

**DRAFT**

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

**Thursday, December 14, 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
Castro Valley Sanitary District	Dave Sadoff
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 Cavanaugh
City of Pleasanton	Jack Balch

**Members Absent:**

City of Albany	Jennifer Hansen-Romero
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**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Alma Freeman, Communications Manager  
Justin Lehrer, Operations 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 October 12, 2023**

There were no public comments for the Consent Calendar. Board member Hannon moved for approval of the Consent Calendar. Board member Carling seconded, and the motion carried 10-0-1. The Clerk called the roll.

(Ayes: Balch, Carling, Cavanaugh, Goldstein, Hannon, Haubert, Hernandez, Shao, Wengraf, Young. Nays:

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None. Absent: Hansen-Romero. Abstain: Sadoff)

### IV. REGULAR CALENDAR

#### 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.

Timothy Burroughs introduced the item. Pat Cabrera provided an overview of the staff report. A link to the staff report is available here: [Juneteenth-Holiday-memo.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Juneteenth-Holiday-Discussion](#). The P&A Committee requested that staff provide additional information regarding costs associated with this request at the upcoming WMA meeting.

There were no public comments. Board member Carling moved approval of the staff recommendation including the committee's request that staff provide additional information regarding cumulative costs associated with this request at the upcoming WMA meeting. Board member Young seconded, and the motion carried 8-2. The Clerk called the roll:

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

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

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

Timothy Burroughs provided a brief overview of the staff report. A link to the report is available here: [2024-Meeting-Schedule-memo.pdf](#). There were no public comments on this item.

Board member Sadoff moved approval of the staff recommendation. Board member Hannon seconded, and the motion carried 10-0. The Clerk called the roll:

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

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

This item is for information only.

Timothy Burroughs introduced the item. Justin Lehrer provided an update on recent local policy development, pilot projects, and other program activities related to reusable foodware systems in Alameda County. A link to the report and the presentation is available here: [Reusable-Foodware-Update-Presentation.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Reusable-Foodware-Update-Discussion](#)

There were no public comments on this item. Chair Wengraf thanked staff for a very informative update.

### V. MEMBER COMMENTS

Timothy Burroughs informed the Board that the January 11, 2024, P&A meeting will contain a single item, the 2023 Audit, and encouraged members to consider if they will attend in person or via teleconference.

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

The meeting was adjourned at 10:00 a.m.