

DRAFT

**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.