

APPROVED

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

Thursday, March 10, 2022

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda	David Haubert
City of Alameda	Trish Herrera Spencer
City of Albany	Preston Jordan
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez, Vice Chair
City of Fremont	Jenny Kassin
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavanaugh
City of Pleasanton	Valerie Arkin (alternate)
City of Union City	Jaime Patiño

Absent:

City of Emeryville	Dianne Martinez, Chair
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Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Adrienne Ramirez, Assistant Clerk of the Board
Arliss Dunn, Clerk of the Board

Other's Participating:

Erick Nylund, Crowe, LLP
Jason Chan, Crowe, LLP

I. Convene Meeting

Vice Chair Melissa Hernandez called the meeting to order at 9:03 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 February 10, 2022**
2. **Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**
Adopt Resolution #PA 2022-03.

There were no public comments for the Consent Calendar. Board member Wengraf moved approval of the Consent Calendar and Board member Young seconded. The motion carried 11-0. The Clerk called the roll:

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

IV. REGULAR CALENDAR

1. **Rules of Procedure for Teleconferencing at Waste Management Authority and Committee Meetings (Timothy Burroughs)**

Adopt Resolution #PA 2022-04 to recommend that the WMA Board remove the limit on the number of Board members who may utilize teleconferencing for Board and Committee meetings, and that this amendment to the Rules of Procedure be approved on an interim basis, until the end of calendar year 2022.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [Teleconferencing-Rules-of-Procedure-memo.pdf](#). Richard Taylor, Authority Counsel, was present to answer any questions. Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Teleconference-Rules-of-Procedure-Discussion](#)

Board member Jordan asked for clarification regarding compliance with ADA (Americans with Disabilities Act) and accessibility for remote meetings. Mr. Taylor confirmed that remote meeting locations should be accessible to people with disabilities. Board member Young suggested conducting a short survey of the full Board to find out how many would attend in-person meetings and to also consider the additional work for the Clerk of the Board in posting the teleconference locations on the agenda. Board members thanked staff for their forethought and were supportive of the recommendation. There were no public comments on this item.

Board member Cavanaugh moved approval of the staff recommendation to forward the item to the WMA Board for consideration. Board member Wengraf seconded and the motion carried 9-0. The Clerk called the roll. (Ayes: Arkin, Cavanaugh, Haubert, Hernandez, Herrera Spencer, Jordan, Kassan, Wengraf, Young. Absent: Hannon, Patiño, Martinez)

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2. Core Fund Balance and Reserve Analysis (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using newly developed models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Fiscal-Forecast-Update-memo.pdf](#). Erick Nylund and Jason Chan, Crowe LLP, were present to answer any questions. Ms. Cabrera acknowledged staff, Jennifer Luong, Financial Services Manager; Meghan Starkey, Senior Management Analyst; and Nisha Patel, Management Analyst, for their efforts in working with Crowe. Additional time was provided to the Committee for discussion and clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#)

Board member Cavanaugh expressed appreciation to staff for their responsiveness and leadership on this project and added she is pleased to see that the Agency has policies in place to address our fiscal management. Board Member Young asked that staff provide a copy of the presentation to the Committee. There were no public comments on this item.

V. MEMBER COMMENTS

Vice Chair Hernandez thanked Board member Arkin for attending in the absence of Board member Balch.

VI. ADJOURNMENT – to April 14, 2022 at 9:00 a.m.

The meeting adjourned at 9:46 a.m.