

**Board of Directors Meeting Agenda**  
 May 9, 2019  
 6:30 p.m.

**San Pablo City Hall  
 City Council Chambers  
 1 Alvarado Square (13831 San Pablo Avenue)  
 San Pablo, CA 94806**

**Americans with Disabilities Act**

*In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet in an alternative format, please contact the Authority's Manager of Administrative Services at (510) 215-3125. Notification of at least 48 hours prior to the meeting or time when services are needed will assist Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

**Public Comment**

*Members of the public may address the Board of Directors on items that are within the jurisdiction of the Authority. Comments by the public pertaining to items listed in this Agenda should be made at the time the item is considered by the Board of Directors. Please note this Agenda contains an item for the Public to address the Board on non-agenda matters. Each speaker is limited to 3 minutes and may speak only once under each agenda item. The Board of Directors may waive these provisions. If you desire to address the Board, please submit your request on a Speaker's Card available from the Secretary.*

**1. CALL TO ORDER AND ROLL CALL**

The Chair will call the meeting to order and the Secretary will call the roll to establish the presence of a quorum.

**2. CLOSED SESSION -**

**1. Public Employee Appointment**  
 Title: Interim Executive Director

**2. Conference with Labor Negotiators**  
 Agency designated representative: Greg Lyman, Board Chair  
 Unrepresented employee: Interim Executive Director

**3. Report Out of Closed Session:** Provide a report to the Public in open session of reportable action(s) taken by the Board during closed session.



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 WASTE MANAGEMENT AUTHORITY

### **3. PLEDGE OF ALLEGIANCE**

The Chair or a Member of the Board will lead the Pledge of Allegiance.

### **4. EX PARTE COMMUNICATIONS DISCLOSURES**

The Chair of the Board will ask if any Director has an ex parte disclosure, pursuant to the Authority's Ex Parte Communications Policy, on any agenda items.

### **5. PUBLIC COMMENT**

Receipt of public comment on non-agenda matters.

### **6. CONSENT CALENDAR**

All matters listed in the Consent Calendar will be enacted with one motion. There will be no separate discussion of the items listed. However, upon request by a member of the Board or the Public, items will be removed from the Consent Calendar and considered separately in the agenda order.

Consideration of a motion to approve the following actions:

#### **6.0 April 11, 2019 Authority Board Meeting Minutes**

*Note: To vote on the adoption of the minutes does not require a Director to have been present at the subject meeting.*

#### **6.1 Authorize Executive Director to Promote Christina Leard to Fill Vacant Program Manager Position**

Approve and authorize the Executive Director to promote Christina Leard to fill a vacant Program Manager position, effective April 29, 2019

#### **6.2 Reschedule July 2019 Board Meeting Date**

Reschedule the July 2019 RecycleMore Board Meeting from July 11, 2019 to July 18, 2019.

***END OF CONSENT CALENDAR***

### **7. STAFF REPORT**

Staff will provide updates on recent and upcoming activities.

**Process for Addressing Agenda Items Before the Board of Directors**

- *Chair reads the agenda item*
- *Staff presents their report*
- *Board questions staff*
- *Public comments are heard*
- *Board discusses item*
- *A motion is made*
- *Final Board discussion*
- *Motion is restated and seconded for the record*
- *Board votes or provides direction to staff*

**8. REGULAR AGENDA**

**8.0 Joint Exercise of Powers Agreement (JEPA) Update**

1. Receive and file Joint Exercise of Powers Agreement (JEPA) update report.
2. Consideration of a motion to direct staff to prepare a May–June 2019 JEPA Update draft document to include the current Board voting structure and JEPA language to include the seven (7) JEPA issues resolved by the City Managers Group on August 23, 2018, OR
3. Consideration of a motion to provide alternative JEPA direction to staff.

**8.1 Fiscal Year 2019/2020 RecycleMore Operating Budget Workshop**

1. Conduct the annual Authority Operating Budget Workshop to solicit input from the Board, the public, and other stakeholders.
2. Direct staff to incorporate changes desired by the Board of Directors into the proposed FY 2019-20 Budget and submit final budget for consideration of adoption at the June 13, 2019 Board meeting.

**8.2 Republic Services Post-Collection Agreement 2018 Annual Report**

Receive and file Post-Collection Agreement 2018 Annual Report as submitted by Republic Services, with a presentation from RecycleMore staff.

**8.3 Agreement with Nerd Crossing for Computer and Information Technology Systems Upgrades**

Consideration of a motion to:

1. Authorize the Executive Director to enter into an agreement with Nerd Crossing for amount not to exceed \$23,821 for computer hardware, software and other information technology systems upgrades, and
2. Authorize the Executive Director to transfer funds in the amount of \$8,000 from a FY 2018-19 Operating Fund supplies and services account to the Capital Outlay account.

**8.4 Agreement with Municipal Resource Group LLC for Financial Review Services - Calendar Years 2014-2018 HHW Program Actual Expenses**

Consideration of a motion to authorize the Executive Director to enter into an agreement with Municipal Resource group LLC (MRG) for an amount not to exceed \$14,774 for financial review (audit) of the years 2014 through 2018 household hazardous waste program actual cost figures as submitted by Republic Services.

**END OF REGULAR AGENDA**

**9. BOARD MEMBER AND STAFF ANNOUNCEMENTS**

INFORMATION ONLY. Announcement of matters of interest by Board Members, Alternate Board Members, Executive Director and General Counsel.

**10. ADJOURNMENT**

Consideration of a motion to adjourn. The next regular Board of Directors' Meeting is scheduled for June 13, 2019.



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## Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director and Melinda Wong, Manager, Office Administration  
**Subject:** April 11, 2019 Authority Board Meeting Minutes

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### **ACTION REQUESTED**

Consideration of ADOPTION OF A MOTION to approve the subject minutes.

*Note: To vote on the adoption of the minutes does not require a Director to have been present at the subject meeting.*

### **BACKGROUND**

The minutes of the April 11, 2019 Board meeting are attached.

### **FISCAL IMPACT**

None.

### **RECOMMENDED ACTION**

ADOPTION OF A MOTION to approve the subject minutes.

Approved by:

A handwritten signature in black ink, appearing to read "Stan Hakes", written over a white background.

Stan Hakes  
Executive Director

**Attachment 1:** April 11, 2019 Board Meeting Minutes

## WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES – APRIL 11, 2019

Meeting Date | Time 4/11/2019 7:00 PM | Meeting Location San Pablo City Council Chambers, 13831 San Pablo Avenue, San Pablo, CA

Meeting called by Board of Directors  
Type of meeting Regular  
Authority Staff Present Stan Hakes, Lorna Thomson, Christina Leard, Andy Schneider, Melinda Wong  
Legal Counsel John Bakker

### Board Members Present:

Directors: G. Lyman (Chair), El Cerrito; D. Romero, Hercules; P. Murray, Pinole; A. Pineda, San Pablo; N. Bates, B. Choi, and J. Myrick, Richmond

Absent: F. Glover (Ex-Officio) Contra Costa County

### CALL TO ORDER/ROLL CALL

Chair Lyman called the meeting to order at 7:03 P.M. The Roll Call established the existence of a quorum (Bates, Lyman, Murray, Myrick, Pineda, Romero, and Choi). \*Directors Pineda and Myrick arrived during the Closed Session.

### CLOSED SESSION

The Board adjourned into Closed Session at 7:04 P.M.

- 1. Public Employee Appointment**  
Title: Interim Executive Director
- 2. Report Out of Closed Session:**

The Board returned to open session at 7:59 P.M., and reported an Ad Hoc Committee had been established consisting of Chair Lyman and Directors Pineda and Romero to discuss the appointment of an Interim Executive Director.

### PLEDGE OF ALLEGIANCE

Chair Lyman led the Pledge of Allegiance.

### EX-PARTE COMMUNICATIONS & DISCLOSURE/PUBLIC COMMENT

Chair Lyman called for ex-parte communications. There were none. Chair Lyman called for public comment. There was none.

### CONSENT CALENDAR

Chair Lyman called for approval of the Consent Calendar consisting of two items.

Director Romero pulled Item 6.1 from the Consent Calendar.

**MOTION** by Director Murray to approve Consent Calendar Item 6.0. **SECOND** by Director Myrick.  
**MOTION PASSED** unanimously.

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**Consent Calendar Item 6.1 – Authority Priority Projects for Spring-Summer 2019**

Director Romero noted that several items on the Priority Projects list were normal operating procedures that should not be included such as contracting out administrative functions, one-day HHW events, legislative updates, the financial audit, the budget, and that AB 1826 and AB 341 activities were automatic. He would rather see the list include things that required immediate focus such as the JEPA, hiring an Interim Executive Director, RecycleMore offices, and the Records Management Policy.

On the discussion, Executive Director Hakes identified the following priorities that he believed should receive his focus prior to his retirement in July:

- JEPA Update – Phase 1 – All Member Cities
- Hire an Interim Executive Director
- SB 1383 Compliance Plan
- Address OBEP Liability
- Study – Alternatives for New RecycleMore Offices
- Records Management Policy Request for Proposals

Chair Lyman concurred with the items recommended for the Executive Director’s focus between now and his retirement given the Board priorities, the time sensitive nature of some of the items, and the current Executive Director’s knowledge on some of the items. The new list would be presented at the next meeting.

**MOTION** by Director Myrick to approve Agenda Item 6.1, Priority Projects for April 15 through July 30, 2019, as revised. **SECOND** by Directors Murray and Romero.

**MOTION PASSED** unanimously.

**STAFF REPORT**

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**Staff Report Item 7.0**

Mr. Hakes reported that:

- 1) The reserve distribution for the County in the amount of \$659,481 had been sent; a check from the City of El Cerrito in the amount of \$76,521 had been received for its fair share contribution to RecycleMore; and due to the most recent approval for the disbursement of reserves of \$500,000, Richmond had submitted documents requesting disbursement of reserves, El Cerrito was working on its submittal, and other member agencies were asked to identify their interest in receiving the disbursement of those reserves at this time.
- 2) A letter had been sent to seven potential proposers for a computer system upgrade, most of whom were in the service area, proposals were due back April 22 to upgrade RecycleMore’s aging computer, network, and file systems.
- 3) In response to previous requests from the Board, Republic Services reported that from February 1 through March 6, it had collected 265 mattresses, and 55 customers had come through for compost; Supervisor Gioia’s office had advised that the Illegal Transfer Station Task Force had referred issues to the Environmental Health Department where ten illegal sites had been closed in El Sobrante since 2016, 26 illegal sites in the Richmond city limits, and 12 illegal sites in the County area near Richmond; and the request for more information on AB 901 was pending.
- 4) Lorna Thompson, who had been employed by RecycleMore for five years, would be leaving the organization; her work was much appreciated and well wishes were offered.
- 5) The May agenda would be large and a suggestion to start the meeting at 6:30 P.M. was recommended.

Each Director thanked Ms. Thompson for her work for the organization, particularly during the period when there had been no Executive Director to manage the agency. Lorna Thompson acknowledged the Board's messages of appreciation.

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**Agenda Item 8.0 – Joint Exercise of Powers Agreement (JEPA) Update | Presenter Stan Hakes – Executive Director**

Director Murray noted that since the City Managers were expected to meet on April 23 to discuss the JEPA, the discussion might be moot at this point. As a result, he recommended that the item be tabled until after that meeting.

MOTION by Director Murray to table the item to a future meeting. SECOND by Director Romero.  
MOTION PASSED unanimously.

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**Agenda Item 8.1 – Assembly Bills 341 and 1826 Update | Presenter Stan Hakes- Executive Director, Andy Schneider – Program Manager**

Andy Schneider, Program Manager, presented the background to AB 341 which requires each California jurisdiction or city to have a commercial recycling program, and AB 1826 which requires a commercial composting program, with RecycleMore to assume responsibility for compliance on behalf of the member agencies, which included reporting on coverage and non-compliance rates for both laws in the annual report to be filed in early August each year. He described what had occurred after that reporting when CalRecycle had sent a warning letter to RecycleMore in early 2018 when a monitoring gap had been identified, specifically for AB 1826. RecycleMore had taken immediate action after that notice. A compliance plan was completed and actions had been taken to address the program gap. RecycleMore provided a final year end update to all stakeholders on December 20, 2018, which had reflected improving AB 1826 compliance from 56 to 89 percent, and improving AB 341 compliance up slightly from 92 to 96 percent. He described the changes to the law as of 2019, and identified the current compliance status under the new threshold by member jurisdictions along with the follow-up involved.

Mr. Schneider reported the CalRecycle Local Assistance and Market Development (LAMD) representative conducted annual site visits in January and February 2019. The site visits had been expedited to so that Cal Recycle could monitoring RecycleMore's AB 1826 and AB 341 progress. The 2019 site visits were atypical in that the LAMD expressed concern to each member agency regarding the interpretation of the law and how the program was being implemented.

Due to the differences in interpretation, it had been suggested that RecycleMore meet with the CalRecycle Branch Chief as to those interpretations, and Mr. Larry Sweetser of Sweetser and Associates agreed to facilitate a meeting that was held on March 28<sup>th</sup>. RecycleMore's compliance program and interpretations were discussed at that meeting. There was an agreement at the meeting to keep communications with CalRecycle open and ultimately CalRecycle's management had accepted RecycleMore's interpretations of many points of contention that had come up in site visits. Mr. Hakes said in follow up to this meeting, an e-mail dated April 9, 2019 was received from CalRecycle to confirm CalRecycle's satisfaction with the level of compliance and follow-up efforts by RecycleMore and that the monitoring gap identified in 2018 had been addressed. Mr. Hakes said that the email in part stated "In our meeting we shared that we are pleased with the progress made by RecycleMore, the member jurisdictions and haulers as well as the commitment to continue these efforts going forward." Mr. Hakes acknowledged and thanked Mr. Sweetser for his role in facilitating this meeting with CalRecycle.

Director Myrick stated that it was important for the Authority to remain in compliance and asked if a 2019 Work Plan had been developed. Mr. Schneider stated that while there was no formal 2019 plan, the existing 2018 plan was still solid, and that an application for a Civic Spark Fellow had been requested for the coming year with plans to have that individual manage the compliance tracking. Mr. Hakes stated with the new relationship with

CalRecycle, the Manager of the Bay Area Programs wanted to become more involved and RecycleMore would be regularly checking in with CalRecycle, which would ultimately look for a report in December and expect the numbers to be significantly higher than they were now. In the meantime, RecycleMore would communicate with CalRecycle and meet some periodic benchmarks. He added that RecycleMore was already actively working with on these new accounts. Follow-up and site visits soon would be pursued.

Director Murray referred to the 2019 threshold and asked when compliance was required, to which Mr. Schneider stated that AB 1826 had a good faith effort clause although SB 1383 did not, and CalRecycle had given no expectation for the level of compliance to expect on any of the thresholds.

Chair Lyman supported a 2019 work plan and stated the plan could go from the 500 new accounts from the current threshold to the exceedingly larger number of accounts that generated four yards of solid waste. When asked how he would address the increased accounts that would be triggered by CalRecycle's new threshold, Mr. Schneider stated an additional data request had been made of Republic Services and he would work with staff to make sure that East Bay Sanitary Accounts were aware of the threshold and moving forward correctly. He believed that with formulas they could calculate the correct total generation through the franchise hauler account data for each account, which had been done in the past. He added that there was data tracking software built on the premise of SB 1383 and AB 1826's new threshold, and something like that would be useful to manage the hundreds of accounts involved.

Maria Sanders, City of El Cerrito staff, stated El Cerrito had conducted its own compliance with the staff at the Recycling Center and for AB 341 monitored 65 businesses and only two were non-compliant at this time; 110 multifamily were covered and all had recycling service; and for AB 1826 for organics the city was using the 2018 thresholds and had not gone to the total solid waste generation model yet but would have to do that. Only in 2018 the city needed to work with 17 businesses and 6 multifamily and only one was non-compliant. She thanked RecycleMore staff for working with them.

## **BOARD MEMBER AND STAFF ANNOUNCEMENTS**

Chair Lyman reported that El Cerrito was holding Earth Day on Saturday and would meet at 9:00 A.M. near Safeway.

Director Myrick noted that there would be a parade near Cinco de Mayo with a parade on Saturday and the Festival on Sunday, in Richmond.

Director Romero stated that Hercules would have the first of three HHW days starting at 8:00 A.M. in the Hercules Public Works Yard and all agencies were eligible to have their residents attend.

Director Pineda reported that April 13 would be San Pablo Dumpster Day when items other than electronics devices, tires, batteries, and all hazardous materials, could be disposed with resident verification through a PG&E and EBMUD statement, address and photo ID.

## **ADJOURNMENT**

With consensus of the Board, Chair Lyman adjourned the meeting at 9:17 P.M. until the next regular Board meeting scheduled for May 9, 2019, to start at 6:30 P.M.

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I hereby certify the foregoing to be a true and correct statement of the Official Minutes of the West Contra Costa Integrated Waste Management Authority Board meeting held April 11, 2019.

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Board Secretary

Date



# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Authorize Executive Director to Promote Christina Leard to Fill Vacant Program Manager Position

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## **ACTION REQUESTED**

Approve and authorize the Executive Director to promote Christina Leard to fill a vacant Program Manager position, effective April 29, 2019.

## **BACKGROUND**

The RecycleMore FY 2018-19 Budget includes two Program Manager positions. One position is filled, but the other position is vacant. The vacant Program Manager position manages household hazardous waste (HHW) programs, an essential RecycleMore service, as well as performing numerous other program management and administrative duties.

RecycleMore's current Recycling Coordinator/Administrative Assistant Christina Leard is uniquely qualified to fill this position. During the past two years, she has taken on numerous Program Manager level responsibilities, including coordinating the HHW non-profit organization fee waiver program, coordinating green business activities, preparing and updating RecycleMore AB 341 and AB 1826 data base/reporting documentation, coordinating HHW special event and other HHW outreach materials, organizing backyard composting workshops and numerous other HHW, waste reduction, and outreach programs. She is also more than competent in fulfilling numerous administrative responsibilities.

RecycleMore does not have formal personnel recruitment policies or guidelines. Past practice has been to recruit for vacant positions. Staff is aware of several California other cities which allow for an employee to be promoted with documentation approved by the City Manager. RecycleMore Legal Counsel has advised there is nothing legally that prevents the RecycleMore Board from authorizing the Executive Director to promote an employee without recruitment.

Our current Recycling Coordinator/Administrative Assistant is uniquely qualified to fill the vacant Program Manager position. RecycleMore is in a unique transition phase, with 60% of staff leaving in a 4 month period. Stability is critical, and keeping an existing employee is an important part of that stability. It is recommended the Board approve and authorize the Executive Director to promote the current RecycleMore Recycling Coordinator/Administrative Assistant Christina Leard to the position of Program Manager.

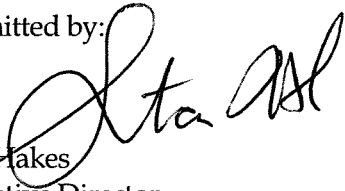
**FISCAL IMPACT**

The FY 2018-19 Budget includes 12 month funding for two Program Manager positions. One position is filled, but the other position is vacant. As such there are sufficient funds to fill this position.

**RECOMMENDED ACTION**

Approve and authorize the Executive Director to promote Christina Leard to fill a vacant Program Manager position, effective April 29, 2019.

Submitted by:

A handwritten signature in black ink, appearing to read "Stan Hakes". The signature is written in a cursive style with a large initial "S".

Stan Hakes  
Executive Director



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WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Reschedule July 2019 Board Meeting Date

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## **ACTION REQUESTED**

Reschedule the July 2019 RecycleMore Board Meeting from July 11, 2019 to July 18, 2019.

## **BACKGROUND**

RecycleMore Board meetings are typically held on the second Thursday evening of each month, except in August. The July 2019 Board meeting is scheduled for July 11, 2019. This is the same night as the monthly Contra Costa County Mayor's Conference. In the past, the Board has re-scheduled the July Board meeting so that Board members holding the position of Mayor and other interested Board members could participate in the July Mayor's Conference.

The July 2019 Board meeting could be re-scheduled to July 18, 2019 to allow Board members who hold the position of Mayor or Vice-Mayor to represent their City at the Mayor's Conference. The San Pablo Council Chambers is available on July 18, 2019 and staff has reserved the San Pablo Council Chambers for July 18, 2019.

It is recommended the Board reschedule the July 2019 Board meeting from July 11, 2019 to July 18, 2019.

## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

Reschedule the July 2019 RecycleMore Board Meeting from July 11, 2019 to July 18, 2019.

Approved by:

  
Stan Hakes  
Executive Director



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WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Pending 2019 Projects

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## **ACTION REQUESTED**

This is an update report. No Board action is required.

## **BACKGROUND**

At the March 14, 2019 Board meeting, the Executive Director presented the Board with a list of recommended priority projects for Spring- Summer 2019. The Board provided direction to staff. In response, staff provided an updated list of projects at the April 2019 Board meeting.

At the April 2019 Board meeting, Board discussion included emphasis that several items on the Priority Projects list were standard operating procedures. It was noted the Board would like to see the list include things that required immediate focus such as the JEPA, hiring an Interim Executive Director, RecycleMore offices, and the Records Management Policy. The Board directed staff to provide a new list at the next meeting.

A new list of priority projects is attached.

## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTIONS**

None.

Approved by:

A handwritten signature in black ink, appearing to read "Stan Hakes", written over a horizontal line.

Stan Hakes, Executive Director

**Attachment 1:** List of Pending 2019 Projects

## List of 2019 Pending Projects

### Annual Projects

#### For Current Executive Director

1. FY19-20 Budget
2. FY17-18 Financial Audit

#### For Interim Executive Director

3. AB 341 & AB 1826 Compliance
4. Calendar Year 2020 HHW Budget
5. Calendar Year 2020 Post-Collection Rate Study
6. Legislative Updates
7. SB 1383 Plan Approval and Compliance Work

### One Time Projects

#### For Current Executive Director

1. Hire Interim Executive Director
2. JEP A Update – Phase 1 - All Member Cities
3. Begin Audit of 2014- 2018 HHW Actual Cost Submittal from Republic
4. SB 1383 Compliance Plan RFP
5. Evaluate contracting out RecycleMore administrative functions
6. Address OPEB Liability
7. Study - Alternatives for New RecycleMore Offices
8. Records Management RFP
9. Recycling Coordinator/Administrative Assistant recruitment

#### Potential Projects for Interim Executive Director

10. Award Records Management Agreement - Complete Work
11. Complete Audit of 2014- 2018 HHW Actual Cost Submittal from Republic
12. Move to New Offices
13. JEP A Update 2 - County Joins
14. Mandatory Paint Recycling Ordinance
15. Post-Collection Agreement – Include Commercial Recyclables in Recycling Rebate
16. Republic Recycling Coordinator Annual Evaluation – per PCA
17. Triennial Review - per PCA
18. Disaster Debris Management Plan
19. Enhanced residential recycling outreach to reduce contamination and increase participation
20. RecycleMore Organization-Staffing Study



# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Joint Exercise of Powers Agreement (JEPA) Update

## ACTIONS REQUESTED

1. Receive and file Joint Exercise of Powers Agreement (JEPA) update report.
2. Consideration of a motion to direct staff to prepare a May-June 2019 JEPA Update draft document to include the current Board voting structure and JEPA language to include the seven (7) JEPA issues resolved by the City Managers Group on August 23, 2018, OR
3. Consideration of a motion to provide alternative JEPA direction to staff.

## BACKGROUND

The RecycleMore Board has been engaged in the process of updating the West Contra Costa Integrated Waste Management Authority (RecycleMore) Joint Exercise of Powers Agreement (JEPA) since early 2016. As part of the JEPA Update, the Board received an initial draft RecycleMore Framework from the City Managers in December 2017, and updated the City Manager's RecycleMore Framework ("Framework") in January 2018. The Framework seemed to be useful as a basis to move forward with the JEPA update.

At the July 26, 2018 Board meeting, the Board directed staff to refer eight (8) of the remaining JEPA issues to the City Managers for their recommendation. The Board was also informed the City Managers had agreed that a number of less critical JEPA issues would be addressed by RecycleMore and member agency staff. The City Managers met on July 30, 2018 and made significant progress by agreeing on recommendations to resolve seven (7) of the eight (8) issues which were delegated by the Board. (They also discussed and resolved one other JEPA issue which was not resolved by RecycleMore and member agency staff.) One of the seven (7) points of agreement was that each member city would have one voting representative on the Board, with each Board representative having an equal vote. On August 23, 2018, City Managers (or their designated representatives) met to discuss the eighth Board delegated issue (withdrawal and distribution of reserves upon withdrawal). The City Managers came to agreement conceptually on this eighth and final Board delegated issue, and later developed draft JEPA language to memorialize the concepts agreed to on August 23.

Since the August 23, 2018 City Manager's meeting, the Richmond City Manager and El Cerrito City Manager retired. In December 2018, the new Richmond City Manager expressed concerns about the City of Richmond agreeing to a new JEPA Amendment with a Board structure of each city having one Director, each with an equal vote. Instead, the new Richmond City Manager expressed support for a weighted vote; or to retain three (3) voting Board members for the City of Richmond.

### **BOARD DIRECTION #1 ON JEPA UPDATE**

Following a January 7, 2019 meeting with the City Managers, the cities of Hercules, Pinole and San Pablo wrote letters to the Executive Director expressing their concern about the changes expressed by the Richmond City Manager, and instead re-affirmed their support for the terms reached in August 2018 under the City Manager JEPA Framework. These letters were discussed at the January 24, 2019 Board meeting along with a JEPA Update Report to the Board. Following this JEPA Update Report, the Board voted 6-1 to proceed with upholding the August 2018 City Manager Framework, and to move forward with the JEPA Update.

