

RESOLUTION NO. 26-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1
TO THE FY 2025-2026 PROFESSIONAL SERVICES AGREEMENT WITH TMF
ACCOUNTING SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \$7,500**

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) is a joint powers authority formed under California law to provide regulatory oversight of the disposal and recycling processing of solid waste collected from the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, California state law requires joint powers authorities to strictly adhere to financial accountability standards; and

WHEREAS, the Authority requires a financial consultant for bookkeeping services to meet exemplary financial accountability standards; and

WHEREAS, the Authority has contracted TMF Accounting Services for financial bookkeeping services since 2025, for a not-to-exceed amount of \$9,000.00 during January 1, 2025, to June 30, 2025, and \$9,900 during July 1, 2025, to June 30, 2026; and

WHEREAS, the Authority Board of Directors has reviewed the TMF Accounting Services Amendment No. 1 for July 1, 2025 to June 30, 2026, in the amount of \$7,500 at a public meeting held on March 12, 2026; and

WHEREAS, with Amendment No. 1 to the Professional Services Agreement with TMF Accounting Services, the budget for this Agreement is increased to a not-to-exceed total amount of \$17,400.00 for FY 2025-2026; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for agreements greater than \$10,000.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

1. The Executive Director is hereby authorized to execute Amendment No. 1 to the FY 2025-2026 Professional Services Agreement with TMF Accounting Services for financial bookkeeping services in a form approved by Authority Counsel, for a not-to-exceed amount of \$7,500, resulting in a total not-to-exceed amount of \$17,400 for FY 2025-2026.

ATTEST

CHAIR OF THE BOARD

Viviane Vidal 3/13/26
Viviane Vidal, Board Secretary Date

Rita C. Xavier 3/13/2026
Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a Regularly Scheduled Meeting on March 12, 2026 by the following vote:

AYES: Directors: Xavier, Bhattarai, Ktsanes, Robinson, Zepeda, Murphy

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: Brown

Viviane Vidal
Viviane Vidal, Board Secretary

**AMENDMENT NO. 1
TO THE AGREEMENT**

Between the

**WEST CONTRA COSTA INTEGRATED WASTE
MANAGEMENT AUTHORITY**

and

TMF ACCOUNTING SERVICES

for

FY 2025-2026 BOOKKEEPING SERVICES

March 2026

This Amendment No. 1 to the Professional Services Agreement with TMF Accounting Services (“Amendment No. 1”) for FY 2025-2026 is entered into as of January 29, 2026, by and between the West Contra Costa Integrated Waste Management Authority (“RecycleMore”) and TMF Accounting Services (“Consultant”).

RECITALS

WHEREAS, RecycleMore and Consultant are parties to that certain Professional Services Agreement with TMF Accounting Services to provide bookkeeping services for FY 2025-2026 dated as of July 8, 2025 (the “Agreement”); and

WHEREAS, RecycleMore has agreed to allocate additional financial resources to fund the additional expense for services prescribed in Amendment No. 1 and increase the budget of the Agreement by \$7,500.00; and

WHEREAS, RecycleMore and Consultant have agreed to amend the Agreement by including the additional Scope of Services and associated increase in expense attached hereto as Exhibit A and continue the Agreement through the initial term of June 30, 2026.

AGREEMENT

NOW, THEREFORE, RecycleMore and Consultant hereby agree as follows:

Section I - Description of Project shall be amended to include the additional Scope of Services for financial bookkeeping services and staff support as indicated in Exhibit A.

Section III.A - Compensation shall be amended and replaced in its entirety as follows:

A. Total compensation for Consultant services shall not exceed the sum of \$17,400 and be paid through regular invoicing from Consultant. The cost of professional services at the rate of \$75.00 per hour is based upon the Scope of Work (Exhibit A).

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be duly executed as of the date set forth above.

RECYCLEMORE

CONSULTANT

By:

By:

Signature
Cliff Feldman
Executive Director

Date

Signature
Tashia M Flucas
TMF Accounting Services

Date



Addendum No. 1 to Professional Services Agreement

This Addendum (the "Addendum") is entered into on **7/8/2025** between **TMF Accounting Services** ("Accountant") and **West Contra Costa Integrated Waste Management Authority (WCCIWMA)/DBA RecycleMore** ("Client"), collectively referred to as the "Parties."

1. Purpose

The Parties are currently bound by the Professional Services Agreement dated **7/8/2025** (the "Original Agreement"). This Addendum serves to expand the Scope of Work and adjust the compensation as described below.

2. Expanded Scope of Work

Effective **[1/20/2026]**, the Accountant shall provide the following additional services:

- **Audit Support:** Preparation of schedules, gathering of documentation, and acting as a liaison for external auditors during the 2024/2025 fiscal audit.
- **Balance Sheet Reconciliations:** Monthly reconciliation of all major accounts, including but not limited to bank accounts, prepaid expenses, and accruals.
- **Meetings:** Attendance with management to discuss financial performance and strategy.
- **Staff Support:** Providing technical guidance, training, and oversight to Client's internal bookkeeping or administrative staff.

3. Compensation & Hours

In consideration for the additional services, the Parties agree to the following:

Increase the Professional Services Agreement from \$9,900.00 to \$17,400 to cover the remaining five months

- **[] As-Needed:** Additional services will be billed at the standard hourly rate of **\$75 per hour** as incurred.



Accounting Services

"It Takes Teamwork, to Make the Dream Work"

4. Ratification

All other terms and conditions of the Original Agreement shall remain in full force and effect. In the event of a conflict between this Addendum and the Original Agreement, this Addendum shall prevail.

Signatures

TMF Accounting Services:

[Signature] Date: 1/29/20

West Contra Costa Integrated Waste Management Authority (WCCIWMA)/DBA RecycleMore:

Date: _____