



**Board of Directors Meeting Meeting Agenda**  
**Regular Meeting**  
Thursday, April 10, 2025  
**6:15 PM**

**Meeting Location:**

**City of Richmond City Council Chambers**  
**440 Civic Center Plaza**  
**Richmond, CA 94804**

This meeting agenda is available online at  
[www.recyclemore.com/about/board-meeting-agendas/](http://www.recyclemore.com/about/board-meeting-agendas/)

**Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA) 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 Board Secretary at (510) 609-1215 or by email at [info@recyclemore.com](mailto:info@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 are welcome to address the Board of Directors on items that are within the jurisdiction of the Authority. The Chair will call for public comment during the meeting. 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. This Agenda also contains an agenda item for the Public to address the Board on matters not listed on the agenda. Public Comments are limited to 3 minutes per person and each speaker may speak only once under each agenda item. The Board of Directors may modify and/or waive these provisions. If you wish to make a public comment you may attend the meeting at the location stated above, fill out a Speaker's Card and submit it to the Board Secretary. Members of the public may also submit a comment by email to the Board Secretary at [info@recyclemore.com](mailto:info@recyclemore.com) no later than 11:59 p.m. the day prior to the meeting. Please indicate which item on the agenda you are commenting on in the subject line of your email. The Board Secretary will share all comments with the Board at the meeting and make them part of the public record.

**1. Call to Order/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**

*PUBLIC EMPLOYEE APPOINTMENT*

*Title: Executive Director*

**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. This is the time when any person may address the Board of Directors on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Authority. Public Comments are limited to 3 minutes per speaker, subject to adjustment by the Chair for orderly administration and timely completion of the meeting agenda. This includes but is not limited to moving immediately to the next speaker after a speaker has completed their comments within the allotted time, prohibiting speakers from yielding or granting their time to another person who is later in the queue to speak or who has already spoken, prohibiting speakers who have already spoken from speaking again regardless of whether it is during the public comment period or on an individual agenda item, and setting when and where in the agenda public comments shall be heard.*

**6. Consent Calendar**

*All matters under the Consent Calendar are considered to be routine and non-controversial. 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 before action is taken on the Consent Calendar by a member of the Board or any interested party, items may be removed from the Consent Calendar and considered separately in the agenda order.*

*Consideration of a motion to approve the following actions:*

**6.1 March 13, 2025 Authority Board Meeting Minutes**

*Consider a MOTION to APPROVE the subject minutes.*

**7. Staff Report**

*Staff will provide updates on recent and upcoming activities.*

**7.1 Staff Report - Recycling and HHW Programs Update**

Information only.

**7.2 Staff Report - Outreach Programs Update**

Information only.

**7.3 RecycleMore Powers, Responsibilities, and Practices – An Orientation**

Receive report and the accompanying presentation.

**8. Regular Agenda**

**8.1 Alternative Financing for WCCIWMA Operations**

Conduct a preliminary discussion of alternative financing scenarios for West Contra Costa County Integrated Waste Management Authority (WCCIWMA) in the event that a new Post Collection Agreement (PCA) is not in place at the expiration of the current Post Collection Agreement and give staff direction at the discretion of the Board.

**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. A special meeting will be held on April 17th 2025. The next regular Board of Directors' Meeting is scheduled for May 8, 2025.*

THIS PAGE INTENTIONALLY LEFT BLANK



**recycle**more  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**DATE:** April 10, 2025

**TO:** West Contra Costa Integrated Waste Management Authority Board

**FROM:** Steven Duran - Interim Executive Dir

**SUBJECT:** March 13, 2025 Authority Board Meeting Minutes

---

**ACTION REQUESTED:**

Consider a MOTION to APPROVE the subject minutes.

**BACKGROUND:**

The minutes for the March 13, 2025 Authority Board Meeting are attached.

**ATTACHMENTS:**

[Agenda Item 6.1 - Attachment 1: ActionMinutes 2025-03-13 \(draft\)](#)

# WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA) BOARD OF DIRECTORS MEETING MINUTES – MARCH 13, 2025

**Meeting Date | Time 3/13/2025 6:15 PM | Meeting Location City of Richmond, City Council Chambers, 440 Civic Center Plaza – 27<sup>th</sup> Street, Richmond, CA 94804**

**Meeting called by** Board of Directors

**Type of meeting** Regular

**Authority Staff Present** Steve Duran, Reka Abraham, Lisa Borreani, Rachel Dice, Webster Nguyen and Viviane Vidal

**Legal Counsel** John Bakker

## **Board Members Present:**

Directors: C. Zepeda (Chair) Richmond; W. Ktsanes, El Cerrito; D. Bhattarai, Hercules; A. Tave, Pinole; J. Brown and D. Robinson, Richmond; and R. Xavier (Vice Chair) San Pablo

Absent: F. Glover and J. Gioia (Ex-Officio), Contra Costa County

## **CALL TO ORDER/ROLL CALL**

Chair Zepeda called the regular meeting of the West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore, to order at 6:16 P.M.