### **AUTHORITY MEMBER CITIES' RECENT POLICY DECISIONS ON JEPA UPDATE**

On February 26, 2019, the Richmond City Council voted to affirm the Richmond City Manager's recommendation on a weighted vote and to retain three (3) voting members on the Board. The Richmond City Manager requested support to persuade the other member cities of the benefits of the governance structure with a weighted vote and retaining three (3) voting members for Richmond on the Board.

Conversely, the City Councils of Pinole and San Pablo have taken different policy positions as a result of the Richmond City Council's February 26, 2019 action. The Pinole City Council discussed this issue on March 5, 2019, and decided that they support the Board governance structure agreed to by the City Managers in August 2018. Additionally, the San Pablo City Council met on March 18, 2019, and also decided they support the Board governance structure agreed to by the City Managers in August 2018.

### **BOARD DIRECTION #2 ON JEPA UPDATE**

On March 14, 2018, the RecycleMore Board discussed the JEPA Update again. While there was no motion or formal vote, and while it was not unanimous, the consensus of the Board was to ask the City Managers to meet again with the Executive Director conveying the Board recommendation to the City Managers that Richmond retain three Directors or a weighted vote, that core services would remain as defined in the City Manager Framework, that any new non-core programs or projects would require a unanimous vote of the Board, and that withdrawal and disbursement of reserves upon withdrawal language to be negotiated into language that all could support. A consensus was reached by a majority of Board members to provide direction to the Executive Director to proceed with a JEPA on that basis if consensus could be reached among the City Managers.

### **CITY MANAGERS' APRIL 2019 JEPA MEETING**

The City Managers and the Executive Director met on April 23, 2019. The main issue discussed was the governance issue (Board voting structure). The City Managers' consensus was that they could arrive to a common agreement on all other issues, except the governance voting structure, due to the fact that the City Councils of Pinole and San Pablo had a different position from Richmond regarding the Board voting structure, as previously mentioned. Furthermore, the Board Direction on March 14, 2019, seemed inconsistent with the position taken by the City Councils of Pinole and San Pablo. Therefore, the City Managers' consensus was to recommend the Board discuss the JEPA governance (Board voting representation) issue and provide clarification if there is a majority of the Board in favor of including a provision in the updated JEPA document that Richmond would retain their current Board voting representation (three voting Directors, or one Director with a weighted vote). If this is the position, the consensus of the City Managers is that a proposed JEPA Amendment should be prepared by staff in collaboration with the City Managers, and considered by the Board at a subsequent meeting, and if approved, each individual City Council would consider the JEPA Amendment as approved by the Board.

### RECOMMENDED NEXT STEPS

Consistent with Board Direction on March 14, 2018, and in consideration of the April 2019 recommendations of the City Managers Group, the following next steps are recommended:

1. Staff and Legal Counsel would prepare an updated draft JEP A document with the title May-June 2019 JEP A Update.
  - The May-June 2019 JEP A Update would include the current Board voting structure of 7 voting Board members—three (3) voting Board members from Richmond and one voting Board member from each of the other member cities (El Cerrito, Hercules, Pinole, and San Pablo).
  - The May-June 2019 JEP A Update would include language to incorporate the seven (7) other Board delegated JEP A issues resolved by the City Managers Group at their August 23, 2018 meeting. The summary of these seven (7) Board delegated issues (plus the other JEP A issue resolved by the City Managers), as recorded by Pinole City Manager Michelle Fitzer, is included with this report as Attachment 1.
2. A draft version of the May-June 2019 JEP A Update would be prepared by Legal Counsel, and distributed by June to the City Managers Group and member agencies city attorneys for their review and comments.
3. Legal Counsel would finalize the May-June 2019 JEP A Update for Board consideration at the July 18, 2019 Board meeting.

### DIRECTION TO STAFF

It is recommended the Board adopt a motion to direct staff to prepare a May-June 2019 JEP A Update draft document to include the current Board voting structure and JEP A language to include the seven (7) JEP A issues resolved by the City Managers Group on August 23, 2018.

As an alternative, the Board could provide other direction to staff.

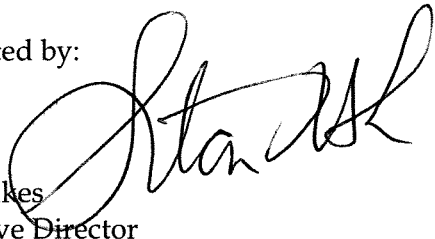
### FISCAL IMPACT

There are no fiscal impacts at this time. Depending on future actions by the Board, updates to the JEP A may have minor to significant fiscal impacts to the RecycleMore organization.

### RECOMMENDED ACTION

1. Receive and file Joint Exercise of Powers Agreement (JEP A) update report.
2. Consideration of a motion to direct staff to prepare a May-June 2019 JEP A Update draft document to include the current Board voting structure and JEP A language to include the seven (7) JEP A issues resolved by the City Managers Group on August 23, 2018, OR
3. Consideration of a motion to provide alternative JEP A direction to staff.

Submitted by:



Stan Hakes  
Executive Director

**Attachment 1** - City Manager's Summary - City Managers JEP A Meeting - August 23, 2018

## City Manager's Summary

### City Managers JEPA Meeting 8/23/18

15.1 A member may withdraw from the Authority subject to the following provisions:

- a) Notice of Withdrawal. A member withdrawing from the Authority shall provide notice by submittal to the Board of a resolution adopted by its governing body setting forth its intent to withdraw. The effective date of the withdrawal shall be no sooner than one hundred eighty (180) days following submittal of the resolution.
- b) Obligations Prior to Effective Date of Withdrawal. The members acknowledge that a member withdrawing from the Authority must agree to pay to the Authority its Pro Rata share of Allocated Funds. If the withdrawing member has not paid the Authority its obligations under this section the amount due shall be deducted from any amount payable to the member under Section 15.2 below.
- c) Definition of Terms.
  - i. "Pro Rata Share" shall mean the percentage that the withdrawing member contributes to the Authority budget, based on the withdrawing member waste tonnage divided by the total Authority waste tonnage.
  - ii. "Allocated Funds"
    1. Allocated Funds shall include all of the Authority's existing debts, financial obligations, and liabilities incurred, earned, or expected to be earned by the date of withdrawal.

Agenda Item 8.0 – Attachment 1

2. PERS UAL and OPEB Reserve Funds are “allocated” and not available for disbursement to any withdrawing member agency.
  3. The Operating Budget for the fiscal year in which a notice of withdrawal is provided.
  4. All reserve funds established pursuant to the adopted Reserve Policy.
- iii. “Unallocated Funds” shall mean reserve funds that are not allocated.<sup>1</sup>

15.2 Disbursement of Unallocated Funds Upon Withdrawal.

- a) Within ninety (90) days following receipt of a members’ notice of withdrawal, the Authority shall provide an accounting of the Allocated and Unallocated Funds of the Authority, including the calculation of pro-rata share.
- b) After subtracting the financial obligations as described in section 15.1(b), remaining Operating Fund Reserves and Recycling Fund Reserves are “unallocated” and the excess amount of these unallocated reserves (as defined in c below) would be disbursed upon withdrawal.
- c) The “excess and unallocated” reserves would be those funds above the reserve amounts consistent with the principles outlined in the adopted Reserve Policy. A percentage of the “excess and unallocated” reserves above the target amounts as defined in the Reserve Policy would be disbursed to the withdrawing agency, based on their pro-rate share as defined in Section 15.1(c).

**Comment [MF1]:** The intent here is to capture that a withdrawing member is entitled to their pro-rata share of all reserve funds, after the reserve balances are adjusted to meet the target ratio in the Reserve Policy. For example, the Operating Reserve target of 67% of \$1 million is \$670,000. If the adjusted target is now 67% of \$500,000 the new “allocated reserve” would be \$335,000. Therefore, any amount above \$335,000 in the Operating Reserve is available for distribution based on the pro-rata share. Same concept applies to the Recycling Reserve. Kent, please review this section and modify the proposed language to legally comply with this intent.

<sup>1</sup> Review and potentially remove the Recycling Fund from the JEPA

Agenda Item 8.0 – Attachment 1

15.3 Obligations Following Effective Date of Withdrawal. A member which has withdrawn from the Authority shall not be liable for the payment of Authority expenses accruing beyond the withdrawal date, and shall have no right to reimbursement of any assets or monies of the Authority following satisfaction of the terms of the JEPA payment of Unallocated Funds.

2. Future JEPA Amendment - Would require majority vote of the Board of Directors and unanimous approval of member agency governing bodies.
3. JEPA Sections on Future Facilities - Sections 5.3 (b) and 5.3 (d) would remain. Section 5.3(b) would allow acquiring, constructing, etc. a facility. Section 5.3 (d) would allow bond financing for a facility. Section 5.3 (c) on eminent domain would be removed from JEPA.

Facilities would be approved on an “opt-in” basis. First, at least a majority of the Board would have to approve pursuing the Facility. Those member agencies choosing to “opt- in” would participate in the facility, have the benefits of using the facility, would pay for costs, and would have all financial and other liability. The governing body of where the facility would be located (host community) must approve the facility, and may use their rights under Government Code Section (insert eminent domain code section here).

4. Unanimous vote of the Board to allow Authority to require Members to pay pass through fees. A Board unanimous vote would be required to allow the Authority to require Members to pass through fees under circumstances where the revenue received from the Approved Rates is not available or inadequate or when such amounts are not paid to the owner or operator of the Approved Facility.

Agenda Item 8.0 – Attachment 1

5. Penalties to be allocated based on solid waste tonnage. Penalties assessed by CalRecycle to be apportioned by the aggregated solid waste tons generated by each Member, and not on an equal share.
6. El Cerrito Compensation and HHW Budget - Any member agency with a separate Post-Collection Agreement would pay their portion of Authority budget based on aggregated solid waste tonnage. Any member agency with a separate Post-Collection Agreement would pay their share of HHW program costs through an allocation based on aggregated solid waste tonnage.
7. Financial Liability when a member agency does not vote in favor of a Board action - A member agency which does not vote in favor of a Board financial liability action is still responsible for their share of the financial liability of the action.
8. Member city designated under government code 6509 - Designate San Pablo. San Pablo and Hercules both have \$50,000 contract limit (compared to \$45,000 in Pinole). City Managers felt (of the three) that San Pablo has the most up to date financial, personnel and administrative policies. Also, San Pablo is now updating their purchasing policy. **(Note from RecycleMore staff - This is the “extra” issue resolved by the City Managers).**
9. City Managers agreed to delegate to Regional staff group to work with Authority staff on about 20-25 other smaller issues, involving clarification and easy to resolve issues.
10. Next JEPA draft would be an administrative draft- to be reviewed and potentially revised by City Managers prior to distribution to Board, regional staff, city attorneys.



**recyclemore**  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Fiscal Year 2019/2020 RecycleMore Operating Budget Workshop

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## ACTIONS REQUESTED

1. Conduct the annual Authority Operating Budget Workshop to solicit input from the Board, the public, and other stakeholders.
2. Direct staff to incorporate changes desired by the Board of Directors into the proposed FY 2019-20 Budget and submit final budget for consideration of adoption at the June 13, 2019 Board meeting.

## BACKGROUND

In most years, the RecycleMore Board conducts a budget workshop each May to plan for the following fiscal year (FY). At this meeting, the Board reviews and provides input and direction to the staff.

This Budget Workshop focuses mainly on the Operating Fund Budget. This Operating Fund is RecycleMore's funding source for the agency's day-to-day operations, baseline program design and implementation, as well as ongoing projects. Operating Fund monies are primarily generated from fees that are included in customer solid waste rates set by the Board each year and collected and paid to RecycleMore by Republic Services and the City of El Cerrito.

Staff has organized this Budget Workshop in three main sections. The first section will be a summary of existing reserve level and overall preliminary FY 2019-20 revenues and expenses. The second section is a baseline level of services discussion, to provide the Board with information on fulfilling essential organization responsibilities (such as rate setting, and adopting an annual budget) and maintaining an existing level of programs and services (such as Post Collection Agreement management, existing recycling and HHW programs, outreach and school education services, State reporting on our Regional Integrated Waste Management Plan, etc.). The third section will highlight FY 2019-20 policy items and potential major projects, funding for these projects and policy items that could provide new and/or enhanced services and move the RecycleMore organization forward.

## EXECUTIVE SUMMARY

Fiscal Year 2019-20 Operating Fund Preliminary Budget expenses are estimated to total \$1,234,477, which is about \$34,978 (2.9%) more than the FY 2018-19 Budget expenses. The primary changes to FY 2019-20 expenses compared to FY 2018-19 are an increase of \$132,500 in Professional Service Contracts, a \$15,500 increase in Capital Outlay Expense and a **decrease** of \$119,222 in budgeted Operating Fund Personnel

Expenses. Operating Fund revenues are estimated at \$1,034,500. In addition to these funds and expenses, the Operating Fund also includes \$58,500 in funds for a fully reimbursable Used Motor Oil Recycling Program.

The preliminary proposed Recycling Fund Budget includes \$125,000 for three (3) one-time core service projects and studies during FY 2019-20. Funds for these core service projects and studies would come from Recycling Fund reserves.

Operating Fund Reserves are estimated to be \$602,330 as of June 30, 2019, which is \$85,719 below the Board policy target level for Operating Fund reserves. Recycling Fund Reserves are estimated at \$1,627,877 at the end of FY 2019-20. There are a number of FY 2019-20 Budget policy items which could reduce the Recycling Fund Reserve balance.

This report includes seven (7) FY 2019-20 Policy Items for Board consideration and direction to staff. These include:

1. How to address a FY 2019-20 Budget potential shortfall of \$199,977 in estimated expenditures more than estimated revenues.
2. Various staffing and personnel issues.
3. Potentially including contingency funding in the FY 2019-20 Budget.
4. Potentially creating a Special Fund designated for CalPERS UAL and OPEB liabilities
5. Potentially including funding to address potential withdrawal of one or more member cities.
6. Not including use of reserves to address a potential decrease in recycling revenues.
7. Addressing "excess" Recycling Fund Reserves.

This report also includes a list of FY 2019-20 core service annual projects and pending one-time core service major projects. Staff recommends postponing discussion of standard projects and major projects until an Interim Executive Director is selected.

## **PROPOSED PRELIMINARY FY 2019-20 OPERATING FUND BUDGET**

### **Summary of Operating Fund Expenses**

Fiscal Year 2019-20 Operating Fund Preliminary Budget expenses (Attachment 1) are estimated to total \$1,234,477. FY 2018-19 operating expenses were budgeted at \$1,199,499. The FY 2019-20 Operating Fund Budget is about \$34,978 (2.9%) more than the FY 2018-19 Budget expenses.

The primary changes to FY 2019-20 expenses compared to FY 2018-19 include:

- An increase of \$132,500 in Professional Service Contracts
- A \$15,500 increase in Capital Outlay Expense
- A **decrease** of \$119,222 in budgeted Operating Fund Personnel Expenses

### **Personnel Expenses**

FY 2019-20 proposed Budget expenses include staff salaries and benefits of \$619,977. The FY 18-19 adopted Budget included salaries and benefits of \$739,199. Proposed FY 2019-20 salaries and benefits are \$119,222 less FY 2018-19 total salaries and benefits:

The primary factors of the \$119,222 decrease are:

- 1) Interim Executive Director Funding - The FY 2019-20 preliminary proposed Budget includes only six (6) months of salaries and benefits for a permanent Executive Director. This is a significant decrease in salaries and benefits funding from FY 2018-19. It is anticipated that an Interim Executive Director would be hired, and funds for the Interim Executive Director would come from Professional Services Contract Funding. This decrease in budgeted expense is estimated at \$80,134.
- 2) Employee Benefits - There are no new or enhanced benefits anticipated for FY 2019-20. There would be an additional expense estimated at \$37,000 maintain existing benefits.
- 3) Merit Increases - The FY 2019-20 Budget would include funds for merit increases for eligible employees. The estimated expense adjustment for merit increases is \$6,545.
- 4) Cost of Living Adjustment - A three point five percent (3.5%) cost of living adjustment (COLA) is proposed for existing employees (except the Executive Director). This is based on Maze and Associates investigation and conclusion that a 3.5% CPI increase occurred for the SF Bay Area Regional between February 2018 and February 2019. The estimated cost of a COLA adjustment is \$12,518.

**Personnel Staffing Levels**

This Table below describes the Fiscal Year 2019/2020 positions that are currently approved by the Board:

Position	FY 2019-20
Executive Director	1
Manager, Office Administration	1
Programs Manager	2
Recycling Coordinator/Office Asst.	1
<b>Total</b>	<b>5</b>

In addition, funding of \$31,000 for a full time limited term (11 month) Civic Spark Fellow is included in the preliminary proposed FY 2019-20 Budget. Staff has applied and received approval for the Civic Spark Fellow. Board approval is needed to provide funding for this limited term position.

Similar to the past year, the Civic Spark Fellow would work almost entirely on gaining participation in the commercial composting program in West Contra Costa County. The Fellow would provide outreach, education, implementation and training to new commercial businesses that will be required to divert their organic waste for composting. A major part of the Fellow’s duties would be updating and maintaining the database to track compliance; and assist with the actual on-site implementation of the program at targeted businesses. RecycleMore has the program infrastructure in place with collection and processing agreements, but lacks the staffing capacity to effectively reach and educate an estimated 500 new business that would be required to start organics collection by the end of 2019. A new threshold starts in 2020, and there would be hundreds of additional business would be required to start organics collection by the end of 2020. An additional aspect of this program will be to make every effort to implement organics diversion programs at schools throughout the school district.

Staff estimates the cost of a hiring a full time Intern for 11 months would be about \$45,000 to \$50,000, plus funds for recruitment (\$3,000 to \$7,000). Thus, hiring a Fellow through the Local Government Commission (the California organization designated to administer the AmeriCorps funded Civic Spark Program) would be a great value.

**Professional Services Expenses**

Professional Services Expenses are proposed to increase by \$132,500. A major part of the budgeted expense increase comes from including funds to pay for an Interim Executive Director for about 6 months. There are also funds included for legal services, financial services, JEPA update related expenses, office moving expenses, and various other on-going professional services budgeted expenses. A list of professional services, and their funding amounts, is included in Attachment 4.

**Capital Outlay Expenses**

Capital Outlay Expenses are proposed at \$31,500, which is an increase of \$15,500 over last year. Funding of \$20,000 is included for a RecycleMore vehicle (a used vehicle is likely to be purchased). The remainder is for new office furniture, as RecycleMore is scheduled to move offices in Spring 2020.

**Other Expenses**

General Expenses are proposed at \$114,500 compared to last year’s \$110,800 (an increase of \$3,700). These are funds used for office supplies, rent, phone, computer and other general office expenses.

Program Direct Expenses are proposed at \$82,000 compared to last year’s \$79,500 (to increase of \$2,500). These are funds for programs such recycling and HHW outreach and education, sharps and pharmaceutical collection, retail battery collection, school education and recycling programs, special events, etc.

**Summary of Operating Fund Revenues**

There are three primary sources of Operating Fund revenue. The first source is fees paid by Republic to RecycleMore as a requirement of the Post-Collection Agreement. The second is a payment twice per year by the City of El Cerrito to contribute their “fair share” of RecycleMore administrative and operating costs. The final revenue source is interest earned from RecycleMore reserves. For FY 2019-20, Operating Fund revenues are estimated at:

Republic Services payments	\$954,000
El Cerrito Payments	\$ 74,000
Interest	<u>\$ 6,500</u>
<b>Total</b>	<b>\$1,034,500</b>

**Used Motor Oil Recycling Program**

The Operating Fund also includes funds for a fully reimbursable Used Motor Oil Recycling Program. Each fiscal year RecycleMore budgets for used motor oil recycling programs and activities. Program costs are fully reimbursed by Cal Recycle. For FY 2019-20, it is estimated RecycleMore will receive and expend \$58,500 for used motor oil programs. These funds are not included in this report’s discussion of FY 2019-20 Operating Fund expenses and revenues. However, these funds are included in Attachment 2 Budget totals.

**PRELIMINARY PROPOSED FY 2019-20 RECYCLING FUND BUDGET**

**Recycling Fund Expenses**

Staff recommends that funds in the amount of \$125,000 be included for three (3) one-time core service projects and studies during FY 2019-20. These projects are:

PERS UAL OPEB Consultant	\$20,000
Records Management Study and Implementation	\$35,000
SB 1383 Plan - Technical Assistance	\$50,000
Miscellaneous Projects or Studies	<u>\$20,000</u>
Total	\$125,000

Funds for these core service projects and studies would come from Recycling Fund reserves.

**Recycling Fund Revenues**

City of San Pablo staff estimates the Recycling Fund will earn about \$22,260 interest during FY 2019-20. There are no other income sources for this Fund.

**RESERVE LEVELS**

**Operating Fund Reserves**

As part of the FY 2018-19 Budget adoption in June 2018, it was estimated that Operating Reserves would be \$1,639,998 at the end of FY 2017-18 (June 30, 2018). The City of San Pablo Administrative Services Department/ Finance Division (RecycleMore’s contract controller-treasurer-financial record keepers) has reviewed and analyzed Operating Fund financial actions during the first nine (9) months of FY 2018-19. Based on these actions, which included disbursement of reserves to Contra Costa County and a payment to reduce RecycleMore’s Cal PERS liability, Operating Reserves are estimated at \$ 602,330 as of June 30, 2019. This amount is \$85,719 below the target level of Operating Reserves set by the Board in a resolution adopted June 2018. (Please see Attachment 5 for details).

As such, there is a need to replenish this reserve from Recycling Fund reserves. In addition, as discussed later in this report, staff will be recommending to use Recycling Fund reserves to balance a difference of \$199,977 between FY 2019-20 preliminary projected revenue vs. FY 2019-20 preliminary projected expenses.

**Recycling Fund Reserves**

RecycleMore staff estimates the FY 2018-19 Recycling Fund reserves balance, as of June 30, 2019, would be about \$2,166,336. (Staff is working with the City of San Pablo to confirm this reserves balance is accurate). This amount is used to estimate the Recycling Fund projected reserve balance at the end of FY 2019-20.

Fund Balance - 7/1/19 (unaudited)	\$2,166,336
Less: One Time Special Projects and Studies	\$ 125,000)
Plus: Estimated Interest	<u>\$22,260</u>
Subtotal	\$2,063,596
Less: Operating Reserves Shortfall	(\$85,719)
Less: OPEB Liability funding	<u>(\$350,000)</u>
Projected Year End Fund Balance	\$1,627,877
Recycling Fund Target	<u>(\$ 662,000)</u>
Estimated Amount above Target	\$965,877

**FY 2019-20 POLICY ITEMS**

**1. Operating Fund FY 2019-20 Preliminary Expenses Exceed Revenues**

The proposed FY 19-20 Budget includes estimated revenues of \$1,034,500 and proposed baseline expenses of \$1,234,477. If the preliminary Budget were approved by the Board, expenses would exceed revenues by \$199,977. There are three alternatives to balance the budget:

1. Use Recycling Reserves - It is estimated the Recycling Fund Reserve balance as of July 1, 2019, after subtracting for OPEB liability funding and already approved reserves disbursement, and would be about \$ 1,627,877. This is \$965,877 above the Recycling Fund reserves level target. The Board could decide to balance the budget entirely by the use of Recycling Fund Reserves. Deducting \$199,977 from the estimated year end Recycling Fund Reserve balance would result in an estimated end-of-year account balance of about \$1,427,900 on June 30, 2019.
2. Modify rates - The Board could decide to balance the budget entirely by modifying the tipping fee at the West County Resource Recovery Facility (WCRR) and Golden Bear Transfer Station (Golden Bear). Staff does not recommend this option, as there are significant funds in the Recycling Fund Reserves to address this issue.
3. Use a combination of reserves and future rate modifications - The Board could decide to balance the budget by using a combination of modified tipping fees and use of reserves. For example the Board could decide to fund \$100,000 of the \$199,977 with a modified tipping fee, and fund \$99,977 through reserves. In this scenario, Recycling Fund reserves would be reduced from \$1,627,877 to \$1,527,900. In addition, the tipping fee at WCRR and Golden Bear would increase by about \$0.60 per ton. There would equate to about a \$0.06 per month increase in a solid waste collection bill paid by a typical residential customer.

Staff recommends the Board consider using Alternative 1 (use of reserves) to balance the proposed FY 2019-20 Budget.

## 2. Staffing and Personnel Issues

RecycleMore is an organization in transition. Three of the five RecycleMore permanent positions will become vacant over the four-month period of April 2019 to July 2019. Yet, essential programs and service responsibilities remain. One of the vacancies will be addressed by the Board decision to hire an Interim Executive Director. At the May 9 Board meeting, the Board will consider the Executive Director's recommendation to promote the current Recycling Coordinator/Administrative Assistant to Program Manager. This would address a second vacancy. In addition, staff recently applied for a new 11 month Civic Spark Fellowship grant, and the grant application has been approved. With Board approval, this limited term (September 2019-August 2020) position would provide needed personnel resources to continue meeting State mandates and other essential services.

