recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Board of Directors Meeting Agenda
Regular Meeting
Thursday, November 12, 2026
6:15 PM

Meeting Location:

City of San Pablo City Council Chambers
1000 Gateway Ave.
San Pablo, CA 94806

This meeting agenda is available online at
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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 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**

   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
   Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: One potential case

   CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9: One potential case

   EMPLOYEE PERFORMANCE EVALUATION
   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 agendized 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 September 14, 2026 Authority Board Meeting Minutes (pp. 1-6)
Motion to approve the September 14, 2026 Board Meeting Minutes.

6.2 Approval of the First Amendment to the Professional Services Agreement with Earth Island Institute Inc. (Food Shift) (pp. 7-14)
Approve the First Amendment to the Professional Service Agreement with Earth Island Institute, Inc. (Food Shift) to extend the term for one-year from January 1 through December 31, 2027, and continue the scope of work for a not-to-exceed amount of $50,000.00.

6.3 Approval of a Professional Services Agreement with Reuse Alliance, Inc. for FY 2027 (pp. 15-32)
Approve a Professional Services Agreement with Reuse Alliance, Inc. for FY 2027 for repair workshop services for a not-to-exceed amount of $20,000.00.

6.4 Approval of a Professional Services Agreement with Triformis Corporation for Backyard Composter Vendor Services (pp. 33-50)
Approve a three-year Professional Services Agreement with Triformis Corporation for backyard composter vendor services for a not-to-exceed amount of $15,000.00 per year, commencing FY 2027.

6.5 Approval of the First Amendment to the Professional Services Agreement with Sweetser and Associates, Inc. (pp. 51-60)
Approve the First Amendment to the Professional Service Agreement with Sweetser and Associates, Inc. for Household Hazardous Waste consulting services with a scope of work for FY 2027 for a not-to-exceed amount of $55,050.00.

6.6 Approval of the First Amendment to the Professional Services Agreement with R3 Consulting Group, Inc. (pp. 61-74)
Approve the First Amendment to the Professional Service Agreement with R3 Consulting Group, Inc. for Strategic Planning and Organizational Assessment Support consulting services with a scope of work for FY 2027 for a not-to-exceed amount of $50,000.00.

7. Staff Report

Staff will provide updates on recent and upcoming activities.

7.1 Staff Report - Update from Executive Director (pp. 75-76)

Oral report.

7.2 Staff Report - Upcoming Agenda Items (pp. 77-78)

Oral report.

8. Regular Agenda

8.1 Reclassification of Marketing and Operations Program Manager Position to Program Manager Position (pp. 79-112)

Approve reclassification of the current Marketing and Operations Manager position to the proposed Program Manager position.

8.2 Consideration and Approval of RecycleMore Proposed FY 2027 Operating Budget (pp. 113-142)

The proposed FY 2027 RecycleMore Operating Budget is presented for the Board's consideration and approval.

8.3 Public Hearing and Consideration and Approval of the Proposed 2027 Post-Collection Rates, Revenue Requirement and Household Hazardous Waste Program Budget (pp. 143-158)

The proposed 2027 Post-Collection Rates, Revenue Requirement and Household Hazardous Waste Program Budget are presented for the Board's consideration and approval in conjunction with a Public Hearing.

9. Board Member and Staff Announcements

Information only. Announcement of matters pertaining to JPA 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 December 10, 2026. Note: Location change to the City of San Pablo Council Chambers.

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA) BOARD OF DIRECTORS SPECIAL MEETING MINUTES – SEPTEMBER 14, 2026

Meeting Date | Time *9/14/2026 6:15 PM* | Meeting Location *City of San Pablo City Council Chambers, 1000 Gateway Avenue, San Pablo, CA 94806*

Meeting called by	Board of Directors
Type of meeting	Special
Authority Staff Present	Cliff Feldman and Viviane Vidal
Legal Counsel	John Bakker

Board Members Present:

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

Absent: J. Brown, Richmond; S. Scales-Preston and J. Gioia (Ex-Officio), Contra Costa County

CALL TO ORDER/ROLL CALL

Chair Xavier called the regular meeting of the West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore, to order at 6:18 P.M.

The Roll Call established the existence of a quorum with Chair Xavier, Vice Chair Bhattarai and Directors Ktsanes, Murphy, Robinson and Zepeda present. (Director Zepeda arrived at 7:02 P.M.)

CLOSED SESSION

Chair Xavier adjourned into Closed Session at 6:20 P.M.

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

EMPLOYEE PERFORMANCE EVALUATION
Title: Executive Director

Chair Xavier reconvened the meeting at 7:38 P.M. Roll call taken indicated that Director Zepeda had joined the meeting during Closed Session. There was nothing to report from Closed Session.

PLEDGE OF ALLEGIANCE

Chair Xavier 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.

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CONSENT CALENDAR

1. June 11, 2026 Authority Board Meeting Minutes: (Motion to approve)
2. Approval of a Professional Services Agreement with Clean Harbors Environmental Services, Inc. for Marine Flares Collection: (Motion to approve a Professional Services Agreement with Clean Harbors Environmental Services, Inc. for marine flares collection and disposal services for the 2026 event for a not-to-exceed amount of $20,000)
3. Approval of a Resolution Authorizing Staff Access to Financial and Administrative Accounts: (Motion to approve a Resolution prescribing staff access to the Authority's financial and administrative accounts)
4. Approval of a Resolution Authorizing the Executive Director to Issue Payment to SDRMA for FY 2026-2027 Insurance Policies: (Motion to approve a Resolution authorizing the Executive Director to issue payments to SDRMA for Workers' Compensation Insurance and Property, Liability and Auto Insurance for FY 2026-2027 in an amount not-to-exceed $45,000)

MOTION by Director Bhattarai to approve Consent Calendar Items 1 through 4, as submitted. **SECOND** by Director Murphy.

MOTION PASSED unanimously by a Roll Call vote.

STAFF REPORT

Staff Report Item 7.1 – Recycling and Household Hazardous Waste (HHW) Program Update | Presenter | *Reka Abraham – Deputy Executive Director and Regulatory Manager*

Deputy Executive Director and Regulatory Manager Reka Abraham's Recycling HHW Program Update was presented in writing.

Staff Report Item 7.2 – Update from Executive Director | Presenter | *Cliff Feldman – Executive Director*

Executive Director Cliff Feldman reported on the work of the Finance Ad Hoc Subcommittee and the progress in meeting SB 54 compliance, which he described as a work in progress. He referred to the one-week Waste Characterization Study scheduled for the week of October 5, 2026, when the results of that work would determine whether an additional $350,000 to do the complete study would be warranted to bring down the procurement obligation for purchasing compost for the member agencies. He would report back at the November meeting on that issue and stated the Board would also consider the budget for the next fiscal year at that time.

Director Bhattarai wanted to make sure that the Finance Ad Hoc Committee had dissolved since it had done what it was intended to do.

Staff Report Item 7.3 – Upcoming Agenda Items | Presenter | *Cliff Feldman – Executive Director*

Executive Director Feldman referred to his staff report in the meeting packet and advised that the item was a forecast for items scheduled for upcoming meetings.

REGULAR AGENDA

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Agenda Item 8.1 – Status of Member Agency Actions to Approve the JEPA Amendment Changing the Authority Fiscal Year to January 1 – December 31 | Presenter | *Cliff Feldman – Executive Director*

Executive Director Feldman stated the item was an update on the progress to approve the amendment to the JEPA Agreement. He reported that four agencies had approved that amendment at this time with the City of Richmond to consider the item at its meeting on September 15, 2026. A new budget would then be prepared commencing on January 1, 2027, to be presented to the Board in Octoberr for review and then for condsideration to approve along with the Household Hazardous Waste Program and Post-Collection Agreement (PCA) rates in November.

Agenda Item 8.2 – Discussion and Direction Regarding Board Policies | Presenter | *Cliff Feldman – Executive Director*

Executive Director Feldman stated the item was a follow up to formalize a discussion and direction from the Board with respect to any policies the Board might want to consider.

Director Murphy asked about the policy ideas that might be considered, and Mr. Feldman suggested such things as a work from home policy for staff, how the Board conducted meetings, the date of meetings, the use of AI, workshops, outreach and transparency at Board meetings. He had not provided recommendations because he wanted the discussion to be left open to the Board.

Director Murphy was supportive of a day change to Board meetings. While Mondays were recommended, other Directors identified Monday meetings in other member agencies that would conflict. It was noted that there would be conflicts with nearly every day of the week.

Director Zepeda suggested the consideration of policies with respect to enforcement, such as with use of prohibited plastics and whether RecycleMore could create a policy that could be adopted by all the member agencies. He also referred to the removal of compostable plastics from city ordinances as a policy to consider.
Mr. Feldman stated there could be some global best practices concepts that could be considered, particularly with respect to SB 54.

Director Murphy supported a method that would self-generate revenue fo the Authority.

Director Robinson suggested a uniform policy and procedure around staff performance evaluations, and to clarify the process of bringing forward any policy for consideration in the future. She was concerned that a single member of the Board could request something from staff without the full Board's approval and she supported a clear, concise way of proceeding.

Mr. Feldman stated there was a defined process for employee performance evaluations that had been included in the Authority Employee Handbook the Board had approved in February 2026. That process would be to notify the Executive Director what it was the Board wanted to work on and he would craft something to bring to the Board to determine whether or not the resources should be expended to look into that policy. While that was the current process, he suggested a more clearly defined process could be crafted for the Board's consideration and he would discuss an appropriate way to do that with Mr. Bakker.

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Director Zepeda wanted to make sure that the member agencies were updating their building codes to make sure there was sufficient space for the green bins, with current homes and with new homes, and to figure out a way to capture batteries at multifamily housing complexes, particularly for senior housing. He also suggested considering something about recycling all types of plastics.

Mr. Feldman clarified that just because someone or some group was accepting all types of plastics did not mean that all those plastics were being recycled. Regarding the collections at senior homes, he stated there were programs through the PCA and HHW program to provide door-to-door service for seniors. He could determine whether or not that program could be expanded and be included with the franchise agreement with Richmond Sanitary Service (RSS). He would explore those options and report back to the Board.

Director Murphy noted a grant process through SB 1383 for reuse for non-profits and he suggested some way to support waste innovation in West County with the goal of reducing the amount of waste generated. He saw value in funding projects in the member agencies in West County to potentially divert tons of waste, such as a repair café or a housing developer who wanted to reuse building materials, those types of projects to divert waste and match the mission of the agency and rethink some of the grants that had been used in the past to be able to capture the changing issues related to waste. He supported the edible food recovery grant and suggested perhaps some of the funding could be diverted to waste innovation.

Mr. Feldman stated there were no current grants in the RecycleMore budget unrleated to edible food but he acknowledged the desire to pursue a potential mini grant program for edible food innovation, textile recycling and other environmental causes.

Director Murphy referred to the PCA and suggested there would be value to have a policy and more public outreach around that aspect of the waste program.

Mr. Feldman clarified that the PCA was an obligated contractual requirement.

Agenda Item 8.3 – Discussion and Direction Regarding the Authority's Reserve Fund Policy | Presenter | *Cliff Feldman – Executive Director*

Executive Director Feldman requested explicit direction around the Agency's financial Reserve Fund Policy and stated the long-time reserve policy had been changed with the last budget and a revisit was required to clarify what that reserve policy should look like. The current policy established the Operating Reserve Fund at 67 percent of operating expense and a Recycling Reserve Fund of $662,000 in 2018, which was changed to $100,000 in 2025. With the Board's action for the last budget, the current reserve was 40.5 percent of operating expense. The major risk factor associated with the reserve was now mitigated with the change to a calendar year budget commensurate with the rates that would go into effect on January 1, 2027. He sought direction in order to use that information to present a new budget for review in October, and he pointed out the current budget reserves.

PUBLIC COMMENT

IRANIA DELAMORA, Richmond, used a personal example to emphasize the need for safety for waste workers and to have an appropriate number of waste workers to ensure the safety of all involved.

Director Robinson asked about the percentage of reserve policy of other agencies and whether RecycleMore's policy was in line with other agencies.

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Mr. Feldman referred to Table 2 in the staff report dated September 14, 2026 that identified the reserve policies for the Central Contra Costa Waste Management Authority (RecycleSmart), the South Bayside Waste Management Authority (Rethink Waste), the Marin Integrated Waste Management Authority (Zero Waste Marin) and the Alameda County Waste Management Authority (Stop Waste), and described the size of the agency, the size of the Board, the member agency budget and staff, and explained that the policies were as different as the agencies, which by and large had a reserve fund policy in scale with their budget and risk associated with not having ample revenues along with the amount of revenue needed to maintain cash flow and other investments.

Director Robinson asked about RecycleMore's 40 percent policy and whether that was what it needed, and Mr. Feldman stated he had not done a detailed actuarial risk assessment of what it would need to have but he suggested the 40 percent was adequate but could be lower. He explained that unless the economy would completely tank and people stopped generating waste would be the only major risk point where the agency would not continue to get a base level of revenue The reserves would be used if the agency did not have the funds to pay its expenses, or it would require a mid-year rate increase to generate more revenue to pay the bills. For the current budget, there was a minimum $250,000 cash flow in the operating fund which allowed the agency to continue to pay its bills, which would be in addition to the reserve fund.

Vice Chair Bhattarai asked how long the 40 percent reserve balance would last and Mr. Feldman suggested it would allow the agency to pay its operating expenses for five to six months, while the $250,000 would fund operations for about seven weeks and a reasonable reserve policy could be somewhere between the two. He did not believe going below two to three months of operating reserve would be prudent. He added the 67 percent was closer to nine months. He suggested, when asked, that the 40 percent rate would be suitable for an agency the size of RecycleMore and he sought direction on a Board about a recommended reserve. He strongly discouraged the use of the Compliance Fund, which was a completely separate entity intended to fund obligations RecycleMore had no choice but to execute on behalf of the member agencies, and he stated there was no room for interruption in compliance activities. He also clarified the operating budget was not just a fixed number but given the variables involved and the increasing costs involved with the operations a reserve was needed to meet those increasing costs to avoid the necessity to increase rates. He was comfortable with the 40 percent reserve and suggested the Board could consider a reserve rate when considering the calendar year budget at the next meeting.

Director Robinson recommended having the full budget numbers prior to considering a reserve policy.

The Board agreed to leave the budget reserve at 40 percent pending the discussion of the calendar year budget when Mr. Feldman would provide other scenarios depending upon the budget impacts.

Mr. Feldman clarified how the agency reserves had been used in the past at times to offset higher operational costs to avoid rate increases to ratepayers, but stressed that those reserves were one-time subsidies and were not intended as an ongoing source of funds to lower rates.

Director Murphy urged creative thinking to pursue innovative opportunities in a reserve policy to generate revenue for the agency. He suggested obtaining the policies of other agencies, particularly those earlier referenced, to see what the policies actually stated and how it benefitted the agency involved and the ratepayers.

Mr. Feldman stated he would submit the referenced policies to the Board and commented that RecycleMore funds were invested in the Local Agency Investment Fund (LAIF), which was a very secure source of funds. He stated if the Board wanted an investment policy associated with the reserve policy, he could craft something, or if the Board wanted to approach a less risk averse source of funds he would provide some scenarios in that regard.

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Director Ktsanes emphasized the need to keep the reserve funds liquid to ensure their availability when needed.

The Board discussed ways to maximize the reserve funds and by consensus, the Board left the reserve at 40 percent of operating expense and recommended considering investment opportunities with little risk to better manage and maximize the reserve funds.

Mr. Feldman clarified that the current reserve policy was 67 percent of operating expense while the last budget approved established a reserve closer to 40 percent, and it would take unanimous approval of the Board to change the reserve policy that had been established in 2025.

> **MOTION** by Director Robinson to change the Reserve Fund Policy to 40 percent from 67 percent, and to move forward with a budget cycle and scenarios that used 40 percent as a starting point. **SECOND** by Director Zepeda.
>
> **MOTION PASSED** unanimously by a Roll Call vote.

BOARD MEMBER AND STAFF ANNOUNCEMENTS

Mr. Feldman introduced Carlos Hernandez, formerly with the City of El Cerrito and Danielle Osborne, formerly with CalRecycle, as RecycleMore's new Program Coordinators.

Both Carlos Hernandez whose background was compliance and SB 1383, and Danielle Osborne whose forté was edible food recovery, spoke to the Board and looked forward to working with RecycleMore. Ms. Osborne added that she looked forward to learning more about sustainable plastics and SB 54.

The Board welcomed the two new members of the RecycleMore staff.

ADJOURNMENT

With consensus of the Board, Chair Xavier adjourned the special meeting at 8:52 P.M. to a regular meeting on October 8, 2026 at 6:15 P.M. at the City of San Pablo Council Chambers.

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 on September 14, 2026.

_____

Board Secretary Date

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AGENDA ITEM NO. 6.2

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman – Executive Director

SUBJECT: Approval of the First Amendment to the Professional Services Agreement with Earth Island Institute, Inc. (Food Shift)

EXECUTIVE SUMMARY

Staff is recommending the Board approve the First Amendment to the Professional Services Agreement (PSA) with Earth Island Institute Inc. (Food Shift), to extend the term for one-year from January 1, 2027 through December 31, 2027 in order to continue providing SB 1383 technical assistance for commercial edible food recovery compliance. Staff is recommending the Board approve the First Amendment to the PSA to extend the term for one-year and continue the scope of work for a not-to-exceed amount of $50,000.00.

BACKGROUND

On December 11, 2025, the Board approved Resolution 25-17 authorizing the Executive Director to execute a PSA with Earth Island Institute Inc. (Food Shift) to provide edible food recovery related regulatory compliance services from January 1, 2026 through December 31, 2026. The scope of work and associated expense for this term was a not-to-exceed amount of $50,000.00 to be paid with Compliance Fund monies. On June 11, 2026, the Board approved Resolution No. 26-14 adopting the Authority's FY 2025-2026 budget. Included in this budget was $50,000.00 in the Compliance Fund category to continue the consulting engagement with Food Shift to provide edible food recovery compliance related activities.

DISCUSSION

The Authority is responsible for ensuring that commercial edible food generators maintain compliance with SB 1383 requirements to donate excess edible food and keep appropriate records of donations. The regulations require inspections of commercial edible food generators to verify compliance. The regulations further require that non-compliant generators be subject to enforcement action(s), which are the responsibility of the Member Agencies (notice of

violation and administrative citation). The Authority and our Member Agencies pursue an education and technical assistance focused approach to compliance in an effort to reduce the number of enforcement actions required and to provide technical assistance to businesses to increase edible food recovery. Food Shift provides an integral service to this approach by working directly with generators and ensuring they are compliant prior to receiving the required inspections.

The Authority's PSA with Contra Costa County Health to provide commercial edible food inspection services expires on December 31, 2027. Food Shift works closely with the Authority to determine which generators are prepared for inspections and subsequently follows up with the County's inspectors to resolve any minor deficiencies noted during inspections to prevent the generator from failing its inspection. Extending the PSA with Food Shift will align it with the term of the PSA with Contra Costa County Health.

To ensure the compliance related activities provided by Food Shift continue uninterrupted in 2027, staff is recommending extending the PSA through December 31, 2027 and continuing the scope of work through this term for a not-to-exceed amount of $50,000.00, which is consistent with the expense approved per Resolution No. 25-17 for FY 2025-2026. Attachment 1, Exhibit A is the First Amendment to the PSA with Earth Island Institute (Food Shift).

FISCAL IMPACT

The fiscal impact for FY 2027 is $50,000.00 and this expense is included in the Compliance Fund category of the FY 2027 budget presented to the Board for review at its November 12, 2026, Board meeting.

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution authorizing the Executive Director to execute the First Amendment to the 2025 Professional Services Agreement with Earth Island Institute Inc. (Food Shift) for FY 2027 for a not-to-exceed amount of $50,000.00.

ATTACHMENTS

Attachment 1 - Resolution Authorizing the Executive Director to Execute the First Amendment to the Professional Services Agreement with Earth Island Institute, Inc. for FY 2027

Attachment 1, Exhibit A - First Amendment to the PSA with Earth Island Institute, Inc.

