

APPROVED

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

Thursday, October 10, 2024

4:00 P.M.

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

I. CALL TO ORDER

First Vice 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

Mike Hannon, ACWMA
Tracy Jensen, ACWMA
Grace Liao, Source Reduction Specialist (First Vice President)
Ellen McClure, Environmental Educator
Laura McKaughan, Recycling Materials Processing Industry
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Fred Simon, ACWMA
Shelia Young, ACWMA (interim)
Vacant, Recycling Programs

Absent:

Virginia Harrington, Solid Waste Industry Representative

Staff Present:

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Emily Alvarez, Management Analyst
Shasta Phillips, Program Manager
Arielle Conway, Program Manager
Angelina Vergara, Program Manager
Arliss Dunn, Clerk of the Board
Farand Kan, Deputy County Counsel

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none. Timothy Burroughs welcomed Elaine Owyang to the Recycling Board as the new Environmental Organization representative. Board member Owyang provided a brief overview of her background and experience.

IV. OPEN PUBLIC COMMENT

There were none.

V. CONSENT CALENDAR

- 1. Approval of the Draft PC & RB Minutes of August 8, 2024 and September 12, 2024**
- 2. Board Attendance Record – August 8, 2024 and September 12, 2024**
- 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 Hannon seconded, and the motion carried 8-0-1.

The Clerk called the roll:

(Ayes: Hannon, Jensen, Liao, McClure, McKaughan, Mourra, Owyang, Simon. Nays: None. Abstain: Young. Absent: Harrington).

VI. REGULAR CALENDAR

- 1. 2023-24 Waste Characterization Study Overview (Emily Alvarez)**

This item is for information only.

Timothy Burroughs introduced the item and Emily Alvarez provided an update on the Agency's Waste Characterization Study. The study identified predominant materials in the waste stream and changes in composition over time and will be used by StopWaste and member agencies to refine programs and track progress toward the long-term goal of landfill obsolescence and upstream waste prevention. A link to the staff report and PowerPoint presentation is available here: [WCS-Update.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [WCS-Update-Discussion](#).

There were no public comments for this item. Vice President Liao thanked Ms. Alvarez for a very informative presentation.

- 2. StopWaste School Challenges – Transforming School Cafeterias (Arielle Conway)**

This item is for information only.

Timothy Burroughs introduced the item and Arielle Conway provided an update on school programs with a focus on StopWaste Schools Challenges, a program that aims to transform school cafeterias to reduce waste to landfill, prevent wasted food, and empower students to be environmental stewards. A link to the staff report and PowerPoint presentation is available here: [StopWaste-Schools-Overview.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [StopWaste-Schools-Overview-Discussion](#).

Vice President Liao thanked Ms. Conway and Ms. Vergara for an exciting and informative presentation.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mayor Hannon announced that StopWaste hosted a sorting activity at the biannual Science in the Park event to demonstrate the importance of proper recycling. The cities of Fremont, Newark, Hayward and Union City held a friendly competition. The Science in the Park event granted the winner, Newark, \$5,000 and each participating school district \$1,000. Mayor Hannon thanked StopWaste staff for hosting a fun and informative event.

VIII. ADJOURNMENT – TO JOINT WMA, EC, AND PC&RB MEETING – NOVEMBER 20, 2024 AT 3:00 P.M.

The meeting adjourned at 5:10 p.m.