

**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, DECEMBER 11, 2025**

**6:00 P.M.**

***IN-PERSON MEETING LOCATION***  
**STOPWASTE BOARD ROOM**  
**1537 WEBSTER STREET**  
**OAKLAND, CA 94612**

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 5935 Vallejo Street, Emeryville, CA
- Teleconference location #4 34009 Alvarado Niles Rd, Union City, CA
- Teleconference location #5 123 Main Street, Pleasanton, CA
- Teleconference location #6 San Pablo City Hall, 1000 Gateway Ave., San Pablo, 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 894 0276 6816
2. Using the [Zoom](#) website or App and entering meeting code 894 0276 6816

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](mailto: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 November 19, 2025

5 2. Board Attendance Record

7 3. Written Report of Ex Parte Communications

### VI. REGULAR CALENDAR

9 1. Recycling Board Measure D Five-year Audit Phase I (FY 2021/22 to FY 2023/24)  
(Jennifer West)

It is recommended that the Recycling Board accept Phase I of the Five-year Financial and Compliance Audit by Crowe LLP and approve the recommendations from the audit report, including the staff responses outlined in the staff report.

15 2. Compostable Plastics Update (Michelle Fay & Kelly Schoonmaker)

This item is for information only.

17 3. 2026 Meeting Schedule (Timothy Burroughs)

That the Recycling Board approve the 2026 Meeting Schedule.

19 4. Election of Officers for 2026 (Timothy Burroughs)

That the Recycling Board elect Officers for 2026.

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

### VIII. ADJOURNMENT TO PC&RB MEETING – JANUARY 8, 2026 AT 4:00 P.M.

**DRAFT**

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

**Wednesday, November 19, 2025  
3:00 P.M.**

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

**I. CALL TO ORDER**

President Jensen called the meeting to order at 3:00 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**

County of Alameda	David Haubert, WMA, EC
City of Alameda	Tracy Jensen, WMA, EC, RB (President)
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Emeryville	David Mourra, WMA, EC, RB (EC President)
City of Fremont	Yang Shao, WMA, EC
City of Hayward	Francisco Zermeño, WMA, EC
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
Solid Waste Industry Representative	Virginia Harrington
Recycling Programs	Barun Singh, RB

**ABSENT**

City of Albany	Jennifer Hansen-Romero, WMA, EC
City of Berkeley	Mark Humbert, WMA, EC
City of Dublin	Jean Josey, WMA, EC

**Staff Participating**

Timothy Burroughs, Executive Director  
Alma Freeman, Communications Manager  
Kelly Schoonmaker, Senior Program Manager  
Rachel Balsley, Senior Program Manager  
Cassie Bartholomew, Senior Program Manager  
Shasta Phillips, Program Manager  
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**

There were no public comments.

**V. CONSENT CALENDAR**

- 1. Approval of the Draft WMA & EC Minutes of October 22, 2025 (WMA&EC only)**
- 2. Approval of the Draft PC&RB Minutes of October 9, 2025 (RB only)**
- 3. 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, and Board member Duncan seconded. Board member Harrington moved approval of the Consent Calendar for the RB, and Board member Jensen seconded.

The Clerk called the roll: WMA Vote: 16-0 EC Vote: 16-0 RB Vote: 7-0

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

**VI. REGULAR CALENDAR**

- 1. SB 1383/ORRO Implementation Update (Rachel Balsley, Cassie Bartholomew and Kelly Schoonmaker)**

This item is for information only.

Timothy Burroughs introduced the item. Rachel Balsley, Cassie Bartholomew and Kelly Schoonmaker provided an update on State law SB 1383 and the Organics Reduction and Recycling Ordinance (ORRO), which took effect on January 1, 2022, to reduce the amount of food and other compostable materials sent to landfill. Staff provided an update on how StopWaste supports member agencies with various implementation activities including compliance monitoring/enforcement, CalRecycle reporting, outreach and education, edible food recovery, recovered organic waste product procurement, and more. A link to the staff report and the presentation is available here: [SB1383-ORRO-Update-memo-pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. A link to the discussion is available here: [SB1383-ORRO-Update-Discussion](#). There were no public comments. President Jensen thanked staff for a very informative presentation.

