

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES – MARCH 12, 2020

Meeting Date | Time 3/12/2020 6:15 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 Peter Holtzclaw, Christina Leard, Andy Schneider, Shannon Casey
Legal Counsel John Bakker

Board Members Present:
Directors: G. Lyman (Chair), El Cerrito; P. Murray, Pinole; A. Pineda (Vice Chair), San Pablo; N. Bates, and J. Myrick, Richmond
Absent: B. Choi (Richmond); D. Romero, Hercules; and F. Glover (Ex-Officio) Contra Costa County

CALL TO ORDER/ROLL CALL

Chair Lyman called the meeting to order at 6:23 P.M. The Roll Call established the existence of a quorum (Bates, Lyman, Murray, Myrick*, and Pineda). *Director Myrick arrived at 6:57 P.M.

CLOSED SESSION

Chair Lyman adjourned into closed session at 6:24 P.M. to consider the following:

- 1. Public Employee Performance Evaluation**
Title: Legal Counsel
- 2. Report Out of Closed Session**

The Board returned to open session at 6:43 P.M., and Chair Lyman advised that direction had been given to the Executive Director with regards to Legal Counsel.

PLEDGE OF ALLEGIANCE

Chair Lyman led the Pledge of Allegiance.

EX-PARTE COMMUNICATIONS & DISCLOSURE

Chair Lyman reported that Director Murray had filed ex-parté communications with regard to Agenda Item 8.2, Contract with Recyclist.

PUBLIC COMMENT

There were no comments from the public.

CONSENT CALENDAR

MOTION by Director Pineda to approve the Consent Calendar consisting of Items 6.0, 6.1, and 6.2.
SECOND by Director Bates.
MOTION PASSED unanimously.

STAFF REPORT

Staff Report Item 7.0 | Presenters | RecycleMore Staff

Source Reduction and Recycling Program Manager Andy Schneider reported that:

- 1) The annual Recycling Update Conference normally held in Berkeley and hosted by the Northern California Recycling Association scheduled for March 17 had been postponed until September; the North Richmond Earth Day Celebration set for April 25 had been cancelled altogether; and the Contra Costa Community College Earth Day 50th Anniversary event was still scheduled for April 22, although with a “wait to see.”
- 2) Republic Services and RecycleMore had just met with staff of the West Contra Costa Unified School District (WCCUSD) to discuss the eight field trips planned between now and May 12; the WCCUSD explained its policy of large events and instructed RecycleMore to let individual principals decide whether to carry on with the field trip gatherings of 35-40 students and staff; and notification had been sent out to the affected teachers and principals with a variety of responses to carry on or cancel the field trips.
- 3) Compost collection compliance had been discussed with the WCCUSD and at this point the Nutrition Center had been set up in seven individual elementary schools on cafeteria compost collection as well as working with Pinole and El Cerrito High Schools. The plan was to set up cafeteria compost collection at 8-10 more schools next year.
- 4) CalRecycle is currently satisfied with Republic and RecycleMore’s follow-up efforts and compliance stats; however coverage is expected to reach a new threshold when more generators would be covered; CalRecycle warned to begin preparing for SB 1383 and conference calls had been scheduled between CalRecycle staff, Republic, and RecycleMore in April to discuss the various SB 1383 requirements.
- 5) CalRecycle also identified a new law, AB 827 to go into effect July 1, 2020, requiring front of house compost and recycling diversion containers for all restaurants that were not bussed by staff (fast food restaurants) which would require compost and recycling collection available for the public requiring significant outreach, coordination, and ongoing follow-up; and RecycleMore would have to begin identifying the generators, creating its own signage, and probably providing containers, a big ask that would require a lot of additional effort and potential staffing.
- 6) CalRecycle had also identified April 20 through 29 for the annual site visits to meet with each individual city to provide examples of good diversion.

Recycling and Solid Waste Program Manager Christina Leard reported that:

- 1) Due to the coronavirus and the cancellation of events, RecycleMore would be monitoring the household hazardous waste (HHW) collection event on May 16 in Hercules, which could be postponed.
- 2) Nicole Forte of Republic Services had left the company and with Peter Nuti out for surgery, she [Christina] and Larry Sweetser had stepped in to assist with operations at the facility, specifically with signing the shipping manifests on Tuesdays until Ms. Forte’s position had been filled and Mr. Nuti had returned from surgery.

Executive Director, Peter Holtzclaw reported that:

- 1) The office move to 3220 Blume Drive was imminent.
- 2) Manager of Finance and Administrative Services interviews had occurred with final rounds in the next couple of weeks.
- 3) There had been meetings with CalRecycle in late January, and April site visits were imminent; currently CalRecycle had been dispersed from its campus for social distancing purposes and discussions were ongoing as to how site visits would occur.

