

**Planning Committee/Recycling Board
Members**

Grace Liao, **President**
Source Reduction Specialist

Tracy Jensen, **First Vice President**
ACWMA

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

Ben Barrientos, ACWMA

Xouhoa Bowen, ACWMA

Ellen McClure, Environmental Educator

Laura McKaughan, Recycling Materials
Processing Industry

David Mourra, ACWMA

Elaine Owyang, Environmental Organization

Barun Singh, Recycling Programs

Jeff Wang, ACWMA

Timothy Burroughs, Executive Director

AGENDA

MEETING OF THE PLANNING COMMITTEE AND ALAMEDA COUNTY RECYCLING BOARD

THURSDAY, MAY 8, 2025

6:00 P.M.

IN-PERSON MEETING LOCATION
STOPWASTE BOARDROOM
1537 WEBSTER STREET, OAKLAND, CA

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. Apt #361, Fremont, CA
Teleconference location #3 710 Cornell Ave, Albany, CA
Teleconference location #4 1534 Ashby Ave, Berkeley, CA
Teleconference location #5 22493 Bayview Ave, Hayward, CA
Teleconference location #6 455 Durant Ave, San Leandro, CA

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 891 7696 0234
2. Using the [Zoom](#) website or App and entering meeting code 891 7696 0234

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 8, 2025.

The public may also comment by sending an e-mail to 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 23, 2025**

5 **2. Board Attendance Record**

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

VI. REGULAR CALENDAR

9 **1. Fiscal Year 2026 Budget Adoption (Timothy Burroughs & Pat Cabrera)**
 That the Recycling Board hold a public hearing and adopt the RB FY 2026 Budget Resolution (Attachment A).

13 **2. Compost Partnerships with Urban Agriculture (Trevor Probert & Jeannie Pham)**
 This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT TO PC&RB MEETING – JUNE 12, 2025 AT 3:00 P.M.

DRAFT

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

**Wednesday, April 23, 2025
3:00 P.M.**

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

I. CALL TO ORDER

President Zermeño called the meeting to order at 3:02 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, & RB

County of Alameda	David Haubert, WMA, EC
City of Alameda	Tracy Jensen, WMA, EC, RB
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 Interim President)
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC (WMA President)
City of Livermore	Ben Barrientos, WMA, EC, RB
City of Newark	Matthew Jorgens, WMA, EC
City of Oakland	Ken Houston, WMA, EC
Oro Loma Sanitary District	Rita Duncan, WMA
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	Jeff Wang, WMA, EC, RB
Environmental Educator	Ellen McClure, RB
Environmental Organization	Elaine Owyang, RB
Recycling Materials Processing Industry	Laura McKaughan, RB
Recycling Programs	Barun Singh, RB
Source Reduction Specialist	Grace Liao, RB (RB President)
Solid Waste Industry Representative	Virginia Harrington, RB

ABSENT

City of Albany	Jennifer Hansen-Romero, WMA, EC
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Staff Participating

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Meri Soll, Senior Program Manager
Arliss Dunn, Clerk of the Board
Richard Taylor, WMA Legal Counsel
Andrew Massey, County Counsel

III. ANNOUNCEMENTS BY PRESIDENTS

President Zermeño welcomed Ken Houston to the WMA/EC Board as the new delegate for the City of Oakland, and Barun Singh, as the new Recycling Programs representative for the Recycling Board.

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 26, 2025 (WMA & EC only)**
2. **Approval of the Draft PC/RB Minutes of March 13, 2025 (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 Barrientos moved approval of the Consent Calendar for the WMA & EC, and Board member Sadoff seconded. Board member McKaughan moved approval of the Consent Calendar for the RB, and Board member McClure seconded.

The Clerk called the roll: WMA Vote: 16-0 EC Vote: 16-0 RB Vote: 11-0
(Ayes: Barrientos, Bowen, Duncan, Gaidos, Harrington, Haubert, Humbert, Jensen, Jorgens, Josey, Liao, McClure, McKaughan, Mourra, Owyang, Plimier, Sadoff, Shao, Singh, Wang, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Houston)

VI. REGULAR CALENDAR

1. **Draft Fiscal Year 2026 Agency Budget (Timothy Burroughs & Pat Cabrera) (WMA, EC & RB)**

This item is for information only.