- 2. Reducing Contamination in the Recycling and Composting Streams (Shasta Phillips)**

This item is for information only.

Timothy Burroughs introduced the item. Shata Phillips provided an update on StopWaste's ongoing work to implement SB 1383 and the Organics Reduction and Recycling Ordinance (ORRO), including working to ensure clean, properly sorted material streams. Both SB 1383 and ORRO rely on high levels of participation from residents and businesses to divert organic material from the landfill, reduce contamination, and meet state-mandated waste diversion targets. A link to the staff report and the presentation is available here: [Clean-Streams-Initiative-memo.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is provided here: [Clean-Streams-Initiative-Discussion](#). There were no public comments on this item. President Jensen thanked Mr. Phillips for the update and added it is good to know that we are moving forward on this issue.

**DRAFT**

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

(Planning Committee and Recycling Board meeting on December 11, 2025, at 6:00 p.m. The meeting will be held at StopWaste, 1537 Webster Street, Oakland, CA)

President Jensen requested an interim appointment and Board member Gaidos volunteered to attend the meeting. Board member Zermeño moved approval of the interim appointment and Board member Plimier seconded. The motion carried 12-0. The Clerk called the roll:

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

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

Mr. Burroughs announced that the monthly topic brief for October highlights how to get the most out of our food over the holidays and ensure that good food goes to nourish people instead of being thrown out. The topic brief is available [here](#).

**VIII. ADJOURNMENT TO:**

**P&A MEETING, December 11, 2025 AT 9:00 A.M.**

**PC&RB MEETING, December 11, 2025 AT 6:00 P.M.**

**WMA & EC MEETING, December 17, 2025 AT 3:00 P.M.**

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

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**2025 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D
<b>REGULAR MEMBERS</b>												
B. Barrientos		X	X	X	X	X	X	X	A	I	X	
X. Bowen		X	X	X	X	X	X	X	X	X	X	
V. Harrington	X	X	X	X	X	X	X	X	X	X	X	
T. Jensen	X	X	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	X	X	
L. McKaughan	X	X	X	X	X	X	X	X	X			
D. Mourra	X	X	X	X	X	X	X	X	X	X	X	
E. Owyang	X	X	A	X	X	X	X	X	X	X	X	
J. Wang	X	X	X	X	I	X	X	X	X	X	X	
B. Singh				X	X	X	X	X	X	A	X	
<b>INTERIM APPOINTEES</b>												
R. Duncan					X					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:** December 11, 2025  
**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:** December 11, 2025

**TO:** Planning Committee/Recycling Board

**FROM:** Jennifer West, Program Manager

**SUBJECT:** Recycling Board Measure D Five-year Audit Phase I (FY 2021/22 to FY 2023/24)

### SUMMARY

Subsection 64.040 (C) of Measure D requires a comprehensive financial, statistical and programmatic audit and analysis of Measure D to be performed every five years. At the December Recycling Board meeting, staff will present on Phase I of the Five-year Financial & Compliance Audit Report FY 2021/22 – FY 2023/24 for Board acceptance. We are pleased that the audit shows compliance with all areas of Measure D. The report also includes four recommendations that StopWaste is either in progress to meet, or plans to implement in the next phase.

### DISCUSSION

Measure D (The Alameda County Waste Reduction and Recycling Initiative Charter Amendment) was approved by Alameda County voters in 1989 with the goals of reducing waste, promoting recycling, and setting a path toward ambitious landfill diversion targets for the county. The measure takes a unique and comprehensive approach to waste reduction and environmentalism by addressing a wide range of topics with multiple benefits, from residential recycling programs to mitigating the effects of climate change, along with prohibiting incineration as a waste management solution in the county. The measure created the Alameda County Source Reduction and Recycling Board to oversee implementation of these goals.

