

APPROVED

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

Thursday, September 11, 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 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
Justin Lehrer, Operations Manager
Cassie Bartholomew, Senior Program Manager
Hugo Grégoire, 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 August 14, 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 8-0. The Clerk called the roll:

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

VI. REGULAR CALENDAR

1. Alameda County Food Recovery Network & SB 1383 Edible Food Recovery Updates (Cassie Bartholomew & Hugo Grégoire)

This item is for information only.

Timothy Burroughs introduced the item. Cassie Bartholomew and Hugo Grégoire provided an overview of the Alameda County Food Recovery Network's role, shared results from the 2024 SB 1383 Edible Food Recovery Reporting cycle and highlighted how coordinated efforts are helping address food insecurity, reduce wasted food, and meet SB 1383 requirements in Alameda County. Staff also discussed some of the challenges food recovery organizations face in maintaining sustainable long-term operations and potential pathways for support. A link to the staff report and the presentation is available here: [ACFRN-memo.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [ACFRN-Discussion](#). President Liao thanked Ms. Bartholomew and Mr. Grégoire for a very informative presentation. There were no public comments on this item.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that Board members Grace Liao and Laura McKaughan completed their second terms on the Recycling Board, and this would be their final meeting. Mr. Burroughs thanked Board members Liao and McKaughan for their service. Board members Liao and McKaughan expressed their appreciation and stated that they enjoyed serving on the Recycling Board and would continue to be involved. They were presented with a certificate of appreciation and a reusable canvas bag. Mr. Burroughs asked that Board members forward any candidates that would be qualified to fill their seats.

Board member Mourra shared that the City of Emeryville was in the process of identifying appropriate food scrap kitchen pails to provide to residents who need or don't have their own. Mr. Burroughs offered to share additional resources after the meeting.

VIII. ADJOURNMENT – TO PC&RB MEETING – OCTOBER 9, 2025 AT 6:00 P.M. MEETING LOCATION – Castro Valley Sanitary District 21195 Center Street, Castro Valley, CA

The meeting adjourned at 4:55 p.m.