

**** Please Note the early start time ****

Teleconference/Public Participation Information

This meeting will be held *exclusively* via teleconference participation of a quorum of Board members in locations not open to the public in compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act. The purpose of the orders is to provide the safest environment for staff and the public consistent with Contra Costa County Health Services' current public health recommendations, while allowing the public to observe and address the Board.

For this meeting, there will be no physical location from which members of the public may observe the meeting. Instead:

- Members of the public are welcome to observe and address the Board telephonically, at the appropriate time for public comment during the meeting, following these instructions:

Link to join Webinar: <https://us02web.zoom.us/j/83992565795>

Or phone: 1-669-900-6833 or 1-408-638-0968

Webinar ID: 839 9256 5795

During the meeting, the Chair will call for public comment. To make a public comment on a desired item while participating in the webinar, click on the "Raise Your Hand" option within the online webinar tool, or if participating via phone - dial *9.

Note: To improve everyone's opportunity to participate, please mute your microphone until you are called to speak.

- Members of the public are welcome to submit written comments via email to the Board Secretary at ChristinaL@Recyclemore.com prior or during the time for public comment at the meeting. The Board Secretary will share all comments with the Board at the meeting and make them part of the public record.

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) 609-1215 or by email at ChristinaL@Recyclemore.com with the following information: name, phone number, email, and type of assistance requested. 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 Performance Evaluation - Title: Executive Director:** Closed session with respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Title: Executive Director.
2. **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.

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 January 21, 2021 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 Approve Revised Job Description for Recycling Coordinator/Administrative Assistant Classification

Approve the proposed revised job description for the Recycling Coordinator/Administrative Assistant position.

6.2 Approve Letter of Support for AB 332 regarding Treated Wood Waste

Staff and Republic Services are asking that the RecycleMore Board offer their formal support for AB 332 regarding Treated Wood Waste.

6.3 Approve Sole Source Contract with R3 Consulting Group, Inc. for Triennial Review

Approve sole source contract with R3 Consulting Group, Inc. to provide consulting services to conduct and prepare a 2021 Triennial Review as stipulated in the 2013 Post Collection Agreement.

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 Board of Director Policies Update

Consideration of adoption of proposed Resolution No. 21-01 amending Resolution 05-05 regarding:

1. Meeting dates, time and location.
2. Order of business and receipt of public comment at Board of Director meetings.
3. Location of the principal office of the Authority.

8.1 Election of Board Chair and Vice-Chair

Nomination of candidates and election of Board Chair and Vice Chair for a term beginning February 11, 2021 and ending January 31, 2022.

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 March 11, 2021.



Agenda Report

Date: February 11, 2021
To: West Contra Costa Integrated Waste Management Authority Board
From: Peter Holtzclaw, Executive Director
Subject: January 21, 2021 Authority Board Meeting Minutes

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 January 21, 2021 Board meeting are attached.

FISCAL IMPACT

None.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
Executive Director

Attachment 1: January 21, 2021 Board Meeting Minutes

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES – JANUARY 21, 2021

Meeting Date | Time 1/21/2021 6:15 PM | Meeting Location *The meeting was held exclusively via teleconference participation of a quorum of Board members in locations not open to the public in compliance with the Governor’s Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act. The purpose of the orders is to provide the safest environment for staff and the public consistent with Contra Costa County Health Services’ current public health recommendations, while allowing the public to observe and address the Board. All votes of the Board to be Roll Call votes.*

Meeting called by Board of Directors

Type of meeting Special

Authority Staff Present Peter Holtzclaw, Christina Leard, Andy Schneider, Donald Sturman

Legal Counsel John Bakker

Board Members Present:

Directors: A. Pineda (Chair) San Pablo; T. Rudnick, El Cerrito; A. Tave, Pinole; D. Romero, Hercules; N. Bates (Vice Chair) (Note: Richmond had not yet appointed new Directors to replace outgoing Directors.)

Absent: D. Johnson, Alternate, Richmond; F. Glover (Ex-Officio) Contra Costa County

CALL TO ORDER/ROLL CALL

Chair Pineda called the meeting to order at 6:15 P.M. The Roll Call established the existence of a quorum (Bates, Pineda, Rudnick, Tave and Romero).

CLOSED SESSION

Chair Pineda adjourned into closed session at 6:17 P.M. to consider the following:

1. Public Employee Performance Evaluation – Title: Executive Director

Closed session with respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.
Title: Executive Director

2. Report Out of Closed Session

The Board returned to open session at 6:53 P.M. when Legal Counsel John Bakker advised that there was no reportable action from the closed session.

PLEDGE OF ALLEGIANCE

Chair Pineda led the Pledge of Allegiance.

EX-PARTE COMMUNICATIONS & DISCLOSURE

There were no ex-parté communications or disclosures.

PUBLIC COMMENT

No written comments were submitted, or oral comments made, by any member of the public.

CONSENT CALENDAR

MOTION by Director Romero to approve Consent Calendar Item 6.0. **SECOND** by Vice Chair Bates.

MOTION PASSED unanimously by a Roll Call vote.

STAFF REPORT

Staff Report Item 7 | Presenters | RecycleMore Staff

Executive Director Peter Holtzclaw introduced and welcomed to the Board the new Finance and Administration Manager Donald Sturman.

Recycling and Solid Waste Program Manager Christina Leard reported that:

- 1) *The Family Car*, an ESL lesson-based class (currently being conducted through Zoom due to the pandemic) to teach students about used oil and the safe handling of used oil had been very successful as shown in a report for the period July 15, 2020 to January 4, 2021, when seven classes had been taught. 94 percent of students had cars, and 37 percent reported they or someone in the household had changed their own oil, which was more than twice the state average for DIY households.
- 2) An email had been sent to the RecycleMore Board and all city staff about treated wood waste with the report that as of January 1, 2021, treated wood waste would no longer be accepted at any Class 1 landfill that had previously accepted treated wood waste due to the Governor’s veto of SB 68, which had left the state with a management issue of the material and only one option for disposal at Button Willow near Bakersfield. The state was working with the Department of Toxic Substances Control on a solution. Landfills would be able to apply for a variance which could take some time. In the meantime, contractors and others generating treated wood waste would either have to transport that waste to the one facility that accepted it or store it for now. Peter Nuti from Republic Services and Larry Sweetser of Sweetser & Associates would be at the regional staff meeting next week to provide more information on the issue and to respond to questions.

Agenda Item 8.0 – SB 1383 Implementation Workshop | Presenter Peter Holtzclaw – Executive Director and RecycleMore staff on R3 and SB 1383 Planning and Implementation.

Executive Director Holtzclaw presented a legislative overview of SB 1383, which was intended to reduce methane emissions from landfills by reducing the organic waste going into landfills that produced the methane. Local municipalities were to reduce organic waste in landfills by 75 percent by 2025, and recover 20 percent of edible food waste for human consumption. In RecycleMore’s case, 1,500 tons of edible food waste would have to be recovered. He identified the generalities of the law and noted that each jurisdiction would look to its contractor to provide organics collection for all commercial generators, with specific mandates for container systems, lid covers, education programs, inspections, and contamination reporting. A model ordinance to codify the regulations in the municipal codes of each jurisdiction with respect to solid waste and organics would be discussed with the city managers. The first deadline for implementation of SB 1383 had been identified as January 1, 2022, with other deadlines designated for other components of the legislation.

Mr. Holtzclaw referred to the Preparedness Study prepared by R3 Consulting and provided some background to RecycleMore’s status with CalRecycle with respect to compliance. He explained that RecycleMore was in good shape moving forward with SB 1383 implementation since it was already in compliance with a number of items associated with SB 1383 such as segregated organics collection and organics processing capacity. Outreach and education would be needed although the infrastructure was in place to allow that to occur.

Agenda Item No. 6.0 – Attachment 1

Mr. Holtzclaw reported that he would reach out to Republic Services and the city managers and city attorneys of the Member Agencies with respect to inspection and enforcement. He explained how that could be handled through the Member Agencies, RecycleMore, or a hybrid of both.

Rosemarie Radford, R3 Consulting, Inc., explained that because RecycleMore had taken an active role in the past, it was well positioned to be able to continue to perform that role on behalf of the Member Agencies to implement SB 1383, which she noted offered significant benefits to the Member Agencies and which was the most straight forward approach in the enforcement process. She noted that enforcement would start in 2024 when fines, if applicable, would be involved.

Director Romero referred to the model ordinance and recommended that non-compliance allow the revocation of a business license or a use permit, and Mr. Holtzclaw noted that a working group could evaluate those options.

In response to Director Bates, Mr. Holtzclaw clarified that through the Joint Exercise of Powers Agreement (JEPA) the Member Agencies had designated RecycleMore to administer compliance reporting through the state. He stated it would be up to the Member Agencies to determine how that would be handled although RecycleMore would still handle the reporting.

