

DRAFT

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

Thursday, April 14, 2022

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda	David Haubert
City of Albany	Preston Jordan
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez, Vice Chair
City of Emeryville	Dianne Martinez, Chair
City of Fremont	Jenny Kassin
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavenaugh
City of Pleasanton	Jack Balch
City of Union City	Jaime Patiño

Absent:

City of Alameda	Trish Herrera Spencer
-----------------	-----------------------

Staff Present:

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

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 March 10, 2022

DRAFT

2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 Adopt Resolution PA #2022-05.

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

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

IV. REGULAR CALENDAR

1. Revisions to the Agency's Purchasing Policy (Timothy Burroughs & Pat Cabrera)

That the Programs and Administration Committee approve the revised purchasing policy and forward to the WMA Board for adoption.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Purchasing-Policy-Update-memo.pdf](#). Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Purchasing-Policy-Discussion](#).

Board member Hannon asked that going forward staff include StopWaste in the comparative list of agencies listed in the attachment to the memo in order to make the information more clear and easier to review. Board member Hannon asked for an example of what would constitute an emergency that would trigger emergency authorization of spending, and to also include language in the policy that would require the Executive Director to notify the President of the Board of the need to expend emergency funds. Ms. Cabrera stated that an example of an emergency could be a natural disaster that compromises the safety or health of employees and the workplace. Ms. Cabrera added regarding the requirement to notify the Board, the policy currently states that the Executive Director must advise the Board of these (emergency) expenditures and any budgetary impacts within a reasonable time period. There were no public comments on this item.

Board member Hannon moved approval of the staff recommendation to forward the item to the WMA Board for consideration and adoption. Board member Balch seconded, and the motion carried 11-0. The Clerk called the roll. (Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Wengraf, Young. Nays: None. Abstain: None. Absent: Spencer)

V. MEMBER COMMENTS

Mr. Burroughs announced the StopWaste Efficiency Awards Event will be held at the June 9, 2022 Recycling Board meeting at 4:00 p.m. The event honors Alameda County businesses, nonprofits, multifamily properties, and institutions including public and private schools whose continuous efforts to improve environmental performance and waste reduction have achieved outstanding results. The award categories are: Waste Prevention and Reuse, Recycling and Composting, Recycled Content Market Development, and Energy Efficiency and Electrification. Nominations are due on April 25, 2022. Please reach out to staff if there are any questions.

DRAFT

Board member Balch commented that with recent home turnover in the region StopWaste should highlight our home composting programs. Mr. Burroughs stated that staff has been having similar conversations regarding increasing outreach and information on home composting and reducing contamination in the organics bin.

Board member Young thanked StopWaste staff, Michelle Fay, for attending the Oro Loma Sanitary Districts' new cart roll out event. The carts will feature embedded signage, provided by StopWaste, as well as a link to the StopWaste website where people can access the information in additional languages.

VI. ADJOURNMENT – to May 12, 2022 at 9:00 a.m.

The meeting adjourned at 9:29 a.m.