

**Planning Committee/Recycling Board Members**

Dan Kalb, **President**  
ACWMA

Jeff Wang, **2<sup>nd</sup> Vice President**  
ACWMA

Darby Hoover, Environmental Organization

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

Laura McKaughan, Recycling Materials Processing  
Industry

David Mourra, ACWMA

Fred Simon, ACWMA

Vacant, Environmental Educator

Vacant, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

## AGENDA

### MEETING OF THE PLANNING COMMITTEE AND ALAMEDA COUNTY RECYCLING BOARD

**THURSDAY, JUNE 13, 2024**

**4:00 P.M.**

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

This meeting will be conducted in a hybrid model with both in-person attendance and teleconference participation:

Teleconference location #1	Burlingame Community Center Lobby, 850 Burlingame Ave., Burlingame, CA
Teleconference location #2	118 Glashaus Loop, Emeryville, CA
Teleconference location #3	1534 Ashby Ave., Berkeley, CA
Teleconference location #4	30587 Huntwood Ave., Hayward CA
Teleconference location #5	2735 Park Blvd., Oakland, CA

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the Webinar ID 828 3186 3783
2. Using the [Zoom](#) website or App and entering meeting code 828 3186 3783

During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than noon, Thursday, June 13, 2024.

The public may also comment by sending an e-mail to [publiccomment@stopwaste.org](mailto:publiccomment@stopwaste.org). Written public comments will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

# AGENDA

## I. CALL TO ORDER

## II. ROLL CALL OF ATTENDANCE

## III. ANNOUNCEMENTS BY PRESIDENT

## IV. OPEN PUBLIC COMMENT

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board, but not listed on the agenda. Each speaker is limited to three minutes.

## Page V. CONSENT CALENDAR

1 1. Approval of the Draft PC & RB Minutes of May 9, 2024

5 2. Board Attendance Record

7 3. Written Report of Ex Parte Communications

## VI. REGULAR CALENDAR

9 1. 2024 StopWaste Environmental Leadership Awards (Michelle Fay)  
This item is for information only.

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

VIII. ADJOURNMENT – TO PC&RB MEETING – JULY 11, 2024 AT 6:00 P.M.  
Surlene G. Grant Community Room  
999 E 14th St, San Leandro, CA

DRAFT

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

**Thursday, May 9, 2024**

**6:00 P.M.**

***IN PERSON MEETING LOCATION:  
DUBLIN CIVIC CENTER – BRAY COMMUNITY ROOM  
100 CIVIC PLAZA, DUBLIN, CA***

**I. CALL TO ORDER**

First Vice President Havel called the meeting to order at 6:10 p.m.

**II. ROLL CALL OF ATTENDANCE**

Eric Havel, Environmental Educator  
Dan Kalb, ACWMA  
Tracy Jensen, ACWMA  
Chiman Lee, Recycling Programs  
Grace Liao, Source Reduction Specialist  
Laura McKaughan, Recycling Materials Processing Industry  
David Mourra, ACWMA  
Fred Simon, ACWMA  
Vacant, Solid Waste Industry Representative

**Absent**

Darby Hoover, Environmental Organization  
Jeff Wang, ACWMA

**Staff Present:**

Timothy Burroughs, Executive Director  
Alma Freeman, Communications Manager  
Trevor Probert, Program Manager  
Emily Alvarez, Program Manager  
Arliss Dunn, Clerk of the Board  
Farand Kan, Deputy County Counsel

**Others Participating**

Zachary Malone, UC Merced Research Team

**III. ANNOUNCEMENTS BY THE PRESIDENT**

There were none.

**IV. OPEN PUBLIC COMMENT**

There were none.

**V. CONSENT CALENDAR**

- 1. Approval of the Draft Joint WMA, EC, and PC&RB Minutes of April 24, 2024**
- 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 the Consent Calendar. Board member Havel seconded, and the motion carried 6-0. The Clerk called the roll: (Ayes: Havel, Lee, Liao, McKaughan, Mourra, Simon. Nays: None. Abstain: None. Absent: Hoover, Kalb, Jensen, Wang).

**VI. REGULAR CALENDAR**

- 1. Fiscal Year 2025 Budget Adoption (Timothy Burroughs & Pat Cabrera)**

That the Recycling Board hold a public hearing and adopt the RB FY 2025 Budget Resolution (Attachment A).