Measure D also established the “Recycling Fund,” a surcharge on solid waste disposed in Alameda County which is collected by landfill operators. These funds, administered by the Recycling Board, total around \$9.7M annually. StopWaste, on behalf of the member agencies, oversees many activities across the focus areas specified in Measure D, while half of the funds are disbursed to member agencies to support their local sustainability efforts. This [topic brief](#) provides an at-a-glance overview on Measure D and the Recycling Fund.

The Measure D Five-year Financial and Compliance Audit covers Fiscal Years FY 2021/22 – FY 2025/26 and is broken into Phase I (financial compliance for FY 21/22 through 23/24) and Phase II (financial compliance for FY 24/25 and 25/26 and a programmatic report as well). A competitive Request for Proposals (RFP) process in the fall of 2024 resulted in award of this contract to the firm of Crowe LLP for a total not-to-exceed amount of \$108,880 for Phase I. Phase I work is now complete and the findings and recommendations can be found in the report.

The audit shows compliance with all areas of Measure D. The report also includes four recommendations that StopWaste is either in progress to meet, or plans to implement in the next phase. Below are the four recommendations from the audit along with staff responses:

- **Recommendation RB-2 1a:** Automatically Link and Transfer Measure D Tonnage Data Captured in the Disposal Reporting System (DRS) to Measure D Revenues in MUNIS System.
  - Staff Response: StopWaste accepts this recommendation and this action is in progress.
  
- **Recommendation MA-1, MA-2 & MA-3 2a:** Develop a Comprehensive Measure D Guidance Document and Submission Checklist for Member Agencies
  - Staff Response: StopWaste accepts this recommendation and this action is in progress.
  
- **Recommendation MA-1, MA-2 & MA-3 2b:** Strengthen Measure D Reporting Controls, Documentation Requirements, and Labor-Cost Support Through Portal Enhancements and Annual Review Procedures
  - Staff Response: StopWaste accepts this recommendation and this action is in progress.
  
- **Recommendation G-1 3a:** Clarify Sponsorship Documentation Expectations to Support StopWaste's Trust-Based Funding Approach
  - Staff Response: StopWaste accepts this recommendation and this action is in progress.

## RECOMMENDATION

It is recommended that the Recycling Board accept Phase I of the Five-year Financial and Compliance Audit by Crowe LLP and approve the recommendations from the audit report, including the staff responses above.

## ATTACHMENT

Five-year Financial & Compliance Audit Phase 1 Report FY 2021/22 – FY 2023/24 (Executive Summary, Exhibit 1 & 2). A link to the full report is available [here](#).

## Executive Summary

Crowe LLP (Crowe) conducted this first phase of the Five-year Financial and Compliance Assessment of funds raised through the Alameda County Waste Reduction and Recycling Initiative Charter Amendment (“Measure D”). This work will be conducted in two (2) phases. The Phase I portion covered the three (3) fiscal years of 2021/22, 2022/23, and 2023/24. The Phase II portion will occur in 2027 and will cover the two (2) fiscal years of 2024/25 and 2025/26.

During our Phase I assessment, we found no significant Measure D compliance issues after examining the finances of the Recycling Board, member agencies, and grant recipients. Our work included assessments of the Recycling Board, each of the sixteen (16) member agencies, and a total of twenty-four (24) grants. We conducted our Phase I work between March and October 2025.

In Section 1 of this report, we provide an introduction and background. In Section 2, we identify the flow of Measure D monies, from collection by the Recycling Board from landfill operators, to distribution of Measure D monies for programs managed by the Recycling Board, and to the member agencies.

In Section 3, we provide our financial and compliance assessment results. For each financial and compliance requirement of Measure D, we identify whether the applicable entity met the requirement and, if so, how the entity met the requirement (Exhibits 14 and 15).

We found the member agencies in compliance with all five (5) Measure D compliance areas, with some minor exceptions. We found some minor variation between expenditure amounts reported by member agencies on their Annual Measure D Programs report and expenditure amounts we identified through our assessment. These differences were not considered material. **Exhibit 1** summarizes our financial and compliance assessment findings.