The Roll Call established the existence of a quorum (Bhattarai, Brown, Ktsanes, Robinson, Tave, Xavier and Zepeda).

Chair Zepeda adjourned into Closed Session at 6:18 P.M.

## **CLOSED SESSION**

### **PUBLIC EMPLOYEE APPOINTMENT**

*Title: Executive Director*

Chair Zepeda reconvened from closed session at 6:58 P.M. There was no reported action from the closed session.

## **PLEDGE OF ALLEGIANCE**

Chair Zepeda led the Pledge of Allegiance.

## **EX-PARTE COMMUNICATIONS & DISCLOSURES**

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**

1. February 20, 2025 Authority Board Meeting Minutes: (Motion to approve)

**MOTION** by Vice Chair Xavier to approve Consent Calendar Item 1, as submitted. **SECOND** by Director Bhattarai.

**MOTION PASSED** unanimously by a Roll Call vote.

## **STAFF REPORT**

---

### **Staff Report Item 7.1 – Staff Report | Presenter | Steve Duran, Interim Executive Director**

Interim Executive Director Steve Duran reported with respect to negotiations for the Post Collection Agreement that there had been a meeting with Republic Services this week and while there had been a constructive conversation, there was no agreement for a six-months extension at this time. The schedule was being set for follow-up meetings to continue for a negotiated agreement. He also reported that the Memorandums of Understanding (MOUs) with the member agencies were being fine-tuned. The next meeting on April 10 would include a Board orientation with a binder of information to be provided to Board members and alternates, with a walk through of the Joint Exercise of Powers Agreement (JEPA) to make sure that the new members of the Board understood their role and that staff's role was clear. Alternates would be invited to that meeting to receive that orientation.

---

### **Staff Report Item 7.2 – Recycling and HHW Programs Update | Presenter | Reka Abraham – Recycling & Household Hazardous Waste Program Manager**

The report from the Recycling and Household Hazardous Waste (HHW) Program Manager was presented in writing. There were no questions from the Board.

---

### **Staff Report Item 7.3 – Outreach Programs Update | Presenter | Lisa Borreani – Program Manager - Outreach**

The report from the Outreach Program Manager was presented in writing. There were no questions from the Board.

---

### **Staff Report Item 7.4 – Presentation – 2024 Key Accomplishments for Recycling, HHW and Outreach Programs | Presenters | Reka Abraham – Recycling & Household Hazardous Waste Program Manager and Lisa Borreani – Program Manager - Outreach**

Recycling & Household Hazardous Waste Program Manager Reka Abraham presented the 2024 Program Summary for Recycling and HHW Programs and Outreach Programs updates. She noted that Lisa Borreani, the Program Manager for Outreach would also make a presentation and she pointed out that Ms. Borreani had been wearing more than one hat during this period of transition to help keep RecycleMore afloat with respect to administration and operations.

Ms. Abraham referred to the background context that had been included in the agenda reports to identify why the programs had been built the way they had and the regulations that had to be followed back to AB 939. She focused on the SB 1383 program as well as other sustainability programs and the HHW programs. Under SB 1383, she offered an overview of the program highlights from last year, particularly with respect to compliance data to verify numbers that had to be submitted to CalRecycle. She identified that compliance data is pulled twice a year and noted that as of Q3 last year, RecycleMore's jurisdiction had 55,542 commercial and multifamily generators in total (including El Cerrito). Out of that total, only 1,753 were not compliant resulting in a 97 percent compliance rate.

While CalRecycle required a 100 percent compliance, Ms. Abraham explained that was difficult to maintain at all times given the frequency where new generators (businesses) opened and closed accounts. Those non-compliant generators are identified and contact to receive education, and be advised they needed to sign up for an organics waiver or receive organics service. When there was no communication from a non-compliant business in 30 days, that business would get an automatic compost cart to return the jurisdiction to the 100 percent compliance level.

Ms. Abraham described how the waiver program worked and stated that SB 1383 required that all approved waivers be inspected within five years to make sure the businesses still met the requirements of the waiver. A waiver inspection and enforcement framework had both been developed last year, and a schedule had been developed to ensure that all approved waivers had inspections and met the five-year goal to avoid fines to the jurisdiction. Compliance was tracked with a robust record-keeping program that was required under SB 1383. Each jurisdiction had to maintain an implementation record that would be reviewed by CalRecycle in an implementation review every four years. Some records were maintained by RecycleMore and some by the member agencies.

Ms. Abraham referred to the edible food recovery program and the identification of the edible food recovery organizations and generators. She described the three contractors that helped with the food recovery network, education, compliant generators and non-compliant generators and explained that a program had been created for them last year. She also reported that RecycleMore had received a grant on behalf of the City of Hercules for SB 1383 last year and had developed an outreach program for its multifamily developments that included door-knocking and the presentation of recycling starter kits for each tenant. That program would start next week with the first pilot property.