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EARTH ISLAND INSTITUTE, INC. FOR COMMERCIAL EDIBLE FOOD RECOVERY TECHNICAL ASSISTANCE SERVICES TO EXTEND THE TERM FOR ONE-YEAR THROUGH DECEMBER 31, 2027 AND CONTINUE THE SCOPE OF SERVICES FOR A NOT-TO-EXCEED AMOUNT OF $50,000.000 FOR FY 2027

WHEREAS, the Legislature of the State of California, by enactment of the Short-Lived Climate Solutions Act (Senate Bill (SB) 1383) and the subsequent SB 1383 Regulations aim to divert 75% of organic waste from landfills and recover for human consumption not less than 20% of currently disposed edible food by 2025; and

WHEREAS, SB 1383 requires jurisdictions to ensure that commercial edible food generators are meeting the surplus edible food donation and record keeping requirements set forth in the regulations; and

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") completes all SB 1383 edible food recovery compliance activities on behalf of the Member Agencies; and

WHEREAS, in order for the Authority to fulfill its SB 1383 commercial edible food generator compliance obligations on behalf of the Member Agencies, the Authority engages third-party expertise to provide technical assistance to commercial edible food generators; and

WHEREAS, on December 11, 2025, the Authority Board of Directors approved Resolution No. 25-17 authorizing the Executive Director to execute a Professional Services Agreement with Earth Island Institute Inc., fiscal sponsor for Food Shift, to provide technical assistance to commercial edible food generators for a not-to-exceed amount of $50,000.00 from January 1, 2026 through December 31, 2026; and

WHEREAS, to ensure the compliance related technical assistance services provided to commercial edible food generators continue uninterrupted during 2027, staff is recommending extending the PSA with Earth Island Institute, Inc. through December 31, 2027 and continuing the scope of work for this additional one-year term for a not-to exceed amount of $50,000.000 for FY 2027; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for expenses of $10,000.00 or greater.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

The Executive Director is hereby authorized to execute the First Amendment to the Professional Services Agreement with Earth Island Institute, Inc. for technical assistance to SB 1383 commercial edible food generators to extend the term from January 1, 2027 through December 31, 2027 and continue the scope of services for a not-to-exceed amount of $50,000.00 for FY 2027, in a form approved by Authority General Counsel (Exhibit A).

ATTEST **CHAIR OF THE BOARD**

_____ _____

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

_____

Viviane Vidal, Board Secretary

EXHIBIT A

First Amendment to PSA with Earth Island Institute

FIRST AMENDMENT TO THE AGREEMENT FOR SERVICES BETWEEN THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AND EARTH ISLAND INSTITUTE, INC. FOR COMMERCIAL EDIBLE FOOD GENERATOR COMPLIANCE TECHNICAL ASSISTANCE

This FIRST AMENDMENT (the "Amendment") is entered into as of _____, 2026, and is by and between the West Contra Costa Integrated Waste Management Authority ("RecycleMore") and Earth Island Institute ("Consultant"). This Amendment amends the *Agreement for Services for Commercial Edible Food Generator Technical Assistance,* dated December 19, 2025 (the "Agreement").

RECITALS

A. The Agreement has a one-year term expiring December 31, 2026, with a not-to exceed amount of $50,000.00.

B. To ensure uninterrupted edible food recovery compliance assistance and align the term of the Agreement with the term of the Authority's agreement with Contra Costa County Health for Commercial Edible Food Generator Inspections which expires on December 31, 2027, RecycleMore and Consultant agree to extend the term of the Agreement for one-year, from Janaury 1, 2027 through December 31, 2027.

C. The Authority and Consultant desire to continue the scope of services prescribed in the Agreement for a not-to-exceed amount of $50,000.00 for the January 1, 2027 through December 31, 2027 term.

AGREEMENT

Section 4. COMPENSATION of the Agreement is amended to read as follows:

A. Fees. The total amount payable by RECYCLEMORE to CONSULTANT shall not exceed $100,000.00 for Services, $50,000.00 of which shall be for Services provided from January 1, 2027 through December 31, 2027.

Section 5. TERM OF AGREEMENT is amended to read as follows:

The term of this Agreement shall be from January 1, 2026 through December 31, 2027 (a one-year extension from January 1, 2027 through December 31, 2027) unless earlier terminated or extended by contract amendment in accordance with Sections 6 and 17.

All other provisions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the date set forth above.

RECYCLEMORE		CONSULTANT	
By:		By:	
Signature	*Date*	*Signature*	*Date*
Cliff Feldman Executive Director		Sumona Majumdar Executive Director	

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AGENDA ITEM NO. 6.3

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Cliff Feldman – Executive Director

SUBJECT: Approval of a Professional Services Agreement with Reuse Alliance, Inc. for FY 2027

EXECUTIVE SUMMARY

Staff is recommending continuing to provide reuse workshops by contracting with Reuse Alliance, Inc. to provide four events in 2027 The Professional Services Agreement (PSA) with Reuse Alliance is to provide service area residents four repair workshops during 2027. Staff is recommending the Board approve the PSA with Reuse Alliance, Inc. with a scope of work for Fiscal Year (FY) 2027 for a not-to-exceed amount of $20,000.00.

BACKGROUND

The Authority has been providing repair workshops to residents of the service area since 2023, rotating locations throughout the Member Agencies to ensure all residents have access to the free workshops. The workshops allow residents to receive assistance repairing broken household items including small appliances, toys, electronics, bicycles, textiles and jewelry. The events are well attended and also provide residents with an opportunity to learn about RecycleMore, waste reduction, reuse and repair practices. Reuse Alliance, Inc. is dedicated to providing reuse and repair workshop events primarily in Sonoma and Marin counties on a regular basis.

DISCUSSION

In March of 2026, RecycleMore partnered with Reuse Alliance, Inc. for a pilot event at the Hercules Library which resulted in double the attendance of previous events and number of items fixed. The pilot event was also successful in significantly reducing the amount of staff time required to organize, coordinate and facilitate such events.

Staff has limited expertise and capacity to implement repair workshops Without the assistance of and organization such as Reuse Alliance, Inc., The PSA with Reuse Alliance Inc. will

minimize direct staff involvement and ensure professional and impactful workshops continue to be provided for service area residents.

Reuse Alliance, Inc. will coordinate with staff to book community venues throughout the service area, arrange for 20-40 volunteers per event, advertise the events, provide day of event management, track metrics, and provide post event impact reports.

FISCAL IMPACT

The fiscal impact for FY 2027 is $20,000.00. This expense has been included in the Programs Expense category of FY 2027 budget presented to the Board at its November 12, 2026, Board meeting.

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution authorizing the Executive Director to execute a Professional Services Agreement with Reuse Alliance, Inc. with a scope of work for FY 2027 for a not-to-exceed amount of $20,000.00.

ATTACHMENTS

Attachment 1 -	Resolution Authorizing the Executive Director to Execute a Professional Services Agreement with Reuse Alliance, Inc. with a Scope of Work for FY 2027
Attachment 1, Exhibit A -	Professional Services Agreement with Reuse Alliance, Inc.

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH REUSE ALLIANCE INC. FOR REPAIR WORKSHOP EVENT FACILITATION SERVICES IN FY 2027 FOR A NOT-TO-EXCEED AMOUNT OF $20,000.00

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is a joint powers authority formed in 1991 by the Joint Exercise of Powers Agreement to implement regional waste reduction and recycling diversion programs for the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, the core services in the Joint Exercise of Powers Agreement requires the Authority to conduct public outreach and education within existing budgeted funding and staffing levels beyond existing Contractor efforts; and

WHEREAS, the Authority established the repair workshop program in 2023 and the Authority requires third-party repair workshop event facilitation services to continue implementing repair workshops in Fiscal Year (FY) 2027; and

WHEREAS, Reuse Alliance, Inc. implemented the Authority's March 2026 repair workshop is a repair and specializes in reuse or repair workshop event facilitation services, and; and

WHEREAS, Reuse Alliance, Inc. and the Authority have agreed to a scope of work for FY 2027 for a not-to-exceed amount of $20,000.00; and

WHEREAS, the Authority Board of Directors has reviewed the Professional Services Agreement with Reuse Alliance, Inc. (Exhibit A) at a public meeting held on November 12, 2026; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for expenses of $10,000.00 or greater.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

The Executive Director is hereby authorized to execute a Professional Services Agreement with Reuse Alliance, Inc. for FY 2027 for a not-to-exceed amount of $20,000.00 in a form approved by Authority General Counsel (Exhibit A).

ATTEST **CHAIR OF THE BOARD**

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Viviane Vidal, Board Secretary

EXHIBIT A

Professional Services Agreement

with

Reuse Alliance Inc.

Professional Services Agreement

This Agreement is between the West Contra Costa Integrated Waste Management Authority, a California joint powers authority (referred to as the "Authority") and Reuse Alliance Inc., a California 501(c)(3) organization (referred to as "Consultant") as of _____, ____ (the "Effective Date"). Authority and Consultant are referred to individually and collectively as a "Party" or the "Parties."

1. **Description of Services**

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the Authority with those services specified in Attachment 1 (the "Scope of Services").

2. **Compensation**

2.1. Total compensation for Consultant services shall not exceed the sum of $20,000.00 (the "Contract Amount"). Consultant will be compensated on the basis set forth in the Scope of Services (i.e., hourly or tasked based).

2.1.1. If the Scope of Services indicates that the Consultant is to be compensated based on hourly work, Consultant shall submit itemized invoices to the Authority at least monthly for the work performed during the preceding month detailing the work performed and time expended.

2.1.2. If the Scope of Work indicates that the Consultant is to be compensated based on task or milestone completion, it shall deliver such invoice simultaneously with, or promptly after, the completion of the task or milestone.

2.2. The invoices must include a progress billing report that includes the contract amount (as may be amended), the amount invoiced prior to the invoice, the amount of the invoice, and the amount of the contract amount remaining.

2.3. The Authority shall pay Consultant no later than thirty (30) days of receipt of the invoice. Notwithstanding the previous sentence, the Authority may refrain from a paying an invoice when it reasonably believes that the task or milestone for which it is payable has not been completed.

2.4. In the event a dispute arises relating to the services performed, costs incurred, or any other item relating to compensation of Consultant, the Authority agrees not to withhold payment for services and costs that are not in dispute, and Consultant agrees not to discontinue performing additional services, if those additional services are not in dispute. The parties agree to attempt to resolve any such dispute through good faith negotiations.

3. **Responsibility of Consultant**

Consultant agrees that its services shall be performed in accordance with that degree of care and skill ordinarily exercised by members of the same trade or profession currently practicing in the region and under similar circumstances.

4. **Indemnification**

4.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Authority), and hold harmless the Authority Parties from and against any and all claims arising out of Consultant's performance or failure to comply with obligations under this Agreement, except to the extent caused by the active negligence or willful misconduct of the Authority.

4.2. As used in this Section 4,

4.2.1. "Authority Parties" means the Authority and its officials, officers, employees, and volunteers;

4.2.2. "Claims" means claims, demands, actions, losses, damages, injuries, and liability (whether direct or indirect, known or unknown, contingent or otherwise, and including any and all related costs and expenses in connection therewith) incurred by Authority Parties; and

4.2.3. "Arising out of" includes "pertaining to" and "relating to."

4.3. Acceptance of insurance certificates and endorsements required under this agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not insurance policies have been determined to be applicable to any of such damages or claims for damages.

5. **Insurance**

5.1. Consultant shall secure and maintain in full force and effect at Consultant's sole cost and expense throughout the term of this Agreement the insurance as specified in Attachment 2.

5.2. Maintenance of proper insurance coverage is a material element of this Agreement. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the Authority as a material breach of contract.

6. **Independent Contractor**

It is expressly understood and agreed by both parties that Consultant, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the Authority. Consultant expressly warrants not to represent at any time or in any manner, that Consultant is an employee of the Authority.

7. **Assignment and Subcontracting**

It is recognized by the parties that a substantial inducement to the Authority for entering into this Agreement was, and is, the professional reputation and competence of Consultant. Neither this Agreement nor any interest therein may be assigned by Consultant without the prior written approval of the Executive Director.

8. **Term and Termination**

8.1. Term. The term of this Agreement shall commence upon the Effective Date and continue, unless earlier terminated pursuant to the provisions of this Section, until December 31, 2027. The Authority may extend the term of this Agreement by written notice to Consultant. If this Agreement was approved by the Board of Directors, the Executive Director may extend the term without Board approval only if it would not increase the Contract Amount or result in a delay in the delivery of a scheduled task or milestone.

8.2. Termination. Either party may terminate the Agreement by giving seven days written notice to the other party. If the Authority sends a termination notice, Consultant shall stop work at the stage directed by the Authority, and shall deliver all drawings, specifications, and documentation developed as of that time. Consultant shall accept as full payment either: (i) if the Scope of Work indicated an hourly rate, payment based on the hours worked up to the time of termination; or (ii) if the Scope of Work indicated a fixed fee, a pro rata share of the total Agreement based on the portion of work performed.

9. **Discontinuance of Work**

The Authority may choose, in its discretion, to discontinue all or a portion of the work under this Agreement. If the Scope of Work indicated an hourly rate, Consultant shall be paid for hours worked up to the date of discontinuance. If the Scope of Work indicated a fixed fee, Consultant shall be entitled to a pro rata share of the total Agreement amount based upon the portion of work performed.

10. **Reports, Plans, and Documents**

All reports, plans, documents, and data prepared by Consultant pursuant to this Agreement shall be endorsed by Consultant and delivered to and become the property of the

Authority. Consultant shall deliver such reports, plans, documents, and data to the Authority upon the Authority's written request. At the Authority's request, the reports, plans, documents, and data shall be provided to the Authority in their native, electronic format. Consultant may keep file copies of all documents prepared for the Authority and may use this information for marketing purposes only.

11. **Compliance with Federal, State, and Local Laws**

Consultant shall comply with all applicable Federal, State, and Local laws, statutes, ordinances, rules, and regulations affecting the performance of this Agreement, including without limitation laws requiring licensing and non-discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin, or other prohibited bases. Regarding performance of professional services, compliance shall mean compliance with current prevailing professional standard and practices.

12. **Accounting Records**

The Consultant agrees to maintain all records and other evidence pertaining to costs incurred and work performed under this Agreement and shall make them available at the Consultant's office during the Agreement period and thereafter for a period of four years from the date of receipt of final payment.

13. **Conflicts of Interest.**

13.1. Interest of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the geographical areas likely to be covered by this Agreement, or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this Agreement. Consultant further covenants and represents that, in the performance of its duties; no person having any such interest shall perform any services under this Agreement. If Consultant is determined to be a "Consultant" or a "designated employee" within the meaning of the Political Reform Act, Consultant will comply with the requirements of that Act by submitting a Statement of Economic Interest Form 700. (2 Cal. Code of Regs., §18701(a)(2).)

13.2. Prohibited Interests. No officer or employee of the Authority shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the Authority if this provision is violated.

14. **Notices**

If either party shall desire or be required to give notice to the other, such notice shall be given in writing, via email, addressed to recipient as follows:

Authority: Cliff Feldman Executive Director West Contra Costa Integrated Waste Mgmt. Auth. 3220 Blume Drive, Suite 139 Richmond, CA 94806 (510) 609-1215 clifff@recyclemore.com	Consultant: Pheobe Schenker Executive Director Reuse Alliance Inc., Inc. 2200 Petaluma Blvd N #220 Petaluma, CA 94952 (415) 269-1066 pheobe@reusealliance.org

Any party to this Agreement may change the name or address of representatives for purpose of this Section by providing written notice to all other parties ten (10) business days before the change is effective.

15. **Integration**

This Agreement constitutes the entire understanding and agreement of the parties. This Agreement integrates all the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

16. **Amendments**

This Agreement may be modified or amended only by a written document executed by both Consultant and the Executive Director. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

17. **No Waiver**

The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement.

18. **Governing Law and Venue**

This Agreement shall be governed under the laws of the State of California. The County of Contra Costa shall be the venue for any litigation between the Authority and the Consultant arising out of this Agreement.

19. **Severability.**

Should any part of this Agreement be declared by a final decision of a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the excised portion, can be reasonably interpreted to give effect to the intentions of the parties.

20. **Counterparts.** This Agreement may be executed in counterparts.

The parties have executed this Agreement as of the date first written above.

Authority	**Consultant**
West Contra Costa Integrated Waste Management Authority, a California joint powers authority	Reuse Alliance Inc., a 501(c)(3) organization
by: _____	by: _____
Name: Cliff Feldman	Name: Phoebe Schenker
Its: Executive Director	Its: Executive Director

ATTACHMENT 1
SCOPE OF SERVICES

Reuse Alliance
2200 Petaluma Blvd N #220, Petaluma, CA 94952
www.reusealliance.org

Cliff Feldman
Executive Director
RecycleMore
3220 Blume Drive, Suite 139
Richmond, CA 94806
(510)-609-1216

Date: September 2, 2026
Subject: **Scope of Work for Repair Fairs in West Contra Costa County**

Dear Cliff,

Thank you for your continued interest in our Repair Fair program. We had a successful event this past fiscal year at the Hercules Library and would be delighted to expand and host up to four events in West Contra Costa County between January 1, 2027 and December 31, 2027.

Your support helps further our mission of preventing resources from becoming waste by advocating for, collaborating with, and supporting reuse enterprises that recirculate materials into our communities. Each Repair Fair can prevent up to five thousand pounds of CO2 emissions and divert 500 pounds from the landfill.

Event Description:
The objective of our Repair Fair program is to prevent waste, promote a circular economy through repair and reuse, and to provide education and empowerment within local communities. Our Repair Fairs are free 3-hour community events and are open to all. Attendees can bring in their broken items and will get matched with a volunteer Repair Coach who will fix their item while providing tips about their approach during the repair process. Attendees will leave our events with their item repaired (or with additional professional resources if the repair was not successful), education, and empowerment.

The total cost of hosting a Repair Fair is $5000. Past events have been hosted in large spaces such as community centers and libraries. On average, we receive approximately 75-150 attendees at each of our events with about 25-40 volunteers. If space allows, we

Reuse Alliance
2200 Petaluma Blvd N #220, Petaluma, CA 94952
www.reusealliance.org

also provide additional reuse-related activities alongside the Repair Fair such as clothing swaps, book swaps, and upcycled craft activities. We also track the data at each of our events to understand how much waste and CO2 emissions are being prevented through our program.

Services Provided:
Reuse Alliance will provide the following services to make each event successful:

1. Marketing materials for event promotion
2. Registration and volunteer sign up forms
3. Volunteer recruitment, outreach and promotion
4. Coordination of attendees and volunteers
5. Floor plan of venue layout
6. All materials for the event (signage, tools and parts, registration materials, scales, etc.)
7. Set-up and take down of event materials
8. Volunteer orientation
9. Management of the event
10. Follow up with attendees for qualitative feedback
11. Data reporting after the event (attendees, volunteers, items repaired, pounds diverted, and estimated CO2e avoided)

We expect RecycleMore to assist with identifying and securing the venues and with promotion of the events through your channels and by connecting us with local jurisdictions and organizations as appropriate.

Thank you again for your interest in bringing more Repair Fairs to West Contra Costa County. We look forward to collaborating and planning these upcoming events.

Sincerely,

Phoebe Schenker
Executive Director
Reuse Alliance Inc.

ATTACHMENT 2
INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subconsultants.

1. **Minimum Scope and Limit of Insurance**

Coverage shall be at least as broad as:

1.1. **Commercial General Liability (CGL)**: Insurance Services Office ("ISO") Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

1.2. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **$1,000,000** per accident for bodily injury and property damage.

1.3. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

If initialed by the Authority below, Workers' Compensation insurance is not required because Consultant has no employees. **Authority: ____**

1.4. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Consultant's profession, with limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

If initialed by the Authority below, professional liability insurance is not required because the services are such that the Authority would not rely upon Consultant's professional judgment. **Authority: ___**

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Authority requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

2. **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

2.1. **Additional Insured Status.** The Authority, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both (a) CG 20 10, CG 20 26, CG 20 33, or CG 20 38 and (b) CG 20 37 if a later edition is used).

2.2. **Primary Coverage.** For any claims related to this contract, the **Consultant's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 12 19 as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

2.3. **Umbrella or Excess Policy.** The Consultant may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

2.4. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Authority.

2.5. **Waiver of Subrogation.** Consultant hereby grants to the Authority a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Authority by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation and provide a copy to the Authority, but this provision applies regardless of whether or not an endorsement has been issued.

2.6. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the Authority. The Authority may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be

satisfied by either the named insured or Authority.

2.7. **Acceptability of Insurers.** Insurance is to be placed only with insurers that (a) are authorized to conduct business in the State of California and (b) have a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Authority.

2.8. **Claims Made Policies.** If any of the required policies provide claims-made coverage (which is expressly limited to professional-liability policies), the policies shall be subject to the following requirements:

2.8.1. The retroactive date must be shown and must be before the date of the contract or the beginning of contract work.

2.8.2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. This requirement survives termination of the Agreement.

2.8.3. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the Effective Date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

2.9. **Verification of Coverage.** Consultant shall furnish the Authority with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All documents are to be received and approved by the Authority before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

2.10. **Special Risks or Circumstances.** The Authority reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Cliff Feldman - Executive Director

SUBJECT: Approval of a Professional Services Agreement with Triformis Corporation for Backyard Composter Vendor Services

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EXECUTIVE SUMMARY

Staff is recommending the Board approve a three-year Professional Services Agreement (PSA) with Triformis Corporation to continue providing backyard composter vendor services. Staff is recommending the Board approve the three-year PSA with Triformis Corporation with a Scope of Work for FY 2027 for a not-to-exceed amount of $15,000.00.