Timothy Burroughs and Pat Cabrera presented an overview of the Draft Fiscal Year 2026 agency budget. A link to the staff report and presentation is available here: [FY2026-Budget-Presentation.pdf](#).

Mr. Burroughs thanked the Board for their leadership and partnership, and thanked staff for their passion, expertise, and commitment. Ms. Cabrera provided a summary of financial highlights and Mr. Burroughs provided an overview of programs.

Additional time was provided to Board members for discussion and to ask clarifying questions. An audio link to the discussion is available here: [FY2026-Budget-Discussion](#). Board member Josey asked that staff add an addendum that shows the prior year budget and actuals.

Ms. Cabrera stated that the Agency is being very proactive with regard to fiscal forecasting and will continue to prepare and present annual fiscal forecasts and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues, and staff will present findings of the regulatory fee analysis to the Boards in July or September. There were no public comments on this item. 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. **Amending Reusable Bag Ordinance (Ordinance 2016-2) (Meri Soll)**

At the April 23 meeting, staff recommends that the WMA Board conduct a public hearing and introduce Ordinance 2025-01 amending Ordinance 2016-02, waive a full reading of the ordinance, and direct staff to place it on the consent calendar for adoption at the May 28, 2025, WMA meeting.

Timothy Burroughs introduced the item and Meri Soll provided an overview of the staff report. A link to

DRAFT

the report is available here: [RBO-Ordinance-Amendment-memo.pdf](#). Ms. Soll reminded the Board that at the March 26, 2025, WMA meeting, staff presented proposed amendments to the Alameda County Reusable Bag Ordinance (Ordinance 2016-02) to align with State Law SB 1053, which bans film plastic bags at point of sale at state regulated stores (primarily grocery, convenience, drug, and liquor stores). At the April 23, 2025 meeting, staff recommended that the Board conduct a public hearing and then introduce and waive the first reading of the amended ordinance (Attachment A) and schedule adoption of the amended ordinance on the consent calendar for the May 28, 2025, Board meeting. Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [RBO-Ordinance-Amendment-Discussion](#).

President Zermeño opened the public hearing. There was no public comment, and the public hearing was closed. Board member Sadoff moved approval of the staff recommendation, and Board member Barrientos seconded. The motion carried 17-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Duncan, Gaidos, Houston, Humbert, Jensen, Jorgens, Josey, Mourra, Plimier, Sadoff, Shao, Wang, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Haubert)

3. 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 May 8, 2025 at 6:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

Board member Wang requested an interim appointment for the May 8 meeting. Board member Duncan volunteered to attend. There were no public comments for this item. Board member Josey moved for approval of the interim appointment, and Board member Bowen seconded. The motion carried 17-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Duncan, Gaidos, Houston, Humbert, Jensen, Jorgens, Josey, Mourra, Plimier, Sadoff, Shao, Wang, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Haubert)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced the monthly topic brief which provides a snapshot of StopWaste's goals and focus areas that help inform our budget and shape our programs. A link to the topic brief is available [here](#).

VIII. ADJOURNMENT – The meeting adjourned at 4:38 p.m. in memory of the passing of Board member Sadoff's mom, and Pope Francis.

Next meetings:

PC & RB MEETING, MAY 8, 2025 AT 6:00 P.M.

WMA & EC MEETING, MAY 28, 2025 AT 3:00 P.M.

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2025 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
B. Barrientos		X	X	X								
X. Bowen		X	X	X								
V. Harrington	X	X	X	X								
T. Jensen	X	X	X	X								
G. Liao	X	X	X	X								
E. McClure	X	X	X	X								
L. McKaughan	X	X	X	X								
D. Mourra	X	X	X	X								
E. Owyang	X	X	A	X								
J. Wang	X	X	X	X								
B. Singh				X								
INTERIM APPOINTEES												

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 8, 2025
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
SUBJECT: Written Reports of Ex Parte Communications

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 8, 2025
TO: Recycling Board
FROM: Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
SUBJECT: Fiscal Year 2026 Budget Adoption

SUMMARY

At its May 8, 2025, meeting, staff recommends that the Recycling Board adopt its FY 2026 budget.

