

**APPROVED**

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

**Thursday, March 9, 2023**

**4:00 P.M.**

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

**I. CALL TO ORDER**

President McKaughan 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**

Bob Carling, ACWMA  
Eric Havel, Environmental Educator  
Darby Hoover, Environmental Organization  
Tracy Jensen, ACWMA  
Dan Kalb, ACWMA  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry (President)  
David Mourra, ACWMA  
Fred Simon, ACWMA

**Absent:**

Talia Wise, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Justin Lehrer, Operations Manager  
Alma Freeman, Communications Manager  
Jeannie Pham, Senior Program Services Specialist  
Trevor Probert, Senior Program Services Specialist  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**III. ANNOUNCEMENTS BY THE PRESIDENT**

President McKaughan welcomed everyone back to in-person meetings.

**IV. OPEN PUBLIC COMMENT**

Arthur Boone provided public comments. There were no other public comments.

## **V. CONSENT CALENDAR**

- 1. Approval of the Draft PC & RB Minutes of February 9, 2023**
- 2. Board Attendance Record**
- 4. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Carling moved approval of the Consent Calendar. Board member Kalb seconded, and the motion carried 10-0. The Clerk called the roll: (Ayes: Carling, Havel, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Simon. Nays: None. Abstain: None. Absent: Wise).

## **VI. 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 newly developed models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs introduced the item and Pat Cabrera gave an overview of the staff report and presented the findings of the fiscal analysis conducted by Crowe LLP. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. A link to the report and the presentation is available here: [Fiscal-Forecast-Update.pdf](#)

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#). Ms. Cabrera stated that the agency has already begun the process of analyzing potential revenue scenarios and will present those options to the Board in the summer. Board members thanked staff for their fiscal oversight and attention to future revenue sources and added that staff should also celebrate the agency's mission of reducing waste in the landfill.

Arthur Boone and Miriam Gordon provided public comments.

### **2. Model Disposable Food Service Ware Reduction and Reuse Ordinance (Justin Lehrer)**

Staff recommends that the Recycling Board review and provide input on the model Disposable Food Service Ware Reduction and Reuse Ordinance.

Timothy Burroughs introduced the item and Justin Lehrer provided a summary of the staff report and presented a PowerPoint presentation. A link to the report and presentation is available here: [FSW-Update.pdf](#)

Miriam Gordon, Consultant on development of the model ordinance, was present to provide input. Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FSW-Ordinance-Discussion](#). Board members thanked Mr. Lehrer for his presentation and for a very comprehensive and wide-ranging ordinance.

Arthur Boone provided public comments. There were no other public comments on this item.

### **3. Compost Hubs and StopWaste Environmental Educator Training (SWEET) (Jeannie Pham and Trevor Probert)**

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert and Jeannie Pham summarized the staff report and presented an overview of Compost Hub and SWEET projects as well as highlighting the roles that partnerships play in contributing to a healthy community food system. A link to the staff report and the presentation is available here: [Compost-Hubs-Sweet-Update.pdf](#)

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Compost-Hubs-SWEET-Discussion](#). President McKaughan thanked staff for a very inspiring presentation.

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

There were none.

**VIII. ADJOURNMENT – TO JOINT WMA, EC, AND PC & RB MEETING – APRIL 26, 2023 at 3:00 p.m.**

The meeting adjourned at 6:09 p.m.