

APPROVED

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

Thursday, March 13, 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 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

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

Absent

Elaine Owyang, Environmental Organization

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Pat Cabrera, Administrative Services Director
Nisah Patel, Management Analyst
Jennifer West, Program Manager
Arliss Dunn, Clerk of the Board
Farand Kan, County Counsel

Others Participating

Kerry Parker, Public Works Environmental Manager

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 February 13, 2025

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Wang moved for approval of the Consent Calendar. Board member Bowen 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. Abstain: None)

VI. REGULAR CALENDAR

1. Fiscal Forecast/Fund Balance Analysis (Pat Cabrera & Justin Lehrer)

This item is for information only. Staff will continue to prepare and present annual fiscal forecasts using these forecasting models and advise the Boards of any changes in disposal trends which would require significant changes to Agency expenditures and/or revenues.

Timothy Burroughs introduced the item and Mr. Lehrer presented an overview of the latest analysis and annual fiscal forecast. Mr. Lehrer informed the Board that each year, early in the development of the Agency's annual budget, staff conduct an analysis of the organization's fiscal forecast and current fund balance and reserves. This review helps identify adjustments needed to maintain sufficient funding levels so that Agency staff may continue to deliver impactful programs that advance our goals today while also maintaining adequate contingency funds for the future. A link to the staff report and the presentation is available here: [Fiscal-Forecast-Update-memo.pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Update-Discussion](#). There were no public comments on this item. President Liao thanked Mr. Lehrer for an informative presentation.

2. Measure D San Leandro Expenditure Plan (Jennifer West)

Staff recommend that the Recycling Board approve the Expenditure Plan submitted by the City of San Leandro.

Timothy Burroughs introduced the item. Jennifer West informed the Board that Measure D provides funds passed through to municipalities in Alameda County which can be used to support recycling programs. The City of San Leandro reported an unspent fund balance at the end of FY 23-24 that exceeds the current policy threshold, and it has submitted an expenditure plan for FY 24-25 and 25-26 for Board consideration. Staff reviewed their plan and recommended Recycling Board approval. Kerry Parker, Public Works Environmental Manager, was available to answer questions. A link to the staff report and the presentation is available here: [Measure-D-San-Leandro-Exp-Plan-memo.pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Measure-D-San Leandro-Exp-Plan-Discussion](#). President Liao thanked Ms. West for the presentation. There were no public comments for this item.

Board member McKaughan moved approval of the staff recommendation. Board member Jensen seconded, and the motion carried 9-0. The Clerk called the roll:
(Ayes: Barrientos, Bowen, Harrington, Jensen, Liao, McClure, McKaughan, Mourra, Wang.
Nays: None. Absent: Owyang. Abstain: None)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs reminded the Board that StopWaste is a close partner with East Bay EDA and a co-sponsor of the 12th annual East Bay Innovation Awards. The event is Thursday, March 27 at 5pm at the historic Oakland Scottish Rite Center at 1547 Lakeside Dr. Please let staff know if you are interested in attending the event.

Mr. Burroughs provided an update on the Governor's decision to direct CalRecycle to redraft the SB 54 regulations. Mr. Burroughs stated that he is hopeful Chair Sadoff thanked Mr. Burroughs for his hard work on SB 54. Mr. Burroughs stated that he is hopeful and optimistic that we can get the regulatory and rulemaking process back on track.

VIII. ADJOURNMENT – TO JOINT WMA, EC AND PC&RB MEETING – APRIL 23, 2025 AT 3:00 P.M.

The meeting adjourned at 4:51 p.m.