BACKGROUND

The Authority has been providing a backyard composter subsidy program to residents of the service area since 2018. The program entails the Authority subsidizing the cost for residents to purchase backyard composters through the Triformis Corporation. This vendor has facilitated this program for the Authority for several years, and it provides services to screen residents for eligibility based on their address, track and fulfil orders, and direct shipping to residents. Staff conducted a research in early 2026 to identify other vendors providing similar services, and Triformis Corporation was determined to be the only vendor capable of providing multiple composter options, composting supplies, and facilitating the discount provided by the Authority.

DISCUSSION

The backyard composter program supports SB 1383 by educating residents about composting and encouraging diversion of green waste and food scraps from the landfill. In late 2023, the program was updated to increase the discount that residents were eligible to receive to significantly lower the cost of the composters and remove the financial barrier of starting backyard composting. The Authority now provides an 80% subsidy on the composters, which lowers to cost to residents to less than $40.00 per composter. Since the increase of subsidy was introduced, program participation increased over 100% the first year. The majority of composters are purchased in the spring and summer and sales decline during the fall and winter.

The current contract expired in early October, 2026, therefore, the program is currently paused. Staff intends to continue providing this well received service to provide residents with affordable backyard composter options.

FISCAL IMPACT

The fiscal impact for FY 2027 is $15,000.00. This expense has been included in the Programs Expense category of the FY 2027 budget presented to the Board at its November 12, 2026 Board meeting. Total compensation will be billed on actual costs based on the unit rates provided in the contract.

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution authorizing the Executive Director to execute a three-year Professional Services Agreement with Triformis Corporation for backyard composter vendor services with a Scope of Work for FY 2027 not-to-exceed amount of $15,000.00.

ATTACHMENTS

Attachment 1 -	Resolution Authorizing the Executive Director to Execute a Professional Services Agreement with Triformis Corporation for Backyard Composter Vendor Services
Attachment 1, Exhibit A -	Professional Services Agreement with Triformis Corporation

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH TRIFORMIS CORPORATION FOR BACKYARD COMPOSTER VENDOR SERVICES WITH A SCOPE OF WORK FOR FY 2027 FOR A NOT-TO-EXCEED AMOUNT OF $15,000.00

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is a joint powers authority formed in 1991 by the Joint Exercise of Powers Agreement to implement regional waste reduction and recycling diversion programs for the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, the core services in the Joint Exercise of Powers Agreement requires the Authority to conduct public outreach and education within existing budgeted funding and staffing levels beyond existing Contractor efforts; and

WHEREAS, the Authority established the backyard composter program in 2018 and the Authority requires backyard composter vendor services to continue offering the program to residents of the service area in FY 2027; and

WHEREAS, Triformis Corporation is a backyard composter vendor specializing in providing vendor services to jurisdictions in California, and has been the Authority's program vendor since the program inception in 2018; and

WHEREAS, Triformis Corporation and the Authority have agreed to a scope of work for FY 2027 for a not-to-exceed amount of $15,000.00; and

WHEREAS, the Authority Board of Directors has reviewed the Professional Services Agreement with Triformis Corporation (Exhibit A) at a public meeting held on November 12, 2026; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for expenses of $10,000.00 or greater.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

The Executive Director is hereby authorized to execute a three-year Professional Services Agreement with Triformis Corporation with a Scope of Work for FY 2027 for a not-to-exceed amount of $15,000.00 in a form approved by Authority General Counsel (Exhibit A).

ATTEST **CHAIR OF THE BOARD**

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Viviane Vidal, Board Secretary

EXHIBIT A

Professional Services Agreement
with
Triformis Corporation

Professional Services Agreement

This Agreement is between the West Contra Costa Integrated Waste Management Authority, a California joint powers authority (referred to as the "Authority") and Triformis Corporation, a California Corporation (referred to as "Consultant") as of January 1, 2027 (the "Effective Date"). Authority and Consultant are referred to individually and collectively as a "Party" or the "Parties."

1. **Description of Services**

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the Authority with those services specified in Attachment 1 (the "Scope of Services").

2. **Compensation**

2.1. Total compensation for Consultant services shall not exceed the sum of $15,000.00 (the "Contract Amount") for year one (2027) of the three-year term, and the not to exceed amount shall be mutually agreed to by the Parties for subsequent years. Consultant will be compensated on the basis set forth in the Scope of Services (i.e., hourly or tasked based).

2.1.1. If the Scope of Services indicates that the Consultant is to be compensated based on hourly work, Consultant shall submit itemized invoices to the Authority at least monthly for the work performed during the preceding month detailing the work performed and time expended.

2.1.2. If the Scope of Services indicates that the Consultant is to be compensated based on task or milestone completion, it shall deliver such invoice simultaneously with, or promptly after, the completion of the task or milestone.

2.2. The invoices must include a progress billing report that includes the contract amount (as may be amended), the amount invoiced prior to the invoice, the amount of the invoice, and the amount of the contract amount remaining.

2.3. The Authority shall pay Consultant no later than thirty (30) days of receipt of the invoice. Notwithstanding the previous sentence, the Authority may refrain from a paying an invoice when it reasonably believes that the task or milestone for which it is payable has not been completed.

2.4. In the event a dispute arises relating to the services performed, costs incurred, or any other item relating to compensation of Consultant, the Authority agrees not to withhold payment for services and costs that are not in dispute, and Consultant agrees not to discontinue performing additional services, if those additional services are not in dispute. The parties agree to

attempt to resolve any such dispute through good faith negotiations.

3. **Responsibility of Consultant**

Consultant agrees that its services shall be performed in accordance with that degree of care and skill ordinarily exercised by members of the same trade or profession currently practicing in the region and under similar circumstances.

4. **Indemnification**

4.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Authority), and hold harmless the Authority Parties from and against any and all claims arising out of Consultant's performance or failure to comply with obligations under this Agreement, except to the extent caused by the active negligence or willful misconduct of the Authority.

4.2. As used in this Section 4,

4.2.1. "Authority Parties" means the Authority and its officials, officers, employees, and volunteers;

4.2.2. "Claims" means claims, demands, actions, losses, damages, injuries, and liability (whether direct or indirect, known or unknown, contingent or otherwise, and including any and all related costs and expenses in connection therewith) incurred by Authority Parties; and

4.2.3. "Arising out of" includes "pertaining to" and "relating to."

4.3. Acceptance of insurance certificates and endorsements required under this agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not insurance policies have been determined to be applicable to any of such damages or claims for damages.

5. **Insurance**

5.1. Consultant shall secure and maintain in full force and effect at Consultant's sole cost and expense throughout the term of this Agreement the insurance as specified in Attachment 2.

5.2. Maintenance of proper insurance coverage is a material element of this Agreement. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the Authority as a material breach of contract.

6. **Independent Contractor**

It is expressly understood and agreed by both parties that Consultant, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the Authority. Consultant expressly warrants not to represent at any time or in any manner, that Consultant is an employee of the Authority.

7. **Assignment and Subcontracting**

It is recognized by the parties that a substantial inducement to the Authority for entering into this Agreement was, and is, the professional reputation and competence of Consultant. Neither this Agreement nor any interest therein may be assigned by Consultant without the prior written approval of the Executive Director.

8. **Term and Termination**

8.1. Term. The term of this Agreement shall commence upon the Effective Date and continue, unless earlier terminated pursuant to the provisions of this Section, until December 31, 2029 (three-year term). The Authority may extend the term of this Agreement by written notice to Consultant. If this Agreement was approved by the Board of Directors, the Executive Director may extend the term without Board approval only if it would not increase the Contract Amount or result in a delay in the delivery of a scheduled task or milestone.

8.2. Termination. Either party may terminate the Agreement by giving seven days written notice to the other party. If the Authority sends a termination notice, Consultant shall stop work at the stage directed by the Authority, and shall deliver all drawings, specifications, and documentation developed as of that time. Consultant shall accept as full payment either: (i) if the Scope of Services indicated an hourly rate, payment based on the hours worked up to the time of termination; or (ii) if the Scope of Services indicated a fixed fee, a pro rata share of the total Agreement based on the portion of work performed.

9. **Discontinuance of Work**

The Authority may choose, in its discretion, to discontinue all or a portion of the work under this Agreement. If the Scope of Work indicated an hourly rate, Consultant shall be paid for hours worked up to the date of discontinuance. If the Scope of Work indicated a fixed fee, Consultant shall be entitled to a pro rata share of the total Agreement amount based upon the portion of work performed.

10. **Reports, Plans, and Documents**

All reports, plans, documents, and data prepared by Consultant pursuant to this Agreement shall be endorsed by Consultant and delivered to and become the property of the

Authority. Consultant shall deliver such reports, plans, documents, and data to the Authority upon the Authority's written request. At the Authority's request, the reports, plans, documents, and data shall be provided to the Authority in their native, electronic format. Consultant may keep file copies of all documents prepared for the Authority and may use this information for marketing purposes only.

11. **Compliance with Federal, State, and Local Laws**

Consultant shall comply with all applicable Federal, State, and Local laws, statutes, ordinances, rules, and regulations affecting the performance of this Agreement, including without limitation laws requiring licensing and non-discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin, or other prohibited bases. Regarding performance of professional services, compliance shall mean compliance with current prevailing professional standard and practices.

12. **Accounting Records**

The Consultant agrees to maintain all records and other evidence pertaining to costs incurred and work performed under this Agreement and shall make them available at the Consultant's office during the Agreement period and thereafter for a period of four years from the date of receipt of final payment.

13. **Conflicts of Interest.**

13.1. Interest of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the geographical areas likely to be covered by this Agreement, or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this Agreement. Consultant further covenants and represents that, in the performance of its duties; no person having any such interest shall perform any services under this Agreement. If Consultant is determined to be a "Consultant" or a "designated employee" within the meaning of the Political Reform Act, Consultant will comply with the requirements of that Act by submitting a Statement of Economic Interest Form 700. (2 Cal. Code of Regs., §18701(a)(2).)

13.2. Prohibited Interests. No officer or employee of the Authority shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the Authority if this provision is violated.

14. **Notices**

If either party shall desire or be required to give notice to the other, such notice shall be given in writing, via email, addressed to recipient as follows:

Authority: Cliff Feldman Executive Director West Contra Costa Integrated Waste Mgmt. Auth. 3220 Blume Drive, Suite 139 Richmond, CA 94806 (510) 609-1215 clifff@recyclemore.com	Consultant: Denise Epport for Triformis Corporation PO Box 45213 Los Angeles, CA 90045 310 738-4445 depport@triformis.com

Any party to this Agreement may change the name or address of representatives for purpose of this Section by providing written notice to all other parties ten (10) business days before the change is effective.

15. **Integration**

This Agreement constitutes the entire understanding and agreement of the parties. This Agreement integrates all the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

16. **Amendments**

This Agreement may be modified or amended only by a written document executed by both Consultant and the Executive Director. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

17. **No Waiver**

The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement.

18. **Governing Law and Venue**

This Agreement shall be governed under the laws of the State of California. The County of Contra Costa shall be the venue for any litigation between the Authority and the Consultant arising out of this Agreement.

19. **Severability.**

Should any part of this Agreement be declared by a final decision of a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the excised portion, can be reasonably interpreted to give effect to the intentions of the parties.

20. **Counterparts.** This Agreement may be executed in counterparts.

The parties have executed this Agreement as of the date first written above.

Authority	**Consultant**
West Contra Costa Integrated Waste Management Authority, a California joint powers authority	Denise Epport Triformis Corporation, a California Corporation Denise Epport, President
by: _____ Name: Cliff Feldman Its: Executive Director	by: _____ Name: _____ Its: _____

ATTACHMENT 1
SCOPE OF SERVICES

TRIFORMIS Corporation

PO Box 45213
Los Angeles, California 90045
Phone: (310) 641-6767 Fax: (310) 641-6766
Email: depport@triformis.com

November 1, 2026

Cliff Feldman
Executive Director
RecycleMore
3220 Blume Drive, Suite 139
Richmond, CA 94806

Dear Cliff,

Triformis Corporation is pleased to submit our proposal to administer the sales for RecycleMore's composting program via Triformis/RecycleMore ecommerce website.

Triformis Responsibilities Include:

- Comprehensive management of the sales process including, quality control, ordering, fulfillment and delivery
- Warehousing of products
- Creating custom Triformis/RecycleMore ecommerce website exclusively for your residents to place orders for discounted compost bins and compost accessories
- Determining resident's eligibility based on zip code
- Applying RecycleMore subsidy for orders
- Answering questions from residents regarding ordering, set-up and maintenance
- Providing timely updates to residents about shipment delays
- Communicating with residents and RecycleMore when products are unavailable or on backorder
- Emailing sales receipt to residents
- Invoicing RecycleMore twice a month for subsidy
- Reporting and paying sales tax to State Board of Equalization for all sales
- Paying all credit card fees

Residents will be able to order via the following methods:

- Website https://Recyclemore.ecwid.com
- Email sales@triformis.com
- Phone 310-641-6767, ext 2
- Fax 310-641-6766
- Mail Triformis Corporation PO Box 45213, Los Angeles, CA 90045

Residents will be able to use the following types of payments:

- Visa, MasterCard, Discover and American Express
- Checks made payable to Triformis

Incorrect Address:

- $25.00 fee per product charged to residents

RecycleMore Responsibilities Include:

- Providing residents with a subsidy of 80% redeemable towards the purchase of worm bins and compost tumblers (limit 2 per address)
- Providing residents with a subsidy of $20.00 redeemable towards the purchase of compost accessories (limit 2 per address)
- Advertising on website via order form, including explanation of main products, advertising on social media sites, and distributing flyers at workshops and government functions
- Providing applicable cities and zip codes and any limitations
- Advise Triformis of upcoming workshops

Pricing:

Can-O-Worms

- $175.00 (includes bin, shipping, sales tax, credit card fees and website)

Dual Chamber Compost Tumbler

- $175.00 (includes bin, shipping, sales tax, credit card fees and website)

Once we source another backyard compost bin, we will advise RecycleMore,

We will have the following composting accessories: 1 and 2 lbs Worms, 2 Worm Blankets, Composting Kit, and 3 Bedding Blocks

Triformis will give Recyclemore a 30 day notice of any price increases which include increases due to manufacturing, shipping, sales tax and credit card fees.

During the current 3 year contract period, Triformis has absorbed price increases due to manufacturing and shipping in order to assist RecycleMore with their program.

As President of Triformis Corporation, I represent Triformis in all matters pertaining to this proposal. I can be reached at (310) 641-6767, ext 1 or depport@triformis.com. If you have any questions or require additional information, please contact us.

Very truly yours,

Denise Epport

Denise Epport
President

ATTACHMENT 2
INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subconsultants.

1. **Minimum Scope and Limit of Insurance**

Coverage shall be at least as broad as:

1.1. **Commercial General Liability (CGL)**: Insurance Services Office ("ISO") Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

1.2. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **$1,000,000** per accident for bodily injury and property damage.

1.3. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

If initialed by the Authority below, Workers' Compensation insurance is not required because Consultant has no employees. **Authority: ____**
If initialed by the Authority below, professional liability insurance is not required because the services are such that the Authority would not rely upon Consultant's professional judgment. **Authority: ___**

1.4. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Consultant's profession, with limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Authority requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

2. **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

2.1. **Additional Insured Status.** The Authority, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both (a) CG 20 10, CG 20 26, CG 20 33, or CG 20 38 and (b) CG 20 37 if a later edition is used).

2.2. **Primary Coverage.** For any claims related to this contract, the **Consultant's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 12 19 as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

2.3. **Umbrella or Excess Policy.** The Consultant may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

2.4. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Authority.

2.5. **Waiver of Subrogation.** Consultant hereby grants to the Authority a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Authority by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation and provide a copy to the Authority, but this provision applies regardless of whether or not an endorsement has been issued.

2.6. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the Authority. The Authority may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be

satisfied by either the named insured or Authority.

2.7. **Acceptability of Insurers.** Insurance is to be placed only with insurers that (a) are authorized to conduct business in the State of California and (b) have a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Authority.

2.8. **Claims Made Policies.** If any of the required policies provide claims-made coverage (which is expressly limited to professional-liability policies), the policies shall be subject to the following requirements:

2.8.1. The retroactive date must be shown and must be before the date of the contract or the beginning of contract work.

2.8.2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. This requirement survives termination of the Agreement.

2.8.3. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the Effective Date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

2.9. **Verification of Coverage.** Consultant shall furnish the Authority with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All documents are to be received and approved by the Authority before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

2.10. **Special Risks or Circumstances.** The Authority reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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AGENDA ITEM NO. 6.5

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman – Executive Director

SUBJECT: Approval of the First Amendment to the Professional Services Agreement with Sweetser and Associates, Inc.

EXECUTIVE SUMMARY

Staff is recommending the Board approve the First Amendment to the Professional Services Agreement (PSA) with Sweetser & Associates, Inc. for household hazardous waste (HHW) consulting services. The anticipated result of this engagement is to ensure staff has access to third-party support and expertise regarding regulatory HHW functions of the Authority on an as-needed basis. Staff is recommending the Board approve the First Amendment with a scope of work for Fiscal Year (FY) 2027 for a not-to-exceed amount of $55,050.00.

BACKGROUND

The Authority is responsible for ensuring the Member Agencies' compliance with State mandates regarding AB 939, AB 341, AB 1826, SB 1383 and related regulations. The Authority is also the sponsoring entity for the West Contra Costa County HHW facilities located at 101 Pittsburg Avenue, Richmond and 7501 Schmidt Lane, El Cerrito that are operated as part of the Post-Collection Agreement with West County Resource Recovery (WCRR). Sweetser & Associates, Inc. has been assisting the Authority with regulatory compliance for the HHW program since 2000.

DISCUSSION

On June 11, 2026, the Board approved the two-year PSA with Sweetser and Associates who has partnered with the Authority since 2000 to provide HHW consultation, particularly for permitting and regulatory technical assistance, program expansion, and data analysis. The First Amendment to the PSA with Sweetser & Associates, Inc. defines a scope of work and budget for FY 2027, which includes the following:

- Oversite and record keeping review for shipping records

- Facility site visits and operations audits
- Facility permitting and operational issues assistance
- Assistance with special projects and related contingencies

The proposed cost to provide these services during FY 2027 is a not-to-exceed amount of $55,050.00; however, of this amount $18,000 has been allocated to special projects and contingencies (Attachment 1, Exhibit A).

FISCAL IMPACT

The fiscal impact for FY 2027 is a not-to-exceed amount of $55,050.00 and $38,000.00 is included in the Programs Expense category of the FY 2027 budget presented to the Board for review at its November 12, 2026, Board meeting. Expenditure of the $17,000.00 balance is related to special projects and contingencies and not specifically allocated in the FY 2027 budget.

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution authorizing the Executive Director to execute the First Amendment to the Professional Services Agreement with Sweetser & Associates, Inc., with a scope of work for FY 2027 for a not-to-exceed amount of $55,050.00.

ATTACHMENTS

Attachment 1 - Resolution Authorizing the Executive Director to Execute the First Amendment to the Professional Services Agreement with Sweetser & Associates, Inc. with a Scope of Work for FY 2027

Attachment 1, Exhibit A - First Amendment to the PSA with Sweetser and Associates, Inc.

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH SWEETSER & ASSOCIATES, INC. FOR CONSULTING SERVICES WITH A SCOPE OF WORK FOR FY 2027 FOR A NOT-TO-EXCEED AMOUNT OF $55,050.00

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is a joint powers authority formed under California law to provide regulatory oversight of the disposal and recycling processing of solid waste and household hazardous waste (HHW) collected from the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, the Authority requires a professional services consultant for HHW regulatory consulting to support its goals and objectives and service delivery to its Member Agencies; and

WHEREAS, Sweetser & Associates, Inc. has been providing the Authority with HHW regulatory assistance consulting since 2000; and

WHEREAS, on June 11, 2026, the Authority Board approved Resolution No. 26-20 approving a two-year Professional Services Agreement with Sweetser & Associates, Inc. with a scope of work for FY 2026-2027, and the parties have agreed on a scope of work for FY 2027 for a not-to-exceed amount of $55,050.00; and

WHEREAS, the Authority Board of Directors has reviewed the First Amendment to the Professional Services Agreement with Sweetser & Associates, Inc. (Exhibit A) at a public meeting held on November 12, 2026; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for expenses of $10,000.00 or greater; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

The Executive Director is hereby authorized to execute the First Amendment to the two-year Professional Services Agreement with Sweetser & Associates, Inc. with a scope of work for FY 2027 for a not-to-exceed amount of $55,050.00 in a form approved by Authority General Counsel (Exhibit A).

