

**Planning Committee/Recycling Board Members**

Laura McKaughan, **President**  
Recycling Materials Processing Industry

Dan Kalb, **1<sup>st</sup> Vice President**  
ACWMA

Eric Havel, **2<sup>nd</sup> Vice President**  
Environmental Educator

Bob Carling, ACWMA

Darby Hoover, Environmental Organization

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

David Mourra, ACWMA

Fred Simon, ACWMA

Talia Wise, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

**AMENDED AGENDA**

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

**Thursday, May 11, 2023**

**6:00 P.M.**

***IN-PERSON MEETING LOCATION***  
**SURLENE G. GRANT COMMUNITY MEETING ROOM**  
**999 EAST 14<sup>TH</sup> STREET**  
**SAN LEANDRO, CA**

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

Teleconference Location #1:	2735 Park Blvd., Oakland, CA
Teleconference Location #2:	118 Glashauss Loop, Emeryville, CA
Teleconference Location #3:	Amapas 326 #901, Puerto Vallarta, Jalisco 48399, Mexico
Teleconference Location #4:	Heron Bay Regatta Park, 2296 Regatta Way San Leandro, CA
Teleconference Location #5:	Alameda City Hall, 2263 Santa Clara Avenue, 3rd Floor, Alameda, 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 870 1590 1856
2. Using the [Zoom](#) website or App and entering meeting code 870 1590 1856

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 11, 2023.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comment 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.

### **Page V. CONSENT CALENDAR**

**1 1. Approval of the Draft Joint WMA, EC, & RB Minutes of April 26, 2023**

**5 2. Board Attendance Record**

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

### **VI. REGULAR CALENDAR**

**9 1. Fiscal Year 2024 Budget Adoption (Timothy Burroughs & Pat Cabrera)**

That the Recycling Board hold a public hearing and adopt the RB FY 2024 Budget Resolution (Attachment A).

**11 2. Update on RE:Source Guide (Robin Plutchok)**

This item is for information only.

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

### **VIII. ADJOURNMENT – TO PC & RB MEETING – JUNE 8, 2023 at 4:00 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 26, 2023**

**3:00 P.M.**

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

**I. CALL TO ORDER**

First Vice President Carling 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 Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Melissa Hernandez, WMA, EC
City of Emeryville	David Mourra, WMA, EC, RB
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
City of Livermore	Bob Carling, WMA, EC, RB (WMA First Vice President)
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC, RB
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Jen Cavanaugh, WMA, EC
City of Pleasanton	Jack Balch, WMA, EC (EC President)
City of San Leandro	Fred Simon, WMA, EC, RB
City of Union City	Jeff Wang, WMA, EC
Environmental Educator	Eric Havel, RB
Environmental Organization	Darby Hoover, RB
Recycling Materials Processing Industry	Laura McKaughan, (RB President)
Recycling Programs	Chiman Lee, RB
Solid Waste Industry Representative	Talia Wise, RB
Source Reduction Specialist	Grace Liao, RB

**Staff Participating**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Alma Freeman, Communications Manager  
Justin Lehrer, Operations Manager  
Meghan Starkey, Senior Management Analyst  
Arliss Dunn, Clerk of the Board  
Richard Taylor, WMA Legal Counsel  
Farand Kan, County Counsel

### III. ANNOUNCEMENTS BY PRESIDENTS

There were none.

### IV. OPEN PUBLIC DISCUSSION FROM THE FLOOR

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

### V. CONSENT CALENDAR

1. **Approval of the Draft WMA & EC Minutes of March 22, 2023 (WMA & EC only)**
2. **Approval of the Draft PC/RB Minutes of March 9, 2023 (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 Zermeño moved approval of the Consent Calendar for the WMA & EC, with the correction to the spelling of the last name for public speaker, Connie Cox. The correct spelling is Kopps. Board member Kalb seconded. Board member Jensen moved approval of the Consent Calendar for the RB, and Board member Carling seconded.

