

**DRAFT**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA)  
BOARD,  
THE ENERGY COUNCIL (EC),  
AND  
SOURCE REDUCTION AND RECYLING BOARD (RB)  
Wednesday, April 27, 2022  
3:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Young called the meeting to order at 3:01 p.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. ROLL CALL OF ATTENDANCE**

**WMA, EC & RB**

County of Alameda	David Haubert, WMA, EC
City of Alameda	Trish Herrera Spencer, WMA, EC
City of Albany	Rochelle Nason, WMA, EC (alternate)
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA, RB
City of Dublin	Melissa Hernandez, WMA, EC
City of Emeryville	Dianne Martinez, WMA, EC
City of Fremont	Jenny Kassan, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC, RB (RB President)
City of Livermore	Bob Carling, WMA, EC, RB
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB (EC President)
Oro Loma Sanitary District	Shelia Young, WMA (President)
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of San Leandro	Deborah Cox, WMA, EC, RB
City of Union City	Jaime Patiño, WMA, EC
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB
Recycling Materials Processing Industry	Laura McKaughan, RB
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Talia Wise, RB
Source Reduction Specialist	Vacant, RB

**Staff Participating**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Arliss Dunn, Clerk of the Board  
Adrienne Ramirez, Assistant Clerk of the Board  
Richard Taylor, WMA Legal Counsel  
Andrew Massey, Deputy County Counsel

**III. ANNOUNCEMENTS BY PRESIDENTS**

WMA Board President announced that she is forming a team to conduct the annual Executive Director evaluation and that the WMA Board would meet in closed session in May to review and discuss the evaluation. She welcomed Board members to ask any questions about the process or timeline.

**IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR**

There were no public comments on the remote call and no public comments were received via the public comments email portal.

**V. CONSENT CALENDAR**

1. **Approval of the Draft WMA & EC Minutes of March 23, 2022 (WMA & EC only)**
2. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (WMA only)**  
Adopt Resolution WMA# 2022-05.
3. **Revisions to the Agency's Purchasing Policy (WMA only)**  
That the WMA Board approve the revised purchasing policy resolution as recommended by the P&A Committee.
4. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (EC only)**  
Adopt Resolution EC# 2022-05.
5. **Approval of the Draft PC/RB Minutes of March 10, 2022 (RB only)**
6. **Recycling Board Attendance Record (RB only)**
7. **Written Report of Ex Parte Communications (RB only)**
8. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361 (RB only)**  
Adopt Resolution RB# 2022-05.

There were no public comments for the Consent Calendar. Board member Hannon moved approval of Items 1-4 of the Consent Calendar for the WMA & EC and Board member Haubert seconded. The motion carried 20-0 (WMA) and 20-0 (EC): The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Kalb, Kassan, Martinez, Nason, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None)

Board member McKaughan moved approval of Items 5-8 of the Consent Calendar for the Recycling Board and Board member Carling seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cox, Havel, Hoover, Kalb, Lee, McKaughan, Sadoff, Wise, Zermeño. Nays: None. Abstained: None. Absent: None)

## VI. REGULAR CALENDAR

### 1. FY 22-23 Budget presentation (Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)

This item is for information only.

Timothy Burroughs and Pat Cabrera presented an overview of the FY 2022-2023 budget. A link to the staff report and presentation is available here: [FY-2022-2023-Budget-Presentation.pdf](#)

Mr. Burroughs stated that the proposed FY 22-23 budget reflects the Aims and Guiding Principles adopted by the Board in 2020. Our Aims influence how we work and inform our long-term direction and strategy. Mr. Burroughs thanked the Board for their visionary leadership and partnership, and thanked staff for their passion, expertise, and commitment. Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs.

Additional time was provided to Board members for discussion and to ask clarifying questions. An audio link to the discussion is available here: [Proposed-FY-22-23 Budget-Discussion](#)

Board member Zermeño stated that he was pleased to see that the budget increases funding for the grants program and asked that in addition to the schools program, that staff consider exploring other projects to increase participation among the youth population, such as a tree planting program in Alameda County. Mr. Burroughs stated staff has discussed this issue with the TAC (Technical Advisory Committee) and the TAG (Technical Advisory Group) about an urban forestry project and is happy to have further discussion with the Board.

Board member Kalb stated that he is looking forward to seeing a model ordinance to reduce single use food ware and is hopeful that the ordinance would be implemented countywide.

Board member Sadoff inquired regarding the surplus in the HHW (Household Hazardous Waste) program budget. Ms. Cabrera stated that the surplus was factored into the analysis of the HHW program, which concluded that the fee per residential unit could be reduced to \$6.64 for five years, which included drawing on the fund balance as needed. In 2024 another analysis of the fee will be conducted to determine if the fee can remain at \$6.64 for the next five years or be adjusted downward or upward, not to exceed \$9.54. Board member Hannon inquired if staff was considering reallocating funds from the pension fund reserve since it is funded at 106%. Ms. Cabrera stated that the pension fund reserve is discretionary and can be used elsewhere if needed.

There were no changes or revisions to the budget. There were no public comments on this item. The Board expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation. President Young thanked staff for the presentation.

### 2. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)

(Planning Committee and Recycling Board meeting on May 12, 2022 at 6:00 p.m. The meeting will be held via teleconference)

Board member Kalb requested an interim appointment for the meeting and President Young volunteered to attend as the interim appointment. Board member Kalb moved approval of the interim

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appointment and Board member Sadoff seconded. The motion carried 19-0. The Clerk called the roll: (Ayes: Balch, Carling, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Nason, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Cavanaugh)

**VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Mr. Burroughs announced that the upcoming topic brief will highlight food recovery and donation requirements for SB 1383. Mr. Burroughs also informed the Board that the school program has returned to offering tours and in-person events at the Davis Street Education Center, while also continuing to maintain a hybrid approach.

President Young inquired if was there a topic brief on the Re:Source app. Mr. Becerra stated that staff will provide an update at the May meetings.

Board member Wise inquired if a city is required to report on food recovery for their SB 1383 milestones, how do they capture independent food recovery efforts outside of their city purview? Ms. Bartholomew responded that we are working on a portal for food recovery organizations to report total pounds of food recovered to StopWaste and will share that information with our member agencies/jurisdictions to include in their reporting to CalRecycle.

Board member Hannon announced that the City of Newark will host a ribbon cutting ceremony in celebration of the new Newark Civic Center on May 14 from 11AM – 3PM. He will provide the information to the Board Clerk to distribute. All are welcome to attend. The project came in on time and under budget.

**VIII. ADJOURNMENT – to WMA & EC Meeting – May 25, 2022 at 3:00 P.M.  
PC & RB Meeting – May 12, 2022 at 6:00 P.M.**

The meeting adjourned at 4:26 p.m.