Ms. Abraham stated the first cycle of the edible food recovery grant program for food recovery organizations provided funding for equipment and supplies and RecycleMore had been able to distribute \$98,538 in May 2024, to six food recovery organizations in the jurisdiction. A six-month progress report showed that the organizations had saved an additional 54,000 pounds of food from going to the landfill within the jurisdiction specific to the grant and giving it to people in need. She stated the application cycle for the current grant just closed and RecycleMore was now offering stipends in addition to equipment, and would be looking through applications from eight applicants to see who qualified for those monies in May 2025. The program was anticipating an additional 32,000 pounds of excess edible food to continue to be rescued in addition to the total that had already been rescued.

As to the additional sustainability programs, Ms. Abraham referred to an interior containers program, repair workshops, backyard composting and mattress recycling. She identified the partnerships involved with each of those programs, their status, progress and successes. She provided an overview of the two HHW facilities in the jurisdiction; a permanent facility in Richmond and a satellite facility in El Cerrito, with two temporary one-day collection events located elsewhere in West County, all well received. She identified the number of participants at the temporary events and explained that the number was consistent and the events were well used every year.

Ms. Abraham also highlighted the marine flares collection events funded by CalRecycle's HD 37 grant in partnership with the California Product Stewardship Council (CPSC). The program was important given the proximity of the Bay, the requirement for boaters to maintain marine flares on boats entering the ocean, and because the flares were explosive, expired after a few years, and there was a lack of any other way to dispose of them. Last year 14 5-gallon buckets of flares had been collected, representing 270 pounds, with 661 individual flares disposed.

Lisa Borreani, Outreach Program Manager, spoke to an overview of the outreach messaging strategy that had been incorporated into everything RecycleMore did; to support the California waste laws such as SB 1383, to educate and create visually engaging materials culturally appropriate for the community, and to be stewards to help preserve the environment through programs and messaging. Everything supports the five member cities in RecycleMore

including unincorporated West Contra Costa County, with the theme Reduce, Reuse, Repair and Recycle. When possible, the documents were translated into Spanish (as the second predominate language in the server area) and also translated into Tagalog and Chinese if appropriate for those specific Cities.

Ms. Borreani highlighted the CalRecycle grants, explained that RecycleMore applies for the Used Motor Oil Payment Program grant each year, and the grant cycles lasted for two years within specific criteria. RecycleMore had recently been notified that it had been awarded the next cycle grant, OPP 15, in the amount of \$35,950. The program paid for training, used oil collections, reimbursements, materials inventory and supplies and she provided the details for each. During the summertime there were five recycling giveaways at the local auto supply stores.

In addition, Lisa Borreani spoke about public facing community events. RecycleMore also participates in 10 to 12 tabling events annually to engage with the community; to educate, raise awareness, and distribute program information; distributed RecycleMore swag and food scrap pails; and identified repair workshops too

Ms. Borreani added that in April each year RecycleMore staff always participated in Earth Day events in several jurisdictions and focused on the composting subsidized program where there was an opportunity for a resident to win a composter and other accessories to compost at home. In June, staff attends the Pinole Car Show and educates residents on the proper disposal of used motor oil and where to dispose, and distributes free used motor oil supplies. Over 200 oil drainers and oil filter drainers are given out at this event annually. She identified other annual events where information on recycling, composting and HHW programs would be promoted and where food scrap pails would be distributed. She noted that it takes all RecycleMore staff to execute these numerous events each year.

Ms. Borreani also reported on the redesigned RecycleMore website and the new service provider (Nerd Crossing), explained why that change had occurred, and pointed out the existing features that had been maintained in the new website along with numerous new features, and the key achievements that highlighted data from CalRecycle's Electronic Annual Report (EAR). She also noted that the previous Recycling Guide had also been updated and now is RE:Source.

Ms. Borreani stated the social media strategy was to educate, inform and increase the following of West Contra Costa residents. The content was relevant, engaging and informational about the programs and resources available to the community, the content was timely and pertained to upcoming events, topical news items, waste laws and how to comply. Facebook and Instagram were maintained, and she identified some of the content noting that 20 to 25 original pieces of content is posted each quarter.

She added that the school programs had been revamped and there were in-person classrooms and assembly presentations as well as facility tours at West County Resource Recovery. Republic Service's Sustainability Coordinators and RecycleMore Coordinators had prepared three different presentations catered to the grade level of students from K-3, 4-8 and 9-12 levels. This year there had been over 2,625 students who had attended the presentations or tours. In addition to the presentations, three different giveaways were available for the students and she described those giveaways. She offered the Board a facility tour and asked interested members to identify their interest to be able to coordinate a tour in the future.

