

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, December 9, 2021

9:00 A.M.

TELECONFERENCE MEETING

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

This meeting will be held 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 recent amendments to the Ralph M. Brown Act suspending certain teleconference rules due to the ongoing state of emergency and state and local health officials recommendations to maintain social distancing. The purpose of these amendments was 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: 839 2601 4265
2. Using the [Zoom](#) website or App and entering meeting code 839 2601 4265

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, December 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 recent amendments to the Ralph M. Brown 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. 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.

Page III. CONSENT CALENDAR

1 1. **Approval of the Draft Minutes of October 14, 2021**

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

Adopt Resolution #PA 2021-02.

7 3. **2022 Committee Meeting Schedule**
Adopt the 2022 Meeting Schedule.

IV. REGULAR CALENDAR

9 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.

11 2. **Reuse and Repair Stakeholder Workgroup and Grantee Highlight (Meri Soll)**
This item is for information only.

V. MEMBER COMMENTS

VI. 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, October 14, 2021

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
City of Emeryville	Dianne Martinez, Chair
City of Fremont	Jenny Kassan
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

Absent:

County of Alameda	David Haubert
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Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Alma Freeman, Program Manager
Michelle Fay, Program Manager
Adrienne Ramirez, Assistant Clerk of the Board
Arliss Dunn, Clerk of the Board
Richard Taylor, Authority Counsel

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.

3. Approval of the Draft Minutes of September 9, 2021 (Timothy Burroughs)

There were no public comments on this item. Board member Wengraf made the motion to approve the minutes. Board member Jordan seconded and the motion carried 11-0: The Clerk called the roll:

DRAFT

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

4. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (Timothy Burroughs)

Adopt Resolution #PA 2021-01.

Timothy Burroughs provided a brief overview of the staff report and Richard Taylor, Authority Counsel, was available to answer any questions. A link to the staff report is available here: [AB361-Resolution-Memo.pdf](#). An audio link to the discussion is available here: [AB361-Resolution-Discussion](#)

Additional time was provided for discussion and clarifying questions. Board member Hannon inquired about the criteria that will be used to assess a return to in-person meetings. Mr. Burroughs stated that as long as the Governor declares that a state of emergency regarding Covid-19 still exists, and local health officials continue to recommend safety measures to promote social distancing, the board and committees can vote to continue to meet via teleconference. Board member Cavanaugh inquired if the item can be placed on consent unless the board decides that conditions have changed. Mr. Burroughs stated yes, staff will place the resolution on consent unless the committee decides that the criteria to continue to meet remotely no longer exist.

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

5. CA Recycling Commission Report Key Findings (Alma Freeman)

This item is for information only.

Timothy Burroughs provided an introduction to the staff report and introduced Alma Freeman, Program Manager. Ms. Freeman presented an overview of key findings from the Recycling Commission report, with a focus on the new acceptability list and possible implications and opportunities for our local programs in Alameda County. A link to the staff report and presentation is available here: [Recycling-Commission-Report-memo.pdf](#). An audio link to the discussion is available here: [Recycling-Commission-Discussion](#)

Additional time was provided for discussion and clarifying questions. Chair Martinez thanked staff for an informative presentation.

6. Member Comments

Board member Jordan thanked Mr. Burroughs for reaching out to him to discuss potential next steps to address concerns related to unfunded mandates for SB 1383.

7. Adjournment

The meeting adjourned at 9:40 a.m.



DATE: December 9, 2021

TO: Programs & Administration Committee

FROM: Timothy Burroughs, Executive Director

SUBJECT: Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

SUMMARY

On September 16, 2021, the Governor signed into law as an urgency measure, AB 361 (Rivas), which allows local legislative bodies to continue to meet by teleconference in order to promote public health and safety, subject to certain conditions, which must be reconsidered every 30 days. At its December 9, 2021, meeting, the Programs & Administration Committee will consider a resolution to approve and direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed.

DISCUSSION

In light of the continued state of emergency declared by the Governor related to COVID-19, state and local officials have imposed or recommended measures to promote social distancing. This direction from state and local health officials is based on the increased safety protection that social distancing provides as one method to reduce the risk of COVID-19 transmission.

The state of emergency and associated direction from state and local health officials to promote social distancing continues to impact the ability for the Programs & Administration Committee to meet safely in person. The direction from public health officials that informs the findings in the attached resolution has not changed. Therefore, staff recommends that the Committee approve the attached resolution to direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed. The Committee will need to revisit the need to conduct meetings remotely at least every 30 days following adoption of the attached resolution.

RECOMMENDATION

Adopt resolution #PA 2021-02.

Attachment: Programs & Administration Committee Resolution #PA 2021-02

**PROGRAMS & ADMINISTRATION COMMITTEE
RESOLUTION #PA 2021-02**

**MOVED:
SECONDED:**

AT THE MEETING HELD DECEMBER 9, 2021

WHEREAS, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

WHEREAS, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

WHEREAS, the Programs & Administration Committee has considered the current state of health guidance related to public meetings in Alameda County and finds it necessary to continue with remote meetings to promote public health and safety.

