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

**Thursday, January 11, 2024**

**4:00 P.M.**

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

**I. CALL TO ORDER**

President Kalb called the meeting to order at 4:00 p.m. Timothy Burroughs explained the process that would be 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 (President)  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Jeff Wang, ACWMA  
Talia Wise, Solid Waste Industry Representative

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services 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**

Arthur Boone provided public comments.

**V. CONSENT CALENDAR**

- 1. Approval of the Draft PC & RB Minutes of December 14, 2023**
- 2. Board Attendance Record**
- 3. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of

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the Consent Calendar. Board member Jensen 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: Wang. None. Absent: None).

### VI. REGULAR CALENDAR

#### 1. Fiscal Year 2022-23 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing.

Staff recommends that the Recycling Board accept and file the FY 22-23 audit report.

Timothy Burroughs introduced the item. Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY22-23-Audit-Report.pdf](#). Ms. Cabrera acknowledged Agency staff for their efforts in managing the Agency's finances to ensure a clean audit with no exceptions or recommendations for improvements in internal controls. The finance staff is comprised of Jennifer Luong, Financial Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Mitesh Desai from Badawi and Associates was available to answer any questions.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY22-23-Audit-Discussion](#). There were no public comments for this item. President Kalb commended staff for their efforts and extended congratulations for a clean audit report.

Board member Jensen moved for approval that the Recycling Board accept and file the FY 22-23 audit report. Board member Wise 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).

#### 2. Board Rules of Procedure for Teleconferencing (Timothy Burroughs)

Staff recommends that the Board evaluate the amendments to the Rules of Procedure adopted on December 8, 2022.

Timothy Burroughs provided a brief overview of the staff report. A link to the report is available here: [Board-Rules-of-Procedure.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Board-Rules-of-Procedure-Discussion](#). The Board evaluated the Rules of Procedure and proposed no additional changes. There were no public comments on this item.

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

Timothy Burroughs announced the 2024 Waste Prevention Grant application is now open. We're offering \$1.1 million in funding to nonprofits, businesses, school districts, and institutions with projects that focus on upstream activities. The deadline to apply is March 14, 2024. Details about eligibility, an informational webinar, and the application can be found at [www.stopwaste.org/grants](http://www.stopwaste.org/grants). Mr. Burroughs encouraged the Board to help spread the word about these funding opportunities. Mr. Burroughs announced that the draft regulations for SB 54 were released in late December and staff is reviewing them and will provide an update to the Board. Additionally, CRRRA and SWANA will be hosting a webinar on SB 54 and staff will provide the information to the Board. Board member McKaughan asked that staff look into the intersection between SB 54 and SB1013.

Board member Havel asked that staff look into AB 285, regarding science requirements and climate change, to see if there is any intersection with our schools' program.

### VIII. ADJOURNMENT – TO PC& RB MEETING – FEBRUARY 8, 2024 at 6:00 P.M.

The meeting was adjourned at 4:30 p.m.