Director Bhattarai thanked RecycleMore staff for all the work, was interested in the tour, and with respect to backyard composting asked if worms could be included in a more natural composting process. He also asked about the outreach for multifamily units.

Ms. Abraham stated that one of the composters offered by RecycleMore was like a worm farm and through the \$20 off composting accessories ratepayers were able to access one pound of red wiggler worms that were good for

composting. She also noted that regular composting used microbros to create compost while composting with worms produced worm castings, which was a different more potent soil amendment, and that worms broke things down fast. As to the multifamily outreach, multifamily properties were notoriously difficult for proper recycling and composting, there was a high tenant turnover, and tenants were not putting out their own carts or looking at their waste. An easy way to see if there were positive impacts was that contamination rates would drop.

Ms. Abraham stated there was a constant education process with multifamily. The City of Hercules was invested in getting the grant and getting residents in multifamily areas up to speed with the programs. The first outreach would start this week and over the year all Hercules multifamily properties were expected to be addressed.

Director Tave asked about participation analyses of the HHW programs and suggested whenever a large one-day event took place participation at the Richmond HHW facility tended to drop, with the events taking pressure off the Richmond site. He asked operations wise whether the events were difficult to put on and he asked about the cost benefit and whether doing more would continue to take the pressure off the Richmond HHW facility.

Ms. Abraham noted that over the summer people typically cleaned out their garages and the like. The one-day events typically during the warm months of the year were very popular because residents did not want to drive all the way to the HHW facility in Richmond. She confirmed that the one-day HHW events were expensive to develop. She wanted to encourage residents to drop off their HHW material at the permanent Richmond facility without waiting for a special HHW event. With respect to volume, she stated it was easier at the Richmond HHW facility since the one-day HHW events were heavily attended and congested. She verified that the Richmond facility was open every Wednesday to Saturday from 9:00 A.M. to 4:00 P.M. at the 101 Pittsburg Avenue location in Richmond and closed only on the major holidays.

Director Robinson asked about targets and Ms. Abraham stated the food recovery aspect of SB 1383 was hard to quantify, although SB 1383 had an overarching requirement for a 20 percent reduction of the state's estimated amount from going to the landfill by 2025. RecycleMore is required to estimate total yearly excess edible food generation from Tier 1 and 2 generators and every year RecycleMore reported on the annual total amount of food saved, and from that were able to tell how close they are to the target. She reported that RecycleMore had exceeded that 20 percent target and it has a robust food recovery network. RecycleMore was working with other generators that were not necessarily SB 1383 generators to connect with the smaller food recovery organizations to help them and to save more edible food. She noted that she could get the most recent percentage of what RecycleMore saved in the area of edible food recovery from the EAR reports to CalRecycle, and could provide some stats to the Board of each of RecycleMore's programs that could be quantified.

Director Robinson asked RecycleMore staff about lessons learned with the ongoing programs and if there was anything staff might want to pursue or adjust, and Ms. Abraham stated in the ideal world with more capacity and staff there could be more community events, more sustainability programs rather than just compliance-focused programs. While the repair shops were working in that direction, she wanted to look at waste in a different format and bring a circular economy to West County. She noted there was always potential to do more.

Lisa Borreani suggested a community focus to better identify RecycleMore and what it did in the communities.

Director Robinson expressed a desire to do a tour. She referred to Richmond's Dumpster Days and noted that in talking to residents they were unaware of how easy it was to visit the one-day HHW events where the resident would remain in the car and pop the trunk to have their disposals removed. She asked if a video had ever been made about how to use the one-day HHW events, and Ms. Borreani stated that staff had talked about doing that.

Chair Zepeda thanked Ms. Abraham and Ms. Borreani for their great work and noted that he had enjoyed the social media videos staff had prepared. He referred specifically to the video on batteries, commented that he had learned a lot from the video and requested that RecycleMore's videos be provided to members of the Board. He also expressed a desire for a facility tour. He commented that he happened to be talking to a restaurant owner who had asked how the edible food recovery process worked and who had suggested an app where a restaurant or other business could report when the business would be closing and identify any leftover food stuffs that could be discounted for pickup.

Ms. Abraham stated that such an app already existed. It was called Too Good To Go and businesses and restaurants could sign up to advise when there was excess food for pickup.

Chair Zepeda recommended the Hilltop Mall as a location for a one-day HHW event, verified that the backyard compost bins were all available through RecycleMore's website, including those available for discount, and asked for a compliance scorecard for each member agency.

