

**DRAFT**

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

**Thursday, May 11, 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
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez, Chair
City of Hayward	Daniel Goldstein
City of Fremont	Yang Shao
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	Jeff Wang

**Absent:**

City of Albany	Jennifer Hansen-Romero
----------------	------------------------

**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  
Robin Plutchok, Program Manager

**I. Convene Meeting**

Chair Melissa Hernandez called the meeting to order at 9:03 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.

## DRAFT

### III. CONSENT CALENDAR

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

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

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

### IV. REGULAR CALENDAR

#### 1. Revisions to the Grant Acceptance Policy (Timothy Burroughs & Pat Cabrera)

That the Programs and Administration Committee approve the grant acceptance policy and forward to the WMA Board for adoption.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report which asks the Board to raise the grant acceptance policy from \$50,000 to \$100,000 to increase operational efficiency and so that it aligns with the Executive Director's authority to approve contracts, purchase orders, or other expenditure of funds. The Executive Director will still inform the Board of any grants or other types of external funding on a quarterly basis. A link to the report is available here: [Revisions-Grant-Acceptance-Policy.pdf](#).

Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Grant-Acceptance-Policy-Discussion](#). There were no public comments on this item.

Board member Haubert moved approval of the staff recommendation. Board member Young seconded, and the motion carried 11-0. The Clerk called the roll.

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

#### 2. Update on RE:Source Guide (Robin Plutchok)

This item is for information only.

Timothy Burroughs introduced the item and Robin Plutchok provided a summary of the staff report and presented a PowerPoint presentation. The presentation provided an overview of the new ad campaign creative and recent enhancements to RE:Source, and discussed opportunities for Member Agency partnership and promotion. A link to the report and presentation is available here: [RE:Source-Update.pdf](#).

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

Committee members encouraged staff to partner with schools to further promote RE:Source. Mr. Burroughs stated that staff will follow up with Board members to provide sharable resources to help promote RE:Source. There were no public comments on this item. Chair Hernandez thanked staff for an excellent presentation.

### V. MEMBER COMMENTS

There were none.

### VI. ADJOURNMENT – TO JUNE 8, 2023 at 9:00 A.M.

The meeting adjourned at 9:42 a.m.