

**Planning Committee/Recycling Board Members**

Tracy Jensen, **President**  
ACWMA

Virginia Harrington, **First Vice President**  
Solid Waste Industry Representative

Ben Barrientos, **Second Vice President**  
ACWMA

Xouhoa Bowen, ACWMA

Ja'moni Brooks, Recycling Materials Processing  
Industry

Rita Duncan, ACWMA

Ellen McClure, Environmental Educator

David Mourra, ACWMA

Elaine Owyang, Environmental Organization

Barun Singh, Recycling Programs

Madelyn Vital, Source Reduction Specialist

Timothy Burroughs, Executive Director

**AGENDA**

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

**THURSDAY, MAY 14, 2026**

**4:00 P.M.**

***IN-PERSON MEETING LOCATION***  
**STOPWASTE BOARD ROOM**  
**1537 WEBSTER STREET**  
**OAKLAND, CA 94612**

This meeting will be conducted in a hybrid model with both in-person attendance and teleconference participation:

Teleconference location #1 118 Glashaus Loop, Emeryville, CA  
Teleconference location #2 40087 Mission Blvd., Fremont, CA  
Teleconference location #3 5935 Vallejo Street, Emeryville, CA  
Teleconference location #4 22493 Bayview Avenue, Hayward, CA  
Teleconference location #5 1517 Harmon St, Berkeley, CA  
Teleconference location #6 6433 S Kenwood Ave, Apt 3N, Chicago, IL

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the Webinar ID 830 3422 9637
2. Using the [Zoom](#) website or App and entering meeting code 830 3422 9637

During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than noon, Thursday, May 14, 2026.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comments will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

## **AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL OF ATTENDANCE**

**III. ANNOUNCEMENTS BY PRESIDENT**

**IV. OPEN PUBLIC COMMENT**

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board but not listed on the agenda. Each speaker is limited to three minutes.

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**V. CONSENT CALENDAR**

**1**      **1. Approval of the Draft Joint WMA, EC and PC&RB Minutes of April 22, 2026**

**5**      **2. Board Attendance Record**

**7**      **3. Written Report of Ex Parte Communications**

**VI. REGULAR CALENDAR**

**9**      **1. Fiscal Year 2027 Budget Adoption (Timothy Burroughs and Justin Lehrer)**

That the Recycling Board hold a public hearing and adopt the Recycling Board FY 2027 Budget Resolution (Attachment A).

**13**     **2. Reusable Foodware Project Update (Ben Duggan)**

This item is for information only.

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

**VIII. ADJOURNMENT TO - PC&RB MEETING – JUNE 11 2026 AT 4:00 P.M.**

**DRAFT**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT  
AUTHORITY BOARD (WMA), ENERGY COUNCIL (EC),  
AND SOURCE REDUCION AND RECYLING BOARD**

**Wednesday, April 22, 2026  
3:00 P.M.**

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

**I. CALL TO ORDER**

President Jensen 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 & PC&RB**

County of Alameda	David Haubert, WMA, EC
City of Alameda	Tracy Jensen, WMA, EC, RB (President)
City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Mark Humbert, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Jean Josey, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB (EC President)
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Ben Barrientos, WMA, EC, RB
City of Newark	Matthew Jorgens, WMA, EC
Oro Loma Sanitary District	Rita Duncan, WMA, RB
City of Piedmont	Lorrel Plimier, WMA, EC
City of Pleasanton	Matt Gaidos, WMA, EC
City of San Leandro	Xouhoa Bowen, WMA, EC, RB
City of Union City	Lance Nishihira, WMA, EC
Environmental Educator	Ellen McClure, RB
Environmental Organization	Elaine Owyang RB
Recycling Materials Processing Industry	Ja'moni Brooks, RB
Recycling Program	Barun Singh, RB
Solid Waste Industry Representative	Virginia Harrington, RB
Source Reduction Specialist	Madelyn Vital, RB

**ABSENT**

City of Oakland	Ken Houston, WMA, EC
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**Staff Participating**

Timothy Burroughs, Executive Director  
Justin Lehrer, Administrative Services Director  
Alma Freeman, Communications Manager  
Arliss Dunn, Clerk of the Board  
Jonathan Knapp, County Counsel  
Richard Taylor, WMA Legal Counsel

**III. ANNOUNCEMENTS BY PRESIDENTS**

There were none.

**IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR**

There were no public comments.

**V. CONSENT CALENDAR**

- 1. Approval of the Draft WMA & EC Minutes of March 25, 2026 (WMA & EC only)**
- 2. Approval of the Draft PC & RB Minutes of March 12, 2026 (RB only)**
- 3. Recycling Board Attendance Record (RB only)**
- 4. Written Report of Ex Parte Communications (RB only)**

There were no public comments for the Consent Calendar. Board member Josey moved approval of the Consent Calendar for the WMA & EC, and Board member Bowen seconded. Board member Harrington moved approval of the Consent Calendar for the RB, and Board member Duncan seconded.