Director Romero emphasized the importance of spelling out the new regulations in simple terms and for each Member Agency to know the number of businesses in their jurisdiction that did not have an account with Republic Services.

Mr. Holtzclaw commented that there was another aspect to self-hauling under SB 1383 and monitoring reporting was also associated with that component. He described the other aspects of the law related to procurement of large amounts of compost or other organic waste products along with the procurement of recycled paper products. He acknowledged that a large part of the law had to do with edible food recovery and advised that RecycleMore would work with the County and RecycleSmart to consider a regional approach to edible food recovery. He noted that the Preparedness Study had offered good leads on how food was being recovered and how it was being processed.

Ms. Radford stated that the edible food recovery requirements were complex and the county had a significant responsibility for that component, and identifying and coordinating communication with the organizations involved would be an ongoing effort throughout the process.

Mr. Holtzclaw added that the 2020-21 budget had included \$50,000 to pursue the next level of analysis to coordinate edible food recovery with the county and RecycleSmart. He added that there was significant reporting from RecycleMore to CalRecycle in terms of the SB 1383 mandates which underscored the need to finalize the complicated contract with Recyclist to help in that regard.

Mr. Holtzclaw reported that he had heard from other jurisdictions the desire to reach out and lobby CalRecycle or the Legislature to delay the law and he asked for the Board's direction as to whether that possibility should be pursued.

Director Romero recommended that Mr. Holtzclaw meet with the city managers to discuss that issue and include that possibility as a Board agenda item.

Mr. Schneider clarified that RecycleMore worked closely with El Cerrito city staff to make sure that the El Cerrito accounts had been included in the overall compliance program and were made part of the process.

Mr. Holtzclaw expressed concern in terms of the goals of the law and the way the law was being implemented that the global sign-up for commercial businesses for organics would mean more trucks and more drivers although not a lot more material, or material that was heavily contaminated, which would increase costs at the compost facility with those costs being passed on to ratepayers. He was eager to mitigate those issues in terms of cost.

Chair Pineda supported a resolution of the Recyclist contract as soon as possible since it would be helpful in the process. Given the issues related to SB 1383, he recommended that the Board meet more often to do what had to be done to achieve compliance.

As part of the discussion, Mr. Holtzclaw and others offered a brief explanation of the intent of SB 1383 in terms of the trade-offs of impacts when reducing methane.

BOARD MEMBER AND STAFF ANNOUNCEMENTS

Mr. Holtzclaw agreed with the recommendation for more Board meetings this year given the issues related to SB 1383 moving forward.

The Board discussed the desire to meet monthly, and Ms. Leard clarified that meeting dates had been reduced for the 2020 calendar year only in that the Board was still scheduled to meet on the second Thursday of each month at 7:00 P.M., with the exception of the month of August.

Legal Counsel John Bakker confirmed that RecycleMore had an established resolution identifying its regular meetings, which could be cancelled or rescheduled if there were conflicts. He acknowledged the desire that the resolution be submitted to the Board to identify the actual meeting dates.

By consensus, the Board supported more regular meetings given the upcoming state mandates, wanted to prioritize outreach to the public, and expressed a preference to meet at 6:15 P.M. rather than the 7:00 P.M. identified in the resolution.

ADJOURNMENT

With consensus of the Board, Chair Pineda adjourned the meeting at 8:03 P.M. until the regular Board meeting scheduled for February 11, 2021 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 January 21, 2021.

Board Secretary

Date



Agenda Report

Date: February 11, 2021
To: West Contra Costa Integrated Waste Management Authority Board
From: Peter Holtzclaw, Executive Director
Subject: Approve Revised Job Description for Recycling Coordinator/ Administrative Assistant Classification

ACTIONS REQUESTED

Approve the proposed revised job description for the Recycling Coordinator/Administrative Assistant position.

BACKGROUND

The FY 2020-21 RecycleMore Budget includes funding to fill two positions, a Manager of Finance and Administrative Services and a Recycling Coordinator/Administrative Assistant. The Manager of Finance and Administrative Services position has been filled, leaving the Recycling Coordinator/Administrative Assistant position to be filled this fiscal year.

DISCUSSION

The Recycling Coordinator/Administrative Assistant position was a brand-new position created in 2016 and filled in 2017. During the time the position was filled from 2017 to 2019, it became clear to staff that some revisions were needed to the job description to accurately reflect reality. The primary revision to the 2016 job description is who the position reports to. The 2016 job description has the position reporting only to the Executive Director. The position works directly with both Program Managers as well as the Manager of Finance and Administrative Services, so the job description should reflect that. The job description was also revised to reduce the three to five year administrative experience requirement to a two year requirement. Additional revisions to the job description are minor and clarifying in nature.

FISCAL IMPACT

The FY 2020-21 Budget includes funding for the Recycling Coordinator/Administrative Assistant position for 12 months at the bottom step. The cost of this position included in the FY 2020-21 Budget is higher than the actual cost as the position has been vacant for most of 2020-21 fiscal year. Therefore, there are sufficient funds to fill the vacant Recycling Coordinator/ Administrative Assistant position.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
Executive Director

Attachments:

- 1: Proposed Revised Job Description
- 2: Approved Resolution 16-02, approving 2016 job description and setting salary range for the Recycling Coordinator/ Administrative Assistant position
3. Board Approved FY 20-21 Salary Schedule

**West Contra Costa Integrated Waste Management Authority
Job Description**

Job Title: Recycling Coordinator/Administrative Assistant
Reports To: Recycling Program Managers and Manager of Finance and Administrative Services
FLSA Status: Full Time, Non-Exempt
Prepared Date: April 2016, Revised February 2021
Approved By: Stan Hakes (2016); Peter Holtzclaw (2021)
Board Approval Date: July 14, 2016

Summary Description: The Recycling Coordinator/Administrative Assistant provides administrative support in the development and implementation of programs to achieve West Contra Costa Integrated Waste Management Authority’s recycling goals. This position will serve as a customer service champion in response to member agencies and community outreach activities. He/she will assist programs designed to reduce and divert solid waste from landfills and to reduce, recycle and properly dispose of household hazardous waste. He/she will also perform a variety of administrative/clerical duties relative to assigned areas of responsibility.

Essential Duties and Responsibilities (include, but are not limited to the following):

Program:

- Prepares and distributes community outreach brochures, informational materials and communications to expand public awareness of Authorities programs and services.
- Responsible for maintenance and content updates to Authority’s website and social media outreach activities.
- Works closely in conjunction with Republic Services and the school district in coordinating the school field trip program and related workshops.
- Facilitates with scheduling, logistics and may occasionally conduct classroom instruction, presentations and workshops at the schools (pre-school through 12th grade).
- May occasionally deliver informative recycling program presentations to groups such as, schools, businesses, residents, and/or associations.
- Exemplifies strong customer service skills when answering the recycling hotline.
- Represents the Authority at community events (such as, fairs, festivals, trade shows and other events (which may occur after normal working hours and on weekends): responds to questions, distributes educational materials and information regarding waste prevention, reuse, repair, composting and recycling.
- Conducts waste audits and assists with new and ongoing waste reduction programs for residential and businesses.
- Distributes recycling containers and various public education material to locations in the community (such as, residences and businesses).
- May attend and participate in professional group meetings/events to remain informed of new trends and innovations in recycling program development and implementation (which may occur after normal working hours)
- Researches and monitors current waste management trends to explore markets for recyclable materials.

Administrative:

- Provides administrative level support to the Executive Director and all staff.
- Provides high level customer service for inquiries about local waste management services.
- Provides support with the preparation of Board packets and reports; may include proofreading and editing Board meeting staff reports.
- Will be responsible for photocopying and preparing agenda packets for distribution.

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- Handles scheduling and set up of Authority Board meetings.
- Occasionally attends and records meetings, as necessary, (which occur after normal working hours or on weekends).
- May occasionally assist with preparation of proposals/applications for grants and other funding opportunities as they arise.
- Responsible for event planning, organizing and logistics – coordinate services for events including budget, permits and fees, facilities, signage, displays, staff participation and special needs requirements.
- Prepares, collects, tabulates, formats and analyzes survey information.
- Composes, proofs, edits, and disseminates Authority correspondence.
- Screens telephone calls and responds to complaints and requests through the Authorities email and website.
- Provides high level of customer service to member agencies, the public, in person, over the phone, and by email.
- Assists in developing and maintaining database and various spreadsheets to track relevant information (using Microsoft Office Suite and other technology platforms and software as needed).
- Develops educational PowerPoint presentations.
- Responsible for the collection and distribution of incoming and outgoing mail.
- Orders office and equipment supplies, as needed.
- May be required to assist with minor troubleshooting concerns with office equipment and software.
- Manages office files, records, and media library.
- Prepares incoming invoices for payment and processes bi-weekly accounts payable check requests.
- Assists in the preparation of Board meeting minutes as necessary.
- May serve as petty cash custodian, processes reimbursement and replenishment requests.

