

APPROVED

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

Thursday, March 14, 2019

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500**

**Teleconference
Tim Rood
San Jose City Hall
3rd Floor Tower
200 East Santa Clara St
San Jose CA 95113
408-535-8122**

**Melissa Hernandez
Office of Vice Mayor Hernandez
Dublin City Hall
100 Civic Plaza, Second Floor
Dublin, CA 94568
925-833-6663**

Members Present:

City of Albany	Rochelle Nason
County of Alameda	Keith Carson
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez (teleconference)
City of Livermore	Bob Carling
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Tim Rood (teleconference)
City of Pleasanton	Jerry Pentin
City of Union City	Emily Duncan

Absent:

City of Fremont	Jenny Kassin
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Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director

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Jennifer Luong, Financial Services Manager
Rachel Balsley, Senior Program Manager
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Shelia Young called the meeting to order at 9:00 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of February 14, 2019 (Pat Cabrera)

There were no public comments on this item. Board member Carling made the motion to approve the draft minutes of February 14, 2019. Board member Pentin seconded and the motion carried 8-0 (Ayes: Carling, Duncan, Hernandez, Nason, Pentin, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Carson, Hannon, Kalb, Kassan).

4. Fiscal Year 2017-18 Audit Report (Jennifer Luong)

That the P&A Committee review and forward the FY 2017-18 audit report to the Waste Management Authority Board for acceptance and filing.

Jennifer Luong provided an overview of the staff report. A link to the report is available here: [FY17-18-Audit-Report.pdf](#). Ms. Luong acknowledged Nisha Patel, Management Analyst, for her role in preparing for the audit and keeping the books clean.

Chair Young inquired if there was anyone present from the auditing firm. Ms. Luong stated that they intended to be here but were stuck in traffic. Chair Young inquired about the agency's PERS status. Ms. Cabrera stated that based on the PERS actuarial estimates we are approximately 90% funded for unfunded liabilities (retirement) but that information is not reflected in the current audit as CalPERS is about one year behind with respect to the actuarial report. Ms. Cabrera added we are a little over 100% funded for OPEB (other post-retirement benefits), and going forward we will make sure to remain slightly under 100%. Chair Young stated that she is pleased that there is nothing surprising in the audit. Board member Hernandez also stated that she is pleased that we are at 90% funded but we should not exceed that threshold as we can use the funding for other projects as well. There were no public comments on this item.

Board member Pentin made the motion to forward the FY 2017-18 audit report to the Waste Management Authority Board for acceptance and filing. Board member Wengraf seconded and the motion carried 10-0-1: (Ayes: Carling, Carson, Duncan, Hernandez, Kalb, Nason, Pentin, Rood, Wengraf, Young. Nays: None. Abstain: Hannon. Absent: Kassan).

5. Changing from Contracted Inspectors to In-house Inspectors (Rachel Balsley)

That the P&A Committee recommend to the Waste Management Authority Board approval of a new "Site Inspector" classification and the conversion of two contracted MRO inspectors to two limited-term positions. This change will be included in the FY 19-20 budget.

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Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Contracted-Inspectors-Conversion-Report.pdf](#). Rachel Balsley, Project Lead, was available to answer any questions.

(Board member Hannon arrived during the discussion). Board member Rood stated that he supports the staff recommendation to convert the contracted inspectors to in-house inspectors with the added benefit of paying them more and the salary savings. Board member Duncan inquired if the current proposal is an even exchange with respect to the number of inspectors and will the schedule and level of inspections remain the same. Ms. Balsley stated yes, we had two inspectors but mid-year the City of Oakland provided funding for an additional inspector that were assigned to work only on Oakland projects. Ms. Balsley added, our expectation is by having in-house inspectors we will have more oversight over quality control and hopefully increased efficiency with respect to service and inspections. Board member Wengraf inquired as to how we determined that the three-year term was the appropriate length of time for the inspectors. Ms. Cabrera stated that a three-year term allows the agency the flexibility to evaluate if the positions are working without having the positions designated to regular status. Ms. Balsley added in addition to the MRO ordinance, the inspectors will also assist with enforcement of the Reusable Bag Ordinance and more importantly, they will be vitally important with the upcoming requirements of SB 1383 and its effects on MRO. Board member Carling inquired about the process for determining who will fill the positions. Ms. Cabrera stated that the agency will conduct an open recruitment. Chair Young inquired if the current contracted inspectors will be precluded from applying for the position. Ms. Cabrera stated no. Chair Young commented that she is in favor of the proposal as it is long overdue. Chair Young added it will allow us to be more strategic in our inspections and will enable more accountability and more control. Chair Young recommended that staff provide more frequent reports to the Board. Board member Pentin inquired if the agency has a non-compete clause with the current contracting firm that would prevent the contracted inspectors from applying for the position. Ms. Cabrera stated no. Board member Hannon commented that although it is not indicated as a core requirement, he encouraged the inspectors to consider becoming members of CACEO (California Association of Code Enforcement Officers) as it can provide additional education and resources for the profession. Board member Kalb inquired about the proposed salary for the inspectors with respect to the compensation study. Ms. Cabrera stated that the data was from the compensation study conducted three years ago and the proposed salary is adjusted for CPI.

There were no public comments on this item. Board member Carling made the motion to approve the staff recommendation. Board member Pentin seconded and the motion carried 11-0:

(Ayes: Carling, Carson, Duncan, Hannon, Hernandez, Kalb, Nason, Pentin, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Kassan).

6. Member Comments

Chair Young recognized the arrival of the representative from the audit firm. Chair Young encouraged everyone to stay tuned to SB 1383 as it is one of the most important issues that we will face over the next couple of years.

7. Adjournment

The meeting adjourned at 9:20 a.m.