

APPROVED

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

THURSDAY, JANUARY 9, 2025

9:00 A.M.

***IN PERSON MEETING LOCATION:*
STOPWASTE BOARD ROOM
1537 WEBSTER STREET, OAKLAND, CA**

Members Present:

| | |
|---------------------------------|----------------------------------|
| City of Albany | Jennifer Hansen-Romero |
| Castro Valley Sanitary District | Dave Sadoff, Chair |
| City of Dublin | Michael McCorriston, (alternate) |
| City of Fremont | Yang Shao |
| City of Newark | Matthew Jorgens |
| Oro Loma Sanitary District | Rita Duncan |

Absent:

| | |
|---------------------|------------------|
| County of Alameda | David Haubert |
| City of Hayward | Daniel Goldstein |
| City of Livermore | Ben Barrientos |
| City of Piedmont | Lorrel Plimier |
| City of San Leandro | Xouhoa Bowen |

Staff Present:

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

Others Participating

Mitesh Desai, Badawi & Associates
Samo Michel, Badawi & Associates

I. Convene Meeting

Chair Sadoff called the meeting to order at 9:03 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](#).

II. Public Comments

There were none.

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III. CONSENT CALENDAR

1. Approval of the Draft Minutes of December 13, 2024

There were no public comments for the Consent Calendar. Board member Shao moved for approval of the Consent Calendar. Board member Hansen-Romero seconded, and the motion carried 6-0. The Clerk called the roll.

(Ayes: Duncan, Hansen-Romero, Jorgens, McCorriston, Sadoff, Shao. Nays: None. Absent: Barrientos, Bowen, Goldstein, Haubert, Plimier. Abstain: None)

IV. REGULAR CALENDAR

1. Fiscal Year 2023-24 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommend that the Programs and Administration Committee review and forward the FY 23-24 audit report to the Waste Management Authority Board for acceptance and filing.

Timothy Burroughs introduced the item. Jennifer Luong provided an overview of the staff report. A link to the report is available here: [FY23-24-Audit-Report.pdf](#). Ms. Luong acknowledged administrative and finance 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. Mitesh Desai and Samo Michel, from Badawi and Associates were available to answer any questions. Ms. Luong stated that the Agency first submitted its financial report to the GFOA excellence in financial reporting in FY 2021-22. The Agency has received an award each year and has submitted its financial report again this year.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY23-24-Audit-Discussion](#). The finance team will continue monitoring pension funding status and consider additional discretionary payments during the next budget process if deemed necessary. There were no public comments for this item. Chair Sadoff commended staff for their efforts in managing the agency's finances and extended congratulations for a clean audit report.

Board member McCorriston moved for approval that the P&A Committee review and forward the FY 23-24 audit report to the Waste Management Authority Board for acceptance and filing. Board member Duncan seconded, and the motion carried 6-0. The Clerk called the roll:

(Ayes: Duncan, Hansen-Romero, Jorgens, McCorriston, Sadoff, Shao. Nays: None. Absent: Barrientos, Bowen, Goldstein, Haubert, Plimier. Abstain: None)

V. MEMBER COMMENTS

Mr. Burroughs announced that staff will schedule an online orientation for the new board members. He also announced that StopWaste staff would soon be presenting the results from the latest Waste Characterization study to Board Member Duncan's and Board Member Sadoff's respective boards.

VI. ADJOURNMENT – TO FEBRUARY 13, 2025, AT 9:00 A.M.

The meeting was adjourned at 9:40 a.m.