

**P&A Committee Members**

Susan Wengraf, **Chair**  
City of Berkeley

Dave Sadoff, **Vice Chair**  
Castro Valley Sanitary District

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Melissa Hernandez, City of Dublin

Yang Shao, City of Fremont

Francisco Zermeño, City of Hayward

Bob Carling, City of Livermore

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Timothy Burroughs, Executive Director

**AGENDA**

**MEETING OF THE  
PROGRAMS AND ADMINISTRATION  
COMMITTEE (P&A)**

**THURSDAY, December 14, 2023**

**9:00 A.M.**

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

This meeting will be conducted in a hybrid model with participation both in-person and via teleconference:

Teleconference Location #1: City of Pleasanton, 200 Old Bernal Ave., City Council Conf. Rm, Pleasanton, CA

Teleconference Location #2: Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, CA

Teleconference Location #3: 3300 Capitol Ave. Building A, Fremont, CA

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the Webinar ID 862 0292 9190
2. Using the [Zoom](#) website or App and entering meeting code 862 0292 9190

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 noon, Wednesday, December 13, 2023.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comments will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities 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. ROLL CALL OF ATTENDANCE

## III. 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.

## Page IV. CONSENT CALENDAR

### 1 1. Approval of the Draft Minutes of October 12, 2023

## V. REGULAR CALENDAR

### 3 1. Request to Adopt Juneteenth as a Paid Agency Holiday (Pat Cabrera & Timothy Burroughs)

That the Programs and Administration Committee recommend that the WMA Board approve adding Juneteenth as a paid Agency policy.

### 7 2. 2024 Meeting Schedule (Timothy Burroughs)

That the Programs and Administration Committee approve the 2024 meeting schedule.

### 9 3. Reusable Foodware Project Update (Justin Lehrer)

This item is for information only.

## VI. MEMBER COMMENTS

## VII ADJOURNMENT –TO JANUARY 11, 2024 AT 9:00 A.M.

**DRAFT**

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

**Thursday, October 12, 2023**

**9:00 A.M.**

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

**Members Present:**

County of Alameda	David Haubert
City of Berkeley	Susan Wengraf, Chair
City of Dublin	Melissa Hernandez
City of Fremont	Yang Shao
City of Hayward	Daniel Goldstein
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavenaugh
City of Pleasanton	Valerie Arkin (alternate)

**Members Absent:**

City of Albany	Jennifer Hansen-Romero
Castro Valley Sanitary District	Dave Sadoff

**Staff Present:**

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

**I. Convene Meeting**

Chair Susan Wengraf 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.

**III. CONSENT CALENDAR**

**1. Approval of the Draft Minutes of September 14, 2023**

There were no public comments for the Consent Calendar. Board member Young moved for approval of the Consent Calendar. Board member Hannon seconded, and the motion carried 8-0-1. The Clerk called

## DRAFT

the roll.

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

### IV. REGULAR CALENDAR

#### 1. 2023 Waste Characterization Study Update (Emily Alvarez)

This item is for information only.

Timothy Burroughs introduced the item. Emily Alvarez provided an overview of the preliminary results of the Waste Characterization Study (WCS). Sampling is anticipated to conclude at the end of the year and a final report will be produced in 2024. A link to the staff report and the presentation is available here: [WCS-Update-memo.pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [WCS-Update-Discussion](#). Timothy Burroughs reminded the Board to respond to the invitation to attend the sorting at the Davis St. Transfer Station, as part of our Waste Characterization Study.

There were no public comments. Chair Wengraf thanked staff for a very informative presentation.

### V. MEMBER COMMENTS

There were none.

### VI. ADJOURNMENT – TO NOVEMBER 9, 2023 AT 9:00 A.M.

The meeting was adjourned at 9:20 a.m.



**DATE:** December 14, 2023

**TO:** Programs and Administration Committee

**FROM:** Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director

**SUBJECT:** Request to Adopt Juneteenth as a Paid Agency Holiday

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### **SUMMARY**

At the December 14, 2023, Programs and Administration (P&A) Committee meeting, staff will recommend approving Juneteenth (June 19) as a paid Agency holiday.

### **DISCUSSION**

Juneteenth, officially Juneteenth National Independence Day, commemorates the final enforcement of the Emancipation Proclamation and the end of the slavery of African Americans in our country. It has been a federal holiday since 2021 and a state holiday since 2023. More than half the StopWaste member agencies offer Juneteenth as a paid holiday or offer an additional floating holiday for cultural or religious observance (see attachment 1).

The Agency is committed to diversity, equity, and inclusion (DEI) principles as reflected in our work and organizational culture. The Agency's DEI team as well as other employees have asked about adopting Juneteenth as a paid holiday. The management team concurs that this day should be observed given its significance in recognizing the abolishment of slavery, while also acknowledging that there is still work to be done to combat discrimination of any kind. As such, staff requests that the P&A Committee recommend that the WMA Board approve adding Juneteenth as a paid Agency holiday.

With the addition of this holiday the Agency will have 16 paid holidays including floating holidays, which is within in the middle range of paid holidays compared to our member agencies, some of which have differing floating holidays depending on the bargaining unit (see attachment 1).

### **RECOMMENDATION**

That the Programs and Administration Committee recommend that the WMA Board approve adding Juneteenth as a paid Agency policy.

