



**DATE:** June 26, 2024  
**TO:** Waste Management Authority Board  
**FROM:** Bob Carling, WMA President  
**SUBJECT:** Executive Director Contract Amendment

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### **SUMMARY**

At the WMA meeting in May, the Board reviewed the annual performance evaluation for Executive Director Timothy Burroughs. The performance evaluation was conducted by an Evaluation Team that included Board Members Shelia Young (immediate Past President), Francisco Zermeno (1st Vice President), Tracy Jensen (2nd Vice President), and me.

Based on his outstanding performance and input from the full Board, the Evaluation Team recommends a 2.4% salary increase (\$6,893) for fiscal year 2024-25, effective the first pay period for FY 2024-25.

### **RECOMMENDATION**

That the Waste Management Authority Board amend the Executive Director Employment Agreement.

Attachment:

Amendment to Agreement for Employment as Executive Director of the Alameda County Waste Management Authority

**AMENDMENT TO  
AGREEMENT FOR EMPLOYMENT AS EXECUTIVE  
DIRECTOR OF THE ALAMEDA COUNTY WASTE  
MANAGEMENT AUTHORITY**

This agreement is between the ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (“WMA”) and Timothy Burroughs (“Employee”) and provides:

WHEREAS, WMA hired Employee as Executive Director of WMA beginning on July 12, 2021, pursuant to an agreement dated May 20, 2021 (“Employment Agreement”) and amended in 2022 and 2023; and

WHEREAS, WMA desires to continue to employ Employee as Executive Director and amend the Employment Agreement based on Employee’s positive annual review for 2023/24 by increasing Employee’s salary by 2.4% from \$287,196 per year to \$294,089 per year effective June 23, 2024 (first pay period in July consistent with pay adjustments for Authority staff).

NOW THEREFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. Section 5(a) of the Employment Agreement is amended as shown below:
  5. SALARY.
    - (a) Effective July 1, 2024, WMA agrees to pay Employee \$294,089 ( two hundred ninety four thousand eighty nine dollars) per annum (“salary”) for his services, payable in installments at the same time as other employees of WMA are paid. WMA may increase this base salary based on the results of the performance evaluation as described in Section 7.
2. All other terms of the Employment Agreement remain in full force and effect.
3. This Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

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**WMA:**

By: \_\_\_\_\_  
Bob Carling, President  
Alameda County Waste Management Authority

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Richard S. Taylor  
Authority Counsel

Date: \_\_\_\_\_

**EMPLOYEE:**

By: \_\_\_\_\_  
Timothy Burroughs

Date: \_\_\_\_\_