

APPROVED

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

Thursday, January 9, 2020

9:00 A.M.

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

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

Members Present:

City of Albany	Nick Pilch
City of Emeryville	Dianne Martinez
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, Chair
City of Union City	Emily Duncan

Absent:

County of Alameda	Keith Carson
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez
City of Fremont	Jenny Kassin

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Meghan Starkey, Senior Management Analyst
Jeff Becerra, Communications Manager
Richard Taylor, Authority Counsel
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Jerry Pentin called the meeting to order at 9:03 a.m.

2. Public Comments

There were none.

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3. Approval of the Draft Minutes of December 12, 2019 (Pat Cabrera)

There were no public comments on this item. Board member Hannon made the motion to approve the draft minutes of December 12, 2019. Board member Duncan seconded and the motion carried 7-0. (Ayes: Duncan, Hannon, Martinez, Pentin, Pilch, Rood, Young. Nays: None. Abstain: None. Absent: Carson, Hernandez, Kassan, Kalb, Wengraf).

4. Fiscal Year 2018-19 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 18-19 audit report to the Waste Management Authority Board for acceptance and filing.

Pat Cabrera presented an overview of the staff report and introduced Matesh Desai, Auditor, Badawi & Associates. Mr. Desai was available to answer any questions. Ms. Cabrera also recognized Jennifer Luong, Financial Services Manager and Nisha Patel, Management Analyst for their excellent work. Ms. Cabrera stated that the agency has a clean audit with no exceptions and no recommendations for improvement in internal controls and we are in a solid financial position. A link to the staff report is available here: [FY-2018-19--Audit-Report-01-12-20.pdf](#)

Board member Hannon commended staff for the outstanding work with regard to the pension fund and added he is pleased that staff is not only looking at where we are currently but also anticipating any future fluctuations that may affect our position. Board member Duncan inquired about overfunding the pension fund. Ms. Cabrera replied that the overfunding is not in the pension plan. Many years ago the agency established a trust fund for post-retirement medical benefits. We have not used those funds to cover retiree health benefits as we utilize the general operating budget. Additionally, the overfunded status actually went down from the prior year. However, we will continue to track our funding status to determine if we need to start drawing on the trust fund to address overfunding concerns. There were no public comments on this item. Board member Hannon made the motion to forward the FY 18-19 audit report to the Waste Management Authority Board for acceptance and filing. Board member Martinez seconded and the motion carried 7-0:

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

5. Countywide Element Update: Follow Up Discussion (Meghan Starkey)

Discuss the issues listed in the staff report and provide input to staff.

(Board member Kalb arrived during the presentation). Meghan Starkey provided an overview of the staff report. A link to the report is available here: [CoIWMP-Followup-Discussion-01-09-20.pdf](#)

Board member Hannon stated that with respect to the fifteen mile rule, in addition to the environmental impacts we should also look at how we service our customers, e.g. the impacts to customers in Castro Valley. Chair Pentin commented with respect to Goal Setting that he likes the term "10% good stuff" because people can easily understand the concept of reducing organics in the landfill and inquired how staff plans to brand and market the two 75% goals. Mr. Becerra explained that the broader goals such as the 10% or 75% numbers are not communicated to businesses, schools or residents as they are metric goals for the Board, stakeholders and member agencies. The agency utilizes direct action that is more relevant to the public, e.g. the food waste reduction campaign utilizes a direct action message that says "For the Love of Food – Don't Waste It," not focusing on numbers or metrics.

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Board member Duncan inquired about how to frame the 75% goal. Mr. Becerra stated instead of using the 75% metric, highlight that the agency's mission is to reduce waste as much as possible.

Board member Martinez inquired whether there is data that informs whether residential or commercial efforts have a larger impact on moving the needle in terms of climate impacts and food waste reduction. Ms. Starkey stated that the focus is on the materials themselves, however the Waste Characterization Study does identify waste by sector. Board member Martinez stated that the Board should have this information and it should tie back into agency goals. Board member Hannon inquired with regard to the consumer perspective how the marketing campaigns address consumer buying habits. Ms. Sommer stated that the messaging is to buy only what you need and includes tips on how to store food properly so that it lasts longer. Board member Young commented that we will be tackling SB 1383 soon and addressing the issue of food sharing and inquired about what happens to the food that is picked up from schools because if it is transported to other facilities we are adding more vehicles on the road and contributing to more climate impacts. Ms. Starkey stated that we are convening stakeholder groups such as food share organizations, the health department, etc. to address those issues.

WMA Counsel Richard Taylor spoke to the question raised by Board Member Hannon at the last meeting of whether the WMA could adopt an ordinance that would require cities to circulate specified environmental documents and applications to the WMA. Mr. Taylor indicated that the WMA had the legal authority to do so. He noted that enforcement might be challenging from a practical standpoint and suggested that an alternative approach would be to focus on solidifying staff relationships through the Technical Advisory Committee (TAC) or other means to demonstrate the benefit of having the knowledge and expertise that the WMA could provide for their particular project. Board member Hannon stated that he agrees that he would rather have us work collaboratively and build on our relationships. Board member Hannon stated that if the Board gives direction to StopWaste to proceed with the staff recommendation he would like to have follow-up a year from now to assess how successful we were in creating those relationships.

Ms. Starkey stated that the next steps will be to provide a summary of the goals and policies from the Board discussions and stakeholder input and we hope to bring the full document to the Board for a first reading in March or April. Board member Martinez expressed her appreciation for staff bringing the item to the Board and aligning it with our goals and priorities and the budget.

6. Member Comments

There were none.

7. Adjournment

The meeting adjourned at 10:11 a.m.