The Clerk called the roll: WMA Vote: 18-0      EC Vote: 18-0      RB Vote: 11-0  
(Ayes: Balch, Carling, Cavanaugh, Hannon, Havel, Haubert, Hernandez, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Sadoff, Shao, Simon, Wengraf, Wise, Young, Zermeño. Nays: None. Abstained: None. Absent: Hansen-Romero, Wang)

### VI. REGULAR CALENDAR

1. **Draft Fiscal Year 2024 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 2024 agency budget. A link to the staff report and presentation is available here: [FY-2023-2024-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 Timothy 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: [FY-23-24-Budget-Discussion](#)

Board members inquired about the Agency's revenue strategies as landfill tonnages decline. Ms. Cabrera informed the Board that the Agency retained Crowe LLP to conduct a fiscal analysis focused on the Agency's fee-based revenue structure and projected expenditures. 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 fall. Board members inquired about the Agency's investment policies. Ms. Cabrera stated that at the Board's direction, the Agency is currently invested in the Local Agency Investment Fund (LAIF), along with the Alameda County investment pool. The Agency can explore other investment options if the Board chooses to do so. Additionally, the Agency has capital investment in our building on Webster Street, and property at the Altamont. Board member Cavanaugh requested that the Agency conduct an investment analysis. Ms. Cabrera stated that the Agency is currently reviewing the investment policy and will come back to the Board at a later date with more information.

There were no public comments on this item. There were no changes or revisions to the budget. The Board expressed appreciation for the Agency's proactive fiscal management, transparency, and program innovation.

2. **Agency Program Evaluation (Meghan Starkey & Miya Kitahara) (WMA & RB)**

This item is for information only.

Timothy Burroughs introduced the item and Meghan Starkey presented an overview of the Agency's evaluation work of key programs and plans for the future. A link to the staff report and the presentation is available here: [FY-23-24-Budget-Presentation.pdf](#)

[Evaluation-Update.pdf](#)

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [Evaluation-Update-Discussion](#)

Board members were pleased to see the metrics developed to evaluate programs and inquired about how often staff would provide updates to the Board. Mr. Burroughs replied that staff would provide updates at least annually if not more frequently. Mr. Burroughs informed the Board that Ms. Starkey is soon planning for retirement. Board members expressed their appreciation to Ms. Starkey for her work over the years and offered congratulations on her pending retirement. Ms. Starkey thanked the Board for their support and commitment to our programs during her tenure.

There were no public comments on this item.

**3. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Arliss Dunn) (WMA only)**

(The meeting of the Planning Committee & Recycling Board will be held on Thursday, May 11, 2023 at 6:00 p.m. at the Surlene Grant Community Meeting Room, 999 East 14<sup>th</sup> Street, San Leandro, CA. Directions will be provided.)

Board member Kalb requested an interim appointment and Board member Young agreed to serve. Board member Balch moved approval of the appointment, and Board member Zermeño seconded. The motion carried 20-0. The Clerk called the roll:

(Ayes: Balch, Carling, Cavanaugh, Hannon, Hansen-Romero, Haubert, Hernandez, Jensen, Kalb, Mourra, Sadoff, Shao, Simon, Wang, Wengraf, Young, Zermeño. Nays: None. Abstain: None. Absent: None)

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

Mr. Burroughs announced that the monthly topic brief highlights Sustainable Textile Management. A link to the topic brief is available [here](#).

**VIII. ADJOURNMENT – TO JOINT WMA & EC MEETING MAY 24, 2023 AT 3:00 P.M.**

The meeting was adjourned at 4:35 p.m.

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## 2023 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
B. Carling	X	X	X	X								
E. Havel	X	X	X	X								
D. Hoover	X	X	X	X								
T. Jensen	X	X	X	X								
D. Kalb	X	X	X	X								
C. Lee	X	A	X	X								
G. Liao	X	A	X	X								
L. McKaughan	X	X	X	X								
D. Mourra	X	X	X	X								
F. Simon	X	X	X	X								
T. Wise	X	X	A	X								
F. Zermeño	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 11, 2023  
**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 11, 2023

**TO:** Recycling Board

**FROM:** Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director

**SUBJECT:** Fiscal Year 2024 Budget Adoption

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## SUMMARY

At its May 11, 2023, meeting, staff will recommend that the Recycling Board adopt its FY 2024 budget.

