

APPROVED

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

Thursday, August 14, 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

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
Robin Plutchok, Program Manager
Jeanine Sidran, Senior Program Services Specialist
Chris Ross, Website and Design 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 July 10, 2025

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Jensen moved for approval of the Consent Calendar. Board member McKaughan 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. Update on RE:Source Guide (Robin Plutchok)

This item is for information only.

Timothy Burroughs introduced the item. Robin Plutchok, Jeanine Sidran, and Chris Ross provided an overview of the RE:Source guide, promotional efforts, and opportunities for member agency partnership. A link to the staff report and the presentation is available here: [RE-Source-Guide-Update-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [RE-Source-Guide-Update-Discussion](#). Mr. Ross informed the Board that the submit feedback link is now available on mobile, on the vendor pages, and thanked Board member Singh for the recommendation. President Liao thanked staff for a great presentation. There were no public comments on this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Owyang said that Fremont LEAF would be having a ribbon cutting for the expansion of Leaf Urban Farm. The event will showcase the programs that they are doing in education, science, food sovereignty, and community building. The event will be held on September 10th from 5:00 p.m. to 7.30 p.m. Board members are invited to attend. The Clerk of the Board will follow up with an email containing the details.

Board member McClure announced that Berkeley Unified will have a Fix-It Fest repair clinic on International Repair Day on October 18th. Board member McClure will share more information about the event at the next Board meeting.

VIII. ADJOURNMENT – TO PC&RB MEETING – SEPTEMBER 11, 2025 AT 4:00 P.M.

The meeting adjourned at 6:55 p.m.