

**APPROVED**

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

**THURSDAY, MARCH 14, 2024**

**9:00 A.M.**

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

**Members Present:**

County of Alameda	David Haubert
City of Albany	Jennifer Hansen-Romero
City of Berkeley	Susan Wengraf, Chair
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez
City of Fremont	Yang Shao
City of Hayward	Daniel Goldstein
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Pleasanton	Jack Balch

**Members Absent:**

City of Piedmont	Jen Cavanaugh
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**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Alma Freeman, Communications Manager  
Nisha Patel, Management Analyst  
Justin Lehrer, Operations Manager  
Arliss Dunn, Clerk of the Board

**I. Convene Meeting**

Chair Susan Wengraf 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](#).

**II. Public Comments**

There were none. Board member Cavanaugh was present on the call but did not participate as a voting member.

**III. CONSENT CALENDAR**

**1. Approval of the Draft Minutes of February 8, 2024**

There were no public comments for the Consent Calendar. Mr. Burroughs expressed his appreciation for the discussion held at the February meeting regarding policy related to floating

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holidays. The direction from the Board was to have language added to our benefits and human resources manual to articulate to staff the purpose of floating holidays which essentially can be used at employee's discretion, including personal reasons, cultural significance, or religious observances. Staff clarified that message in the agency benefits and human resources manual and will also communicate this policy with staff at an upcoming all staff meeting. Additionally, we compiled a list of significant cultural holidays and observances, akin to the list from the City of Berkeley, as we want to avoid scheduling any board committee meetings or other significant meetings that overlap with days of cultural religious significance. We've compared this list to our board meeting dates, and there does not appear to be any conflicting dates. We will review the list each year as we schedule Board and committee meetings.

Board member Sadoff moved for approval of the Consent Calendar. Board member Haubert seconded, and the motion carried 11-0. The Clerk called the roll.

(Ayes: Balch, Carling, Goldstein, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Shao, Wengraf, Young. Nays: None. Absent: Cavanaugh. Abstain: None)

### IV. REGULAR CALENDAR

#### 1. Multi-Year Fiscal Forecast (Pat Cabrera)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Mr. Burroughs introduced the item. Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and the presentation is available here: [Fiscal-Forecast-Update-memo.pdf](#). Ms. Cabrera presented an overview of the latest analysis and annual fiscal forecast. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera informed the Board that staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues. Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#).

There were no public comments for this item. Chair Wengraf thanked Ms. Cabrera for a very informative presentation and stated that she is looking forward to the revenue discussion in the fall.

### V. MEMBER COMMENTS

There were none.

### VI. ADJOURNMENT – TO MAY 9, 2024, AT 9:00 A.M.

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