Agenda Item 8.0 – Election of Board Chair and Vice Chair | Presenter Peter Holtzclaw – Executive Director

Chair Lyman nominated Vice Chair Pineda to be Chair. There were no other nominations. On motion by Director Murray to close nominations, seconded by Chair Lyman, and carried unanimously to elect *Abel Pineda* as Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors.

While the City of Pinole was next in line for nomination as Vice Chair, Director Murray declined the nomination given that he would be termed out.

Director Lyman nominated Director Bates to be Vice Chair. There were no other nominations. On motion by Director Murray to close nominations, seconded by Director Myrick, and carried unanimously to elect *Nathaniel Bates* as Vice Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors.

Agenda Item 8.1 – Approve Contract with R3 Consulting for SB 1383 Planning Assistance | Presenter Peter Holtzclaw – Executive Director

Executive Director Holtzclaw presented the contract with R3 Consulting for SB 1383 planning assistance, and reported that the contract had been discussed, the Request for Proposal (RFP) had been released in October 2019, R3 Consulting had been the only respondent with 3-4 subconsultants, and after meeting with CalRecycle he suggested the planning contract was essential for RecycleMore to secure planning assistance moving forward to implement SB 1383 in the most efficient manner.

There were no speakers.

Director Murray specifically cited Task 2.3 and Section 1-3 of the contract, which he suggested were contradictory with respect to the responsibility for review and whether each Member Agency or RecycleMore was to conduct the work. He also asked about the level of work required

Mr. Holtzclaw suggested that he and Mr. Nuti could perform the bulk of the work given their experience, but with Mr. Nuti's absence and given the upcoming office move and other RecycleMore staff responsibilities, he suggested the process would be better coming from a third party (R-3 Consulting), and then negotiate what Member Agency and RecycleMore staff would do going forward.

As to whether SB 1383 would increase rates and/or require a fourth can for organics collection in response to Director Bates, Mr. Holtzclaw suggested the impact, if any, remained to be seen. He was cautiously optimistic that rates would not increase but he wanted to see what the effect of SB 1383 would have on staff time at both the Member Agency and RecycleMore levels.

Mr. Schneider noted that most single-family homes already had a green cart and most people put their plant debris in that cart. The goal would be to get more individual families separating and reducing their food waste, which would be included in the green carts. No additional services are expected for single-family homes, although it is anticipated that there may be a need for additional routing, containers, and trucks to collect organics in sectors where there is not a current requirement to. As a result, some rate impacts were expected although that was unknown at this time since the state expected that costs would be recouped through rates. The goal was to manage that increase as much as possible to minimize the impact on the community and still remain in compliance.

MOTION by Director Myrick to authorize the Executive Director to enter into a contract with R3 Consulting in an amount not to exceed \$63,170 for SB 1383 Planning Assistance. **SECOND** by Director Lyman.

MOTION PASSED unanimously.

Agenda Item 8.2 – Approve Contract with Recyclist for Program Tracking Software | Presenter Peter Holtzclaw, Executive Director

Mr. Holtzclaw requested the removal of the item from the agenda, to be considered at a future meeting.

PUBLIC SPEAKERS

MARIA SANDERS, City of El Cerrito, supported the Recyclist agreement given the city’s belief that the Recyclist database was the best tool to help them and others efficiently comply with escalating compliance requirements. She clarified that Republic Services was not the collector and hauler for El Cerrito in that the city had a separate post-collection agreement and a separate hauler in East Bay Sanitary. Given El Cerrito’s need for access to the Recyclist database, she hoped that RecycleMore would have at least joint ownership to ensure the shielding of privileged El Cerrito information from Republic Services.

SAMANTHA CARR, City of Richmond, stated that Richmond staff supported the use of Recyclist which was extremely helpful with compliance of AB 341, AB 1826, and SB 1383, and which would be helpful to comply with all state mandates, to track compliance, to connect to the city’s dashboard, and to link the Recyclist data to the city’s portal. She supported either RecycleMore’s full ownership or co-ownership with Republic Services.

The item was pulled, to be considered at the next meeting.

BOARD MEMBER AND STAFF ANNOUNCEMENTS

Chair Pineda urged Directors to stay healthy, wash their hands, and take care of their community and loved ones.

ADJOURNMENT

With consensus of the Board, Chair Pineda adjourned the meeting at 7:18 P.M. until the regular Board meeting scheduled for May 14, 2020 at 6:15 P.M.

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 March 12, 2020.

Christina Leard

Board Secretary, Christina Leard

Jan 13, 2022

Date






2020 03-12 Board Meeting Minutes-WCCIWMA-RecycleMore

Final Audit Report

2022-01-13

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