In Section 4 of this report, we provide our recommendations. **Exhibit 2** summarizes four (4) recommendations that link to findings, which are organized into three (3) categories: (1) Measure D Tonnage Revenue Validation, (2) Expenditure and Reporting Guidance for Member Agencies, and (3) Grant Management. We provide these recommendations in the spirit of simplifying the Measure D reporting process, clarifying Measure D expense applicability, mitigating risks, continuing to improve overall use of Measure D funds towards goals, and meeting overall Recycling Board objectives.

There are seven (7) appendices to this report. Appendices A to G provide information such as the Measure D compliance requirements; related Recycling Board resolutions and memoranda; member agency background; supporting details for our compliance testing; a summary of grant recipients evaluated; and a summary of member agency expenditures.

### Exhibit 1

#### Five-year Financial and Compliance Assessment, Summary of Findings (Phase I: Fiscal Years 2021/22, 2022/23, and 2023/24)

Entity	Findings
<b>Recycling Board</b>	<ul style="list-style-type: none"> <li>• <b>RB-1</b> – Alameda County and the Recycling Board Met the Measure D Financial and Compliance Requirements</li> <li>• <b>RB-2</b> – The Recycling Board Collected Measure D Monies from Landfill Operators in Accordance with Measure D Requirements</li> <li>• <b>RB-3</b> – The Recycling Board Allocated Measure D Monies to Member Agencies, and Required Programs, Consistent with Measure D Requirements</li> </ul>
<b>Member Agencies</b>	<ul style="list-style-type: none"> <li>• <b>MA-1</b> – Member Agencies Met the Financial and Compliance Requirements of Measure D</li> <li>• <b>MA-2</b> – Member Agencies Spent Measure D Funds on Legitimate Measure D Expenses</li> <li>• <b>MA-3</b> – Member Agencies Correctly Reported Interest on Measure D Fund Balances</li> </ul>
<b>Grant Recipients</b>	<ul style="list-style-type: none"> <li>• <b>G-1</b> – Grant Recipients Complied with Terms and Conditions of the Grants and With Measure D Requirements</li> </ul>

**Exhibit 2**  
**Five-year Financial and Compliance Assessment**  
**Summary of Recommendations**  
**(Phase I: Fiscal Years 2021/22, 2022/23, and 2023/24)**

Category	Recommendation	Summary of Recommendation	Recommendation Status
1. Measure D Tonnage Revenue Validation	<p><b>Recommendation 1a</b> – Automatically Link and Transfer Measure D Tonnage Data Captured in the Disposal Reporting System to Measure D Revenues in MUNIS System</p> <p><i>Linked to: Finding RB-2</i></p>	<ul style="list-style-type: none"> <li>Complete implementation of the system enhancement to automatically transfer Measure D tonnage data from the Disposal Reporting System to the MUNIS Measure D Revenue module.</li> </ul>	<ul style="list-style-type: none"> <li>The original recommendation was first developed during the prior Five-year Assessment covering fiscal years 2006/07 to 2010/11, then refined in the fiscal year 2011/12 to 2015/16 assessment, and then again during fiscal years 2015/16 to 2020/21.</li> <li>The recommendation was expanded in the current phase to confirm implementation progress of the system enhancement enabling automatic data transfer between the Disposal Reporting System and the MUNIS financial system.</li> <li>The Board executed a contract; and reports that the enhancement is currently in progress, with completion anticipated upon final system integration testing.</li> </ul>
2. Expenditure and Reporting Guidance for Member Agencies	<p><b>Recommendation 2a</b> – Develop a Comprehensive Measure D Guidance Document and Submission Checklist for Member Agencies</p> <p><i>Linked to: Finding MA-1 Finding MA-2 Finding MA-3</i></p>	<ul style="list-style-type: none"> <li>Maintain consistency between the Measure D reporting portal and the Allowable Expenses guidance to ensure clarity and reduce reporting errors.</li> <li>Establish and maintain a public change log documenting additions, revisions, and retirements of expense categories. Re-evaluate and streamline expense categories by FY 2026/27 to maintain usability while preserving alignment with all eligible Measure D expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>The original recommendation was first developed during the prior Five-year Assessment covering fiscal years 2011/12 to 2015/16, then refined during fiscal years 2015/16 to 2020/21.</li> <li>The Board started to implement aspects of this recommendation for the upcoming reporting cycle, such as adding guidance document versions and updating the drop-down list of cost categories in the Measure D financial report to match guidance documentation provided to member agencies.</li> </ul>

