

APPROVED

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

Thursday, July 10, 2025

4:00 P.M.

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

I. CALL TO ORDER

First Vice President Jensen 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
Maricelle Cardenas, 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 June 12, 2025**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communications**

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of the Consent Calendar. Board member Harrington seconded, and the motion carried 11-0. The Clerk called the roll:

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

VI. REGULAR CALENDAR

- 1. Stop Food Waste Campaign & Date Labeling Update (Maricelle Cardenas)**

This item is for information only.

Timothy Burroughs introduced the item. Maricelle Cardenas provided an overview of the Agency's StopWaste Food campaign and update of the campaign materials focused on date labeling education, in alignment with Agency strategic goals and new upcoming state legislation that supports reducing wasted food at home. A link to the staff report and the presentation is available here: [SW-Food-Campaign-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [SW-Food-Campaign-Discussion](#). Vice President Jensen thanked Ms. Cardenas for a great presentation. Mr. Burroughs stated that staff will make sure to have campaign materials available to the Board and would appreciate their assistance in helping to distribute to their community and the constituents in their networks.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

There were none.

VIII. ADJOURNMENT – TO PC&RB MEETING – AUGUST 14, 2025 AT 6:00 P.M.

The meeting adjourned at 4:48 p.m.