

APPROVED

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

**Thursday, March 14, 2024**

**4:00 P.M.**

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

**I. CALL TO ORDER**

First Vice President Havel called the meeting to order at 4:00 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](#). Mr. Burroughs announced that Board member Talia Wise, serving in the category of Solid Waste Industry Representative, is no longer employed with Waste Management and will therefore no longer serve on the Recycling Board. Mr. Burroughs acknowledged her service and extended best wishes in her future endeavors.

**II. ROLL CALL OF ATTENDANCE**

Eric Havel, Environmental Educator  
Darby Hoover, Environmental Organization  
Tracy Jensen, ACWMA  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Jeff Wang, ACWMA  
Shelia Young, ACWMA (alternate)  
Vacant, Solid Waste Industry Representative

**Staff Present:**

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

**III. ANNOUNCEMENTS BY THE PRESIDENT**

There were none.

**IV. OPEN PUBLIC COMMENT**

There were none.

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### V. CONSENT CALENDAR

1. **Approval of the Draft PC & RB Minutes of March 14, 2024**
2. **Board Attendance Record**
3. **Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of the Consent Calendar. Board member Jensen seconded, and the motion carried 9-0-1. The Clerk called the roll:

(Ayes: Havel, Hoover, Jensen, Lee, Liao, McKaughan, Mourra, Simon, Wang, Nays: None. Abstain: Young. Absent: None).

### VI. REGULAR CALENDAR

#### 1. **Multi-Year Fiscal Forecast (Pat Cabrera)**

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.

Mr. Burroughs introduced the item. Pat Cabrera provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and the presentation is available here: [Fiscal-Forecast-Update-memo.pdf](#). Ms. Cabrera presented an overview of the latest analysis and annual fiscal forecast. The analysis focused on the Agency's fee-based revenue structure and projected expenditures. Ms. Cabrera informed the Board that 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. Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Fiscal-Forecast-Discussion](#).

There were no public comments for this item. Board member Jensen remarked that it is refreshing to have a budget that is in such positive territory. First Vice President Havel thanked Ms. Cabrera for the presentation.

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

Mr. Burroughs announced that we now have a vacancy on the Recycling Board representing the solid waste industry. We have posted the notice on our website. and Mr. Burroughs said he would send that link to the Board to disseminate.

Mr. Burroughs announced that the school's team would be hosting an open house at the Education Center at the Davis Street Transfer Station on March 20 from 11 a.m. to 2:30 p.m. Participants will be able to take a look at projects that are developed by youth related to climate action as well as some activities related to food waste prevention and worm composting.

First Vice President Havel announced an upcoming event supported by StopWaste held on Monday March 25 at the Chabot Space and Science Center entitled the Bay Area Climate Literacy Exchange. The event will focus on the climate literacy work of three school districts: Fremont Unified, Oakland Unified, and Berkeley Unified. Mr. Havel invited all to attend.

### VIII. **ADJOURNMENT – TO JOINT WMA, EC, AND PC&RB MEETING – APRIL 24, 2024 AT 3:00 P.M.**

The meeting was adjourned at 4:42 p.m.