Category	Recommendation	Summary of Recommendation	Recommendation Status
2. Expenditure and Reporting Guidance for Member Agencies <i>(continued)</i>	<p><b>Recommendation 2b – Strengthen Measure D Reporting Controls, Documentation Requirements, and Labor-Cost Support Through Portal Enhancements and Annual Review Procedures</b></p> <p><i>Linked to: Finding MA-1 Finding MA-2 Finding MA-3</i></p>	<ul style="list-style-type: none"> <li>• Refine existing Measure D portal controls to reduce recurring errors in fund balances, revenue and expenditure reconciliation, and labor-cost reporting.</li> <li>• Strengthen labor-cost support by requiring actual time reporting where possible or verifiable methodologies that substantiate allocated labor costs.</li> <li>• Adopt a standardized annual review checklist to guide staff review, confirm required uploads, and ensure consistent follow-up with member agencies.</li> <li>• Prepare refinement options to include in the planned 2026 portal redesign while implementing feasible near-term controls within the existing system.</li> </ul>	<ul style="list-style-type: none"> <li>• This combined recommendation consolidated prior recommendations from the Five-year Assessments covering fiscal years 2006/07–2010/11, 2015/16–2020/21, and the current Phase I (2021/22–2023/24).</li> <li>• While the electronic reporting portal has improved consistency and structure, recurring issues persist in fund-balance accuracy, documentation completeness, and labor-cost support.</li> <li>• StopWaste has introduced various validation checks and documentation prompts, yet additional refinements are needed to reduce follow-up requests and enhance the reliability of annual submissions.</li> <li>• A new portal is planned for 2026; therefore, the recommendations focus on feasible near-term improvements and a standardized review checklist for internal use.</li> </ul>
3. Grant Management	<p><b>Recommendation 3a – Clarify Sponsorship Documentation Expectations to Support StopWaste’s Trust-Based Funding Approach</b></p> <p><i>Linked to: Finding G-1</i></p>	<ul style="list-style-type: none"> <li>• Reinforce StopWaste’s trust-based sponsorship model by relying on due diligence completed during partner selection.</li> <li>• Include boilerplate language that allows minor contract adjustments without amendments to reduce administrative burden for staff and partners.</li> <li>• Clarify when formal amendments are required to improve consistency while preserving flexibility and supporting partner-centered practices.</li> </ul>	<ul style="list-style-type: none"> <li>• This recommendation was originally developed during the prior Five-year Assessment covering fiscal years 2015/16–2020/21 and has been refined to align with StopWaste’s shift from traditional grant-making toward a streamlined, trust-based sponsorship model.</li> <li>• StopWaste conducts due diligence prior to selecting partners, ensuring alignment with the agency mission and confirming organizational capacity, reducing the need for prescriptive or burdensome documentation requirements.</li> <li>• Current practices maintain requirement to maintain core documentation; however, clearer guidance is needed on when informal, low-risk scope adjustments are acceptable without additional paperwork.</li> <li>• As StopWaste updates its sponsorship program, there is an opportunity to further reduce the administrative burden for both staff and partners while maintaining transparency required for material changes.</li> </ul>

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**DATE:** December 11, 2025

**TO:** Programs and Administration (P&A) Committee/Recycling Board (RB)

**FROM:** Michelle Fay, Program Manager  
Kelly Schoonmaker, Senior Program Manager

**SUBJECT:** Compostable Plastics Update

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### **SUMMARY**

Compostable plastic, a type of plastic marketed as an “eco-friendly” alternative to conventional plastic, is increasingly ubiquitous in our society, and used to make things like disposable utensils, straws, bags, takeout food containers, and cups. However, increasing awareness and emerging research suggest that compostable plastics present challenges to both waste management facilities, the environment, and human health. At the December 11 P&A and RB meetings, staff will present an overview of compostable plastics, regulatory momentum and challenges, and discuss the Agency’s stance on these materials as well as the role that we’re playing in addressing these issues.