Staff recommends the Board consider staff recommendations on the following staffing and personnel issues:

- A) Program Manager Salary Range - The Executive Director recommends increasing the compensation range for the Program Manager position. The current range is from \$6,646 to \$8,833. With a COLA increase and a salary range adjustment, the proposed range would be \$6,879 to \$10,056. This range adjustment would provide opportunity for the existing or interim Executive Director to recognize the contributions of the existing senior Program Manager.
- B) Manager of Administration - investigate feasibility of contracting out - The current Manager of Administration is scheduled to retire at the end of June 2019. The City Managers recommended RecycleMore consider contracting out administrative and financial functions. The Executive Director sent an email to ask our five member cities city managers to ask if they would be interested in providing these administrative functions for RecycleMore. At this time, only the Pinole City Manager has replied (they are not able to provide us with this service). Staff will also ask three or four private companies if they are interested in providing these services for RecycleMore. Staff will seek Board feedback before requesting proposals from one or more of the interested organizations.
- C) Recycling Coordinator/Administrative Assistant position - If the Board authorizes the Executive Director to promote the Recycling Coordinator/Administrative Assistant to a Program Manager position, the Recycling Coordinator/Administrative Assistant position will be vacant. Staff recommends this potentially vacant position be staffed by recruiting for a limited term (one-year) employee.
- D) Contract with Former Employees - The Board potentially could agree to enter into an agreement with the retiring Executive Director and/or Manager of Administration to provide some project management and/or administrative duties on a limited basis. Legal Counsel has determined this is feasible, and it would require special Board actions required to meet CalPERS requirements.

These staffing and personnel issues are discussed in greater detail in a memo prepared by the Executive Director (Attachment 6). To manage the temporary reduction in staffing, the Board could consider the potential service level reductions, such as limiting RecycleMore Office Hours and limiting the September 2019 Board meeting to essential subjects. These potential service level reductions are also discussed in Attachment 6.

### **3. Contingency Funding (up to \$100,000 - one time)**

The proposed FY 18-19 Baseline Budget does not include contingency funding. RecycleMore is in a period of significant transition. An Interim Executive Director will be hired to manage RecycleMore administration and operations during the first six months of FY 2019-2020. It is anticipated a new Executive Director could be hired in December 2019 or January 2020, or the Interim Executive Director could continue. There may be a need for additional resources to address State mandates or unexpected situations while the RecycleMore organization is in transition. The Board may wish to include up to \$100,000 in contingency funding for FY 2019-2020. This amount could come from Recycling Fund reserves, which are above the Recycling Reserve Fund Target level. Staff recommends the Board consider including up to \$100,000 in the FY 2019-2020 for contingencies.

### **4. Create a Special Fund Designated for CalPERS UAL and OPEB**

The RecycleMore Board in the past has budgeted funds to address California Public Employees Retirement System (CalPERS) Unfunded Accrued Liability (UAL) and RecycleMore Other Post-Employment Benefits (OPEB) liability. For example, the FY 17-18 Budget designated \$550,000 to address PERS UAL and OPEB retirement liabilities.

The FY 2018-19 Budget did not include funds to address these two liabilities, but the Board did approve staff making a payment of up to \$227, 957 to reduce RecycleMore's CalPERS UAL liability. (The actual payment amount to CalPERS was \$218,247). Staff understands the Board still intends to use the remainder of \$331,753 (\$550,000 original funding minus actual payment of \$218,247 to CalPERS) to address OPEB and potentially future CalPERS UAL liabilities.

Staff recommends the Board consider direction to staff to return to the Board at a future date to authorize the Executive Director to create a special Fund (Fund 783) specifically designated for CalPERS unfunded accrued liability (UAL) and Other Post-Employment Benefit (OPEB) liabilities. This would allow RecycleMore to keep separate and distinct financial records regarding how the CalPERS UAL and OPEB liabilities are addressed. For example, the funds in this special fund could be used create an investment portfolio (commonly called a "side fund") to partially offset OPEB liability and potentially offset some of the remaining (or future) CalPERS UAL liabilities.

### **5. Funding to Address Potential Withdrawal of One or More Member Cities - (\$100,000 - one time)**

The Richmond City Council has, in the recent past, discussed withdrawal from RecycleMore. The El Cerrito City representatives have also expressed they may consider withdrawal from RecycleMore. If one or more member cities withdraw, RecycleMore would be required to update our Regional Plan, which was approved by the California Integrated Waste Management Board (now CalRecycle). Staff estimates hiring a consultant to prepare and coordinate Cal Recycle approval of an updated Regional Plan would cost about \$90,000 to \$100,000. Staff estimates about \$5,000 to \$10,000 could be needed for related Legal Counsel work. Staff recommends the Board consider budgeting \$100,000 in the FY 2019-2020 Budget for updating the Regional Plan.

### **6. No Use of Reserves to Address Potential Decrease in Recycling Revenues -**

At this time, staff does not recommend the Board consider setting aside reserve funds to address a potential decrease in recycling revenues. In October and November of last year, the Board considered using reserves to offset a \$600,000-plus decrease in recycling revenues. The Board decided against this idea, and allowed the Post -Collection Rate to be modified to address the decrease in recycling revenue. There could potentially be

a \$100,000 to \$200,000 decrease in Recycling revenues affecting Calendar Year 2020 Post-Collection Rates. This decrease could be addressed by modifying Calendar Year 2020 Post-Collection rates.

**7. Addressing “Excess” Recycling Fund Reserves**

The reserves policy (Resolution 18-02) adopted by the Board in June 2018 requires the Board consider excess reserves at the time the annual budget is adopted. Excess reserve funds could be designated for special projects, used to reduce rates or disbursed to member cities. The reserves policy also notes that the reserves balance should be more than \$300,000 above the target level before any “excess” reserves action is required.

At this time, staff recommends postponing discussion of actions to address “excess” reserves until after the budget is adopted. The Board decisions on including contingency funding in the FY 2019-2020 budget, and/or including funds to address potential member agency withdrawal would affect the Recycling Fund reserves level, as shown below.

Current Projected Year End Fund Balance	\$1,627,877
Less: Recommended Use of Reserves	
To Balance Operating Fund Budget	<u>\$199,977</u>
Current Projected Year End balance	\$1,428,000
Less: FY 2019-2020 Contingency Funding	(\$100,000)
Less: Funding to Address Withdrawal	<u>(\$100,000)</u>
New Projected Year End Fund Balance	\$1,228,000
Recycling Fund Target	<u>(\$662,000)</u>
Estimated Amount above Target	\$566,000

Staff will be working with the City of San Pablo Finance Division staff to confirm this reserves analysis. Any City of San Pablo adjustments would be provided in the June Final Budget analysis. Staff can return to the Board at the July Board meeting to consider how to address the issue of “excess” reserves.

**FY 2019-2020 CORE SERVICE ANNUAL AND ONE TIME PROJECTS**

Staff has prepared a list of FY 2019–2020 annual projects and pending one-time major projects. The Board could discuss and prioritize these projects at the May 9 Board meeting. At this time, staff recommends postponing discussion of standard projects and major projects until an Interim Executive Director is selected.

**FISCAL IMPACT**

FY 2019-20 Preliminary Operating Fund Budget – The proposed FY 19-20 Preliminary Operating Fund Budget includes estimated revenues of \$1,034,500 and proposed expenses of 1,234,477. If the proposed Budget were approved by the Board, expenses would exceed revenues by \$199,977. There are three proposed alternatives to balance the budget, which are discussed in detail earlier in this report.

FY 2019-20 Preliminary Recycling Fund Reserves – The proposed FY 19-20 Preliminary Recycling Fund Budget includes \$125,000 for special projects and studies. Staff is also recommending the Board use

\$199,977 in Recycling Reserve funding to balance the preliminary proposed FY 2019-20 Operating Fund Budget. If the Preliminary Budget were approved by the Board, reserves would be reduced to about \$1,428,800. This is about \$766,000 above the Target level. If the Board were to approve two policy items noted in this report, the estimated year end Recycling Fund balance would be about \$1,228,000 which is about \$566,000 above the target level.

**RECOMMENDED ACTION**

1. Conduct the annual Authority Operating Budget Workshop to solicit input from the Board, the public, and other stakeholders.
2. Direct staff to incorporate changes desired by the Board of Directors into the proposed FY 2019-20 Budget and submit final budget for consideration of adoption at the June 13, 2019 Board meeting.

Submitted by:



Stan Hakes  
Executive Director

**Attachments:**

1. WCCIWMA Preliminary Fiscal Year 2019-20 Budget - Preliminary Revenues & Expenditures - Operating and Special Revenue Funds
2. WCCIWMA Preliminary FY 2019-2020 Operating Fund Expenditures Budget (Including Used Oil Direct Payment Funding)
3. Comparison of Budgeted Expenses - FY 19-20 compared to 18-19
4. FY 19-20 Professional Services Budget
5. Operating Fund - FY 2018-19 Reserves Reconciliation
6. Memo - Interim Organization Considerations - May 2019 Board meeting
7. FY 2019-20 Core Services - May 2019

**WCCIWMA PRELIMINARY FISCAL YEAR 2019-20 BUDGET**  
**Preliminary Revenues & Expenditures - Operating and Special Revenue Funds**

**PRELIMINARY FY 2019-2020 BUDGET**

		<u>Operating Fund</u>	<u>Recycling Special Revenue Fund</u>	<u>TOTAL</u>
<b>OPENING FUND BALANCE - July 1, 2019 (Unaudited &amp; Estimate)</b>		<b>\$ 602,330</b>	<b>\$ 2,166,336</b>	<b>\$ 2,768,666</b>
<b>REVENUES</b>	Revenue from Post-Collection Rates	1,028,000	-	1,028,000
	Increased Tipping Fees	-	-	-
	Interest Income	6,500	22,260	28,760
	<b>Total Revenues</b>	<b>1,034,500</b>	<b>22,260</b>	<b>1,056,760</b>
<b>EXPENDITURES</b>	Personnel Services	619,977	-	619,977
	Professional Services Contracts	386,500	-	386,500
	General Expense	114,500	-	114,500
	Program Direct Expense	82,000	-	82,000
	Grant Awards	-	-	-
	Capital Outlay/Equipment & Vehicles	31,500	-	31,500
	One-Time Programs	-	125,000	125,000
	<b>Total Expenditures</b>	<b>1,234,477</b>	<b>125,000</b>	<b>1,359,477</b>
	<b>Total Revenue Less Expenditures</b>	<b>(199,977)</b>	<b>(102,740)</b>	<b>(302,717)</b>
<b>PROJECTED YEAR-END FUND BALANCE - June 30, 2020</b>		<b>\$ 402,354</b>	<b>\$ 2,063,596</b>	<b>\$ 2,465,950</b>
<b>ALLOCATION OF PROJECTED YEAR-END FUND BALANCE - June 30, 2018</b>				
	Contingency Reserve Account	-	-	-
	Fund Balance Net of Contingency Reserve	402,354	2,063,596	2,465,950
<b>PROJECTED YEAR-END FUND BALANCE - June 30, 2019</b>		<b>\$ 402,354</b>	<b>\$ 2,063,596</b>	<b>\$ 2,465,950</b>

**WCCIWMA PRELIMINARY FY 2019-2020 OPERATING FUND EXPENDITURES BUDGET**  
(INCLUDING USED OIL DIRECT PAYMENT FUNDING)

Code	Management & Admin.	AB939	Post-Collection	General Fund	HHW Fund	TOTAL OPERATING FUND (F = D + E)	Used Oil / HHW Grant (G)	FY 2019/20 Budget (H = F + G)	FY 2018-19 Approved Last Year	Increase (Decrease)
<b>Personnel Services:</b>										
41000	\$ 177,031	\$ 306,845	\$ 72,250	\$ 556,127	\$ 63,851	\$ 619,977	\$ 4,500	\$ 624,477	\$ 743,699	\$ (119,222.18)
Sub-total	\$ 177,031	\$ 306,845	\$ 72,250	\$ 556,127	\$ 63,851	\$ 619,977	\$ 4,500	\$ 624,477	\$ 743,699	\$ (119,222.18)
<b>Professional Services:</b>										
43600	\$ 300,000	\$ 27,000	\$ -	\$ 327,000	\$ 26,500	\$ 353,500	\$ 18,000	\$ 371,500	\$ 245,000	\$ 126,500.00
41001	\$ 33,000	\$ -	\$ -	\$ 33,000	\$ -	\$ 33,000	\$ -	\$ 33,000	\$ 27,000	\$ 6,000.00
Sub-total	\$ 333,000	\$ 27,000	\$ -	\$ 360,000	\$ 26,500	\$ 386,500	\$ 18,000	\$ 404,500	\$ 272,000	\$ 132,500.00
<b>General Expenses:</b>										
44325	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 4,500	\$ 500.00
43300	6,000	-	-	6,000	-	6,000	-	6,000	6,000	-
43500	43,500	-	-	43,500	-	43,500	-	43,500	43,000	500
44320	5,500	-	-	5,500	-	5,500	-	5,500	5,000	500
43900	45,000	-	-	45,000	-	45,000	-	45,000	43,000	2,000
42001	9,500	-	-	9,500	-	9,500	-	9,500	9,300	200
Sub-total	\$ 114,500	\$ -	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ 110,800	\$ 3,700.00
<b>Program Direct Expenses:</b>										
44320	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 750	\$ 4,250	\$ 1,500	\$ 5,750	\$ 5,750	\$ -
43500	-	69,500	-	69,500	8,250	77,750	34,500	112,250	109,750	2,500
Sub-total	\$ -	\$ 73,000	\$ -	\$ 73,000	\$ 9,000	\$ 82,000	\$ 36,000	\$ 118,000	\$ 115,500	\$ 2,500.00
Grant Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay:</b>										
46300	31,500	-	-	31,500	-	31,500	-	31,500	16,000	\$ 15,500.00
Sub-total	\$ 31,500	\$ -	\$ -	\$ 31,500	\$ -	\$ 31,500	\$ -	\$ 31,500	\$ 16,000	\$ 15,500.00
<b>Total Operating Fund Expenditures</b>	<b>\$ 656,031</b>	<b>\$ 406,845</b>	<b>\$ 72,250</b>	<b>\$ 1,135,127</b>	<b>\$ 99,351</b>	<b>\$ 1,234,477</b>	<b>\$ 58,500</b>	<b>\$ 1,292,977</b>	<b>\$ 1,257,999</b>	<b>\$ 34,978</b>
<b>Percent of Total</b>	<b>53.1%</b>	<b>33.0%</b>	<b>5.9%</b>	<b>92.0%</b>	<b>8.0%</b>	<b>100.0%</b>				

May 1 2019

Comparison of Budgeted Expenses  
 FY 19-20 compared to 18-19

	Prelim FY 19-20 Budget	Adopted FY 18-19 Budget	Difference	
Personnel	\$619,977	\$739,199	(\$119,222)	
General expense	\$114,500	\$110,800	\$3,700	
Professional services	\$386,500	\$254,000	\$132,500	
Program Direct Expense	\$82,000	\$79,500	\$2,500	
Capital Outlay	\$31,500	\$16,000	\$15,500	
Total	\$1,234,477	\$1,199,499	\$34,978	2.9%

## FY 19-20 Professional Services Budget

Basic Legal counsel	\$50,000
JEPA Update	\$12,000
Interim Executive Director	\$110,000
Office Moving Expenses	\$18,000
Financial Services- San Pablo	\$33,000
Post Collection Rate Setting	\$12,000
Board meeting Minutes	\$6,000
Annual Financial Audit	\$16,000
Monthly IT Maintenance Services	\$6,000
AB 1826- SB 1383 Software Platform	\$25,000
HHW Professional Services	\$24,500
AB 939 Professional Services	\$62,000
Misc Services	\$12,000
Total	\$386,500

SH- 5/2/19

Operating Fund  
 FY 2018-19 Reserves Reconciliation

	Estimated Actual FY 2018-19
	<u>                    </u>
<b>OPERATING FUND 780</b>	
OPENING FUND BALANCE	\$ 1,639,998
<i>*unaudited estimate</i>	
<b>REVENUES</b>	
Post-collection Rates	1,016,204
Increased Tipping Fees	-
Interest Income	10,735
	<u>                    </u>
Total Revenues	1,026,940
<b>EXPENDITURES</b>	
Personnel Services	857,873
Professional Services	246,874
General Expense	755,861
Program Direct Expense	50,000
Grant Awards	-
Capital Outlay	24,000
One-time Programs	-
	<u>                    </u>
Total Expenditures	1,934,607
	<u>                    </u>
Total Revenue less Expenditures	(907,668)
	<u>                    </u>
Subtotal	<u>\$ 732,330</u>
Less: Transfer to Recycling Fund	(130,000)
	<u>                    </u>
PROJECTED YEAREND FUND BALANCE	602,330
	<u>                    </u>
Board Reserves Policy	(688,049)
	<u>                    </u>
Amount Above Target	<u>\$ (85,719)</u>



## Memo

**Date:** May 1, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Interim Organization Considerations - May 2019 Board Meeting

---

### BACKGROUND

The West Contra Costa Integrated Waste Management Authority (RecycleMore) is an organization in transition. Three of the five RecycleMore permanent positions will become vacant over the four-month period of April 2019 to July 2019. The vacancies consist of one of the two Program Managers leaving RecycleMore employment on April 25, 2019, the Manager of Administration (scheduled to retire at the end of June 2019) and the Executive Director (scheduled to retire at the end of July 2019).

These positions will soon be vacant but their essential responsibilities remain:

- HHW Programs
- Compliance with State law
  - Annual reports to Cal Recycle
  - AB 939 and subsequent laws - diversion levels
  - AB 341 (mandatory commercial recycling) and AB 1826 (mandatory organics collection) and SB 1383 (Short-lived climate pollutants: methane emissions: dairy and livestock: organic waste: landfills)
- Set Post-Collection Rates
- Outreach and Education
- Legislative Updates
- Budget and Financial Responsibilities
- Personnel and Administrative Responsibilities

This memorandum outlines a strategy for staffing these responsibilities over the next six to twelve months.

### CURRENT AUTHORITY ORGANIZATION

The Authority current staffing level consists of five (5) full time employees: 1) One Executive Director position; 2) Two (2) Program Manager positions; 3) One (1) Manager of Office Administration position; 4) One Recycling Coordinator/Administrative Assistant position. There is also one limited term employee, who works specifically on AB 341 and AB 1826 compliance. This position is primarily funded through a grant.

**PROPOSED INTERIM STAFFING ADJUSTMENTS**

To continue with essential Authority services and responsibilities, I recommend the Board consider the following actions:

1. Executive Director Position - Hire an Interim Executive Director -The Board formed an Ad Hoc committee to review the qualifications and cost of potential candidates.
2. Program Manager (HHW Programs) – Recycling Coordinator/Administrative Assistant to be promoted to Program Manager – At the May 9 Board meeting, the Board will consider the Executive Director recommendation to promote the current Recycling Coordinator/Administrative Assistant to Program Manager.
3. Civic Spark Fellow- New Fellowship - The current Civic Spark Fellow grant ends in July or August of this year. Staff applied and RecycleMore was approved for a new grant for September 2019- August 2020. The Executive Director at a future Board meeting will recommend the Board approve the grant for this position.
4. Program Manager (State Law Compliance, Post-Collection Agreement Management, Recycling, Composting, Education) – The Board should increase the compensation range for the Program Manager position. The current range is from \$6,646 to \$8,833. With a COLA increase and a salary range adjustment, the proposed range would be \$6,879 to \$10,056. This increase in range would provide opportunity for the existing or interim Executive Director to recognize the contributions of the existing senior Program Manager. The current Program Manager managing these programs is at the top step of the range. He is only eligible to receive cost of living salary increases. This employee has done outstanding work on PCA compliance, the organics disposal issue and negotiations for a cooperative agreement with Republic Services, AB 341 and 1826 compliance, school educations and recycling programs and numerous other projects. He is one of two employees that will provide stability for the RecycleMore organization. In the interest of retaining an excellent employee, the Executive Director included a merit increase of 5% for the senior Program Manager in the proposed budget.
5. Manager of Administration - investigate feasibility of contracting out - The current Manager of Administration is scheduled to retire at the end of June 2019. The City Managers recommended RecycleMore consider contracting out administrative and financial functions. This would include employee benefits and other personnel functions, accounts payable, payroll, records management, Board Secretary, information technology (IT), risk management and similar administrative functions. The Executive Director sent an email to ask our five member cities if they would be interested in providing these administrative functions for RecycleMore. At this time, only the Pinole City Manager has replied (they are not able to provide us with this service). Staff will also ask three or four private companies if they are interested in providing these services for RecycleMore. Staff will seek Board feedback before requesting proposals from one or more of the interested organizations.

It is important to note that contracting out these services could end in having fragmented services. For example, a city would likely provide employee benefit and other personnel services through their HR Department, Board Secretary and record keeping through the City Clerk's office, financial services through the Finance Department, computer services through an IT

Division, risk management services through a special division of a city department. This could be a positive, as each of these services would be provided by a person or a team with significant expertise. On the other hand, fragmented services could result in significant time for the new Executive Director to manage this contract and coordinate services.

6. Recycling Coordinator/Administrative Assistant position - recruit for limited term position. – If the Board authorizes the Executive Director to promote the Recycling Coordinator/Administrative Assistant to a Program Manager position, the Recycling Coordinator/Administrative Assistant position will be vacant. Staff recommends this potentially vacant position be staffed by recruiting for a limited term (one-year) employee. It is critical for the RecycleMore organization to have adequate resources to continue State mandated programs (AB 939, AB 341, AB 1826, SB 1383), to continue essential functions (HHW Programs and PCA management among others) as well as the day-to-day administrative functions of the Authority. Filling this position on a limited term basis provides RecycleMore with staffing flexibility to accommodate any changes in the member agencies of RecycleMore. If the organization continues with the same member agencies and adds the County, the current level of staffing could stay in place. If one or member agencies withdraw, the limited term position potentially could be discontinued, as RecycleMore staff might have fewer responsibilities.

#### **OTHER CONSIDERATIONS TO MAINTAIN SERVICES AND PROVIDE ORGANIZATION STABILITY**

There are a number of other actions which could be taken to address the lack of staffing and resources for essential services, while also maintaining flexibility to address potential organizational changes in the near future or the long term.

7. Contract with Former Employees - The Board potentially could agree to enter into an agreement with the retiring Executive Director and/or Manager of Administration to provide some project management and /or administrative duties on a limited basis. Legal Counsel has determined this is feasible, and it would require special Board actions required to meet Cal PERS requirements.
8. Limited Office Hours – The Board could decide to temporarily (or permanently) reduce office hours to Monday through Thursday from 8:30 to 1:00. Reducing office hours could become necessary if the Board were to contract for administrative services.
9. Limit September 2019 Board meeting to essential subjects- For example, focus only on JEPAs and/or AB 341- 1826 issues (if needed). Approval of the annual HHW Budget could be postponed to October 2019. If there are no essential subjects, the Board could cancel this meeting.

#### **FISCAL IMPACT**

The fiscal impacts of staffing changes will depend on the Board's direction. It is anticipated there will be some savings associated with the gap in staffing between vacancies and replacement services through either contracted services or rehiring. In all, the proposed FY 2019-2020 budget estimates no major change in the budget.

## FY 2019-20 Core Services

May 2019

### Annual Projects

1. AB 1826 and AB 341 Compliance
2. SB 1383 Compliance Work
3. FY17-18 Financial Audit
4. Calendar Year 2020 HHW Budget
5. Calendar Year 2020 Post-Collection Rate Study
6. One Day HHW Events
7. Legislative Updates
8. FY19-20 Budget Workshop/Approval

### ***Potential One Time Projects***

1. JEPA Update – Phase 1 - All Member Cities
2. Recruit for Limited term Recycling Coordinator/ Administrative Assistant
3. Evaluate contracting out RecycleMore administrative functions
4. SB 1383 Compliance Plan
5. Address OPEB Liability
6. Study - Alternatives for New RecycleMore Offices
7. Award Records management Agreement and Implement Findings
8. Audit of 2014- 2018 HHW Actual Cost Submittal from Republic
9. Move to New Offices
10. JEPA Update 2 - County Joins
11. Mandatory Paint Recycling Ordinance
12. Post-Collection Agreement – Include Commercial Recyclables in Recycling Rebate
13. Republic Recycling Coordinator Annual Evaluation – per PCA
14. Triennial Review - per PCA
15. Disaster Debris Management Plan
16. Enhanced residential recycling outreach to reduce contamination and increase participation
17. RecycleMore Organization-Staffing Study



**recyclemore**  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director; Andrew Schneider - Program Manager  
**Subject:** Republic Services Post-Collection Agreement 2018 Annual Report

---

## ACTION REQUESTED

Receive and file Post-Collection Agreement 2018 Annual Report as submitted by Republic Services, with a presentation from RecycleMore staff.

## BACKGROUND

On October 10, 2013, the West Contra Costa Integrated Waste Management Authority (also known as RecycleMore) entered into an agreement with Republic Services for Post-Collection Recycling and Disposal Services. This agreement is commonly known as the Post-Collection Agreement or PCA. The PCA established service and performance standards to assure the Authority and its member agencies meet their legal obligations of the State of California. The PCA also gives the Authority tools to monitor compliance, administer programs, and the ability to enforce the Authority's rights.

## POST-COLLECTION AGREEMENT 2018 ANNUAL REPORT

Republic provides an annual report to RecycleMore each year by March 31 which documents all inbound and outbound tons and various program benchmarks to demonstrate compliance with the PCA (Attachment 1).

**Solid Waste** - Table 1A shows the inbound solid waste tonnage from the different sectors from each member agency. The data reflects 92,267 tons of inbound solid waste to Republic's facilities. This is an increase of just .2% from 2017. Table 1B shows a total of 91,647 tons of outbound solid waste. The outbound allocations to each jurisdiction are determined by percentage of inbound tons from each jurisdiction.

