

APPROVED

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

Thursday, October 9, 2025

6:00 P.M.

IN PERSON MEETING LOCATION:
Castro Valley Sanitary District
21040 Marshall Street,
Castro Valley, CA

I. CALL TO ORDER

First Vice President Jensen 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

Xouhoa Bowen, ACWMA
Rita Duncan, ACWMA (interim)
Virginia Harrington, Solid Waste Industry Representative
Tracy Jensen, ACWMA (Interim President)
Ellen McClure, Environmental Educator
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Jeff Wang, ACWMA
Vacant, Recycling Materials Processing Industry
Vacant, Source Reduction Specialist

ABSENT

Barun Singh, Recycling Programs

Staff Present

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Cassie Bartholomew, Senior Program Manager
Meri Soll, Senior Program Manager
Trevor Probert, Program Manager
Arliss Dunn, Clerk of the Board
Farand Kan, County Counsel

Others Present

Zachary Malone, UC Merced

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 September 11, 2025

2. Board Attendance Record

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member Harrington moved for approval of the Consent Calendar. Board member Wang seconded, and the motion carried 8-0. The Clerk called the roll:

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

VI. REGULAR CALENDAR

1. Resolution - Castro Valley Sanitary District (Timothy Burroughs)

That the Recycling Board adopt the attached resolution “Celebrating and Commending the Completion of the Castro Valley Sanitary District Operations and Engineering (O&E) Building.”

Board Member Sadoff welcomed the Board and provided an overview of CVSan’s new Operations and Engineering Building. CVSan staff will be moving into the new facility soon and a grand opening is planned in the spring. Timothy Burroughs introduced the resolution presented by StopWaste. A link to the resolution is available here: [CVSan-Resolution.pdf](#). There were no public comments. President Jensen offered congratulations on the new facility.

Board member Harrington moved to approve the adoption of the Resolution. Board member McClure seconded, and the motion carried 8-0. The Clerk called the roll:

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

2. Compost Application and Carbon Sequestration Research (Trevor Probert)

This item is for information only.

Timothy Burroughs introduced the item. Trevor Probert provided an overview of the staff report and introduced Zachary Malone, UC Merced. Mr. Probert and Mr. Malone presented findings from a five-year study on compost application in urban parks sports fields, examining carbon sequestration potential in Alameda County. A link to the staff report and presentation is available here: [Compost-Study-Memo.pdf](#).

Additional time was provided to the Board for discussion and for clarifying questions. An audio link is provided here: [Compost-Study-Discussion](#). Mr. Probert informed the Board that staff will share the compost application research results with member agency staff through the Technical Advisory Committee (TAC) and Technical Advisory Group (TAG). There were no public comments. President Jensen thanked Mr. Probert and Mr. Malone for a very informative presentation.

3. Upstream Grants Program Update and Evaluation (Meri Soll & Cassie Bartholomew)

This item is for information only.

Timothy Burroughs introduced the item and announced that Meri Soll would be retiring at the end of the year, and this would be her final presentation to the Recycling Board. Ms. Soll has

worked at StopWaste for nearly 30 years. Ms. Soll stated that she feels very fortunate to have worked at an organization that's dedicated to reducing waste.

Ms. Soll and Ms. Bartholomew provided an overview of recent awards, the upcoming grants solicitation, and an update on the current evaluation process. A link to the staff report and presentation is available here: [Upstream-Grants-Program-Update-memo.pdf](#). Staff will return to the Board with an update on the grants program evaluation in fall 2026. There will be a new round of reusable transport packaging grants in spring 2026. There were no public comments. President Jensen thanked staff for a wonderful update and congratulated Ms. Soll on her retirement.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs reminded the Board that he sent out an email update earlier in the month with information about the Agency's programs and services underway. President Jensen announced that she introduced a resolution of support for the Polluters Pay Climate Superfund Act at the Alameda City Council meeting and the City Council voted to support the resolution. Board member McClure invited everyone to the Berkeley Unified School District Fall Fix-It Fest on October 18. The event is for the community to learn how to repair broken household items with the support of repair coaches.

VIII. ADJOURNMENT – TO JOINT WMA, EC & PC&RB MEETING – NOVEMBER 19, 2025 AT 3:00 P.M.

The meeting adjourned at 7:25 p.m.