The proposed FY 2025 budget was presented at a combined meeting of the WMA, Recycling Board, and the Energy Council on April 24, 2024. A link to the staff report and the presentation is available here: [FY-2025-Budget-Presentation](#). Mr. Burroughs thanked the Board for their direction and guidance and acknowledged 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-2025-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).

First Vice President Havel opened the public hearing. There were no public comments on this item and the public hearing was closed. Board member McKaughan moved for approval to adopt the RB FY 2025 Budget Resolution (Attachment A), and Board member Lee seconded. The motion carried 6-0. The Clerk called the roll: (Ayes: Havel, Lee, Liao, McKaughan, Mourra, Simon. Nays: None. Abstain: None. Absent: Hoover, Kalb, Jensen, Wang).

- 2. Compost on Turfgrass Studies (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 Moore, UC Merced Research Team. StopWaste partnered with the City of Dublin and City of Pleasanton to conduct two complementary studies on the effects of compost applications to turf grass and urban soils through a research contract with UC Merced. Mr. Probert provided an overview of the project, and Mr. Malone presented a progress report on the research and discussed early findings and takeaways. A link to the staff report and PowerPoint presentation is available here: [Compost-Studies-memo.pdf](#)

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Compost-Studies-Discussion](#)

Dublin staff, Shannan Young and Michelle Sung, were in attendance. There were no public comments for this item. President Kalb thanked staff for a very informative presentation.

- 3. Waste Characterization Study (Emily Alvarez)**

This item is for information only.

Mr. Burroughs introduced the item. Emily Alvarez provided an update on the waste stream sampling at transfer

**DRAFT**

station and landfill facilities within Alameda County. From June 2023 to February 2024, the consultant team sorted over 650 samples from across the landfill, recycling, and organics stream. A link to the staff report and PowerPoint presentation is available here: [WCS-Update-memo.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](#). Ms. Alvarez stated that the final report is expected to be completed by the end of the fiscal year.

There were no public comments. President Kalb thanked Ms. Alvarez for a very informative presentation.

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

Mr. Burroughs announced that First Vice President Havel completed his second term on the Recycling Board, and this would be his final meeting. Mr. Burroughs thanked Board member Havel for his service and remarked that we would continue to partner through the schools' program. Mr. Havel expressed his appreciation and stated that he enjoyed serving on the Recycling Board. Board member Havel was presented with a certificate of appreciation and reusable agency gifts.

Mr. Burroughs reminded the Board that there are now two vacancies on the Recycling Board representing the solid waste industry and the environmental educator. We have posted the notices on our website and are working with the Board of Supervisors to fill the vacancies. Mr. Burroughs asked the Board to encourage anyone to apply that may be qualified and interested in serving on the Board.

**VIII. ADJOURNMENT – TO PC&RB MEETING – JUNE 13, 2024 AT 4:00 P.M.**

The meeting was adjourned at 7:45 p.m.

***This page intentionally left blank***

**2024 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D
<b>REGULAR MEMBERS</b>												
E. Havel	X	A	X	A	X							
D. Hoover	X	X	X	X	A							
T. Jensen	X	X	X	X	X							
D. Kalb	X	X	I	X	X							
C. Lee	X	A	X	X	X							
G. Liao	X	X	X	X	X							
L. McKaughan	X	X	X	A	X							
D. Mourra	X	X	X	X	X							
F. Simon	X	X	X	X	X							
J. Wang	X	X	X	X	A							
T. Wise	X	A										
<b>INTERIM APPOINTEES</b>												
S. Young			X									

Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X=Attended

A=Absent

I=Absent - Interim Appointed

***This page intentionally left blank***



**DATE:** June 13, 2024  
**TO:** Recycling Board  
**FROM:** Timothy Burroughs, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

---

**BACKGROUND**

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board's official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board's official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

*Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board's agenda, giving as much public notice as possible.*

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.

***This page intentionally left blank***



---

**DATE:** June 13, 2024  
**TO:** Recycling Board/Planning Committee  
**FROM:** Michelle Fay, Program Manager  
**SUBJECT:** 2024 StopWaste Environmental Leadership Awards

---

**SUMMARY**

At the June 13 Recycling Board meeting, StopWaste will present its [2024 Environmental Leadership Awards](#) to six Alameda County entities for their leadership and innovations in advancing environmental sustainability, waste prevention, and contributions to building healthy, climate resilient communities in Alameda County. The 2024 awards celebration marks the Agency’s 22<sup>nd</sup> event where businesses, institutions, and nonprofits are recognized for their commitment to the environment.

