

APPROVED

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

Thursday, March 12, 2020

9:00 A.M.

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

**Teleconference
510-891-6571 PW 1537**

**Tim Rood
The Shoal Hotel La Jolla Beach
6750 La Jolla Blvd
La Jolla, CA 92037**

**Melissa Hernandez
City of Dublin
100 Civic Plaza
Dublin, CA 94568**

**Susan Wengraf
1404 Le Roy Avenue
Berkeley, CA 94708**

Members Present:

City of Albany	Peter Maass (alternate)
City of Berkeley	Susan Wengraf (teleconference)
City of Dublin	Melissa Hernandez (teleconference)
City of Emeryville	Dianne Martinez
City of Fremont	Jenny Kassan
City of Newark	Mike Hannon
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 Oakland	Dan Kalb

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Meghan Starkey, Senior Program Analyst

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Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Jerry Pentin called the meeting to order at 9:00 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of February 13, 2020 (Pat Cabrera)

There were no public comments on this item. Board member Hannon made the motion to approve the draft minutes of February 13, 2020. Board member Young seconded and the motion carried 10-0. (Ayes: Duncan, Hannon, Hernandez, Kassan, Martinez, Pentin, Maass, Rood, Wengraf, Young. Nays: None. Abstain: None. Absent: Carson, Kalb).

4. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only.

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-03-12-20.pdf](#)

Board member Hannon requested that when staff presents the budget presentation to include any historical information on the amount of prior fees and added it is better to raise fees incrementally as opposed to one large fee increase. Board member Hannon inquired with regard to the fees on disposables if there is information that illustrates the percentage of materials that are going into the landfill due to the lack of a recyclable market. Ms. Cabrera stated that staff has been discussing the challenges in getting this information but we are looking into it. Board member Hannon inquired about the anticipated revenue as a result of pending litigation. Ms. Sommer stated that the estimate is approximately \$400,000 a year for the past three years. Board member Maass inquired if the revenue received from the cell towers on agency property is fixed. Ms. Cabrera stated the leases include annual increases. However, revenue from the wind power is built on a set formula. Board member Duncan asked for an overview of how tonnage fees are set. Ms. Cabrera stated that when facilities dispose of materials at landfills the agency is provided a report on those materials and we are paid accordingly. Board member Hannon inquired if the agency collects fees on solid waste because the rates allow the agency to collect a fee to support enforcement. Ms. Cabrera stated that we don't currently collect a separate enforcement fee but we could look into it if the need should arise.

There were no public comments on this item. Chair Pentin thanked Ms. Cabrera for her report.

5. Unfunded Liability Policy (Pat Cabrera)

That the P&A Committee discuss this item and recommend that the WMA adopt the requested changes as follows:

1. Approve as part of the FY20-21 budget an additional lump sum payment to CalPERS of approximately \$1.4M to pay its unfunded liability.
2. Adopt a funded* status goal of at least 95%.
3. Make additional annual payments towards the Agency's UAL, depending on funding availability, to achieve a 100% funded status by the beginning of FY 25-26 as per option 2 as outlined in the staff report.

*Memo stated unfunded which was a typographical error.

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Pat Cabrera provided an overview of the staff report. A link to the report is available here: [Unfunded-Liability-Policy-03-12-20.pdf](#)

Board member Martinez stated that the City of Emeryville established a Section 115 Pension Trust and inquired if staff has evaluated this possibility. Ms. Cabrera stated yes, we have reviewed this information, however it pays a little less than our current approach, which also gives us more flexibility. She further stated that we already have a trust for the OPEB (Other Post Retirement Benefits) that is overfunded, which we can draw from to pay our retirees. Board member Hannon commended staff for an outstanding effort in this area. Chair Pentin stated that he was pleased to hear such positive information and commended staff for their efforts.

There were no public comments on this item. Board member Young made the motion to approve the staff recommendation. Board member Martinez seconded and the motion carried 10-0.

