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**MINUTES OF THE JOINT MEETING OF THE
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA),
THE ENERGY COUNCIL (EC)**

AND

THE SOURCE REDUCTION AND RECYLING BOARD (RB)

Wednesday, April 27, 2016

3:00 P.M.

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

I. CALL TO ORDER

President Pentin, WMA, called the meeting to order at 3:05 p.m.

II. ROLL CALL

WMA, EC & RB

County of Alameda	Keith Carson, WMA, EC
City of Alameda	Jim Oddie, WMA, EC
City of Albany	Peter Maass, WMA, EC, RB
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Don Biddle, WMA, EC
City of Hayward	Greg Jones, WMA, EC, RB
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC & Interim Appointment (RB only) for Dianne Martinez, RB, City of Emeryville
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Tim Rood, WMA, EC, RB
City of Pleasanton	Jerry Pentin, WMA, RB
City of San Leandro	Deborah Cox, WMA, EC
Environmental Educator	Toni Stein, RB
Environmental Organization	Daniel O'Donnell, RB
Recycling Programs	Adan Alonzo, RB
Solid Waste Industry Representative	Michael Peltz, RB
Source Reduction Specialist	Steve Sherman, RB

Absent:

City of Emeryville	Dianne Martinez, WMA, EC
City of Fremont	Suzanne Lee Chan, WMA, EC
City of Livermore	Laureen Turner, WMA
City of Union City	Lorrin Ellis, WMA, EC
Recycling Materials Processing Industry	Bernie Larrabe, RB

Staff Participating:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Richard Taylor, Legal Counsel, Authority Board
Audrey Beaman, Legal Counsel, Recycling Board (County Counsel)
Arliss Dunn, Clerk of the Board

III. ANNOUNCEMENTS BY THE PRESIDENTS

Executive Director Wendy Sommer announced that Allan Miller, Administrative Aide, passed away suddenly in March. A memorial service is scheduled for Friday, April 29, 2016.

IV. CONSENT CALENDAR

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| 1. Approval of the Draft WMA Minutes of March 23, 2016 (Wendy Sommer) | Action |
| 2. Approval of the Draft P&O/RB Minutes of March 10, 2016 (Wendy Sommer) | Action |
| 3. Minutes of the April 19, 2016 Technical Advisory Group (Karen Kho) | Information |
| 4. Recycling Board Attendance Record (Wendy Sommer) | Information |
| 5. Written Report of Ex Parte Communications (Wendy Sommer) | Information |

Board member Hannon made the motion to approve the Consent Calendar for the WMA Board. Board member Rood seconded and the motion carried 14-0 (Carson, Chan, Ellis, Martinez, and Turner absent).

Board member Hannon made the motion to approve the Consent Calendar for the Energy Council. Board member Rood seconded and the motion carried 12-0 (Carson, Chan, Ellis and Martinez absent).

Board member Jones made the motion to approve the Consent Calendar for the P&O/RB. Board member Sherman seconded and the motion carried 9-0-1 (Larrabe absent) (Pentin abstained).

V. OPEN PUBLIC DISCUSSION

There was none.

VII. REGULAR CALENDAR

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| 1. Benchmark Information Service (Wendy Sommer & Jeff Becerra) | Action |
| Staff recommends that the Authority Board adopt the attached Resolution amending the Benchmark Information Service fee resolution to cancel the Benchmark Information Service fee effective June 30, 2017. Fees from account holders will be collected through June 30, 2017 with the last report delivered in July of 2017. | |

Jeff Becerra provided an overview of the staff report. A link to the staff report is available here: [Benchmark Service Report-WMA-04-27-16.pdf](#)

Board member Stein inquired if staff is permitted to continue to communicate to account holders when the program sunsets. Mr. Becerra stated yes and sunseting the program will enable staff to continue to educate the public with more flexibility and the information provided would not be tied to a fee. President Pentin sated that the agency receives \$1 million in annual revenue from the fee and inquired if there is a legal way to change the current program or would it require adopting a new resolution. Attorney Taylor

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stated any changes to the current program would require adopting a new resolution. President Pentin inquired if staff is considering creating a new program that would include a fee at the sunset of the current program. Ms. Sommer stated no, staff is not considering a new fee at this time. Staff will be convening a priority setting session for Board and staff and will include stakeholders as well. Ms. Sommer added if a fee is being considered staff will introduce this information at that time.

Board member Maass inquired if continuing the data gathering and analysis and distributing the information in the format of a benchmark report would still require a fee. Mr. Becerra stated that data collection is expected to continue in some form but staff does not think dissemination of the information should be tied to a fee, and sunseting the fee will allow staff the flexibility to explore other ways of disseminating the information. Mr. Becerra added one of the findings concluded that we were doing 100 residential samples per jurisdiction but we were not seeing the jurisdiction by jurisdiction differences, so we can possibly do a less robust data collection and still identify critical trends.

Board member Biddle stated that the City of Dublin agrees with sunseting the program next year and the legal action from Dublin concerning the Benchmark program will cease as well.

Board member Sadoff made the motion to approve the staff recommendation and adopt the attached Resolution. Board member Hannon seconded and the motion carried 16-0 (Chan, Ellis, Martinez, and Turner absent).

