryville	Dianne Martinez, Chair
City of Fremont	Jenny Kassin
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavanaugh
City of Pleasanton	Jack Balch
City of Union City	Jaime Patiño

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Meri Soll, Senior Program Manager  
Cassie Bartholomew, Program Manager  
Michelle Fay, Program Manager  
Adrienne Ramirez, Assistant Clerk of the Board  
Arless Dunn, Clerk of the Board

**Others Participating:**

Brette Waters, Program Director, Chefs to End Hunger  
Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM)

**1. Convene Meeting**

Chair Dianne Martinez 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](#).

**2. Public Comments**

There were no public comments on the remote call and no public comments were received via the public comments email address.

## APPROVED

### 3. **Approval of the Draft Minutes of June 10, 2021 (Timothy Burroughs)**

There were no public comments on this item. Board member Hannon made the motion to approve the minutes. Board member Wengraf seconded and the motion carried 11-0-1: The Clerk called the roll: (Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Kassan, Martinez, Patiño, Spencer, Wengraf, Young. Nays: None. Abstain: Jordan. None. Absent: None).

### 4. **StopWaste Grants Awarded in Fiscal Year 2020-21 (Meri Soll, Cassie Bartholomew & Michelle Fay)**

This item is for information only.

Timothy Burroughs provided an overview of the staff report and presented the grants team, Meri Soll, Cassie Bartholomew, and Michelle Fay, as well as Adrienne Ramirez who provides administrative support to the grants team as well as assistance to the Clerk of the Board. Mr. Burroughs added staff will not be presenting on all of the grants in this session but intends to provide highlights on our grantees throughout the year. The grants team presented a PowerPoint presentation and introduced Brette Waters, Program Director, Chefs to End Hunger, and Liana Orlandi, Program Grants Manager, Agricultural Institute of Marin (AIM). Ms. Waters and Ms. Orlandi provided an overview of how the StopWaste grants program supports their businesses and helps them to advance their sustainability goals. A link to the staff report and the presentation is available here: [2020-21-Grants-Update.pdf](#)

Board members thanked staff and were very impressed with the diversity of the grant program. Board members asked about the grantee selection criteria and would appreciate an update next year on the success, accomplishments, and metrics of the grantees. Board member Cavanaugh inquired about the content (e.g., recycled content) of products being funded, such as reusable transport packaging. Board member Cavanaugh also noted that it's important that the agency balance the need for gathering data from grantees with minimizing the reporting burden on small organizations. Board member Young inquired if all grantees were funded and how the Agency decides on how much will be funded each year. Timothy Burroughs acknowledged that there is a lot of demand for grants and that the Agency could discuss supplementing additional funding in the budget for grants. Chair Martinez thanked Meri Soll for leading the grants team over the last 20 years. A link to the discussion is available here: [Grants-Discussion](#). There were no public comments on this item.

### 5. **Member Comments**

There were none.

### 6. **Adjournment**

The meeting adjourned at 10:07 a.m.