

**APPROVED**

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

**Thursday, November 10, 2022**

**9:00 A.M.**

**TELECONFERENCE MEETING**

**Members Present:**

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

**Absent:**

County of Alameda	David Haubert
City of Piedmont	Jen Cavanaugh

**Staff Present:**

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

**I. Convene Meeting**

Chair Melissa Hernandez called the meeting to order at 9:00 a.m. and asked that the Committee honor and remember veterans on behalf of Veteran's Day. 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 October 13, 2022**

## APPROVED

### 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

Adopt Resolution PA #2022-11.

There were no public comments for the Consent Calendar. Board member Young moved approval of the Consent Calendar and Board member Patiño seconded. The motion carried 8-2. The Clerk called the roll: (Ayes: Hannon, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: Balch, Spencer. Abstain: None. Absent: Cavanaugh, Haubert)

## IV. REGULAR CALENDAR

### 1. Rules of Procedure for Teleconferencing at Waste Management Authority Board and Committee Meetings (Timothy Burroughs)

Recommend that the WMA Board adopt Resolution 2022-17 to remove the limit on the number of Board Members who may utilize teleconferencing for Board and Committee meetings and to incorporate the Just Cause and Personal Emergency provisions of AB 2449.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [Update-Rules-of-Procedure.pdf](#). The Board was provided additional time for discussion and for clarifying questions. An audio link to the discussion is available here: [Update-Rules-of-Procedure-Discussion](#)

Board member Hannon motioned to approve the staff recommendation to remove the limit on the number of board members who may utilize teleconferencing for board and committee meetings. Board member Hannon's motion included to not incorporate the Just Cause and Personal Emergency provisions of AB 2449 into the Rules of Procedure. Board member Jordan offered a friendly amendment to also require members to provide the Clerk of the Board at least six days notice if they want to attend via teleconference. Board member Wengraf requested to also include that the Board would reevaluate these changes in nine months. Board member Young seconded the motion.

There were no public comments on this item. The Committee adopted the revised motion with a vote of 8-2 as follows: The P&A Committee recommends that the WMA Board adopt a resolution to amend its Rules of Procedure to remove the limit on the number of board members who may utilize teleconferencing for board and committee meetings; to require that board members provide the Clerk of the Board at least six days notice in advance of the affected board meeting if they wish to utilize teleconferencing from a noticed location, to not incorporate the Just Cause and Personal Emergency provisions of AB 2449 into the Rules of Procedure; and that the Board evaluate these changes to the Rules of Procedure in nine months (by July 2023).

The Clerk called the roll:

(Ayes: Hannon, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: Balch, Spencer. Abstain: None. Absent: Cavanaugh, Haubert)

## V. MEMBER COMMENTS

There were none.

## VI. ADJOURNMENT – to December 8, 2022 at 9:00 a.m.

The meeting adjourned at 9:50 a.m.