Other:

- Occasionally performs certain duties normally assigned to Manager of Finance and Administrative Services in her/his absence.
- Performs other related duties and projects, as assigned.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Qualifications:

- Demonstrated ability to be detail-oriented, prioritize tasks, and the ability to adapt and accommodate frequent interruptions.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Dynamic, energetic, forward-thinking and creative individual with high standards and an appropriate professional image.
- Proficient in administrative and clerical procedures and systems: word processing; preparing board packets; proposals; managing files and records; designing forms, brochures and publications; and other office procedures.
- Proficient with current office procedures, methods and equipment including computers and supporting word processing, spreadsheet and database applications (intermediate to advanced Microsoft Office Suite skills).
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Effective communication, both oral and written with the ability to work with the public.
- Demonstrated confidence in public speaking and presentation skills.
- Demonstrates strong organizational skills, is proactive and has exceptional attention to detail and follow through.
- Versatility, flexibility and willingness to work changing priorities.

- Highly collaborative and demonstrates willingness to work with the team.
- Competence in methods and techniques of designing and developing promotional and educational materials in support of assigned programs.
- Exemplifies characteristics of a champion of customer service.
- Ability to use discretion and good judgment when privy to sensitive or confidential information.
- Ability to make sound decisions and solve problems.
- Experience with working with children in a classroom and/or outdoor setting.
- Familiarity with the Public Resources Code and other regulatory provisions governing waste prevention and recycling programs helpful.
- Familiarity with general solid waste, recycling, and environmental protection concepts, methods and techniques helpful.
- Experience in graphic design with creation of outreach pieces and/or newsletters helpful.
- Experience in community organizing and/or working with diverse ethnic and socio-economic groups is helpful.
- Education and/or experience with concepts of finance and accounting helpful.
- Familiarity with West Contra Costa County is helpful.

Education or Experience:

- Bachelor's degree with major course work in Environmental Studies, Resource Management, Public or Business Administration, or a closely related field highly preferred.
- 2 years of relevant recycling and administrative experience.
- Interest and experience in environmental issues, public information, education and business.

Language Skills:

- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or member agencies of the business community.
- Ability to create presentations and content for publications and educational materials that conform to prescribed style and format.
- Ability to effectively present information to executive level management, the public, and/or boards of directors.
- Ability to read, analyze, and interpret technical journals, reports, and legal documents.
- Bilingual or multilingual in Spanish or other languages helpful.

Computer Skills:

- Must be highly proficient in Microsoft Office Suite: Word, Excel, PowerPoint and Outlook. Proficiency with Microsoft Access and Visio helpful.
- Ability to use other software programs and Internet tools, as required.
- Ability to type 55 WPM. 10-key skills desired.
- Desired proficiency with Adobe InDesign.

Certificates, Licenses, Registrations:

- Valid CA Driver's License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to sit and stand for extended periods of time up to (3-6 hours per day) with intermittent walking.
- Regularly required to use hands and fingers to write by hand, operate a computer keyboard and mouse to perform general office functions.

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- Occasionally required to stoop, kneel, crouch, and reach with hands and arms.
- Regularly requires the ability to speak, hear and exchange information.
- Must have visual acuity near and far, depth perception, field of vision, ability to focus on an object and ability to identify and distinguish colors.
- Occasionally may be required to lift and/or move bulky items weighing up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primary office work environment and occasional classroom or training environment with moderate noise levels.
- Off site and in field visits which may be louder or chaotic at times and may require special protective equipment such as; hearing protection, etc.

Acknowledgment: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This job description does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee

_____ Date _____

Signature Manager

_____ Date _____

RESOLUTION NO. 16-02
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR THE POSITION OF
RECYCLING COORDINATOR / ADMINISTRATIVE ASSISTANT

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) is empowered to hire employees;

WHEREAS, the Authority FY2016-17 Budget includes a position that is now vacated and was designated in the FY 2016- 7 Budget as Office Assistant/Recycling Coordinator;

WHEREAS, the Authority Executive Director, in consultation with the Board Internal Operations Committee, hired LEAP Solutions (“Consultant”), an outside professional consulting company, to complete a proposed job description and conduct a salary survey for the position;

WHEREAS, Consultant has completed a proposed job description and recommends the Authority designate the proposed position as a Recycling Coordinator / Administrative Assistant (Exhibit A);

WHEREAS, Consultant has conducted a salary survey for the Recycling Coordinator/ Administrative Assistant position and has provided a recommended salary range;

WHEREAS, the Executive Director finds the salary range proposed by Consultant, \$3,874.95 - \$5,173.11, is appropriate compensation for the duties and responsibilities of the newly created position of Recycling Coordinator/Administrative Assistant;

NOW, THEREFORE, the Board of Directors of the West Contra Costa Integrated Waste Management Authority resolves as follows:

**West Contra Costa Integrated Waste Management Authority
Job Description**

Job Title: Recycling Coordinator/Administrative Assistant
Reports To: Executive Director
FLSA Status: Full Time, Non-Exempt
Prepared Date: April 2016
Approved By: Stan Hakes
Board Approval Date:

Summary Description: The Recycling Coordinator/Administrative Assistant provides administrative support in the development and implementation of programs to achieve West Contra Costa Integrated Waste Management Authority's recycling goals. This position will serve as a customer service champion in response to member agencies and community outreach activities. He/she will assist programs designed to reduce and divert solid waste from landfills and to reduce, recycle and properly dispose of household hazardous waste. He/she will also perform a variety of administrative/clerical duties relative to assigned areas of responsibility.

Essential Duties and Responsibilities (include, but are not limited to the following):

Program:

- Prepares and distributes community outreach brochures, informational materials and communications to expand public awareness of Authority's programs and services.
- Responsible for maintenance and content updates to Authority's website and social media outreach activities.
- Works closely in conjunction with Republic Services and the school district in coordinating the school field trip program and related workshops.
- Facilitates with scheduling, logistics and may occasionally conduct classroom instruction, presentations and workshops at the schools (pre-school through 12th grade).
- May occasionally deliver informative recycling program presentations to groups such as, schools, businesses, residents, and/or associations.
- Exemplifies strong customer service skills when answering the recycling hotline.
- Represents the Authority at community events (such as, fairs, festivals, trade shows and other events): responds to questions, distributes educational materials and information regarding waste prevention, reuse, repair, composting and recycling.
- Conducts waste audits and assists with new and ongoing waste reduction programs for residential and businesses.
- Distributes recycling containers and various public education material to locations in the community (such as, residences and businesses).
- May attend and participate in professional group meetings/events to remain informed of new trends and innovations in recycling program development and implementation.
- Researches and monitors current waste management trends to explore markets for recyclable materials.

Administrative:

- Provides administrative level support to the Executive Director and all staff.
- Provides high level customer service for inquiries about local waste management services.
- Provides support with the preparation of Board packets and reports; may include proofreading and editing Board meeting staff reports.
- Will be responsible for photocopying and preparing agenda packets for distribution.
- Handles scheduling and set up of Authority Board meetings.
- Occasionally attends and records meetings, as necessary.
- May occasionally assist with preparation of proposals/applications for grants and other funding opportunities as they arise.
- Responsible for event planning, organizing and logistics – coordinate services for events including budget, permits and fees, facilities, signage, displays, staff participation and special needs requirements.
- Prepares, collects, tabulates, formats and analyzes survey information.
- Composes, proofs, edits, and disseminates Authority correspondence.

- Screens telephone calls and responds to complaints and requests through the Authorities email and website.
- Provides high level of customer service to member agencies, the public, in person, over the phone, and by email.
- Assists in developing and maintaining database and various spreadsheets to track relevant information.
- Develops educational PowerPoint presentations.
- Responsible for the collection and distribution of incoming and outgoing mail.
- Orders office and equipment supplies, as needed.
- May be required to assist with minor troubleshooting concerns with office equipment and software.
- Manages office files, records, and media library.
- Prepares incoming invoices for payment and processes bi-weekly accounts payable check requests.
- Transcribes digital recordings of meetings; assists in the preparation of Board meeting minutes.
- May serve as petty cash custodian, processes reimbursement and replenishment requests.