ATTEST **CHAIR OF THE BOARD**

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Viviane Vidal, Board Secretary

EXHIBIT A

First Amendment

FIRST AMENDMENT TO THE TWO-YEAR PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AND SWEETSER AND ASSOCIATES, INC. FOR HOUSEHOLD HAZARDOUS WASTE CONSULTING SERVICES

This FIRST AMENDMENT (the "Amendment") is entered into as of _____, 2026, and is by and between the West Contra Costa Integrated Waste Management Authority ("RecycleMore") and Sweetser and Associates, Inc. ("Consultant"). This Amendment amends the *Two-Year Professional Services Agreement for Household Hazardous Waste Consulting Services,* dated June 23, 2026 (the "Agreement").

RECITALS

A. The Parties have engaged in discussions on the household hazardous waste related services and potential needs for the Authority for FY 2027.

B. To ensure uninterrupted household hazardous waste consulting services facilitating related service delivery and regulatory compliance, the Parties have agreed to a Scope of Work for FY 2027 with a not-to-exceed amount of $55,050.00.

AGREEMENT

Section 2. COMPENSATION of the Agreement is amended to read as follows:

2.1. Attachment 1 shall be replaced with a revised Scope of Work and Contract Amount for FY 2027 (Attachment 1) with a total amount payable by Authority to Consultant of an amount not-to-exceed $55,050.00.

All other provisions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the date set forth above.

RECYCLEMORE	CONSULTANT
By:	By:
_____ _____	_____ _____
Signature *Date*	*Signature* *Date*
Cliff Feldman Executive Director	Larry D. Sweetser President

First Amendment
ATTACHMENT 1

Scope of Work

Assisting you through the regulatory maze

SWEETSER & ASSOCIATES, INC.

November 4, 2026

Cliff Feldman
RecycleMore
3220 Blume Drive, Suite 139
Richmond, CA 9480

RE: Professional Services Agreement

Dear Mr. Feldman:

Thank you for the opportunity to continue to offer household hazardous waste (HHW) consulting services to the West Contra Costa Integrated Waste Management Authority (RecycleMore). Sweetser & Associates, Inc. has been assisting RecycleMore since 2000.

RecycleMore offers a comprehensive HHW program for residents and businesses including permanent facilities, temporary events, a Door-to-Door program, a small business program, and others. Sweetser & Associates, Inc. is a national recognized expert on HHW and offers unparalleled experience on all aspects of HHW assistance including expertise on permitting and regulatory issues, operational acumen, relationships with other California HHW programs, data and analytical experience related to HHW operational documents and costs, training, and all other aspects of HHW programs.

Larry Sweetser, the principal of Sweetser & Associates, Inc., is also a West County service area customer so there is a vested interest in providing a compliant and cost effective HHW program.

Attached is a proposed Scope of Work and budget for calendar year 2027 for your review along with a statement of qualification and resume. We look forward to continue providing service to RecycleMore.

Please contact me if you have any questions.

Sincerely

Larry D. Sweetser, Jr.
President

Enclosure

SCOPE OF WORK

January 1, 2027 - December 31, 2027

1. Oversight and Record Keeping Review for shipping records from Permanent Household Hazardous Waste (HHW) Collection Facility (Estimated 22 hours per fiscal year, $3,300)

Task 1 Review facility recordkeeping of Hazardous Waste Manifests and other documentation required or desirable in oversight of the West County, El Cerrito, and other HHW Programs on a as needed basis. Review HW contractor reports and provide review to RecycleMore.

2. Facility Site Visits and Operations Audits (Estimated 25 hours per fiscal year, $3,750)

Task 2 Perform a thorough walk-through and inspection of the West Contra Costa County Permanent HHW Collection facility, the El Cerrito Satellite Facility, or other HHW Programs. One audit per facility per year is proposed. Assist with planning and operational review of two temporary HHW events per year and special waste collection events,.

3. Facility Permitting and Review Operations (Estimated 200 hours per fiscal year, $30,000)

Task 3 Assist with permitting and operational issues for the West County and El Cerrito HHW facilities other programs, and potential program expansions. Prepare an annual report on HHW operations. Collect and enter data, or assist, to complete the state required annual reports including California Department of Tax and Fee Administration, Electronic Verification Questionnaire, Form 303, Used Oil Annual Summary, mercury reporting to CC Clean Water Program, and other reports. Facilitate bimonthly Team Meetings. Assist with responses to household hazardous waste and small business questions.

4. Assist with Special Projects and Contingency (Estimated 120 hours per fiscal year, $18,000)

Task 4 Provide assistance with special projects at the direction of the Executive Director such as HHW rate review, proposals for services, studies and analysis, and grant applications.

The proposed hourly rate for these services is $150.00 plus expenses at cost. The annual cost for these services totals **$55,050.00** for the period January 1, 2027 to December 31, 2027 year and cannot exceed the budgeted amount for the agreement period without written approval of the Board of Directors.

Other work may be requested but must be approved in writing prior to the commencement of work. Hours for tasks may be adjusted with approval of the Executive Director provided the total hours do not exceed the contract amount.

The proposed budget for the first agreement year is below.

	January 1, 2027 - December 31, 2027		Budget
Number	**Task**	**Hours**	**Amount**
1	Oversight and Record Keeping	22	$3,300.00
2	Facility Site Visits and Operations Audit	25	$3,750.00
3	Facility Permitting and Review Operations	200	$30,000.00
4	Assist with Special Projects	120	$18,000.00
TOTAL			**$55,050.00**

AGENDA ITEM NO. 6.6

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman – Executive Director

SUBJECT: Approval of the First Amendment to the Professional Services Agreement with R3 Consulting Group, Inc.

EXECUTIVE SUMMARY

Staff is recommending the Board approve the First Amendment to the Professional Services Agreement (PSA) with R3 Consulting Group, Inc. (R3 Consulting) for strategic Planning and Organizational assessment support consulting services. The anticipated result of this engagement is to ensure staff have access to third-party expertise regarding long-term planning and related assistance including retreat planning, community engagement, research, and staffing support functions of the Authority. Staff is recommending the Board approve the First Amendment to the three-year PSA with R3 Consulting Group, Inc. with scope of work for Fiscal Year (FY) 2027 is for a not-to-exceed amount of $50,000.00.

BACKGROUND

The Authority is responsible for ensuring the Member Agencies' compliance with State mandates regarding AB 939, AB 341, AB 1826, SB 1383 and related regulations. In early 2026, the Authority conducted a request for qualifications (RFQ) competitive procurement for on-call consulting services and selected R3 Consulting to assist the Authority with long-term strategic planning and related consulting services. On June 11, 2026, the Board approved Resolution No. 26-16 approving a three-year Professional Services Agreement (PSA) with R3 Consulting. for strategic planning and organizational assessment support consulting services.

DISCUSSION

Staff have identified the need for additional staffing support to ensure uninterrupted and enhanced staffing functionality of the Authority for a variety of programs and services. Contracting with experienced, qualified firms to provide this supplemental staffing support and expertise is facilitated by managing Professional Services Agreements with firms selected per

the Authority's recent RFQ procurement, including R3 Consulting. R3 Consulting is currently contracted to provide needed assistance with strategic planning and organizational support consulting services.

Services provided by R3 Consulting during FY 2026-2027 include:

- Assess the Authority's staffing, budget, and performance against current/future demands and comparable JPAs.
- Conduct stakeholder engagement with Authority Board and Member Agency staff
- Identify and describe primary areas of potential future focus for the Authority resulting from the assessment and stakeholder engagement activities.

Activities planned for FY 2027 include:

- Facilitation of Board strategic planning workshops and meetings with Member Agency managers/staff, Authority staff, contractors, facility operators, and key stakeholders to identify goals, concerns, barriers, and potential future focus areas for the Authority.
- Continuing to identify and refine primary areas of potential future focus for the Authority resulting from the assessment and stakeholder engagement activities.
- Prepare findings, recommendations, and implementation next steps, including draft/final reports, Executive Committee or Board workshops/presentations, and guidance on organizational changes needed to advance the Authority's organizational objectives and goals.

The proposed cost to provide these services during FY 2027 is a not-to-exceed amount of $50,000.00. The scope of work is attached to the First Amendment (Attachment 1, Exhibit A).

FISCAL IMPACT

The fiscal impact for FY 2027 is a not-to-exceed amount of $50,000.00 and is included in the Operations Expense, Professional Services category of the FY 2027 budget presented to the Board at its November 12, 2026, Board meeting.

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution authorizing the Executive Director to execute the First Amendment to the Professional Services Agreement with R3 Consulting Group, Inc. with a scope of work for FY 2027 for a not-to-exceed amount of $50,000.00.

ATTACHMENTS

Attachment 1 - Resolution Authorizing the Executive Director to Execute the First Amendment to the Professional Services Agreement with R3 Consulting Group, Inc. with a Scope of Work for FY 2027

Attachment 1, Exhibit A - First Amendment to the PSA with R3 Consulting Group, Inc.

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE FIRST AMENDMENT TO THE THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH R3 CONSULTING GROUP, INC. FOR CONSULTING SERVICES WITH A SCOPE OF WORK FOR FY 2027 FOR A NOT-TO-EXCEED AMOUNT OF $50,000.00

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is a joint powers authority formed under California law to provide regulatory oversight of the disposal and recycling processing of solid waste collected from the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, the Authority requires professional services consultants for on-call solid waste and recycling consulting to support its goals and objectives and service delivery to its Member Agencies; and

WHEREAS, in response to the Authority's Request for Qualifications (RFQ) issued on March 19, 2026, R3 Consulting Group, Inc. submitted a responsive proposal demonstrating its experience and qualifications covering a diverse range of solid waste management consulting services to public agencies, including long-term planning, organization assessment, competitive procurement, contract negotiations, processing and disposal services planning and development, contract administration, rate and financial analysis and auditing, rate and fee studies, zero waste planning, and legislative compliance; and

WHEREAS, pursuant to the Authority's RFQ procurement, R3 Consulting Group, Inc. was selected to provide long-term planning support and related assistance including planning, community engagement, research, staffing support, and related services; and

WHEREAS, on June 11, 2026, the Board approved Resolution No. 26-16 approving a three-year Professional Services Agreement (PSA) with R3 Consulting Group, Inc. and a scope of work FY 2026-2027; and

WHEREAS, the Authority and R3 Consulting have agreed to the First Amendment to the PSA which provides for a minor change in scope during FY 2026-2027 in an amount not-to-exceed $14,000 that will be concluded prior to December 31, 2026 with the total not-to-exceed amount of $50,000.000 for FY 2026-2027; and

WHEREAS, Authority and R3 Consulting have further agreed to the First Amendment to the PSA and a scope of work for FY 2027 for an amount not-to-exceed $50,000.00; and

WHEREAS, the Board of Directors has reviewed the First Amendment to the PSA with R3 Consulting Group, Inc. (Exhibit A) at a public meeting held on November 12, 2026; and

WHEREAS, the Authority Board of Directors requires Board of Directors approval for agreements greater than $10,000.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

The Executive Director is hereby authorized to execute the First Amendment to the three-year Professional Services Agreement with R3 Consulting Group, Inc. with a scope of work for FY 2027 for a not-to-exceed amount of $50,000.00 in a form approved by Authority General Counsel (Exhibit A).

ATTEST **CHAIR OF THE BOARD**

_____ _____

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachment: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026 by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

_____

Viviane Vidal, Board Secretary

EXHIBIT A

First Amendment

FIRST AMENDMENT TO THE THREE-YEAR PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY AND R3 CONSULTING GROUP, INC. FOR STRATEGIC PLANNING AND ORGANIZATIONAL ASSEMENTMENT SUPPORT CONSULTING SERVICES

This FIRST AMENDMENT (the "Amendment") is entered into as of _____, 2026, and is by and between the West Contra Costa Integrated Waste Management Authority ("RecycleMore") and R3 Consulting Group, Inc. ("Consultant"). This Amendment amends the *Three-Year Professional Services Agreement for Strategic Planning and Organizational Assessment Support Consulting Services,* dated June 25, 2026 (the "Agreement").

RECITALS

A. The Parties have engaged in discussions on the strategic planning and organizational assessment support and related services and potential needs for the Authority for FY 2027.

B. To ensure uninterrupted continuation of strategic planning services and to facilitate consulting assistance for these efforts, the Parties have agreed to a Scope of Work for FY 2027 with a not-to-exceed amount of $50,000.00.

AGREEMENT

Section 2. COMPENSATION of the Agreement is amended to read as follows:

2.1. Attachment 1 for FY 2026-2027 shall be amended to provide the Authority with technical and clerical assistance to manage the request for qualifications competitive procurements for human resources consulting services and financial support consulting services for an amount not-to-exceed $14,000 which shall replace the same amount included for other work previously planned to occur during FY 2026-2027, specifically prior to December 31, 2026.

Commencing in FY 2027, Attachment 1 to the Agreement shall be replaced with a revised Scope of Work and Contract Amount for FY 2027 (Attachment 1) with a total amount payable by Authority to Consultant for an amount not-to-exceed $50,000.00.

All other provisions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the date set forth above.

RECYCLEMORE		CONSULTANT	
By:		By:	
Signature	*Date*	*Signature*	*Date*
Cliff Feldman Executive Director		Garth Schultz Principal	

First Amendment
ATTACHMENT 1

Scope of Work

R3 CONSULTING GROUP, INC.
RESOURCES · RESPECT · RESPONSIBILITY

November 5, 2026

Mr. Cliff Feldman
Executive Director
RecycleMore
submitted via email: clifff@recyclemore.com

SUBJECT: Strategic Planning Support – Scope of Work

Dear Mr. Feldman,

R3 Consulting Group, Inc. (R3) is pleased to submit this scope of work to RecycleMore to provide strategic planning support. during fiscal year 2027 (January 1 through December 31, 2027), building on work initiated in the second half of 2026. R3 proposes providing additional services to assist RecycleMore in evaluating member agency needs, identifying opportunities for additional regional services and responsibilities, evaluating financial impacts and developing a framework to guide future implementation efforts.

R3 is uniquely positioned to provide further strategic planning efforts to RecycleMore. Over the last ten years, R3 has provided various support to RecycleMore – as well as all the RecycleMore member agencies. Through these experiences R3 has developed a rich understanding of RecycleMore's needs, barriers, benefits, and growth opportunities. Because of these many years of experience, we care deeply about West Contra Costa County and are committed to being of service to RecycleMore and its member agencies.

The purpose of this work is to build on current efforts and help RecycleMore better understand the priorities of its Board of Directors and member agencies, confirm its base services, and identify potential opportunities to improve services regionally. Services performed by similar JPA's will be identified as examples for Board consideration.

R3 will use a collaborative approach that includes further meetings with Board members, City Managers and staff and includes two facilitated Board workshops or retreats during 2027. Workshop timing will be coordinated with RecycleMore staff after the Board roster is confirmed and new members have had an opportunity to become familiar with the Authority. The first workshop is tentatively anticipated in late spring or early summer 2027 and will focus on assessment findings and strategic priorities. A second workshop, tentatively anticipated in late summer or fall 2027, will focus on refining priorities, discussing recommendations, and providing direction on the Strategic Plan.

The work will be conducted in close coordination with RecycleMore staff and will include regular project check-ins, review of interim findings, and preparation of recommendations and a preliminary implementation plan. Additional stakeholder engagement may be conducted at RecycleMore's direction to gather more detailed information from member agency staff, haulers, facility operators, and other stakeholders.

The anticipated outcome of this effort is a clearer understanding of member agency needs, potential future services, organizational considerations, and Board priorities. R3 will develop a service opportunity matrix, findings and recommendations, and a preliminary implementation plan identifying recommended actions, general timelines, resource considerations, and key decisions needed to move forward. The final work product will provide RecycleMore with a practical roadmap for evaluating and potentially implementing more regional services, subject to future Board direction, member agency participation, and available resources.

Scope of Work

Upon acceptance of this scope of work (and subsequent contracting), R3 will provide RecycleMore with:

Task 1 Strategic Planning Discovery, Stakeholder Engagement, and Board Workshop

R3 will support RecycleMore in advancing its strategic planning efforts through a discovery and planning process focused on understanding member agency needs, identifying potential service opportunities, and preparing for Board discussion and direction during calendar year 2027. Rather than conducting a traditional mission and vision exercise, this process will focus on gathering information, understanding organizational priorities, and evaluating opportunities for RecycleMore to potentially centralize services in West County where desired.

Via our existing scope of work, R3 will be conducting meetings with Board members and City Managers during November and December 2026, including likely distribution of a member agency survey and review relevant organizational information. The goal is to establish a documented baseline of member agency feedback, identify common priorities and concerns, and develop a preliminary list of potential service opportunities for further evaluation under Task 2. R3 is also currently supporting the finance and HR consulting procurements in accordance with the applicable procurement schedules and consider how the results may inform RecycleMore's future organizational and strategic planning decisions.

Via this scope proposal, R3 will work with RecycleMore staff to prepare for and facilitate two Board strategic planning workshops or retreats in 2027. The first workshop, anticipated in February or March 2027 following confirmation of the Board roster, will focus on presenting assessment findings, discussing potential regional service opportunities, and identifying Board priorities and concerns. The second workshop, anticipated in April or May 2027, will build on the initial discussion and focus on refining strategic priorities, reviewing preliminary recommendations and implementation considerations, and obtaining Board direction on next steps.

R3 will develop workshop agendas, presentation materials, and discussion questions in coordination with RecycleMore staff. R3 will facilitate the workshops and document key discussion themes, areas of agreement, outstanding concerns, and Board direction. The results will inform the evaluation of potential future focus areas under Task 2 and the recommendations and implementation plan developed under Task 3.

Anticipated deliverables include:

- Member Agency needs assessment summary, including interview findings, survey results, and identified priorities.
- Preliminary list of potential service opportunities and organizational considerations.
- Finance and HR procurement status summary identifying progress, outstanding activities, and anticipated next steps.
- Agendas, discussion questions, and presentation materials for two Board workshops or retreats.
- Summary of Board workshop discussions, priorities, and direction.

Task 2 Identification and Evaluation of Potential Future Focus Areas

Based on the organizational assessment and stakeholder engagement conducted under Task 1, R3 will identify and evaluate potential future opportunities for RecycleMore. The evaluation will consider member agency needs, Board interest, organizational capacity, financial implications, implementation feasibility, and potential benefits to participating agencies.

R3 will consider a range of potential service opportunities identified through member agency engagement, staff input, organizational assessment, identification of other similar JPA responsibilities and Board discussion. Potential opportunities that warrant further study will be introduced with appropriate

context regarding benefits, tradeoffs, authority, costs, and implications for member agencies before Board direction is sought.

R3 will conduct a planning-level evaluation of potential service opportunities, identifying anticipated benefits, organizational and staffing needs, financial and operational considerations, potential barriers, and implementation requirements.

Additionally, R3 will develop a service opportunity matrix to compare potential future focus areas based on member agency interest, anticipated benefits, organizational readiness, resource needs, implementation complexity, and timing. The matrix will help identify near-term opportunities and longer-term initiatives requiring additional evaluation, resources, or approvals.

Finally, R3 will review the findings and service opportunity matrix with RecycleMore staff and incorporate feedback and relevant Board direction. The results will provide the basis for the recommendations and preliminary implementation plan under Task 3. Any expansion of services will remain subject to future Board direction, member agency participation, available resources, and applicable legal or contractual approvals.

Anticipated deliverables include:

- Summary of potential future focus areas and service opportunities.
- Service opportunity matrix identifying anticipated benefits, member agency interest, resource needs, barriers, implementation considerations, and preliminary priorities.
- Refined evaluation findings to inform Task 3 strategic plan and implementation road map

Task 3 Strategic Plan Development and Implementation Roadmap

Via this Task, R3 will prepare findings, recommendations, and a preliminary implementation plan based on the stakeholder engagement and organizational assessment conducted under Task 1 and the evaluation of potential future focus areas under Task 2. The purpose of this task is to translate the information collected and Board direction into a practical roadmap for RecycleMore to consider when advancing potential additional services and organizational priorities.

R3 will prepare a strategic plan summarizing key findings, member agency needs, organizational considerations, potential service opportunities, and Board feedback. The plan will identify common priorities, areas of agreement, outstanding concerns, recommended strategies and opportunities requiring additional evaluation or direction or future board direction. We will assist staff in quantifying any new or enhanced services identified by the Board as a future priority.

A key component will be developing recommendations and implementation steps for potential new responsibilities. For each priority opportunity, R3 will identify recommended actions, general timelines, responsible parties, resource needs, dependencies, and key decisions required to move forward. Recommendations may address organizational capacity, staffing, funding, regulatory and contractual requirements, member agency coordination, and potential consultant support.

The preliminary implementation plan will distinguish between near-term actions that may be advanced using existing resources and longer-term initiatives requiring additional planning, funding, staffing, or approvals. Because Board and member agency support for future responsibilities has not yet been established, the plan will identify decision points and alternative approaches rather than assume that all proposed services will be implemented.

Following the first Board workshop, R3 will prepare initial strategic priorities and recommendations for review with RecycleMore staff. R3 will present draft strategic directions and implementation considerations at the second workshop, tentatively anticipated in late summer or fall 2027, and

incorporate Board direction and staff feedback into the draft and final Strategic Plan. The final Strategic Plan will be completed by December 2027.

