

APPROVED

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

Thursday, January 13, 2022

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda
City of Alameda
City of Albany
City of Berkeley
City of Dublin
City of Emeryville
City of Fremont
City of Newark
Oro Loma Sanitary District
City of Piedmont
City of Union City

David Haubert
Trish Herrera Spencer
Preston Jordan
Susan Wengraf
Melissa Hernandez
Dianne Martinez, Chair
Jenny Kassar
Mike Hannon
Shelia Young
Jen Cavanaugh
Jaime Patiño

Absent:

City of Pleasanton

Jack Balch

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Jennifer Luong, Finance Services Manager
Soudy Abassi, Accountant
Jenny O'Brien, Senior Administrative Assistant
Nisha Patel, Management Analyst
Adrienne Ramirez, Assistant Clerk of the Board
Arliss Dunn, Clerk of the Board

Others Participating:

Ahmed Badawi, Badawi and Associates

I. Convene Meeting

Chair Dianne Martinez called the meeting to order at 9:00 a.m. Timothy Burroughs explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

II. Public Comments

There were no public comments on the remote call and no public comments were received via the public comments email address.

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III. CONSENT CALENDAR

1. **Approval of the Draft Minutes of December 9, 2021**
2. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**
Adopt Resolution #PA 2022-01.

There were no public comments for the Consent Calendar. Board member Jordan moved approval of the Consent Calendar and Board member Hernandez seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Cavanaugh, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Spencer, Young.
Nays: None. Abstain: None. Absent: Balch, Wengraf)

IV. REGULAR CALENDAR

1. **Fiscal Year 2020-21 Audit Report (Pat Cabrera & Jennifer Luong)**

That the Programs and Administration Committee review and forward the FY 20-21 audit report to the Waste Management Authority Board for acceptance and filing.

That the Recycling Board accept and file the FY 20-21 audit report.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY20-21-Audit-Report-memo.pdf](#). Ms. Cabrera acknowledged agency staff for their efforts in managing the agency's finances to ensure a clean audit with no significant recommendations or exceptions. The finance staff is comprised of Jennifer Luong, Finance Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Staff from the auditing firm, Ahmed Badawi, Badawi and Associates, was available to answer any questions. Ms. Cabrera informed the Board that staff is contracting with Crowe Horwath to conduct a review of the agency's core fund balances and reserves and staff will provide those findings in March along with the fiscal forecast. Board member Cavanaugh acknowledged staff for undertaking the analysis of revenue and core fund balances. Board member Hannon asked that going forward staff include a statement that any areas of concern whether major or minor have been addressed or resolved in conformance with the auditor's recommendations. Ms. Cabrera stated that staff would do so.

Additional time was provided to the Board for discussion and clarifying questions. There were no public comments on this item. Board member Hannon moved approval of the staff recommendation that the Programs and Administration Committee review and forward the FY 20-21 audit report to the Waste Management Authority Board for acceptance and filing. Board member Martinez seconded and the motion carried 10-0. The Clerk call the roll:

(Ayes: Cavanaugh, Hannon, Hernandez, Jordan, Kassan, Martinez, Patiño, Spencer, Wengraf, Young.
Nays: None. Abstain: None. Absent: Balch, Haubert)

V. MEMBER COMMENTS

Chair Martinez wished everyone a happy new year.

VI. ADJOURNMENT

The meeting adjourned at 9:21 a.m.