Other:

- Occasionally performs certain duties normally assigned to Manager – Office Administration in her/his absence
- Performs other related duties and projects, as assigned.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Qualifications:

- Demonstrated ability to be detail-oriented, prioritize tasks, and the ability to adapt and accommodate frequent interruptions.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Dynamic, energetic, forward-thinking and creative individual with high standards and an appropriate professional image.
- Proficient in administrative and clerical procedures and systems: word processing; preparing board packets; proposals; managing files and records; designing forms, brochures and publications; and other office procedures.
- Proficient with current office procedures, methods and equipment including computers and supporting word processing, spreadsheet and database applications.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Effective communication, both oral and written with the ability to work with the public.
- Demonstrated confidence in public speaking and presentation skills.
- Demonstrates strong organizational skills, is proactive and has exceptional attention to detail and follow through.
- Versatility, flexibility and willingness to work changing priorities.
- Highly collaborative and demonstrates willingness to work with the team.
- Competence in methods and techniques of designing and developing promotional and educational materials in support of assigned programs.
- Exemplifies characteristics of a champion of customer service.
- Ability to use discretion and good judgment when privy to sensitive or confidential information.
- Ability to make sound decisions and solve problems.
- Familiarity with the Public Resources Code and other regulatory provisions governing waste prevention and recycling programs helpful.
- Familiarity with general solid waste, recycling, and environmental protection concepts, methods and techniques helpful.
- Experience in graphic design with creation of outreach pieces and/or newsletters helpful.
- Experience in community organizing and/or working with diverse ethnic and socio-economic groups is helpful.
- Familiarity with West Contra Costa County is helpful.

Education or Experience:

- Bachelor's degree with major course work in Environmental Studies, Resource Management, Public or Business Administration, or a closely related field highly preferred.
- 3 – 5 years of relevant administrative experience.
- Interest and experience in environmental issues, public information, education and business.
- Experience with working with children in a classroom and/or outdoor setting.

Language Skills:

- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or member agencies of the business community.
- Ability to create presentations and content for publications and educational materials that conform to prescribed style and format.
- Ability to effectively present information to executive level management, the public, and/or boards of directors.
- Ability to read, analyze, and interpret technical journals, reports, and legal documents.
- Bilingual or multilingual in Spanish or other languages helpful.

Computer Skills:

- Must be highly proficient in Microsoft Office Suite: Word, Excel, PowerPoint and Outlook.
- Ability to use other software programs and Internet tools, as required.
- Ability to type 55 WPM. 10-key skills desired.
- Desired proficiency with Adobe InDesign.

Certificates, Licenses, Registrations:

- Valid CA Driver's License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to sit and stand for extended periods of time up to (3-6 hours per day) with intermittent walking.
- Regularly required to use hands and fingers to write by hand, operate a computer keyboard and mouse to perform general office functions.
- Occasionally required to stoop, kneel, crouch, and reach with hands and arms.
- Regularly requires the ability to speak, hear and exchange information.
- Must have visual acuity near and far, depth perception, field of vision, ability to focus on an object and ability to identify and distinguish colors.
- Occasionally may be required to lift and/or move bulky items weighing up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primary office work environment and occasional classroom or training environment with moderate noise levels.
- Off site and in field visits which may be louder or chaotic at times and may require special protective equipment such as; hearing protection, etc.

Acknowledgment: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This job description does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee

_____ Date _____

Signature Manager

_____ Date _____

**West Contra Costa Integrated Waste Management Authority
 July 1, 2020 Compensation Schedule Steps
 Attachment A-3**

Class Title	Cola Assumption	FY 2020-21	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	Class	Salary Rate	Step A (1)	Step B (2)	Step C (3)	Step D (4)	Step E (5)	
Executive Director	Exempt	Monthly	\$ 13,750	\$ -	\$ -	\$ -	\$ -	\$ -
		Semi-Monthly	\$ 6,875	\$ -	\$ -	\$ -	\$ -	\$ -
		Hourly	\$ 91.6667	\$ -	\$ -	\$ -	\$ -	\$ -
		Annually	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -
Manager of Finance & Admin. Manager	Exempt	Monthly	\$ 8,909	\$ 9,354	\$ 9,822	\$ 10,313	\$ 10,828	
		Semi-Monthly	\$ 4,454	\$ 4,677	\$ 4,911	\$ 5,156	\$ 5,414	
		Hourly	\$ 59.3904	\$ 62.3596	\$ 65.4777	\$ 68.7519	\$ 72.1893	
		Annually	\$ 106,903	\$ 112,247	\$ 117,860	\$ 123,753	\$ 129,941	\$ 106,903
			5.00%	5.00%	5.00%	5.00%		
Senior Program Manager	Exempt	Monthly	\$ 8,909	\$ 9,354	\$ 9,822	\$ 10,313	\$ 10,828	
		Semi-Monthly	\$ 4,454	\$ 4,677	\$ 4,911	\$ 5,156	\$ 5,414	
		Hourly	\$ 59.3904	\$ 62.3596	\$ 65.4777	\$ 68.7519	\$ 72.1893	
		Annually	\$ 106,903	\$ 112,247	\$ 117,860	\$ 123,753	\$ 129,941	\$ 117,860
			5.00%	5.00%	5.00%	5.00%		
Program Manager	Exempt	Monthly	\$ 7,085	\$ 7,439	\$ 7,811	\$ 8,202	\$ 8,612	
		Semi-Monthly	\$ 3,542	\$ 3,720	\$ 3,906	\$ 4,101	\$ 4,306	
		Hourly	\$ 47.2329	\$ 49.5945	\$ 52.0745	\$ 54.6781	\$ 57.4122	
		Annually	\$ 85,019	\$ 89,270	\$ 93,734	\$ 98,421	\$ 103,342	\$ 93,734
			5.00%	5.00%	5.00%	5.00%		
Recycling Coordinator/ Admin Assist.	Non-Exempt	Monthly	\$ 4,408	\$ 4,629	\$ 4,860	\$ 5,103	\$ 5,358	
		Semi-Monthly	\$ 2,204	\$ 2,314	\$ 2,430	\$ 2,552	\$ 2,679	
		Hourly	\$ 29.3893	\$ 30.8588	\$ 32.4015	\$ 34.0220	\$ 35.7227	
		Annually	\$ 52,901	\$ 55,546	\$ 58,323	\$ 61,240	\$ 64,301	\$ 58,322.72
			3.00%	3.00%	3.00%	3.00%		
								\$ 541,819



recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

Date: February 11, 2021
To: West Contra Costa Integrated Waste Management Authority Board
From: Peter Holtzclaw, Executive Director and Christina Leard, Program Manager
Subject: Approve Letter of Support for AB 332 regarding Treated Wood Waste

ACTION REQUESTED

Staff and Republic Services are asking that the RecycleMore Board offer their formal support for AB 332 regarding Treated Wood Waste.

BACKGROUND

Treated wood waste (TWW) is wood that has been “treated with a chemical preservative for purposes of protecting the wood against attacks from insects, microorganisms, fungi, and other environmental conditions that can lead to decay of the wood, and the chemical preservative is registered pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act.” Common preservatives include one or more of the following constituents: arsenic, chromium, copper, pentachlorophenol, and creosote. TWW exhibits the hazardous waste characteristic of toxicity and thus fully regulated as hazardous waste.

Pursuant to Health and Safety Code Section 25150.7, solid waste landfills (Class II and Class III) were authorized to accept TWW provided the landfill has specific authorization in their Waste Discharge Requirements. This allowance sunset on December 31, 2020 per section 25150.7 (k). The alternative management standards that allowed generators and handlers of TWW to be managed as less than full hazardous waste (§25150.7 (f)(1)) also ceased at the end of the year.

SB 68 (Galgiani) was intended to remove the sunset but was vetoed so the sunset date results in full regulation as hazardous waste. Treated wood waste will be required to be handled as hazardous waste and subject to Class I hazardous waste landfills or disposed of at approved landfills outside California and will be required to be shipped using full hazardous waste standards – 90 days on generator’s site, storage, labeling, shipment on a hazardous waste manifest, and sent to a full hazardous waste facility (landfill or transfer station). Currently, Buttonwillow in Kern County is the only approved landfill in California. Out of state disposal is allowed if the receiving landfill is approved by that state to accept TWW. Oregon does not accept California regulated hazardous waste such as TWW. Treated wood that is not designated as a waste can be reused.

Household Hazardous Waste (HHW) Facilities can accept TWW from households provided the resident only transports a maximum of 50 pounds. If safe packaging and transport instructions are provided up to 125 pounds per trip can be transported (HSC 25218.1). There is no limit on how much HHW a HHW facility can accept from households. Storage at HHW facilities can be up to one year. Small business acceptance at a HHW facility is limited to no more than 27 gallons per trip and those businesses generating

less than 100 kg (220 pounds (about 8 fence posts)) per month of all hazardous waste (TWW counts to that limit). These small business rules pretty much eliminate HHW facilities as an option for acceptance from small businesses including construction sites or agriculture usage. The facility Permit-by-Rule may need to be modified for program source accepted, waste volume, or description. If required, the change requires submittal 45-days prior to the change.