Ms. Abraham explained that staff had tried to contact Hilltop Mall but had been unsuccessful. She also explained that all RecycleMore member agencies were 100 percent in compliance. She added that the majority of the SB 1383 programs were under RecycleMore's umbrella. Everything done in terms of SB 1383 compliance was done on a regional basis, except for the Hercules grant. Given the size of Richmond, a fair amount of effort was required and she reported that Richmond staff and Republic staff along with RecycleMore staff worked to get the information out to all Richmond businesses. She also described the type of businesses that required indoor compost collection bins available for customers to use, and spoke to RecycleMore's upcoming Repair Workshop. She described the several options available for disposing of the items that could not be fixed at the repair events since RecycleMore did not dispose of those items.

Chair Zepeda noted that both Pinole and Richmond had community Dumpster Days and he asked if a one-day HHW event could partner with a Dumpster Day event.

Ms. Abraham stated that because one-day HHW events were so expensive, required a lot of space and were difficult to produce, she recommended that the materials be sent to the HHW facility. She suggested in the future RecycleMore might be able to table and hand out information at Dumpster Day events but at this point it was difficult for RecycleMore staff to attend those events because they were so busy with other events, and staff did not always know when the Dumpster Day events would occur because they were not coordinated through RecycleMore but through the collection agreement.

Chair Zepeda asked if fireworks could be collected with the marine flares, and Ms. Abraham stated that marine flares and fireworks were two different material classifications and were transferred and disposed of differently. Marine flares could be stored for a short period of time for a specific collection, but not fireworks for regular collection given that there was no sufficient explosive magazine available at the HHW facility. Also, the marine flare program was a very specific collection associated with a CalRecycle grant when only marine flares were collected under a special permit.

## **REGULAR AGENDA**

---

**Agenda Item 8.1 – Sole Source Professional Services Agreement with HF&H Consultants | Presenter | Steve Duran – Interim Executive Director**

Interim Executive Director Duran commented that when he served as Interim Executive Director five years ago RecycleMore was on CalRecycle’s naughty list, now RecycleMore was on CalRecycle’s nice list, which was a big improvement that was directly attributable to RecycleMore staff.

Interim Executive Director Duran presented the request to approve Resolution 25-03 directing the Interim Executive Director to execute a Sole Source Professional Services Agreement with HF&H Consultants in an amount not to exceed \$90,000 with a \$10,000 contingency to assist with the negotiation of a Post Collection Agreement with Republic Services. Because the contract was a sole source, the Board must make certain findings to be able to approve the Resolution.

Interim Executive Director Duran provided some background to the selection of HF&H Consultants and explained why there was no time to pursue a Request for Proposal for this Sole Source Professional Services Agreement in a not-to-exceed amount of \$100,000.

**MOTION** by Vice Chair Xavier to make certain findings and approve Resolution 25-03 directing the Interim Executive Director to execute a Sole Source Professional Services Agreement with HF&H Consultants in an amount not to exceed \$90,000 with a \$10,000 contingency to assist with the negotiation of a Post Collection Agreement with Republic Services. **SECOND** by Director Ktsanes.

**MOTION PASSED** unanimously by a Roll Call vote.

## **BOARD MEMBER AND STAFF ANNOUNCEMENTS**

Director Bhattarai expressed an interest in a facility tour.

## **ADJOURNMENT**

With consensus of the Board, Chair Zepeda adjourned the meeting at 8:09 P.M. until the regular Board meeting scheduled for April 10, 2025 at 6:15 P.M.

---

I hereby certify the foregoing to be a true and correct statement of the Official Minutes of the West Contra Costa Integrated Waste Management Authority Board meeting held March 13, 2025.

---

Board Secretary

Date



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

# Agenda Report

**DATE:** April 10, 2025  
**TO:** West Contra Costa Integrated Waste Management Authority Board  
**FROM:** Reka Abraham - Program Manager  
**SUBJECT:** Staff Report - Recycling and HHW Programs Update

---

**ACTION REQUESTED:**

Information only.

**BACKGROUND:**

**DISCUSSION:**

Program Updates:

1. SB1383
  - a. Edible Food Recovery
    - FY24/25 grant awards will be announced April 11, 2025.
      - Every FRO that applied will receive funding
    - Food Shift is successfully assisting local grocery stores with establishing FRO partnerships and increasing donations.
    - Nothing Wasted is verifying compliance of commercial edible food generators claiming no excess food
  - b. Waiver verifications
    - Site inspections occurring monthly for 2022 waiver approvals
  - c. Hercules MFD project
    - First MFD received outreach March 17 and 21
      - Cascadia team handed out 77 kits and left 86 door hangers
      - Residents were looking forward to receiving the kitchen pails
    - Next MFD outreach scheduled for April 14
    - Grant progress report to Cal Recycle due April 1 - completed
  - d. MOUs
    - Provided Richmond, El Cerrito and San Pablo with final drafts of the MOUs