2. Proposed FY 2016/17 Budget Presentation (Wendy Sommer & Pat Cabrera) Information This item is for information only.

Wendy Sommer and Pat Cabrera led the discussion and presented a PowerPoint presentation. A link to the combined report and presentation is available here: [Presentation-FY16-17-Budget-WMA-04-27-16.pdf](#)
A link to the proposed FY 2016/17 budget is available here: [SW-16-17-Budget-Draft-WMA-04-27-16.pdf](#)

Ms. Sommer informed the Boards that the Agency remains in a fiscally stable condition, despite declining revenues. Staff's priority in preparing this budget has been to maintain the full range of quality programs for member agencies and our constituents, balanced against the Agency's financial means. She thanked all staff for their contribution in the development of the budget.

Ms. Sommer stated that she was pleased to announce that the cities of Livermore and Pleasanton plan to introduce a proposal to their respective Councils to join the Energy Council.

Board member Pentin asked for clarification on the previous financial projections that indicated the decline in future agency revenue tied to the decline in tonnage fees. Ms. Cabrera stated that the prior projections (tonnages decline) were based on an aspirational goal of reaching no more than 10% of good stuff in the garbage by 2020. Our current analysis indicates that we will not reach that goal and staff will provide updates to the Board each year.

Board member Hannon inquired about the timeframe for the 3% CPI. Ms. Cabrera stated staff received this information in March at the onset of developing the budget. Ms. Cabrera added this aligns with most member agencies surveyed in using the 3% CPI for salary adjustments.

Board member Carson inquired about the agency's policy concerning reserves and do we have a cap or floor as to the level of reserves. Ms. Cabrera stated that the agency has designated reserves and contractual reserves. The designated reserves are for specific projects but can also be utilized for other purposes by approval of the Board. Ms. Cabrera added the reserves do not specifically have a cap or floor but we have established a fiscal reserve of around \$2 million in the event that revenues fall short of projections.

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Board member Stein inquired about the variance in revenue in the HHW program. Ms. Cabrera stated that there are two revenue sources for the HHW program-tonnage fees and the parcel tax fee. Current year projections indicate that revenues will exceed expenses but the fund balance can only be used to fund the program. Ms. Sommer added the HHW program budget is offset by programs such as Paint Care and each year the fee is adjusted accordingly. Last year the annual fee was \$9.55 and this year due to the offset the fee will be adjusted to \$8.60. President Pentin inquired if the program will be self sustaining if the fee continues to decline. Attorney Taylor stated every year the fee starts out at \$9.55. An analysis is then performed to account for any revenue offsets in the program, such as Paint Care, to determine any fee adjustments. Ms. Sommer stated staff will be providing a report on the HHW program to the Board in the summer. Board member Stein requested that staff also provide information on how much is spent by category of HHW waste. Board member Stein also inquired if staff can explore any possible assistance that PG&E could provide with respect to replacing mercury tubes with LED's.

Board member Kalb inquired if we can estimate the additional diversion countywide were the two opted-out MRO jurisdictions opt in. Tom Padia stated that we are planning to do a countywide waste characterization study next year which should give us data comparison to 2008 on how we are reducing recyclables and organics in the waste stream, and can possibly extrapolate information on how effective the MRO has been in opted-in jurisdictions

Board member Hannon stated that it would be helpful in future budget presentations to include a historical perspective on where we thought we would be and where we ended up so that the Board can be assured that the tracking trends is accurate. Ms. Cabrera agreed that a budget versus actual would be helpful. Board member Stein inquired with respect to the kitchen initiative and outreach to restaurants if there are efforts to address energy issues. Justin Lehrer stated that the program is currently focused on food waste but exploring the energy nexus is a good idea. Board member O'Donnell inquired if our targets are too aggressive for waste reduction does it mean that more is going to the Altamont Landfill and if it closes sooner will it affect the agency budget. Mr. Padia stated it would affect Waste Management's budget more so than our budget. Mr. Padia added the earlier projections assume that we would get to less than 10% of good stuff in the garbage by 2020 and that would translate to a certain landfill tonnage amount. Although we are making progress, we do not expect to necessarily hit the 600,000 tons per year landfill target by 2020. Even so, Waste Management has constructed the new cell at Altamont and landfill volumes are trending down, so Alameda County does not appear to face any lack of landfill capacity in the foreseeable future.

- 3. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Wendy Sommer) Action**
(P&O and Recycling Board meeting, May 12, 2016 at 7:00 pm – Hayward City Hall, 777 B St., Conference Room 1C, Hayward, CA 94541)

Board member Maass requested an interim appointment for the May 12 P&O/RB meeting. Board member Biddle volunteered to serve as the interim appointment. Board member Sadoff made the motion to approve the interim appointment. Board member Rood seconded and the motion carried 16-0 (Chan, Ellis, Martinez and Turner absent).

VII. COMMUNICATION/MEMBER COMMENTS Information

Board member Young announced that the South County Meals on Wheels program had recently taken on all of Oakland accounts which added thousands of meals daily. They are looking for potential members to represent Oakland on their Board of Directors. Please forward any names to Board member Young.

VIII. ADJOURNMENT

The meeting adjourned at 4:00 p.m.