The lack of disposal options for California residents and businesses is a huge statewide issue. Cities are concerned about a potential increase in illegally dumped TWW and the costs and work associated with managing the illegally dumped materials.

The Environmental Safety and Toxic Materials (ESTM) Committee (Assembly Members Quirk (Chair), Smith (Vice Chair), Arambula, Bauer-Kahan, Megan Dahle, Cristina Garcia, Holden, and Mathis) introduced AB 332 on January 27th to address the TWW crisis. AB 332 will reinstate the Alternative Management Standards (AMS) for TWW and continue that program until a date yet to be determined. Since this is an Urgency Bill, it will take effect upon signature of the Governor. Please see the attached draft legislation. The legislation is currently under review and in the first round of the amendment process prior to the first committee hearing on the bill. It is important that the legislature as a whole act quickly to get this bill through the legislative process and to the Governor's desk for signature as expeditiously as possible. Once the amendments have been made, language for a draft letter of support will be shared by the California Product Stewardship Council to all stakeholders. Staff is requesting the formal support of the Board to submit a letter for support for AB 332 once final bill language is complete.

FISCAL IMPACT

None.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
Executive Director

Attachment 1: AB 332 Draft Legislation


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AB-332 Hazardous waste: treated wood waste: management standards. (2021-2022)

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Date Published: 01/27/2021 09:00 PM

CALIFORNIA LEGISLATURE— 2021–2022 REGULAR SESSION

ASSEMBLY BILL

NO. 332

Introduced by Committee on Environmental Safety and Toxic Materials (Assembly Members Quirk (Chair), Smith (Vice Chair), Arambula, Bauer-Kahan, Megan Dahle, Cristina Garcia, Holden, and Mathis)

January 27, 2021

An act to add and repeal Section 25150.75 of the Health and Safety Code, relating to hazardous waste, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

AB 332, as introduced, Committee on Environmental Safety and Toxic Materials. Hazardous waste: treated wood waste: management standards.

Former law, as part of the hazardous waste control laws, required treated wood waste to be disposed of in either a class I hazardous waste landfill or in a composite-lined portion of a solid waste landfill unit that meets specified requirements. Former law required the Department of Toxic Substances Control, on or before January 1, 2007, in consultation with specified state agencies and after consideration of any known health hazards associated with treated wood waste, to adopt, and authorized the department to subsequently revise as necessary, regulations establishing management standards for treated wood waste as an alternative to the requirements specified in the hazardous waste control laws and implementing regulations. These provisions were repealed as of January 1, 2021.

This bill would require a regulation that was adopted before January 1, 2008, pursuant to the above-specified provisions exempting a hazardous waste management activity from one or more of the requirements of the hazardous waste control laws to remain valid unless repealed. The bill would repeal this provision as of an unspecified date.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: 2/3 Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 25150.75 is added to the Health and Safety Code, to read:

25150.75. (a) A regulation that was adopted before January 1, 2008, pursuant to former Section 25150.7 exempting a hazardous waste management activity from one or more of the requirements of this chapter shall remain valid unless repealed.

(b) This section shall remain in effect only until _____, and as of that date is repealed.

SEC. 2. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to protect public health and safety and the environment, to ensure that consumers, businesses, and local governments have clear and adequate pathways to manage treated wood waste, and to prevent illegal disposal of treated wood waste, which adds additional pressures on already-strained state and local governments to abate and manage treated wood waste, it is necessary that this act take effect immediately.



Agenda Report

Date: February 11, 2021
To: West Contra Costa Integrated Waste Management Authority Board
From: Peter Holtzclaw, Executive Director
Subject: Approve Sole Source Contract with R3 Consulting Group, Inc. for Triennial Review

ACTIONS REQUESTED

Approve sole source contract with R3 Consulting Group, Inc. to provide consulting services to conduct and prepare a 2021 Triennial Review as stipulated in the 2013 Post Collection Agreement.

BACKGROUND

The FY 2020-21 RecycleMore Budget includes funding accomplish this project. The Triennial Review is detailed in the 2013 Post Collection Recycling and Disposal Services Contract. Every three years in January, RecycleMore and Republic are to meet to review the current level of recycling as measured by CalRecycle, and identify continuous improvement opportunities to work towards achieving the 75% diversion goal.

DISCUSSION

The Triennial Review was last done in 2016. Although it wasn't a priority in 2019, WCCIWMA wanted to start the project in 2020, but due to various factors it was delayed. The Agency and its member cities desire to get this important project done now. R3 performed the last Triennial Review well. The firm has intimate knowledge of the systems used by Republic as well as the programs throughout the West Contra Costa jurisdiction. It was the only consulting company to respond to RecycleMore RFP for SB1383 Preparedness Consulting Services, and staff feels it likely would be the only responder to a Triennial Review RFP. For these reasons, staff is requesting the Board approve a sole source contract with R3 for the 2021 Triennial Review project.

FISCAL IMPACT

The FY 2020-21 Budget specifically includes funding for the Triennial Review project, so there are sufficient funds to have this service performed. The proposal submitted by R3 is under the budgeted amount, and portrays an extremely competitive bid.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
Executive Director

Attachment 1: R3 Proposal to Conduct 2021 Triennial Review dated 12/28/2020



December 28, 2020

Mr. Peter Holtzclaw
Executive Director, RecycleMore
13831 San Pablo Ave. – Bldg. 5
San Pablo, CA 94806

submitted via email: PeterH@recyclemore.com

SUBJECT: Proposal to Conduct 2021 Triennial Review

Dear Mr. Holtzclaw,

R3 Consulting Group, Inc. (R3) is pleased to submit this proposal to conduct the second Triennial Review of Republic Services, Inc. (Republic) under its Post-Collection Agreement with the West Contra Costa Waste Management Authority (RecycleMore).

As you are aware, R3 recently completed its scope of work with RecycleMore for Senate Bill (SB) 1383 planning, which was awarded to R3 as a result of a competitive Request for Proposals (RFP). This work built on many prior engagements, including the Triennial Review completed in 2016.

R3 is prepared to leverage our knowledge of RecycleMore, upcoming needs from Republic under SB 1383, and our prior work completing the most recent Triennial Review to cost-effectively provide a third-party evaluation of Republic's performance under the Post-Collection Agreement. This work will tie into future planning and possible negotiations with Republic, which means R3 offers a unique benefit to RecycleMore via our engagement on SB 1383 planning.

* * * *

Rose Radford will serve as Project Manager and primary point of contact for this engagement. **Garth Schultz** will serve as Principal-in-Charge and will work with Rose throughout the entire project, with assistance from other qualified R3 staff as necessary.

We appreciate the opportunity to submit our proposal to RecycleMore. Should you have questions regarding our proposal or need additional information, please do not hesitate to reach out directly.

Sincerely,

A handwritten signature in blue ink that reads 'Rose Radford'.

Rose Radford | *Project Manager*
R3 Consulting Group, Inc.
415.347.9536 | rradford@r3cgi.com

A handwritten signature in blue ink that reads 'Garth Schultz'.

Garth Schultz | *Principal-in-Charge*
R3 Consulting Group, Inc.
510.292.0853 | gscultz@r3cgi.com

1. SCOPE OF WORK

Per the Agreement, RecycleMore and Republic are to meet to review the current level of recycling achieved within the RecycleMore service area. The objective of this Recycling Goal Meeting is to identify continuous improvement opportunities and formulate recommendations for implementing them within the existing cost structure of the Agreement and Member Agency collection franchises.

After receiving a status report, the RecycleMore Board of Directors will determine if Republic's existing programs achieved the 75% recycling rate by 2020, and what additional steps may be needed to improve diversion programs. If it is found that Republic did not meet its 75% recycling goal, RecycleMore has the option to trigger a performance review of Republic that would include examination of Republic's entire post-collection operations.

Task 1 Project Kick-off and Coordination

Task 1.1 Kick-off Meeting

Upon RecycleMore authorization to proceed, R3 will facilitate a project kick-off meeting with RecycleMore staff. The meeting will provide an opportunity to review the project objectives, R3's project approach, schedule, and data availability.

Please note that we have budgeted for meetings to be virtual, including meetings with RecycleMore and Republic, as well as presentations to the Board. Additional costs will be incurred for required attendance at in-person meetings; R3 will seek RecycleMore approval of additional costs before they are incurred.

Task 1.2 Information Request

Upon authorization to proceed, R3 will provide RecycleMore with a preliminary list of documents in support of this Scope of Work.

Requested documents may include, but will not necessarily be limited to, the following:

- › The most 2019 Electronic Annual Report submitted to CalRecycle;
- › Quarterly and annual reports from Republic for 2019 and 2020; and
- › Any additional information compiled by Republic on diversion performance.