2. HHW
  - a. DTSC Electronic Verification Questionnaire due March 31 – completed by HHW consultant, Larry Sweetser
  - b. El Cerrito facility CUPA inspection – March 11 – no issues
3. PCA Negotiations
  - a. Set schedule with Republic and HF&H
  - b. Meeting regularly to move negotiations along
4. Repair Workshop
  - a. March 22, 2025 10 am -1pm at El Cerrito Community Center
    - 56 attendees
    - 19 volunteers
    - 79 items
2. Backyard Composters
  - a. Preparing to promote at Earth Day events
  - b. Coordinators creating an outreach video to promote Vermicomposting

**ATTACHMENTS:**



**recycle more**  
WEST CONTRA COSTA INTEGRATED  
WASTE MANAGEMENT AUTHORITY

# Agenda Report

**DATE:** April 10, 2025  
**TO:** West Contra Costa Integrated Waste Management Authority Board  
**FROM:** Lisa Borreani - Program Manager  
**SUBJECT:** Staff Report - Outreach Programs Update

---

**ACTION REQUESTED:**

Information only.

**BACKGROUND:**

**DISCUSSION:**

PROGRAM UPDATES – Planned for April 2025

1. Website

- Article: Recap of Repair Workshop and Video Compilation (March 22, 2025)

2. Social Media

- Earth Day Event Activities
- Earth Day IG Vermicomposter Starter Kit Giveaway
- 4/27/25 – Take Back Prescription Drug Day Campaign
- 4/28/25 – Stop Food Waste Day (SB 1383)

3. School Programs - Partnership with Republic Services

- Continued scheduling for in-person school presentations and assemblies, as well as facility tours for the 24-25 school year.
- School presentation translation in Spanish.

4. Events

- Earth Day Tabeing Events
  - Contra Costa College: Tuesday, April 22, 2025
  - Pinole (Fernandez Park): Saturday, April 19, 2025
  - Richmond (Shields-Reid Park): Saturday, April 19, 2025
- Earth Day How to Vermicomposting Video

**ATTACHMENTS:**



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

# Agenda Report

**DATE:** April 10, 2025

**TO:** West Contra Costa Integrated Waste Management Authority Board

**FROM:** Steven Duran - Interim Executive Dir

**SUBJECT:** RecycleMore Powers, Responsibilities, and Practices – An Orientation

---

## **ACTION REQUESTED:**

Receive report and the accompanying presentation.

## **BACKGROUND:**

The purpose of this report and presentation is to:

- Review the fundamentals of the Joint Exercise of Powers Agreement (JEPA) that establishes the powers and basic responsibilities of the Authority; and
- Review current practices most pertinent to the Authority's operations.

The starting point of this presentation is the Fifth Amendment and Restatement Joint Exercise of Power Agreement of the West Contra Costa Integrated Waste Management Authority, also known as the "JEPA." The JEPA establishes the West Contra Costa Integrated Waste Management Authority ("WCCIWMA" or "RecycleMore") as a Joint Powers Authority (JPA). The current JEPA was entered into on November 20, 2019, by and among the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, and the City of San Pablo. The original JEPA was dated April 2, 1991. Contra Costa County and the Authority entered into a contract on May 25, 1993 in order to facilitate development of an Integrated Resource Recovery Facility (IRRF) for the continued management of waste generated in the unincorporated areas of the County encompassed by the District, to divert waste through the use of the IRRF and to provide for regulation of the IRRF. Pursuant to the County contract, the County appointed an ex-officio non-voting Director to the Authority's Board of Directors, the Authority approved the IRRF bonds, the IRRF was developed, and since that time the bonds

were repaid.

## **DISCUSSION:**

In reviewing orientation materials for new Authority Board Directors, including the JEPA, and observing RecycleMore practices in light of the organizational structure, powers and responsibilities prescribed by the JEPA, it seems appropriate to review current practices to ensure that they are aligned with the structure, powers and responsibilities set forth in the JEPA. This will be covered in the presentation.

### **Authority Powers**

In California, Joint Powers Authorities (JPAs) are legal entities created by two or more public agencies for the purpose of jointly exercising a common power or powers. So, essentially, the powers of the West Contra Costa Integrated Waste Management Authority that have been delegated by the member cities (“Members” or “Member Agencies”) are the powers set forth in the JEPA to be exercised by the Authority on behalf of the Members.

Section 5 of the JEPA enumerates the powers of the Authority, and the limitations of these powers. However, it is Section 2 that, in some detail, states the purpose of the JEPA and the Authority, which, in short, is to “regulate post-collection services and combine disposal and diversion of solid waste” for determining compliance with applicable laws and regulations. In the JEPA, there are basically two areas of powers, one rooted in the purpose as noted above, and the other being the basic powers necessary to operate as a governmental agency, such as hiring, contracting for goods and services, acquiring equipment and supplies, leasing office space, maintaining bank accounts, and other such activities necessary to conduct business.

