

**DRAFT**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY BOARD (WMA)  
ENERGY COUNCIL (EC)  
SOURCE REDUCTION AND RECYCLING BOARD (RB)**

**Wednesday, April 28, 2021**

**3:00 P.M.**

**TELECONFERENCE MEETING**

**I. CALL TO ORDER**

President Cox called the meeting to order at 3:00 p.m. Wendy Sommer explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#)

**II. ROLL CALL OF ATTENDANCE**

**WMA, EC & RB**

County of Alameda	David Haubert, WMA, EC
City of Alameda	Trish Herrera Spencer, WMA, EC
City of Albany	Preston Jordan, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA, RB
City of Dublin	Melissa Hernandez, WMA, EC (President)
City of Fremont	Jenny Kassan, WMA, EC
City of Emeryville	Dianne Martinez, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC, RB
City of Livermore	Bob Carling, WMA, EC, RB
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC
City of San Leandro	Deborah Cox, WMA (President), EC, RB
City of Union City	Jaime Patiño, WMA, EC
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB (President)
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Tianna Nourof, RB
Source Reduction Specialist	Laura McKaughan, RB

**Staff Participating**

Wendy Sommer, Executive Director  
Timothy Burroughs, Deputy Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Justin Lehrer, Operations Manager  
Arliss Dunn, Clerk of the Board  
Adrienne Ramirez, Assistant Clerk of the Board  
Richard Taylor, WMA Legal Counsel  
Farand Kan, County Counsel

**III. ANNOUNCEMENTS BY PRESIDENTS**

WMA President Deborah Cox and Recycling Board President Darby Hoover welcomed Chiman Lee to the Recycling Board. Board member Lee will serve in the category of Recycling Programs.

**IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR**

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

**V. CONSENT CALENDAR**

1. **Approval of the Draft WMA & EC Minutes of March 24, 2021 (Wendy Sommer)**
2. **Approval of the Draft PC/RB Minutes of March 11, 2021 (Timothy Burroughs) (RB only)**
3. **Recycling Board Attendance Record (Timothy Burroughs) (RB only)**
4. **Written Report of Ex Parte Communications (Timothy Burroughs) (RB only)**

There were no public comments for the Consent Calendar. Board member Hannon made the motion to approve Item 1 of the Consent Calendar for the WMA & EC with the following revisions to the minutes: Item 6.1 should be corrected from SB45 to SB345; Item 6.3 regarding housing development in the City of Albany, on street parking should be corrected to "off" street, and to state that the City of Emeryville eliminated parking minimums with exceptions for disabled spaces and electric vehicle charging. Board member Zermeño seconded and the motion carried 19-0-1: The Clerk called the roll: (Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Patiño, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: Sadoff. Absent: None.)

Board member Carling made the motion to approve Items 2-4 of the Consent Calendar for the PC & RB. Board member Cox seconded and the motion carried 9-0-1: The Clerk called the roll: (Ayes: Carling, Cox, Havel, Hoover, Kalb, McKaughan, Nourot, Sadoff, Zermeño. Nays: None. Abstained: Lee. Absent: None.)

**VI. REGULAR CALENDAR**

1. **Executive Director Employment Agreement for Timothy Burroughs (Wendy Sommer) (WMA only)**

Authorize the Board President to approve the attached Executive Director Employment Agreement.

Wendy Sommer introduced the item and asked that the Board authorize the Board President to approve the attached Executive Director Employment Agreement for Timothy Burroughs.

There were no public comments on this item. Board member Young made the motion to approve the attached Executive Director Employment Agreement. Board member Kalb seconded and the motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Cox, Hannon, Haubert, Hernandez, Jordan, Kalb, Kassan, Martinez, Patiño, Sadoff, Spencer, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: None.)

2. **FY 21/22 Budget presentation (Wendy Sommer, Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)**

This item is for information only.

Wendy Sommer, Pat Cabrera, and Timothy Burroughs presented an overview of the FY 2021-2022 budget. A link to the presentation is available here: [FY-2021-2022-Budget-Presentation.pdf](#)

Ms. Sommer stated that over the last six years the agency has been in a solid position with a healthy fund balance. In 2006, when Ms. Sommer assumed the role of Executive Director, the agency anticipated a rapid decline in revenue possibly leading to a fiscal cliff. Projections stated that the agency would be operating at a deficit in 2020 unless fees were increased, new fees were adopted, or a reduction in the workforce was implemented. Through reassessment, revisions, and staff dedication, the agency was able to reduce spending and increase outside funding sources. The goal was to match expenditures with revenues by FY 2021-2022. This goal was met two years earlier than projected.

Ms. Cabrera provided a summary of financial highlights and Timothy Burroughs provided an overview of programs. Board member Hannon suggested considering a premium fee for out-of-county tonnage as landfills reach capacity. Board member Zermeño and Havel inquired about increasing grant funds as it is helpful during Covid-19. Ms. Sommer stated that the Agency is increasing grants for the upcoming fiscal year from \$615,000 to \$649,000. Board member Hannon suggested that StopWaste develop a program to assist the County with illegal dumping. Jeff Becerra clarified that the Agency currently supports the County in an educational role and is incorporating illegal dumping within existing projects, particularly the Re:Source tool and school projects. Related to illegal dumping, the topic brief of the month is on [Bulky Items Disposal](#).

Additional time was provided for Board members to ask clarifying questions and there were no changes or revisions to the budget. Ms. Sommer thanked the Board members for their leadership and recognized staff for their efforts in producing the budget.

There were no public comments on this item. President Cox thanked staff for the presentation.

**3. Appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arless Dunn) (WMA only)**

(Planning Committee and Recycling Board meeting on May 13, 2021 at 7:00 p.m. The meeting will be held via teleconference)

There was none.

**VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

Board member Zermeño suggested adding photos to the staff directory on the Agency website. Board member Sadoff announced that on April 14, CVSan held a Recycles Day at Canyon Middle School in Castro Valley. The event was a success with e-waste drop-off and textiles recycling, document shredding, and a compost giveaway. Board member Kalb recommended a documentary on Frontline regarding the challenges of single-use foodware and plastic packaging. Board member Jordan announced that StopWaste staff, Candis Mary-Dauphin, has been convening meetings of relevant staff to explore how the City of Albany's funding from Measure DD can be used for existing building electrification. Board member Havel stated that StopWaste is partnering with Community Resources for Science in a project entitled "Help Solve Climate Change through Global Warming." The workshop is free and will be held on Saturday, May 8. President Hoover announced that the NDRC (Natural Resources Defense Council) has resources for cities on their website at [www.NRDC.org/foodmatters](http://www.NRDC.org/foodmatters) that will provide information on implementing food rescue, management, or reduction programs.

**VIII. ADJOURNMENT**

The meeting was adjourned at 4:27 p.m.