The provided information and materials, along with the documents already in R3's files, will assist us in evaluating Republic's performance and developing recommendations for improvement.

Task 2 Conduct Triennial Review

R3 will assess overall progress and Republic's performance towards achieving the 75% recycling goal by 2020. To begin the process, R3 will review Republic's quarterly and annual reports, as well as other information compiled by Republic regarding information on solid waste generation and tons of waste disposed of or recycled. This data will be analyzed to establish the current level of diversion. One virtual meeting with Republic – to review operations and interview staff – will also be conducted to better understand current conditions as they relate to both diversion performance, and future SB 1383 implementation needs.

Prior to the Recycling Goal Meeting, Republic will provide their own self-assessment of their achievement of the 2020 75% diversion goal. R3 will review Republic's assessment and discuss initial findings with RecycleMore staff. In addition, the TAC will receive an update on findings and be given the opportunity to comment.

R3 will coordinate with both parties and act as facilitator during the Recycling Goal Meeting. The focus of this meeting will be on finding opportunities for continuous improvement as RecycleMore and Republic work together to achieve the 75% diversion goal – and improve recycling programs to facilitate compliance with SB 1383. R3 will present potential ways of increasing diversion in the service area and make recommendations on their implementation.

Task 3 Reporting and Board Presentation

R3 will work with Republic to jointly develop a brief 5–8-page memo advising the RecycleMore Board on progress made towards the diversion goal. A draft memo will be circulated to RecycleMore staff and TAC members for comment before finalization, and then R3 will prepare a final memo for the Board. R3 will give a presentation to the Board regarding the Triennial Review and be available to answer questions during the meeting.

Project Deliverables

- › Request and review solid waste generation tonnage information, including as much specificity as possible regarding the amount of waste generated by residents, businesses and industry, as well as the tons of waste disposed of (landfilled) vs. recycled (or otherwise recovered) from Republic;
- › Review existing solid waste infrastructure in the RecycleMore service area, future opportunities to expand the amount and types of materials handled and collected, and barriers to achieving those opportunities (e.g. permitting, siting, economic, political etc.). This will include site visits to/observation of Republic's existing infrastructure, interviews with the operating staff of that infrastructure, as well as the request and review of documentation regarding current and future materials diversion;
- › Provide assessment of the progress towards achieving the 75% recycling goal by 2020 and meet with Republic to discuss preliminary findings;
- › Meet with the Technical Advisory Committee (TAC) to communicate findings;
- › Meet with RecycleMore and Republic to conduct the Recycling Goal Meeting;
- › Memo on Triennial Review of Diversion Goal for RecycleMore Board of Directors in collaboration with Republic, including one round of revisions based upon RecycleMore staff, TAC, and Republic comments; and
- › Presentation to RecycleMore Board of Directors.

2. PROJECT SCHEDULE

R3 is available to begin work on this project as soon as we received direction to proceed from RecycleMore. R3 proposes the following schedule for work completion, with the project beginning in January 2021 and completing by the end of June 2021.

This schedule provides ample time to complete the required project effort, adjust CalRecycle planning documents and RecycleMore’s Electronic Annual Report, and complete correspondence with CalRecycle regarding the contents of those documents.

TASK	START DATE	COMPLETION DATE
1. Project Kick-Off and Coordination	February 2021	March 2021
2. Triennial Review	March 2021	May 2021
3. Reporting and Board Presentation	June 2021	June 2021

3. PROJECT BUDGET

R3 proposes a not-to-exceed project budget of **\$20,000** to complete proposed tasks, which includes allowance for two rounds of revisions on planning documents after submission to CalRecycle.

Billing Rates

In the table below, we have provided our hourly billing rates for R3 that may be involved in providing RecycleMore solid waste consultant services.



CLASSIFICATION	HOURLY RATE
Principal	\$225 per hour
Project Director	\$215 per hour
Senior Project Manager	\$190 per hour
Project Manager	\$185 per hour
Senior Project Analyst	\$165 per hour
Senior Administrative Support	\$160 per hour
Project Analyst	\$155 per hour
Associate Analyst	\$145 per hour
Administrative Support	\$125 per hour
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - <i>Private or company car</i>	At Current Federal Rate
Travel - <i>Other</i>	Direct cost
Delivery and other expenses	Direct cost

Payments

Unless otherwise agreed in writing, fees for work completed will be billed monthly at the first of each month for the preceding month and will be payable within 30 days of the invoice date.



recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

Date: February 11, 2021
To: West Contra Costa Integrated Waste Management Authority Board
From: Peter Holtzclaw, Executive Director
Subject: Board of Director Policies Update

ACTION REQUESTED

Consideration of adoption of proposed Resolution No. 21-01 amending Resolution 05-05 regarding:

1. Meeting dates, time and location.
2. Order of business and receipt of public comment at Board of Director meetings.
3. Location of the principal office of the Authority.

BACKGROUND

At the last Board of Directors Meeting on January 21, 2021, the Board requested to go back to the 2019 meeting schedule, as more meetings will be required with SB 1383 looming and the need for solid public outreach. The Board also agreed the 6:15 p.m. meeting time worked well, versus the 7:00 p.m. meeting time in the past.

FISCAL IMPACT

None.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
Executive Director

Attachments:

1. Proposed Resolution No. 21-01
2. Resolution No. 05-05

RESOLUTION NO. 21-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY**

AMENDING RESOLUTION 05-05 REGARDING

- 1) MEETING DATES, TIME, AND LOCATION,**
- 2) ORDER OF BUSINESS AND RECEIPT OF PUBLIC COMMENT AT BOARD OF
DIRECTOR MEETINGS,**
- AND**
- 3) THE LOCATION OF THE PRINCIPAL OFFICE OF THE AUTHORITY**

WHEREAS, Section.8.7 of the Joint Exercise of Powers Agreement creating the West Contra Costa Integrated Waste Management Authority provides that the Board of Directors may from time to time adopt bylaws for the conduct of its affairs; and,

WHEREAS, the Board of Directors has previously adopted Resolution 05-05 pertaining to: 1) Dates, time and location of Board of Directors meetings, 2) Order and conduct of business for Board of Director Meetings, 3) Preparation of and distribution of Agenda Materials, 4) Placement of items on the Agenda, 5) Special Meetings, and 6) Location of the Principal Office of the Authority; and,

WHEREAS, the Board of Directors has expressed a desire to amend the policies contained in Resolution 05-5 relating to: 1) Dates, time and location of Board of Directors meetings, 2) Order and conduct of business for Board of Director Meetings; and 3) Location of the Principal Office of the Authority.

BOARD OF DIRECTORS RESOLUTION NO. 21-01

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY HEREBY AMENDS RESOLUTION NO. 05-5 AS FOLLOWS:

1. The terms used in this Resolution shall have the same effect and meaning as defined in the Joint Exercise of Powers Agreement creating the West Contra Costa Integrated Waste Management Authority.
2. This Resolution shall take effect immediately upon adoption by the Board of Directors.
3. The Board of Directors may at any time change the policies provided for in this Resolution or Resolution 05-5 by adoption of a subsequent Resolution to that effect.
4. The Secretary shall certify passage of this Resolution by the Board of Directors and cause it to be distributed to all Board Directors, Director Alternates and other interested parties.
5. Unless specifically amended by this Resolution, the Bylaws adopted by the Board of Directors in Resolution 05-5 shall govern the manner in which the West Contra Costa Integrated Waste Management Authority conduct of its affairs.

Section 6- Dates, Time and Location of Board of Directors Meetings:

- 6.1 Regular Board of Director Meetings shall be held on the second Thursday of each month (except August), for a total of 11 Regular Meetings per year, at 6:15 p.m. in the Board of Directors Meeting Room, San Pablo Civic Center, City Council

BOARD OF DIRECTORS RESOLUTION NO. 21-01

Chambers, 1000 Gateway Avenue, San Pablo, CA 94806 unless cancelled by the Board of Directors or Board Chair.

Section 7 – Order of Business and Receipt of Public Communications at Board of Director Meetings:

7.1 The order of business of the Board of Directors at all Regular Meetings shall be as follows, unless otherwise waived by consent of the Board of Directors.

1. Call to order by Chair and roll call of the Board of Directors by Secretary.
2. Pledge of Allegiance.
3. Ex-parte communications disclosure.
4. Oral Communications.
 - a. Communications from the public on non-agenda matters.
 - b. Board Director and Staff announcements.
5. Approval of the minutes of the previous meeting(s).
6. Consent calendar.
 - a. Communications from the public and Board Directors.
 - b. Communications from other public agencies.
 - c. Staff communications.
 - d. Resolutions.
 - e. Authority financial report.
 - f. Other business.
7. Staff reports.
8. Regular agenda.
 - a. Public Hearings.
 - b. Communications from the public and Board Directors.
 - c. Communications from other public agencies.
 - d. Staff communications.
 - e. Resolutions and ordinances.
 - f. Other business.
9. Adjournment and set next meeting date.

