

**Planning Committee/Recycling Board
Members**

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

David Mourra, ACWMA

Elaine Owyang, Environmental Organization

Barun Singh, Recycling Programs

Jeff Wang, ACWMA

Vacant, Recycling Materials Processing Industry

Vacant, Source Reduction Specialist

Timothy Burroughs, Executive Director

AGENDA

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

THURSDAY, OCTOBER 9, 2025

6:00 P.M.

IN-PERSON MEETING LOCATION
Castro Valley Sanitary District
21040 Marshall St.
Castro Valley, CA 94546

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
Teleconference location #6 22493 Bayview Avenue, Hayward, CA
Teleconference location #7 Marriott Long Beach Downtown, 111 E. Ocean Blvd., Long Beach, 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 829 0304 6905
2. Using the [Zoom](#) website or App and entering meeting code 829 0304 6905

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, October 9, 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 September 11, 2025**

3 **2. Board Attendance Record**

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

VI. REGULAR CALENDAR

7 **1. Resolution - Castro Valley Sanitary District (Timothy Burroughs)**

That the Recycling Board adopt the attached resolution "Celebrating and Commending the Completion of the Castro Valley Sanitary District Operations and Engineering (O&E) Building."

9 **2. Compost Application and Carbon Sequestration Research (Trevor Probert)**

This item is for information only.

11 **3. Upstream Grants Program Update and Evaluation (Meri Soll & Cassie Bartholomew)**

This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT TO JOINT WMA, EC & PC&RB MEETING – NOVEMBER 19, 2025 AT 3:00 P.M.

DRAFT

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

Thursday, September 11, 2025

4:00 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 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
Justin Lehrer, Operations Manager
Cassie Bartholomew, Senior Program Manager
Hugo Grégoire, 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 August 14, 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 8-0. The Clerk called the roll:

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

VI. REGULAR CALENDAR

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

This item is for information only.

Timothy Burroughs introduced the item. Cassie Bartholomew and Hugo Grégoire provided an overview of the Alameda County Food Recovery Network’s role, shared results from the 2024 SB 1383 Edible Food Recovery Reporting cycle and highlighted how coordinated efforts are helping address food insecurity, reduce wasted food, and meet SB 1383 requirements in Alameda County. Staff also discussed some of the challenges food recovery organizations face in maintaining sustainable long-term operations and potential pathways for support. A link to the staff report and the presentation is available here: [ACFRN-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [ACFRN-Discussion](#). President Liao thanked Ms. Bartholomew and Mr. Grégoire for a very informative presentation. There were no public comments on this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that Board members Grace Liao and Laura McKaughan completed their second terms on the Recycling Board, and this would be their final meeting. Mr. Burroughs thanked Board members Liao and McKaughan for their service. Board members Liao and McKaughan expressed their appreciation and stated that they enjoyed serving on the Recycling Board and would continue to be involved. They were presented with a certificate of appreciation and a reusable canvas bag. Mr. Burroughs asked that Board members forward any candidates that would be qualified to fill their seats.

Board member Mourra shared that the City of Emeryville was in the process of identifying appropriate food scrap kitchen pails to provide to residents who need or don't have their own. Mr. Burroughs offered to share additional resources after the meeting.

**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**

The meeting adjourned at 4:55 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	A			
X. Bowen		X	X	X	X	X	X	X	X			
V. Harrington	X	X	X	X	X	X	X	X	X			
T. Jensen	X	X	X	X	X	X	X	X	X			
G. Liao	X	X	X	X	X	A	X	X	X			
E. McClure	X	X	X	X	X	X	X	X	X			
L. McKaughan	X	X	X	X	X	X	X	X	X			
D. Mourra	X	X	X	X	X	X	X	X	X			
E. Owyang	X	X	A	X	X	X	X	X	X			
J. Wang	X	X	X	X	I	X	X	X	X			
B. Singh				X	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: October 9, 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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Resolution

RESOLUTION #RB 2025 - 02

MOVED:
SECONDED:

AT THE MEETING HELD OCTOBER 9, 2025

CELEBRATING AND COMMENDING THE COMPLETION OF THE CASTRO VALLEY SANITARY DISTRICT OPERATIONS AND ENGINEERING (O&E) BUILDING

WHEREAS, Castro Valley Sanitary District (CVSan) was established on July 25, 1939, and is a public agency providing essential wastewater and solid waste (recycling, organics, and garbage) services to the community of Castro Valley; and,

WHEREAS, CVSan is committed to protecting public health and the environment through proper stewardship of wastewater and zero waste services; and,

WHEREAS, CVSan shall commemorate the completion of its new Operations and Engineering (O&E) Building, a modern facility that will be CVSan's headquarters and will consolidate all operations under one roof to better serve the community; and,

WHEREAS, the O&E Building was designed with sustainability and environmental responsibility in mind and is certified under Leadership in Energy and Environmental Design (LEED); and,

WHEREAS, the building features a covered vehicle bay, an outdoor amphitheater, bay-friendly garden landscaping, electric vehicle (EV) charging stations, and bike parking; and,

WHEREAS, the building conserves water and energy with drip irrigation, water meters, low-flow water fixtures, LED lights, solar panels, and operable windows that let in fresh air; and,

WHEREAS, CVSan is committed to a cleaner, more sustainable future and has used low pollution materials to promote clean indoor air quality, and outdoor lights are designed to reduce light pollution and avoid disturbing neighbors and wildlife; and,

WHEREAS, CVSan is a recognized for its leadership in residential and commercial recycling and organics collection programs, and for providing high-quality wastewater collection at one of the lowest rates in Alameda County; and,

WHEREAS, CVSan's innovative public outreach and education initiatives help residents to understand the importance of its wastewater and solid waste infrastructure and services for the community, and fosters a connection with the community to work together to protect public health and the environment.

