

DRAFT

**MINUTES OF THE JOINT MEETING OF THE
ALAMEDA COUNTY WASTE MANAGEMENT
AUTHORITY BOARD (WMA),
THE ENERGY COUNCIL (EC)
AND
RECYCLING BOARD**

Wednesday, April 26, 2023

3:00 P.M.

***IN PERSON MEETING LOCATION:*
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA**

I. CALL TO ORDER

First Vice President Carling called the meeting to order at 3:02 p.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. ROLL CALL OF ATTENDANCE

WMA, EC, & RB

County of Alameda	David Haubert, WMA, EC
City of Alameda	Tracy Jensen, WMA, EC, RB
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Melissa Hernandez, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Bob Carling, WMA, EC, RB (WMA First Vice President)
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC (EC President)
City of San Leandro	Fred Simon, WMA, EC, RB
City of Union City	Jeff Wang, WMA, EC
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB
Recycling Materials Processing Industry	Laura McKaughan, (RB President)
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Talia Wise, RB
Source Reduction Specialist	Grace Liao, RB

Staff Participating

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Meghan Starkey, Senior Management Analyst
Arliss Dunn, Clerk of the Board
Richard Taylor, WMA Legal Counsel
Farand Kan, County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

There were none.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

Arthur Boone provided public comments. There were no other public comments.

V. CONSENT CALENDAR

1. **Approval of the Draft WMA & EC Minutes of March 22, 2023 (WMA & EC only)**
2. **Approval of the Draft PC/RB Minutes of March 9, 2023 (RB only)**
3. **Recycling Board Attendance Record (RB only)**
4. **Written Report of Ex Parte Communications (RB only)**

There were no public comments for the Consent Calendar. Board member Zermeño moved approval of the Consent Calendar for the WMA & EC, with the correction to the spelling of the last name for public speaker, Connie Cox. The correct spelling is Kopps. Board member Kalb seconded. Board member Jensen moved approval of the Consent Calendar for the RB, and Board member Carling seconded.

The Clerk called the roll: WMA Vote: 18-0 EC Vote: 18-0 RB Vote: 11-0
(Ayes: Balch, Carling, Cavanaugh, Hannon, Havel, Haubert, Hernandez, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Sadoff, Shao, Simon, Wengraf, Wise, Young, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Wang)

VI. REGULAR CALENDAR

1. **Draft Fiscal Year 2024 Agency Budget (Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)**

This item is for information only.

Timothy Burroughs and Pat Cabrera presented an overview of the Draft Fiscal Year 2024 agency budget. A link to the staff report and presentation is available here: [FY-2023-2024-Budget-Presentation.pdf](#)

Mr. Burroughs thanked the Board for their leadership and partnership, and thanked staff for their passion, expertise, and commitment. Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs.

Additional time was provided to Board members for discussion and to ask clarifying questions. An audio link to the discussion is available here: [FY-23-24-Budget-Discussion](#)

Board members inquired about the Agency's revenue strategies as landfill tonnages decline. Ms. Cabrera informed the Board that the Agency retained Crowe LLP to conduct a fiscal analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera stated that the Agency has already begun the process of analyzing potential revenue scenarios and will present those options to the Board in the fall. Board members inquired about the Agency's investment policies. Ms. Cabrera stated that at the Board's direction, the Agency is currently invested in the Local Agency Investment Fund (LAIF), along with the Alameda County investment pool. The Agency can explore other investment options if the Board chooses to do so. Additionally, the Agency has capital investment in our building on Webster Street, and property at the Altamont. Board member Cavanaugh requested that the Agency conduct an investment analysis. Ms. Cabrera stated that the Agency is currently reviewing the investment policy and will come back to the Board at a later date with more information.

There were no public comments on this item. There were no changes or revisions to the budget. The Board expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation.

2. **Agency Program Evaluation (Meghan Starkey & Miya Kitahara) (WMA & RB)**

This item is for information only.

Timothy Burroughs introduced the item and Meghan Starkey presented an overview of the Agency's evaluation work of key programs and plans for the future. A link to the staff report and the presentation is available here: [FY-23-24-Budget-Presentation.pdf](#)

[Evaluation-Update.pdf](#)

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Evaluation-Update-Discussion](#)

Board members were pleased to see the metrics developed to evaluate programs and inquired about how often staff would provide updates to the Board. Mr. Burroughs replied that staff would provide updates at least annually if not more frequently. Mr. Burroughs informed the Board that Ms. Starkey is soon planning for retirement. Board members expressed their appreciation to Ms. Starkey for her work over the years and offered congratulations on her pending retirement. Ms. Starkey thanked the Board for their support and commitment to our programs during her tenure.

There were no public comments on this item.

3. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)

(The meeting of the Planning Committee & Recycling Board will be held on Thursday, May 11, 2023 at 6:00 p.m. at the Surlene Grant Community Meeting Room, 999 East 14th Street, San Leandro, CA. Directions will be provided.)

Board member Kalb requested an interim appointment and Board member Young agreed to serve. Board member Balch moved approval of the appointment, and Board member Zermeño seconded. The motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Jensen, Kalb, Mourra, Sadoff, Shao, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstain: None. Absent: None)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that the monthly topic brief highlights Sustainable Textile Management. A link to the topic brief is available [here](#).

VIII. ADJOURNMENT – TO JOINT WMA & EC MEETING MAY 24, 2023 AT 3:00 P.M.

The meeting was adjourned at 4:35 p.m.