

**Committee Members**

Shelia Young, **Chair**  
Oro Loma Sanitary District  
Jerry Pentin, **Vice Chair**  
City of Pleasanton  
Keith Carson, County of Alameda  
Rochelle Nason, City of Albany  
Susan Wengraf, 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  
Tim Rood, City of Piedmont  
Emily Duncan, City of Union City  
Wendy Sommer, Executive Director

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

**Thursday, January 10, 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 December 13, 2018 meeting (Pat Cabrera)**
- 5 4. Records Retention Schedule (Arliss Dunn)**  
Approve the following two items and forward to the Waste Management Authority Board for adoption:
  1. Adopt the attached records retention schedule effective immediately
  2. Authorize the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable, state, local or federal laws or guidelines.
- 17 5 Upstream, Reuse and Repair Agency Activities (Meri Soll)**  
This item is for information only.
- 43 6. New Training Videos for Businesses (Michelle Fay)**  
This item is for information only.
- 7. Member Comments**
- 8. Adjournment**

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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.