**Organics** - Table 2B of the Annual report shows the outbound organics from the West Contra Costa Sanitary Landfill (WCCSLF) Organic Materials Processing Facility. The table shows monthly tons of a) Finished Compost sold or donated, b) Compost Overs/Beneficial Reuse - which are oversized materials which are sent to Keller Canyon Landfill for use as ADC (Alternative Daily Cover), and c) Residuals which are contaminants removed during the composting process. Of the 27,025 tons of outbound organics from the facility, 13,107 tons (48%) were sold or donated as Finished Compost; 13,332 tons (49%) of Compost Overs were used as ADC at Keller; and 586 tons (2%) of residuals from

the compost facility were reported in 2018. The 2018 data reflects some of the facility improvements that were completed towards the end of 2018, with a greater percentage of the inbound organics leaving the site as finished compost. We expect the organics statistics to continue to improve as we progress through the benchmarks established in the new Cooperative Agreement. Table 8 shows 8 large compost donations to community projects. Table 10 shows 283 commercial compost accounts, which reflect improved compliance with AB 1826.

**Recycling** - Tables 3A, B & C show inbound recyclables from Residential, Commercial and Industrial routes. The 2018 inbound recycling statistics are stable, with only slight reductions in residential and commercial tonnages. Table 4A shows outbound recyclable materials taken to Newby Island for processing, material sales, and recycling residuals from WCRR. As part of the new Cooperative Agreement with Republic, we are now getting processing and residual information for the residential recyclables that are taken to Newby Island. RecycleMore will be reporting to the Board on that data at a future meeting.

**C&D** - Table 2A shows the total JPA inbound C&D and concrete tonnage for 2018 as 6,245 tons, a 17% increase over 2017. Table 11 shows C&D recovery from JPA cities and El Cerrito. Of the 4,890 tons of inbound mixed C&D, 2,017 tons were recovered, 1,657 tons of fines were able to be used as ADC at Keller and 1,217 tons were non-recyclable residuals. As C&D fines used as ADC are still considered diversion, this reflects a 75% diversion rate for the mixed C&D line.

**Dry Waste** - Table 17 of the Annual Report shows 15,368 tons of inbound dry waste were directed to the dry waste processing facility in 2018. The PCA indicates a 2016 dry waste target of 18,250 tons annually. Republic directs select industrial loads to dry waste processing when they contain a high percentage of recoverable materials. Republic has found fewer dry waste candidates, possibly due to better on-site separation. RecycleMore is not requiring the 18,250 dry waste target be met each year and are discussing the effectiveness of this program and reasonable goals with Republic currently.

**Education & Outreach** - The PCA sets expectations for Republic to provide newsletters, school presentations, community events, and maintain an informative and accurate website. Republic's Recycling Coordinators develop the residential and commercial quarterly newsletters and incorporate input from RecycleMore and member agency staff. Republic Recycling Coordinators did an exceptional job on the school's program in 2018. They provided 56 school presentations and field trips, reaching 2592 students in our service area. Republic attended and supported 13 community events during the year. Republic also has a new website specifically for the West County which includes current and accurate information about their services and our programs: <https://www.republicservices.com/municipality/wccc-ca>.

**Special Items** - The PCA requires Republic to operate a Household Hazardous Waste (HHW) facility for residential and commercial customers in the RecycleMore service area. They also provide a Door-to-Door Collection Service of HHW and e-waste items for elderly or disabled residents. Tables 6 and 7 show over 4,000 e-waste and bulky item collections in the community, providing assistance to those unable to travel to our HHW facility and reducing illegal dumping incidents. With the opening of the HHW satellite facility in El Cerrito, and annual HHW drop-off events, Republic has done a great job promoting and providing HHW services in the service area.

**FISCAL IMPACT**

There is no fiscal impact associated with the actions recommended in this report.

**RECOMMENDED ACTION**

Receive and file Post-Collection Agreement 2018 Annual Report as submitted by Republic Services, and a presentation from RecycleMore staff.

Approved by:

A handwritten signature in black ink, appearing to read "Stan Hakes", written over a circular stamp or seal.

Stan Hakes  
Executive Director

**Attachment 1** - Republic Post Collection Agreement 2018 Annual Report



3260 Blume Drive, Suite 100, Richmond, CA 94608  
o: 510.262.7100 f: 510.262.7187 republicservices.com

April 30, 2019

Andy Schneider  
Source Reduction & Recycling Program Manager  
RecycleMore – West Contra Costa Integrated Waste Management Authority  
13831 San Pablo Avenue  
San Pablo, CA 94806

Maria Sanders  
City of El Cerrito  
10890 San Pablo Ave  
El Cerrito, CA 94530

Subject: 2018 Annual Report for Post-Collection Recycling and Disposal Services Agreement

Dear Andy and Maria,

Attached is the 2018 Annual Report as stipulated in Article 4.14.2 of the Post Collection Agreement for RecycleMore and Section 4.1.g for the El Cerrito Post Collection Agreement.

The following tables are included:

- Table 1A: 2018 Inbound JPA Solid Waste Tonnage
- Table 1B: 2018 Outbound JPA Solid Waste Tonnage
- Table 2A: 2018 Inbound Tonnage to West Contra Costa Sanitary Landfill for Processing
- Table 2B: 2018 Outbound Processed Compost Tonnage from West Contra Costa Sanitary Landfill
- Table 3A: 2018 Inbound Residential Recycling Tonnage Diverted to WCRR
- Table 3B: 2018 Commercial Dry Waste Processing Tonnage Diverted to WCRR
- Table 3C: 2018 Industrial Dry Waste Processing Tonnage Diverted to WCRR
- Table 4A: 2018 West County Resource Recovery JPA Allocated Material Sales Tonnage
- Table 4B: 2018 West County Resource Recovery Residual Tonnage to Keller Canyon
- Table 5: 2018 West Contra Costa County Community Cleanup Events
- Table 6: Scheduled E-Waste/ On-Call Bulky Item Pick-ups in 2018
- Table 7: E-Waste/ On-Call Bulky Item Pick-ups quantity and weight in 2018
- Table 8: Compost Giveaway/ Donations in 2018
- Table 9: List of Special Community Events attended in 2018
- Table 10: 2018 Commercial Food Scrap program
- Table 11: 2018 Construction and Demolition Recovery for JPA Cities and El Cerrito
- Table 12: 2018 Service Level

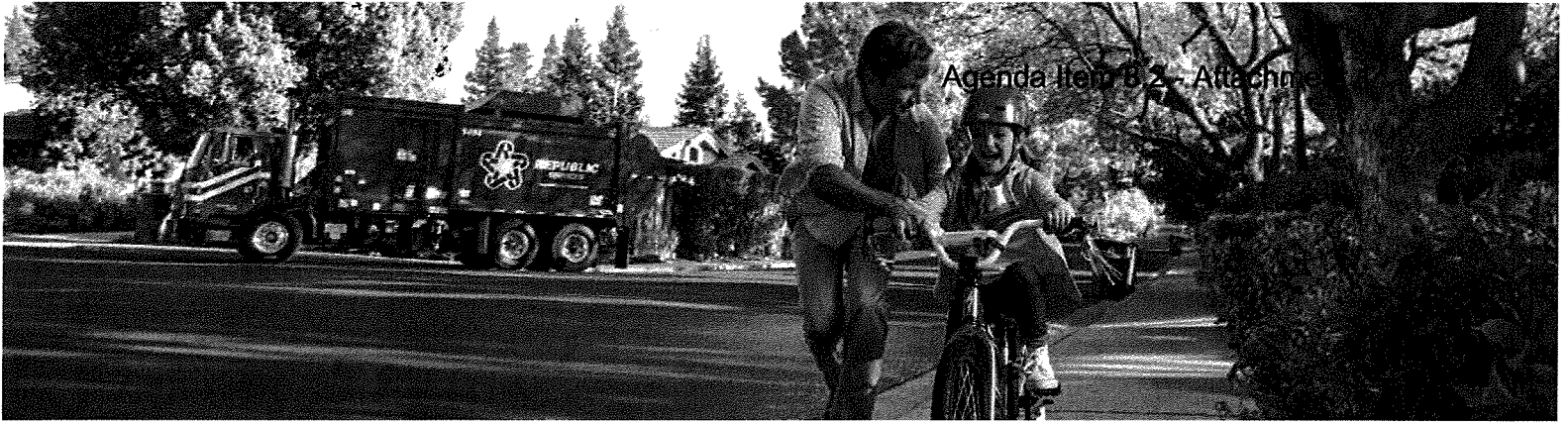
- Table 13: 2018 Allocation Report
- Table 14: 2018 Gross Billings Report by Sector
- Table 15: 2018 Permits Status Report
- Table 16: 2018 Truck Tare Weight Report
- Table 17: 2018 Dry Waste Processing
- Table 18: 2018 School & Education Outreach Metrics

If you have any questions, please contact Peter Nuti at (510) 231-4203.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Moberg", with a long, sweeping underline that extends to the right.

Shawn Moberg  
General Manager  
Republic Services



# 2018 Annual Report for Post-Collection Recycling and Disposal Services Agreement

April 30, 2019

Prepared by



We'll handle it from here.®

Agenda Item 8.2 - Attachment 1

Table 1A  
2018 Inbound JPA Solid Waste Tonnage

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Richmond</b>													
Residential/	1,961	1,689	1,945	1,924	1,897	1,825	1,969	2,021	1,758	1,883	1,877	1,895	22,644
Commercial	970	786	1,059	963	1,006	894	962	991	876	1,049	909	931	11,396
Industrial	1,563	1,573	1,208	1,129	1,133	1,211	1,128	1,186	1,066	1,193	1,070	1,109	14,568
<b>Monthly Total</b>	<b>4,494</b>	<b>4,048</b>	<b>4,212</b>	<b>4,016</b>	<b>4,036</b>	<b>3,930</b>	<b>4,060</b>	<b>4,198</b>	<b>3,701</b>	<b>4,124</b>	<b>3,856</b>	<b>3,935</b>	<b>48,609</b>
<b>San Pablo</b>													
Residential/	491	471	606	481	557	584	520	617	500	492	605	491	6,417
Commercial	333	267	301	302	288	286	325	305	275	306	293	312	3,592
Industrial	172	122	179	175	161	184	117	129	120	155	142	134	1,791
<b>Monthly Total</b>	<b>996</b>	<b>860</b>	<b>1,086</b>	<b>958</b>	<b>1,006</b>	<b>1,054</b>	<b>962</b>	<b>1,052</b>	<b>895</b>	<b>953</b>	<b>1,041</b>	<b>937</b>	<b>11,800</b>
<b>Unincorporated West Contra Costa</b>													
Residential/	621	528	618	551	684	671	663	684	599	638	650	605	7,513
Commercial	131	104	132	102	93	91	130	97	96	118	99	119	1,313
Industrial	27	9	31	43	64	50	52	37	34	31	31	29	438
<b>Monthly Total</b>	<b>779</b>	<b>641</b>	<b>780</b>	<b>696</b>	<b>841</b>	<b>813</b>	<b>845</b>	<b>819</b>	<b>730</b>	<b>787</b>	<b>780</b>	<b>753</b>	<b>9,264</b>
<b>El Cerrito</b>													
Residential/	634	517	587	580	600	572	605	620	551	620	599	585	7,071
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	37	66	97	104	155	91	104	70	61	52	77	75	991
<b>Monthly Total</b>	<b>671</b>	<b>583</b>	<b>685</b>	<b>684</b>	<b>755</b>	<b>663</b>	<b>709</b>	<b>691</b>	<b>612</b>	<b>673</b>	<b>676</b>	<b>660</b>	<b>8,062</b>
<b>Pinole</b>													
Residential/	388	322	351	327	374	329	358	378	318	361	344	336	4,186
Commercial	279	237	228	211	188	200	229	223	190	220	188	211	2,615
Industrial	75	59	100	76	99	83	89	83	79	96	83	95	1,017
<b>Monthly Total</b>	<b>742</b>	<b>617</b>	<b>679</b>	<b>615</b>	<b>672</b>	<b>612</b>	<b>677</b>	<b>683</b>	<b>587</b>	<b>677</b>	<b>616</b>	<b>642</b>	<b>7,818</b>
<b>Hercules</b>													
Residential/	426	319	326	341	425	346	338	433	347	401	342	354	4,398
Commercial	123	112	128	121	123	121	132	135	117	119	114	121	1,466
Industrial	52	29	53	71	103	69	88	101	85	73	74	52	850
<b>Monthly Total</b>	<b>602</b>	<b>459</b>	<b>507</b>	<b>532</b>	<b>650</b>	<b>537</b>	<b>558</b>	<b>668</b>	<b>549</b>	<b>593</b>	<b>531</b>	<b>526</b>	<b>6,714</b>
<b>Annual Total Tonnage</b>													<b>92,267</b>

Agenda Item 8.2 - Attachment 1

Table 1B  
2018 Outbound JPA Solid Waste Tonnage

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Richmond</b>													
Residential	1893	1785	1931	1911	1937	1764	1939	1947	1734	1952	1952	1737	22,482
Commercial	937	830	1052	957	1027	865	947	984	864	1087	945	853	11,319
Industrial	1508	1661	1200	1122	1157	1170	1110	1143	1051	1237	1114	1016	14,489
<b>Monthly Total</b>	<b>4338</b>	<b>4276</b>	<b>4182</b>	<b>3990</b>	<b>4122</b>	<b>3799</b>	<b>3997</b>	<b>4044</b>	<b>3649</b>	<b>4276</b>	<b>4012</b>	<b>3606</b>	<b>48,290</b>
<b>San Pablo</b>													
Residential	474	498	602	477	569	565	512	595	493	510	630	450	6,375
Commercial	321	282	298	300	294	277	319	294	271	317	305	286	3,565
Industrial	166	129	178	174	164	178	115	124	118	161	148	123	1,779
<b>Monthly Total</b>	<b>962</b>	<b>909</b>	<b>1079</b>	<b>952</b>	<b>1027</b>	<b>1019</b>	<b>947</b>	<b>1013</b>	<b>882</b>	<b>988</b>	<b>1083</b>	<b>859</b>	<b>11,719</b>
<b>Unincorporated West Contra Costa</b>													
Residential	600	558	613	548	699	649	652	659	591	662	676	555	7,461
Commercial	128	110	131	102	95	88	128	94	95	122	103	109	1,303
Industrial	26	10	31	42	65	49	51	36	34	32	32	26	434
<b>Monthly Total</b>	<b>752</b>	<b>677</b>	<b>775</b>	<b>691</b>	<b>859</b>	<b>786</b>	<b>832</b>	<b>789</b>	<b>719</b>	<b>816</b>	<b>812</b>	<b>690</b>	<b>9,198</b>
<b>El Cerrito</b>													
Residential	612	547	583	576	613	553	595	598	543	643	623	536	7,023
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	36	69	97	104	159	88	103	68	60	54	80	69	986
<b>Monthly Total</b>	<b>648</b>	<b>616</b>	<b>680</b>	<b>680</b>	<b>771</b>	<b>641</b>	<b>698</b>	<b>665</b>	<b>603</b>	<b>698</b>	<b>703</b>	<b>605</b>	<b>8,008</b>
<b>Pinole</b>													
Residential	375	340	348	325	382	318	352	364	313	375	358	308	4,159
Commercial	269	250	226	210	203	193	226	215	187	228	196	193	2,597
Industrial	72	62	99	75	101	80	88	80	78	100	87	87	1,009
<b>Monthly Total</b>	<b>716</b>	<b>652</b>	<b>674</b>	<b>611</b>	<b>686</b>	<b>591</b>	<b>666</b>	<b>658</b>	<b>579</b>	<b>702</b>	<b>641</b>	<b>588</b>	<b>7,765</b>
<b>Hercules</b>													
Residential	411	337	324	339	434	335	333	417	342	416	356	324	4,367
Commercial	119	118	127	120	125	117	130	130	115	124	119	111	1,456
Industrial	50	31	53	70	105	67	86	97	84	75	77	48	844
<b>Monthly Total</b>	<b>581</b>	<b>485</b>	<b>504</b>	<b>529</b>	<b>664</b>	<b>519</b>	<b>550</b>	<b>644</b>	<b>542</b>	<b>615</b>	<b>552</b>	<b>482</b>	<b>6,667</b>
												<b>Annual Total Tonnage</b>	<b>91,647</b>

Agenda Item 8.2 - Attachment 1

Table 2A  
2018 Inbound Tonnage to West Contra Costa Sanitary Landfill for Processing

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Organics and Food Scraps</b>													
Richmond	1,003	1,023	1,005	1,601	1,445	1,151	1,266	1,063	973	1,125	989	987	13,631
San Pablo	190	237	261	331	325	276	270	314	238	248	264	225	3,178
Unincorporated West Contra Costa	332	360	388	544	534	446	480	420	369	406	375	308	4,961
El Cerrito	313	288	322	411	433	353	362	362	321	330	298	296	4,089
Pinole	188	194	203	288	310	255	247	234	205	230	205	187	2,746
Hercules	177	172	178	266	271	193	192	232	193	222	161	168	2,427
													<b>Annual Total Tonnage</b>
													<b>31,032</b>

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Mixed C&amp;D/ Concrete</b>													
Richmond	287	275	282	432	424	367	355	338	314	336	268	256	3,934
San Pablo	2	4	5	16	26	18	23	22	35	7	16	21	194
Unincorporated West Contra Costa	0	26	18	30	1	21	6	15	1	5	11	4	138
El Cerrito	9	9	18	0	21	4	13	9	21	20	7	3	136
Pinole	57	28	54	78	73	76	67	82	104	108	90	75	893
Hercules	71	67	62	77	82	84	63	80	77	95	91	101	950
													<b>Annual Total Tonnage</b>
													<b>6,245</b>

Table 2B  
2018 Outbound Processed Compost Tonnage from West Contra Costa Sanitary Landfill

Total Finished Compost													
City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Richmond	72	274	397	681	837	912	1004	625	533	593	100	58	6,085
San Pablo	12	60	91	135	173	191	198	166	115	121	24	12	1,297
Unincorporated West Contra Costa	20	89	135	220	279	302	336	218	172	185	32	16	2,004
El Cerrito	19	71	112	165	227	239	255	187	150	150	26	15	1,615
Pinole	12	48	71	116	162	173	172	122	95	106	18	10	1,105
Hercules	12	44	65	108	145	136	141	126	94	108	15	9	1,002
													Annual Total Tonnage
													13,107

Total Compost Overs/Beneficial Reuse													
City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Richmond	281	351	262	344	319	257	394	822	843	821	830	665	6,189
San Pablo	48	76	60	68	66	54	78	218	181	167	198	137	1,352
Unincorporated West Contra Costa	80	114	89	111	106	85	132	286	272	257	269	181	1,982
El Cerrito	75	91	74	83	86	67	100	246	237	208	213	174	1,555
Pinole	46	61	47	58	62	49	68	160	151	147	153	111	1,112
Hercules	46	57	43	54	55	38	55	165	149	149	122	108	1,042
													Annual Total Tonnage
													13,332

Total Residues from WCCSL Compost Facility (tons)													
City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Richmond	4	3	0	6	4	6	20	9	4	7	92	115	272
San Pablo	1	1	0	1	1	1	4	2	1	2	22	27	63
Unincorporated West Contra Costa	1	1	0	2	1	2	7	3	2	2	30	37	89
El Cerrito	1	1	0	1	1	2	5	3	1	2	24	29	71
Pinole	1	1	0	1	1	1	3	2	1	1	17	21	50
Hercules	1	1	0	1	1	1	3	2	1	1	14	17	41
													Annual Total Tonnage
													586

Table 3A  
2018 Inbound Residential Recycling Tonnage Diverted to WCRR

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Richmond</b>													
Residential Curbside	1,200	979	1,143	1,115	1,097	1,070	1,123	1,104	962	1,079	1,168	1,183	13,225
<b>San Pablo</b>													
Residential Curbside	274	243	326	288	280	288	255	304	236	237	309	266	3,286
<b>Unincorporated West Contra Costa</b>													
Residential Curbside	386	314	370	342	394	380	363	353	308	341	367	340	4,227
<b>Pinole</b>													
Residential Curbside	235	182	203	190	212	199	197	202	166	194	195	190	2,366
<b>Hercules</b>													
Residential Curbside	268	197	195	201	261	213	210	257	197	234	214	223	2,689
<b>Monthly Total</b>	<b>2,364</b>	<b>1,915</b>	<b>2,238</b>	<b>2,116</b>	<b>2,234</b>	<b>2,130</b>	<b>2,148</b>	<b>2,220</b>	<b>1,868</b>	<b>2,086</b>	<b>2,254</b>	<b>2,201</b>	<b>25,773</b>

Table 3B  
2018 Commercial Recycling Tonnage Diverted to WCRR

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Richmond</b>													
Dry waste/Cardboard/ and Mixed Recycling	449	337	453	425	487	431	289	411	406	433	386	384	4,899
<b>San Pablo</b>													
Dry waste/Cardboard/ and Mixed Recycling	116	109	140	129	139	133	51	119	41	124	127	103	1,330
<b>Unincorporated West Contra Costa</b>													
Dry waste/Cardboard/ and Mixed Recycling	42	49	53	45	48	47	21	38	44	52	46	42	528
<b>Pinole</b>													
Dry waste/Cardboard/ and Mixed Recycling	60	54	69	67	60	56	39	60	50	67	83	65	729
<b>Hercules</b>													
Dry waste/Cardboard/ and Mixed Recycling	55	49	60	53	45	33	30	35	30	37	42	37	506
<b>Monthly Total</b>	<b>722</b>	<b>597</b>	<b>774</b>	<b>719</b>	<b>789</b>	<b>701</b>	<b>430</b>	<b>663</b>	<b>572</b>	<b>712</b>	<b>684</b>	<b>630</b>	<b>7,993</b>

Table 3C  
2018 Industrial Recycling Tonnage Diverted to WCRR

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>Richmond</b>													
Industrial Dry Waste/ Source Separated	422	376	524	462	466	372	399	509	379	445	441	356	5,150
<b>San Pablo</b>													
Industrial Dry Waste/ Source Separated	1	6	7	11	5	1	9	30	0	3	4	19	97
<b>Unincorporated West Contra Costa</b>													
Industrial Dry Waste/ Source Separated	34	38	21	35	16	28	34	33	19	40	31	18	348
<b>Pinole</b>													
Industrial Dry Waste/ Source Separated	22	22	10	30	18	24	18	28	29	28	35	28	292
<b>Hercules</b>													
Industrial Dry Waste/ Source Separated	47	28	19	24	4	17	2	9	15	31	30	31	258
<b>Monthly Total</b>	<b>527</b>	<b>470</b>	<b>581</b>	<b>563</b>	<b>508</b>	<b>442</b>	<b>482</b>	<b>609</b>	<b>442</b>	<b>546</b>	<b>542</b>	<b>452</b>	<b>6,145</b>

Table 3D  
2018 El Cerrito Commercial Dry Waste Processing Tonnage Diverted to WCRR

City	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
<b>El Cerrito</b>													
Commercial Dry waste/Cardboard/ and Mixed Recycling	8	8	10	6	6	8	6	12	7	1	2	2	78
Industrial Dry waste/Cardboard/ and Mixed Recycling	10	0	0	0	0	4	0	5	0	0	0	0	18

Table 4A  
2018 West County Resource Recovery JPA Allocated Material Sales Tonnage

Type	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Glass	2	19	6	15	14	11	18	17	11	12	10	15	149
Paper	60	62	122	30	106	77	31	107	325	111	93	126	1,250
OCC	442	436	376	560	491	383	385	410	330	373	322	230	4,738
HDPE	0	11	6	0	0	12	0	0	14	14	0	12	68
PET	6	5	5	6	8	7	8	8	7	9	6	5	81
Mixed Plastic	0	0	1	0	0	0	0	0	0	0	0	0	1
Aluminum	3	3	2	3	5	4	4	5	6	5	5	3	48
Tin Can	0	12	0	0	14	0	0	16	15	16	13	0	86
Scrap Metal	0	1	3	0	7	0	6	0	2	0	0	0	19
Shrink Wrap	0	0	4	0	0	0	0	0	0	0	0	6	10
Wood	1	0	0	0	0	0	0	0	0	0	0	0	1
Organics sent for compost/digestion	0	0	0	0	1	0	0	1	1	0	0	0	3
Newby Island Comingled	1,434	1,214	1,525	1,808	1,648	1,727	1,844	1,781	1,291	1,691	1,558	1,469	18,990
<b>Monthly Total</b>	<b>1,949</b>	<b>1,763</b>	<b>2,049</b>	<b>2,423</b>	<b>2,295</b>	<b>2,220</b>	<b>2,297</b>	<b>2,346</b>	<b>2,000</b>	<b>2,230</b>	<b>2,008</b>	<b>1,865</b>	<b>25,445</b>

Table 4B  
2018 West County Resource Recovery Residual Tonnage to Keller Canyon

Type	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Residuals	800	553	586	766	772	788	695	726	789	825	810	872	8,981