The Clerk called the roll: WMA Vote: 17-0 EC Vote: 17-0 RB Vote: 10-0

(Ayes: Barrientos, Bowen, Brooks, Duncan, Gaidos, Harrington, Hansen-Romero, Haubert, Humbert, Jensen, Jorgens, Josey, McClure, Mourra, Nishihira, Owyang, Plimier, Sadoff, Shao, Singh, Vital, Zermeño. Nays: None. Abstained: None. Absent: Houston, Singh)

**VI. REGULAR CALENDAR**

- 1. Draft Fiscal Year 2027 Agency Budget (Timothy Burroughs & Justin Lehrer)**  
This item is for information only.

Timothy Burroughs and Justin Lehrer presented an overview of the draft Fiscal Year 2027 agency budget, highlighting revenue sources, expenditures, and fund balances, while explaining how the agency plans to continue advancing its three main goals: strengthening a healthy local food system that minimizes waste, building circular economy initiatives, and increasing resource efficiency in the building sector. Board members asked questions about reserves, vacancies, and cybersecurity measures, with staff providing detailed explanations about their financial planning approach and operational practices. A link to the staff report and the presentation is available here: [FY2027-Draft-Budget-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. A link to the discussion is available here: [FY2027-Draft-Budget-Discussion](#). The next steps are to make any changes to the budget based on board input received at this meeting and return to the Recycling Board on May 14 and to the WMA and Energy Council on May 27 to request adoption of their respective budgets. There were no public comments.

Mr. Burroughs thanked the Board for their leadership and partnership, and thanked staff for their passion, expertise, and commitment. There were no changes or revisions to the budget. The Board acknowledged StopWaste staff for their excellent work and expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation.

- 2. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Timothy Burroughs) (WMA only)**  
(Planning Committee and Recycling Board meeting on May 14, 2026 at 4:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

There were no requests for an interim appointment.

**DRAFT**

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

President Jensen thanked Board members Bowen, Sadoff, and Zermeño for their collaboration in working with her on the process for the performance evaluation of the Executive Director. The committee will provide more information at the May WMA meeting. Board member Shao announced that the City of Fremont had a wonderful Earth Day celebration and thanked Fremont LEAF for providing public awareness towards cultivating a healthier planet. Board member Owyang thanked StopWaste staff for attending the event. Mr. Burroughs announced that his term on the SB 54 Advisory Board was ending and stated that the Agency would continue its focus on implementing SB 54 legislation. Mr. Burroughs announced the monthly topic brief highlighting some of the Agency's top impacts from 2025-26, organized by our key goals and focus areas. A link to the topic brief is available [here](#).

**VIII. ADJOURNMENT TO – PC&RB MEETING MAY 14, 2026 AT 4:00 P.M.**

**WMA&EC MEETING MAY 27, 2026 AT 3:00 P.M.**

The meeting was adjourned at 4:15 p.m.

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**2026 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D
<b>REGULAR MEMBERS</b>												
B. Barrientos	X	A	X	X								
X. Bowen	X	X	X	X								
J. Brooks	X	X	X	X								
R. Duncan		X	X	X								
V. Harrington	X	X	X	X								
T. Jensen	X	X	X	X								
E. McClure	X	X	X	X								
D. Mourra	X	X	X	X								
E. Owyang	X	X	A	X								
B. Singh	A	X	X	X								
M. Vital		X	X	X								
<b>INTERIM APPOINTEES</b>												

Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X=Attended

A=Absent

I=Absent - Interim Appointed

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**DATE:** May 14, 2026  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

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**BACKGROUND**

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board's official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board's official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

*Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board's agenda, giving as much public notice as possible.*

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.

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**DATE:** May 14, 2026  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
Justin Lehrer, Administrative Services Director  
**SUBJECT:** Fiscal Year 2027 Budget Adoption

**SUMMARY**

At its May 14, 2026, meeting, staff recommends that the Recycling Board adopt its FY 2027 budget.

**DISCUSSION**

The proposed budget for FY 2027 was presented at a joint meeting of the Waste Management Authority, Energy Council, and Recycling Board on April 22, 2026. The staff memo and PowerPoint presentation from the meeting are available here: [FY 2027 Budget Presentation Memo](#).

At the April 22 meeting, the Boards did not request any changes to budgeted amounts. The combined proposed FY 2027 budget totals approximately \$42.6 million, with the following breakdown:

- Recycling Board: \$ 9,192,355
- WMA: \$ 18,699,094
- Energy Council: \$ 14,761,447

As outlined in the budget document (see Expenditures by Funding Source, page IV-I), some projects are funded using both WMA and Recycling Board funds. That is because the AB 939 Facility Fee, which funds the programs overseen by the Waste Management Authority, and the Measure D Landfill Surcharge, which funds the programs overseen by the Recycling Board, are both designed to advance efforts that reduce solid waste.