DISCUSSION

The proposed budget for FY 2026 was presented at a joint meeting of the Waste Management Authority, Energy Council, and Recycling Board on April 23, 2025. The staff memo and PowerPoint presentation from the meeting are available here: [FY 2026 Budget Presentation Memo](#).

At the April 23 meeting, the Boards did not request any changes to budgeted amounts. The combined proposed FY 2026 budget totals approximately \$38 million, with the following breakdown:

- Recycling Board: \$ 9,488,387
- WMA: \$ 18,524,030
- Energy Council: \$ 9,978,425

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 \$12.7 million, funded primarily by tonnage fee revenue and an allocation from fund balance (\$2 million). Based on fiscal forecasting models developed as part of a comprehensive analysis of the Agency’s fund balance and reserves, the Agency can draw on its fund balance in FY 2026 and still maintain an appropriate contingency moving forward. The Agency’s FY 2026 contingency, which includes both discretionary fund balances and reserves, is projected to total \$21.5 million at the end of FY 2026.

Staff is not recommending any changes to its fee/revenue structure at this time. However, staff is in the process of conducting an analysis to inform any future revenue diversification recommendations, while also ensuring prudent expenditures and continuing to advance our mission.

The linked budget document (Attachment B) includes a summary of FY 2024 budget to actual amounts, the current year budget (FY 2025) and the proposed FY 2026 budget. (See Appendix E in the budget document).

RECOMMENDATION

That the Recycling Board hold a public hearing and adopt the Recycling Board FY 2026 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution

Attachment B: link to [FY2026 Annual Budget](#)

ATTACHMENT A

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2025-01**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 8, 2025
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2026 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2026 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 23, 2025, 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 8, 2025, 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 2026 Budget with expenditures totaling \$9,488,387 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2025.
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

\$110,000

To conduct phase I of the Recycling Board's required five year audit.

Passed and adopted this 8th day of May 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

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DATE: May 8, 2025

TO: Programs & Administration Committee/Recycling Board

FROM: Trevor Probert, Program Manager
Jeannie Pham, Program Manager

SUBJECT: Compost Partnerships with Urban Agriculture

SUMMARY

To advance circularity of organic materials in Alameda County, StopWaste strategically partners with urban farms to help develop local compost markets, increase local composting capacity, assist member agencies with meeting SB 1383 procurement requirements, and educate farmers and residents on how to make and use compost. At the May 8 board meetings, staff will present an overview of activities conducted with urban farms, including on-site composting technical assistance, the StopWaste Environmental Educator Training (SWEET), hosting Compost Hubs in coordination with member agencies, and co-developing educational resources for home gardeners.

DISCUSSION

Alameda County is home to a growing network of urban farms, production gardens, and community green spaces that offer natural opportunities for advancing StopWaste's organic material circularity and local food system goals. Since 2022, StopWaste has engaged with 44 urban farms through a series of activities designed to advance these goals while deepening community partnerships over time.

StopWaste initially engages urban farms through the on-site composting technical assistance (TA) program, which has provided 32 urban farms with tools and guidance to manage high volumes of organic waste generated on-site, as well as how to use compost correctly. On-site composting also benefits the county by preserving capacity of local composting facilities processing curbside and commercial organic waste.

TA recipients receive follow-up invitations to participate in the SWEET program, a 7-class peer-to-peer training that dives deeper into the science and practice of making and using compost. Across three cohorts, 53 urban farmers representing 31 urban farms have improved their ability to make, use, assess, and teach compost, facilitated by visiting each other's farm sites, connecting with one another, and learning through a shared experience.

Staff collaborate with farm partners to offer public educational workshops and trainings to residential home gardeners, encouraging SWEET graduates to co-teach and learn from each other. Urban farms help share compost information and resources across their numerous volunteers and visitors, engaging audiences beyond StopWaste's own reach.

Lastly, StopWaste helps connect trusted farm partners with member agencies to form Compost Hubs – sites offering free compost to residential home gardeners year-round. Compost Hubs improve access to compost, increase local compost use, and support member agencies in meeting their SB 1383 compost procurement targets. Currently, eight hubs across the county distribute over 400 cubic yards per month of free compost to urban farms and residential home gardeners. StopWaste also refers urban farms to the Alameda County Compost for Agriculture Program (ACCAP), which provides subsidies for compost to farms and ranches in Alameda County.

RECOMMENDATION

This item is for information only.