

**WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA)  
BOARD OF DIRECTORS REGULAR MEETING MINUTES – FEBRUARY 12, 2026**

**Meeting Date | Time 2/12/2026 6:15 PM | Meeting Location City of Richmond City Council Chambers, 440 Civic Center Plaza, Richmond, CA 94804**

Meeting called by Board of Directors

Type of meeting Regular

Authority Staff Present Reka Abraham, Lisa Borreani, Rachel Dice, Cliff Feldman and Viviane Vidal

Legal Counsel John Bakker

**Board Members Present:**

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

Absent: J. Brown, Richmond; S. Scales-Preston 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 6:15 P.M.

The Roll Call established the existence of a quorum (Bhattarai, Ktsanes, Murphy, Robinson, Xavier and Zepeda).  
\*Director Murphy arrived at 6:28 P.M.

**CLOSED SESSION**

Chair Zepeda adjourned into Closed Session at 6:17 P.M.

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: *Donald W. Sturman v. West Contra Costa Integrated Waste Management Authority*, Contra Costa County Superior Court Case No. C26-00020.

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case

Chair Zepeda reconvened from Closed Session at 7:09 P.M. and there was nothing to report.

**PLEDGE OF ALLEGIANCE**

Chair Zepeda led the Pledge of Allegiance.

**EX-PARTE COMMUNICATIONS & DISCLOSURES**

There were no ex-parte communications or disclosures.

**PUBLIC COMMENT**

CORDELL HINDLER, Richmond, invited everyone to the Richmond Chamber of Commerce Monthly Breakfast on February 24, 2026 at the Courtyard at Hilltop, \$25/person, including breakfast, with the featured speaker to be Richmond Police Chief Tim Simmons to talk about ways that the community and businesses could collaborate with law enforcement. He also invited everyone to the Contra Costa Mayors Conference hosted by the City of Hercules on March 5, 2026, RSVP by February 24, 2026 at noon, \$80/person, including dinner.

## CONSENT CALENDAR

1. December 11, 2025 Authority Board Meeting Minutes: (Motion to Approve)
2. Authorizing Change of Board Meeting Location to the City Council Chamber of the Board Chair (Motion to approve a Resolution authorizing the Executive Director to change the Board of Director's meeting location to the City Council Chambers of the Board Chair)
3. Approval of an Agreement for Financial Consulting Services with Strategic Advisory Services for 2026 (Motion to approve the Agreement for Financial Consulting Services with SAS Consulting for a total not-to-exceed Amount of \$60,000)

**MOTION** by Director Bhattarai to approve Consent Calendar Items 1, 2 and 3, as submitted.  
**SECOND** by Director Ktsanes.

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

## STAFF REPORT

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### **Staff Report Item 7.1 – Recycling and HHW Program Update | Presenter | Reka Abraham – Deputy Executive Director and Regulatory Manager**

Deputy Executive Director and Regulatory Manager, Reka Abraham, advised that she had submitted her recycling and household hazardous waste (HHW) program update in writing. There were no questions on her report.

Ms. Abraham referred to a presentation she had made at the last Board meeting about the Marine Flares Collection Program, which last year had to use Authority operating funds because there was no grant, although she had subsequently applied for a CalRecycle HD45 grant, which had now been awarded to RecycleMore. She described the particulars of the HD45 Small Project Grant for Fiscal Year 2025-2026 specifically for household hazardous waste projects, and advised that the Marine Flares Collection Program was eligible for that grant. The \$100,000 grant to be used over three-years would allow the continuation of the Marine Flares Collection Program in partnership with the California Product Stewardship Council that was also working to get an extended producer responsibility bill in place for marine flares so that the service area did not have to continue paying for those collection programs.

The Board congratulated staff on the receipt of the grant.

Ms. Abraham responded to comments and confirmed that the funds could be used for the purchase of reusable flares and stated that RecycleMore had a stock of reusable flares from a prior grant that were handed out at collection events to encourage the public not to buy disposable flares.

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### **Staff Report Item 7.2 – Outreach Programs Update | Presenter | Lisa Borreani – Marketing and Operations Manager**

Marketing and Operations Manager, Lisa Borreani, had also presented a written Outreach Programs Update and referred to the organics outreach regional campaign that had been implemented during the 2025 holiday season.

Ms. Borreani identified the key strategies of implementing the campaign to leverage the value in a collaborative approach and reported that RecycleMore had partnered with the Regional Recycling Group working with jurisdictions to supplement outreach educational campaigns on various topics such as recycling and waste reduction, a cost-effective joint effort. She explained there were 30 jurisdictions in California participating in this campaign with a combined budget of \$100,000, with the goal to raise awareness and educate residents on how to responsibly compost organics and food scraps to divert from the landfill. The campaign supported SB 1383 outreach compliance and the metrics would be included in the annual Electronic Annual Report to CalRecycle. She described the details of the campaign for the Thanksgiving and Christmas periods, with ads running on social media sites and Google Display Networks targeted to West Contra Costa County residents by using the zip codes of the RecycleMore service area to ensure only those residents would be exposed to the ads.

