

**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, AUGUST 14, 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., Fremont, CA
- Teleconference location #3 710 Cornell Ave, Albany, CA
- Teleconference location #4 34009 Alvarado Niles Rd, Union City, CA
- Teleconference location #5 1534 Ashby Avenue, Berkeley, 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 815 3341 4967
2. Using the [Zoom](#) website or App and entering meeting code 815 3341 4967

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, August 14, 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 PC&RB Minutes of July 10, 2025**

3 **2. Board Attendance Record**

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

VI. REGULAR CALENDAR

7 **1. 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 – SEPTEMBER 11, 2025 AT 4:00 P.M.

DRAFT

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

Thursday, July 10, 2025

4:00 P.M.

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

I. CALL TO ORDER

First Vice 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

Ben Barrientos, ACWMA
Xouhoa Bowen, ACWMA
Virginia Harrington, Solid Waste Industry Representative
Tracy Jensen, ACWMA
Grace Liao, Source Reduction Specialist (President)
Ellen McClure, Environmental Educator
Laura McKaughan, Recycling Materials Processing Industry
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Barun Singh, Recycling Programs
Jeff Wang, ACWMA

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Maricelle Cardenas, Program Manager
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 June 12, 2025**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communications**

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of the Consent Calendar. Board member Harrington seconded, and the motion carried 11-0. The Clerk called the roll:

(Ayes: Barrientos, Bowen, Harrington, Jensen, Liao, McClure, McKaughan, Mourra, Owyang, Singh, Wang. Nays: None. Absent: None. Abstain: None)

VI. REGULAR CALENDAR

- 1. Stop Food Waste Campaign & Date Labeling Update (Maricelle Cardenas)**

This item is for information only.

Timothy Burroughs introduced the item. Maricelle Cardenas provided an overview of the Agency's StopWaste Food campaign and update of the campaign materials focused on date labeling education, in alignment with Agency strategic goals and new upcoming state legislation that supports reducing wasted food at home. A link to the staff report and the presentation is available here: [SW-Food-Campaign-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [SW-Food-Campaign-Discussion](#). Vice President Jensen thanked Ms. Cardenas for a great presentation. Mr. Burroughs stated that staff will make sure to have campaign materials available to the Board and would appreciate their assistance in helping to distribute to their community and the constituents in their networks.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

There were none.

VIII. ADJOURNMENT – TO PC&RB MEETING – AUGUST 14, 2025 AT 6:00 P.M.

The meeting adjourned at 4:48 p.m.

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	X	X					
X. Bowen		X	X	X	X	X	X					
V. Harrington	X	X	X	X	X	X	X					
T. Jensen	X	X	X	X	X	X	X					
G. Liao	X	X	X	X	X	A	X					
E. McClure	X	X	X	X	X	X	X					
L. McKaughan	X	X	X	X	X	X	X					
D. Mourra	X	X	X	X	X	X	X					
E. Owyang	X	X	A	X	X	X	X					
J. Wang	X	X	X	X	I	X	X					
B. Singh				X	X	X	X					
INTERIM APPOINTEES												
R. Duncan					X							

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: August 14, 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: August 14, 2025
TO: Recycling Board/Planning Committee
FROM: Robin Plutchok, Program Manager
SUBJECT: Update on RE:Source Guide

SUMMARY

At the April 2020 WMA meeting in celebration of the 50th Anniversary of Earth Day, StopWaste staff introduced the online search guide and mobile app, RE:Source. Now in its fifth year, 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 tools that help residents, businesses, and schools in Alameda County prevent waste and become better stewards of the environment. The primary goal is to maximize the highest and best use of discarded materials, while minimizing contamination from items going in the wrong bin. RE:Source not only provides information on curbside services for all Alameda County jurisdictions; it also allows users to find nearby options for reuse, repair, recycling, and safe disposal for over 400 items across 3,000 vendors. RE:Source includes educational features highlighting important handling information and “Material Fact Sheets” that offer details about tricky to dispose of items.

The RE:Source guide also supports other programmatic goals, including helping jurisdictions meet SB 1383 requirements through a directory of [Food Recovery Organizations and Services](#) and provides tools for helping businesses sign up for collection service.

Since its launch, RE:Source has seen continual improvement in functionality and user experience by integrating feedback from usability studies, analytics, and ADA accessibility assessments. The data is kept fresh and accurate through ongoing internal efforts and external partnerships, including with member agencies, haulers, Contra Costa County, Palo Alto, and the California Product Stewardship Council (CPSC).

Promotion of the RE:Source guide is done through multiple channels, including targeted media campaigns, member agency and hauler websites, newsletters, and social media posts. In the past year, RE:Source has seen over 300,000 active users, and provides answers for around 2,000-3,000 searches per day.

At the August 14 meeting, staff will provide an overview of the RE:Source guide, promotional efforts, and opportunities for member agency partnership.

RECOMMENDATION

This item is for information only.