

APPROVED

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

Thursday, December 9, 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 Cavenaugh
Jack Balch
Jaime Patiño

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Meri Soll, Senior Program Manager
Kelly Schoonmaker, Program Manager
Rachel Balsley, Senior Program Manager
Adrienne Ramirez, Assistant Clerk of the Board
Arliss Dunn, Clerk of the Board

Others Participating:

Seth Hubbert, Oakland Tech Exchange

I. Convene Meeting

Chair Dianne Martinez called the meeting to order at 9:01 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 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 14, 2021

2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361
Adopt Resolution #PA 2021-02.

DRAFT

3. 2022 Committee Meeting Schedule

Adopt the 2022 Meeting Schedule.

There were no public comments for the Consent Calendar. Board member Hernandez motioned to approve the Consent Calendar and Board member Hannon seconded. The motion carried 12-0. The Clerk called the roll:

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

IV. REGULAR CALENDAR

1. Contract/Vendor Authorization (Pat Cabrera)

That the Programs and Administration Committee recommend that the WMA Board approve the contracts and/or vendors as listed in the staff report.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Contract-Vendor-Authorization.pdf](#). Additional time was provided for questions and discussion. An audio link to the discussion is available here: [Contract-Vendor-Authorization-Discussion](#)

Board member Young stated that the \$50,000 threshold for Executive Director Authority has been in place for many years and recommended that the WMA board revisit the issue and consider increasing the threshold to \$75-100,000. Board member Hannon concurred with the recommendation and asked that staff conduct a comparative study of the limits of authority that other agencies employ. Timothy Burroughs stated that the agency could prepare information for the board to consider in the coming new year. There were no public comments on this item.

Board member Young motioned to approve the staff recommendation and Board member Hannon seconded. The motion carried 11-0. The Clerk call the roll:

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

2. Reuse and Repair Stakeholder Workgroup and Grantee Highlight (Meri Soll)

This item is for information only.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Reuse-Stakeholder-Grantee-Presentation.pdf](#). Ms. Soll welcomed and presented one of the grantees, Seth Hubbert from Oakland Tech Exchange. Mr. Hubbert provided information on how the grant funding and the stakeholder group has supported their company. A link to the audio discussion is available here: [Reuse-Stakeholder-Grantee-Discussion](#)

Additional time was provided for board discussion and clarifying questions. Board member Young requested a that the agency provide a list of the businesses in the general area that the board and others can support during the holiday season. Ms. Soll stated that she would follow up with such a list and provide it to the Board. Board members thanked staff and Mr. Hubbert for the presentation. There were no public comments on this item.

V. MEMBER COMMENTS

Board members thanked staff for the holiday cookie deliveries.

VI. ADJOURNMENT

The meeting adjourned at 9:49 a.m.