Table 5  
2018 West Contra Costa County Community Cleanup Events

Event Name	City	Date	Material Type	Tonnage Collected	Tonnage Disposed	Tonnage Recycled	Tonnage Composted
San Pablo Neighborhood Dumpsters Day	San Pablo	1/16/2018	MSW	11	11	N/A	N/A
San Pablo Neighborhood Dumpsters Day	San Pablo	3/5/2018	MSW	19	19	N/A	N/A
San Pablo Cleanup	San Pablo	1/16/2018	Metal	2	N/A	2	N/A
City of Richmond Cleanup	Richmond	4/7/2018	MSW	39	39	N/A	N/A
City of Richmond Cleanup	Richmond	4/21/2018	MSW	51	51	N/A	N/A
City of Richmond Cleanup	Richmond	5/12/2018	MSW	20	20	N/A	N/A
City of Richmond Cleanup	Richmond	5/26/2018	MSW	8	8	N/A	N/A
City of Richmond Cleanup	Richmond	6/9/2018	MSW	10	10	N/A	N/A
City of Richmond Cleanup	Richmond	6/23/2018	MSW	13	13	N/A	N/A
Willow Lot Cleanup	Richmond	6/23/2018	MSW	1	1	N/A	N/A
City of Hercules Cleanup	Unincorporated West County	6/23/2018	MSW	29	29	N/A	N/A
City of Richmond Cleanup: Park View	Richmond	7/14/2018	MSW	16	16	N/A	N/A
City of Richmond Cleanup: Carriage Hills North and South	Richmond	8/17/2018	MSW	30	30	N/A	N/A
City of Richmond Cleanup: Fairmede / Hilltop	Richmond	8/25/2018	MSW	17	17	N/A	N/A
City of Richmond Cleanup: Balding Woods	Richmond	9/29/2018	MSW	21	21	N/A	N/A
City of San Pablo: Dumpster Day	San Pablo	7/30/2018	MSW	17	17	N/A	N/A
City of San Pablo: Police Department Cleanup	San Pablo	7/30/2018	MSW	1	1	N/A	N/A
City of San Pablo: Classroom Cleanup	San Pablo	8/6/2018	MSW	5	5	N/A	N/A
City of San Pablo: Neighborhood Cleanup	San Pablo	9/10/2018	MSW	18	18	N/A	N/A
City of San Pablo: Neighborhood Cleanup	San Pablo	9/10/2018	MSW	1	1	N/A	N/A
City of San Pablo: Recycling	San Pablo	Q3	Recycling	2	N/A	2	N/A
Coastal Cleanup	Unincorporated West County	9/17/2018	MSW	2	2	N/A	N/A
Dumpster Day	Pineole	10/6/2018	MSW	14	14	N/A	N/A
Richmond Village and North Richmond Neighborhood Clean up	Richmond	10/13/2018, 10/27/2018	MSW	80	80	N/A	N/A
Tara Hills Cleanup Day	San Pablo	11/10/2018	MSW	9	9	N/A	N/A
Dumpster Day	San Pablo	11/3/2018	MSW	12	12	N/A	N/A
Tara Hills Cleanup Day wood box	San Pablo	11/10/2018	Wood	2	N/A	N/A	2
City of San Pablo metal box	San Pablo	11/10/2018	Metal	2	N/A	2	N/A
El Sobrante Community Cleanup	Unincorporated West County	106/2018	MSW	6	6	N/A	N/A
El Sobrante Community Cleanup wood box	Unincorporated West County	106/2018	Wood	0.32	N/A	N/A	N/A

Table 6  
Scheduled E-Waste/ On-Call Bulky Item Pick-ups in 2018

City	January	February	March	April	May	June	July	September	October	November	December
Richmond	176	189	230	228	265	262	218	192	213	236	233
San Pablo	34	25	26	27	33	22	28	26	47	18	22
Unincorporated County	83	72	56	55	72	90	75	59	64	64	96
Pineole	51	33	41	35	43	39	50	31	36	41	66
Hercules	7	5	4	5	9	9	4	6	1	0	0

**Table 7**  
**E-Waste/ On-Call Bulky Item Pick-ups quantity and weight in 2018**

Month	No. of E-Waste Items	No. of Bulky Items	Estimated Combined Lbs.
<b>Richmond</b>			
January	27	385	33,358
February	27	410	35,483
March	27	527	45,428
April	22	498	42,846
May	28	597	51,402
June	20	632	54,189
July	22	543	46,671
August	33	620	53,474
September	20	481	41,354
October	37	547	47,363
November	35	583	50,376
December	33	581	50,159
<b>San Pablo</b>			
January	0	38	3,230
February	1	32	2,743
March	0	27	2,295
April	0	31	2,635
May	0	38	3,230
June	0	26	2,210
July	0	28	2,380
August	3	30	2,620
September	2	30	2,597
October	1	54	4,613
November	6	22	2,011
December	5	27	2,412
<b>Unincorporated West County</b>			
January	4	86	7,404
February	4	78	6,724
March	2	59	5,062
April	1	67	5,718
May	8	82	7,158
June	5	99	8,532
July	3	80	6,870
August	2	86	7,357
September	0	59	5,015
October	4	83	7,149
November	3	80	6,870
December	5	117	10,062
<b>Pinole</b>			
January	3	51	4,405
February	3	31	2,705
March	0	49	4,165
April	0	35	2,975
May	0	43	3,655
June	7	39	3,479
July	0	53	4,505
August	3	35	3,045
September	1	40	3,423
October	0	40	3,400
November	1	46	3,933
December	0	71	6,035
<b>Hercules</b>			
January	0	14	1,190
February	0	10	850
March	0	5	425
April	0	5	425
May	0	9	765
June	0	9	765
July	0	7	595
August	0	1	85
September	0	8	680
October	0	1	85
November	0	0	0
December	0	0	0

**Table 8**  
**Compost Giveaway/ Donations in 2018**

City	Site Name	Date of giveaway	Amount Provided
Richmond	Pt. Pinole Regional Shoreline	2/9/2018	20YD
Richmond	Miller/Knox Regional Shoreline Volunteer Project	3/1/2018	20YD
Richmond	Bay Area Rescue Mission	3/21/2018	20YD
Richmond	Richmond High School: Global Youth Service Day Event	4/19/2018	10YD
Richmond	Communities Restoring Mother Earth	4/27/2018	10YD
San Pablo	Lao Family: Community Garden Day	5/11/2018	5YD
Richmond	Urban Tilth: Summer Youth Program	7/20/2018	20YD
Richmond	City of Richmond - Compost Giveaway	10/20/2018	15YD
Richmond	Richmond High School - Agriculture Course	12/20/2018	20YD

**Table 9**  
**List of Special Community Events attended in 2018**

Name of Event	Date	City	Name of Republic Services Representative
6th Annual North Richmond Green Festival	4/21/2018	Richmond / Unincorporated West County	Reagan and Terry
San Pablo, Easter Egg Hunt	3/24/2018	San Pablo	Reagan and Terry
San Pablo, Cinco de Mayo @ St. Paul's	5/5/2018	San Pablo	Reagan and Terry
Richmond, Cinco de Mayo	5/6/2018	Richmond	Reagan and Terry
Hercules Dumpster Day	5/5/2018	Hercules	Nicole and Terry
Richmond Senior Health Fair	5/9/2018	Richmond	Reagan and Terry
Hercules HHW event	5/19/2018	Hercules, Pinole, Crockett, Rodeo, etc.	Peter, Nicole, Reagan, Terry
Richmond Juneteenth	6/16/2018	Richmond	Reagan and Terry
Pinole Car Show	6/24/2018	Pinole	Reagan and Terry
County HHW Event	8/4/0218	Unincorporated West County	Reagan and Terry
Pinole's National Night Out	8/7/2018	Pinole	Peter, Nicole, Reagan, Terry
El Sobrante Stroll	9/16/2018	Unincorporated West County	Reagan and Terry
Richmond HHW event	9/22/2018	Richmond	Peter, Nicole, Reagan, Terry

Table 10  
Total Commercial Food Scrap program Signups

Name of business	City
1 EL CERRITO NATURAL GROC	EL CERRITO
2 MARGONIA ELEMENTARY	EL CERRITO
3 MARY CREATURES	EL CERRITO
4 JACK N THE BOX #418	EL SOBRANTE
5 RAMS & POG HOUSE	EL SOBRANTE
6 ORGANIC FRO DOGNO	EL SOBRANTE
7 PHO SAIGON NOODLE & GRILL	EL SOBRANTE
8 TAQUERIA DONA MARIA	EL SOBRANTE
9 EL OLMAN	EL SOBRANTE
10 FAUNTA RESTAURANT	EL SOBRANTE
11 FOUR CORNERS PIZZA SPASTA	EL SOBRANTE
12 CALIFORNIA THAI RESTAURANT	EL SOBRANTE
13 P S	EL SOBRANTE
14 M&S FISH AND CHIPS	EL SOBRANTE
15 H MENDEZ INC	EL SOBRANTE
16 EXTREME PIZZA	EL SOBRANTE
17 LOS CERROS MEXICAN GRILL	EL SOBRANTE
18 HOPE LUTHERAN FREE SCHOOL	EL SOBRANTE
19 EAST BAY REG PARY-JENNIFER GRV	EL SOBRANTE
20 EL THOMPLUGO	EL SOBRANTE
21 MCCONALD'S	MERCUCLES
22 ROUND TABLE	MERCUCLES
23 CHICKO N CUBANE	MERCUCLES
24 CENTRE COMMERCE CENTER	MERCUCLES
25 LEA BY THE BAY	MERCUCLES
26 MULTIPLE ORGANICS	MERCUCLES
27 BIO RAD LAB	MERCUCLES
28 BIO RAD LAB	MERCUCLES
29 ALPENTINE RETAIL CENTER	MERCUCLES
30 PHOUC GROCERY OUTLET	PHOUC
31 VALLEY PRODUCE MARKET	PHOUC
32 TRADER JOES	PHOUC
33 CHUCK E CHEESE	PHOUC
34 CHIPPOTLE VEG GRILL #8305	PHOUC
35 SABOR LATINO 17	PHOUC
36 FOSTER FRIEZE	PHOUC
37 CHINA DELIGHT	PHOUC
38 GARY'S DOGS HOUSE INC	PHOUC
39 MCDONALD'S	PHOUC
40 KING VALLEY	PHOUC
41 BIRDS & BERRIES	PHOUC
42 TAQUERIA SANCHEZ	PHOUC
43 THE NEW DELI	PHOUC
44 CAFE MARRON	PHOUC
45 THE ALLEY CAFE	PHOUC
46 THE BEAR CLAW	PHOUC
47 PHOUC CREEK CAFE	PHOUC
48 ROUND TABLE PIZZA	PHOUC
49 SCHOTT TOWN EVIETT	PHOUC
50 OUTBACK STEAKHOUSE	PHOUC
51 CAFE MARRON	PHOUC
52 CLEAR STREET BISTRO	PHOUC
53 RESTORANTE DUE ROSE	PHOUC
54 TACHRAWA	PHOUC
55 EAST BAY CREEK	PHOUC
56 ANTLERS TAVERN	PHOUC
57 MARGANAS - LINDA DINING	PHOUC
58 MARGANAS - TAMBOON	PHOUC
59 MARGANAS - TAQUERIA MORENA	PHOUC
60 PHONOVENAL	PHOUC
61 PHOUC PET	PHOUC
62 HENRIE CENTER	PHOUC
63 SMART STOP	PHOUC
64 PHOUC SHELL	PHOUC
65 CUC BUSINESS DEV CNTR	PHOUC
66 HENRIE HOUSE	PHOUC
67 APPLEEE S AAG B #787	PHOUC
68 CHRIST THE LORD EPISCOPAL	PHOUC
69 STARBUCKS #4533	PHOUC
70 MCDONALD'S	PHOUC
71 SPROUTS FARMERS MARKET #401	PHOUC
72 HOLIDAY RETIREMENT #201001	PHOUC
73 MUDMAN KOREAN BBQ	PHOUC
74 STARBUCKS #17208401	PHOUC
75 LA REVOLUTION	RICHMOND
76 HIGGS RESTAURANT #RATRY	RICHMOND
77 HOTEL MAC RESTAURANT	RICHMOND
78 LA PERLA RESTAURANT	RICHMOND
79 LA FARM BY JAMESCO	RICHMOND
80 CHA ADELPHA HOAJE STATI	RICHMOND
81 LA ESTRELLA	RICHMOND
82 EL TAPATIO RESTAURANT	RICHMOND
83 LA FARM BY JAMESCO	RICHMOND
84 TAQUERIA CHAVINDA	RICHMOND
85 S HERVANIAS	RICHMOND
86 ROUND TABLE PIZZA	RICHMOND
87 SAIGON SEAFOOD HARBOUR REST	RICHMOND
88 EL TAPATIO RESTAURANT #2	RICHMOND
89 BOITTO (IL CANTUCCIO INC)	RICHMOND
90 ANDY DONUT SHOP	RICHMOND
91 ZOE'S COOKIES	RICHMOND
92 CASSANDRA'S WEDDING CAKES	RICHMOND
93 CAFE PASCAL	RICHMOND
94 RANERO MARKET	RICHMOND
95 BARRINGTON MARKET	RICHMOND
96 COZY CORNER CAFE	RICHMOND
97 PANADERIA GUATEMALTECA	RICHMOND
98 EL NUEVO MUNDO VINO CENTER	RICHMOND
99 PT RICHMOND MARKET	RICHMOND
100 NEW HENS FARM MARKET	RICHMOND
101 BARRETT ALE MARKET	RICHMOND
102 LA LOMA #1	RICHMOND
103 LOTUS FOODS INC	RICHMOND
104 LOS MEXICANOS DELI	RICHMOND
105 RICHMOND GROCERY OUTLET	RICHMOND
106 ASA FOOD CENTER	RICHMOND
107 GUY MARKET	RICHMOND
108 4TH STREET MARKET	RICHMOND
109 LA PAZA MARKET	RICHMOND
110 CALZADONES MARKET	RICHMOND
111 CHNO MARKET	RICHMOND
112 MIPARLO MARKET	RICHMOND
113 MITHERRA SUPERMERCADO	RICHMOND
114 LA PAZA #2	RICHMOND
115 SANTA FE MARKET	RICHMOND
116 EL CAMPESINO MARKET	RICHMOND
117 VAL MAR MARKET	RICHMOND
118 THE NEW FERTOS	RICHMOND
119 NISLAIM'S NATURAL FOODS	RICHMOND
120 RICHMOND GAIHEO CLUB	RICHMOND
121 RICHMOND RESCUE MISSION	RICHMOND
122 RICHMOND RESCUE MISSION	RICHMOND
123 SHADY LANE REST HOME	RICHMOND
124 EL SRESIDENTIAL CARE	RICHMOND
125 HARBAY AUST DINING INC	RICHMOND
126 EL SOL RESTAURANT	RICHMOND
127 MISTER PIZZA MAN	RICHMOND
128 GABRIEL'S HOT DOGS	RICHMOND
129 H SALT FISH & CHIPS	RICHMOND
130 PORTUMEX RESTAURANT INC	RICHMOND
131 LITTLE LOUIS DELI	RICHMOND
132 ANGEL'S SOLUNNET	RICHMOND
133 C S BBQ & FISH	RICHMOND
134 SPUD HUT	RICHMOND
135 HAZARDONA GRILL	RICHMOND
136 NEW YORK BAGELS	RICHMOND
137 EXTREME PIZZA	RICHMOND
138 TYNE TAD RESTAURANT	RICHMOND
139 LIP & UNDER PUB & GRILL	RICHMOND
140 ROUND TABLE PIZZA	RICHMOND
141 MOUNTAIN HARDWARE	RICHMOND

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142	EL CAVELLO MARKET	RICHMOND
143	CHINA WOK	RICHMOND
144	INDIA	RICHMOND
146	SUNFLOWER CORPORATION, SYS	RICHMOND
148	CRANE WAY PAULSON	RICHMOND
147	MARRETT COURT YARD	RICHMOND
148	CREATIVE SIGN CO./A-1-ARTS Home Emery	RICHMOND
149	SAN FRANCISCO ESTUARY INST	RICHMOND
150	RICHMOND COUNTRY CLUB	RICHMOND
151	LATAMUNDA COFFEE COMPANY	RICHMOND
152	MARINA BAY GRILL	RICHMOND
153	SYSTEMS MECHANICAL INC	RICHMOND
154	ST DANIS SCHOOL	RICHMOND
155	CITY OF RICHMOND CIVIC CENTER PLAZA	RICHMOND
156	POGO PAPER	RICHMOND
157	SHILDON ELEMENTARY	RICHMOND
158	GREENPRINTERS	RICHMOND
159	E BAY REG PAPERS PT ISABEL	RICHMOND
160	URBAN HERVEY	RICHMOND
161	RICHMOND VILLAGE	RICHMOND
162	MAKING WAVES ACADEMY OFFICE	RICHMOND
163	METRO EGG	RICHMOND
164	DEEN'S KITCHEN	RICHMOND
165	PT SAN PABLO YACHT CLUB	RICHMOND
166	OLIN BROTHERS	RICHMOND
167	CA DEPT OF HEALTH SERVICE	RICHMOND
168	PESTA LATINA	RICHMOND
169	LA QUIET CALTECA	RICHMOND
170	LA GRAN CHIGUITA RESTAURANT	RICHMOND
171	GRIP	RICHMOND
172	HELLO FRESH	RICHMOND
173	SHORES AT MARINA BAY	RICHMOND
174	THE CROSSING AT MARINA BAY ART/SAN KITCHEN & CAFE	RICHMOND
175	ASPIRE RICHMOND CAL BREP	RICHMOND
176	TAGUENA Y RASPADOS JR	RICHMOND
177	RENZO LAURE ELEMENTARY	RICHMOND
178	MAKING WAVES ACADEMY	RICHMOND
179	ITG ASSET MANAGEMENT	RICHMOND
180	AVERTHOE PUBLIC SCHOOL	RICHMOND
181	KAUFHOFFER COFFEE	RICHMOND
182	RICHMOND CHAMBER OF COMM	RICHMOND
183	RUG ID, INC	RICHMOND
184	EAST BAY REG PAPER, MILLER BROS	RICHMOND
185	VERE D BULL COMPANY	RICHMOND
186	BRICKYARD COVE MARINA	RICHMOND
187	LA FUSION	RICHMOND
188	COUTING GAS & MINI MART	RICHMOND
189	ECONOMY RAY	RICHMOND
190	LOVE GARDEN BUFFET	RICHMOND
191	MARIN LIBRARY (RICHMOND SENIOR CENTER)	RICHMOND
192	LA ASSOCIATION INC	RICHMOND
193	SHEER REG COMMUNITY CE	RICHMOND
194	ALLEN CONSTRUCTION, INC	RICHMOND
195	EL TUNEL	RICHMOND
196	LA SHELAL PIZZA	RICHMOND
197	WAVY VALLEY COMMUNITY CENTER	RICHMOND
198	EAST BROTHER BEER COMPANY	RICHMOND
199	GO RANCH MARKET #31	RICHMOND
200	INDOOR GOLF GYM PLACERDOME	RICHMOND
201	AMAZON DELIVERY	RICHMOND
202	PALTE SO, JOINT VENTURE	RICHMOND
203	GENIUS THEATERS	RICHMOND
204	JOHN VIETNAMESE KITCHEN	RICHMOND
205	THE LIVING APOTHECARY	RICHMOND
206	MARINA BAY CROSSING LLC	RICHMOND
207	LA BARBA DE COULEUR	RICHMOND
208	WESTROCK STAPLES 13116	RICHMOND
209	ENFOPE GILLIC	RICHMOND
210	URGENTWAY PROPERT ES-SP HARBOR	RICHMOND
211	INDO B BAKERY	RICHMOND
212	CAL T. ARTS FOUNDATION	RICHMOND
213	PROTECT HAVE	RICHMOND
214	CALIFORNIA OILS CORP	RICHMOND
215	EO RAD LAB	RICHMOND
216	PALEX'S GIGANT BURGER	SAN PABLO
217	LA ROMA #11	SAN PABLO
218	GROCERY OUTLET OF SAN PABLO	SAN PABLO
219	EVERGREEN PRODUCE	SAN PABLO
220	LA REFRESH PRODUCE MKET	SAN PABLO
221	PEOPLES MARKET	SAN PABLO
222	HONGHONG MARKET	SAN PABLO
223	LA RANCHO	SAN PABLO
224	COCO BAKEN	SAN PABLO
225	NEW DC MEAT MARKET	SAN PABLO
226	CHICO'S MARKET	SAN PABLO
227	THAT LULU MARKET	SAN PABLO
228	LA LOMA #5 INC	SAN PABLO
229	JACK IN THE BOX #142	SAN PABLO
230	LEBBA EXPRESS	SAN PABLO
231	PHENY'S CONDUITS	SAN PABLO
232	ROFFER'S CONCRETE & BISCIA	SAN PABLO
233	LOS COMPANES TACQUERIA	SAN PABLO
234	JACK IN THE BOX #133	SAN PABLO
236	MARSCO LA PLANTA, INC	SAN PABLO
238	LA CHONA RESTAURANT	SAN PABLO
237	BLUE BAY TUNA CURRY	SAN PABLO
239	ROMA PIZZA	SAN PABLO
239	DENNY'S	SAN PABLO
240	CHUZYPA RESTAURANT	SAN PABLO
241	PHILLY THAI	SAN PABLO
242	CHINA EXPRESS	SAN PABLO
243	HUAI HUONG COFFEE SHOP	SAN PABLO
244	LA STRADA	SAN PABLO
245	CAFE SOLEL	SAN PABLO
249	SUEY'S BAKERY	SAN PABLO
247	PARTY TIME CATERING	SAN PABLO
248	SAN PABLO BRIDGE	SAN PABLO
249	CHURCH OF THE OPEN DOOR	SAN PABLO
250	SHIVED A ALAMARI	SAN PABLO
251	ST PAMAS CHURCH	SAN PABLO
252	ROFFER'S CONCRETE & BISCIA	SAN PABLO
253	HILL & SKETCHLEY (BOWEN)	SAN PABLO
254	POLICE DEPARTMENT	SAN PABLO
255	SEWER CENTER	SAN PABLO
256	SAN PABLO COMMUNITY CENTER	SAN PABLO
257	CC SAN PABLO LP	SAN PABLO
258	DAVIS PARK SENIOR CENTER/COMMUNITY BUILDING	SAN PABLO
259	COFF PARK SAN PABLO	SAN PABLO
260	LA TAJAMAL	SAN PABLO
261	EMERITUS ASSISTED LIVING	SAN PABLO
262	LA PAZUELA	SAN PABLO
263	INDO/VIET/MEKANG/LESE MEXICAN	SAN PABLO
264	WINE'S LIQUOR	SAN PABLO
265	HORNHILL RESTAURANT	SAN PABLO
266	SAM HONG DELI & RESTAURANT	SAN PABLO
267	AMAZING KITCHEN	SAN PABLO
268	LIMITED PALETERIA & NEVEJA INC	SAN PABLO
269	WANI ABBE PARK JOHN MEDLOCK	SAN PABLO
270	INARTI HALL CITY HALL	SAN PABLO
271	PATHNHARA GELU INC	SAN PABLO
272	MCDONALD'S	SAN PABLO
273	LITTLE CAESAR'S	SAN PABLO
274	NATION'S GIANT HAMBURGERS	SAN PABLO
275	NATION'S GIANT HAMBURGERS	SAN PABLO
276	AS MONTANAS SUPERMARKET	SAN PABLO
277	LUIS TACO BELL	SAN PABLO
278	EMPIRE BUFFET	SAN PABLO
279	CC SAN PABLO LP	SAN PABLO
280	CC SAN PABLO LP	SAN PABLO
281	WIN SUPER	SAN PABLO
282	PRINCETON PLAZA, Mountain Market	SAN PABLO
283	ESTABLISHED 2020 (at Princeton Plaza)	SAN PABLO



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Table 11  
2018 Construction and Demolition Recovery in El Centro

El Centro 2018 Material Breakdown (Cost)	2018 Construction and Demolition Recovery in El Centro											
	January	February	March	April	May	June	July	August	September	October	November	December
Item	Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price
Concrete	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Rebar	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Formwork	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Excavation	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Foundation	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Roofing	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Interior Finishes	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Landscaping	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
Other	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00	10,000	1.00
<b>Total</b>	<b>100,000</b>	<b>1.00</b>	<b>100,000</b>	<b>1.00</b>	<b>100,000</b>	<b>1.00</b>	<b>100,000</b>	<b>1.00</b>	<b>100,000</b>	<b>1.00</b>	<b>100,000</b>	<b>1.00</b>

Table 12  
2018 Collection Service Level

Solid waste Residential No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
20	Gal	4,226	1070	763	656	1,621	8,336
35	Gal	18,751	5393	4,504	4,270	7,207	40,125
65	Gal	1,066	410	351	153	495	2,475
95	Gal	42	19	9	2	80	102
100	Gal	2	19	14	0	6	41

Recycling Residential No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
65	Gal	23,910	6,888	5,631	5,061	9,309	50,799

Organics Residential No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
65	Gal	23,742	6,433	5,531	4,704	9,242	49,173

Commercial No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
20	Gal	35	0	0	2	4	41
35	Gal	1,165	9	47	245	89	1,555
65	Gal	297	5	30	62	37	431
95	Gal	173	9	32	44	32	290
100	Gal	3	0	4	3	6	16
1	CY	234	3	37	75	43	392
2	CY	217	7	66	73	58	421
2	Compactor	2	2	1	1	0	6
3	CY	131	7	31	53	18	240
4	CY	125	35	42	34	19	255
4	Compactor	0	0	1	3	0	4
5	CY	42	2	11	10	15	80
6	CY	24	1	6	10	1	42
6	Compactor	1	0	0	0	0	1
7	CY	65	6	9	4	12	96
8	CY	0	0	0	0	0	0

Recycling Commercial No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
65	Gal	1,741	49	173	433	236	2,632
95	Gal	8	0	3	0	1	12
1	CY	60	2	13	19	15	109
2	CY	90	2	18	19	18	147
2	Compactor	0	1	0	0	0	1
3	CY	136	17	42	36	25	256
4	CY	86	15	30	26	11	168
5	CY	27	6	7	5	3	48
6	CY	14	1	3	3	0	21
6	Compactor	0	0	1	1	0	2
7	CY	43	2	5	10	4	64
8	CY	0	0	0	0	0	0