Many of the powers enumerated in the JEPA are also responsibilities of the Authority. The Board, of course has the legislative power and responsibility to govern through reviewing, approving, and directing staff work in accordance with the JEPA and to establish policies, including the approval of: contracts over \$10,000, annual budgets; annual Post Collection rates; directing the flow of waste from Member Agencies; entering into Post Collection Agreements; and any agreements not delegated to staff between the Authority and Member Agencies. Generally, within the context of the JEPA, the Authority Board alone has the power and responsibility to set policy and to direct the Executive Director of the Authority.

The JEPA powers that direct the day-to-day work of Authority staff result in responsibilities of the Authority. These responsibilities are outlined in Section 2 of the JEPA as Core Services, Future Services and Non-Core Services.

### **Authority Responsibilities**

The JEPA provides a Mission Statement within the Recitals in Section C. The Authority's (long version) mission is "to report , as a single entity, the annual regional compliance with California laws and regulations related to material diversion from landfills and to: promote material reuse and recycling; implement regional waste reduction and recycling diversion programs; increase the diversion of waste from disposal facilities; oversee an integrated resource recovery facility to achieve Member's waste diversion goals; and arrange for the for the processing and disposal of remaining waste."

This report will highlight Core Services because they are in the JEPA, whereas future and non-core services may vary from time to time. JEPA Section 2 Core Services are established as follows:

1. Ensure that the Post Collection Agreement (PCA) terms are being met by the Contractor.
2. Validate post collection rates to ensure accuracy, reasonableness and consistency with the methodology formula described in the JEPA.
3. Validate the accuracy of information stated in quarterly, annual, and other reports submitted by the Contractor to the Authority.
4. Seek to reduce costs to Members in future post collection solid waste activities and agreements.
5. Seek to increase the benefits to Members in future post collection solid waste activities and agreements.
6. Negotiate the lowest possible rates for Members and customers.
7. Monitor and coordinate compliance with the California Integrated Waste Management Act, Assembly Bill 341 (2011), Assembly Bill 1826 (2014), Senate Bill 1383 (2016), and other State solid waste related legislation and regulatory requirements.
8. Operate Household Hazardous Waste Programs (HHWP).
9. Administration and oversight of day-to-day Authority operations.
10. Conduct public outreach and education within existing budgeted funding and staffing levels beyond existing PCA Contractor efforts.
11. Monitor and analyze relevant legislation within existing budgeted funding and staffing levels.

There are more details under these headings in the JEPA.

## **Practices**

Government practices, and all business practices for that matter, should align with the governing documents. The Authority's fundamental governing document is the JEPA. Within this context, the Board has latitude to set policies, priorities, and expectations for Authority operations, which are managed by an Executive Director, who reports to and is directly accountable to the Board. The Executive Director is responsible for all Authority operations, and the staff, which performs most of the day-to-day work, is under the management of the Executive Director.

As a new Executive Director will be in place soon, it is important that the Board, the new Executive Director, and the staff focus on operating in accordance with the powers and responsibilities set forth in the JEPA. This will get the new Executive Director off to a good start and is essential to ensure that RecycleMore is a highly functional organization. When organizational culture conforms to organizational structure, performance tends to be much better than when organizational culture does not conform to organizational structure.

The new Executive Director will need to cultivate relationships with the City Managers of our five cities. I recommend they meet quarterly in person. Authority Program Managers should continue to meet monthly with regional staff from our cities, and the County should they decide to extend their contract with the Authority. These monthly regional staff meetings should be in person at least once quarterly for the purpose of building collegial relationships and a "one-team" dynamic. All these management and staff meetings should have the goal of delivering and improving services to the community. Mutual transparency should be a given in the Authority's relationships with the cities at all levels if we expect to maximize performance in serving the community.

Authority staff has updated an orientation binder for all Board Members and Alternates, which you all should have received by now. There are, however, three issues I would like to address briefly: First is the Brown Act; Second is Ex Parte Communications; and third is Rules of Order.

The Brown Act is about open government and transparency. Understanding and adhering to the Brown Act helps local government agencies to be fair and transparent – and it's the law. Most cities provide training on the Brown Act, either directly or through the California League of Cities. The League of Cities website is: <https://www.calcities.org/>

Ex Parte Communications are defined in Authority policy as any communications, oral or written, made to a Board Director outside of the Public Meeting concerning a matter that is: (1) subject to the jurisdiction of the Board of Directors if such matter may have a financial effect of any kind on the party coming before the Board, the Authority, or the ratepayers; (2) occurs within six months of the Board Meeting in which any such discretionary action is considered; and (3) which communication might be perceived to influence the decision of a Board Director. Any such communication needs to be reported prior to the Board discussing or taking action on such matter. There is a standing Board Agenda item under which Ex Parte Communications should be disclosed. The Policy Regarding Ex Parte Communications is included in the updated Authority orientation binder.