Anticipated deliverables include:

- Draft findings, recommendations, and implementation plan report.
- Preliminary implementation roadmap within the Strategic Plan identifying recommended actions, responsible parties, general timelines, resource considerations, dependencies, and Board decision points.
- Final Strategic Plan incorporating, recommendations, and implementation plan memorandum incorporating staff and Board feedback.
- Summary of stakeholder findings, concerns, opportunities, and implementation considerations.
- Supplemental findings to inform the service opportunity matrix and preliminary implementation plan.

Project Management and Client Coordination

R3 will manage and coordinate the project to ensure that activities are completed on schedule and in alignment with RecycleMore's priorities and available budget. R3 will work closely with RecycleMore's Executive Director and designated staff to coordinate stakeholder engagement, document requests, project milestones, Board workshops, and deliverable review periods.

R3 anticipates holding regular virtual check-in meetings with RecycleMore staff to review progress, discuss findings, coordinate upcoming activities, and address questions or issues that may arise. These meetings will also provide an opportunity to review preliminary recommendations, prepare for Board workshops, and confirm next steps. R3 will provide project updates and communicate any anticipated schedule, scope, or budget concerns in a timely manner. R3 will coordinate its internal project team to provide the appropriate expertise in solid waste management, JPA governance, HHW programs, franchise agreement administration, rate-setting and financial analysis, stakeholder engagement, and strategic planning. Senior staff will oversee the project, provide technical guidance, and review deliverables, with support from other team members as needed.

Schedule

R3 proposes completing the scope of work during FY 2027 on the following tentative schedule:

- **Task 1** – January 2027 through September 2027
- **Task 2** – April 2027 through September 2027
- **Task 3** – August through December 2027

Cost & Billing Rates

R3 proposes completing Tasks 1 through 3 of this scope of work on a time and materials basis for **$50,000** with any additional work performed at the billing rates shown in **Table 1**, on the following page. 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.

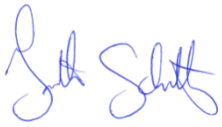
Table 1: Standard Rates – Fiscal Year 2026-27

CLASSIFICATION	HOURLY RATE
Principal / Sr. Director	$ 360 per hour
Director	$ 320 per hour
Sr. Managing Consultant	$ 280 per hour
Managing Consultant	$ 255 per hour
Sr. Consultant	$ 230 per hour
Consultant	$ 210 per hour
Associate Consultant	$ 195 per hour
Expert Witness	1.5x Rates Listed Above
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - *Private or company car*	At Current Federal Rate
Travel - *Other*	Direct cost
Delivery and other expenses	Direct cost

* * * * *

Thank you for the opportunity to be of service to RecycleMore. If you have questions regarding this scope of work or need additional information, please contact me.

Sincerely,



Garth Schultz | *Principal*
R3 Consulting Group, Inc.
510.292.0853 | gschultz@r3cgi.com

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AGENDA ITEM NO. 7.1

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman, Executive Director

SUBJECT: Staff Report – Update from Executive Director

Oral Report.

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WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman, Executive Director

SUBJECT: Upcoming Agenda Items

December 10, 2026
- Approve Professional Services Agreement with Financial Services Consulting Firm
- Approve Professional Services Agreement with Human Resources Consulting Firm
- Update on SB 54 Implementation
- Update on SB 1383 Regulatory Compliance

January 14, 2027
- Update on Member Agency Community Compost Hubs
- Update on SB 54 Implementation
- Review Updated RecycleMore Employee Handbook

February 11, 2027
- Election of Board Chair and Vice-Chair
- Establish New Board Meeting Location
- Update on SB 54 Implementation
- Update on SB 1383 Regulatory Compliance
- Approve Updated RecycleMore Employee Handbook

March 11, 2027
- Overview of 2027 Outreach Activities
- 2026 Household Hazardous Waste Program Report

April 8, 2027
- Update on the Regional Waste Composition Two-season Study

May 13, 2027
- Review Authority FY 2025-2026 Audited Financial Statements
- Review Authority FY 2026-2027 Audited Financial Statements

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WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman, Executive Director

SUBJECT: Reclassification of Marketing and Operations Program Manager Position to the Program Manager Position

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EXECUTIVE SUMMARY

The Marketing and Operations Manager position is not aligned with the current staffing needs of the Authority. Staff is recommending the Board approve reclassifying the vacant Marketing and Operations Manager position to the proposed Program Manager position to align this management and supervisory classification with the current staffing needs of the Authority.

BACKGROUND

In February 2024, the Board approved a staff reorganization which included eliminating the Manager of Finance and Administration, comparably positioning both the Recycling and HHW Program Manager and Outreach Program Manager salary ranges, and establishing the Office Administrator/Board Secretary position. In June 2025, the Board approved reclassifying the Recycling and HHW Program Manager and the Outreach Program Manager positions as the Deputy Executive Director and Regulatory Manager and Marketing and Operations Manager, respectively. In June 2026, the Board approved reclassifying the Program Coordinator positions to create the Program Coordinator I-II Position Series. The number of staff have remained at six full-time employees since 2018 when one new non-management position was added.

DISCUSSION

The job description and salary for the Marketing and Operations Manager position was created in June 2025 by including additional responsibilities to the Outreach Manager job description and increasing the salary for that position. The rationale for the salary increase was to provide additional compensation for the added responsibilities. The job description was crafted to include disparate responsibilities related to outreach, financial processes (e.g., role of Treasurer), and operations. The job description, role and salary range of the vacant Marketing

and Operations Manager position is no longer in alignment with the staffing needs of the Authority. In addition, it may be challenging to recruit for the Marketing and Outreach Manager position due to the unrelated components and requirements included in the job description.

Reclassification

Establishing a management classification Program Manager position that can assist with programs/services management and supervision will improve the overall functionality and alignment of the current full-time employee positions of the Authority. The proposed Program Manager job description encompasses all programmatic activities without focusing the role on specific areas such as outreach, recycling, or HHW, as has been past practice at the Authority. The new approach allows for the incumbent to serve in all facets of the Authority's programs. For example, this includes potentially focusing on the significant compliance obligations prescribed in the Memorandum of Understanding with the Member Agencies concerning SB 1383 compliance, or public outreach and education, or contract administration, or any combination of these and other responsibilities. This change will result in improving programs and services management capacity and provide the Authority additional certainty with maintaining staffing resources to fulfill its responsibilities timely.

Standalone or Position Series Classification

Staff has identified two alternative approaches to accomplish establishing the needed Program Manager position. The first alternative is to establish a standalone Program Manager position which is consistent with past practice of the Authority. This approach results in limitations associated with a lack of clear succession opportunity, potentially narrow role and responsibilities, and organizational structure. The second alternative is to establish a Program Manager position series, similar to the Program Coordinator I-II position series approved by the Board earlier this year.

The latter approach to develop a distinct position series (Coordinator / Specialist / Analyst / Manager I-II-III) or to structure positions in sequence (i.e., Manager to Senior Manager) is fairly standard across municipal agencies, including other Bay Area joint powers authorities such as RecycleSmart (West Contra Costa Waste Management Authority), StopWaste (Alameda Conty Waste Management Authority), and RethinkWaste (South Bayside Waste Management Authority. Attachment 1 provides an example of a management level position series that was updated in March 2025 at RecycleSmart. Their program manager position series job description consists of programs focused personnel with the title(s) of Waste Prevention and Recycling Manager I-II-III. The broad scope of the positions are identical; however, prescribed distinguishing characteristics define the role and responsibilities of each specific classification level. The Authority's Program Coordinator I-II position series approved by the Board was structured similarly and a Program Manager I-II position series will follow suit.

Staff's primary recommendation is to reclassify the Marketing and Operations Manager position to a Program Manager and to update the salary in alignment with the role and responsibilities of the position. Either alternative (standalone position or position series) will allow staff to commence a recruitment to fill this much needed position. However, the latter will perform an enhanced service to the Authority by establishing a more organized, cohesive and structured staffing configuration that will complement the existing Program Coordinator I-II

position series. While creating the standalone Program Manager classification will certainly suffice, it is limited in scope. Creating a Program Manager I-II position series will be conducive for establishing an organized and structural improvement to the top-to-bottom structure below the current Deputy Director and Executive Director framework.

Another value to establishing a Program Manager I-II position series is related to increasing the attributes of a recruitment to potential candidates by clearly signaling that the Authority has a structure for succession or upward mobility potential throughout the organization and specifically regarding that Program Manager position they will be applying for. This will not be inherent if the standalone Program Manager position is established given it has a clearly defined end-point related to compensation, role and responsibilities. Creating a Program Manager position series will not increase the number of full-time employees. It will simply result in establishing classifications for one approved full-time employee position (Program Manager I) and a classification that is not associated with an approved position (Program Manager II).

Revised Salary Range

The salary range established for the Marketing and Operations Manager position is incongruent with a Program Manager position. This can be addressed by establishing a salary range generally aligned with comparable positions in the current municipal market for similar positions. Staff completed a comparison of similar municipal positions to determine a reasonably comparable salary range for the proposed Program Manager position. Table 1 below provides this salary comparison which is required per long-standing Board policy to establish new positions (Board Resolution 97-6).

Table 1
Salary Survey

Agency	Job Classification	Salary Range	
		Low	High
Central Contra Costa Waste Management Authority (RecycleSmart)	Waste Prevention & Recycling Manager II	$103,853	$162,106
City of El Cerrito	Senior Program Manager	$120,456	$158,088
City of Pinole	Senior Project Manager	$101,556	$123,444
City of San Pablo	Sr. Environmental Programs	$124,656	$151,608
South Bayside Waste Management Authority (RethinkWaste)	Program Manager III	$133,249	$166,117
	Median	$120,456	$158,088
RecycleMore	**Program Manager I (Proposed)**	**$130,703**	**$153,719**

RecycleMore Programs Staff Positions	Step 1	Step 2	Step 3	Step 4	Step 5
Program Coordinator I	$93,534	$97,456	$101,378	$105,300	$109,222
Program Coordinator II	$113,118	$117,716	$122,314	$126,912	$131,511
Program Manager I (Proposed)	**$130,703**	**$136,457**	**$142,211**	**$147,965**	**$153,719**

Although the median salary range for the comparable positions noted in Table 1 is $120,456 - $158,088, a higher starting salary is proposed for this position for the following reasons: 1) to decrease the spread from the starting and ending salary to a range similar to the Program Coordinator I-II positions ($23,017 average spread), 2) align the Program Manager position for succession from the Program Coordinator I-II positions, and 3) to establish a competitive salary for the role and responsibilities of the position.

Establishing the new Program Manager position and salary range will result in significant salary and benefits expense savings in FY 2027. The combined savings will total approximately $36,000 in FY 2027 (at Salary Step 3 included in the proposed FY 2027 budget). Table 2 below provides the individual salary and benefits savings that will result from establishing the new Program Manager position compared with the Marketing and Operations Manager position.

Table 2

Salary Range for the Proposed Program Manager I Position Compared to the Current Marketing and Operations Manager Position

Salary					
Position	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Marketing and Operations Manager	$155,881.43	$161,337.27	$166,984.08	$172,828.53	$178,877.92
Program Manager	$130,702.59	$136,456.81	$142,211.03	$147,965.25	$153,719.48
Variance	-$25,178.84	-$24,880.46	-$24,773.05	-$24,863.27	-$25,158.45
Benefits					
Position	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Marketing and Operations Manager	$70,146.64	$72,601.77	$75,142.83	$77,772.84	$80,495.07
Program Manager	$58,816.16	$61,405.56	$63,994.96	$66,584.36	$69,173.76
Variance	-$11,330.48	-$11,196.21	-$11,147.87	-$11,188.47	-$11,321.30
Total	**-$36,509.32**	**-$36,076.67**	**-$35,920.92**	**-$36,051.75**	**-$36,479.75**

FISCAL IMPACT

The fiscal impact of reclassifying the Marketing and Outreach Manager position to the new Program Manager position is calculated at Step 3, in alignment with the Executive Director's hiring authority. The fiscal impact of hiring a Program Manager with a starting salary at Step 3 will result in salary ($24,773) and benefits ($11,148) savings totaling $35,921 for FY 2027.

RECOMMENDATION

Staff recommends the Board consider making one of the two following motions:

Alternative **Motion #1** – Establish Standalone Program Manager Position (Attachment 2)

Motion to approve the following:

> Reclassify the Marketing and Operations Manager position to the Program Manager position and approve the Program Manager Job Description and Salary Range for FY 2027.

Alternative **Motion #2** – Establish Program Manager I-II Position Series (Attachment 3)

Motion to approve the following:

> Reclassify the Marketing and Operations Manager position to the Program Manager I position and approve the Program Manager I-II position series Job Description and Salary Range for the Program Manager I position for FY 2027.

ATTACHMENTS

Attachment 1 -	RecycleSmart Waste Prevention and Recycling Manager Job Description I-II-III Position Series
Attachment 2 -	Resolution to Reclassify the Marketing and Outreach Manager Position to the Program Manager and Approving the Job Description and Salary Range for FY 2027
Attachment 2, Exhibit A -	Program Manager Job Description
Attachment 2, Exhibit B -	Program Manager Salary Range for FY 2027
Attachment 3 -	Resolution to Reclassify the Marketing and Outreach Manager Position to the Program Manager I Position and Approving the Program Manager I-II Job Description and Salary Range for the Program Manager I Position for FY 2027
Attachment 3, Exhibit A -	Program Manager I-II Position Series Job Description
Attachment 3, Exhibit B -	Program Manager I Salary Range for FY 2027

ATTACHMENT 1

Central Contra Costa Solid Waste Authority
Job Description

Job Series Title:	**Waste Prevention and Recycling Manager**
Reports To:	**Executive Director**
FLSA Status:	**Full Time Exempt**
Prepared Date:	**Updated March 2025**
Approved By:	**David Krueger**

Summary Description: Under the Executive Director's general direction, the Waste Prevention and Recycling Manager plans, designs, develops, recommends, implements, coordinates, and manages programs designed to divert solid waste, recyclables and organics from landfill in compliance with the California Public Resources Code and all applicable laws; coordinates program activities with the general public, businesses, and external agencies including CalRecycle; ensures effective community outreach programs; serves as a highly technical resource of solid waste and recycling issues for the CCCSWA, member agencies, residents, businesses, franchised collectors; works with CalRecycle regarding waste prevention and diversion goals; and regularly uses discretion and judgment to assess options and provide technical support to the Executive Director.

The Waste Prevention and Recycling Manager is customer service oriented; is able to effectively use discretion and judgment to both explain and administer the technical aspects of solid waste, organics and recycling issues and assist with external entity support; research, compare options, and provide solutions related to all aspects of the solid waste, organics and recycling programs; and assess, analyze, determine and implement new technology and processes.

Essential Duties and Responsibilities

The Waste Prevention and Recycling Manager's primary duty is management and oversight the solid waste, organics and recycling programs. Essential duties and responsibilities include but are not limited to the following:

Program Design, Implementation, Monitoring, and Evaluation

- Researches, designs, implements, monitors, analyzes, evaluates, and reports on a variety of waste diversion programs for reusable items, recyclable materials, organic materials, bulky items, construction and demolition debris, universal and hazardous wastes, batteries, medical sharps, and pharmaceuticals.
- Gathers and analyzes data to evaluate program effectiveness at achieving goals, determines options, and recommends new programs or changes to current programs.
- Oversees programs to prevent and reduce waste at the source, including the promotion of reusable products and packaging over disposable single-use options.
- Manages SB 1383 Edible Food Recovery program and compliance, including but not limited to community engagement, technical assistance, inspections and enforcement, outreach, record keeping and reporting.
- Develops and tracks budgets and approves expenditures for assigned programs.

- Certifies and publishes diversion rates for approved construction and demolition debris recycling facilities.

Customer Service

- Receives and promptly responds to information requests, questions, and service complaints from the public, customers, and Member Agency staff.
- Works with contractors to effectively and quickly resolve service problems.
- Provides a high level of customer service to the public, in person, over the phone, and by email.

Contract Management

- Manages and administers franchise agreements, service agreements, and contracts with collectors, processors, landfills, consultants, service providers, suppliers and vendors.
- Ensures that contractors are meeting the terms of their agreements and are providing high quality services to the CCCSWA and our customers.
- Works with contractors to resolve noncompliance issues and assesses liquidated damages and other penalties as necessary.
- Verifies contractor invoices and approves payments to contractors.
- Assists in annually adjusting contractor compensation in accordance with the terms of their agreements.
- Negotiates contracts and contract extensions.
- Drafts contract language.
- Conducts procurement processes (RFP, RFB, sole source) and contract renewals in accordance with applicable laws and CCCSWA purchasing policies.
- Verifies that contractors maintain required bonds and insurance.
- Ensures that the recyclables processing contractor shares recyclables revenue with the Authority in accordance with its agreement.
- Receives and analyzes reports from contractors, monitors trends, and verifies data.
- Conducts field inspections to verify contractor compliance: Facility visits, route audits, driver ride-a-longs, waste characterization studies, inspecting collection containers and their contents, and site visits to single-family neighborhoods, businesses, multi-family dwellings and schools.
- Meets regularly with contractors and maintains communication and positive, collaborative working relationships.
- Administers non-exclusive construction and demolition debris transporter permits.

Regulatory Compliance

- Assists the CCCSWA, its Member Agencies, residents, businesses, and schools in achieving compliance with state and local solid waste statutes and regulations, including AB 939, SB 1383, and SB 54.

- Researches and recommends to the Board and Committees whether to support or oppose proposed state and local legislation and regulations regarding solid waste.
- Participates in solid waste regulation rule-making processes, drafts comments to regulators in accordance with CCCSWA policies and Board direction, attends workshops and trainings on proposed and adopted regulations, coordinates with other jurisdictions, and stays current on upcoming regulatory initiatives and requirements.
- Drafts and enforces solid waste ordinances for the CCCSWA service area, as required by the state and/or directed by the Board, such as for SB 1383.
- Prepares and submits required reports to regulators including the Electronic Annual Report to CalRecycle.
- Gathers, tracks, organizes and maintains the data needed to demonstrate regulatory compliance to CalRecycle and other regulators.
- Facilities Member Agency compliance with SB 1383 recycled organic waste product procurement requirements through programs such as compost give-away events, compost distribution hubs, direct service provider agreements, and electricity from renewable natural gas.

Public Education

- Manages the promotion of CCCSWA programs, events and goals through the development and distribution of multiple venues for outreach, including newsletters, articles, press releases, social media, text messages, presentations, paid advertising, outreach campaigns, videos, direct mail, posters, brochures, the CCCSWA website, and related communication methods.
- Oversees outreach and education provided by the franchised collectors, including truck signs, service guides, training videos and other general resources.
- Collaborates with contracted web designer, graphic artists, and newsletter consultant.
- Coordinates public classes and trainings such as home composting workshops and sustainability summer camps.
- Provides public education at community events and staffs the CCCSWA information booth.
- Oversees contractors providing technical assistance and public education to schools, multi-family dwellings and business.

Support to CCCSWA Member Agencies

- Maintains regular meetings, communication and relationships with Member Agency staff.
- Ensures that member agency staff are keep up-to-date on CCCSWA programs and state solid waste legislation, regulations, and requirements.
- Attends Member Agency community meetings.
- Assists Member Agency staff in complying with SB 1383 and other state requirements for services not directly provided by CCCSWA, such as recycled content paper procurement, mulch and compost procurement, construction and demolition debris recycling (CalGreen) ordinance enforcement, and Water Efficient Landscape ordinance adoption and enforcement.
- Ensures that CCCSWA contractors provide excellent collection services to Member Agency facilities, events, and public waste receptacles.

Support to the CCCSWA Board of Directors

- Prepares written staff reports to the Board and Committees which may include conducting research, gathering background information, performing analysis, evaluating alternatives, and making recommendations.
- Presents staff reports to the Board and the public at Board and Committee meetings
- Prepares multi-media presentation materials (e.g. Powerpoint presentations.)
- As assigned, schedules and provides public notice of Board and Committee meetings, and prepares, distributes, publishes, records and maintains meeting agendas, staff reports, minutes, and resolutions, in accordance with the Brown Act and the California Public Records Act.
- As assigned, serves as Clerk of the Board during Board and Committee Meetings, preparing the meeting room and coordinating any needed audio-visual services, recording Board attendance and votes, receiving requests for public comment, taking minutes, and performing associated meeting management duties
- Assists in preparing and conducting orientation meetings and facility tours for new Board members
- Processes Conflict of Interest filings (Form 700) for Board Members, contractors, and staff
- Ensures compliance of Board Members, contractors and staff with their AB 1234 ethics training. Schedules classes as needed.

