

DRAFT

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

Thursday, January 11, 2024

9:00 A.M.

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

Members Present:

County of Alameda	David Haubert
City of Albany	Jennifer Hansen-Romero
City of Berkeley	Susan Wengraf, Chair
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez
City of Hayward	Daniel Goldstein
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavanaugh

Members Absent:

City of Fremont	Yang Shao
City of Pleasanton	Jack Balch

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Jennifer Luong, Financial Services Manager
Arliss Dunn, Clerk of the Board

I. Convene Meeting

Chair Susan Wengraf 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 none.

III. CONSENT CALENDAR

1. Approval of the Draft Minutes of December 14, 2023

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

(Ayes: Balch, Carling, Cavanaugh, Goldstein, Hannon, Hansen-Romero, Haubert, Hernandez, Wengraf, Young. Nays: None. Absent: Balch, Shao. Abstain: None)

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IV. REGULAR CALENDAR

1. Fiscal Year 2022-23 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing.

Staff recommends that the Recycling Board accept and file the FY 22-23 audit report.

Timothy Burroughs introduced the item. Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY22-23-Audit-Report.pdf](#). Ms. Cabrera acknowledged Agency staff for their efforts in managing the Agency's finances to ensure a clean audit with no exceptions or recommendations for improvements in internal controls. 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. Mitesh Desai and Samo Michel, from Badawi and Associates were available to answer any questions.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY22-23-Audit-Discussion](#). There were no public comments for this item. Chair Wengraf commended staff for their efforts in managing the agency's finances and extended congratulations for a clean audit report.

Board member Haubert moved for approval that the P&A Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing. Board member Sadoff seconded, and the motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Cavanaugh, Goldstein, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Wengraf, Young. Nays: None. Absent: Balch, Shao. Abstain: None).

V. MEMBER COMMENTS

There were none.

VI. ADJOURNMENT – TO FEBRUARY 8, 2024, AT 9:00 A.M.

The meeting was adjourned at 9:15 a.m.