

APPROVED

**MINUTES OF THE MEETING OF THE
ALAMEDA COUNTY WASTE MANAGEMENT
AUTHORITY BOARD (WMA)**

AND

THE ENERGY COUNCIL (EC)

Wednesday, June 26, 2024

3:00 P.M.

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

I. CALL TO ORDER

President Carling called the meeting to order at 3:00 p.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. ROLL CALL OF ATTENDANCE

WMA & EC

County of Alameda	David Haubert, WMA, EC (EC President)
City of Alameda	Tracy Jensen, WMA, EC
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Jean Josey, WMA, EC
City of Emeryville	David Mourra, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Bob Carling, WMA, EC, (WMA President)
City of Newark	Mike Hannon, WMA, EC
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of San Leandro	Fred Simon, WMA, EC
City of Union City	Jeff Wang, WMA, EC

ABSENT

City of Fremont	Yang Shao, WMA, EC
City of Oakland	Dan Kalb, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC

Staff Participating

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Kelly Schoonmaker, Senior Program Manager
Candis Mary-Dauphin, Program Manager
Arliss Dunn, Clerk of the Board
Richard Taylor, WMA Legal Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

There were none.

IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

There were no public comments.

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V. CONSENT CALENDAR

- 1. Approval of the Draft WMA & EC Minutes of May 22, 2024**
- 2. External Funding Accepted Under Executive Director Signature Authority-WMA 2023-04**

This item is for information only.

There were no public comments for the Consent Calendar. Board member Cavanaugh moved approval of the Consent Calendar for the WMA & EC, and Board member Wengraf seconded.

The Clerk called the roll: WMA Vote: 14-0 EC Vote: 13-0

(Ayes: Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Josey, Mourra, Sadoff, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Balch, Jensen, Kalb, Shao)

VI. REGULAR CALENDAR

- 1. Executive Director Contract Amendment (Bob Carling, WMA President)**

That the Waste Management Authority Board amend the Executive Director Employment agreement.

President Carling provided a brief overview of the staff report. A link to the report is available here: [ED-Contract-Amendment.pdf](#). Based on the outstanding performance of Mr. Burroughs and input from the full Board, the Evaluation Team recommended a 2.4% salary increase (\$6,893) for fiscal year 2024-25, effective the first pay period for FY 2025. President Carling thanked Mr. Burroughs for his excellent leadership.

There were no public comments on this item. Board member Zermeño moved approval that the Waste Management Authority Board amendment to the Executive Director Employment Agreement. Board member Sadoff seconded, and the motion carried 15-0. The Clerk called the roll:

(Ayes: Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Jensen, Josey, Mourra, Sadoff, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Balch, Kalb, Shao)

- 2. Amendment to Property Leasing Ordinance (Ordinance 2000-01) (Kelly Schoonmaker)**

Conduct a public hearing and introduce Ordinance 2024-02 amending Ordinance 2000-01 and waive a full reading of the ordinance, and direct staff to place it on the consent calendar for adoption at the next regular meeting of the Board.

Timothy Burroughs introduced the item and Kelly Schoonmaker provided an overview of the staff report. A link to the staff report is available here: [Property-Leasing-Ordinance-Amendment.pdf](#). Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Property-Leasing-Ordinance-Discussion](#). Ms. Schoonmaker addressed a couple questions that came up at the P&A meeting, first regarding whether the agency and its lessees have insurance at the property. The agency requires its tenants to carry at least the same insurance as other Agency contractors. The second question was about the terms of the cell tower lease with regard to co-locating or subleasing, and how that would affect the Agency. This particular lease does not have terms regarding sub-leasing. However, it is one of the leases that's nearing the end of the term, and this is something that could be addressed in the new lease.

President Carling opened the public hearing and there were no public comments. The public hearing was closed. President Carling thanked Ms. Schoonmaker for her report.

Board member Jensen moved approval of the staff recommendation. Board member Hansen-Romero seconded, and the motion carried 14-0. The Clerk called the roll.

(Ayes: Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Jensen, Josey, Mourra, Sadoff, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Balch, Kalb, Shao, Simon)

- 3. Update on StopWaste Equity and Empowerment Initiatives (Candis Mary-Dauphin)**

This item is for information only.

Timothy Burroughs introduced the item and Candis Mary-Dauphin provided an update on the agency's equity plan. A link to the staff report and the presentation is available here: [Equity-Update.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here:

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[Equity-Update-Discussion](#). There were no public comments for this item. President Carling thanked Ms. Mary-Dauphin for the presentation.

4. **Appointment to fill upcoming vacancy on the Recycling Board (Timothy Burroughs)**

Staff recommends that the WMA Board fill the vacancy on the Recycling Board by September 25, 2024.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [RB-Vacancy-Kalb.pdf](#). There were no volunteers for the appointment and the item will be carried over to the July 24 WMA meeting. President Carling reminded the Board that the vacancy must be filled by September 25. There were no public comments for this item.

5. **Election of WMA Officers for Fiscal Year 2025 (Timothy Burroughs)**

Staff recommends that the WMA Board elect officers for Fiscal Year 2025.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [WMA-Elections-FY2025.pdf](#). Outgoing President Carling expressed appreciation for the opportunity to serve as President and the Board expressed appreciation for President Carling's leadership. There were no public comments for this item. Board member Young moved approval of the slate of Officers for the WMA Board for Fiscal Year 2025: Francisco Zermeño, President, Tracy Jensen, First Vice President, and Dave Sadoff, Second Vice President. Board member Hannon seconded, and the motion carried 15-0: The Clerk called the roll:

(Ayes: Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Jensen, Josey, Mourra, Sadoff, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstained: None. Absent: Balch, Kalb, Shao)

6. **Election of EC Officers for Fiscal Year 2025 (Timothy Burroughs)**

Staff recommends that the Energy Council elect officers for Fiscal Year 2025.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [EC-Elections-FY2025.pdf](#). Outgoing President Haubert expressed appreciation for the opportunity to serve as President and the Board expressed appreciation to President Haubert. Board member Wengraf moved approval of the slate of Officers for the EC Board for Fiscal Year 2025: Mike Hannon, President, David Mourra, First Vice President, and Francisco Zermeño, Second Vice President. Board member Hannon seconded, and the motion carried 14-0: There were no public comments for this item. The Clerk called the roll:

(Ayes: Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Jensen, Josey, Mourra, Simon, Wang, Wengraf, Zermeño. Nays: None. Abstained: None. Absent: Balch, Kalb, Shao)

7. **Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)**

(Planning Committee and Recycling Board meeting on July 11, 2024 at 6:00 p.m. The meeting will be held at the Surlene G. Grant Community Room, 999 E 14th St. San Leandro, CA)

There were no requests for an interim appointment.

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

Mr. Burroughs announced that the monthly topic brief provides information on how to reduce food packaging waste. A link to the topic brief is available [here](#).

Mr. Burroughs welcomed Councilmember Jean Josey as the new WMA representative for the City of Dublin.

VIII. **ADJOURNMENT – TO WMA & EC MEETING – JULY 24, 2024 AT 3:00 P.M.**

The meeting adjourned at 4:50 p.m.