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

Thursday, October 8, 2015

9:00 A.M.

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

Members Present:

Dave Sadoff, Chair, Castro Valley Sanitary District (arrived 9:12 a.m.)
Jim Oddie, City of Alameda
Susan Wengraf, City of Berkeley
Don Biddle, City of Dublin
Suzanne Lee Chan, City of Fremont
Mike Hannon, City of Newark
Dan Kalb, City of Oakland (arrived 9:15 a.m.)
Shelia Young, Oro Loma Sanitary District
Pauline Cutter, City of San Leandro
Lorin Ellis, City of Union City (arrived 9:15 a.m.)

Absent:

Keith Carson, County of Alameda
Laureen Turner, City of Livermore

Staff Present:

Wendy Sommer, Deputy Executive Director
Gary Wolff, Executive Director
Pat Cabrera, Administrative Services Director (via teleconference)
Arliss Dunn, Clerk of the Board

1. Convene Meeting

In absence of the Chair and with a quorum of the members present the meeting was called to order at 9:07 a.m. The agenda was reordered and Item 4, Selection of Vice Chairperson, was held. Shelia Young was elected Vice Chairperson and chaired the meeting until Chairperson Sadoff arrived.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of June 11, 2015 (Wendy Sommer)

Action

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Board member Biddle made the motion to approve the draft minutes of June 11, 2015. Board member Wengraf seconded and the motion was carried 7-0 (Carson, Ellis, Kalb, Sadoff, and Turner absent).

4. Selection of Vice Chairperson (Wendy Sommer)

Action

Board member Cutter nominated Board member Young to serve as Vice Chairperson. There were no other nominations and the nominations were closed. Board member Wengraf made the motion to accept the nomination. Board member Chan seconded and the motion carried 7-0 (Carson, Ellis, Kalb, Sadoff, and Turner absent).

5. Closed Session: Government Code Section: 54957.6(a)

Conference with Labor Negotiator

Agency Negotiator: Gary Wolff

Employee Organization: Unrepresented employees

(all Agency employees; position titles available upon request)

(confidential materials mailed separately)

The Committee by a vote of 10-0 (Carson and Turner absent) provided direction to staff to place on the October 28 WMA agenda consideration of a decision to defer the compensation study to spring or early summer 2016, to revise the Human Resources manual to allow for this schedule, and to conduct a mini analysis of inspector positions for consideration in the 2016/17 budgeting process.

6. Uniform Public Construction Cost Accounting Act (Gary Wolff & Pat Cabrera)

Action

Staff recommends that the Programs and Administration Committee recommend that the Authority Board adopt the Uniform Public Construction Cost Accounting Act.

The agenda was reordered to hear Item 6 before Item 5. Gary Wolff provided an overview of the staff report, regarding informal bidding procedures under the Uniform Public Construction Cost Accounting Act. The report is available here: [UPCCA-Memo-10-8-15.pdf](#)

Board member Cutter expressed concern that projects costing in excess of \$100,000 would not require a competitive bidding process. Mr. Wolff stated that we could obtain competitive quotes without going through a full public works process. Ms. Cabrera added our regular outreach efforts include listing on the County's website as well as posting on our own website.

Board member Hannon inquired if 10 calendar days is sufficient time for contractors to review the proposed project. Mr. Wolff stated that it depends on the project and for larger projects the time would be adjusted accordingly.

Board member Wengraf made the motion to accept the staff recommendation that the WMA Board at its meeting on October 28 waive reading of the full draft ordinance provided as Attachment A and schedule it for consideration of adoption at the November 18 WMA meeting, and adopt the Resolution provided in Attachment B. Board member Biddle seconded and the motion carried 10-0 (Carson and Turner absent).

7. Member Comments

♦ Video: Capitol Lawn Conversion

Wendy Sommer presented a [video](#) and announced that StopWaste staff Teresa Eade, Jeanne Nader and Kelly Schoonmaker provided technical assistance to the California Department of General Services during a demonstration of sheetmulching as an easy and sustainable approach to lawn removal. Over 1,000 square feet of the State Capitol lawn were converted to a new drought-tolerant landscape that will save over 59,000 gallons of water per year. The video is posted on the State's General Services Website and on Youtube. Mr. Wolff added we have a \$5.9 million contract from the Department of Water Resources we administer on behalf of 12 water agencies to give out lose your lawn rebates, of which \$200,000 is targeted

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for administrative costs and \$200,000 is used for outreach for lose your lawn for sheet mulching rather than hauling it away or using pesticides.

Board member Cutter stated that the mulching materials attract cats and inquired if staff would consult the sheet mulching community to inquire about a safe method for deterring cats. Board member Cutter also mentioned that EBMUD disallowed water saving rebates on toilets installed prior to 1989.

Ms. Sommer distributed a [flier](#) regarding the reusable bag ordinance potential expansion. The flier invites Alameda County retailers and restaurants to provide input at a series of public meetings throughout the county. Meetings will be held in the month of October in the cities of Pleasanton, Union City, and Oakland. Board member Kalb inquired about the outreach strategies for notifying retailers. Ms. Sommers replied that staff is utilizing several outlets for disseminating the information such as the Technical Advisory Committee, local Chambers of Commerce, Economic Development staff, Downtown and Merchant Associations, etc. She also confirmed that non profit organizations such as Save the Bay have also been approached to help with the outreach. Board member Young suggested providing electronic copies of the flier so that Board members can share the information. Ms. Sommer agreed. Board member Hannon suggested providing examples of the specific type of stores that might be included in the potential expansion. Ms. Sommer stated that staff would do so.

8. Adjournment

The meeting adjourned at 10:00 a.m.