

**DRAFT**

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

**Thursday, May 11, 2023**

**6:00 P.M.**

***IN PERSON MEETING LOCATION:***  
**SURLENE G. GRANT COMMUNITY MEETING ROOM**  
**999 EAST 14<sup>TH</sup> STREET, SAN LEANDRO, CA**

**I. CALL TO ORDER**

President McKaughan 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**

Bob Carling, ACWMA  
Eric Havel, Environmental Educator  
Darby Hoover, Environmental Organization  
Tracy Jensen, ACWMA  
Shelia Young, ACWMA (interim)  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry (President)  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Talia Wise, Solid Waste Industry Representative

**Absent:**

Chiman Lee, Recycling Programs

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Alma Freeman, Communications Manager  
Robin Plutchok, Program Manager  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**III. ANNOUNCEMENTS BY THE PRESIDENT**

President McKaughan thanked Board member Simon for hosting the meeting in San Leandro and Member Simon welcomed everyone to the City of San Leandro. Board member Shelia Young (former Mayor of San Leandro) also provided a welcome.

**IV. OPEN PUBLIC COMMENT**

There were none.

**V. CONSENT CALENDAR**

**1. Approval of the Draft Joint WMA, EC, & RB Minutes of April 26, 2023**

**2. Board Attendance Record**

**3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Carling moved for approval of the Consent Calendar. Board member Wise seconded, and the motion carried 9-0-1. The Clerk called the roll:

(Ayes: Carling, Havel, Hoover, Jensen, Lee, Liao, McKaughan, Mourra, Simon. Nays: None. Abstain: Young. Absent: Lee).

**VI. REGULAR CALENDAR**

**1. Fiscal Year 2024 Budget Adoption (Timothy Burroughs & Pat Cabrera)**

That the Recycling Board hold a public hearing and adopt the RB FY 2024 Budget Resolution (Attachment A).

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [FY-2024-Budget-Memo.pdf](#). The proposed FY 2024 budget was presented at a combined meeting of the WMA, Recycling Board, and the Energy Council on April 26, 2023. A link to the staff report and the presentation is available here: [FY-2024-Budget-Presentation](#). Mr. Burroughs thanked the Board for their direction and guidance and thanked staff for their efforts in producing a budget that reflects our values.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FY-2024-Budget-Discussion](#). There were no requests for changes to the budget. Mr. Burroughs recommended that the Board adopt the Recycling Board's portion of the budget (Attachment A).

President McKaughan opened the public hearing. There were no public comments on this item and the public hearing was closed. Board member Mourra moved for approval to adopt the RB FY 2024 Budget Resolution (Attachment A), and Board member Havel seconded. The motion carried 10-0. The Clerk called the roll:

(Ayes: Carling, Havel, Hoover, Jensen, Liao, McKaughan, Mourra, Simon, Wise, Young. Nays: None. Abstain: None. Absent: Lee)

**2. Update on RE:Source Guide (Robin Plutchok)**

This item is for information only.

Timothy Burroughs introduced the item and Robin Plutchok provided a summary of the staff report and presented a PowerPoint presentation. The presentation provided an overview of the new ad campaign creative and recent enhancements to RE:Source, and discussed opportunities for Member Agency partnership and promotion. A link to the report and presentation is available here: [RE:Source-Update.pdf](#).

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [RE:Source-Update-Discussion](#). Mr. Burroughs stated that staff will follow up with Board members to provide sharable resources to help promote RE:Source. Board members thanked Ms. Plutchok for an excellent presentation. There were no public comments on this item.

**VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR**

There were none.

**VIII. ADJOURNMENT – TO JUNE 8, 2023 AT 4:00 p.m.**

The meeting adjourned at 6:49 p.m.