

**Committee Members**

Dave Sadoff, **Chairperson**  
Castro Valley Sanitary District  
Shelia Young, **Vice Chairperson**  
Oro Loma Sanitary District  
Keith Carson, County of Alameda  
Jesse Arreguin, City of Berkeley  
Melissa Hernandez, City of Dublin  
Vinnie Bacon, City of Fremont  
Bob Carling, City of Livermore  
Mike Hannon, City of Newark  
Dan Kalb, City of Oakland  
Jerry Pentin, City of Pleasanton  
Deborah Cox, City of San Leandro  
Lorin Ellis, City of Union City  
Wendy Sommer, Executive Director

**AGENDA**

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

**Thursday, April 12, 2018**

**9:00 A.M.**

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

**1. Convene Meeting**

**2. Public Comments**

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes unless a shorter period of time is set by the Chair.

**Page**

**1**

**3. Approval of the Draft Minutes of the March 8, 2018 meeting (Pat Cabrera)**

**4. Closed Session**

**CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6(a)

Agency Negotiator: Wendy Sommer & Pat Cabrera

Unrepresented Employees: (all Agency employees; position titles available upon request)

Confidential materials mailed separately

**5. Member Comments**

**6. Adjournment**

---

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed board meeting.

**This page intentionally left blank**

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

**Thursday, March 8, 2018**

**9:00 A.M.**

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

**Teleconference  
Lorrin Ellis  
Courtyard by Marriott Des Moines West/Jordan Creek  
410 S 68Th Street  
West Des Moines, IA 50266  
510-471-3232**

**Members Present:**

Castro Valley Sanitary District	Dave Sadoff
City of Fremont	Vinnie Bacon
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of San Leandro	Deborah Cox
City of Union City	Lorrin Ellis (teleconference)

**Absent:**

County of Alameda	Keith Carson
City of Berkeley	Jesse Arreguin
City of Dublin	
City of Oakland	Dan Kalb
City of Pleasanton	Jerry Pentin

**Staff Present:**

Wendy Sommer, Executive Director  
Pat Cabrera, Administrative Services Director  
Tom Padia, Deputy Executive Director  
Todd High, Finance Manager  
Arliss Dunn, Clerk of the Board

**1. Convene Meeting**

Chair Dave Sadoff called the meeting to order at 9:03 a.m.

## DRAFT

### 2. Public Comments

There were none.

### 3. Approval of the Draft Minutes of February 8, 2018 (Pat Cabrera)

Board member Carling made the motion to approve the draft minutes of February 8, 2018. Board member Cox seconded and the motion carried 7-0 (Ayes: Bacon, Carling, Cox, Ellis, Hannon, Sadoff, Young. Nays: None. Abstain: None. Absent: Arreguin, Carson, Kalb, Pentin).

### 4. Board Per Diem Policy (Wendy Sommer)

That the P&A Committee recommend that the Waste Management Authority Board approve the attached resolution.

Wendy Sommer provided an overview of the staff report. A link to the report is available here:

[Board-Per-Diem-Policy-03-08-18.pdf](#)

Board member Hannon stated that he supports the proposed policy but requested that in the future staff provide a redline version of the policy to see what is being redacted or added. Ms. Sommer stated there were various resolutions that were inconsistent with each other but not a comprehensive policy, so it would have been difficult to have one redline version to submit in conjunction to the policy that we are proposing. Board member Young stated that when she was previously on the Board, the meeting stipend was \$100 and there was an additional \$25 travel per diem as well. Board member Young recommended that the proposed policy should indicate that the \$150 stipend include travel as well. Board member Young suggested that Item #6, Attendance via teleconference, is adjusted to state that we do not pay for attending via teleconference if the member is out of the country or at a minimum insert language that will encourage the member to not teleconference if they are out of the country. Ms. Sommer stated that the Board discussed this issue when revising the Rules of Procedure and inserted language that encourages the member to send their alternate if they will be not be present at a meeting. Board member Young stated that she would like to revisit the Rules of Procedure to add language that members are ineligible to receive the stipend if they attend via teleconference out of the country. Board member Carling stated that he is ambivalent to adding such language to the policy as technology is more sophisticated and inquired if staff considers it cumbersome to arrange for teleconferencing. Ms. Dunn stated that there are no connection issues when teleconferencing out of the country and because there is advance notice we can arrange for reduced roaming rates. Board member Bacon agreed with Board member Carling and added there is no difference if teleconferencing in or out of the country. Board member Bacon added he agrees that the policy should encourage members to use their alternate if they are unable to attend in person. Chair Sadoff recommended that staff add language to the resolution that states this resolution supersedes all other resolutions and policies.

Board member Cox made the motion to approve the staff recommendation. Board member Bacon seconded and the motion carried 7-0 (Ayes: Bacon, Carling, Cox, Ellis, Hannon, Sadoff, Young. Nays: None. Abstain: None. Absent: Arreguin, Carson, Kalb, Pentin).

### 5. Quarterly Cash Report (Pat Cabrera)

This item is for information only.

The agenda was reordered and Item #5 was heard after Item #3. Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Quarterly-Cash-Report-03-08-18.pdf](#)

## **DRAFT**

Chair Sadoff inquired if staff considered CDs or other investment options. Ms. Cabrera stated that the agency's investment policy allows staff, with Board approval, to consider other investment options. Ms. Cabrera stated in consultation with Todd High, Finance Manager, it was determined that the shorter term yield would not be much greater than what we are already getting with Local Agency Investment Fund (LAIF). Staff is also discussing a proposal that when we make payments to PERS, that we take advantage of the higher rates which lowers our costs. PERS targets 7% and they are sometimes successful in reaching that target. Last year they received 11.02%. Ms. Cabrera stated that we would need to consult with a money manager if we want to explore investing in longer term investments. Chair Sadoff stated that it might be worth looking into. Ms. Cabrera replied that the County pool may have opportunities for longer term investments and staff will look into those opportunities. Ms. Cabrera added the investment policy was revised in 2011 and was aligned to existing laws at that time. Certain laws may have changed and staff may bring a revised investment policy to the Board in the future.

Board member Young asked for clarification regarding the \$36 million in the county pool. Ms. Cabrera stated that the \$36 million is mainly kept between the two accounts, the county pool and LAIF. The funds are categorized according to use, e.g. reserves, encumbrances, etc. Chair Sadoff thanked Ms. Cabrera for her report.

### **6. Member Comments**

Board member Young requested to adjourn the meeting in memory of Former Alameda County Sheriff Charles Plummer. Sheriff Plummer passed away on March 4, 2018.

### **7. Adjournment**

The meeting adjourned at 9:20 a.m. in memory of Sheriff Charles Plummer.