

Dianne Martinez, **Chair**
City of Emeryville

Melissa Hernandez, **Vice Chair**
City of Dublin

David Haubert, County of Alameda

Trish Herrera Spencer, City of Alameda

Preston Jordan, City of Albany

Susan Wengraf, City of Berkeley

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, September 9, 2021

9:00 A.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19.

This meeting will be 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 Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order is 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 and staff who are not presenting an item may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the Webinar ID: 860 6399 9308
2. Using the [Zoom](#) website or App and entering meeting code 860 6399 9308

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. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than 5:00 p.m., Wednesday, September 8, 2021. The public may also comment during the meeting by sending an e-mail to publiccomment@stopwaste.org prior to the close of public comment on the item being addressed. Each e-mail will be read into the record for up to three minutes.

In accordance with the Americans with Disabilities Act and the Governor's Executive Order, 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

1. Convene Meeting

2. 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. Each speaker is limited to three minutes unless a shorter period of time is set by the Chair.

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- 1 3. Approval of the Draft Minutes of July 8, 2021 (Timothy Burroughs)**
- 3 4. Municipal Panel: Organics Procurement under SB 1383 (Meghan Starkey)**
This item is for information only.
- 5. Member Comments**
- 6. Adjournment**

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, July 8, 2021

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 Fremont
City of Newark
Oro Loma Sanitary District
City of Piedmont
City of Pleasanton
City of Union City

David Haubert
Trish Herrera Spencer
Preston Jordan
Susan Wengraf
Melissa Hernandez
Dianne Martinez, Chair
Jenny Kassar
Mike Hannon
Shelia Young
Jen Cavanaugh
Jack Balch
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
Arliss 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.

DRAFT

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, Kassar, 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.



DATE: September 9, 2021
TO: Programs and Administration Committee
FROM: Meghan Starkey, Senior Management Analyst
SUBJECT: Municipal Panel: Organics Procurement under SB 1383

SUMMARY

At the September meeting, StopWaste will convene a panel of municipal staff to inform board members about local approaches to organics procurement, as required by SB 1383, the Short-Lived Climate Pollutant Reduction Act.

The cities of Fremont, Livermore, Oakland, and Pleasanton will discuss how they plan to meet this significant new mandate in their cities.

DISCUSSION

Among the many new requirements of SB 1383 is the obligation of each city and county to procure a specified quantity of organics, such as compost and/or mulch. The intent of this requirement is to drive the market for recycled organics products. CalRecycle, which developed the law’s regulations, expects that as more organic waste is recovered (due to the obligations on residents and businesses imposed by SB 1383), more organic products will be produced. Therefore, each city/county has a population-based target to meet for organics procurement to ensure these products are utilized. StopWaste is providing technical assistance and guidance to member agencies to achieve the procurement requirement in the most cost-effective ways possible. Each city/county may pursue different avenues to meeting this requirement, based on many factors such as possible uses, alignment with climate and other goals, existing land within their jurisdiction, and more. Local jurisdictions are in the early stages of planning how they will meet this mandate and will share their plans to date at the panel with ample time for questions and discussion.

RECOMMENDATION

This item is for information only.