Other

- Researches and monitors current waste management trends to develop markets for recyclable materials.
- Attends and participates in professional group meetings and conferences, benchmarks and shares information with solid waste staff from other jurisdictions, and keeps informed of new trends in solid waste management and diversion.
- Attends local business, non-profit, and community group meetings and events to engage with stakeholders to increase awareness and education.
- Identifies opportunities for grant funding. Applies for and administers grants, submits grant reports, and achieves compliance with grant requirements.
- Provides administrative support to the Executive Director and other staff, as needed
- Performs related duties and responsibilities as required.

Supervisory Responsibilities:

This position has no supervisory responsibilities for permanent employees. As assigned, this position may supervise temporary employees and interns. As noted above, this position will manage outside contractors, franchised collectors, consultants, service providers, and vendors.

Knowledge, Skills and Abilities:

- Knowledge of Federal, state and local laws, and other regulatory provisions governing or impacting waste prevention and recycling and composting activities, including AB 939, SB 1383, and SB 54.
- Knowledge of operations, services, activities, methods, procedures, and best practices for solid waste management, including waste prevention, reuse, recycling and composting.
- Ability to use Microsoft Office, Outlook, Word, PowerPoint, Excel, e-mail, and video conferencing applications (e.g. Teams, Zoom).
- Ability to communicate clearly, concisely and persuasively, both orally and in writing.
- Ability to understand and create written documents in a variety of styles including local government staff reports, state legislation and regulations, local government ordinances, service contracts and franchise agreements, industry journals, press releases, and public education materials.
- Ability to take complex results and communicate them in an easily understood way to fit the desired audience.
- Ability to draft, procure, negotiate, administer, and enforce service contracts and franchise agreements.
- Ability to design and develop promotional and education materials.
- Ability to analyze information, evaluate options, make decisions, and solve problems.
- Ability to organize and direct a program or project.
- Ability to deal effectively, professionally, and calmly in difficult situations and establish and maintain effective working relationships with co-workers, Member Agency staff, consultants, contractors, customers, regulators, external entities, and the general public.
- Ability to work flexible hours and weekends (if necessary).
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

Classifications: Distinguishing Characteristics, and Minimum Qualifications

Waste Prevention and Recycling Manager I, Associate.
This is the associate-level classification in the job series. It requires a minimum of three (3) years of experience in planning, organizing, developing, and implementing recycling, organics and solid waste management programs or an equivalent combination of education, training and experience.

Waste Prevention and Recycling Manager II, Journey
This is the experienced journey-level classification in the job series. It requires a minimum of five (5) years of experience in planning, organizing, developing, and implementing recycling, organics

and solid waste management programs or an equivalent combination of education, training and experience.

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Waste Prevention and Recycling Manager III, Senior

This is a senior management-level position. This position requires extensive communication, organizational, and analytical skills and experience with a documented track record of success on delivery of programs and compliance. It requires a minimum of seven (7) years of progressively responsible experience in planning, organizing, developing, and implementing recycling, organics and solid waste management programs or an equivalent combination of education, training and experience. The Waste Prevention and Recycling Manager III will lead projects, initiate new programs, and mentor, train, advise, and guide employees in the lower classifications. This is not a supervisory position. All employees in the Waste Prevention and Recycling Manager series report directly to the Executive Director.

Certificates, Licenses, Registrations:

Possession and maintenance of a valid California class C driver's license and a satisfactory driving record throughout employment, or the ability to travel to various locations in a timely and efficient manner by alternate means and on a regular basis throughout employment.

Physical Requirements: Work is performed both in a typical office environment and in the field (using employees own vehicle). (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Walking: walking on even and uneven surfaces and in and around small spaces and through obstructions. (6) Hearing/Talking: frequent hearing and talking, in person and on the phone. (7) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (8) Environmental: frequent exposure to noise.

ATTACHMENT 2

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY ESTABLISHING THE PROGRAM MANAGER POSITION AND APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR FY 2027

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is empowered to create positions and position descriptions, establish salaries and benefits for employees and hire employees; and

WHEREAS, the Board of Directors desires to reclassify the position of Marketing and Operations Manager to the Program Manager position; and

WHEREAS, the Board of Directors is currently not considering adding additional full-time equivalent employees to the Authority's currently approved roster consisting of six staff; and

WHEREAS, the Board of Directors desires to establish the salary range for the Program Manager position for FY 2027 at $130,702.59 to $153,719.48.

WHEREAS, the Board was presented for its consideration the Job Description (Exhibit A) and Salary Range (Exhibit B) at a publicly noticed meeting on October, 8, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

1. The Marketing and Operations Manager position shall be reclassified as the Program Manager position.

2. The job description for the Program Manager position as delineated in the attached Exhibit A is hereby approved.

3. The salary range for the Program Manager position as delineated in the attached Exhibit B is hereby approved for FY 2027.

4. The Executive Director is directed to commence a recruitment to fill the Program Manager position and to offer the prevailing candidate a starting salary up to Step 3 of the approved salary range in alignment with established hiring authorization.

ATTEST **CHAIR OF THE BOARD**

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A - Program Manager Position Job Description
Exhibit B - Program Manager Position Salary Range for FY 2027

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026 by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Viviane Vidal, Board Secretary

EXHIBIT A

Program Manager

Job Description

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

West Contra Costa Integrated Waste Management Authority

Job Description

PROGRAM MANAGER

CLASSIFICATION DESCRIPTION
Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class and are not intended to reflect all duties performed within the job.

DEFINITION
To perform professional and technical programmatic duties requiring specialized knowledge and experience to manage program development, management, coordination and implementation of a variety of programs and services for the Authority; management responsibilities include varied professional technical, analytical, and administrative tasks to support the Authority; perform functions associated with regulatory compliance, public outreach and education, communications, contract administration; research, compile and maintain records; conduct special studies, surveys, and research assignments in a variety of project, program, service, and/or operational procedures; and, perform related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision and direction from the Executive Director. May exercise direct supervision over assigned professional, technical and administrative staff, as required.

CLASSIFICATION DISTINGUISHING CHARACTERISTICS
The Program Manager is a management and supervisory classification responsible for providing support to the Executive Director and direct oversight of program and operational activities of the Authority. The Program Manager will report to the Executive Director and may be responsible for direct supervision of staff. Incumbents are responsible for performing diverse, specialized and complex tasks, and implementing activities and programs requiring substantial accountability and decision-making responsibilities to further the goals, objectives and priorities of the Authority. Additional responsibilities include developing, implementing and managing procedures, policy, initiatives, budget development and administration, program assessment and reporting. The Program Manager serves as a proficient resource for programmatic, operational, managerial and organizational studies and analyses and performs duties as a liaison, specialist, and advocate for programs and services with regular contact with Member Agency staff, other government, private sector or community-based organizations, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EAMPLES OF DUTIES *(illustrative only)*

- Direct program operations, management and administration; personnel supervision and evaluation, training, oversight, and task prioritization.
- Assist in the development, coordination, and monitoring of program budgets; research and evaluate costs; implement budget tracking tasks as required.
- Assess, recommend and develop solid waste, household hazardous waste, public education and outreach, regulatory compliance, product stewardship, and related programs and policies for the Authority, including special projects, surveys, and research assignments, policy, services, data management, and contract administration, as assigned.
- Develop, implement, and evaluate solid waste and household hazardous waste management and recycling programs as mandated by various regulations including, but not limited to AB 939, SB 1383, SB 54.
- Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned programs to enhance public awareness, educate citizens to relevant environmental issues, and encourage proactive and cooperative problem-solving activities.
- Develop and implement age-appropriate educational programs and informative presentations for community events and stakeholder groups such as schools, businesses, residents, community organizations, and/or associations.
- Participate in administering contracts with contractors and consultants, ensure documents and reports comply with Authority contract standards; monitor programs for compliance with applicable scopes of service, rules, regulations, laws, and policies; procure professional services including writing contract specifications, issuing requests for proposals, requests for qualifications, accepting and evaluating proposals and bids, and awarding contracts.
- Research and prepare grant application packages and administer grants.
- Build and maintain positive working relationships with colleagues, stakeholder representatives, other organizations, the general public, exhibiting effective customer service and communication skills; provide staff assistance to citizen advisory bodies, committees, and commissions; attend meetings of community organizations and other groups relating to the development and implementation of programs.
- Plan for, coordinate, attend, and manage staff and volunteers at community events (such as fairs, festivals, and trade shows); respond to questions, distribute educational materials and information.
- Develop and maintain databases, contract compliance tracking records, and forms as needed.
- Operate a motor vehicle in the performance of assigned duties.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Principles of municipal and industry practices related to integrated solid waste management, source reduction and recycling, pollution prevention, resource conservation, household hazardous waste programs, and general marketing and outreach practices related to sustainability and environmental programs.
- Municipal contract management and administration, program and services development, implementation, monitoring and service delivery.
- Applicable federal, state and local sustainability laws, with specific focus on solid waste, recycling, composting and household hazardous waste laws.
- Principles and practices of leadership, motivation, supervision, team building and conflict resolution.
- Community outreach practices and strategies to effectively work with diverse ethnic and socio-economic groups.
- Principles and practices of graphic design and writing to create outreach pieces such as brochures, flyers, blogs, social media, and newsletters, etc.
- Developing and delivering educational programs and presentations for schools.

Skills

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel and PowerPoint.
- Ability to use remote meeting tools such as Microsoft Teams and Zoom.
- Proficiency with Adobe Pro, Canva and InDesign is desired.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Strong organizational skills and attention to detail.
- Strong analytical and critical thinking skills.
- Strong communication, technical writing and report presentation skills.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Bilingual or multilingual in Spanish or other languages is desired.

Abilities

- Oversee the development and administration of solid waste and recycling programs, household hazardous waste programs and related public education and outreach.
- Perform detailed and accurate analyses of solid waste, household hazardous waste, recycling, source reduction and related needs.
- Analyze data and prepare technical reports; interpret and evaluate technical information; understand laws, regulations and codes; effectively solve technical problems and issues, adhere to various rules and regulations; explain and interpret technical data.
- Communicate clearly, concisely and tactfully both verbally and in writing.

- Collaborate effectively with staff, stakeholders, and the public with diplomacy and tact and maintain effective working relationships with colleagues, stakeholders and the public.
- Interpret and apply policies, procedures and laws.
- Use independent judgement within established guidelines and exercise confidentiality where applicable.
- Maintain versatility, flexibility, and willingness to embrace changing priorities.
- Prepare complex, clear, and concise reports, correspondence, and presentation materials.
- Develop, implement, and evaluate programs including goals, objectives, and policies.
- Prepare, negotiate, and administer contract packages for professional services and franchise agreements for solid waste, organics, and recycling collection services.
- Develop and monitor a program budget.
- Supervise, train, and evaluate staff; motivate staff and manage performance.
- Work effectively as part of a team to accomplish program goals and objectives.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

ADDITIONAL CLASSIFICATION DISTINGUISHING CHARACTERISTICS AND MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

This position requires a minimum of six (6) years of experience in planning, organizing, developing, and implementing solid waste, recycling, organics, and household hazardous waste programs or an equivalent combination of education, training and experience. The incumbent will develop, manage and implement programs, services and projects, and mentor, train, coach, and assist employees in other classifications.

EDUCATION

Bachelor's degree from an accredited college or university, including, but not limited to degrees in the following academic disciplines: environmental sciences/studies, waste management, environmental sustainability, resiliency planning, public or business administration, political science, communications, or a closely related field. A postgraduate degree in a related field is desirable.

DRIVER'S LICENSE

Incumbent in this position are required to operate automotive vehicles to perform assigned duties, and must possess and maintain throughout the tenure of employment a valid Class C California Driver's License with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used by the upon hire; however, and a valid California Driver's License must be obtained within six (6) months of appointment.

WORKING CONDITIONS AND OTHER REQUIREMENTS

Physical Conditions:

Positions in this class typically require typing, sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work:

Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Incumbents generally work in a typical office environment with adequate light and temperature, with occasional work in the field and interaction with the public. Incumbents are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Authority's needs and attend events/meetings.

Travel:

incumbents in this class may require local and statewide travel as necessary, and requires use of a personal vehicle to perform required duties in the field and to attend meetings.

Established October 2026.

EXHIBIT B

Program Manager
Salary Range
for
FY 2027

WCCIWMA FISCAL YEAR 2027 BUDGET
FY 2027 COMPENSATION SALARY RANGE
PROGRAM MANAGER

Class Title	Class	Salary Rate						
Program Manager	Exempt	Monthly	$10,891.88	$11,371.40	$11,850.92	$12,330.44	$12,809.96	
		Semi-Monthly	$5,445.94	$5,685.70	$5,925.46	$6,165.22	$6,404.98	
		Hourly	$72.61	$75.81	$79.01	$82.20	$85.40	Step 3
		Annually	$130,702.59	$136,456.81	**$142,211.03**	$147,965.25	$153,719.48	**$142,211.03**

ATTACHMENT 3

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY ESTABLISHING THE PROGRAM MANAGER I-II POSITION SERIES AND APPROVING THE JOB DESCRIPTION AND PROGRAM MANAGER I SALARY RANGE FOR FY 2027

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is empowered to create positions and position descriptions, establish salaries and benefits for employees and hire employees; and

WHEREAS, the Board of Directors desires to reclassify the position of Marketing and Operations Manager to the Program Manager position; and

WHEREAS, the Board of Directors is currently not considering adding additional full-time equivalent employees to the Authority's currently approved roster consisting of six staff; and

WHEREAS, the Board of Directors desires to establish the salary range for the Program Manager position for FY 2027 at $130,702.59 to $153,719.48.

WHEREAS, the Board was presented for its consideration the Job Description (Exhibit A) and Salary Range (Exhibit B) at a publicly noticed meeting on October, 8, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority that:

1. The Marketing and Operations Manager position shall be reclassified as the Program Manager I position.

2. The job description for the Program Manager I-II position as delineated in the attached Exhibit A is hereby approved.

3. The salary range for the Program Manager I position as delineated in the attached Exhibit B is hereby approved for FY 2027.

4. The Executive Director is directed to commence a recruitment to fill the Program Manager I position and to offer the prevailing candidate a starting salary up to Step 3 of the approved salary range in alignment with established hiring authorization.

ATTEST **CHAIR OF THE BOARD**

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A - Program Manager I-II Position Series Job Description
Exhibit B - Program Manager I Position Salary Range for FY 2027

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026 by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Viviane Vidal, Board Secretary

EXHIBIT A

Program Manager I

Job Description

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

West Contra Costa Integrated Waste Management Authority

Job Description

PROGRAM MANAGER I-II

CLASSIFICATION DESCRIPTION
Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class and are not intended to reflect all duties performed within the job.

DEFINITION
To perform professional and technical programmatic duties requiring specialized knowledge and experience to manage program development, management, coordination and implementation of a variety of programs and services for the Authority; management responsibilities include varied professional technical, analytical, and administrative tasks to support the Authority; perform functions associated with regulatory compliance, public outreach and education, communications, contract administration; research, compile and maintain records; conduct special studies, surveys, and research assignments in a variety of project, program, service, and/or operational procedures; and, perform related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision and direction from the Executive Director. May exercise direct supervision over assigned professional, technical and administrative staff, as required.

CLASSIFICATION DISTINGUISHING CHARACTERISTICS
The Program Manager is a management and supervisory classification responsible for providing support to the Executive Director and direct oversight of program and operational activities of the Authority. The Program Manager will report to the Executive Director and may be responsible for direct supervision of staff. Incumbents are responsible for performing diverse, specialized and complex tasks, and implementing activities and programs requiring substantial accountability and decision-making responsibilities to further the goals, objectives and priorities of the Authority. Additional responsibilities include developing, implementing and managing procedures, policy, initiatives, budget development and administration, program assessment and reporting. The Program Manager serves as a proficient resource for programmatic, operational, managerial and organizational studies and analyses and performs duties as a liaison, specialist, and advocate for programs and services with regular contact with Member Agency staff, other government, private sector or community-based organizations, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EAMPLES OF DUTIES *(illustrative only)*

- Direct program operations, management and administration; personnel supervision and evaluation, training, oversight, and task prioritization.
- Assist in the development, coordination, and monitoring of program budgets; research and evaluate costs; implement budget tracking tasks as required.
- Assess, recommend and develop solid waste, household hazardous waste, public education and outreach, regulatory compliance, product stewardship, and related programs and policies for the Authority, including special projects, surveys, and research assignments, policy, services, data management, and contract administration, as assigned.
- Develop, implement, and evaluate solid waste and household hazardous waste management and recycling programs as mandated by various regulations including, but not limited to AB 939, SB 1383, SB 54.
- Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned programs to enhance public awareness, educate citizens to relevant environmental issues, and encourage proactive and cooperative problem-solving activities.
- Develop and implement age-appropriate educational programs and informative presentations for community events and stakeholder groups such as schools, businesses, residents, community organizations, and/or associations.
- Participate in administering contracts with contractors and consultants, ensure documents and reports comply with Authority contract standards; monitor programs for compliance with applicable scopes of service, rules, regulations, laws, and policies; procure professional services including writing contract specifications, issuing requests for proposals, requests for qualifications, accepting and evaluating proposals and bids, and awarding contracts.
- Research and prepare grant application packages and administer grants.
- Build and maintain positive working relationships with colleagues, stakeholder representatives, other organizations, the general public, exhibiting effective customer service and communication skills; provide staff assistance to citizen advisory bodies, committees, and commissions; attend meetings of community organizations and other groups relating to the development and implementation of programs.
- Plan for, coordinate, attend, and manage staff and volunteers at community events (such as fairs, festivals, and trade shows); respond to questions, distribute educational materials and information.
- Develop and maintain databases, contract compliance tracking records, and forms as needed.
- Operate a motor vehicle in the performance of assigned duties.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Principles of municipal and industry practices related to integrated solid waste management, source reduction and recycling, pollution prevention, resource conservation, household hazardous waste programs, and general marketing and outreach practices related to sustainability and environmental programs.
- Municipal contract management and administration, program and services development, implementation, monitoring and service delivery.
- Applicable federal, state and local sustainability laws, with specific focus on solid waste, recycling, composting and household hazardous waste laws.
- Principles and practices of leadership, motivation, supervision, team building and conflict resolution.
- Community outreach practices and strategies to effectively work with diverse ethnic and socio-economic groups.
- Principles and practices of graphic design and writing to create outreach pieces such as brochures, flyers, blogs, social media, and newsletters, etc.
- Developing and delivering educational programs and presentations for schools.

Skills

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel and PowerPoint.
- Ability to use remote meeting tools such as Microsoft Teams and Zoom.
- Proficiency with Adobe Pro, Canva and InDesign is desired.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Strong organizational skills and attention to detail.
- Strong analytical and critical thinking skills.
- Strong communication, technical writing and report presentation skills.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Bilingual or multilingual in Spanish or other languages is desired.

Abilities

- Oversee the development and administration of solid waste and recycling programs, household hazardous waste programs and related public education and outreach.
- Perform detailed and accurate analyses of solid waste, household hazardous waste, recycling, source reduction and related needs.
- Analyze data and prepare technical reports; interpret and evaluate technical information; understand laws, regulations and codes; effectively solve technical problems and issues, adhere to various rules and regulations; explain and interpret technical data.
- Communicate clearly, concisely and tactfully both verbally and in writing.

- Collaborate effectively with staff, stakeholders, and the public with diplomacy and tact and maintain effective working relationships with colleagues, stakeholders and the public.
- Interpret and apply policies, procedures and laws.
- Use independent judgement within established guidelines and exercise confidentiality where applicable.
- Maintain versatility, flexibility, and willingness to embrace changing priorities.
- Prepare complex, clear, and concise reports, correspondence, and presentation materials.
- Develop, implement, and evaluate programs including goals, objectives, and policies.
- Prepare, negotiate, and administer contract packages for professional services and franchise agreements for solid waste, organics, and recycling collection services.
- Develop and monitor a program budget.
- Supervise, train, and evaluate staff; motivate staff and manage performance.
- Work effectively as part of a team to accomplish program goals and objectives.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

SPECIFIC CLASSIFICATION DISTINGUISHING CHARACTERISTICS AND MINIMUM QUALIFICATIONS
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Program Manager I
This is the journey-level classification in the Program Manager I-II position series. It requires a minimum of six (6) years of experience in planning, organizing, developing, and implementing solid waste, recycling, organics, and household hazardous waste programs or an equivalent combination of education, training and experience. The Program Manager I will develop, manage and implement programs, services and projects, and mentor, train, coach, and assist employees in other classifications.

Program Manager II
This is a senior management-level classification in the Program Manager I-II position series. This position requires extensive communication, organizational, and analytical skills and experience with a documented track record of successful management of programs, compliance and service delivery. It requires a minimum of eight (8) years of experience in planning, organizing, developing, and implementing solid waste, recycling, organics, and household hazardous waste programs or an equivalent combination of education, training and experience. The Program Manager II will develop, manage and implement programs, services and projects, and mentor, train, coach, and assist employees in the lower classification and other classifications.