**DISCUSSION**

A call for nominations went out in April to solicit submissions from member agency staff, hauler representatives, StopWaste staff, and our partners. Nominations were evaluated based on environmental and health benefits, innovation and leadership, and advancing equity.

The 2024 awardees are:

**Vesta Foodservice**, Hayward  
Excellence in Food Recovery & Donation

Vesta Foodservice distributes food to restaurants, hotels, hospitals, and other foodservice providers throughout California and beyond. Their Northern California headquarters is in Hayward. Started in 2012, their Chefs to End Hunger (CTEH) program picks up surplus prepared foods from customers during their regularly scheduled deliveries and works with local partner organizations who take the donations from Vesta’s distribution center to vulnerable communities. Free and convenient for their customers, Vesta provides the donation kits—a box, three sheet pans, and labeling—and facilitates all outreach and training for the program. By utilizing the trips drivers already make, no additional carbon emissions are generated. Food recovery organizations like Daily Bowl love the program—since they started collaborating with Vesta, they have received well over 300,000 pounds of high-quality foods.

**Sparkl Reusables**, Oakland & **Spectrum Community Services**, Hayward  
Excellence in Reusable Foodware Partnership

Spectrum Community Services, a nonprofit in Hayward serving nutritious hot meals to seniors, and Sparkl Reusables in Oakland, a reusable foodware service provider, have formed an innovative partnership that prevents some 10,000 pieces of disposable foodware from being wasted each month. At 10 out of 12 distribution sites, seniors receive their meals in Sparkl's reusable containers, ready to be carried home in reusable bags. On their next visit, they return the empty, rinsed foodware in designated bins for washing and reuse. Sparkl staff picks up the used foodware and delivers freshly sanitized containers daily in a seamless, closed loop operation. Both Spectrum's and Sparkl's commitment to sustainability, willingness to experiment, flexibility, and excellent communication have made this successful collaboration possible.

**oWOW, Oakland**

**Excellence in Construction Innovation**

oWOW is an Oakland-based development, design, and construction company with multi-family housing projects in Oakland and San Francisco. oWOW's buildings use mass timber, a wood-based construction material that is stronger, lighter-weight, and less carbon intensive than other building materials. All of oWOW's mass timber is sourced from a zero-waste wood manufacturer in Oregon. Their prefabrication and industrialized construction methods allow oWOW to cut waste on-site while also reducing on-site labor costs and construction timelines. In addition, oWOW integrates development, design and construction—responsibilities typically fragmented—enabling workflow synergies and more creative solutions. Combined, oWOW's innovations allow them to build twice as fast and at a cost roughly 20% below traditional construction—a much needed answer to the Bay Area's housing crisis.

**Drake's Brewing Company, San Leandro**

**Excellence in Waste Prevention and Reuse**

Drake's Brewing Company in San Leandro has brewed craft beer since 1989 and operates three taprooms. At the San Leandro brewery, beer kegs used to be stacked on wooden pallets that break often and were secured with disposable plastic pallet wrap as they were moved between facilities for cleaning and refilling, or for shipment to off-site taprooms. In 2019, Drake's switched to reusable plastic pallets and replaced the plastic wrap with reusable wraps and rubber bands. In the first year alone, they eliminated 16,000 lbs of pallet wood waste and 290,000 square feet of plastic wrap. In addition to cost savings, the reusable solutions save time because they are easier to apply and have improved worker safety.

**Mohr Elementary School, Pleasanton**

**Excellence in Sustainability at School**

Mohr Elementary School in Pleasanton has been a StopWaste partner school and 4Rs—that stands for Reduce, Reuse, Recycle and Rot—champion for years, with a tireless and committed Green Team made up of students, their families, and school faculty. In 2020, they helped the Pleasanton Unified School District become the first district in the county to pass a

resolution that prioritizes food waste reduction and recovery districtwide. Mohr teaches environmental and climate literacy in meaningful and hands-on ways, guiding students to not only properly sort lunch waste in the cafeteria and manage the school's food share table, but also to develop and hone leadership skills. They teach younger students about the school's green initiatives, lead litter cleanups and assemblies on sustainability topics, and even created their own "skip the spork packet" school-wide marketing campaign. Practicing their advocacy skills, students are working with Nutritional Services on designing waste, such as disposable water bottles and condiment packets, out of the system.

**RECOMMENDATION**

This item is for information only.