- 7.1.1 If a closed session is scheduled in accordance with the California Ralph M. Brown Act (Section 54950 *et seq* of the California Government Code)

BOARD OF DIRECTORS RESOLUTION NO. 21-01

and other applicable laws of the State of California, then it shall be conducted at a time immediately prior to a Regular or Special Meeting.

Section 11 – Location of Principal Office of the Authority

11.1 The principal office of the Authority shall be 3220 Blume Drive, Suite 198
Richmond, CA 94806.

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BOARD OF DIRECTORS RESOLUTION NO. 21-01

ATTEST:

CHAIR OF THE BOARD

Christina Leard, Authority Secretary

Date

Abel Pineda

Date

I hereby certify that the foregoing resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its meeting of February 11, 2021 by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSENT: Directors: _____

Christina Leard, Authority Secretary

3678234.1

ORIGINAL

RESOLUTION NO. 05-5

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY**

REGARDING:

- 1) MEETING DATES, TIME, AND LOCATION,**
- 2) ORDER OF BUSINESS AND RECEIPT OF PUBLIC COMMENT AT BOARD OF
DIRECTOR MEETINGS,**
- 3) PREPARATION OF AND DISTRIBUTION OF AGENDA MATERIALS,**
- 4) PLACEMENT OF ITEMS ON THE AGENDA,**
- 5) SPECIAL MEETINGS, AND**
- 6) THE LOCATION OF THE PRINCIPAL OFFICE OF THE AUTHORITY**

WHEREAS, Section.8.7 of the Joint Exercise of Powers Agreement creating the West Contra Costa Integrated Waste Management Authority provides that the Board of Directors may from time to time adopt bylaws for the conduct of its affairs; and,

WHEREAS, the Board of Directors has previously adopted Resolutions 91-3, 92-11, 98-5, and 01-02 pertaining to: 1) Dates, time and location of Board of Directors meetings, 2) Order and conduct of business for Board of Director Meetings, 3) Preparation of and distribution of Agenda Materials, 4) Placement of items on the Agenda, 5) Special Meetings, and 6) Location of the Principal Office of the Authority; and,

WHEREAS, the Board of Directors has expressed a desire to streamline the policies contained in those Resolutions,

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NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY HEREBY RESOLVES AS FOLLOWS:

1. Resolution Nos. 91-3, 92-11, 98-5 and 01-2 are hereby rescinded.
2. The terms used in this Resolution shall have the same effect and meaning as defined in the Joint Exercise of Powers Agreement creating the West Contra Costa Integrated Waste Management Authority.
3. This Resolution shall take effect immediately upon adoption by the Board of Directors.
4. The Board of Directors may at any time change the policies provided for in this Resolution by adoption of a subsequent Resolution to that effect.
5. The Secretary shall certify passage of this Resolution by the Board of Directors and cause it to be distributed to all Board Directors, Director Alternates and other interested parties.

Section 6- Dates, Time and Location of Board of Directors Meetings:

- 6.1 Regular Board of Director Meetings shall be held on the second Thursday of each month (except August), for a total of 11 Regular Meetings per year, at 7:00 p.m. in the Board of Directors Meeting Room, West Contra Costa Wastewater District, 2910 Hilltop Drive, Richmond, California unless cancelled by the Board of Directors or Board Chair.
- 6.2 If any Regular Meeting day falls on a holiday, such regular meeting shall be on the next following Thursday.

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6.3 If the Executive Director believes there is insufficient pressing business to warrant a Board of Directors Meeting, the Executive Director shall notify the Board Chair for the Chair to consider canceling the upcoming Meeting.

6.4 Board of Director Meetings shall be subject to the provisions of the California Ralph M. Brown Act (Section 54950 et seq of the California Government Code) and other applicable laws of the State of California.

6.5 Board of Director Meetings may be scheduled in a Study Session format when duly noticed as such in advance of the meeting.

Section 7 – Order of Business and Receipt of Public Communications at Board of Director Meetings:

7.1 The order of business of the Board of Directors at all Regular Meetings shall be as follows, unless otherwise waived by consent of the Board of Directors.

1. Call to order by Chair and roll call of the Board of Directors by Secretary.
2. Pledge of Allegiance.
3. Ex-parte communications disclosure.
4. Oral Communications.
 - a. Communications from the public on non-agenda matters.
 - b. Board Director and Staff announcements.
5. Approval of the minutes of the previous meeting(s).
6. Consent calendar.
 - a. Communications from the public and Board Directors.
 - b. Communications from other public agencies.
 - c. Staff communications.
 - d. Resolutions.
 - e. Authority financial report.
 - f. Other business.
7. Staff reports.
8. Regular agenda.
 - a. Public Hearings.
 - b. Communications from the public and Board Directors.
 - c. Communications from other public agencies.

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- d. Staff communications.
 - e. Resolutions and ordinances.
 - f. Other business.
9. Adjournment and set next meeting date.

7.2 Public communications at Board of Director Meetings shall be handled as follows:

7.2.1 The public shall be afforded the opportunity to comment orally or in writing on matters listed on the agenda published for Board of Director Meetings at the time the item is considered by the Board of Directors and said comment must pertain to the subject matter of the agenda item.

7.2.2 Each person desiring to address the Board of Directors shall be requested to make a request for public comment to the Secretary prior to the time at which the Board of Directors begin consideration of the agenda item under which the communication will be delivered. Refusal to do shall not prevent such person from making public comment.

7.2.3 Each person addressing the Board of Directors shall be requested to state their name, city of residence and the name of the organization, if any, that they represent. Refusal to do so shall not prevent such person from making public comment.

7.2.4 All comments to the Board of Directors shall be limited to three minutes unless an extension of time is granted by the Chair with the consent of the Board of Directors.

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- 7.2.5 Persons addressing the Board of Directors shall be afforded one opportunity to address the Board under each agenda item unless otherwise a waiver is granted by the Chair with the consent of the Board of Directors.
- 7.2.6 All comments and remarks shall be directed to the Chair who shall determine if a comment or remark should be directed to a Board Member or staff for response.
- 7.2.7 Repetitive comments by persons desiring to address the Board may, at the discretion of the Chair, be combined as appropriate in order to ensure the efficient and timely receipt of public comments.
- 7.2.8 The provisions of this section shall apply to all Regular, Special and Emergency Meetings of the Board of Directors.

Section 8—Preparation and Distribution of Agenda Materials:

8.1 The agenda and materials to be considered by the Board of Directors (hereinafter “Agenda Materials”) shall be mailed to Directors, Alternate Directors, Member Agencies and the public no less than seven (7) calendar days prior to the date of Board of Director Meetings.

8.2 The last date for listing an item on the agenda for a Board of Director Meeting or for receipt of materials to be included in Agenda Materials (hereinafter “Agenda Closing Date”) shall be the close of business on the fifth (5th) working day prior to the mailing of Agenda Materials.

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8.3 Authority staff and advisors shall be afforded sufficient time for thoughtful analysis of Agenda Materials and formulation of recommendations, provided that Agenda Materials which are not received in sufficient time for said analysis may be placed on the agenda without analysis and without identification of a staff recommendation in the Agenda Materials.

8.4 If in the opinion of the Board Chair, a situation exists which necessitates waiver of the time schedule established by this Section 8, the Board Chair is hereby authorized to waive such time schedule to the extent required or to call a Special Meeting of the Board of Directors to consider the matter.

Section 9 – Placement of Items on the Board of Directors Agenda

9.1 Matters reasonably related to the business of the Authority shall be placed on the agenda for any meeting of the Board in accordance with the following procedures:

9.2 The Executive Director shall consult with the Board Chair to identify subject matter the Board Chair would like included on upcoming meeting agendas.

9.3 The Executive Director may, without regard to the other requirements of this Section 9, place any matter which the Executive Director believes appropriate on any agenda for consideration by the Board of Directors.

9.4 A person, including any Board Director, desiring to place a matter on the agenda for a Board of Director Meeting shall notify the Executive Director of the nature of the matter, the desired location in the order of business established for the Board of Directors Regular Meetings, and the desired meeting date at which the matter would be considered.

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9.5 Requests and materials received by the Executive Director prior to the Agenda Closing Date shall be reviewed by the Executive Director who shall (a) list the matter on the agenda in accordance with the order of business established by this Resolution and (b) include the request and materials received in the Agenda Materials for the requested meeting.