EDUCATION
Bachelor's degree from an accredited college or university, including, but not limited to degrees in

the following academic disciplines: environmental sciences/studies, waste management, environmental sustainability, resiliency planning, public or business administration, political science, communications, or a closely related field. A postgraduate degree in a related field is desirable.

DRIVER'S LICENSE

Incumbent in this position are required to operate automotive vehicles to perform assigned duties, and must possess and maintain throughout the tenure of employment a valid Class C California Driver's License with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used by the upon hire; however, and a valid California Driver's License must be obtained within six (6) months of appointment.

WORKING CONDITIONS AND OTHER REQUIREMENTS

Physical Conditions:

Positions in this class typically require typing, sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Sedentary Work:

Positions in this class typically require sedentary work involving sitting or standing at a work station. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Incumbents generally work in a typical office environment with adequate light and temperature, with occasional work in the field and interaction with the public. Incumbents are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Authority's needs and attend events/meetings.

Travel:

incumbents in this class may require local and statewide travel as necessary, and requires use of a personal vehicle to perform required duties in the field and to attend meetings.

Established October 2026.

EXHIBIT B

Program Manager I
Salary Range
for
FY 2027

WCCIWMA FISCAL YEAR 2027 BUDGET
FY 2027 COMPENSATION SALARY RANGE
PROGRAM MANAGER I

Class Title	Class	Salary Rate						
Program Manager I	Exempt	Monthly	$10,891.88	$11,371.40	$11,850.92	$12,330.44	$12,809.96	
		Semi-Monthly	$5,445.94	$5,685.70	$5,925.46	$6,165.22	$6,404.98	
		Hourly	$72.61	$75.81	$79.01	$82.20	$85.40	Step 3
		Annually	$130,702.59	$136,456.81	**$142,211.03**	$147,965.25	$153,719.48	**$142,211.03**

AGENDA ITEM NO. 8.2

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman, Executive Director

SUBJECT: Consideration and Approval of RecycleMore Proposed FY 2027 Operating Budget

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EXECUTIVE SUMMARY

The Authority's Member Agencies have approved changing the Authority's fiscal year from July 1 – June 30 to January 1 – December 31, effective January 1, 2027. The proposed RecycleMore Fiscal Year (FY) 2027 (January 1 – December 31, 2027) budget is presented for the Board's consideration and approval. The FY 2027 budget includes a projected FY 2026-2027 mid-year Operating Fund totaling $414,701, a projected mid-year FY 2026-2027 Compliance Fund totaling $221,803, and proposed FY 2027 Operating Fund and Compliance Fund expense totaling $2,168,332 and $472,500, respectively.

BACKGROUND

The Member Agencies have approved an amendment to the Joint Exercise of Powers Agreement (JEPA) to change the Authority's fiscal year (FY) from July 1 – June 30 to January 1 – December 31, effective January 1, 2027. This change to the JEPA now requires the Authority to adopt a budget prior to November 30 each year, to facilitate uninterrupted operations commencing the subsequent FY of January 1 through December 31 and to include the Authority's budget expense in the PCA rates effective on January 1. The proposed budget will now annually be presented to the Board consideration for approval at the November Board meeting.

The revenue funding the Authority's budget is derived from fees (rates) charged to ratepayers based on the volume of solid waste, compost and recycling generated and collected by the Member Agencies franchised collection service providers and delivered to the Authority's post-collection processing contractor for processing and disposal pursuant to the Post-Collection Agreement (PCA).

On June 11, 2026, the Board approved Resolution No. 26-14 adopting the Fiscal Year (FY) 2026-2027 budget, which included Operating Fund expense of $2,135,804, projected revenue of $2,007,763, projected interest revenue of $33,261.

DISCUSSION

A new Authority budget is required due to the Member Agencies approving the change to the Authority's fiscal year to January 1 – December 31, commencing on January 1, 2027. The budget approved by the Board on June 11, 2026 has been revised and restated as a FY 2027 (January 1 – December 31, 2027) budget for Board review and discussion. The proposed FY 2027 budget is similar to the approved FY 2026-2027 budget, with the exception of the use of Operating Reserve Funds. Due to a projected more favorable fiscal position at the start of FY 2027 than at the start of FY 2026-2027, the Operating Fund is projected to be maintained at its FY 2027 year-end target level without the need to supplement it from generating additional revenue or using reserve funds.

Attachment 1, Exhibit A provides the proposed FY 2027 Budget Summary.

Summary of the Proposed FY 2027 Operating Fund Budget

Operating Fund Revenue

The FY 2027 Operating Fund revenue is estimated to be $2,004,144 which was determined using the current approved Authority operating budget blended per ton rate of $12.72 and the monthly tonnage trends from the previous two years. Operating Fund cash flow commencing at the start of FY 2027 is projected to be $414,701 and the projected year-end balance is $250,513 in alignment with the recommended year-end balance of $250,000.

Grant Funds

The Authority received grant funds from CalRecycle totaling $100,000 during FY 2025-2026; however, these funds are for a three-year grant cycle and will be allocated equally over the grant term at $33,333 per year. An additional $35,654 was also awarded during FY 2025-2026 for a two-year grant cycle and this amount will be allocated to the FY 2027 budget. The use of these grant funds are restricted to the expenditures delineated in the grant detail approved by CalRecycle for the Oil Payment Program ($35,654 grant award) and Household Hazardous Waste Small Projects program ($100,000), respectively.

Operating Reserve Fund

The mid-year FY 2026-2027 (December 31, 2026) Operating Reserve Fund balance is projected to be $1,262,459 (including interest income). This balance is similar to the projected FY 2025-2026 year-end balance ($1,249,283) included in the approved FY 2025-2026 budget. Staff has not yet needed to transfer reserve funds to the Operating Fund or Compliance Fund as forecasted in the approved FY 2026-2027 budget during this fiscal year due to savings resulting from reduced salary/benefits expense and decreased spending primarily resulting from limited staff availability.

Recycling Reserve Fund
The Recycling Reserve Fund balance (Recycling Reserve Fund monies) at mid-year FY 2026-2027 is estimated remain at the current fund level of $100,000 in alignment with prior Board reserve direction and policy. Interest revenue associated with the Recycling Reserve Fund monies is included with the Operating Reserve Fund interest accrual since the monies associated with both the Operating Reserve Fund and the Recycling Reserve Fund are commingled in the Authority's Local Agency Investment Fund (LAIF) account.

Operating Fund Expenses
The proposed FY 2027 Operating Fund is increased by 1.5% to $2,168,332 from the FY 2026-2027 approved budget of $2,135,804. The proposed increase ($32,258) is due to a 5.4% ($30,492) increase in Operations Expense and a 4.5% ($10,450) increase in Programs Expense, although offset by a 0.6% ($8,414) decrease in Salaries and Benefits Expense.

Savings in excess of 50% for all of the Operating Fund expense categories is projected for mid-year FY 2026-2027 (Table 1 below), with overall savings from the adopted budget at the mid-year point totaling approximately 60.3%

Table 1

FY 2026-2027 Operating Fund Summary Table				
Expense Category	Adopted Budget	Mid-Year Expenditures	Savings/(Deficit)	% Variance
Salary/Benefits	$ 1,334,135	$ 502,220	$ 831,915	62.4%
Operations	$ 568,772	$ 253,525	$ 315,247	55.4%
Programs	$ 232,898	$ 91,225	$ 141,673	60.8%
Total	$ 2,135,804	$ 846,970	$ 1,288,834	60.3%

Attachment 1, Exhibit B provides the proposed FY 2027 Operating Expenditures Detail.

FY 2027 Budget Highlights - Operating Fund Budget

Salary/Benefits, Operations and Programs Expense
The Authority's operating budget includes personnel salaries and benefits, professional services, and operations related expenses. The proposed FY 2027 Operating Expense budget is $2,168,332 (Salary/Benefits, Operations and Programs).

- **Personnel –** The proposed FY 2027 Operations Expense includes staff salaries and benefits totaling $1,325,721 for six full-time equivalent staff positions:
  - Executive Director
  - Deputy Executive Director and Regulatory Manager
  - Program Manager (proposed reclassification)
  - Program Coordinator II
  - Program Coordinator I
  - Office Administrator and Board Secretary

Staff is not recommending any changes to the RecycleMore Employee Handbook which defines the benefits for all employees with certain exceptions for the Executive Director. Therefore, there are no new or enhanced benefits or increased benefits expense per employee proposed for FY 2027. However, included in the salary expense for FY 2027 is a cost-of-living adjustment (COLA) for non-management (only) staff salaries at 3.5% based on the year-over-year performance through the last published date in August 2027 of a regional Consumer Price Index (All Urban Consumers (CPI-U), San Francisco-Oakland-Hayward, All items less food and energy).

The proposed FY 2027 Compensation Schedule and the proposed FY 2027 Organizational Chart are provided as Attachment 1, Exhibit C and Exhibit D, respectively.

- **Professional Consulting Services** – The proposed FY 2027 Operations Expense includes $333,000 for services such as legal counsel, financial services, human resources, strategic planning, two annual financial audits, ongoing IT maintenance and website services. This amount is an increase of 6.5% ($20,300) over the $312,700 included in the FY 2026-2027 approved budget. Table 2 below includes a list of the major professional services costs included in the Operations Expense.

Table 2

Expense Category	Description	Amount
Operations (Professional Consulting Services)	Contracting with a financial auditing firm for FY 2025-2026 and FY 2026-2027 (6-months).	$45,000
Operations (Professional Consulting Services)	Contracting with Redwood Public Law for legal support services.	$60,000
Operations (Professional Consulting Services)	Staffing support to assist with regular maintainenance of various financial process functions.	$60,000
Operations (Professional Consulting Services)	Staffing support to provide Human Resources capabilities and functional resources.	$50,000
Operations (Professional Consulting Services)	Expertise and resources to assist with strategic planning and organizational management.	$50,000
Programs (Outreach and Events Programs)	Staffing support to assist with community events ($16,000) and repair workshops expense ($23,000).	$39,000
Programs (Recycling and Organics Programs)	Payment to WCRR for recycling of mattresses collected at the HHW facility.	$80,000

Programs Expense
The proposed FY 2027 budget includes $243,348 Programs Expense including recycling and organics programs, mattress recycling, schools programs, HHW programs, outreach and events, and repair workshops. This amount is an increase of 4.5% ($10,450) from the $232,898 included in the FY 2026-2027 approved budget. Table 1 on the next page includes a list of the major cost categories included in the Programs Expense.

FY 2027 Budget Highlights - Compliance Fund Budget

Compliance Fund Expenses
The Compliance Fund is a restricted fund used for a variety of mandated regulatory compliance activities performed on behalf of the Member Agencies and these funds are subject to Board approval. The proposed FY 2027 Compliance Fund expense totals $472,500. This amount is an increase of 7.1% ($31,336) over the $441,164 included in the FY 2026-2027 approved budget. Approximately 65.6% ($310,000) of these funds are attributed to conducting a two-season waste composition study ($280,000) and compost delivery expense ($30,000), both of which address the Member Agencies compliance with SB 1383 organics materials procurement compliance obligations.

Staff previously conveyed to the Board that proceeding with the two-season waste composition study would be contingent on the results obtained from an initial study conducted during the week of October 5. The results of this initial waste composition study yield a favorable return on investment to the Member Agencies to proceed with the two-season study. To summarize, the data compiled confirming actual organics materials disposal by the Member Agencies is conducive to decreasing the current compost procurement obligation from 0.08 tons per capita per year to 0.025 tons per capita per year, a 69% reduction.

The Member Agencies combined 2026 SB 1383 compost procurement obligation total is approximately 12,000 tons at the rate of 0.08 tons per capita per year. If this obligation can be reduced to 0.025, the compost procurement obligation would decrease to approximately 3,100 tons per year. After full utilization of the 2,000 tons of compost allocated to the Member Agencies per the PCA, the Member Agencies may accrue savings of approximately $175,000 annually with an average cost of $25.00 per ton for delivered compost. Refer to Table 3 on the next page.

Table 3

Member Agency	2026 CalRecycle SB 1383 Compost Procurement Tons Target (Compost Only)	PCA Compost Allocation (2,000 Tons) [1]	0.08 Tons per Capita		0.025 Tons per Capita	
			Net SB 1383 Compost Procurement Obligation	$25.00/Ton	Net SB 1383 Compost Procurement Obligation	$25.00/Ton
El Cerrito	1,153	252	901	$ 22,518	279	$ 6,980
Hercules	1,200	167	1,033	$ 25,834	320	$ 8,008
Pinole	899	167	732	$ 18,309	227	$ 5,676
Richmond	5,110	903	4,207	$ 105,185	1,304	$ 32,607
San Pablo	1,440	211	1,229	$ 30,721	381	$ 9,523
CC County	2,428 [2]	305	2,123	$ 53,075	658	$ 16,453
Total	12,230	2,000 [3]	10,226	$ 255,641	3,170	$ 79,249

[1] Compost allocation based on organics collection tons.

[2] Calculated at 30% of the Countywide total.

[3] Delivery expense ranges from $50,000 to $125,000.

Reserve Fund Policy

On September 14, 2026, the Board provided staff direction to present the Board a FY 2027 budget using a reserve policy target level of 40.0% of operating expense to fund the Operating Reserve Fund. The previous target was 67.0%. In addition, the Board requested staff to present different budget scenarios reflecting higher and lower target levels and to provide the reserve policy from the Alameda County Waste Management Authority – StopWaste (provided as Attachment 2), which appeared to be one of the more complex policies included in a summary of policies provided by staff. The proposed FY 2027 budget presented as Attachment 1 uses a Operating Reserve Fund target level of 40% of operating expense. **Table 4** on the next page presents four scenarios regarding setting the Operating Reserve Fund target levels at 30.0%, 40.0%, 50.0% and 67.0%.

Table 4

Target Level	Budget	Operating Fund	Compliance Fund	Operating Reserve Fund	% Operating Expense	
30%	Fund Target Level	$ 250,000	$ 200,000	$ 650,500	30.0%	
	Revenue (+ Interest)	$ 2,418,845	$ 221,803	$1,297,152		
	Expense	$ 2,168,332	$ 472,500			
	Initial Fund Balance	$ 250,513	$ (250,697)			
	Transfer In/(Out)		$ 450,697	$ (450,697)		
	Fund Balance	$ 250,513	$ 200,000	$ 846,455	39.0%	
	Revenue Requirement	$ 2,168,332	$ -	$ 195,955	9.0%	= Surplus (Excess of Target Level)
40%	Fund Target Level	$ 250,000	$ 200,000	$ 867,333	40.0%	
	Revenue (+ Interest)	$ 2,418,845	$ 221,803	$1,297,152		
	Expense	$ 2,168,332	$ 472,500			
	Initial Fund Balance	$ 250,513	$ (250,697)			
	Transfer In/(Out)		$ 450,697	$ (450,697)		
	Fund Balance	$ 250,513	$ 200,000	$ 846,455	39.0%	
	Revenue Requirement	$ 2,168,332	$ -	$ (20,878)	-1.0%	= Deficit (Added to Revenue Requirement)
50%	Fund Target Level	$ 250,000	$ 200,000	$1,084,166	50.0%	
	Revenue (+ Interest)	$ 2,418,845	$ 221,803	$1,297,152		
	Expense	$ 2,168,332	$ 472,500			
	Initial Fund Balance	$ 250,513	$ (250,697)			
	Transfer In/(Out)		$ 450,697	$ (450,697)		
	Fund Balance	$ 250,513	$ 200,000	$ 846,455	39.0%	
	Revenue Requirement	$ 2,168,332	$ -	$ (237,711)	-11.0%	= Deficit (Added to Revenue Requirement)
67%	Fund Target Level	$ 250,000	$ 200,000	$1,452,782	67.0%	
	Revenue (+ Interest)	$ 2,418,845	$ 221,803	$1,296,492		
	Expense	$ 2,168,332	$ 472,500			
	Initial Fund Balance	$ 250,513	$ (250,697)			
	Transfer In/(Out)		$ 450,697	$ (450,697)		
	Fund Balance	$ 250,513	$ 200,000	$ 845,795	39.0%	
	Revenue Requirement	$ 2,168,332	$ -	$ (606,987)	-28.0%	= Deficit (Added to Revenue Requirement)

The proposed FY 2027 budget results in fully funding the Operating Fund at the recommended $250,000 level at year-end ($513 excess). If Operating Reserve Funds are used to achieve the year-end fund target for the Compliance Fund, an additional $20,877 will need to be added to the revenue requirement to fully fund the Operating Reserve Fund at a 40% target level. This amount represents 0.95% of the total revenue requirement for the Authority FY 2027 budget or 0.060% of the $35,000,000 revenue requirement for the Post-Collection Agreement. The revised Authority Reserve Policy provided to the Board at its September 14, 2026 Special Board meeting is provided as Attachment 3.

Estimated Rate Impact

The rate impact of the Authority FY 2027 budget (included in the PCA rates) is bundled with the annual compensation increase charged by the Member Agencies franchised collection services providers. Combined, the annual Collection Services rate increase and the PCA rate increase equals the total rate impact. The Collection Services (including City fees) expense is approximately 61.0% of the rates charged to ratepayers and the PCA cost comprises the remaining 39%. The Authority budget is approximately 6.7% of the PCA rates or 2.6% of the total combined Collection Services and PCA Residential rates.

The projected 2027 rate impact for collection service provided to the Hercules, Pinole, Richmond and San Pablo residential customers by Republic Services (Richmond Sanitary Service) is approximately a 4.88**%** increase based on the performance of an index. The PCA rate for residential customers is projected to increase 10.5%, and the total combined rate impact is a 6.8% increase. The rate impact to the City of El Cerrito residential customers served by East Bay Sanitary Company is not projected, primarily because the City of El Cerrito has a much more complicated rate structure (e.g., it owns a recycling facility, manages municipal collection) and manages its rates differently than the other Cities. **Table 5** on the next page provides the projected rate impact on residential customers from the combined Collection Services and PCA rate increases effective January 1, 2027 (excluding El Cerrito).

Table 5

Member Agency	Single-Family & Multi-Family Trash Service Levels	Residential Rates						
		Collection Services [1] 1/1/26	Post Collection 1/1/26	Total 1/1/26	Collection Services [1] 1/1/27 4.88% Increase	Post Collection 1/1/27 10.5% Increase	Total 1/1/27	% Rate Impact
San Pablo	20-gallon	$29.41	$11.80	$41.21	$30.85	$13.04	$43.89	6.5%
	35-gallon	$31.66	$20.71	$52.37	$33.21	$22.89	$56.10	7.1%
	65-gallon	$60.57	$38.49	$99.06	$63.53	$42.55	$106.08	7.1%
	95-gallon	$89.76	$57.78	$147.54	$94.14	$63.86	$158.00	7.1%
Richmond	20-gallon	$33.07	$11.80	$44.87	$34.68	$13.04	$47.72	6.4%
	32-gallon	$36.83	$20.71	$57.54	$38.63	$22.89	$61.52	6.9%
	64-gallon	$73.77	$38.49	$112.26	$77.37	$42.55	$119.92	6.8%
	96-gallon	$111.14	$57.78	$168.92	$116.56	$63.86	$180.42	6.8%
Pinole	20-gallon	$31.31	$11.80	$43.11	$32.84	$13.04	$45.88	6.4%
	35-gallon	$34.66	$20.71	$55.37	$36.35	$22.89	$59.24	7.0%
	65-gallon	$66.59	$38.49	$105.08	$69.84	$42.55	$112.39	7.0%
	95-gallon	$95.83	$57.78	$153.61	$100.51	$63.86	$164.37	7.0%
Hercules	20-gallon	$36.01	$11.80	$47.81	$37.77	$13.04	$50.81	6.3%
	35-gallon	$37.36	$20.71	$58.07	$39.18	$22.89	$62.07	6.9%
	65-gallon	$67.27	$38.49	$105.76	$70.55	$42.55	$113.10	6.9%
	95-gallon	$94.78	$57.78	$152.56	$99.41	$63.86	$163.27	7.0%
West Contra Costa County	20-gallon	$32.10	$11.80	$43.90	$33.67	$13.04	$46.71	6.4%
	35-gallon	$34.55	$20.71	$55.26	$36.24	$22.89	$59.13	7.0%
	65-gallon	$69.19	$38.49	$107.68	$72.57	$42.55	$115.12	6.9%
	95-gallon	$102.75	$57.78	$160.53	$107.76	$63.86	$171.62	6.9%
							Average	**6.8%**

[1] Collection Services rates include City fees, such as franchise fees, vehicle impact fees, etc. These rates do not include any changes to City fees from those collected in 2026.