NOW THEREFORE BE IT RESOLVED, that the Programs & Administration Committee approves and directs the continued use of teleconferencing for its public meetings based on the following findings required by Government Code Section 54953(e), as amended by AB 361:

- The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
- State and local officials have imposed or recommended measures to promote social distancing. For example, on September 23 the Alameda County Health Care Services Agency Director recommended social distancing at all meetings of the Board of Supervisors and its committees. This recommendation is consistent with the Division of Occupational Safety and Health of California's (Cal/OSHA) Emergency Temporary Standards, which require employers to train and instruct employees that the use of social distancing helps combat the spread of COVID-19 (8 Cal. Code Regs. 3205(c)(5)(D).).
- The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the Program & Administration Committee's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
- The Committee anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Committee meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains in effect and the Committee desires to continue remote public meetings.

BE IT FURTHER RESOLVED, that:

1. Programs & Administration Committee meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, to better ensure the health and safety of the public.
2. The Programs & Administration Committee will reconsider the circumstances of the state of emergency and the need to conduct meetings remotely at least every 30 days following adoption of this resolution.
3. If the Committee determines the need still exists at each 30-day mark, the determination will be ratified by a vote of the Committee documented in the minutes of that meeting.

Passed and adopted this 9th day of December 2021 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board



2022 COMMITTEE MEETING SCHEDULE

Programs & Administration Committee
(Meets on the 2nd Thursday each month at 9:00 A.M.)

<u>DATE</u>	<u>TIME</u>
January 13	9:00 a.m.
February 10	9:00 a.m.
March 10	9:00 a.m.
April 14	9:00 a.m.
May 12	9:00 a.m.
June 9	9:00 a.m.
July 14	9:00 a.m.
August – NO MEETING	
September 8	9:00 a.m.
October 13	9:00 a.m.
November 10	9:00 a.m.
December 8	9:00 a.m.

Recommendation:

Adopt the 2022 Meeting Schedule.

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DATE: December 9, 2021

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

SUBJECT: Contract/Vendor Authorization

SUMMARY

At the December 9, 2021 Programs and Administration Committee meeting, staff will recommend approving the following new or augmented contracts and/or service agreements.

DISCUSSION

Expenditures listed below were approved by the Authority Board as part of the FY 21-22 budget or through a prior year encumbrance. However, since the Executive Director only has authority to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant up to \$50,000 per fiscal year, expenditures in excess of this amount require additional Board approval. The request for this approval is generally included during the budget process and at mid-year if necessary.

Staff is requesting that the P&A Committee review and advance to the Waste Management Authority for approval the following contracts, contract augmentations and/or spending authority.

SB 1383 Implementation Support

Cascadia Consulting Group	\$200,000
Business and multifamily waste reduction support and SB 1383 compliance assistance.	

Property Management (Altamont Properties)

Paulo Farms	\$80,000
Reimbursement to master grazing tenant who is coordinating and paying contractors for livestock water improvements. This work is partially funded by the Natural Resource Conversation Service Environmental Quality Incentive Program and a grant from the State Coastal Conservancy.	

Carbon Farming

Paul Santucci

\$65,000

Contractor to spread compost for carbon farming project. WMA to be reimbursed by the Alameda County Resource Conservation District.

RECOMMENDATION

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



DATE: December 9, 2021

TO: Programs and Administration Committee

FROM: Meri Soll, Senior Program Manager

SUBJECT: Reuse and Repair Stakeholder Workgroup and Grantee Highlight

SUMMARY

StopWaste convenes the Reuse and Repair Stakeholder Workgroup, which is comprised of Bay Area-based reuse, repair and redistribution leaders from both the nonprofit sector and private industry. The group works on best practices and policies that advance the recovery, reuse and distribution of recovered and repaired materials. At the December 9 Committee meeting, staff will provide an overview of the workgroup and highlight one of the participating organizations, Oakland-based Tech Exchange.

DISCUSSION

For over a decade StopWaste has provided funding and support to the reuse and repair industry in Alameda County to create and retain reuse and repair infrastructure and services. In 2017, staff convened the first Reuse and Repair Stakeholder Workgroup to engage organizations involved with reuse, repair and redistribution of goods to gain a better understanding of the opportunities and barriers that currently face the industry.

The quarterly meetings provide an opportunity for the local industry to meet one another, leverage current work and create industry partnerships.

Early in the pandemic, the workgroup transitioned from in-person networking meetings to virtual so that members could continue to collaborate, share funding opportunities, as well as other resources specific to the industry. Informal virtual tours were incorporated into the video calls, which allowed workgroup members to view facilities and provided a great way to stay connected and understand other businesses.

At the committee meeting, staff will provide additional information about the workgroup and introduce a guest presenter from Oakland's Tech Exchange to share more about their work on providing free refurbished computers and digital literacy training to low-income families.

RECOMMENDATION

This item is for information only.