Ms. Borreani displayed the ads for each holiday, which had been customized for each media placement, and which included the RecycleMore logo that directed the reader to the RecycleMore organics website page for more information. She identified the results of the campaign that had been budgeted for \$1,500. The awareness campaign impressions and CPM for cost per thousand impressions was used to measure the effectiveness of the campaign. She clarified to calculate the CPM, the dollar amount was divided by the impressions and multiplied by a thousand, and impressions were the total number of times in which an advertisement had been viewed by a person. As an example of an impression, she stated that scrolling through a feed on Facebook and seeing an ad that said sponsored, would be an impression. There were almost 250,000 impressions from the campaign with the CPM at \$6.05. Compared to a similar campaign with two other participating jurisdictions, the RecycleMore CPM fell between the two. She stated the campaign had been successful on a small budget and staff would look to similar campaigns in the future.

Ms. Abraham responded to comments from the Chair about SB 1383 about the staff and tenant training for multifamily properties for organics pickup, and explained that the program was done in collaboration with the hauler. Staff always worked first with the hauler to make sure the service was in place and in a location accessible to residents. With outreach with the kitchen pails, residents received information on where on the property the green compost bin was located for drop-off. She added that the days of service changed depending on the location of the property. Buildings under construction were ideally designed for waste enclosures to fit green bins. For existing properties with existing enclosures, the property manager worked with the hauler to fit all three streams, and CalRecycle allowed a physical space waiver if there was truly no space for a green cart, although that was not generally done. She emphasized that each site was urged to find a location for the green cart.

Chair Zepeda referred to National Battery Day and RecycleMore's cool videos developed in the past that he would like to see again and share with others.

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**Staff Report Item 7.3 – Update from Executive Director | Presenter | Cliff Feldman - Executive Director**

Executive Director Cliff Feldman reported that it was time for members of the Board to file the annual Conflict of Interest Form 700 to meet the April 1, 2026 deadline, which were different and separate from the Form 700 each member was required to file for their own jurisdiction.

Mr. Feldman also noted that the SB 54 regulations had recently been issued, were undergoing a 15-day comment period closing on February 13, 2026, and his initial review was that many concerns expressed by numerous others in the field were not necessarily robustly reflected in the new regulations, in particular those related to a \$50,000 fine on jurisdictions to implement the regulations.

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**Staff Report Item 7.4 – Upcoming Agenda Items | Presenter | Cliff Feldman - Executive Director**

Executive Director Feldman explained that this item was to identify agenda items for the next six months, to thereafter be continued on a six-month basis monthly, subject to change.

**REGULAR AGENDA**

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**Agenda Item 8.1 – Election of Board Chair and Vice Chair | Presenter | Cliff Feldman - Executive Director**

Chair Zepeda referred to the staff report dated February 12, 2026 and the history of rotation of the Chair and Vice Chair positions over the last 14 years along with the process to select a new Chair and Vice Chair.

Director Murphy nominated Vice Chair Rita Xavier as Chair, and Director Dilli Bhattarai as Vice Chair. The nomination was seconded by Director Ktsanes. There were no other nominations and the nominations were closed.

**MOTION** by Director Murphy to elect Vice Chair *Rita Xavier* as the Chair, and Director *Dilli Bhattarai* as the Vice Chair of the West Contra Costa Integrated Waste Management Authority (WCCIWMA) aka RecycleMore, for 2026. **SECOND** by Director Ktsanes.

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

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**Agenda Item 8.2 – Approve a Memorandum of Understanding with the City of San Pablo for Use of the City Council Chambers for Board Meetings | Presenter | Cliff Feldman - Executive Director**

Executive Director Feldman explained that the item was a Memorandum of Understanding (MOU) between the City of San Pablo and WCCIWMA for the use of the City Council Chambers for Board meetings because meetings were usually held at the location of the sitting Chair. The location was to be changed by Resolution granting the Executive Director the authority to confirm the location, which had been done by the Resolution adopted under the Consent Calendar.

Chair Xavier recused herself from the vote due to a conflict of interest.

**MOTION** by Director Murphy to APPROVE the Resolution Authorizing the Executive Director to execute a Memorandum of Understanding with the City of San Pablo for use of City Council Chambers for Board Meetings. **SECOND** by Director Ktsanes.

**MOTION PASSED** by the following Roll Call vote.

AYES:	Bhattarai, Ktsanes, Murphy, Robinson and Zepeda
NOES:	None
ABSTAIN:	Rita Xavier
ABSENT:	Brown

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**Agenda Item 8.3 – Approval of SB 1383 Workplan | Presenter | Cliff Feldman - Executive Director**

Executive Director Feldman recognized the colossal effort to get the SB 1383 Workplan and MOUs with the Member Agencies to this point, and he was impressed by the Deputy Executive Director’s work and the staff of the Member Agencies' efforts to gather all the required information for the SB 1383 review.