9.6 Requests and materials received by the Executive Director after the Agenda Closing Date shall be reviewed by the Executive Director. Prior to excluding said item from the agenda, the Executive Director shall consult with the Board Chair who shall either (a) determine if a sufficient urgency exists in which case the agenda for the requested Board meeting shall be revised to include the requested item, or (b) call a Special Meeting of the Board to consider the matter, or (c) if the Board Chair determines that sufficient urgency does not exist, direct that the matter be placed on the agenda of the next ensuing Board meeting.

9.7 In any event, matters requiring Board action arising after the time for posting the agenda shall be handled in accordance with the statutory provisions for acting on developing and emergency matters.

9.8 The Board Chair and any Board Director may request the Board meet in Closed Session to discuss a particular issue, provided the Closed Session is conducted in accordance with all applicable law and regulations.

Section 10—Special Meetings:

10.1 Special Meetings of the Board of Directors may be called by the Chair or a majority of Voting Directors.

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10.2 Voting Directors requesting a Special Meeting shall concurrently file a written request signed by a majority of the Voting Directors with the Chair and Executive Director which includes the date, time and location of the Special Meeting, and a description of the business to be transacted at the Special Meeting.

10.3 Upon receipt of the written request signed by a majority of the Voting Directors, the Chair shall call a Special Meeting in accordance with the provisions of Section 54956 of the California Government Code.

10.4 Special Meetings of the Board of Directors shall be subject to the provisions of the California Ralph M. Brown Act (Section 54950 et seq of the California Government Code) and other applicable laws of the State of California.

10.5 Special Meetings of the Board of Directors may be scheduled in a Study Session format when duly noticed as such in advance of the meeting.

Section 11 – Location of Principal Office of the Authority

11.1 The principal office of the Authority shall be One Alvarado Square, San Pablo, CA 94806.

11.2 All public notices required to be posted in a public place shall be posted at the San Pablo Civic Center in accordance with requirements of applicable law.

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ATTEST:

CHAIR OF THE BOARD

Bobby Peregrino 4/18/05
Bobby Peregrino - Authority Secretary Date

Maria Alegria 4/18/05
Maria Alegria Date

I hereby certify that the foregoing resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its meeting of April 14, 2005 by the following vote:

AYES: Directors: Alegria, Balico, Bates, Gomes, Moore, Viramontes

NOES: Directors: None

ABSENT: Directors: Griffin

Bobby Peregrino
Bobby Peregrino, Authority Secretary



**WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING AND AGENDA MAILING SCHEDULE
Calendar Year 2021**

Meetings are held the second Thursday of the month at 6:15 p.m.

Meeting Location: Board Meetings will be held exclusively via teleconference participation of a quorum of Board members in locations not open to the public in compliance with the Governor’s Executive Order N-25-20 as superseded by Order N-29-20, allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act.

- Members of the public are welcome to observe and address the Board telephonically, at the appropriate time for public comment during the meeting, following these instructions:

**Link to join Webinar: <https://us02web.zoom.us/j/83992565795>
Or phone: 1-669-900-6833 or 1-408-638-0968
Webinar ID: 839 9256 5795**

Once in person meetings can resume per State and County Health orders, meetings will be located at:
San Pablo Civic Center Council Chambers, 1000 Gateway Avenue, San Pablo

MEETING DATE	AGENDA CLOSES	AGENDA DISTRIBUTED
*21-Jan-21	7-Jan-21	14-Jan-21
11-Feb-21	28-Jan-21	4-Feb-21
11-Mar-21	25-Feb-21	4-Mar-21
8-Apr-21	25-Mar-21	1-Apr-21
13-May-21	29-Apr-21	6-May-21
10-Jun-21	27-May-21	3-Jun-21
8-Jul-21	24-Jun-21	1-Jul-21
	No Meeting in August	
9-Sep-21	26-Aug-21	2-Sep-21
14-Oct-21	30-Sep-21	7-Oct-21
*18-Nov-21	4-Nov-21	12-Nov-21
9-Dec-21	24-Nov-21	2-Dec-21

*** Indicates a rescheduled meeting date**

Agenda process and meeting dates set by Board of Directors Resolution No. 05-05 and amended by Resolution 21-01



Agenda Report

Date: February 11, 2021
 To: West Contra Costa Integrated Waste Management Authority Board
 From: Peter Holtzclaw, Executive Director
 Subject: Election of Board Chair and Vice-Chair

ACTION REQUESTED

Nomination of candidates and election of Board Chair and Vice Chair for a term beginning February 11, 2021 and ending January 31, 2022.

BACKGROUND

Section 7.4, Section 1, Amendment 5 of the Joint Powers Agreement provides that the Board of Directors shall select from the membership of the Board representing the Member Cities, a Chair and Vice-Chair who shall hold office for a period of one year commencing February 1 of each year. Section 7.4, provides the following guidelines: (1) the Chair and Vice-Chair shall not be representatives of the same Member Agency, (2) no person may serve consecutive terms as Chair or Vice-Chair, and (3) successive Chairs shall not be representatives of the same City.

The current Board Chair is Director Pineda from the City of San Pablo and the Vice-Chair is Director Nat Bates from the City of Richmond. According to the selection process guidelines, the new Chair cannot represent the City of San Pablo. Any of the existing Directors except Director Bates could be Vice Chair, as none of the existing Directors served as Vice Chair in 2020. Finally, both the Chair and Vice-Chair cannot be from the same Member Agency.

The Board should complete selection of the new Board Chair before moving to select the new Board Vice-Chair. For information purposes, a listing of past Chairs and Vice-Chairs of the Authority is attached to this agenda item.

FISCAL IMPACT

None.

Respectfully Submitted,

Peter Holtzclaw

Peter Holtzclaw
 Executive Director

Attachment 1: WCCIWMA List of Past Chairs and Vice-Chairs

West Contra Costa Integrated Waste Management Authority

**LIST OF PAST CHAIRS AND VICE CHAIRS
OF THE AUTHORITY BOARD OF DIRECTORS**

Fiscal Year	CHAIR		VICE CHAIR	
	Director	Representing	Director	Representing
1993/1994	Bartke	Hercules	Ziesenhenné	Richmond
1994/1995	Corbin	Richmond	Gomes	San Pablo
1995/1996	Gomes	San Pablo	Griffin	Richmond
1996/1997	Griffin	Richmond	Ritz ¹	El Cerrito
1997/1998	Alegria	Pinole	Evans	Richmond
1998/1999	Evans	Richmond	Friedman	El Cerrito
1999/2000	Friedman	El Cerrito	Bell ²	Richmond
2000/2001	Bell	Richmond	Gomes ³	San Pablo
2001/2002	Gomes	San Pablo	Balico	Hercules
2002/2003	Balico	Hercules	Rogers	Richmond
2003/2004	Moore	El Cerrito	Alegria	Pinole
2004/2005	Alegria	Pinole	Bates	Richmond
2005/2006	Bates	Richmond	Gomes	San Pablo
2006/2007	Gomes	San Pablo	Viramontes/Marquez ⁴	Richmond
2007/2008	Marquez	Richmond	Balico	Hercules
2008/2009	Balico	Hercules	Moore/Jones ⁵	El Cerrito
2009/2010	Jones	El Cerrito	Lopez	Richmond
2010/2011	Lopez ⁶	Richmond	Murray	Pinole
2011 ⁷	Murray	Pinole	Bates	Richmond
2012	Bates	Richmond	McNeil	San Pablo
2013	Romero	Hercules	Valdez	San Pablo
2014	Valdez	San Pablo	Lyman	El Cerrito
2015	Lyman	El Cerrito	Murray	Pinole
2016	Murray	Pinole	Myrick	Richmond
2017	Romero	Hercules	Choi	Richmond
2018	Choi	Richmond	Valdez	San Pablo
2019	Lyman	El Cerrito	Pineda	San Pablo
2020	Pineda	San Pablo	Bates	Richmond

- 1 Office of Vice Chair vacant as of March 1997 due to resignation of Director Ritz.
- 2 Office of Vice Chair served by former Director Bates through November 1999, beginning May 11, 2000 Director Bell served the remainder of the term.
- 3 Office of Vice Chair served by former Director Watson (Hercules) through November 2000. Beginning February 2001, Director Gomes served the remainder of the term.
- 4 Office of Vice Chair served by former Director Viramontes (Richmond) through November 2006. Beginning April 2007, Director Marquez served the remainder of the term.
- 5 Office of Vice Chair served by former Director Moore (El Cerrito) through November 2008. Beginning April 2009, Director Jones served the remainder of the term.
- 6 Office of Chair service by former Director Lopez (Richmond) through January 2011
7. Section 7.4 of the Joint Powers Agreement was amended changing the commencement date of the terms of a Board Chair and Vice Chair from July 1st of each fiscal year to February 1st with the term ending date of January 31st of the following year.