

**DRAFT**

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

**Thursday, January 12, 2023**

**9:00 A.M.**

**TELECONFERENCE MEETING**

**Members Present:**

County of Alameda	David Haubert
City of Alameda	Tracy Jensen
City of Albany	Jennifer Hansen-Romero
City of Berkeley	Susan Wengraf
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez, Chair
City of Fremont	Jenny Kassan
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavanaugh
City of Pleasanton	Jack Balch
City of San Leandro	Fred Simon
City of Union City	Jeff Wang

**Staff Present:**

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

**Others Participating:**

Samo Michel, Badawi & Associates

**I. Convene Meeting**

Chair Melissa Hernandez called the meeting to order at 9:00 a.m. and welcomed the new Board members. Timothy Burroughs explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

Mr. Burroughs gave an overview of the Programs & Administration (P&A) Committee. Mr. Burroughs added that the staff would provide an orientation for the new members soon. Each member introduced themselves to the Committee. The new members are Tracy Jensen, City of Alameda; Jennifer Hansen-Romero, City of Albany; Fred Simon, City of San Leandro; and Jeff Wang, City of Union City. Mr. Burroughs announced that the February 9 meeting is the final meeting under AB 361 and starting in March, in-person meetings will resume in a hybrid format.

## DRAFT

### II. Public Comments

There were no public comments on the remote call and no public comments were received via the public comments email address.

### III. CONSENT CALENDAR

#### 1. Approval of the Draft Minutes of November 10, 2022

#### 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

Adopt Resolution PA #2023-01.

There were no public comments for the Consent Calendar. Board member Haubert moved approval of the Consent Calendar and Board member Wengraf seconded, and the motion carried 8-0-5. The Clerk called the roll:

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

### IV. REGULAR CALENDAR

#### 1. Fiscal Year 2021-22 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 21-22 audit report to the Waste Management Authority Board for acceptance and filing.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY21-22-Audit-Report-Memo.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 audited financial statements also verified that the Agency is in a solid financial position as of FY 21-22. 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. Samo Michel from Badawi and Associates, was available to answer any questions.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FY21-22-Audit-Discussion](#). Board member Hannon commended staff on their outstanding work and asked that staff continue to advocate for State funding to address unfunded state mandates. Board member Young commended staff as well.

There were no public comments on this item. Board member Hannon moved approval of the staff recommendation that the Programs and Administration Committee review and forward the FY 21-22 audit report to the Waste Management Authority Board for acceptance and filing. Board member Young seconded, and the motion carried 13-0. The Clerk call the roll:

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

### V. MEMBER COMMENTS

There were none.

### VI. ADJOURNMENT – to February 9, 2023 at 9:00 a.m.

The meeting adjourned at 9:23 a.m.