Attachment 1: Survey of member agencies' paid holidays

Attachment 2: Current StopWaste holidays

# ATTACHMENT 1

## Member Agency Holiday Survey

	Paid Holiday for Juneteenth?	# of observed holidays	# of Floating Holidays	Total Holidays
StopWaste	No	12	3	15
City of Alameda	Yes	11	3.5 - 5.5*	14.5 - 16.5*
Alameda County	Yes	12	4	16
Albany	Yes	11	4	15
Berkeley	Yes	14	3	17
Castro Valley	No	12	0	12
Dublin	additional floating holiday for cultural or religious observance	12	2 current, 4 in 2024	16 in 2024
Emeryville	No	11	3	14
Fremont	Yes	13-14*	Note: Management gets a holiday "bank of 112 hours (14 days)	13-14
Hayward	No	14.5	0	14.5
Livermore	No	12		12
Newark	No	11	2	13
Oakland	Yes	14	1	15
Oro Loma	No	9	7	16
Piedmont	No	12	1	13
Pleasanton	No	11	4-7*	15-18*
San Leandro	Yes	14	1	15
Union City	Yes	12	3	15

\* depending on bargaining unit / classification

ATTACHMENT 2

# 2023 HOLIDAY SCHEDULE

Monday January 02, 2023	New Years Day (observed)	
Monday January 16	Martin Luther King, Jr. Birthday	
Monday February 20	President's Day	
Monday May 29	Memorial Day	
Tuesday July 4	Independence Day	
Monday September 4	Labor Day	
Monday October 9	Indigenous People's Columbus Day	
Friday November 10	Veterans Day	
Thursday November 23 & Friday November 24	Thanksgiving Day & Day After Thanksgiving	
Monday December 25 & Tuesday December 26	Christmas Eve (observed) & Christmas Day (observed)	

**\*\*Three Floating Holidays are granted on July 1<sup>st</sup> to be used by end of fiscal year (for eligible employees)**

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**PROGRAMS & ADMINISTRATION (P&A) COMMITTEE**

**2024 MEETING SCHEDULE**

The regular meeting schedule for the Programs & Administration Committee is held on the second Thursday of each month at 9:00 a.m. Meetings are held at StopWaste, 1537 Webster Street, Oakland, CA, unless noted otherwise.

All meetings held at an in-person location will also include hybrid meeting access, e.g., via Zoom or telephone.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 11	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
February 8	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
March 14	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
April 11	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
May 9	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
June 13	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
July 11	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
<b>August – NO MEETING</b>	<b>SUMMER RECESS</b>	
September 12	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
October 10	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
November 14	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
December 12	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland

**RECOMMENDATION**

That the Programs and Administration Committee approve the 2024 meeting schedule.

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**DATE:** December 14, 2023

**TO:** Programs & Administration Committee  
Planning Committee/Recycling Board

**FROM:** Justin Lehrer, Operations Manager

**SUBJECT:** Reusable Foodware Project Update

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## **SUMMARY**

StopWaste's Reusable Foodware project focuses on developing policy, infrastructure, and capacity for greater adoption of reusable foodware systems in Alameda County. In March 2023, the WMA accepted the model Disposable Food Service Ware Reduction and Reuse Ordinance and directed staff to share it and related resources with member agencies that are considering adopting policies that promote the transition from single-use disposable foodware to reusable foodware. Since then, several cities have taken steps toward developing their own foodware ordinances. At the December 14 Programs & Administration Committee and Recycling Board meetings, staff will provide an update on recent local policy development, pilot projects, and other program activities.

## **DISCUSSION**

Single-use foodware items like plastic and paper cups, plates, and utensils are prevalent in daily life. They serve a very short useful life of just minutes, while their impact on human health and the environment is significant and long lasting. Replacing single-use foodware with durable reusable alternatives is essential to preventing the waste and litter that disposables create, as well as the GHG emissions associated with resource extraction, production, and distribution of these items. Staff works to address and develop structural solutions to some of these issues through technical assistance to businesses and grant funding to develop more robust reuse infrastructure in Alameda County. As directed by the Board, staff has also been supporting member agencies as they consider policy options for addressing single-use waste.

The model foodware ordinance developed earlier this year, available on our [website](#), has been a useful tool for advancing reusable foodware policy, and has been shared with local government staff throughout the Bay Area, the West Coast, and many communities across the country.

In Alameda County, the City of Oakland built upon StopWaste's model ordinance to develop their own Reusable Foodware and Plastic Litter Reduction Ordinance, currently under consideration by the City Council. This ordinance, potentially the 2nd reuse-oriented foodware ordinance in the

county, would require prepared food and beverage vendors to provide reusable foodware to guests dining in and allow guests to bring in their own reusable foodware containers and cups for to-go orders. The ordinance also bans bioplastics (any plastic derived from biological substances rather than from petroleum, many, but not all, types of which are compostable) for takeout and phases in reusables requirements for large venues and special events held in the city. Staff have supported the City of Oakland's efforts throughout this process, participating in stakeholder outreach and providing subject-matter expertise. Four additional member agencies are now in the early stages of developing a policy and conducting research and stakeholder outreach. Staff is available to work with our member agencies to support these efforts and help develop impactful reuse policy. Staff will continue to monitor and engage in existing and pending state legislation with potential implications for reusable systems, including SB 54, AB 1276 ("accessories upon request"), and others.

In order to maximize the positive impact of any foodware policy, there must be cost-effective and convenient access to reusable foodware systems for both businesses and consumers. Our project activities continue to include free technical assistance and mini-grants to help businesses make the switch from single-use to reusable foodware. We have also continued to fund pilot projects that increase local capacity for reusable foodware and address some of the challenges faced by this industry. Recently funded projects include reuse within school districts, community colleges, business districts, meal programs for seniors and food-insecure individuals, venues and special events. The project team is now exploring outreach and education strategies that support our foodware grantee projects through research, marketing, and facilitating partnerships. The confluence of policy and the above strategies foster more "norming" of reusables in the community and help magnify the impact of efforts to shift away from disposables.

## **RECOMMENDATION**

This item is for information only.