### **BACKGROUND**

Compostable plastic is a family of resin types created from both plant and petroleum sources that are designed to completely biodegrade in the composting process. These resins are combined with other materials, such as plasticizers and other chemicals, to create products such as food ware and film plastic bags. Starting in the mid-2000s, industry and residents in general looked to compostable plastics, particularly bags and liners, as a tool to help divert more organics from landfill to composting. As use of these products has expanded in the last two decades, what actually happens to compostable plastics after they are disposed of is under increased scrutiny by policy makers, local governments, processors, and the public.

Issues with compostable plastic include: the proper identification and sorting of compostable plastics by generators as well as composters; inadequate standards for what can be labeled compostable; and incomplete biodegradation of the material into potentially harmful microplastic residue. In addition, compostable plastic products cost more, often don’t meet performance needs, and perpetuate a single-use culture that increases waste and disincentivizes investment in innovative sustainable solutions. Meanwhile, there is a confusing regulatory landscape, with some state regulations requiring the use or collection of compostable plastics, while other state and federal regulations prohibit the collection and processing of compostable plastics.

At the December 11 meetings, staff will provide an overview of the environmental and health concerns with compostable plastics and will share research and updates on existing regulations

and policy underway that have implications for the acceptability, distribution, processing, and messaging of compostable plastics in California.

**RECOMMENDATION**

This item is for information only.



**PLANNING COMMITTEE & RECYCLING BOARD**

**2026 MEETING SCHEDULE**

The regular meeting schedule for the Planning Committee & Recycling Board is held on the second Thursday of each month at 4:00 p.m. or 6:00 p.m., except where noted differently (\*). Meetings are held at StopWaste, 1537 Webster Street, Oakland, CA, unless noted otherwise.

All meetings held at an in-person location will also include hybrid meeting access, e.g., via Zoom or telephone.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 8	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
February 12	6:00 p.m.	<b>StopWaste</b> , 1537 Webster Street, Oakland
March 12	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
<b>April 22</b> <b>*Joint Meeting</b> <b>WMA/EC/RB</b>	<b>3:00 p.m.</b>	<b>StopWaste, 1537 Webster Street, Oakland</b>
May 14	6:00 p.m.	<b>StopWaste</b> , 1537 Webster Street, Oakland
June 11	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
July 9	4 :00 p.m.	<b>StopWaste</b> , 1537 Webster Street, Oakland
August 13	6:00 p.m.	<b>District 4 – Castro Valley</b> Castro Valley Sanitary District 21195 Center Street, Castro Valley, CA
September 10	4:00 p.m.	StopWaste, 1537 Webster Street, Oakland
October 8	6:00 p.m.	StopWaste, 1537 Webster Street, Oakland
<b>November 18</b> <b>*Joint Meeting</b> <b>WMA/EC/RB</b>	<b>3:00 p.m.</b>	<b>StopWaste, 1537 Webster Street, Oakland</b>
December 10	6:00 p.m.	<b>StopWaste</b> , 1537 Webster Street, Oakland, CA

**Recommendation**

That the Recycling Board approve the 2026 Meeting Schedule.

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**DATE:** December 11, 2025  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Election of Officers for 2026

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### **SUMMARY**

The Recycling Board Rules of Procedure call for election of officers in December for the next calendar year. Per the Board's Rules of Procedure, nominations and elections will be held at the December 11, 2025, meeting.

### **DISCUSSION**

Board Member Tracy Jensen is the current First Vice President, serving as the interim President, and Board member Virginia Harrington is the Second Vice President. Per past practice, Board Member Jensen would become President and Board member Harrington would become the First Vice President. The Board will need to nominate and elect a new Second Vice President. The Board usually alternates officers between Waste Management Authority (WMA) Board appointees and Board of Supervisor appointees. To that end, a WMA appointee would be elected as Second Vice President.

### **RECOMMENDATION**

That the Recycling Board elect Officers for calendar year 2026.