Rules of Order provide a structured framework for conducting meetings, ensuring that discussions stay focused, and that business is taken up in an orderly manner. Rules of order should be designed to facilitate fair, efficient, and democratic decision-making in meetings. In the context of public agencies, clear rules of order ensure orderly public meetings in which the public, the Board, staff, and other speakers have an opportunity to be heard, and that the majority of the Board's will is respected while protecting the rights of the minority and all interested parties. By establishing clear procedures for making motions, conducting debates, and taking votes, rules of order streamline the decision-making process and promote fairness. The Authority, in accordance with the JEPA, uses Rosenberg's Rules of Order. A copy is in the Authority orientation binder.

Under Rosenberg's Rules, the basic format for an agenda item discussion are as follows:

**First**, the chair should clearly state or have the Board Secretary state what the agenda item subject is.

**Second**, the chair should invite the appropriate person(s) to report on the item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, Board members may ask clarifying questions.

**Fourth**, the chair should invite public comments.

**Fifth**, once public comments are completed, the chair should invite a motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the Board Secretary or Executive Director to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion.

**Ninth**, the chair takes a vote or asks the Board Secretary to take the vote by roll call. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.”

**Tenth**, the chair should announce the result of the vote or ask the Board Secretary and what action (if any) the body has taken.

More detail is included in the copy of Rosenberg’s Rules of Order in the orientation binder.



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

# Agenda Report

**DATE:** April 10, 2025

**TO:** West Contra Costa Integrated Waste Management Authority Board

**FROM:** Steven Duran - Interim Executive Dir

**SUBJECT:** Alternative Financing for WCCIWMA Operations

---

## **ACTION REQUESTED:**

Conduct a preliminary discussion of alternative financing scenarios for West Contra Costa County Integrated Waste Management Authority (WCCIWMA) in the event that a new Post Collection Agreement (PCA) is not in place at the expiration of the current Post Collection Agreement and give staff direction at the discretion of the Board.

## **BACKGROUND:**

As the Board is aware, the current PCA between WCCIWMA and Republic Services (Republic) expires on June 30, 2025. We are currently negotiating a new PCA with Republic Services, which was the only firm that responded to our Request for Proposals for a new PCA. At our February 20, 2025 Board Meeting, the Board asked staff, "What happens if we do not have a new PCA, or an extension of our current PCA, on July 1, 2025?"

What would happen is certainly uncharted territory. For Republic, they must still properly dispose of the garbage, green waste and recyclables that they collect under the franchise collection agreements, and the post collection waste must still be monitored and reported under state laws and regulations. Under the Joint Exercise of Powers Agreement (JEPA) establishing the responsibilities and powers of WCCIWMA, the Authority must provide the core services set forth in the JEPA, including among other things the management of a PCA and monitoring and coordination of compliance under state laws and regulations.

Currently, the Authority is funded through the per-ton rate that Republic charges pursuant to the PCA. A component of the rate is the Authority Portion, which the Authority sets annually

based on its budgeted needs. Thus, if there is not a new PCA or extension by July 1, 2025, the Authority will have no ongoing revenue to fund its operations. There are, however, potentially other ways to fund Authority operations, which are discussed below.

## **DISCUSSION:**

We are not in a good negotiating position. The time constraints and the fact that no other company competed for this PCA are disadvantageous factors for us, and Republic continues to refuse our request to extend the term of the current PCA. In all negotiations, one must have alternatives. Staff believes at this point, looking at alternative funding scenarios is a component of our “Best Alternative to a Negotiated Agreement” (BATNA).

Alternative ways to fund Authority operations include fees financed through property tax bills rather than through Republic bills to customers and building the cost of outreach activities into our operating budget in order to outsource or hire more staff to provide some services currently provided by Republic.

Other regional solid-waste entities similar to the Authority use parcel assessments to fund state mandated functions. There is potential for the Authority to fund operations in a similar manner. In addition, in considering our options, staff may recommend that some outreach functions now performed by Republic under the current PCA may be better performed by the Authority.

Alternative methods of funding operations address, to some extent, Republic’s refusal to extend the term of our existing PCA for six months as we requested. It would enable the Authority to continue negotiating for rates and terms of the new PCA to be fair and in line with comparable agreements in other nearby jurisdictions without the concern of loss of Authority funding. Currently, the Authority has sufficient reserves to operate on a reduced budget through the end of this calendar year. If fees were collected through property tax bills, additional funding could be available by January when property tax revenue distributions are made by the County.

A new PCA with Republic is necessary to continue performing all the Authority’s core services in the JEPA. However, the annual Authority rate set via the PCA is not the only available funding source for the Authority. It is therefore staff’s recommendation that we continue to pursue these funding scenarios, and others we may find, as we continue to negotiate for a new and fair PCA with Republic, and staff will report on our progress and further recommendations at the May Board Meeting.

## **ATTACHMENTS:**



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

[www.recyclemore.com](http://www.recyclemore.com)