

APPROVED

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

Thursday, March 12, 2026

4:00 P.M.

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

I. CALL TO ORDER

President Jensen called the meeting to order at 4:00 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

Tracy Jensen, President
Ben Barrientos, ACWMA
Xouhoa Bowen, ACWMA
Ja'moni Brooks, Recycling Materials Processing Industry
Rita Duncan, ACWMA
Virginia Harrington, Solid Waste Industry Representative
Ellen McClure, Environmental Educator
David Mourra, ACWMA
Barun Singh, Recycling Programs
Madelyn Vital, Source Reduction Specialist

ABSENT

Elaine Owyang, Environmental Organization

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Justin Lehrer, Administrative Services Director
Nisha Patel, Management Analyst
Cassie Bartholomew, Senior Program Manager
Hugo Grégoire, Management Analyst
Arliss Dunn, Clerk of the Board
Farand Kan, County Counsel

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

There were none.

V. CONSENT CALENDAR

1. Approval of the Draft PC & RB Minutes of February 12, 2026

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Harrington moved for approval of the Consent Calendar. Board member Duncan seconded, and the motion carried 10-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Brooks, Duncan, Harrington, Jensen, McClure, Mourra, Singh, Vital. Nays: None. Absent: Owyang. None. Abstain: None)

VI. REGULAR CALENDAR

1. Multi-Year Fiscal Forecast (Justin Lehrer)

This item is for information only.

Timothy Burroughs introduced the item. Justin Lehrer provided an overview of the staff report and presented a PowerPoint presentation. Mr. Lehrer informed the Board that as part of the Agency's budget development process, staff conduct an analysis of the organization's fiscal forecast, current fund balance, and reserves. This year's analysis reflects the addition of a newly adopted regulatory fee and its impact on the Agency's long-term financial outlook. A link to the report and the presentation is available here: [Fiscal-Forecast-Memo.pdf](#).

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 on this item. President Jensen thanked Mr. Lehrer for a very informative report and commended staff for being proactive regarding the agency's finances.

2. Mapping Alameda County's Food Recovery System (Cassie Bartholomew & Hugo Grégoire)

This item is for information only.

Timothy Burroughs introduced the item. Cassie Bartholomew and Hugo Grégoire provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [Food-Recovery-Mapping-Memo.pdf](#). StopWaste recently developed the Alameda County Food Recovery System Map, an internal tool that provides a comprehensive overview of commercial food generators, food recipient organizations, and food system organizations working across the county to ensure that edible surplus food is redirected to food insecure communities.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Food-Recovery-Mapping-Discussion](#). There were no public comments on this item. President Jensen thanked Ms. Bartholomew and Mr. Grégoire for a very informative report and expressed appreciation for the mapping tool and how it benefits food recovery work.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member McClure expressed appreciation to the StopWaste Schools Team for their efforts in organizing and supporting the Bay Area Climate Literacy Exchange. The event was for school districts in the Bay Area to learn more about implementing climate change education. StopWaste shared information about carbon farming and the circular economy. There were about 250 participants from around the bay area.

President Jensen stated that she attended an event at Lincoln Middle School in Alameda where she heard a presentation from 8th grade students, and four of the seven projects focused on working with the community to reduce trash. President Jensen gave them the Re:Source outreach postcard from StopWaste. Clerk Arliss Dunn reminded the Board of the April 1 deadline for filing the annual Form 700.

VIII. ADJOURNMENT – TO JOINT WMA, EC, AND PC&RB MEETING – APRIL 22, 2026 AT 3:00 P.M.

The meeting adjourned at 5:10 p.m.