

**APPROVED**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT  
AUTHORITY BOARD (WMA),  
THE ENERGY COUNCIL (EC)  
AND  
RECYCLING BOARD (RB)**

**Wednesday, November 20, 2024  
3:00 P.M.**

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

**I. CALL TO ORDER**

President Zermeño called the meeting to order at 3:02 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	Tracy Jensen, WMA, EC, RB
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Jean Josey, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB
City of Hayward	Francisco Zermeño, WMA, EC (WMA President)
City of Livermore	Bob Carling, WMA, EC
City of Newark	Mike Hannon, WMA, EC, RB (EC President)
City of Oakland	Dan Kalb, WMA, EC, RB
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of Union City	Jeff Wang, WMA, EC, RB (RB President)
Environmental Organization	Elaine Owyang, RB
Recycling Materials Processing Industry	Laura McKaughan, RB
Source Reduction Specialist	Grace Liao, RB
Solid Waste Industry Representative	Virginia Harrington, RB

**ABSENT**

City of Fremont	Yang Shao, WMA, EC
City of San Leandro	Fred Simon, WMA, EC, RB
Environmental Educator	Ellen McClure, RB
Recycling Programs	Vacant, RB

**Staff Participating**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Rachel Balsley, Senior Program Manager  
Kelly Schoonmaker, Senior Program Manager  
Jennifer Luong, Finance Services Manager  
Kyle Bander, Management Analyst

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Arliss Dunn, Clerk of the Board  
Richard Taylor, WMA Legal Counsel  
Farand Kan, County Counsel

### III. ANNOUNCEMENTS BY PRESIDENTS

President Zermeño welcomed Virginia Harrington to the Recycling Board as the new Solid Waste Industry representative.

### IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

There were no public comments.

### V. CONSENT CALENDAR

1. **Approval of the Draft WMA & EC Minutes of October 23, 2024 (WMA & EC only)**
2. **Approval of the Draft PC/RB Minutes of October 10, 2024 (RB only)**
3. **Recycling Board Attendance Record (RB only)**
4. **Written Report of Ex Parte Communications (RB only)**

There were no public comments for the Consent Calendar. Board member Wengraf moved approval of the Consent Calendar for the WMA & EC, and Board member Jensen seconded. Board member McKaughan moved approval of the Consent Calendar for the RB, and Board member Jensen seconded.

The Clerk called the roll: WMA Vote: 18-0    EC Vote: 17-0    RB Vote: 7-0  
(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Harrington, Haubert, Jensen, Josey, Kalb, Liao, McKaughan, Mourra, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: McClure, Owyang, Shao, Simon)

### VI. REGULAR CALENDAR

#### 1. **StopWaste Agency Investment Policy (Pat Cabrera, Jennifer Luong, and Kyle Bander)**

Staff recommends the following:

1. The WMA Board adopt a resolution adopting the revised investment policy which includes oversight of RB and EC funds per the attached resolution.
2. The RB adopt a resolution adopting by reference the WMA's revised investment policy.
3. The EC adopt a resolution adopting by reference the WMA's revised investment policy.

Timothy Burroughs introduced the item. Pat Cabrera, Jenifer Luong, and Kyle Bander provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [StopWaste-Investment-Policy-Memo.pdf](#).

Staff asked that the Boards and Council consider adoption of a revised StopWaste Agency investment policy. The proposed revision includes adding another pooled investment fund to the Agency's portfolio of investment products available and consolidating the policy into one document applicable to all three of the Agency's Boards – the WMA, EC, and RB. Additional time was provided to the Board for discussion and for clarifying questions. A link to the discussion is available here: [StopWaste-Investment-Policy-Discussion](#).

There were no public comments on this item. President Zermeño thanked staff for a very thorough presentation.

Board member Carling moved approval of the staff recommendation for the WMA and the Energy Council, and Board member Sadoff seconded. Board member Jensen moved approval of the staff recommendation for the Recycling Board, and Board member Hannon seconded.

The Clerk called the roll: WMA Vote: 18-0    EC Vote: 17-0    RB Vote: 8-0  
(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Harrington, Haubert, Jensen, Josey, Kalb, Liao, McKaughan, Mourra, Owyang, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: McClure, Shao, Simon)

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### 2. **SB 1383/ORRO Implementation Update (Rachel Balsley, Cassie Bartholomew, and Kelly Schoonmaker)**

This item is for information only.

Timothy Burroughs introduced the item and Rachel Balsley and Kelly Schoonmaker provided an overview of the staff report. A link to the report is available here: [SB1383-Orro-Update-Memo.pdf](#). Staff provided an update on how StopWaste is supporting member agencies with various implementation activities including compliance monitoring/enforcement, CalRecycle reporting, outreach and education, edible food recovery, recovered organic waste product procurement, and more.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [SB1383-ORRO-Update-Discussion](#).

There were no public comments on this item. President Zermeño thanked staff for a very informative and thorough presentation.

### 3. **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 December 12, 2024 at 6:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

Board member Hannon requested an interim appointment. Board member Young agreed to serve as the interim appointment. Board member Hannon moved approval of the interim appointment, and Board member Balch seconded. The motion carried 16-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Jensen, Josey, Kalb, Mourra, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Haubert, Shao, Simon)

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

Mr. Burroughs announced that the monthly topic brief highlights Measure D and the Recycling Fund. A link to the topic brief is available [here](#).

Board member Young read a proclamation in honor of Arthur Boone who recently passed away. The proclamation will be provided to the family and a copy will be kept at the office as a matter of record and is available [here](#).

Timothy Burroughs acknowledged the outgoing Board members: Carling, Cavanaugh, Kalb, and Wengraf, and presented them with a certificate of recognition and reusable gifts. Each Board member was provided an opportunity to express their sentiments for serving on the Board.

**VIII. ADJOURNMENT** – The meeting was adjourned at 4:42 p.m.

**Next meetings: PC & RB MEETING, DECEMBER 12, 2024 AT 6:00 P.M.**

**WMA & EC MEETING, DECEMBER 18, 2024 AT 3:00 P.M.**