Organics Commercial No. of Subscribers							
Size	Units	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
65	Gal	1,210	23	104	287	170	1,794
95	Gal	2	0	0	0	0	2
1	CY	6	0	2	4	0	12
2	CY	15	2	5	9	0	31
3	CY						0
4	CY						0
5	CY						0
6	CY						0
7	CY						0
8	CY						0

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Industrial No. of Subscribers								
Size	Units	Cont. Type	Richmond	Hercules	Pinole	San Pablo	WCC	TOTAL
65	Gal	Solid waste				1		1
65	Gal	Recycling	34	7	3	10	5	59
95	Gal	Organics						0
65	Gal	Food Waste	4			2	2	8
65	Gal	Food Waste	4	4				8
1	CY	Solid waste	2				1	3
2	CY	Solid waste	1				1	2
2	CY	Recycling	4		1			5
2	CY	Food Waste	3	1	1			5
3	CY	Solid waste					1	1
3	CY	Recycling	5	1		2	2	10
4	CY	Solid waste	1			1	1	3
4	CY	Recycling	11			2		13
5	CY	Solid waste	1			1	1	2
5	CY	Recycling	2	1		1		4
6	CY	Solid waste					1	1
7	CY	Solid waste			1	5	1	7
7	CY	Recycling	10	1	1			12
10	CY	Solid waste	13		1	1	2	17
10	Compactor	Solid waste	1			1		2
10	CY	Mixed Recycling	3					3
10	CY	Gravel						0
10	CY	Cardboard	1					1
10	CY	Sludge	1				1	2
10	CY	Dry Waste						0
10	CY	Wood	2		1			3
10	CY	Yardwaste	1					1
10	CY	Concrete	2					2
10	CY	Metal	1		1			2
10	CY	Dirt	1					1
10	CY	C&D	1					1
14	CY	Solid waste	12	1	1	1	3	18
14	CY	Dry Waste						0
14	CY	Cardboard	2					2
14	CY	Metal	1					1
14	CY	Plastic	1					1
14	CY	Sludge	1					1
14	CY	Yardwaste		1				1
14	CY	C&D	1					1
15	Compactor	Solid waste	4	3	1			8
16	Compactor	Solid waste		1				1
19	CY	Solid waste						0
20	CY	Solid waste	40	1	1	1	3	46
20	Compactor	Solid waste	11		2	1		14
20	CY	Dry Waste					1	1
20	CY	Metal	2					2
20	Compactor	Mixed Recycling				1		1
20	CY	C&D	1	1	5		1	8
20	CY	Cardboard	5					5
20	CY	Food Waste	1					1
20	Compactor	Food Waste	2					2
20	CY	Wood	8					8
20	CY	Yardwaste	3					3
20	CY	Sludge					1	1
20	CY	Special Waste	1					1
22	Compactor	Solid waste	1					1
25	Compactor	Solid waste	4			2	1	7
25	CY	Recycling						0
25	CY	Organics						0
25	Compactor	Cardboard	2					2
27	CY	Solid waste				1		1
28	Compactor	Solid waste	1					1
29	Compactor	Solid waste	1					1
30	CY	Solid waste	17	1	2	1		21
30	Compactor	Solid waste	9	3	1	2		15
30	CY	Metal	3					3
30	CY	C&D	4		1		1	6
30	CY	Cardboard	3					3
30	Compactor	Cardboard	2		1			3
30	CY	Glass	1					1
30	CY	Mixed Recycling	2					2
30	CY	Wood	5	1				6
30	CY	Special Waste						0
30	CY	Yardwaste	2			1	1	4
34	Compactor	Dry Waste			1			1
35	CY	Solid waste						0
35	Compactor	Dry Waste	1		1			2
36	Compactor	Solid waste	1					1
36	CY	Dry Waste						0
40	CY	Solid waste	20	1		2		23
40	Compactor	Solid waste	8	1		1		10
40	Compactor	Dry Waste	3	1				4
40	CY	C&D	12	2	4			18
40	CY	Cardboard	2					2
40	CY	Plastic	1					1
40	CY	Wood	6					6
40	Compactor	Recycling		1	1			2
40	CY	Yardwaste	2			1		3
40	CY	Special Waste	1					1
41	CY	Dry Waste						0
42	Compactor	Dry Waste			1		1	2

Table 13  
2018 Allocation Report<sup>1</sup>

<b>RESIDENTIAL GARBAGE ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
201	2336
202	2332
203	2138
204	2140
205	2154
206	2161
207	2162
208	2159
209	2143
210	2142
211	2141
212	2145
213	2177
214	2149
222	2326
223	2327
<b>RESIDENTIAL RECYCLE ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
231	2338
232	2328
233	2144
234	2153
235	2151
236	2167
237	2156
238	2147
239	2155
240	2154
241	2157
242	2165
243	2146
244	2136
<b>RESIDENTIAL GREEN WASTE ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
281	2337
282	2329
283	2168
284	2169
285	2171
286	2173
287	2170
288	2172
<b>COMMERCIAL GARBAGE ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
141	1217
142	1218
143	1220
144	1219
145	1212
<b>COMMERCIAL RECYCLE ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
170	1221
171	1216
172	1213
272	2330
290	2324
<b>INDUSTRIAL ROUTES</b>	
<b>Routes</b>	<b>Truck#</b>
301	3424
302	3423
303	3419
304	3418
305	3422
306	3421
307	3413
308	3410
310	3420

Allocation Report<sup>1</sup> is based on the route number and their total yards picked up. To define jurisdictional allocations, the total route yards are apportioned using a calculation based on number of accounts, collection frequency and size of carts/containers serviced in each jurisdiction within each route.

**Table 14  
2018 Gross Billings Report by Sector**

City	Industrial	Commercial	Residential	Total
Hercules	\$288,485.28	\$255,216.04	\$735,261.23	\$1,278,962.55
Pinole	\$292,351.17	\$501,117.65	\$650,101.22	\$1,443,570.04
WCCC	\$138,238.46	\$285,682.73	\$1,075,010.51	\$1,498,931.70
Richmond	\$3,217,650.01	\$1,962,616.91	\$3,167,275.47	\$8,347,542.39
San Pablo	\$294,099.09	\$665,533.79	\$731,036.52	\$1,690,669.40
<b>Annual Total</b>	<b>\$4,230,824.01</b>	<b>\$3,670,167.12</b>	<b>\$6,358,684.95</b>	<b>\$14,259,676.08</b>

Agenda Item 8.2 - Attachment 1

Table 15  
2018 West County Resource Recovery Permits Status

Type	Issued by	Permit #	Issued	Expiration/Review Date
Solid Waste Facilities Permit	CIWMB/CalRecycle	07-AA-0034	12/30/96	09/12/21
Contra Costa County Land Use Permit	Contra Costa County	2053-92	07/13/93	*****
Transporter Registration	DTSC	5718	03/10/17	04/30/19
EPA ID#	DTSC	CAL000338887	12/12/08	*****
Motor Carrier Permit	Department of Motor Vehicles	CA#0128843	07/06/18	06/30/19
Permit To Operate- HHW Facility ID#10014853 (CERS)	Contra Costa County Hazardous Materials Programs Certified Unified Program Agency	07-000-772345 PR0048760 PR0058496 PR0055711	07/01/18	06/30/19
Permit To Operate- Permanent HHW Collection Facility ID#FA0024847 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0017440	03/01/13	*****
EPA # (WCRR)	State of California EPA	CA0001014075		*****
State Generator ID#	State of California- Board of Equalization	HAHQ36053552	08/06/96	*****
EPA # (HHW Facility)	State of California EPA	CAH111000720		*****
Permit by Rule (PBR)	DTSC	111000720	06/01/05	*****
BAAQMD Air Permit	BAAQMD	Plant#6316	12/02/17	12/01/19
Storm Water Permit	State of California Water Boards	ID#2-071011525	07/01/15	06/30/19
Certified Recycling Center	CalRecycle	RC7165	08/02/16	05/31/21
Certified Drop-off or Collection Program	CalRecycle	CP0665	08/01/18	07/31/20
Fire Permit	Contra Costa County Fire Protection District	P-2012-02420	04/20/12	*****
Weighmaster License	California Department of Food & Agriculture	008131	09/01/18	09/01/19
Permit to Operate Air Pressure Tank	CA OSHA	A004166-07	03/02/17	03/01/22
Permit to Operate Air Pressure Tank	CA OSHA	A072078-05	03/02/17	03/01/22
Permit to Operate Air Pressure Tank	CA OSHA	A072105-08	03/02/17	03/01/22
Permit to Operate Air Pressure Tank	CA OSHA	A005034-11	03/02/17	03/01/22
Commercial Modular Office Registration Serial#36189	State of California Department of Housing and Community Development	CCE6523	1995	10/31/19
Commercial Modular Office Registration Serial#36190	State of California Department of Housing and Community Development	CCE6522	1995	10/31/19
Commercial Modular Office Registration Serial#24191	State of California Department of Housing and Community Development	CCE6521	1995	10/31/19
Commercial Modular Office Registration Serial#24192	State of California Department of Housing and Community Development	CCE6520	1995	10/31/19
Commercial Modular Office Registration Serial#12193	State of California Department of Housing and Community Development	CCE6519	1995	10/31/19
Commercial Modular Office Registration Serial#36188	State of California Department of Housing and Community Development	CCE6343	1995	10/31/19
Business License	Contra Costa County	028768	12/14/14	06/30/19
Sharps - City of Hercules- Facility ID#FA0036960 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0032791	03/01/16	02/28/19
Sharps - Richmond Police Dept.- Facility ID#FA0036951 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0032782	03/01/16	02/28/19
Sharps - Annex Senior Center- Facility ID#FA0036961 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0032792	03/01/16	02/28/19
Sharps - Senior Center- 2525 MacDonalD Ave Facility ID#FA0036955 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0032787	03/01/16	02/28/19
Sharps - Pinole Public Safety Bldg. 880 Tennent Ave- Facility ID#FA0027405 MED/DENT/VET Clinic	Contra Costa County Environmental Health Division	PT0018818	03/01/16	02/28/19
Permit To Operate- WCRR ID#10654360 (CCERS)	Contra Costa County Hazardous Materials Programs Certified Unified Program Agency	07-000-775194 PR0068043	07/01/18	06/30/19
City of El Cerrito Business License	City of El Cerrito	17-0002553	07/05/18	06/30/19
Permit by Rule (PBR): El Cerrito	DTSC	CAH111001448	05/01/17	*****
Permit To Operate- RecycleMore El Cerrito Satellite HHW Facility ID#10738333 (CERS)	Contra Costa County Hazardous Materials Programs Certified Unified Program Agency	07-000-775455 PR0068573 PR0068574 PR0068540	07/01/18	06/30/19

Table 15  
2018 West Contra Costa Sanitary Landfill and Golden Bear Transfer Station Permits Status

Type	Issued by	Permit #	Issued	Expiration	Review Date
Solid Waste Facilities Permit - WCCSL	CCC Health Services Dept.-Environmental Health and CalRecycle	07-AA-0001	2010	08/01/20	
Solid Waste Facilities Permit - Organic	CCC Health Services Dept.-Environmental Health and CalRecycle	07-AA-0044	05/26/10	05/26/20	
Solid Waste Facilities Permit - GBTS	CCC Health Services Dept.-Environmental Health and CalRecycle	07-AA-0056	2006	02/24/21	
Contra Costa County Land Use Permit Conditional Use Permit (CUP)	Contra Costa County	#2054-92	amended 12-2004		Under review
BAAQMD Title V	City of Richmond	#92-53; CUDR 1101132	October 2004		Under review
BAAQMD Permit to Operate	Bay Area Air Quality Mgmt. Dist.	1840	06/01/17	06/01/22	revised
General Industrial Activities Storm water Permit	Bay Area Air Quality Mgmt. Dist.	1840	annual	NED <sup>2</sup>	
Richmond Fire Department	State Water Resources Control Bd	#207105532	revised Statewide 7/1		
Permit to Operate Air Pressure Tank	Richmond Fire Department	F15-00614	annual	12/31/18	
Permit to Operate Air Pressure Tank	CA OSHA	#A001646-83	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A002249-03	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A002251-03	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A002252-03	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A002253-03	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A004518-11	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A005528-14	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A004989-09	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A005229-14	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A004252-93	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A004251-93	annual	01/26/19	
Permit to Operate Air Pressure Tank	CA OSHA	#A004253-93	annual	01/26/19	
Weigh master License	California Department of Food & Agriculture	6069	annual	7/1/2018	
Water Reuse Permit	West County Wastewater District	SD-13	every 3 yrs.	3/15/2022	
City of Richmond Leachate Agreement	City of Richmond	None	3/30/1999	NED2	
City of Richmond Business Certificate	City of Richmond	4001-1711	annual	12/31/2018	
NDFE Amendment adding Golden Bear TS to IMW	WCCIMWA	Resolution #05-1	2005	NED	
State Generator ID#	State Bd of Equalization	SU CH 100 244777	Not available	****	
State Generator ID#	State Bd of Equalization	SR CH 99510080	Not available	****	
State Generator ID#	State Bd of Equalization	SR CH B 99651389	Not available	****	
EPA # (NOVE Power Plant)	State of California EPA	CAD981613888	Not available	****	
EPA # (GBTS)	State of California EPA	CAL000327585	Not available	****	
EPA # (WCL)	State of California EPA	CAD 041844002	Not available	****	
City of Richmond Storm water Permit	City of Richmond	SW13-00490	2013	expires 2016	Under review
CUPA	CCC - Haz. Mils Prog	714013	annual	3/1/2018	
NOVE Annual Business Authorization / Permit	CCC Health Services	77-1491	annual	6/30/2018	
Environmental Impact Report	State of California	2002102057	7/13/2004	None	
Waste Discharge Requirements	Regional Water Quality Control Bd	R2-2002-0066	6/1/2002	****	
Waste Discharge Requirements	Regional Water Quality Control Bd	R2-2006-0008	1/1/2006	****	
CCC Annual Business License	CCC Health Services	71-4013	annual	6/30/2018	
CDFA Organics Certification	CA Dept. of Food & Agriculture	N/A	annual review	8/15/2018	
Organic Materials Review Institute Certification	Organic Materials Review Institute	N/A	7/2/2013	9/1/2018	

<sup>1</sup>\*\*\*\* Federal, State or Local regulatory permits that do not have set expiration dates but have established requirements that must be followed.

<sup>2</sup>NED – No Expiration Date

Table 16  
2018 Truck Tare Report

Truck	License Plate Number	Status	Current Tare (Pounds)	Previous Tare (Pounds)	Difference In Weight (Pounds) <sup>1</sup>	Last Tare Date
1212	8V67947	Active	38,660	38,320	340	3/5/2019
1213	26085G1	Active	38,840	38,920	-80	3/5/2019
1214	29343B1	Active	38,520	39,180	-660	3/5/2019
1216	8W95741	Active	38,520	37,780	740	3/5/2019
1217	87156G2	Active	37,800	37,400	400	3/5/2019
1218	35925H2	Active	37,400	37,500	-100	3/5/2019
1219	90127G2	Active	37,940	New Truck	N/A	3/5/2019
1220	61797M2	Active	37,640	New Truck	N/A	3/5/2019
1221	03470P2	Active	38,740	New Truck	N/A	3/5/2019
3409	8H58255	Active	26,600	26,780	-180	3/5/2019
3410	78557B1	Active	26,280	26,360	-80	3/5/2019
3413	63613X1	Active	26,220	26,600	-380	3/5/2019
3418	63614X1	Active	27,040	27,400	-360	3/5/2019
3419	32549G1	Active	26,560	26,080	480	3/5/2019
3420	8C96882	Active	26,320	26,400	-80	3/5/2019
3421	57871P1	Active	26,360	26,660	-300	3/5/2019
3422	8C43098	Active	26,460	26,720	-260	3/5/2019
3423	8C43099	Active	26,500	26,580	-80	3/5/2019
3424	62729M2	Active	30,500	New Truck	N/A	3/5/2019
2136	8R94438	Active	34,400	34,400	0	3/5/2019
2137	8V67948	Active	35,400	34,880	520	3/5/2019
2138	8V70530	Active	35,420	34,980	440	3/5/2019
2139	8W68838	Active	35,200	35,140	60	3/5/2019
2140	8V68451	Active	35,280	35,380	-100	3/5/2019
2141 <sup>2</sup>	8V68452	Out of Service	0	0	0	
2142	8V68453	Active	35,500	35,020	480	3/5/2019
2143	8W68839	Active	35,540	35,040	500	3/5/2019
2144	8W84152	Active	35,940	35,580	360	3/5/2019
2145	85071V1	Active	36,020	35,460	560	3/5/2019
2146	8284581	Active	35,240	34,540	700	3/5/2019
2147	8269383	Active	35,400	34,780	620	3/5/2019
2149	47375A1	Active	35,920	35,740	180	3/5/2019
2151	36475A1	Active	35,180	35,020	160	3/5/2019
2153	37564A1	Active	35,540	35,360	180	3/5/2019
2154 <sup>2</sup>	8269384	Sent out for repairs	0	0	0	3/5/2019
2155	8269306	Active	35,460	35,300	160	3/5/2019
2156	24152B1	Active	35,760	35,060	700	3/5/2019
2157	37563A1	Active	35,520	35,620	-100	3/5/2019
2158	37565A1	Active	36,160	35,820	340	3/5/2019
2159	36476A1	Active	36,640	35,660	980	3/5/2019
2161	36477A1	Active	35,480	35,140	340	3/5/2019
2162	36479A1	Active	35,560	35,500	60	3/5/2019
2167	8R52710	Active	34,680	34,780	-100	3/5/2019
2168	86630U1	Active	37,180	36,780	400	3/5/2019
2169	86631U1	Active	37,520	37,140	380	3/5/2019
2170	86632U1	Active	37,200	37,100	100	3/5/2019
2171	86633U1	Active	37,540	37,400	140	3/5/2019
2172	86634U1	Active	37,380	37,920	-540	3/5/2019
2173	36961J2	Active	37,280	36,720	560	3/5/2019
2176	91148P2	Active	36,920	New Truck	N/A	3/5/2019
2177	91570P2	Active	38,360	New Truck	N/A	3/5/2019
2324	7T36273	Active	35,500	35,560	-60	3/5/2019
2326	8C43147	Active	36,180	36,120	60	3/5/2019
2327	8D73327	Active	35,720	35,540	180	3/5/2019
2328	8C43165	Active	36,020	35,780	240	3/5/2019
2329	8C43166	Active	35,800	36,440	-640	3/5/2019
2331	8J72707	Active	36,500	New Truck	N/A	3/5/2019
2332	8J72706	Active	36,280	New Truck	N/A	3/5/2019
2336	54857G1	Active	16,260	16,040	220	3/5/2019
2337	54858G1	Active	16,580	16,440	140	3/5/2019
2338	86847V1	Active	16,640	16,560	80	3/5/2019

<sup>1</sup>Tare weight variances can be associated with several factors such as the number of drivers on board, the amount of fuel, repairs to the vehicle over time, materials storage in vehicle, modifications/additions to the equipment, and tires.

<sup>2</sup>These trucks were out of service during weight tarring.

**Table 17**  
**2018 JPA Dry Waste Processing Tonnage**

Date	Dry Waste for Processing				Total JPA Dry Waste for Processing
	Buy Back & Drop-off Donations	Commercial & Industrial Source Separated	Dry Waste	Non-JPA Dry Waste	
January	41.07	8.56	1,334.36	49.63	1,334.36
February	36.56	4.10	1,146.35	37.20	1,149.82
March	37.01	15.04	1,450.67	55.28	1,447.44
<b>Total</b>	<b>114.64</b>	<b>27.70</b>	<b>3,931.38</b>	<b>142.11</b>	<b>3,931.61</b>
April	36.15	5.09	1,375.21	47.35	1,369.10
May	47.99	5.46	1,397.96	46.68	1,404.73
June	48.93	3.83	1,273.99	66.60	1,260.15
<b>Total</b>	<b>133.07</b>	<b>14.38</b>	<b>4,047.16</b>	<b>160.64</b>	<b>4,033.97</b>
July	49.24	1.97	970.29	42.74	978.76
August	50.01	5.88	1,408.19	57.79	1,406.29
September	33.85	1.30	1,111.03	41.06	1,105.12
<b>Total</b>	<b>133.10</b>	<b>9.15</b>	<b>3,489.51</b>	<b>141.58</b>	<b>3,490.17</b>
October	48.61	3.33	1,395.74	47.24	1,400.44
November	37.23	1.48	1,327.01	39.92	1,325.80
December	24.61	1.22	1,178.19	33.15	1,170.87
<b>Total</b>	<b>110.45</b>	<b>6.03</b>	<b>3,900.94</b>	<b>120.31</b>	<b>3,897.10</b>
<b>2018 Total</b>	<b>491.25</b>	<b>57.26</b>	<b>15,368.99</b>	<b>564.65</b>	<b>15,352.86</b>

Table 18  
2018 School & Education Outreach Metrics

Date	School	City	Grades	Outreach Type	Number of Presentations	Number of Students
1/9/2018	Stewart Elementary	Pinole	1st	Presentation	1	18
1/9/2018	Stewart Elementary	Pinole	1st	Presentation	1	24
1/18/2018	Nystrom Elementary	Richmond	3rd	Tour	1	19
1/18/2018	Shannon Elementary	Pinole	3rd	Presentation	1	23
1/18/2018	Lupine Hills Elementary	Hercules	3rd	Presentation	1	22
2/13/2018	Lupine Hills Elementary	Hercules	3rd	Tour	1	22
2/13/2018	West County Mandarin School	Richmond	K	Assembly	1	72
2/15/2018	Chavez Elementary	Richmond	3rd	Tour	1	30
2/15/2018	Chavez Elementary	Richmond	3rd	Tour	1	30
2/22/2018	St. Paul	San Pablo	2nd and 3rd	Assembly	1	55
3/23/2018	Harding Elementary	El Cerrito	2nd	Presentation	1	24
3/15/2018	Lincoln Elementary	Richmond	2nd	Tour	1	16
3/15/2018	Riverside Elementary	San Pablo	4th	Tour	1	27
4/10/2018	Stewart Elementary	Pinole	2nd	Tour	1	18
4/19/2018	Ford Elementary	Richmond	2nd	Tour	2	37
4/19/2018	Montalvin Elementary	Richmond	1st-5th	Game	5	375
4/24/2018	Washington Elementary	Richmond	1st	Assembly	1	70
5/8/2018	Stewart Elementary	Pinole	2nd	Tour	1	38
5/10/2018	Aspire Public Schools	Richmond	2nd	Tour	2	50
5/15/2018	Aspire Public Schools	Richmond	1st and 2nd	Presentation	2	100
5/24/2018	Aspire Public Schools	Richmond	4th and 5th	Assembly	1	120
5/29/2018	Aspire Public Schools	Richmond	Tk and K	Assembly	2	70
6/6/2018	Building Blocks for Kids	Richmond	Mixed	Presentation	1	15
6/8/2018	Aspire Public Schools	Richmond	Tk and K	Assembly	1	56
6/11/2018	Nutrition Center Outreach Event	Richmond	Mixed	tabling event	1	100
7/6/2018	Shields Reid Community Center	Richmond	Mixed	Presentation	1	70
7/11/2018	Richmond PAL Summer Youth presentation	Richmond	Seniors and College	Presentation	1	10
8/10/2018	Shields Reid Community Center	Richmond	2nd and 3rd	Tour	1	32
9/11/2018	Downer Elementary	San Pablo	5th	Presentation	1	30
9/11/2018	Downer Elementary	San Pablo	6th	Presentation	1	22
9/20/2018	Benito Juarez	Richmond	4th and 5th	Assembly	1	147
9/20/2018	Murphy Elementary School	CCC	1st	Presentation	1	23
9/20/2018	Mira Vista Elementary School	Richmond	2nd	Presentation	1	40
10/9/2018	Grant Elementary	Richmond	2nd	Tour	1	19
10/9/2018	Mira Vista Elementary School	Richmond	2nd	Tour	1	20
10/17/2018	Washington Elementary	Richmond	All grades	Assembly	2	440
10/18/2018	Madera Elementary	El Cerrito	2nd	Tour	1	27
11/13/2018	Dover Elementary	San Pablo	6th	Presentation	1	30
11/13/2018	Lake Elementary	Richmond	1st/2nd	Assembly	1	40
11/15/2018	Grant Elementary	Richmond	3rd	Presentation	2	45
12/6/2018	Aspire Public Schools	Richmond	2nd and 3rd	Tour	2	48
12/11/2018	Ford Elementary	Richmond	4th and 6th	Tour	2	62
12/13/2018	Hanna Ranch Elementary	Hercules	5th	Tour	1	32
12/20/2018	Washington Elementary	Richmond	4th	Presentation	1	24
				<b>Total</b>	<b>56</b>	<b>2592</b>



**recyclemore**  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Agreement with Nerd Crossing for Computer and Information Technology Systems Upgrades

---

## **ACTION REQUESTED**

Consideration of a motion to:

1. Authorize the Executive Director to enter into an agreement with Nerd Crossing for amount not to exceed \$23,821 for computer hardware, software and other information technology systems upgrades, and
2. Authorize the Executive Director to transfer funds in the amount of \$8,000 from a FY 2018-19 Operating Fund supplies and services account to the Capital Outlay account.