WHEREAS, CVSan is widely recognized as an award-winning leader in the wastewater and solid waste industries and is known for its innovation, and work with industry leaders and strong interagency partnerships to deliver high-quality services to the community;

NOW, THEREFORE, BE IT PROCLAIMED, that Castro Valley Sanitary District be congratulated and commended on the completion of its new building and recognized for its continued leadership, innovation, and dedication to serving and protecting the community.

PRESENTED, this 9th day of October, 2025.



Timothy Burroughs,
Executive Director, StopWaste

Tracy Jensen,
President, Recycling Board

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DATE: October 9, 2025
TO: Programs & Administration Committee/Recycling Board
BY: Trevor Probert, Program Manager
SUBJECT: Compost Application and Carbon Sequestration Research

SUMMARY

StopWaste is in partnership with the City of Dublin and City of Pleasanton to conduct three complementary research studies on the effects of compost applications to turf grass and urban soils through a research contract with UC Merced. The primary objective of the research is to examine how compost application may lead to increased soil carbon sequestration and serve as a climate change mitigation measure for cities managing parks and sports fields. At the October 9 board meetings, StopWaste staff will provide an overview of the research project, and Zachary Malone, PhD candidate and lead researcher on the UC Merced team, will discuss the key takeaways from the research.

DISCUSSION

Soil carbon sequestration is the process by which soil, plants, and microbes draw down carbon dioxide from the atmosphere, convert it to biomass, and deposit some of the original carbon into soils for long term periods of time. There is an emerging body of research that suggests compost application can accelerate carbon sequestration in agricultural soils, acting as a potential climate change mitigation measure. However, there is no such research conducted on highly managed, urban soils such as public parks and sports fields that cities in Alameda County are responsible for maintaining. To address this research gap and gather evidence pertinent to our Member Agencies, StopWaste partnered with the cities of Dublin and Pleasanton and initiated a research contract with UC Merced to design three complimentary studies. The research project began in 2022 and is on track to conclude this fiscal year. The three studies include: 1) a field experiment within City of Dublin examining short term effects of compost application at Emerald Glen Park, 2) a lab incubation experiment examining nutrient and water dynamics after compost application to soils of Emerald Glen Park, and 3) a field survey in the City of Pleasanton comparing soils of Ken Mercer Sports Park and Amador Valley Community Park with 20-30 years of compost application to 8 other parks without a history of compost application. The research results will be utilized by StopWaste to support local compost market development and incentivize our Member Agency jurisdictions to increase local compost use to meet their SB 1383 compost procurement targets and implement soil carbon sequestration Climate Action Plan measures.

RECOMMENDATION

This item is for information only.

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DATE: October 9, 2025

TO: Programs & Administration Committee/Recycling Board

FROM: Meri Soll, Senior Program Manager
Cassie Bartholomew, Senior Program Manager

SUBJECT: Upstream Grants Program Update and Evaluation

SUMMARY

The Agency uses multiple strategies to support and build waste prevention infrastructure and services in Alameda County. A key approach is our long-running Waste Prevention Grants program; since 1996, StopWaste has awarded more than \$10.6 million in grant funding to help advance these efforts.

For the 2025 grant awards, StopWaste piloted a different funding approach, including 2-year renewal grant agreements for selected impactful grantees and offering rolling deadlines for equipment grant funding to provide needed flexibility for grantees. Via these pilot grant awards, the Agency provided \$612,000 in funding to 39 local nonprofits, businesses, and institutions. Funding enabled these entities to implement innovative projects that reduce waste through reuse, repair, redistribution, food waste prevention and recovery, and food donation equipment.

DISCUSSION

Local community-based organizations, school districts, and businesses have a critical role in preventing waste and shaping a more circular, resilient, inclusive economy. The grants program provides an opportunity to launch new ideas or advance concepts that prioritize “upstream” source reduction and reuse over “downstream” recycling, composting, and landfilling. Examples include funding for projects to convert single use foodware to reusable foodware at 39 schools, purchase cold storage equipment such as refrigerators to safely store donated perishable food to nourish communities, support development of software that enables instant commerce companies and grocery stores to offload and reroute surplus edible food to prevent waste, and equipment funding to replace disposable plastic shrink pallet wrap with reusable pallet wraps.

Over the years, the Agency has also increased funding and assistance to entities helping to meet requirements in state laws such as SB 1383 and the Plastics Pollution Prevention and Producer Responsibility Act (SB 54). For example, an increase in funding for food recovery helps build organizational capacity to recover and distribute donated food to help member

agencies meet SB 1383 mandates, while funding for reusable foodware implementation reduces reliance on single-use packaging and builds infrastructure ahead of SB 54.

Aligned with the Agency's long-term goals, the grants program staff partnered with consulting firm Public Profit to evaluate the program and revise our grantmaking approach. This evaluation process includes reviewing the history of our funding approach, pilot testing new funding concepts, establishing clear grant-making principles, and developing an evaluation framework to ensure that funded projects align with the Agency's strategic priorities and goals.

Staff will provide an overview of recent awards, our upcoming grants solicitation, and an update on the current evaluation process.

RECOMMENDATION

This item is for information only.