

DRAFT

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

Thursday, December 14, 2023

6:00 P.M.

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

Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Tracy Jensen, ACWMA
Dan Kalb, ACWMA
Chiman Lee, Recycling Programs
Grace Liao, Source Reduction Specialist
Laura McKaughan, Recycling Materials Processing Industry (President)
David Mourra, ACWMA
Fred Simon, ACWMA
Jeff Wang, ACWMA
Talia Wise, Solid Waste Industry Representative

Staff Present:

Timothy Burroughs, Executive Director
Justin Lehrer, Operations Manager
Alma Freeman, Communications Manager
Arliss Dunn, Clerk of the Board
Farand Kan, Deputy County Counsel

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

There were no public comments.

V. CONSENT CALENDAR

- 1. Approval of the Draft Joint WMA, EC, and PC & RB Minutes of November 15, 2023**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Jensen moved for approval of the Consent Calendar. Board member Kalb seconded, and the motion carried 10-0-1. The Clerk called the roll:

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

VI. REGULAR CALENDAR

1. Reusable Foodware Project Update (Justin Lehrer)

This item is for information only.

Timothy Burroughs introduced the item. Justin Lehrer provided an update on recent local policy development, pilot projects, and other program activities related to reusable foodware systems in Alameda County. A link to the report and the presentation is available here: [Reusable-Foodware-Update-Presentation.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Reusable-Foodware-Update-Discussion](#). There were no public comments for this item. President McKaughan thanked staff for a very exciting and informative presentation.

2. 2024 Meeting Schedule (Timothy Burroughs)

That the Planning Committee and Recycling Board approve the 2024 meeting schedule.

Timothy Burroughs provided a brief overview of the staff report. A link to the report is available here: [2024-Meeting-Schedule-memo.pdf](#). Board member Jensen stated that she would work with Board Clerk Arliss Dunn to host the December 12, 2024 meeting in Alameda. An audio link to the discussion is available here: [2024-Meeting-Schedule](#).

There were no public comments on this item. Board member Jensen moved approval of the 2024 meeting schedule with the amendment to host the December 12, 2024 meeting in Alameda. Board member McKaughan seconded, and the motion carried 11-0. The Clerk called the roll: (Ayes: Havel, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None. Abstain: None. Absent: None).

3. Election of Officers for 2024 (Timothy Burroughs)

That the Recycling Board elect Officers for calendar year 2024.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: [2024-Election-of-Officers.pdf](#). The Board was provided additional time for discussion and clarifying questions. An audio link to the discussion is available here: [2024-Elections-of-Officers](#). There were no public comments on this item. Board member Jensen nominated Board member Wang to serve as Second Vice President. There were no further nominations. Board member McKaughan moved approval of the slate of officers for 2024; Board member Kalb, President, Board member Havel, First Vice President, and Board member Wang, Second Vice President. Board member Lee seconded. The motion carried 11-0. The Clerk called the roll: (Ayes: Havel, Hoover, Jensen, Kalb, Lee, Liao, McKaughan, Mourra, Simon, Wang, Wise. Nays: None. Abstain: None. Absent: None).

Timothy Burroughs thanked President McKaughan for her service as President in 2023 and presented her with a reusable gift.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs informed the Board that the January 11, 2024 meeting may consist of a light agenda to include the agency financial audit and a discussion of the Rules of Procedure. He encouraged Board members to consider if they might attend in person or via teleconference.

VIII. ADJOURNMENT – TO PC & RB MEETING – JANUARY 11, 2024 AT 4:00 P.M.

The meeting adjourned at 7:00 p.m.