## **BACKGROUND**

The current RecycleMore computer and information technology (IT) system is old and out of date. The Dell computer central processing units (CPU's) and Hewlett-Packard monitors are 8 to 9 years old, the server is more than 10 years old and the networking system is believed to be more than 10 years old. None are working well, causing delays and less than productive employee time. As reported to the Board numerous times, upgrades are needed.

In 2018, RecycleMore's long time computer/IT maintenance contractor Schrader & Son closed their business. They recommended using Nerd Crossing of El Sobrante for computer maintenance services. In October 2018, Nerd Crossing provided RecycleMore with a proposal for computer system upgrades. Their proposal was for more than \$23,000, and so staff decided that it would be important to try to obtain additional proposals to find if there was a similarly well qualified company that can provide the needed computer/IT system upgrades for less money.

On April 3, 2019 staff sent a letter request for proposals to five local computer/IT companies: 1) CE Group of Hercules, CA; 2) Custom Computers of Concord, CA; 3) SSP of Richmond, CA; 4) Nerd Crossing; and 5) Precision IT Consulting of Concord, CA. The deadline was April 22 to submit proposals. Only Nerd Crossing provided a proposal (attached).

It is recommended the Board authorize the Executive Director enter into an agreement with Nerd Crossing. A sample (not final) agreement between Nerd Crossing and RecycleMore is attached.

**FISCAL IMPACT**

The FY 2018-19 Operating Fund Budget includes \$16,000 for capital outlay. These funds were originally intended to be used for purchase of a RecycleMore vehicle, but upgrades to the computer/IT system are much more vital to the daily operations of the Authority. The Nerd Crossing proposal is for \$23,821. Thus, a transfer of funds is needed to provide sufficient capital outlay funding to pay for the computer and IT system upgrades. Staff recommends transferring \$8,000 from a FY 2018-19 under expended supplies and services account to the FY 2018-19 Capital Outlay account.

**RECOMMENDED ACTION**

Consideration of a motion to:

1. Authorize the Executive Director to enter into an agreement with Nerd Crossing for amount not to exceed \$23,821 for computer hardware, software and other information technology systems upgrades, and
2. Authorize the Executive Director to transfer funds in the amount of \$8,000 from a FY 2018-19 Operating Fund supplies and services account to the Capital Outlay account.

Submitted by:

Stan Hakes  
Executive Director



**Attachment 1:** Nerd Crossing Proposal

**Attachment 2:** Sample Agreement between Nerd Crossing and RecycleMore



1475 N Broadway, Suite 307, Walnut Creek, CA 94596  
400 Appian Way, El Sobrante, CA 94803  
www.nerdcrossing.com  
info@nerdcrossing.com  
1-888-NERD-XING (1-888-637-3946)

Agenda Item 8.3 - Attachment 1

*Honest, High Quality Technology Services*

## Recycle More October 15, 2018

The Recycle More office consists of the following:

### **Desktops**

- (7) Dell Vostro 230 Desktops
  - Build date: 11/30/2010
  - Warranty: 11/30/2011

### **Server**

- Windows Server 2008 SBS SP2 x64
  - Build date: 11/29/2010
  - Warranty: 11/30/2013
- Roles
  - ADDS (recyclemore.local)

### **Network**

- Comcast Business Class Router (Netgear)
- Netgear 16-Port Switch (GS116) Unmanaged

### **Printers**

- HP LaserJet Pro MFP M426f-m427f
- Xerox AltaLink C8045

### **Software**

- MS Office Professional 2010
- Adobe Acrobat X Pro
- MS Essentials

### **Vendors**

- Office365 (Exchange)

### **Recommendations**

- Upgrade desktops
- Upgrade server
- Upgrade network infrastructure

1475 N Broadway, Suite 307, Walnut Creek, CA 94596  
 400 Appian Way, El Sobrante, CA 94803  
 www.nerdcrossing.com  
 info@nerdcrossing.com  
 1-888-NERD-XING (1-888-637-3946)

Agenda Item 8.3 - Attachment 1



**Honest, High Quality Technology Services**

**Desktop Upgrade Project**

Product	Quantity	Price	Total
Dell OptiPlex, i5 processor Windows 10 Professional, 8GB RAM, 500GB HD	7	\$699.99	\$4,899.93
22" Monitors	7	\$149.99	\$1,049.93
Webroot Endpoint Protection	8	\$49.99	\$399.92
Microsoft Office 2016 Home & Business	7	219.99	\$1,539.93
Crashplan Cloud Backups (one year subscription)	1	120.00	\$120.00
Estimated Labor Costs	24	\$150.00	\$3,600.00
Sales Tax (8.75%)			\$690.35
Estimated Total			\$12,300.06

**Server Upgrade Project**

	Quantity	Price	Total
Certified Reconditioned Dell PowerEdge T620 Tower Server, Dual (2) Intel Xeon E5- 2660 8-Core 2.2GHz 20MB CPUs, 2.4TB (8 x 300GB) 15K 6Gb/s SAS 3.5" HDDs, 32GB (8 x 4GB) DDR3 PC3-10600 1333MHz Registered Memory, 3 Year Warranty	1	\$3,499.99	\$3,499.99
Windows Server 2016 Standard + 7 CALs	1	\$1,199.99	\$1,199.99
4TB external hard drive	2	\$139.99	\$279.98
Estimated Labor Costs	20	\$150.00	\$3,000.00
Sales Tax (8.75%)			\$435.75
Total			\$8,415.71

**Network Upgrade Project**

Ubiquiti Edgerouter	1	399.99	\$399.99
Ubiquiti 24 port Managed Switch	1	399.99	\$399.99
Ubiquiti WAP + Cloud Key	1	299.99	\$299.99
Miscellaneous Cabling	1	100.00	\$100.00
Estimated Labor Costs	12	\$150.00	\$1,800.00
Sales Tax (8.75%)			\$105.00
Total			\$3,104.97

## AGREEMENT FOR SERVICES

This Agreement is made and entered into this 9<sup>th</sup> day of May, 2019 by and between the **West Contra Costa Integrated Waste Management Authority** (hereinafter referred to as "RECYCLEMORE"), and Nerd Crossing (hereinafter referred to as "CONSULTANT").

### 1. SCOPE OF PRODUCTS AND SERVICES

See Exhibit "A": Proposal dated October \_\_\_\_, 2018

### 2. DELIVERABLES

The tasks detailed in Exhibit A- Proposal dated October \_\_, 2018 will be completed in a reasonable timeline in coordination between RECYCLEMORE and CONSULTANT.

### 3. RESPONSIBLE PERSONNEL AND DIRECTION

Jim Hammack will be charged with the completion of the CONSULTANT'S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from the RecycleMore Executive Director.

### 4. COMPENSATION

CONSULTANT agrees to perform the Scope of Products and Services delineated herein, and RECYCLEMORE agrees to make payments for work completed under the following terms:

1. **Fees.** CONSULTANT fees shall not exceed \$23,821. Products, Hourly rates and reimbursement of costs are detailed in Exhibit A.

### 5. TERM OF AGREEMENT

Unless otherwise agreed to in writing, the term of this Agreement shall be from May 10, 2019 through September 30, 2019.

### 6. AMENDMENT

This Agreement may be amended, modified or changed by the parties provided that modification or change is in writing and approved by the authorized representatives of the parties.

### 7. OWNER OF DOCUMENT/PROPRIETARY INTEREST

It is agreed that RECYCLEMORE has a proprietary interest in all material prepared by CONSULTANT under this Agreement, with the exception of promotional materials, and may retain, alter or use as it sees fit all portions of the material prepared for the completion of the project.

**8. SUBCONTRACTORS**

CONSULTANT may utilize professional subcontractors only as approved by RECYCLEMORE.

**9. ADDITIONAL SERVICES**

In the event RECYCLEMORE desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by amendment to this Agreement in accordance with compensation rates to be negotiated at that time.

**10. INDEPENDENT CONTRACTOR**

It is specifically understood and agreed that in the making and performance of this contract, CONSULTANT is an independent contractor and is not and shall not be an employee, agent, or servant of RECYCLEMORE.

**11. NONDISCRIMINATION**

There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment because of age, race, religion, sex or national origin.

**12. CONSULTANT CONFLICT OF INTEREST**

CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, RECYCLEMORE's Conflict of Interest Code (on file in RECYCLEMORE Clerk's Office). It is incumbent upon the CONSULTANT or CONSULTANT'S firm to notify RECYCLEMORE of any staff changes relating to this Agreement.

**13. ASSIGNMENT**

CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of RECYCLEMORE.

**14. AGREEMENT BINDING**

This Agreement is binding on the heirs, successors and assigns of the parties hereto.

**15. APPLICABLE LAW AND ATTORNEY'S FEES**

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provisions of the Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

**16. SEVERABILITY**

If any one or more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

**17. TERMINATION**

- A. RECYCLEMORE may terminate this Agreement at any time, without cause, by giving the CONSULTANT thirty (30) days written notice of discontinuance and termination of Agreement.
- B. RECYCLEMORE may, at any time, at its discretion, abandon or suspend any portion of the work being done under the terms of this Agreement. In the event of abandonment or suspension of work for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, the CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by RECYCLEMORE.
- C. In the event of Agreement termination, RECYCLEMORE shall pay CONSULTANT all sums then due and unpaid under the Agreement, including sums for products completed and work not completed, but in preparation, on a time and materials basis. Payment by RECYCLEMORE of such compensation shall be considered full and final settlement of all work performed by the CONSULTANT under this Agreement.

**18. INSURANCE AND INDEMNIFICATION**

- A. **Insurance Requirements.** Before beginning any work under this Agreement, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the CONSULTANT and its agents, representatives, employees, and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

- B. **Workers' Compensation.** CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, CONSULTANT may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.
- C. **Commercial General and Automobile Liability Insurance.**
1. **General Requirements.** CONSULTANT, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
  2. **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.
- D. **Professional Liability Insurance (Required for all licensed consultants).** CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.
- E. **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
1. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
  2. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to RECYCLEMORE and its officers, employees, agents, and volunteers.
- F. **Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall

be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to RECYCLEMORE.

- G. **Additional Insured; Primary Insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that RECYCLEMORE and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to RECYCLEMORE and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by RECYCLEMORE shall be called upon to contribute to a loss under the coverage.
- H. **Variation.** RECYCLEMORE may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that RECYCLEMORE's interests are otherwise fully protected.

**19. Indemnification.**

CONSULTANT shall indemnify, defend with counsel reasonably acceptable to RECYCLEMORE, and hold harmless RECYCLEMORE and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of CONSULTANT or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work.

With respect to third party claims against the CONSULTANT, the CONSULTANT waives any and all rights of any type of express or implied indemnity against the Indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt RECYCLEMORE from its own fraud, willful injury to the person or property of another, or violation of law. In addition, and notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

**20. MISCELLANEOUS PROVISIONS**

- A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the party's control.
- B. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- C. This agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this agreement to form a partnership or joint venture.
- D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.
- E. The Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from RECYCLEMORE.

**21. ATTACHMENTS**

Exhibit A – Nerd Crossing Proposal Dated October 15, 2018

IN WITNESS WHEREOF, RECYCLEMORE AND CONSULTANT have caused their authorized representatives to execute this Agreement.

**RECYCLEMORE**

**CONSULTANT**

By:

By: \_\_\_\_\_

\_\_\_\_\_  
Stan Hakes

\_\_\_\_\_  
Jim Hammack

\_\_\_\_\_  
RECYCLEMORE Executive Director

\_\_\_\_\_  
Principal

# Agenda Report



**recyclemore**  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

**Date:** May 9, 2019  
**To:** West Contra Costa Integrated Waste Management Authority Board  
**From:** Stan Hakes, Executive Director  
**Subject:** Agreement with Municipal Resource Group LLC for Financial Review Services - Calendar Year 2014-2018 HHW Program Actual Expenses

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## ACTIONS REQUESTED

Consideration of a motion to authorize the Executive Director to enter into an agreement with Municipal Resource Group LLC (MRG) for an amount not to exceed \$14,774 for financial review (audit) of the years 2014 through 2018 household hazardous waste program actual cost figures as submitted by Republic Services.

## BACKGROUND

Household hazardous waste (HHW) management services are a core function of RecycleMore. RecycleMore has provided some form of HHW services for our service area and for additional West Contra Costa County areas (by contract) for more than 20 years.

For many years, HHW services were provided through a previous post-collection agreement with Republic Services. On October 10, 2013, the West Contra Costa Integrated Waste Management Authority (also known as RecycleMore) entered into an agreement with Republic Services for Post-Collection recycling and disposal services. This Post-Collection Agreement (PCA) also includes HHW services to be provided by Republic Services.

The PCA includes provisions for an annual HHW budget for operation and administration of the HHW programs provided by Republic as part of the PCA. The PCA does not include provisions for a balancing account. Rather than negotiate with Republic Services each year on the specifics of the HHW Budget, and because there are no provisions for a balancing account in the PCA, in November 2018 the Board approved a side agreement with Republic Services.

The HHW Side Agreement includes a number of basic conditions and provisions, including provisions for calculating and establishing the annual HHW Program Budget, a deadline for Republic to submit the annual proposed Budget, a process for the RecycleMore Board to approve the Budget, a list of allowable and non-allowable costs and the process to reconcile the HHW Budget vs. actual costs.

## RECONCILIATION OF ACTUAL HHW PROGRAM COSTS VS. BUDGET

The HHW side agreement includes provisions that explain how Republic is required to provide a reconciliation of actual annual costs vs. budgeted expenses for 2014, 2015, 2016 and 2017. Republic is also responsible for providing the Authority with 2018 reconciliation by April 1, 2019.

Recently, Republic Services provided Authority staff with a summary “true up” reconciliation of calendar year 2018 through 2018 actual costs (please see Attachment 1). This is a summary, and Republic has indicated they are willing to provide more detailed information as required by RecycleMore staff or by a qualified contractor working on behalf of RecycleMore.

**PROPOSED AGREEMENT WITH MRG**

Reviewing five years of actual HHW Program cost data and trying to ensure the costs are consistent with the HHW side agreement would consume many staff hours. Only the Executive Director is qualified to conduct such a review, and the Executive Director has numerous other responsibilities and projects to complete prior to retiring in July of this year. It is recommended that RecycleMore hire an outside contractor to complete the review of the 2014-2018 HHW cost data.

MRG is well qualified to provide the financial review-audit type services required to ensure that Republic Services is meeting their commitments to the HHW side agreement. It is recommended the Board authorize the Executive Director to enter into an agreement with MRG.

**FISCAL IMPACT**

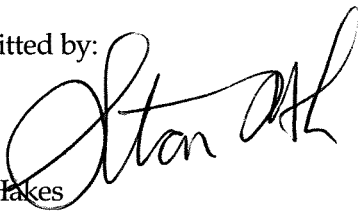
The FY 2018-19 Operating Fund Budget includes \$175,000 for outside professional services. This includes funding for standard legal services, JEPA update legal services, City of San Pablo financial services, annual financial audit and various other professional services and studies. It is anticipated these funds will be almost fully expended by the end of FY 2018- 19.

The FY 2018-19 Recycling Fund Budget includes \$105,000 for one-time projects and services. This includes funding for a records management policy and plan, disaster debris management plan and organization and staffing study. None of these projects are anticipated to be completed during FY 2018- 19. Thus, staff plans to use this Recycling Fund project designated funding to pay for the proposed financial review services to be provided by MRG.

**RECOMMENDED ACTION**

Consideration of a motion to authorize the Executive Director to enter into an agreement with Municipal Resource Group LLC (MRG) for an amount not to exceed \$14,774 for financial review (audit) of the years 2014 through 2018 household hazardous waste program actual cost figures as submitted by Republic Services.

Submitted by:



Stan Hakes  
Executive Director

**Attachment 1:** HHW Expense True-Up 2014-2018

**Attachment 2:** Proposal to Provide a Review and Analysis of the Authority’s Household Hazardous Waste Program Expenditures for the years 2014-2018, by Municipal Resource Group, LLC

**Attachment 3:** Sample Agreement between MRG and RecycleMore

Agenda Item 8.4 - Attachment 1

HHW Expense True-Up  
2014 - 2018

	2014		2015		2016		2017		2018		Summary	
	Actual Total	Budget	Actual Total	Budget	Actual Total	Budget	Actual YTD	Budget	Actual YTD	Budget	Actual YTD	Budget
Wages & Benefits	\$ 111,584.00	\$ 84,709.00	\$ 109,689.64	\$ 84,380.00	\$ 81,520.43	\$ 86,538.00	\$ 84,506.74	\$ 86,538.00	\$ 96,622.06	\$ 89,550.00	\$ 484,122.87	\$ 429,370.68
Maintenance Supplies, Spare Parts & Outside Services	\$ 37,132.00	\$ 36,050.00	\$ 113,424.46	\$ 35,910.00	\$ 84,481.48	\$ 40,490.00	\$ 133,275.72	\$ 40,490.00	\$ 135,271.66	\$ 41,899.00	\$ 513,565.32	\$ 193,742.00
HHW Facility Outside Services	\$ 558,690.00	\$ 581,094.00	\$ 491,658.01	\$ 578,837.00	\$ 482,901.57	\$ 525,000.00	\$ 468,619.44	\$ 539,621.00	\$ 367,265.92	\$ 558,400.00	\$ 2,369,134.94	\$ 2,782,952.00
Fuel	\$ 2,513.00	\$ 3,652.00	\$ 3,981.84	\$ 3,638.00	\$ 3,467.22	\$ 2,563.00	\$ 3,856.65	\$ 2,634.00	\$ 4,342.89	\$ 2,726.00	\$ 18,161.60	\$ 15,713.00
Utilities	\$ 5,305.00	\$ -	\$ 8,943.59	\$ -	\$ 9,713.41	\$ 4,169.00	\$ 12,209.73	\$ 4,295.00	\$ 15,979.22	\$ 6,852.00	\$ 52,050.95	\$ 15,906.00
Property Taxes	\$ 15,947.00	\$ -	\$ 18,905.38	\$ -	\$ 18,253.99	\$ 11,812.88	\$ 18,131.76	\$ 12,442.00	\$ 18,911.39	\$ 13,181.00	\$ 89,946.52	\$ 37,135.88
Insurance	\$ 3,834.00	\$ 3,722.00	\$ 7,961.19	\$ 3,708.00	\$ 9,535.25	\$ 1,133.00	\$ 8,881.63	\$ 1,165.00	\$ 9,256.42	\$ 1,205.00	\$ 35,470.49	\$ 10,933.00
JPA Requested Programs												
Satelite HHW Facility (El Cerrito Recycling Center)	\$ -	\$ -	\$ -	\$ -	\$ 12,037.30	\$ 81,000.00	\$ 117,478.84	\$ 81,000.00	\$ 197,361.55	\$ 100,000.00	\$ 326,877.79	\$ 262,000.00
Sharps Containers/Sharps & Pharmaceutical Disposal	\$ 19,034.00	\$ -	\$ 23,658.16	\$ 21,194.00	\$ 27,064.00	\$ 32,000.00	\$ 26,900.86	\$ 32,000.00	\$ 27,563.91	\$ 32,000.00	\$ 124,221.03	\$ 117,194.00
Recycled Paint (Re-use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	\$ -	\$ 4,200.00	\$ -	\$ -	\$ -	\$ 8,400.00
Three Special One Day Collection Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,329.48	\$ 83,952.00	\$ 108,753.34	\$ 114,000.00	\$ 219,082.82	\$ 197,952.00
Subtotal	\$ 754,039.00	\$ 709,227.00	\$ 778,222.27	\$ 727,667.00	\$ 738,953.65	\$ 785,454.56	\$ 984,191.05	\$ 888,027.00	\$ 976,830.35	\$ 959,813.00	\$ 4,232,236.32	\$ 4,070,198.56
Operator Profit Margin 15%	** \$ 87,091.50	\$ 81,915.72	\$ 116,733.34	\$ 109,150.05	\$ 110,843.05	\$ 117,818.68	\$ 147,628.66	\$ 133,204.05	\$ 146,524.55	\$ 143,971.95	\$ 608,821.10	\$ 586,061.45
HHW Revenue	\$ (50,335.00)	\$ -	\$ (55,026.08)	\$ -	\$ (41,162.57)	\$ (46,000.00)	\$ (65,960.18)	\$ (42,625.00)	\$ (52,743.10)	\$ (45,000.00)	\$ (265,286.93)	\$ (133,625.00)
<b>Total Operating Expense</b>	<b>\$ 790,795.50</b>	<b>\$ 791,142.72</b>	<b>\$ 839,929.53</b>	<b>\$ 836,817.05</b>	<b>\$ 808,634.13</b>	<b>\$ 857,254.25</b>	<b>\$ 1,055,859.53</b>	<b>\$ 978,606.05</b>	<b>\$ 1,070,611.80</b>	<b>\$ 1,058,744.95</b>	<b>\$ 4,575,830.49</b>	<b>\$ 4,522,835.01</b>

Actual to Budget Variance \$ (947.21) \$ 3,112.48 \$ (46,650.12) \$ 87,253.48 \$ 11,826.85 \$ 53,195.48

\*\* NOTE: Operating Margin for 2014 11.55%  
\*\*\* NOTE: Includes HHW Unpaid Kensington Invoices C2 2018 to Q4 2018  
\*\*\* NOTE: If the HHW Kensington Invoices had been paid by CC County, the 2018 YTD results would have been under budget by (\$6,402)

Category	Vendor	Year				Grand Total
		2015	2016	2017	2018	
Fuel	FUEL	\$ 3,981.84	\$ 3,467.22	\$ 3,856.65	\$ 4,342.89	\$ 15,648.60
HHW Facility Outside Services	STERICYCLE/PSC	\$ 491,658.01	\$ 482,901.57	\$ 468,619.44	\$ 367,265.92	\$ 1,810,444.94
Insurance	INSURANCE	\$ 7,961.19	\$ 9,535.25	\$ 8,881.63	\$ 5,258.42	\$ 31,636.49
Maintenance Supplies, Spare Parts & Outside Services	48 BARRIERS				\$ 1,544.00	\$ 1,544.00
	Access Central (800 Line)	\$ 660.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 2,820.00
	ADMIN	\$ 41,707.40	\$ 47,476.80	\$ 47,476.80	\$ 47,476.80	\$ 184,137.80
	ALBANY STEEL INC (fence gate repair)	\$ 437.04				\$ 437.04
	ALL STAR GLASS - HY		\$ 395.00			\$ 395.00
	ALWARD CONSTRUCTION COMPANY				\$ 5,655.63	\$ 5,655.63
	AMAZON MKTPLACE PMTS		\$ 63.88			\$ 63.88
	AMERICAN BATTERY CO				\$ 166.54	\$ 166.54
	ARMOR LOCKSMITH SERVICES-			\$ 39.93		\$ 39.93
	ASSOCIATED SERVICES COMPANY	\$ 142.88				\$ 142.88
	AURORA ENVIRONMENTAL SERVICES	\$ 1,801.00				\$ 1,801.00
	B&D CONTRACTOR	\$ 587.50				\$ 587.50
	BAY CITIES REFUSE SERVICE INC				\$ 1,440.00	\$ 1,440.00
	CALIFORNIA REFUSE RECYCLING	\$ 1,458.33				\$ 1,458.33
	CDW DIRECT LLC (Two laptops for HHW)			\$ 1,790.53		\$ 1,790.53
	CONTRA COSTA COUNTY BUSINESS LIC	\$ 25.67	\$ 53.37			\$ 79.04
	CONTRA COSTA HEALTH SERVICES			\$ 505.00	\$ 808.00	\$ 1,313.00
	CONTRACT MANAGER			\$ 6,372.89		\$ 6,372.89
	CURB APPEAL LANDSCAPE LLC				\$ 810.00	\$ 810.00
	EL CERRITO ELECTRIC	\$ 4,900.00	\$ 7,260.00	\$ 2,010.00	\$ 1,510.00	\$ 15,680.00
	ELECTRICAL SERVICES CO				\$ 35.21	\$ 35.21
	ELECTRONIC INNOVATIONS	\$ 46.87				\$ 46.87
	E-RECYCLING OF CALIFORN		\$ 440.85	\$ 433.51	\$ 842.55	\$ 1,716.91
	FAHY TREE SERVICE			\$ 1,152.00		\$ 1,152.00
	FRANK GONZALES	\$ 4,800.00	\$ 2,880.00			\$ 7,680.00
	FRIZZIE CORP			\$ 1,704.75	\$ 154.32	\$ 1,859.07
	FRYS ELECTRONICS		\$ 9.98			\$ 9.98
	GOLDEN GATE TRUCK CENTER			\$ 2,073.30	\$ 1,004.82	\$ 3,078.12
	GRAINGER		\$ 67.33	\$ 266.14	\$ 26.93	\$ 360.40
	HARDESTERS MARKET			\$ 139.41		\$ 139.41
	HAWKINGS TRAFFIC		\$ 1,137.92			\$ 1,137.92
	HD SUPPLY FACILITIES MAI		\$ 494.26			\$ 494.26
	HHW ADMIN SUPPORT/UTILITY			\$ 14,511.33	\$ 17,669.90	\$ 32,181.23
	HHW Permit Fee through PPD JE				\$ 5,120.15	\$ 5,120.15
	IDSCANNER COM			\$ 1,820.00		\$ 1,820.00
	IN BAY-LAN COMMUNICATION				\$ 1,570.40	\$ 1,570.40
	IN WEST COAST TRAINING S		\$ 50.00			\$ 50.00
	INNERWORKINGS INC			\$ 15,272.63	\$ 20,314.97	\$ 35,587.60
	INTERNATIONAL FIRE				\$ 2,772.96	\$ 2,772.96
	J&O TIRE			\$ 185.00		\$ 185.00
	Mechanic & Repairs	\$ 8,718.38				\$ 8,718.38
	KEL AIRE				\$ 47.20	\$ 47.20
	LANER ELECTRIC SUPPLY	\$ 311.07	\$ 117.81			\$ 428.88
	LAW OFFICES OF SCOTT W GORDON	\$ 6,055.50		\$ 2,362.50		\$ 8,418.00
	LEGAL		\$ 3,032.90			\$ 3,032.90
	LOPEZ BUILDING & GROUNDS	\$ 1,728.00	\$ 1,728.00	\$ 1,728.00	\$ 1,368.00	\$ 6,552.00
	MAPISTRY INC				\$ 139.82	\$ 139.82
	NICOLE FORTE CONSULTING	\$ 800.00				\$ 800.00
	OLIVERS ACE HDWE			\$ 24.89		\$ 24.89
	ORC WESTERN EXTERMINATOR				\$ 2,250.00	\$ 2,250.00
	ORCHARD SUPPLY	\$ 399.90	\$ 338.01	\$ 114.74	\$ 17.46	\$ 870.11
	PACIFIC SANITATION				\$ 292.07	\$ 292.07
	PASTIME HDWE				\$ 49.38	\$ 49.38
	PAYPAL PREZEBRMC			\$ 303.51	\$ 654.92	\$ 958.43
	PDCS CONSULTING	\$ 2,620.00				\$ 2,620.00
	PDF CONSULTING	\$ 2,377.50				\$ 2,377.50
	PERMIT FEES	\$ 7,284.24	\$ 9,180.40			\$ 16,464.64
	QUENCH USA INC	\$ 891.22	\$ 431.32	\$ 431.32		\$ 1,753.87
	R&S ERECTION RICHMOND	\$ 5,733.63				\$ 5,733.63
	RETHINK GREEN	\$ 228.25				\$ 228.25
	ROTO-ROOTER PLUMBERS			\$ 196.00		\$ 196.00
	SAFETY KLEEN		\$ 2,164.00	\$ 1,511.25	\$ 942.50	\$ 4,617.75
	SAFETYSIGN.COM			\$ 50.23		\$ 50.23
	SANPABLO PLMBING SUPPLY		\$ 11.96			\$ 11.96
	SECURITY	\$ 9,799.00	\$ 7,584.00	\$ 7,877.70		\$ 25,260.70
	SPRINT	\$ 46.54		\$ 544.00	\$ 544.00	\$ 1,134.54
	SQ INTERNATIONAL	\$ 687.38	\$ 2,935.19	\$ 2,437.62	\$ 1,238.37	\$ 7,298.56
	STAPLES			\$ 106.04		\$ 106.04
	SWEETSER & ASSOCIATES, INC	\$ 4,500.00		\$ 1,925.00	\$ 1,200.00	\$ 7,625.00
	TERRACARE		\$ 1,040.00	\$ 2,559.09	\$ 1,727.45	\$ 5,326.54
	THE HOME DEPOT	\$ 297.45	\$ 90.83	\$ 356.10		\$ 744.38
	THE PROFESSIONAL TREE CAR				\$ 1,920.00	\$ 1,920.00

