

**DRAFT**

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

**Thursday, March 9, 2023**

**9:00 A.M.**

***IN PERSON MEETING LOCATION:*  
STOPWASTE BOARD ROOM  
1537 WEBSTER STREET, OAKLAND, CA**

**Members Present:**

County of Alameda

City of Albany

City of Berkeley

Castro Valley Sanitary District

City of Dublin

City of Hayward

City of Fremont

City of Newark

Oro Loma Sanitary District

City of Piedmont

City of Pleasanton

City of Union City

David Haubert

Jennifer Hansen-Romero

Susan Wengraf

Dave Sadoff

Melissa Hernandez, Chair

Daniel Goldstein

Yang Shao

Mike Hannon

Shelia Young

Jen Cavanaugh

Jack Balch

Jeff Wang

**Staff Present:**

Timothy Burroughs, Executive Director

Pat Cabrera, Administrative Services Director

Justin Lehrer, Operations Manager

Alma Freeman, Communications Manager

Arliss Dunn, Clerk of the Board

Adrienne Ramirez, Assistant Clerk of the Board

Jeannie Pham, Program Services Specialist

Trevor Probert, Program Services Specialist

**Others Participating:**

Miriam Gordon

**I. Convene Meeting**

Chair Melissa Hernandez 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](#).

**II. Public Comments**

There were none.

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### III. CONSENT CALENDAR

#### 1. Approval of the Draft Minutes of February 9, 2023

There were no public comments for the Consent Calendar. Board member Haubert moved approval of the Consent Calendar. Board member Hannon seconded, and the motion carried 11-0. The Clerk called the roll.

(Ayes: Balch, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Shao, Wang, Wengraf, Young. Nays: None. Absent: Goldstein. Abstain: None)

### IV. REGULAR CALENDAR

#### 1. Multi –Year Fiscal Forecast (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these newly developed models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Fiscal-Forecast-Update.pdf](#). Ms. Cabrera presented the findings of the fiscal analysis conducted by Crowe LLP. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera stated that the agency has already begun the process of analyzing potential future revenue scenarios and will present those options to the Board in the summer.

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#). Committee members thanked Ms. Cabrera for a very informative presentation and commended staff for their stewardship over the agency's finances and focus on long-range planning. There were no public comments on this item.

#### 2. Disposable Food Service Ware Reduction and Reuse Ordinance (Justin Lehrer)

Staff recommends that the Programs and Administration Committee review and provide input on the draft model Disposable Food Service Ware Reduction and Reuse Ordinance.

Timothy Burroughs introduced the item and Justin Lehrer provided a summary of the staff report and presented a PowerPoint presentation. A link to the report and presentation is available here: [FSW-Ordinance-memo.pdf](#)

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [FSW-Ordinance-Discussion](#). Committee members stated their support for the model ordinance and expressed their encouragement for jurisdictions throughout the county to tailor and adopt the model ordinance. The Committee also raised the idea developing a set of countywide requirements to reduce single-use foodware and promote reusable foodware. Mr. Lehrer stated that staff would be happy to provide a presentation to any jurisdiction upon request. There were no public comments on this item.

#### 3. Compost Hubs and StopWaste Environmental Educator Training (SWEET) (Jeannie Pham and Trevor Probert)

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert and Jeannie Pham presented an overview of

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Compost Hub and SWEET projects as well as highlighted the roles that partnerships play to contribute to a healthy community food system. A link to the staff report and the presentation is available here:

[Compost-Hubs-Sweet-Update.pdf](#)

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Compost-Hubs-SWEET-Discussion](#). Board member Balch stated that Pleasanton is rolling out its compost and mulch program. Board member Cavanaugh asked that staff provide information on how Board members can share the resources. There were no public comments on this item. The Committee thanked staff for an inspiring and informative presentation.

### **V. MEMBER COMMENTS**

Board member Young stated that she is pleased to resume in person meetings and is looking forward to seeing other Board members in person. Board member Balch stated that Pleasanton is piloting the Owl Labs software system for hybrid meetings and is hoping that the Tri-Valley folks can partner to provide an alternate remote meeting location. Board member Cavanaugh suggested that StopWaste partner with the County as a conduit for disseminating StopWaste materials county-wide.

### **VI. ADJOURNMENT – TO APRIL 13, 2023 at 9:00 A.M.**

The meeting adjourned at 10:45 a.m.