

APPROVED

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

Thursday, January 9, 2025

4:00 P.M.

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

I. CALL TO ORDER

President Liao called the meeting to order at 4:00 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

Grace Liao, Source Reduction Specialist (President)
Virginia Harrington, Solid Waste Industry Representative
Tracy Jensen, ACWMA
Ellen McClure, Environmental Educator
Laura McKaughan, Recycling Materials Processing Industry
David Mourra, ACWMA
Elaine Owyang, Environmental Organization
Jeff Wang, ACWMA
Vacant, Recycling Programs

Staff Present:

Timothy Burroughs, Executive Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Pat Cabrera, Administrative Services Director
Jennifer Luong, Financial Services Manager
Arliss Dunn, Clerk of the Board

Others Participating

Mitesh Desai, Badawi & Associates
Samo Michel, Badawi & Associates

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

There were none.

V. CONSENT CALENDAR

- 1. Approval of the Draft PC & RB Minutes of December 12, 2024**
- 2. Board Attendance Record**

3. Written Report of Ex Parte Communications

There were no public comments for the Consent Calendar. Board member McKaughan moved for approval of the Consent Calendar. Board member Harrington seconded, and the motion carried 8-0. The Clerk called the roll:

(Ayes: Harrington, Jensen, Liao, McClure, McKaughan, Mourra, Owyang, Wang. Nays: None. Absent: None. Abstain: None)

VI. REGULAR CALENDAR

1. Fiscal Year 2023-24 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommend that the Recycling Board accept and file the FY 23-24 audit report.

Timothy Burroughs introduced the item. Jennifer Luong provided an overview of the staff report. A link to the report is available here: [FY23-24-Audit-Report.pdf](#). Ms. Luong acknowledged administrative and finance 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. Mitesh Desai and Samo Michel, from Badawi and Associates were available to answer any questions. Ms. Luong stated that the Agency first submitted our financial report to the GFOA for excellence in financial reporting in FY 2021-22. The Agency has received an award each year and has submitted its financial report again this year.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY23-24-Audit-Discussion](#). The finance team will continue monitoring pension funding status and consider additional discretionary payments during the next budget process if deemed necessary. There were no public comments for this item. President Liao commended staff for their efforts in managing the Agency's finances and extended congratulations for a clean audit report.

Board member McKaughan moved for approval that the Recycling Board accept and file the FY 23-24 audit report. Board member Jensen seconded, and the motion carried 8-0. The Clerk called the roll:

(Ayes: Harrington, Jensen, Liao, McClure, McKaughan, Mourra, Owyang, Wang. Nays: None. Absent: None. Abstain: None)

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced the new round of equipment grants that was launched this week. The application deadline is February 24, 2025. There are three categories of grants that are available: surplus food donation equipment grants, reusable transport packaging equipment, and reusable foodware grants. Staff will email the information and asked that the Board assist with spreading the word about these opportunities. A link to the website is available [here](#).

Board member Jensen stated that during the major storms that happened over the holidays, thousands of pounds of microplastics washed up on the shoreline near Alameda Point. Alameda Public Works was able to collect and dispose of it, but it was really disturbing. A link to the article is available [here](#).

VIII. ADJOURNMENT – TO PC&RB MEETING - FEBRUARY 13, 2025 AT 6:00 P.M. WETA Central Bay Operations, 670 W Hornet Ave, Alameda, CA

The meeting adjourned at 4:20 p.m.