DRAFT

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

Thursday, March 11, 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 Kassan
City of Newark      Mike Hannon
Oro Loma Sanitary District    Shelia Young
City of Piedmont     Jen Cavenaugh
City of Pleasanton     Jack Balch
City of Union City     Jaime Patiño

Staff Present:
Wendy Sommer, Executive Director
Timothy Burroughs, Deputy Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Justin Lehrer, Operations Manager
Nisha Patel, Management Analyst
Arliss Dunn, Clerk of the Board

1.  Convene Meeting
Vice Chair Dianne Martinez 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.

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 February 11, 2021 (Pat Cabrera)
There were no public comments on this item. Board member Hannon made the motion to approve the draft minutes of December 10, 2020. Board member Hernandez seconded and the motion carried 12-0. The Clerk called the role:
4. **Multi-Year Fiscal Forecast (Pat Cabrera)**

   This item is for information only, in preparation for the budget discussion in April. Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Multi-Year-Fiscal-Forecast.pdf](#). Ms. Cabrera introduced Nisha Patel, Management Analyst, and acknowledged her work in tracking and analyzing tonnage information.

   Board member Hannon inquired about lost revenue from tonnages going out-of-county. Ms. Cabrera stated that it is approximately $100,000-150,000 annually in lost revenue from tonnages going out-of-county. Board member Hannon commended Ms. Sommer and Ms. Cabrera for their stewardship over the agency budget and recognized their efforts for transitioning the agency's financial position over the last few years from dire to a solid financial footing. Board member Hannon asked that staff provide a brief overview of best practices or strategies that assisted in the budget transformation. Ms. Cabrera stated that staff would provide an overview in the budget document. Board member Young inquired regarding the fund balance and what is the pension reserve and the fiscal reserve. Ms. Cabrera stated that of the $28 million fund balance, $9.2 million is reserves for fiscal, pension, organics, building maintenance, and Five Year audit. Board member Young commended staff on a great report. Board member Jordan inquired regarding the fund balance and what is the pension reserve and the fiscal reserve. Ms. Cabrera stated that staff would provide an overview in the budget document. Board member Jordan inquired about the methodology used to identify trends in tonnage disposal. Ms. Patel stated that we look at information on tonnage disposal from prior months and project it out. The information includes any seasonal adjustments or activity. Board member Jordan inquired if the WMA has any specific oversight or responsibility for the landfill sites. Ms. Sommer replied no, that responsibility is under the purview of the Alameda County Local Enforcement Agency. Board member Cavenaugh inquired with regard to the pension reserve if the agency’s pension costs are funded based on CalPERS current projections and are we considering any potential downsides, and with regard to the fiscal reserve, it appears that the agency’s fund balance has been steadily increasing over the years and inquired about our strategy for setting aside such a significant fund balance as well as any potential investments and applicable returns. Ms. Cabrera stated that, in terms of our funded status with respect to our pension, the Board adopted a 95% funded goal. We work with our actuary to determine our progress, based on the most current information available. Regarding fund balances, while the Agency is still in the position to match ongoing revenue with ongoing expenses, we maintain reserves in order to address any unforeseeable budget gaps as needed and to avoid the need for fee increases. Board member Hannon requested that staff provide a historical overview of fee increases during the budget presentation. Vice Chair Martinez stated that although the agency has passed a balanced budget over the past few years and have had a healthy reserve, several years ago the five year fiscal forecast was concerning and, due to the board along with staff establishing priorities that guide the arc of the agency, we are now on solid financial footing. Vice Chair Martinez commended Ms. Sommer and Ms. Cabrera on managing the budget and building healthy reserves.

   There were no public comments on this item. Vice Chair Martinez thanked staff for the presentation.

5. **Member Comments**

   There was none.

6. **Adjournment**

   The meeting adjourned at 9:49 a.m.