

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS MEETING MINUTES – FEBRUARY 10, 2022

Meeting Date | Time 2/10/2022 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 March 4, 2020 State of Emergency Declaration and enactment of Assembly Bill 361 on September 16, 2021, which adopted exemptions to the Ralph M. Brown Act and the proposed findings to be adopted by the Board at this meeting, to be conducted by teleconference only in accordance with Government Code Section 54953(e). No physical location will be available for this meeting. All votes of the Board to be Roll Call votes.*

Meeting called by Board of Directors

Type of meeting Regular

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

Legal Counsel John Bakker

Board Members Present:

Directors: T. Rudnick, El Cerrito; A. Pineda, San Pablo; A. Tave, Pinole; D. Romero, Hercules (Vice-Chair); N. Bates (Chair), G. McLaughlin, and M. Willis, Richmond

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

CALL TO ORDER/ROLL CALL

Chair Bates called the meeting to order at 6:21 P.M. The Roll Call established the existence of a quorum (Bates, McLaughlin, Pineda, Romero, Rudnick, Tave, Willis).

CLOSED SESSION

There was no Closed Session.

PLEDGE OF ALLEGIANCE

Chair Bates led the Pledge of Allegiance.

EX-PARTE COMMUNICATIONS & DISCLOSURE

There were no ex-parte communications or disclosures.

PUBLIC COMMENT

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

CONSENT CALENDAR

In response to Director Romero with respect to the continuing need for Item 6.2, Implementation of AB 361 to Allow Teleconferenced Meeting under the Consent Calendar, Legal Counsel John Bakker advised that there were a number of public health orders that posed restrictions that would continue to justify AB 361 findings.

MOTION by Director Rudnick to approve Consent Calendar Items 6.1 and 6.2. **SECOND** by Director Willis.

MOTION PASSED unanimously by a Roll Call vote.

STAFF REPORT

Staff Report Item 7 - | Presenter | Peter Holtzclaw - Executive Director

Executive Director Holtzclaw reported there had been a number of meetings set up with the member agencies to go through the Memorandum of Understanding (MOU) and the Work Plan. In addition, he referred to a notice in the current Board meeting packet about printed versus electronic Board packets where RecycleMore would now print the packets just for Boardmembers with the packets to be sent electronically for everyone else. He added that he would be communicating with the San Pablo City Manager about the eventual return to in-person Board meetings.

Mr. Holtzclaw also reported that Christina Leard, the Household Hazardous Waste Program Manager, would be leaving RecycleMore to work for the City of El Cerrito.

Chair Bates asked about the reduction of costs expected with the reduction of printing, and Mr. Holtzclaw commented that any reduction in cost would be minimal but would represent a better use of resources.

Christina Leard, Household Hazardous Waste Manager, stated it had been a pleasure serving the Authority over the past five years. She had appreciated the support from the Board and would continue to attend RecycleMore Board meetings as city staff for El Cerrito.

The Board expressed regret at the loss of Ms. Leard, thanked her for her service, was pleased she would continue to be involved with the Authority, and wished her well in her new employment opportunity.

Agenda Item 8.1 – Election of Board Chair and Vice Chair | Presenter | Peter Holtzclaw, Executive Director

Chair Bates nominated Vice Chair Romero as Chair of the West Contra Costa Integrated Waste Management Authority (WCCIWMA) Board of Directors. Director Willis seconded the motion. During Roll Call, Director Tave made a motion to nominate Director Rudnick for Chair. When asked, Director Rudnick respectfully declined to serve as Chair at this time and re-seconded the motion for Vice Chair Romero as Chair.

Director Tave withdrew his motion.

MOTION by Chair Bates. **SECOND** by Director Willis to elect *Dan Romero* as Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors to serve from February 10, 2022 to January 31, 2023.

MOTION PASSED by a Roll Call vote with Vice Chair Romero's abstention.

For Vice Chair, Director McLaughlin nominated Director Rudnick. Chair Romero seconded the motion. Former Chair Bates noted that would be a deviation from the general rotation in that the member agency next in line would be the City of Pinole.

Chair Romero described the situations in the recent past that had occurred given officers who had either retired or had not been re-elected to be able to continue to serve. He suggested the same could occur this year, stated there was no slight against Pinole and he would be happy to support the Pinole representative next year if re-elected. Director Tave supported the nomination of Director Rudnick as Vice Chair and emphasized that the City of Pinole supported WCCIWMA and its regional role.