The Agency’s discretionary budget is \$8.6 million, funded primarily by tonnage fee revenue. Starting in FY 2027, approximately \$4 million in regulatory costs will be recovered through a new regulatory fee, which supports implementation of state-mandated requirements, such as compliance monitoring and enforcement efforts required to implement SB 1383 and the Reusable Bag Ordinance on behalf of our member agencies. With the adoption of the regulatory fee and continued fiscal prudence, the Agency’s financial outlook has materially improved, eliminating the need to draw on fund balance this year to balance the discretionary budget.

Discretionary fund balances are projected to total \$14.7 million, and reserves are projected to total \$9.2 million at the end of FY 2027. Based on the Agency’s annual fiscal forecast, this represents an appropriate level of contingency funding to support advancing our mission today while also providing the means to plan for future needs and revenue volatility.

Appendix C of the linked budget document includes a summary of FY 2025 budget to actual amounts, the current year budget (FY 2026) and the proposed FY 2027 budget.

## **RECOMMENDATION**

That the Recycling Board hold a public hearing and adopt the Recycling Board FY 2027 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution

Attachment B: [FY 2027 Annual Budget](#)

**ATTACHMENT A**

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
RESOLUTION #RB 2026-01**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD MAY 14, 2026  
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2026 BUDGET**

**WHEREAS**, a preliminary budget for Fiscal Year 2027 has been developed that incorporates programs and projects based on Board guidance and consistent with the Countywide Integrated Waste Management Plan and Recycling Plan; and,

**WHEREAS**, this budget was presented to the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council at the meeting held on April 22, 2026, for review and comment; and,

**WHEREAS**, legal notice of the public hearing on the budget has been provided, and the matter scheduled on the May 14, 2026 Recycling Board agenda for adoption.

**NOW THEREFORE, BE IT RESOLVED** that the Alameda County Source Reduction and Recycling Board hereby:

1. Adopts the Recycling Board's portion of the Fiscal Year 2027 Budget with expenditures totaling \$9,192,355 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2026.
2. Authorizes the following new or augmented contracts and/or spending authority subject to approval as to form by Legal Counsel, and consistent with the Agency's purchasing policy:

**Recycling Board Five Year Audit** - Crowe, LLP - \$115,000  
Phase I of the Recycling Board's required five-year audit

**Passed and adopted this 14<sup>th</sup> day of May 2026 by the following vote:**

**AYES:  
NOES:  
ABSTAIN:  
ABSENT:**

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Arliss Dunn, Clerk of the Board

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**DATE:** May 14, 2026

**TO:** Programs and Administration Committee  
Planning Committee/Recycling Board

**FROM:** Ben Duggan, Program Manager

**SUBJECT:** Reusable Foodware Project Update

**SUMMARY**

StopWaste’s Reusable Foodware project develops policy, infrastructure, and capacity to accelerate adoption of reusable foodware in Alameda County. At the February 2025 Waste Management Authority Board meeting, the Board adopted a resolution to accept the Phase 2 “RE-X Before Recycling Prize” (RE-X Prize) from the U.S. Department of Energy (DOE). At the May Board meeting, staff will provide an update on the RE-X Prize and an overview of related work to advance the use of reusable foodware in Alameda County schools, businesses, and venues.

**DISCUSSION**

Using reusable foodware has clear environmental benefits, and research indicates that at scale, reusables can reach cost parity with single-use items. However, single-use foodware remains prevalent in everyday use at venues, institutional dining, takeout, and even dine-in at food businesses. Scaling reuse systems will require continued investment and supportive policy. In 2024, StopWaste developed a model reusable foodware ordinance that can be adapted by jurisdictions. So far, three jurisdictions (Albany, Berkeley, and Oakland) have adopted reusable foodware policies.

To accelerate adoption of reusables, staff have focused on hands-on implementation through grants and technical assistance to pilot approaches and identify barriers. This work has highlighted opportunities to scale reuse particularly in closed environments such as large venues, on-site dining, and school campuses. Staff are also closely engaged in SB 54 implementation, which includes reuse and refill provisions, and could provide funding and momentum beginning in 2027.

Supporting schools to make the switch to reusable foodware is the program’s top priority and a central focus of our current implementation work. There is growing momentum across Alameda County, with approximately 40 schools that have transitioned to reusable foodware systems since we began this work in 2022. Collectively these schools are eliminating an estimated 4.5 million single-use items annually. This progress helped position StopWaste to be selected for the Phase 2 RE-X Prize in 2025 which funded our partnership with Lawrence Berkeley National Laboratory to conduct a techno-economic analysis and life cycle assessment of school reusables pilots. The study showed significant environmental benefits, and the economic analysis helped identify the types of projects that are most likely to pencil out financially. Staff also submitted a Phase 3 proposal; DOE has indicated funding is pending administrative approval with no timeline provided.

**RECOMMENDATION**

This item is for information only.