Category	Vendor	Year				Grand Total
		2015	2016	2017	2018	
	THIBAUT ENTERPRISES			\$ 703.75		\$ 703.75
	TMS ARMOR LOCKSMITHSMI	\$ 28.36				\$ 28.36
	TOWNSEND & STYER MAINTENANCE				\$ 472.34	\$ 472.34
	TOYOTA MATERIAL HANDLING	\$ 1,188.95	\$ 44.83			\$ 1,233.78
	TRI CITY FENCE	\$ 446.00			\$ 175.00	\$ 621.00
	VALBETTI PLUMBING AND HEA	\$ 94.21				\$ 94.21
	BRIDGESTONE AMERICAS TIRE	\$ 422.74				\$ 422.74
	CREATIVE SIGNES		\$ 585.83			\$ 585.83
	CURIE SERVICES		\$ 1,095.00			\$ 1,095.00
	IN CURIE ENVIRONMENTAL			\$ 3,533.57	\$ 3,645.00	\$ 7,178.57
	SIERRA STEEL WORKS		\$ 1,200.00	\$ 8,700.00	\$ 8,598.00	\$ 18,498.00
	SQ HERTLEIN INDUSTRIES		\$ 507.00			\$ 507.00
	BC LABORATORIES				\$ 109.60	\$ 109.60
	OFFICE SUPPLIES	\$ 1,990.08		\$ 191.60	\$ 124.27	\$ 2,305.95
	USPS				\$ 100.00	\$ 100.00
	WESTERN EXTERMINATOR CO	\$ 209.38	\$ 1,325.00	\$ 1,145.60	\$ 13.09	\$ 2,693.07
<b>Maintenance Supplies, Spare Parts &amp; Outside Services Total</b>		<b>\$ 113,424.46</b>	<b>\$ 94,461.48</b>	<b>\$ 133,275.72</b>	<b>\$ 135,271.66</b>	<b>\$ 476,433.32</b>
<b>Property Taxes</b>	<b>PROPERTY TAXES</b>	<b>\$ 18,905.38</b>	<b>\$ 18,252.99</b>	<b>\$ 18,131.76</b>	<b>\$ 18,311.39</b>	<b>\$ 73,601.51</b>
<b>Satellite HHW Facility (El Cerrito Recycling Center)</b>	<b>CITY OF EL CERRITO BUSINESS LIC</b>			\$ 276.00	\$ 288.00	\$ 564.00
	CITY OF EL CERRITO WEB				\$ 263.62	\$ 263.62
	COMPUTER			\$ 1,790.53		\$ 1,790.53
	CONTRA COSTA HEALTH SERVICES			\$ 4,067.00		\$ 4,067.00
	CONTRACT MANAGER				\$ 3,714.48	\$ 3,714.48
	HHW El Cerrito Permit Fee through PPD JE				\$ 4,314.77	\$ 4,314.77
	HHW OPS SUPERVISOR		\$ 3,539.80	\$ 12,300.86	\$ 15,250.85	\$ 31,091.52
	INTERNATIONAL FIRE			\$ 302.71	\$ 342.71	\$ 645.42
	LAW OFFICES OF SCOTT W GORDON			\$ 1,612.50		\$ 1,612.50
	LEGAL		\$ 1,557.50			\$ 1,557.50
	SHARPS SOLUTIONS			\$ 5,826.00	\$ 11,432.00	\$ 17,258.00
	SPRINT			\$ 224.00	\$ 384.00	\$ 608.00
	STERICYLE			\$ 84,005.52	\$ 160,642.11	\$ 244,647.63
	SWEETSER & ASSOCIATES, INC		\$ 6,940.00			\$ 6,940.00
	THE HOME DEPOT			\$ 1,558.87		\$ 1,558.87
	TMS ARMOR LOCKSMITHSMI			\$ 366.70		\$ 366.70
	ULINE SHIP SUPPLIES			\$ 3,132.42		\$ 3,132.42
	CREATIVE SIGNES			\$ 1,358.83		\$ 1,358.83
	IN CURIE ENVIRONMENTAL			\$ 657.00	\$ 729.00	\$ 1,386.00
<b>Satellite HHW Facility (El Cerrito Recycling Center) Total</b>		<b>\$ -</b>	<b>\$ 12,037.30</b>	<b>\$ 117,478.94</b>	<b>\$ 197,361.55</b>	<b>\$ 326,877.79</b>
<b>Sharps Containers/Sharps &amp; Pharmaceutical Disposal</b>	<b>BARNETT MEDICAL SERVICES</b>	\$ 5,990.16	\$ 6,000.00	\$ 6,336.96	\$ 12,355.91	\$ 30,683.03
	SHARPS SOLUTIONS	\$ 17,668.00	\$ 21,064.00	\$ 20,564.00	\$ 15,208.00	\$ 74,504.00
<b>Sharps Containers/Sharps &amp; Pharmaceutical Disposal Total</b>		<b>\$ 23,658.16</b>	<b>\$ 27,064.00</b>	<b>\$ 26,900.96</b>	<b>\$ 27,563.91</b>	<b>\$ 105,187.03</b>
<b>Three Day Special Collection</b>	<b>ACT CITY OF RICHMOND</b>				\$ 1,045.84	\$ 1,045.84
	STERICYLE			\$ 109,476.25	\$ 99,343.50	\$ 208,819.75
	DEBRIS BOX SERVICES FROM RSS			\$ 853.23	\$ 8,364.00	\$ 9,217.23
<b>Three Day Special Collection Total</b>				<b>\$ 110,329.48</b>	<b>\$ 108,753.34</b>	<b>\$ 219,082.82</b>
<b>Utilities</b>	<b>UTILITIES</b>	\$ 8,943.59	\$ 9,713.41	\$ 12,209.73	\$ 15,879.22	\$ 46,745.95
<b>Wages &amp; Benefits</b>	<b>CONTRACT MANAGER</b>	\$ 61,179.72		\$ 12,745.78	\$ 10,400.55	\$ 84,326.05
	HHW OPS SUPERVISOR	\$ 48,509.92	\$ 81,520.43	\$ 71,760.97	\$ 86,421.51	\$ 288,212.82
<b>Wages &amp; Benefits Total</b>		<b>\$ 109,689.64</b>	<b>\$ 81,520.43</b>	<b>\$ 84,506.74</b>	<b>\$ 96,822.06</b>	<b>\$ 372,538.87</b>
<b>Grand Total</b>		<b>\$ 778,222.26</b>	<b>\$ 738,953.65</b>	<b>\$ 984,191.05</b>	<b>\$ 976,830.35</b>	<b>\$ 3,478,197.32</b>



**Proposal to Provide a Review and Analysis of the Authority's  
Household Hazardous Waste Program Expenditures for the years  
2014-2018**



MUNICIPAL RESOURCE GROUP, LLC  
675 HARTZ AVENUE, SUITE 300  
DANVILLE, CA 94526  
(925) 314-3889



April 29, 2019

Stan Hakes  
Executive Director  
Recyclemore—West Contra Costa Integrated Waste Management Authority  
One Alvarado Square  
San Pablo, CA 94806

Dear Mr. Hakes,

Municipal Resource Group is pleased to provide this Proposal to conduct a review and analysis of the Authority's Household Hazardous Waste expenditures for the years 2014-2018. As we discussed at our meeting, Dana Shigley, an experienced financial services professional, and myself will conduct the review and prepare a report for the Authority.

As you know Municipal Resource Group was founded by broadly experienced municipal professionals. Our consultants have many years of combined hands-on experience working as municipal managers and consultants, providing essential services, insights and support to local governments.

We are pleased to be able to submit our proposal using two of Municipal Resource Group's consultants to manage and conduct the analysis. Each has many years of experience in municipal government management, finance and public works/special district activities.

We look forward to the opportunity to work with you on this exciting project.

Sincerely,

Mike Oliver, President  
Municipal Resource Group, LLC

**Proposal to Provide a Review and Analysis of the Authority's  
Household Hazardous Waste Program Expenditures for the years 2014-2018**

**Project Background**

In January 2019, the West Contra Costa Integrated Waste Management Authority entered into a side letter agreement with West County Resource Recovery (and several related affiliates) that provides a method of accounting for revenues and expenses for household hazardous waste operations. The agreement, which covers calendar years beginning in 2014, requires the contractor to provide a reconciliation of budget and actual expenses and revenues for 2014-2018 by April 1, 2019. Consistent with good accounting practices, the Authority has asked MRG to review and analyze the cost information provided by the contractor to verify it is consistent with the allowable costs described in the agreement and the annual budgets approved by the Authority Board.

**Project Scope of Work**

MRG proposes to complete the following tasks in support of this project:

- **Task 1**  
Conduct a kick off meeting with key personnel from the Authority and Contractor at the Household Hazardous Waste Facility. This meeting will include a brief tour for MRG consultants.  
  
Review documentation provided by the Contractor and identify additional information and supporting documentation required to complete the analysis. MRG review and analysis will include expenses reported by Contractor for the years 2014 through 2018. The goal of this analysis is not to determine the absolute accuracy of each reported expenditure, but to focus primarily on significant expenditure categories, including contractor wages and benefits, outside services and JPA requested programs. MRG will request supporting documentation from Contractor as needed to complete this analysis. If supporting documentation cannot be provided electronically, MRG will travel to Contractor's worksite to obtain and review necessary documentation (up to three such visits).
- **Task 2**  
Analyze the supporting documentation to ensure the expenses are consistent with the approved budgets and allowable costs. In some cases, a sample of random invoices and documentation may be sufficient; in others, a more detailed review will be needed. MRG will create a spreadsheet analysis with budget and actual cost information to document verified expenses.
- **Task 3**  
Compile a draft report detailing findings and meet with Authority Executive Director to review the initial report. After this meeting, MRG will make changes as needed and finalize the report, then meet again with the Executive Director to present the final report.
- **Task 4**  
If requested by the Authority, MRG consultants will present the final report to the Authority Board. This is included as an optional item.

**Project Timeline**

A key component of this project requires coordination with Contractor to obtain needed information. Thus, project timing will depend on Contractor availability. With that in mind, we anticipate the following schedule:

- Kickoff Meeting: Two weeks from finalization of MRG contract.
- Complete Analysis of Information: 45 days from kickoff meeting (may vary depending on availability of documentation from Contractor).
- Preparation of Draft Report and meeting with Executive Director: 45 days from kickoff meeting.
- Preparation of Final Report and presentation to Executive Director: two weeks from meeting with Executive Director to review draft report. Note completion of the final report may be affected by requests for additional information.
- Presentation to Board of Directors at next available Board meeting (optional item).

**Consultants Assigned to this Project**

Municipal Resource Group is proposing two experienced professionals to conduct this project for the West Contra Costa Integrated Waste Management Authority:

- *Mike Oliver*, public and private sector consultant for the past nine years, former City Manager in three cities and President of Municipal Resource Group who will manage the project.
- *Dana Shigley*, public and private sector consultant with over 20 years of public sector experience as a finance director, city manager, redevelopment director and deputy county administrator.

Complete biographical information for Mike and Dana is attached to this proposal.

**Project Cost**

The total project budget of \$14,774.00 is comprised of the following tasks:

Task 1	\$ 4,117.00
Task 2	\$ 4,100.00
Task 3	\$ 4,567.00
Task 4 (optional)	\$ 1,090.00
Mileage/Misc.	<u>\$ 900.00</u>
Total Project Cost:	\$14,774.00

The current Municipal Resource Group hourly rates for these consultants are:

Mike Oliver	\$225.00
Dana Shigley	\$180.00

Billable monthly, plus authorized reimbursable expenses.

**References**

Our references include:

Valerie Barone, City Manager—City of Concord  
[Valerie.barone@cityofconcord.org](mailto:Valerie.barone@cityofconcord.org)  
925-671-3150

David Biggs, City Manager—City of Hercules  
[DBiggs@ci.hercules.ca.us](mailto:DBiggs@ci.hercules.ca.us)  
510-799-8200

Ryan Clausnitzer, General Manager—Alameda County Mosquito Abatement District  
[ryan@mosquitoes.org](mailto:ryan@mosquitoes.org)  
510-925-1756

**Mike Oliver – Partner**  
**Organizational Intervention, Realignment & Development**  
**MUNICIPAL RESOURCE GROUP, LLC**

Telephone: (510) 915-4376

[moliver@municipalresourcegroup.com](mailto:moliver@municipalresourcegroup.com)

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Mike Oliver leads Municipal Resource Group's Organizational Intervention, Realignment and Development practice area and serves as President. Mike's MRG services to public sector clients include:

- Fiscal and operational analysis;
- Service realignment and enhancement;
- Law enforcement services studies for cities and counties;
- Preparation of grand jury investigation responses; and
- Alternative service delivery options for local governments.

Mike often serves clients by leading specialist teams in financial interventions, forensic accounting and budget analysis projects. He has assisted a number of cities and special districts in restoring their fiscal integrity and addressing the financial challenges facing California's local governments. His consulting activities include developing long-term development strategies for specialty public agencies including county fairs and transportation agencies. Mike often conducts public input and visioning processes and presents findings to elected officials and employees. With over 17 years of consulting experience, Mike has a recognized track record of assisting clients in addressing complex issues.

Mike has served as the City Manager of the Cities of Oakley, Citrus Heights and San Leandro. When Mike was the City Manager of San Leandro, the City created the first joint city-county redevelopment area in the state, induced over 500,000 square feet of commercial development and consolidated the City's Fire Operation with the Alameda County Fire Department. During his tenure as the first City Manager of Citrus Heights the City hired staff, negotiated a police services agreement, established the City's fiscal and expenditure management policies and practices, created the first redevelopment agency and negotiated settlement of the County's \$147 million lawsuit against the City. Today, Citrus Heights has over \$35 million in unencumbered reserves. During his tenure as the first City Manager of the City of Oakley, the City hired staff, built its City Hall, approved the general plan, approved 6,000 residential units and annexed over 2,500 acres of adjacent land.

Mike has presented at League of California Cities, Cal-LAFCO, California Special District and Bond Buyers conferences and professional organizations on a wide variety of subjects. His most recent presentations focus on the options for alternative service delivery and the fiscal issues faced by local government. Mike has his Bachelor's Degree in Political Science and Master's Degree in Public Administration from California State University at Hayward. He has also attended the Senior Government Officials course at the Kennedy School, Harvard College and has participated in training courses at the Menninger Clinic in Topeka, Kansas.

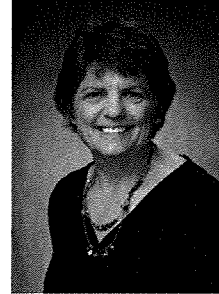
**Dana Shigley – Organizational Development and Finance  
MUNICIPAL RESOURCE GROUP, LLC**

Telephone: (707) 654-5797

[dshigley@solutions-mrg.com](mailto:dshigley@solutions-mrg.com)

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Dana Shigley is an experienced local government manager with proven expertise in the areas of public finance and budgeting, intergovernmental relations, organizational development, and community engagement.



Prior to affiliating with MRG, Dana was the City Manager of the City of American Canyon. During her tenure, she and her team successfully rebalanced the City's General Fund budget after the effects of the recession, negotiated long-term labor contracts, strengthened and benefitted from regional partnerships, and created robust community engagement. Through good planning and community outreach, several new long-term water policies and practices were developed and implemented that helped ensure American Canyon has the water it needs in the future.

In her nine total years with the City of Anderson, Dana assisted the City in a number of capacities. As the Finance Director and Treasurer for the City, she handled the municipal finance operation, water and sewer utility billing, computer information systems, debt management and purchasing, as well as directing the development of the the annual operating and capital budgets. Dana returned to the City to take on the roles of Grant Manager, Redevelopment Agency Executive Director and Assistant City Manager. She coordinated all activities of the Anderson Redevelopment Agency, providing policy and organizational support to the City Manager and supervised all aspects of the Finance Department. Specific accomplishments included partnering with the County of Shasta to build a 12,000-square-foot, \$4 million Teen Center/Public Health Clinic in the City's downtown business district and grant writing and management for more than \$6 million for housing, infrastructure, and recreation projects. She, then, progressed to work with the City as City Manager.

In addition, Dana has helped the City of Moorpark as the Director of Administrative Services and the County of Nevada as the Deputy County Administrator. In both of these roles, she was instrumental in development and presentation of the the annual budget and handling the municipal finance operations. For the County of Nevada, she analyzed, recommended and implemented significant budget reductions resulting from ERAF shifts of property tax revenues to local schools. She developed Proposition 172 Public Safety Augmentation Fund allocation policies. She managed special projects and programs, including a public safety services contract with City of Truckee, SB90 claims, community service granting programs, and others. For the City of Moorpark, her finance operations included development of a \$29 million annual budget, treasury and cash management, audits and reporting, redevelopment agency accounting, and debt management, and also managed the computer information systems, and purchasing/central services.

Dana has a Master of Arts, Public Policy and Administration from the California State University, Sacramento and a Bachelor of Science in Accounting from the California State University, San Bernardino.

## AGREEMENT FOR SERVICES

This Agreement is made and entered into this 9<sup>th</sup> day of May, 2019 by and between the **West Contra Costa Integrated Waste Management Authority** (hereinafter referred to as "RECYCLEMORE"), and Municipal Resource Group LLC (hereinafter referred to as "CONSULTANT").

### 1. SCOPE OF SERVICES

See Exhibit "A": Proposal dated April 29, 2019

### 2. DELIVERABLES

The tasks detailed in Exhibit A- Proposal dated April 29, 2019 will be completed in a reasonable timeline in coordination between RECYCLEMORE and CONSULTANT.

### 3. RESPONSIBLE PERSONNEL AND DIRECTION

Mike Oliver will be charged with the completion of the CONSULTANT'S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from the RecycleMore Executive Director.

### 4. COMPENSATION

CONSULTANT agrees to perform the Scope of Services delineated herein, and RECYCLEMORE agrees to make payments for work completed under the following terms:

1. **Fees.** CONSULTANT fees shall not exceed \$14,774. Hourly rates and reimbursement of costs are detailed in Exhibit A.

### 5. TERM OF AGREEMENT

Unless otherwise agreed to in writing, the term of this Agreement shall be from May 10, 2019 through January 30, 2020.

### 6. AMENDMENT

This Agreement may be amended, modified or changed by the parties provided that modification or change is in writing and approved by the authorized representatives of the parties.

### 7. OWNER OF DOCUMENT/PROPRIETARY INTEREST

It is agreed that RECYCLEMORE has a proprietary interest in all material prepared by CONSULTANT under this Agreement, with the exception of promotional materials, and may retain, alter or use as it sees fit all portions of the material prepared for the completion of the project.

**8. SUBCONTRACTORS**

CONSULTANT may utilize professional subcontractors only as approved by RECYCLEMORE.

**9. ADDITIONAL SERVICES**

In the event RECYCLEMORE desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by amendment to this Agreement in accordance with compensation rates to be negotiated at that time.

**10. INDEPENDENT CONTRACTOR**

It is specifically understood and agreed that in the making and performance of this contract, CONSULTANT is an independent contractor and is not and shall not be an employee, agent, or servant of RECYCLEMORE.

**11. NONDISCRIMINATION**

There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment because of age, race, religion, sex or national origin.

**12. CONSULTANT CONFLICT OF INTEREST**

CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, RECYCLEMORE's Conflict of Interest Code (on file in RECYCLEMORE Clerk's Office). It is incumbent upon the CONSULTANT or CONSULTANT'S firm to notify RECYCLEMORE of any staff changes relating to this Agreement.

**13. ASSIGNMENT**

CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of RECYCLEMORE.

**14. AGREEMENT BINDING**

This Agreement is binding on the heirs, successors and assigns of the parties hereto.

**15. APPLICABLE LAW AND ATTORNEY'S FEES**

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provisions of the Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

**16. SEVERABILITY**

If any one or more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

**17. TERMINATION**

- A. RECYCLEMORE may terminate this Agreement at any time, without cause, by giving the CONSULTANT thirty (30) days written notice of discontinuance and termination of Agreement.
- B. RECYCLEMORE may, at any time, at its discretion, abandon or suspend any portion of the work being done under the terms of this Agreement. In the event of abandonment or suspension of work for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, the CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by RECYCLEMORE.
- C. In the event of Agreement termination, RECYCLEMORE shall pay CONSULTANT all sums then due and unpaid under the Agreement, including sums for work not completed, but in preparation, on a time and materials basis. Payment by RECYCLEMORE of such compensation shall be considered full and final settlement of all work performed by the CONSULTANT under this Agreement.

**18. INSURANCE AND INDEMNIFICATION**

- A. **Insurance Requirements.** Before beginning any work under this Agreement, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the CONSULTANT and its agents, representatives, employees, and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.
- B. **Workers' Compensation.** CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, CONSULTANT may rely on a self-

insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.

**C. Commercial General and Automobile Liability Insurance.**

1. **General Requirements.** CONSULTANT, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
2. **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

**D. Professional Liability Insurance (Required for all licensed consultants).**

CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

**E. Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

1. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
2. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to RECYCLEMORE and its officers, employees, agents, and volunteers.

**F. Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to RECYCLEMORE.

- G. **Additional Insured; Primary Insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that RECYCLEMORE and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to RECYCLEMORE and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by RECYCLEMORE shall be called upon to contribute to a loss under the coverage.
- H. **Variation.** RECYCLEMORE may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that RECYCLEMORE's interests are otherwise fully protected.

**19. Indemnification.**

CONSULTANT shall indemnify, defend with counsel reasonably acceptable to RECYCLEMORE, and hold harmless RECYCLEMORE and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of CONSULTANT or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work.

With respect to third party claims against the CONSULTANT, the CONSULTANT waives any and all rights of any type of express or implied indemnity against the Indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt RECYCLEMORE from its own fraud, willful injury to the person or property of another, or violation of law. In addition, and notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

**20. MISCELLANEOUS PROVISIONS**

- A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the party's control.
- B. In the event any provisions of this agreement shall be held to be invalid and

unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

- C. This agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this agreement to form a partnership or joint venture.
- D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.
- E. The Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from RECYCLEMORE.

**21. ATTACHMENTS**

Exhibit A – Municipal Service Group Proposal Dated April 29, 2019

IN WITNESS WHEREOF, RECYCLEMORE AND CONSULTANT have caused their authorized representatives to execute this Agreement.

**RECYCLEMORE**

**CONSULTANT**

By:

By: \_\_\_\_\_

\_\_\_\_\_  
Stan Hakes

\_\_\_\_\_  
Mike Oliver

\_\_\_\_\_  
RECYCLEMORE Executive Director

\_\_\_\_\_  
Principal