## DISCUSSION

The proposed budget for FY 2024 was presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 26, 2023. The staff memo and PowerPoint presentation from the April 27 combined board meeting is available at [FY-2024-Budget-Presentation.pdf](#)

The presentation at the April 26 meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 2024 budget totals approximately \$38.3 million, with the following breakdown:

- Recycling Board: \$ 10,871,915
- WMA: \$ 16,676,284
- Energy Council: \$ 10,751,160

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency's discretionary budget is approximately \$13.2 million, funded by core revenue (\$11.2 million) and fund balance (\$2.0 million, of which approximately \$671,000 is for one-time expenses). Based on the forecasting models developed as part of the comprehensive balance and reserve analysis, the Agency can draw on its fund balance in FY 2024 and still maintain an appropriate contingency. The Agency's FY 2024 contingency, which includes both core fund balances and reserves, is projected to total \$22.8 million. As such, we continue to meet our financial goals as well as our operational objectives through prudent spending, a team of resourceful and resilient staff, and the ongoing support of our Boards.

## RECOMMENDATION

That the Recycling Board hold a public hearing and adopt the RB FY 2024 Budget Resolution (Attachment A).

Attachment A: RB Budget Resolution

Attachment B: Link to Annual Budget – [FY-23-24-Annual-Budget](#)

**ATTACHMENT A**

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
RESOLUTION #RB 2023-03**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD MAY 11, 2023  
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD  
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2024 BUDGET**

**WHEREAS**, a preliminary budget for Fiscal Year 2024 has been developed that incorporates programs and projects based on Board-adopted guiding principles 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 26, 2023 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 11, 2023 Recycling Board agenda for adoption.

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

Adopts the Recycling Board's portion of the Fiscal Year 2024 Budget with expenditures totaling \$10,871,915 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2023.

**Passed and adopted this 11th day of May 2023 by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Arliss Dunn, Clerk of the Board

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**DATE:** May 11, 2023

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

**FROM:** Robin Plutchok, Program Manager

**SUBJECT:** Update on RE:Source Guide

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## SUMMARY

At the April 2020 WMA meeting in celebration of the 50<sup>th</sup> Anniversary of Earth Day, StopWaste staff introduced the new online search guide and app, RE:Source. The guide was developed in-house with features focused on giving Alameda County residents easy, searchable options for unwanted things through reuse, repair, recycling, and safe disposal.

## DISCUSSION

The RE:Source guide is part of StopWaste's suite of resources and tools that help residents, businesses, and schools in Alameda County prevent waste and become better stewards of the environment. The guide allows users to search by location nearly 3,000 vendor options for reuse, repair, recycling, and safe disposal for items. RE:Source also serves as an educational tool featuring alerts and material facts sheets that maximize the highest and best use of materials while minimizing contamination from items going in the wrong bin. Since its launch, RE:Source has undergone continual improvements in functionality and results, including:

- Updating curbside services information for all Alameda County jurisdictions
- Creating messaging guide for Member Agencies to promote the tool
- Integrating list of [Food Recovery Organizations and Services](#) to meet SB 1383 requirements
- Integrating information on illegal dumping reporting as part of curbside services
- Partnering with California Product Stewardship Council (CPSC) to update textile repair options
- Launching a targeted media advertising campaign promoting RE:Source
- More than doubling monthly users, sessions, pageviews and session lengths in the past year
- Updating the user interface based on results of usability studies conducted by staff
- Ongoing ADA accessibility improvements
- New advertising creative focused on top searched materials of textiles and electronics, showing both donation, repair, and recycling options
- Promoting RE:Source via email in partnership with Waste Management to 80,000 Oakland customers

At the May 11 meetings, staff will provide an overview of the new ad campaign creative and recent enhancements to RE:Source, and discuss opportunities for Member Agency partnership and promotion.

## RECOMMENDATION

This item is for information only.