

Planning Committee/Recycling Board Members

Jeff Wang, **President**
ACWMA

Grace Liao, **First Vice President**
Source Reduction Specialist

Fred Simon, **Second Vice President**
ACWMA

Michael Hannon, ACWMA

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Laura McKaughan, Recycling Materials Processing
Industry

David Mourra, ACWMA

Vacant, Environmental Educator

Vacant, Environmental Organization

Vacant, Solid Waste Industry Representative

Timothy Burroughs, Executive Director

AGENDA

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

THURSDAY, AUGUST 8, 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 3800 Walnut Ave., Fremont, 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 David W. Smith City Hall, 37101 Newark Blvd., Conf. Rm #5, Newark, 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 852 1035 9300
2. Using the [Zoom](#) website or App and entering meeting code 852 1035 9300

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, August 8, 2024.

The public may also comment by sending an e-mail to 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 July 11, 2024

3 2. Board Attendance Record

5 3. Written Report of Ex Parte Communications

VI. REGULAR CALENDAR

7 1. Stop Food Waste Campaign Update (Robin Plutchok)
This item is for information only.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

VIII. ADJOURNMENT – TO PC&RB MEETING – SEPTEMBER 12, 2024 AT 6:00 P.M.
TRI CITY VOLUNTEERS, INC., 37350 JOSEPH ST., FREMONT, CA

DRAFT

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

Thursday, July 11, 2024

6:00 P.M.

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

I. CALL TO ORDER

Second Vice President Wang called the meeting to order at 6:05 p.m.

II. ROLL CALL OF ATTENDANCE

Darby Hoover, Environmental Organization

Tracy Jensen, ACWMA

Chiman Lee, Recycling Programs

Grace Liao, Source Reduction Specialist

David Mourra, ACWMA

Fred Simon, ACWMA

Jeff Wang, ACWMA

Vacant, Environmental Educator

Vacant, Solid Waste Industry Representative

Absent

Laura McKaughan, Recycling Materials Processing Industry

Staff Present:

Timothy Burroughs, Executive Director

Justin Lehrer, Operations Manager

Casse Bartholomew, Senior Program Manager

Hugo Grégoire, Management Analyst

Meri Soll, Senior Program Manager

Arliss Dunn, Clerk of the Board

Farand Kan, Deputy County Counsel

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none. Board member Simon welcomed everyone to the City of San Leandro.

IV. OPEN PUBLIC COMMENT

There were none.

V. CONSENT CALENDAR

1. Approval of the Draft PC&RB Minutes of June 13, 2024

2. Board Attendance Record

3. Written Report of Ex Parte Communication

DRAFT

There were no public comments for the Consent Calendar. Board member Jensen moved for approval of the Consent Calendar. Board member Wang seconded, and the motion carried 6-0. The Clerk called the roll: (Ayes: Hoover, Jensen, Liao, Lee, Simon, Wang. Nays: None. Abstain: None. Absent: Mourra, McKaughan,).

VI. REGULAR CALENDAR

1. Special Election of Officers for 2025 (Timothy Burroughs)

Elect Recycling Board Officers for fiscal year 2025.

Timothy Burroughs provided an overview of the staff report. A link to the report is available here: Mr. Burroughs explained that Measure D requires that elections are held in December of each year. Since this is a special election, the President will serve until the regular election is held in December. There were no public comments for this item. Board member Jensen moved approval of the slate of officers: Vice President Wang, President, Board member Liao, First Vice President, and Board member Simon, Second Vice President. Vice President Wang seconded, and the motion carried 6-0. The Clerk called the roll: (Ayes: Hoover, Jensen, Liao, Lee, Simon, Wang. Nays: None. Abstain: None. Absent: Mourra, McKaughan).

2. Alameda County Food Recovery Network & Edible Food Recovery Reporting Updates (Hugo Grégoire & Cassie Bartholomew)

This item is for information only.

Timothy Burroughs introduced the item and Hugo Grégoire provided an overview of the Alameda County Food Recovery Network, a diverse group of organizations committed to recovering and donating surplus edible food. Mr. Grégoire shared the results from the 2023 Edible Food Recovery Report, and highlighted how the network supports efforts to address food insecurity and reduce wasted food in Alameda County. A link to the staff report and PowerPoint presentation is available here: [ACFRN-Edible-Food-Recovery-Update.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [ACFRN-Edible-Food-Recovery-Update-Discussion](#)

There were no public comments for this item. Vice President Wang thanked Mr. Grégoire for his presentation.

3. Reuse and Repair Circular Economy Overview (Meri Soll)

This item is for information only.

Timothy Burroughs introduced the item and Meri Soll provided an overview of the reuse and repair landscape and an update on new laws to support the effort and shared stories from our reuse and repair partner network. A link to the staff report and PowerPoint presentation is available here: [Reuse-Repair-Network-Overview.pdf](#). Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Reuse-Repair-Network-Overview-Discussion](#). There were no public comments for this item. Vice President Wang thanked Ms. Soll for her presentation.

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Board member Hoover completed her second 2-year term, and this was her final meeting. Vice President Wang presented her with a certificate of appreciation in recognition of her service on the Recycling Board. Board member Hoover expressed her appreciation for serving on the Recycling Board.

VIII. ADJOURNMENT – TO PC&RB MEETING – AUGUST 8, 2024 AT 4:00 P.M.

The meeting was adjourned at 6:50 p.m.

2024 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

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

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DATE: August 8, 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.

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DATE: August 8, 2024
TO: Recycling Board
FROM: Robin Plutchok, Program Manager
SUBJECT: Stop Food Waste Campaign Update

SUMMARY

The Agency’s Stop Food Waste campaign is a broad scale public awareness campaign that helps people reduce wasted food at home. Launched in spring 2017, the campaign is geared to a residential audience and complements a suite of programmatic activities working to reduce wasted food through multiple channels of community outreach. At the August 8 meeting, staff will present an overview and update of the campaign materials, and its evolution to align with Agency priorities to serve a broader and more inclusive audience.

BACKGROUND

StopWaste has a history of conducting public awareness campaigns to leverage messaging on topics of countywide priorities. Reducing food waste and organics in the landfill through upstream waste prevention and food scrap composting has been an ongoing focus. Results from the 2024 Waste Characterization study show that food remains one of the largest components of the waste stream, contributing to climate change.

As part of the Agency’s long-term aims of equity and partnership, the Stop Food Waste campaign incorporates community partner input to broaden messaging to be more inclusive of diverse audiences and languages. The campaign messaging has shifted emphasis from “not wasting food” to making the most of food at home to maximize family resources.

The campaign promotes actionable and multilingual food-saving tips and resources delivered through a variety of channels, including paid advertising, evolving and seasonal content on the StopFoodWaste.org website, e-newsletters, social media, and community partnerships.

RECOMMENDATION

This item is for information only.