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

6. Countywide Element Update: Draft Document (Meghan Starkey)

Staff recommends that the Programs & Administration Committee review the attached draft Countywide Element and recommend to the WMA Board that it hold a public hearing at the March 25, 2020, meeting and introduce and waive the first reading of an ordinance to (1) repeal the existing Summary Plan and Siting Element of the Countywide Integrated Waste Management Plan (CoIWMP) referred to collectively as the "Countywide Element," (2) adopt a new Countywide Element that would update and replace the existing Countywide Element, and (3) provide that future amendments to the Countywide Element may be adopted by resolution, and also recommend that the WMA Board direct staff to place the ordinance on the calendar for adoption at the April 22, 2020, meeting.

Meghan Starkey provided an overview of the staff report. A link to the report is available here: [Countywide-Element-Update-03-12-20.pdf](#). Board member Kassan stated that she has a client that is a member of the Ellen G. McArthur CE100 program who mentioned that StopWaste is a participant. Board member Kassan stated that it is not mentioned in the CoIWMP document and inquired about our involvement with them. Ms. Sommer stated that we are a member and it is not highlighted in the document because it is project based. Staff would be happy to provide an overview of our involvement with them. Chair Pentin commented that the document does not mention that we are pursuing the foodware ordinance. Ms. Starkey stated that we are not codifying particular projects in the document but rather including them in the focus areas under Applicable Goals. Ms. Starkey added, the issue of disposable foodware is addressed on Page 35 of the staff report, Item #5: Aligning Public Interests and WMA Priorities.

Ms. Starkey provided a demonstration of a new interactive map that shows the flow of materials for Alameda County. A link to the map is available here: <http://www.stopwaste.org/materials-map>. Chair Pentin inquired if this is an automated system or would staff be required to manually update the data. Ms. Starkey stated that staff would be required to manually update the data. Board member Duncan inquired if the map is intended to assist the council in their efforts to manage their flow of materials. Ms. Starkey stated no. The map is intended to provide background information and to show the volume of materials that are flowing through a particular jurisdiction and to monitor progress. Chair

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Pentin inquired if the map will show the percentages of materials being recycled. Ms. Starkey stated that it can be included in the final version. Board member Hannon inquired if we knew of the percentages of facilities with less than 10% of residuals and the level of coordination between StopWaste and the environmental organizations that ensure that these agencies are coming in at less than 10%, and also, do we receive consistent updates from the LEA (Local Enforcement Agency). Ms. Sommer stated that we receive updates but we have to be proactive and look on the Solid Waste Information System (SWIS) to get the information. Ms. Starkey added the new state reporting system will require reporting from recycling centers as well. Board member Hannon inquired if we encourage facilities that are reaching capacity to work with local agencies on a transition plan. Ms. Starkey stated yes, that is required as a part of the permitting process. Chair Pentin inquired if we are anticipating and monitoring any decreases in tonnages. Ms. Starkey stated yes. Board member Martinez inquired if with respect to the conformance process if there were any changes in the public participation process. Ms. Starkey stated this is why we want to ensure that we are involved early on during the CEQA process.

Board member Martinez thanked staff for an excellent job in aligning the CoIWMP with our priority setting process and annual budgeting process. Chair Pentin thanked staff for a fantastic job and stated that the updated Countywide Element is very easy to read and a great refresher that shows a clear path. Board member Duncan stated that she concurs with the sentiments and added the update is useful as a how-to guide for incoming Board members.

There were no public comments on this item. Board member Duncan made the motion to approve the staff recommendation. Board member Hannon seconded and the motion carried 10-0.

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

7. Member Comments

Board member Martinez inquired if there is a plan for staff to work from home should the need arise due to COVID-19. Ms. Sommer stated yes, there is a plan for staff to work from home and additionally there will be an item at the upcoming WMA meeting to address revising the teleconferencing policy for Board meeting attendance. Ms. Cabrera added that she sent out links to the CDC, WHO, and county links and advised staff to stay home if they are feeling sick. We also have a very robust internal telecommuting policy, which was discussed at the recent All Staff meeting. Ms. Sommer announced that we will be recruiting for a Deputy Director and that she would email a copy of the brochure to the Board.

8. Adjournment

The meeting adjourned at 10:03 a.m.