## Agenda Item No. 6.1

Deputy Executive Director Abraham presented the SB 1383 Workplan submitted for approval and explained it had been in process for a while, and acts as a framework required for the MOUs for the Member Agencies for SB 1383 compliance. She reiterated that SB 1383, the Short Lived Climate Pollutants Act, had a number of requirements for Member Agency compliance but it also allowed jurisdictions to designate some of the implementation responsibilities onto a public entity, such as a Joint Powers Agency (JPA) (RecycleMore), and in order to do so a formal agreement such as an MOU was required with that entity. Since the Regulations had been in place, RecycleMore had been implementing the regulatory requirements for the Member Agencies.

Ms. Abraham explained that the Workplan had been created in 2022 to delineate the responsibilities of RecycleMore and the Member Agencies. In 2024, two MOUs were submitted to the Board for approval, and three were fully drafted but not fully finalized. As such, MOU negotiations continued until early last year when, due to the negotiations of the new Collection Service Franchise Agreements it made sense to pause the MOUs in the event there were any changes in responsibilities associated with the new contracts, which had been approved in 2025. A new Post-Collection Agreement had also been negotiated in 2025, and the Workplan had been subsequently updated to include the changes from those new contracts as well as updating anything else that had changed up to that point. The Workplan and MOUs together provided a way to continue to be compliant with SB 1383 and memorialize the responsibilities going forward.

Ms. Abraham highlighted the changes to the Workplan related to contamination monitoring, and waivers and enforcement, where each responsibility for the activity had been moved to the Member Agencies from RecycleMore. In addition, all completed action items, deliverables and timelines had been updated to reflect the current status of SB 1383 implementation in the service area. She added that all required SB 1383 programs at this point had been implemented.

Ms. Abraham stated that CalRecycle was to conduct a compliance review every four years and RecycleMore had just received its unofficial notice that the compliance review for the RecycleMore JPA would be this spring. As such, the MOUs would have to be completed prior to that time to ensure that the Member Agencies are in compliance with SB 1383. She identified the timeline proposed to meet that deadline and estimated that the Board could consider and approve the MOUs by its April 9, 2026 meeting. She recommended a motion to adopt the Resolution to approve the SB 1383 Workplan.

Mr. Feldman explained that from the regulators' perspective, they wanted to know who was doing what to comply and who to fine if there was no compliance, and the MOUs clearly prescribed that RecycleMore was responsible to do the work and would be fined if the work did not get done. He stated it was possible that MOUs would be brought to the Board on more than one occasion.

In response to Director Bhattarai as to what would occur with a lack of compliance, Mr. Feldman described the process where after the review the shortcomings of compliance would be identified with a time period allowed for relief prior to another review period, and with another period to provide relief prior to the levy of fines. He explained that the timeline of response to compliance orders was not fully defined by CalRecycle and at the request of Vice Chair Bhattarai that could be a follow-up item to the Board.

**MOTION** by Chair Xavier to approve the Resolution approving the SB 1383 Workplan.  
**SECOND** by Vice Chair Bhattarai.

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

**Agenda Item 8.4 – Consideration to Approve the RecycleMore Employee Handbook | Presenter | Cliff Feldman - Executive Director**

Executive Director Feldman presented the proposed Employee Handbook that he explained had evolved over the years from a Compensation Plan, to include employee benefit policies and which included all the components of a handbook. Given the change in policies, job descriptions and laws regarding personnel policies and procedures, among other things, the Compensation Plan had been improved. He highlighted some of the key changes, stated the budgetary items would be presented to the Board in the context of the budget and policies had been added. The Employee Handbook would also be placed on the RecycleMore website.

Mr. Feldman recommended that the Employee Handbook be approved and the Executive Director be authorized to make necessary revisions and those associated with changes in law that shall not have an impact on the Authority budget through collaborating with staff and Authority Counsel, and the Executive Director would present the Employee Handbook to the Board for an annual review.

**MOTION** by Vice Chair Bhattarai to approve the Employee Handbook and authorize the Executive Director to make necessary revisions and those associated with changes in law that shall not have an impact on the Authority budget through collaborating with staff and Authority Counsel, and the Executive Director would present the Employee Handbook to the Board for an annual review. **SECOND** by Director Murphy.

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

**BOARD MEMBER AND STAFF ANNOUNCEMENTS**

Mr. Feldman referenced the new statutory requirement that members of the Board receive a copy of the Brown Act annually, and for the record he announced that the Board had received a pocket copy of the Brown Act provided by John Bakker, Legal Counsel, Redwood Public Law LLP.

Director Bhattarai reminded everyone that as earlier reported, the Contra Costa County Mayors Conference would be hosted by the City of Hercules on March 5, 2026.

Chair Xavier welcomed everyone to the City of San Pablo next month and the rest of the year for RecycleMore Board of Directors meetings.

Mr. Feldman thanked Chair Zepeda for transitioning him as the new Executive Director and looked forward to working with the new Chair and Vice Chair.

**ADJOURNMENT**

With consensus of the Board, Chair Xavier adjourned the regular meeting at 7:57 P.M. to a regular meeting on March 12, 2026 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 12, 2026.

*Viviane Vidal*

3/12/26

Board Secretary

Date