

APPROVED

**MINUTES OF THE REGULAR MEETING OF THE
PLANNING COMMITTEE
AND
ALAMEDA COUNTY RECYCLING BOARD**

Thursday, December 11, 2025

6:00 P.M.

IN PERSON MEETING LOCATION:
StopWaste Boardroom
1537 Webster Street, Oakland, CA

I. CALL TO ORDER

Second Vice President Harrington called the meeting to order at 6:00 p.m. Timothy Burroughs explained the meeting process being utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

II. ROLL CALL OF ATTENDANCE

Ben Barrientos, ACWMA
Xouhoa Bowen, ACWMA
Matt Gaidos, ACWMA (interim)
Virginia Harrington, Solid Waste Industry Representative
Ellen McClure, Environmental Educator
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Barun Singh, Recycling Programs
Jeff Wang, ACWMA
Vacant, Recycling Materials Processing Industry
Vacant, Source Reduction Specialist

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Jennifer West, Program Manager
Kelly Schoonmaker, Senior Program Manager
Michelle Fay, Program Manager
Arliss Dunn, Clerk of the Board
Farand Kan, County Counsel

Others Present

Eric Nylund, Crowe, LLP
Jason Chan, Crowe, LLP
Jason Lee, Crowe, LLP

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

There were none.

V. CONSENT CALENDAR

1. Approval of the Draft Joint WMA, EC, and PC & RB Minutes of November 19, 2025

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Wang moved for approval of the Consent Calendar. Board member Bowen seconded, and the motion carried 8-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Gaidos, Harrington, McClure, Mourra, Owyang, Singh, Wang. Nays: None. Absent: None. Abstain: None)

VI. REGULAR CALENDAR

1. Recycling Board Measure D Five-year Audit Phase I (FY 2021/22 to FY 2023/24) (Jennifer West)

It is recommended that the Recycling Board accept Phase I of the Five-year Financial and Compliance Audit by Crowe LLP and approve the recommendations from the audit report, including the staff responses outlined in the staff report.

Timothy Burroughs introduced the item. Jennifer West provided an overview of the staff report and introduced the consultants from Crowe LLP: Eric Nylund, Jason Chan, and Jason Lee. The consultants presented an overview of Phase I of the Five-year Financial & Compliance Audit Report FY 2021/22 – FY 2023/24. A link to the staff report and the presentation is available here: [MeasureD-Audit-Phase1-memo.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link is available here: [MeasureD-Audit-Phase1-Discussion](#)

There were no public comments. Vice President Harrington thanked staff for the very comprehensive presentation.

Board member Singh moved to accept Phase I of the Five-year Financial and Compliance Audit by Crowe LLP and approve the recommendations from the audit report, including the staff responses outlined in the staff report. Board member Barrientos seconded, and the motion carried 9-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Gaidos, Harrington, McClure, Mourra, Owyang, Singh, Wang. Nays: None. Absent: None. Abstain: None)

2. Compostable Plastics Update (Michelle Fay & Kelly Schoonmaker)

This item is for information only.

Timothy Burroughs introduced the item. Michelle Fay and Kelly Schoonmaker presented an overview of research suggesting that compostable plastics do not break down as designed and pose risks to human health and the environment. StopWaste will do advocacy and other work to minimize compostable plastics in their current form entering the organics stream. A link to the staff report and presentation is available here: [Compostable-Plastics-Memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link is provided here: [Compostable-Plastics-Discussion](#). There were no public comments on this item. Vice President Harrington thanked staff for a very informative presentation.

3. 2026 Meeting Schedule (Timothy Burroughs)

That the Recycling Board approve the 2026 Meeting Schedule.

Timothy Burroughs presented the 2026 PC&RB meeting schedule. A link to the schedule is available [here](#): There were no public comments on this item. Board member Singh moved for approval of the 2026 Meeting Schedule. Board member Wang seconded, and the motion carried 11-0. The Clerk called the roll.

(Ayes: Barrientos, Bowen, Gaidos, Harrington, McClure, Mourra, Owyang, Singh, Wang. Nays: None. Absent: None. Abstain: None)

4. Election of Officers for 2026 (Timothy Burroughs)

That the Recycling Board elect Officers for 2026.

Timothy Burroughs introduced the item and informed the Board that Board member Barrientos has expressed a willingness to serve as Second Vice President. There were no further nominations. Board member Singh moved to approve the slate of Officers for 2026. Board member Jensen to serve as President, Board member Harrington as First Vice President, and Board member Barrientos as Second Vice President. Board member Wang seconded, and the motion carried 8-0. There were no public comments. The Clerk called the roll:

(Ayes: Barrientos, Gaidos, Harrington, McClure, Mourra, Owyang, Singh, Wang. Nays: None. Absent: Bowen. Abstain: None)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

There were none.

VIII. ADJOURNMENT – TO PC&RB MEETING – JANUARY 8, 2026 AT 4:00 P.M.

The meeting adjourned at 7:15 p.m.