MOTION by Director McLaughlin to elect *Tessa Rudnick* as Vice Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors to serve from February 10, 2022 to January 31, 2023. **SECOND** by Chair Romero.

MOTION PASSED by a Roll Call vote with Director Rudnick's abstention.

Agenda Item 8.2 – Professional Services Agreement with the California Product Stewardship Council | Presenter | Peter Holtzclaw, Executive Director

Executive Director Holtzclaw stated the contract was a standard, run-of-the-mill contract that could have been placed on the Consent Calendar. The contract allowed the California Product Stewardship Council (CPSC) to assist RecycleMore with the implementation of its HD 37 Grant.

Program Manager Christina Leard advised that the CPSC would be executing most of the work in terms of the grant.

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

Chair Romero reported that Home Depot had been collecting batteries, light bulbs and fluorescent lights at its store, which was a good sign.

MOTION by Director McLaughlin to approve a Professional Services Agreement with the California Product Stewardship Council, in an amount not to exceed \$46,500 to coordinate activities and assist the West Contra Costa Integrated Waste Management Authority with the implementation of the HD 37 Grant, Number HD-37-21-007 through September 30, 2024. **SECOND** by Director Rudnick.

MOTION PASSED unanimously by a Roll Call vote.

Agenda Item 8.3 – Fiscal Year 2020-21 Financial Audit | Presenter | Peter Holtzclaw, Executive Director

Executive Director Holtzclaw stated that with the Finance and Administration Manager's help, the Authority was up-to-date on its auditing. He reported that reserve funds and operating funds were in good shape and within policy parameters, and noted in last year's audit the compliance set-aside was shown as a footnote because it was outside the financial reports as a restricted fund but had not been included in this year's audit, which was an oversight. Going forward, he would budget into WCCIWMA's own financial system to be able to control WCCIWMA's operating budget, the reserve fund budget, and the compliance fund, expected to be done within the next six to seven months.

WHITNEY CROCKETT, Audit Manager, Maze & Associates, the Independent Auditor, filling in for Vikki Rodriguez who had overseen the 2020-21 Financial Audit, reported that the Board had received a copy of the Audited Financial Statements, the Memorandum on Internal Control and the required communications for FY 2020-21. She advised that the opinion offered was unmodified, which was the highest level of assurance that could be given as the auditor. In addition to the opinion, a Memorandum on Internal Control as well as required communications would document any issues noted. She stated there were no internal control issues or audit issues to report.

Ms. Crockett explained that the Authority's net position had decreased by \$186,000 during FY 2020-21 compared to the prior year largely due to a decrease in Post-Collection revenue due to the pandemic, an increase in the net Other Post-Employment Benefit (OPEB) liability of \$88,000, and an increase in the net pension liability of \$58,000.

Ms. Crockett thanked Mr. Sturman for his help during the audit.

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

In response to Vice Chair Rudnick, Mr. Holtzclaw verified that the compliance fund was currently about \$400,000 and would be about \$600,000 at the end of the calendar year depending on the use of the funds. He explained that Mr. Sturman had set up a quarterly accounting of the compliance set-aside, and added that there had been a decrease in revenues by design in that the reserves had been reduced for rate relief for ratepayers. The agency was still sound and in good shape.

The Board received and filed the item.

BOARD MEMBER AND STAFF ANNOUNCEMENTS

Chair Romero asked the Board to look into requiring big box stores to recycle paint. He wanted to start the process with support from the member agencies to create an ordinance to be submitted to the County, potentially in partnership with the Central Contra Costa Solid Waste Authority (CCCSWA/"RecycleSmart") given the huge amount of paint picked up in the Household Hazardous Waste events.

ADJOURNMENT

With consensus of the Board, Chair Romero adjourned the meeting at 6:57 P.M. until the regular Board meeting scheduled for March 10, 2022 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 February 10, 2022.

Donald W. Sturman

Board Secretary, Donald W. Sturman

Mar 14, 2022

Date






2022 02-10 Board Meeting Minutes-WCCIWMA-RecycleMore

Final Audit Report

2022-03-14

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-  Document e-signed by Donald Sturman (donalds@recyclemore.com)
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