

**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, SEPTEMBER 11, 2025

4:00 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 Glashauss 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 834 5364 4525
2. Using the [Zoom](#) website or App and entering meeting code 834 5364 4525

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, September 11, 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.

Page

V. CONSENT CALENDAR

1 1. Approval of the Draft PC&RB Minutes of August 14, 2025

3 2. Board Attendance Record

5 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

**7 1. Alameda County Food Recovery Network & SB 1383 Edible Food Recovery Updates
(Cassie Bartholomew & Hugo Grégoire)**

This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

- Board Member Recognitions

VIII. ADJOURNMENT TO PC&RB MEETING – OCTOBER 9, 2025 AT 6:00 P.M.

MEETING LOCATION – Castro Valley Sanitary District

21195 Center Street, Castro Valley, CA

DRAFT

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

Thursday, August 14, 2025

6:00 P.M.

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

I. CALL TO ORDER

President Liao called the meeting to order at 6:00 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
Robin Plutchok, Program Manager
Jeanine Sidran, Senior Program Services Specialist
Chris Ross, Website and Design 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 July 10, 2025

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Jensen moved for approval of the Consent Calendar. Board member McKaughan 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. Update on RE:Source Guide (Robin Plutchok)

This item is for information only.

Timothy Burroughs introduced the item. Robin Plutchok, Jeanine Sidran, and Chris Ross provided an overview of the RE:Source guide, promotional efforts, and opportunities for member agency partnership. A link to the staff report and the presentation is available here: [RE-Source-Guide-Update-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [RE-Source-Guide-Update-Discussion](#). Mr. Ross informed the Board that the submit feedback link is now available on mobile, on the vendor pages, and thanked Board member Singh for the recommendation. President Liao thanked staff for a great presentation. There were no public comments on this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Owyang said that Fremont LEAF would be having a ribbon cutting for the expansion of Leaf Urban Farm. The event will showcase the programs that they are doing in education, science, food sovereignty, and community building. The event will be held on September 10th from 5:00 p.m. to 7.30 p.m. Board members are invited to attend. The Clerk of the Board will follow up with an email containing the details.

Board member McClure announced that Berkeley Unified will have a Fix-It Fest repair clinic on International Repair Day on October 18th. Board member McClure will share more information about the event at the next Board meeting.

VIII. ADJOURNMENT – TO PC&RB MEETING – SEPTEMBER 11, 2025 AT 4:00 P.M.

The meeting adjourned at 6:55 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				
X. Bowen		X	X	X	X	X	X	X				
V. Harrington	X	X	X	X	X	X	X	X				
T. Jensen	X	X	X	X	X	X	X	X				
G. Liao	X	X	X	X	X	A	X	X				
E. McClure	X	X	X	X	X	X	X	X				
L. McKaughan	X	X	X	X	X	X	X	X				
D. Mourra	X	X	X	X	X	X	X	X				
E. Owyang	X	X	A	X	X	X	X	X				
J. Wang	X	X	X	X	I	X	X	X				
B. Singh				X	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: September 11, 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: September 11, 2025

TO: Programs & Administration Committee/Recycling Board

FROM: Cassie Bartholomew, Senior Program Manager
Hugo Grégoire, Management Analyst

SUBJECT: Alameda County Food Recovery Network & SB 1383 Edible Food Recovery Updates

SUMMARY

For nearly a decade, StopWaste has partnered with food recovery organizations to better understand their needs and expand the impact of edible food recovery across Alameda County. Key to this effort is the Alameda County Food Recovery Network, which brings together a diverse group of organizations committed to recovering and redistributing surplus edible food.

At the September 11, 2025, Board meetings, staff will provide an overview of the Network’s role, share results from the 2024 SB 1383 Edible Food Recovery Reporting cycle, and highlight how coordinated efforts are helping address food insecurity, reduce wasted food, and meet SB 1383 requirements in Alameda County. Staff will also briefly discuss some of the challenges food recovery organizations face in maintaining sustainable long-term operations and potential pathways for support.

DISCUSSION

StopWaste launched the Alameda County Food Recovery Network in 2021 as a partnership effort to support SB 1383 implementation and expand food recovery capacity across the county. In FY 2025, over 40 active organizations including food recovery groups, pantries, faith-based organizations, city staff, and urban farms connected to strengthen Alameda County’s food recovery landscape. Together, they coordinate efforts to put surplus edible food to its best use to nourish communities.

Over the past year, the ACFRN has continued to serve as a trusted space for collaboration, relationship building, and sharing of resources. Recent meetings have focused on impact measurement, funding strategies, and innovative partnerships to strengthen the county’s food recovery landscape.

SB 1383 requires food recovery organizations that recover donated food from large Tier 1 and Tier 2 commercial edible food generators to report the amount recovered annually to their local jurisdiction. StopWaste assists all jurisdictions in Alameda County with collecting data to help standardize reporting countywide. The jurisdictions then report this information to CalRecycle. Staff will present results from the 2024 Edible Food Recovery reporting cycle and share insights from data collected since 2022.

RECOMMENDATION

This item is for information only.

ATTACHMENT

2024-2025 FY Alameda County Food Recovery Network Active Participants

2024-2025 FY Alameda County Food Recovery Network Active Attendance

Organizations Participating 24-25	Location
Alameda Food Bank	Alameda
All Good Living Foundation	Alameda
Food Shift	Alameda County
Careit	Alameda County
Copia	Alameda County
Food Connect	Alameda County
Foodrecovery.org	Alameda County
Replate	Alameda County
Foodshare	Alameda County
Berkeley Food Network	Berkeley
Berkeley Food Pantry	Berkeley
Dorothy Day House	Berkeley
East Bay Food Justice Project (Food Not Bombs)	Berkeley
UC Berkeley Basic Needs Center	Berkeley
First Presbyterian Church of Hayward	Castro Valley
Local Ecology and Agriculture Fremont	Fremont
Tri City Volunteers	Fremont
San Lorenzo Family Help Center	Hayward
South Hayward Parish	Hayward
The Peace Haven	Hayward
Open Heart Kitchen	Livermore
Graceland Food Pantry	Livermore
Interfaith Sharing	Livermore
Tri Valley Haven	Livermore
The Salvation Army Tri-Cities Corps	Newark
Alameda County Community Food Bank	Oakland
Arsola's Distribution Center and Community Services	Oakland
City Team	Oakland
Common Vision	Oakland
Food of God (FOG)	Oakland
Homies Empowerment	Oakland
Lake Merritt United Methodist Church	Oakland
Love Thy Neighbor Ministries	Oakland
Mary Barber Ministries	Oakland
Mercy Brown Bag	Oakland
Project Open Hand	Oakland

Organizations Participating 24-25	Location
Saint Columba SVDP Conference	Oakland
SOS Meals on Wheels	Oakland
Hope 4 the Heart	Oro Loma Sanitary District
Davis Street Community Center	San Leandro
San Leandro Community Food Pantry	San Leandro
Daily Bowl	Union City