

**DRAFT**

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

**Thursday, January 14, 2021**

**9:00 A.M.**

**TELECONFERENCE MEETING**

**Members Present:**

County of Alameda	David Haubert
City of Alameda	Trish Herrera Spencer
City of Albany	Preston Jordan
City of Berkeley	Susan Wengraf
City of Dublin	Melissa Hernandez
City of Emeryville	Dianne Martinez, Vice Chair
City of Fremont	Jenny Kassin
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Pleasanton	Jack Balch
City of Union City	Jaime Patiño

**Members Absent:**

City of Piedmont

**Staff Present:**

Wendy Sommer, Executive Director  
Timothy Burroughs, Deputy Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Jennifer Luong, Finance Manager  
Arliss Dunn, Clerk of the Board

**Others Participating:**

Ahmed Badawi, Badawi & Associates  
Samantha Michel, Badawi & Associates

**1. Convene Meeting**

Vice Chair Dianne Martinez called the meeting to order at 9:00 a.m. Wendy Sommer explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#). Ms. Sommer notified the Committee that Board member Emily Duncan, the Committee Chair, is now serving as an alternate Board member representing Union City. As such, she is no longer able to perform her duties as Chair. The Rules of Procedure stipulates that the Committee hold elections for officers in June of each year and allows for the Vice Chair to run the meetings when the Chair is absent. Board member Dianne Martinez is the current Vice Chair and Ms. Sommer recommended that Board member Martinez run the P&A Committee meetings until elections are held in June.

## DRAFT

### **2. Public Comments**

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

### **3. Approval of the Draft Minutes of December 10, 2020 (Pat Cabrera)**

There were no public comments on this item. Board member Wengraf made the motion to approve the draft minutes of December 10, 2020. Board member Young seconded and the motion carried 6-0-5. The Clerk called the role:

(Ayes: Hannon, Hernandez, Kassan, Martinez, Wengraf, Young. Nays: None. Abstain: Balch, Haubert, Jordan, Patiño, Spencer. Absent: Piedmont).

### **4. Fiscal Year 2019-20 Audit Report (Pat Cabrera & Jennifer Luong)**

Staff recommends that the Programs and Administration Committee review and forward the FY 19-20 audit report to the Waste Management Authority Board for acceptance and filing.

Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY-19-20-Audit-Report.pdf](#). Ahmed Badawi and Samantha Michel, the agency's auditors, were present and available to answer any questions. Ms. Cabrera recognized finance staff, Jennifer Luong, Nisha Patel, Soudy Abbasi, and Jenny O'Brien for their contributions.

Board member Hannon commended staff for their hard work and stated that the audit results demonstrate a mindfulness toward fiscal responsibility. Vice Chair Martinez commented that StopWaste is a remarkable agency especially with regard to our excellent position on Other Post Retirement Benefits (OPEB) and pension. Vice Chair Martinez commended Ms. Sommer and Ms. Cabrera for their leadership.

There were no public comments on this item. Vice Chair Martinez made the motion to forward the FY 19-20 audit report to the Waste Management Authority Board for acceptance and filing. Board member Patiño seconded and the motion carried 11-0. (Ayes: Balch, Hannon, Haubert, Hernandez, Jordan, Kassan, Martinez, Patiño, Spencer, Wengraf, Young. Nays: None. Abstain: None. Absent: Piedmont).

### **5. Member Comments**

Vice Chair Martinez welcomed the new members to the board: Trish Herrera Spencer, City of Alameda; Preston Jordan, City of Albany; David Haubert, County of Alameda; Jack Balch, City of Pleasanton; and Jaime Patiño, City of Union City. Ms. Sommer welcomed the new members as well and informed them that staff would be reaching out to them to schedule an orientation with senior staff members.

### **6. Adjournment**

The meeting adjourned at 9:24 a.m.