

APPROVED

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

Thursday, May 8, 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

Grace Liao, Source Reduction Specialist (President)
Ben Barrientos, ACWMA
Xouhoa Bowen, ACWMA
Rita Duncan, ACWMA (interim appointment)
Virginia Harrington, Solid Waste Industry Representative
Tracy Jensen, ACWMA
Ellen McClure, Environmental Educator
Laura McKaughan, Recycling Materials Processing Industry
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Barun Singh, Recycling Programs

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Jeannie Pham, Program Manager
Trevor Probert, 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 Joint WMA, EC, and PC & RB Minutes of April 23, 2025**
- 2. Board Attendance Record**

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Singh moved for approval of the Consent Calendar. Board member Jensen seconded, and the motion carried 10-0. The Clerk called the roll:

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

VI. REGULAR CALENDAR

1. Fiscal Year 2026 Budget Adoption (Timothy Burroughs & Pat Cabrera)

That the Recycling Board hold a public hearing and adopt the RB FY 2026 Budget Resolution (Attachment A).

Timothy Burroughs reminded the Board that they had received a comprehensive presentation of the combined Agency budget for Fiscal Year 2026 Budget at the joint meeting on April 23 but wanted to highlight a few additional points. Mr. Burroughs provided an overview of the Agency's three overarching goals focused on food waste prevention and reduction, increasing circularity in the local economy, and improving building efficiency and advancing sustainable building materials. The proposed Recycling Board budget for FY 2026 is approximately \$9.4 million. Mr. Burroughs informed the Board that the Agency has built up reserves to offset declining landfill tipping fee revenues and is planning to diversify revenue sources in the future. A link to the staff report and the presentation is available here: [RB-FY26-Budget-memo.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [RB-FY26-Budget-Discussion](#). President Liao opened the public hearing. There were no public comments, and the public hearing was closed.

Board member McKaughan moved approval of the Recycling Board Fiscal Year 2026 budget. Board member Barrientos seconded, and the motion carried 11-0. The Clerk called the roll: (Ayes: Barrientos, Bowen, Duncan, Harrington, Jensen, Liao, McClure, McKaughan, Mourra, Owyang, Singh. Nays: None. Absent: None. Abstain: None)

2. Compost Partnerships with Urban Agriculture (Trevor Probert & Jeannie Pham)

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert and Jeannie Pham presented an overview of activities conducted with urban farms, including On-Site Composting Technical Assistance, the StopWaste Environmental Educator Training (SWEET), hosting Compost Hubs in coordination with Member Agencies, and co-developing educational resources for residential home gardeners. A link to the staff report and the presentation is available here: [Compost-Partnerships-Urban-Agriculture-memo.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Compost-Partnerships-Urban-Agriculture-Discussion](#). Board member Owyang provided comments on LEAF's (Local Ecology and Agriculture) partnership with StopWaste over the past 12 years. There were no public comments on this item. President Liao thanked Mr. Probert and Ms. Pham for a very informative presentation.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs reminded the Board that the June 12 Recycling Board meeting will feature the StopWaste Environmental Leadership Awards program. The awards program will honor six

Alameda County entities for their leadership and innovations in advancing environmental sustainability, waste prevention, and contributions to building healthy, climate resilient communities in Alameda County.

VIII. ADJOURNMENT – TO PC&RB MEETING – JUNE 12, 2025 AT 4:00 P.M.

The meeting adjourned at 7:21 p.m.