FISCAL IMPACT

The fiscal impact of the FY 2027 budget includes the following:

FY 2026-2027 Projected Mid-year (12/31/2026)

- Operating Fund - $414,701
- Operating Reserve Fund - $1,262,459
- Compliance Fund - $221,803
- Recycling Fund Reserve - $100,000

FY 2027 Operating Budget (1/1/2027 – 12/31/2027)

- Operating Fund expense - $2,168,332
- Compliance Fund expense - $472,500
- Total revenue requirement - $2,189,209

FY 2027 Projected Year-end (12/31/2027)

- Operating Fund - $250,513
- Operating Reserve Fund - $867,333
- Compliance Reserve Fund - $200,000
- Recycling Reserve Fund - $100,000

RECOMMENDATION

Staff recommends the Board make the following motion:

Motion to approve the Resolution adopting the FY 2027 Operating Budget.

ATTACHMENTS

Attachment 1, Exhibit A - Proposed FY 2027 Operating Budget Summary

Attachment 1, Exhibit B - Proposed FY 2027 Operating Expense Detail

Attachment 1, Exhibit C - Proposed FY 2027 Compensation Schedule

Attachment 1, Exhibit D - Proposed FY 2027 Organizational Chart

Attachment 2 - StopWaste Reserve Policy

Attachment 3 - Proposed Authority Reserve Policy

ATTACHMENT 1

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING THE FISCAL YEAR 2027 AUTHORITY OPERATING BUDGET

WHEREAS, the West Contra Costa Integrated Waste Management Authority ("Authority") is a joint powers authority formed under California law to provide regulatory oversight of the disposal and recycling processing of solid waste and household hazardous waste (HHW) collected from the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and portions of the unincorporated County of Contra Costa; and

WHEREAS, the Joint Exercise of Powers Agreement (JEPA) was executed in 1991 to form the Authority, and was subsequently amended in 1991, 1993, 1995, 2011 and 2019 (Fifth Amendment and Restatement Joint Exercise of Powers Agreement); and

WHEREAS, on June 11, 2026, the Board approved Resolution No. 26-12 directing the Executive Director to ask the Member Agencies to execute this First Amendment to the JEPA to change the Authority's Fiscal Year from July 1 – June 30 to January 1 – December 31, effective commencing January 1, 2027; and

WHEREAS, as of November 3, 2026, the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo have executed the First Amendment to the Fifth Amendment and Restatement Joint Exercise of Powers Agreement and provided an executed copy of said First Amendment to the Secretary; and

WHEREAS, the First Amendment amends Section 1.17 of the JEPA to define "Fiscal Year" to mean the period commencing January 1 and ending on December 31 each year; and

WHEREAS, the First Amendment amends Section 8.8 of the JEPA to prescribe that a general budget for the Authority's operations shall be adopted prior to November 30 for each Fiscal Year that begins January 1 of the subsequent year; and

WHEREAS, the First Amendment amends Section 8.8 of the JEPA to prescribe that the budget adopted for the period from January 1, 2027 to December 31, 2027 (FY 2027) shall supersede the budget covering the period from July 1, 2026 to June 30, 2027 (FY 2026-2027); and

WHEREAS, on June 11, 2026 the Board approved Resolution No. 26-14 adopting the FY 2026-2027 Authority Operating Budget; and

WHEREAS, the Board reviewed the proposed FY 2027 Authority Operating Budget at the Board meeting on November 12, 2026; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra

Costa Integrated Waste Management Authority that:

The Fiscal Year 2027 Authority Operating Budget as set forth in the Agenda Report to which this Resolution was attached and in Exhibits A – D attached to this Resolution, is hereby approved.

ATTEST **CHAIR OF THE BOARD**

_____ _____

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments: Exhibit A - FY 2027 Operating Budget Summary
Exhibit B - FY 2027 Operating Expenditures Detail
Exhibit C - FY 2027 Compensation Schedule
Exhibit D - FY 2027 Organizational Chart

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

_____

Viviane Vidal, Board Secretary

EXHIBIT A

FY 2027 Operating Budget Summary

EXHIBIT A - Operating Budget Summary

PROPOSED WCCIWMA FISCAL YEAR 2027 BUDGET

BUDGET SUMMARY

	Operating Fund	Compliance Fund	LAIF (Savings) Account Operating Reserve Fund	LAIF (Savings) Account Recycling Reserve Fund	Total
FY 2026-2027 PROJECTED MID-YEAR (DECEMBER 31, 2026) FUND BALANCE (Unaudited)	**$414,701**	**$221,803**	**$1,262,459**	**$100,000**	**$1,998,963**
FY 2027 PROJECTED REVENUE					
[1] Projected Revenue (Based on approved FY 2026-2027 Authority Budget and 2026 Post-Collection Rates)	$ 2,004,143.64				
Projected Interest			**$34,693**		
Total Revenue	**$2,004,144**	**$221,803**	**$34,693**	**$100,000**	**$2,360,640**
FY 2027 EXPENSE					
Salaries & Benefits	$1,325,721				
Operations	$599,264				
Programs	$243,348	$472,500			
Total Expense	**$2,168,332**	**$472,500**			**$2,640,832**
Total Projected Revenue and Operating Fund Balance Less Expense	$250,513	($250,697)			
[2] Transfer In		$450,697	$0	$0	$450,697
[2] Transfer Out		$0	($450,697)	$0	($450,697)
FY 2027 PROJECTED YEAR-END (DECEMBER 31, 2027) FUND BALANCE	**$250,513**	**$200,000**	**$846,455**	**$100,000**	**$1,396,969**
Target Fund Balance	$250,000	$200,000	$867,333	$100,000	**$1,417,333**
Reserve Fund Policy	N/A	N/A	40% of Operating Expense	Fixed at $100,000	
Reserve Fund Surplus/(Deficit)	N/A	N/A	($20,877)	$0	
FY 2027 REVENUE REQUIREMENT	**$2,168,332**	**$0**	**$20,877**	**$0**	**$2,189,209**

Footnotes:

[1] Projected revenue is based on the approved FY 2026-2027 Authority budget component ($12.72) of the 2026 blended per ton rate and the monthly tonnage trends from the last two years.

[2] The proposed budget reflects the Board's direction to modify the Operating Reserve Fund to 40% of Operating Expense and to use the Operating Reserve Fund surplus to offset a Compliance Fund deficit.

EXHIBIT B

FY 2027 Operating Expense Detail

EXHIBIT B - Operating Expenditures Detail

PROPOSED WCCIWMA FISCAL YEAR 2027 BUDGET

OPERATING EXPENSE DETAIL

	FY 2026-2027 (July 1, 2026 - June 30, 2027)				FY 2027 (January 1 - December 31. 2027)		
	Adopted Budget	Mid-Year Projected Exenditures (as of December 31, 2026)	Variance $	Variance %	Proposed Budget	Variance $	Variance %
EXPENSE - SALARIES AND BENEFITS							
Employee Benefits	$ 415,576	$ 143,405	$ (272,171)	-65.5%	$ 417,571	$ 1,995	0.5%
Employee Salaries	$ 918,559	$ 358,815	$ (559,744)	-60.9%	$ 908,149	$ (10,410)	-1.1%
Subtotal	**$ 1,334,135**	**$ 502,220**	**$ (831,915)**	**-62.4%**	**$ 1,325,721**	**$ (8,414)**	**-0.6%**
EXPENSE - OPERATIONS							
Office Equipment, Supplies & Furniture	$ 10,000	$ 5,000	$ (5,000)	-50.0%	$ 5,000	$ (5,000)	-50.0%
Professional Memberships & Dues	$ 6,000	$ 6,000	$ -	0.0%	$ 6,000	$ -	0.0%
Rent / Lease	$ 58,000	$ 25,405	$ (32,595)	-56.2%	$ 58,500	$ 500	0.9%
Property & Liability Insurance	$ 20,000	$ 20,000	$ -	0.0%	$ 20,000	$ -	0.0%
Automotive	$ 13,000	$ 7,500	$ (5,500)	-42.3%	$ 15,500	$ 2,500	19.2%
Communications & IT	$ 33,600	$ 27,500	$ (6,100)	-18.2%	$ 39,500	$ 5,900	17.6%
Professional Consulting Services	$ 312,700	$ 108,495	$ (204,205)	-65.3%	$ 333,000	$ 20,300	6.5%
Travel & Staff Development	$ 15,000	$ 15,000	$ -	0.0%	$ 20,000	$ 5,000	33.3%
Marketing	$ 39,715	$ 31,925	$ (7,790)	-19.6%	$ 39,715	$ -	0.0%
Other General Expenses & Fees	$ 9,050	$ 6,514	$ (2,536)	-28.0%	$ 10,000	$ 950	10.5%
Contingency (10%)	$ 51,707	$ -	$ (51,707)	0.0%	$ 54,479	$ 5,994	12.4%
Subtotal	**$ 568,772**	**$ 253,525**	**$ (315,247)**	**-55.4%**	**$ 599,264**	**$ 30,492**	**5.4%**
EXPENSE - PROGRAMS							
Recycling & Organics Programs	$ 99,225	$ 44,225	$ (55,000)	-55.4%	$ 91,725	$ (7,500)	-7.6%
School Programs	$ 28,500	$ 23,000	$ (5,500)	-19.3%	$ 37,500	$ 9,000	31.6%
HHW Programs	$ 26,000	$ 15,000	$ (11,000)	-42.3%	$ 44,000	$ 18,000	69.2%
Outreach & Events Programs	$ 58,000	$ 9,000	$ (49,000)	-84.5%	$ 48,000	$ (10,000)	-17.2%
Contingency (10%)	$ 21,173	$ -	$ (21,173)	-100.0%	$ 22,123	$ 950	100.0%
Subtotal	**$ 232,898**	**$ 91,225**	**$ (141,673)**	**-60.8%**	**$ 243,348**	**$ 10,450**	**4.5%**
TOTAL EXPENSE	**$ 2,135,804**	**$ 846,970**	**$ (1,288,834)**	**-60.3%**	**$ 2,168,332**	**$ 32,528**	**1.5%**

EXHIBIT B - Operating Expenditures Detail

PROPOSED WCCIWMA FISCAL YEAR 2027 BUDGET

OPERATING EXPENSE DETAIL (Continued)

	FY 2026-2027 (July 1, 2026 - June 30, 2027)				FY 2027 (January 1 - December 31. 2027)		
	Adopted Budget	Mid-Year Projected Exenditures (as of December 31, 2026)	Variance $	Variance %	Proposed Budget	Variance $	Variance %
EXPENSE - COMPLIANCE							
Supplies and Equipment	$ 91,500	$ 3,000	$ (88,500)	-96.7%	$ 91,500	$ -	0.0%
Compost Delivery	$ 30,000	$ 10,000	$ (20,000)	0.0%	$ 30,000	$ -	100.0%
Staffing Support	$ 119,664	$ 92,000	$ (27,664)	-23.1%	$ 71,000	$ (48,664)	-40.7%
Waste Composition Study	$ 200,000	$ 33,000	$ (167,000)	-83.5%	$ 280,000	$ 80,000	100.0%
Subtotal	**$ 441,164**	**$ 138,000**	**$ (303,164)**	**-68.7%**	**$ 472,500**	**$ 31,336**	**7.1%**
Total Budget Net of Grants	**$ 2,576,968**	**$ 984,970**	**$ (1,591,998)**	**-61.8%**	**$ 2,640,832**	**$ 63,864**	**2.5%**
EXPENSE - GRANTS							
OPP Cycle 16	$ 35,654	$ -	$ (35,654)	0.0%	$ 35,654	$ -	0.0%
HD45 (3-year cycle)	$ 33,333	$ 20,000	$ (13,333)	0.0%	$ 33,333	$ -	0.0%
Subtotal	**$ 68,987**	**$ 20,000**	**$ (48,987)**	**-71.0%**	**$ 68,987**	**$ -**	**0.0%**
Total Budget Including Grants	**$ 2,645,955**	**$ 1,004,970**	**$ (1,640,985)**	**-62.0%**	**$ 2,709,819**	**$ 63,864**	**2.4%**

EXHIBIT C

FY 2027
Compensation Schedule

EXHIBIT C - Compensation Schedule

PROPOSED WCCIWMA FISCAL YEAR 2027 BUDGET
FY 2027 Compensation Schedule (Effective January 1, 2027)

Class Title	Class	Salary Rate						
Executive Director	Exempt	Monthly	$17,021.58					
		Semi-Monthly	$8,510.79					
		Hourly	$113.48					
		Annually	**$204,259.00**					**$204,259.00**
		Salary Rate	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	
Deputy Executive Director & Regulatory Manager	Exempt	Monthly	$13,915.34	$14,402.38	$14,910.83	$15,428.19	$15,968.21	
		Semi-Monthly	$6,957.67	$7,201.19	$7,455.42	$7,714.09	$7,984.10	
		Hourly	$92.77	$96.02	$99.41	$102.85	$106.45	Step 5
		Annually	$166,984.08	$172,828.53	$178,929.97	$185,138.23	**$191,618.48**	**$191,618.48**
Program Manager [1] *(Reclassification)*	Exempt	Monthly	$10,891.88	$11,371.40	$11,850.92	$12,330.44	$12,809.96	
		Semi-Monthly	$5,445.94	$5,685.70	$5,925.46	$6,165.22	$6,404.98	
		Hourly	$72.61	$75.81	$79.01	$82.20	$85.40	Step 3
		Annually	$130,702.59	$136,456.81	**$142,211.03**	$147,965.25	$153,719.48	**$142,211.03**
Office Administrator / Board Secretary [2]	Exempt	Monthly	$7,720.06	$7,990.27	$8,269.92	$8,559.37	$8,859.24	
		Semi-Monthly	$3,860.03	$3,995.14	$4,134.96	$4,279.68	$4,429.62	
		Hourly	$51.47	$53.27	$55.13	$57.06	$59.06	Step 3
		Annually	$92,640.69	$95,883.26	**$99,239.02**	$102,712.39	$106,310.93	**$99,239.02**
Program Coordinator II [2]	Exempt	Monthly	$9,756.43	$10,153.02	$10,549.61	$10,946.20	$11,342.79	
		Semi-Monthly	$4,878.21	$5,076.51	$5,274.81	$5,473.10	$5,671.40	
		Hourly	$65.04	$67.69	$70.33	$72.97	$75.62	Step 2
		Annually	$117,077.13	**$121,836.23**	$126,595.33	$131,354.43	$136,113.53	**$121,836.23**
Program Coordinator I [2]	Exempt	Monthly	$8,067.31	$8,405.58	$8,743.85	$9,082.13	$9,420.40	
		Semi-Monthly	$4,033.65	$4,202.79	$4,371.93	$4,541.06	$4,710.20	
		Hourly	$53.78	$56.04	$58.29	$60.55	$62.80	Step 4
		Annually	$96,807.69	$100,866.96	$104,926.23	**$108,985.50**	$113,044.77	**$108,985.50**

[1] Budgeted salary for new position is based on the Executive Director's salary step limit hiring authority. Actual FY 2027 expense to be determined based on filling the vacant position.

[2] Cost of living adjustment (COLA) of 3.5% for FY 2027 for non-management positions is included.

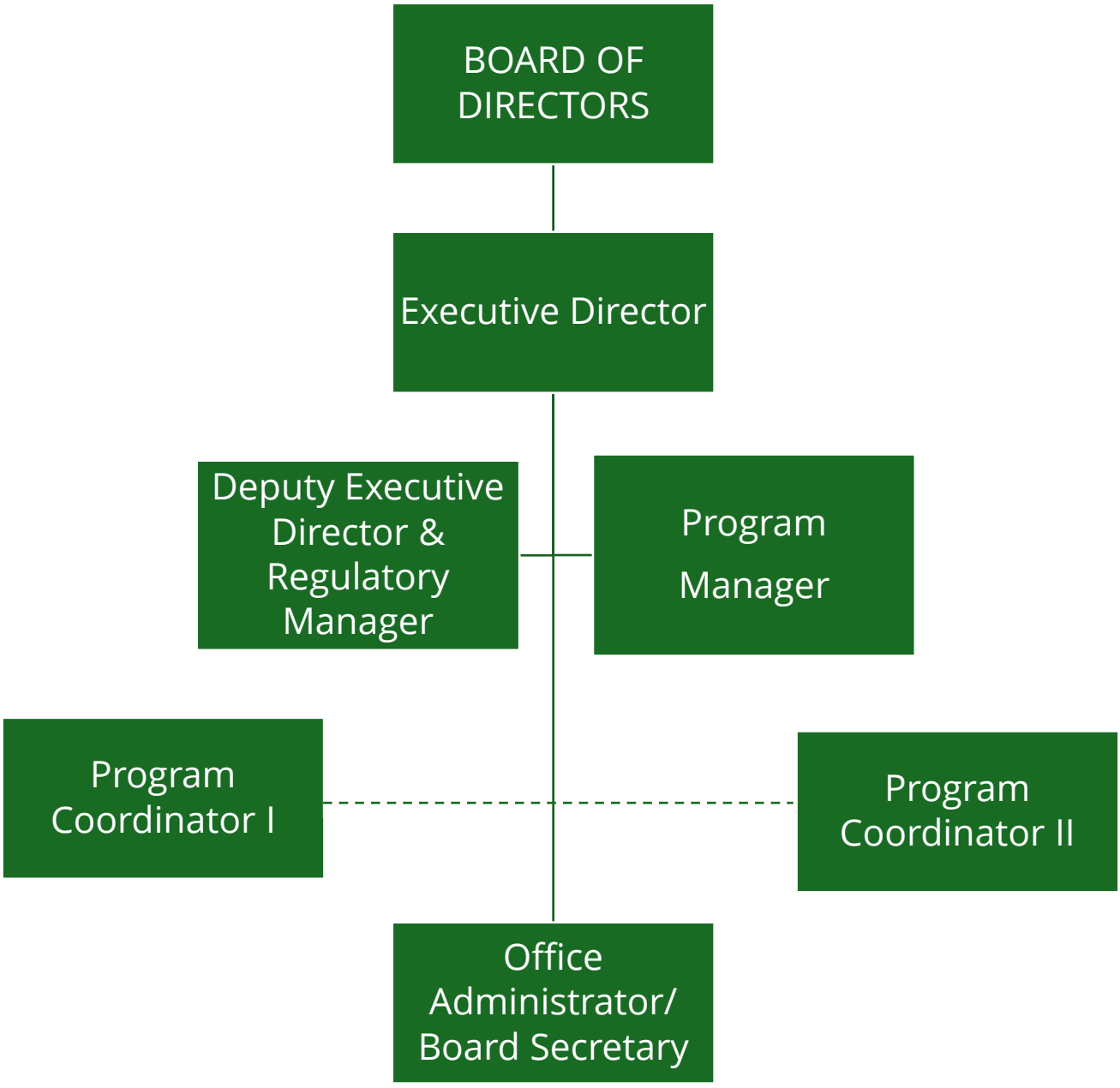
Subtotal	**$868,149.25**
Merit and Salary Step Increase Pool	$40,000.00
Total	**$908,149.25**

EXHIBIT D

FY 2027
Organizational Chart

EXHIBIT D – ORGANIZATIONAL CHART

WCCIWMA Organizational Chart
FY 2027 (Effective January 1, 2027)



ATTACHMENT 2

Alameda County Waste Management Authority (StopWaste)

Reserves Policy

RESERVES

Agency reserves will total approximately $9.2 million at the end of FY 27. While the total amount of the reserves remains the same, based on recent analyses the reserve categories and funding allocated to each reserve are recommended below.

TABLE 6: PROPOSED RESERVES FY 27

Reserves	Balance
Building Maintenance	$1,420,000
Fiscal	$2,600,706
Pension	$4,000,000
Disaster Recovery	$500,000
Regulatory	$200,000
Five Year Audit	$81,876
Waste Characterization Study	$200,000
Contingency/One-Time Expenditures	$220,485
Total	**$9,223,067**

BUILDING MAINTENANCE RESERVE

This reserve was established to pay for any capital costs related to the Agency's building. The Agency budgets for repairs and other costs related to the building in the annual operating budget. However, given that the building is now more than 18 years old, it is fiscally prudent to maintain a reserve for larger capital repairs. As operating budgets become more constrained, there may be more reliance on this reserve to address future capital costs. In addition, the Agency is responsible for the maintenance and repairs of the modular building used for school tours at the Davis Street Transfer Station. This building is over 20 years old and has also required numerous repairs throughout the years.

The reserve amount is based on a Commercial Property Reserve Analysis inspection and report conducted in FY 26 for both of these facilities that identified expected maintenance and repairs in upcoming years. Given inflationary adjustments and industry best practices, this reserve will be regularly evaluated to ensure that it remains at least 80 percent funded.

FISCAL RESERVE

The Fiscal Reserve was established to offset any decline in revenue that could occur during the year. This reserve is currently $2.6 million and is based on comparing revenue scenarios in the forecasting model to ensure that sufficient funding is available in the event that revenues drop more than was projected.

PENSION RESERVE

The Pension Reserve was established in 2015 to offset the Agency's unfunded pension liability. In addition, the WMA established a policy to maintain a funded status of at least 95%. Shifting $2.5 million from the contingency reserve to the pension reserve for a total of $4,000,000 ensures sufficient funding is available to fully fund both pension and Other Post-Employment Benefits (OPEB) liabilities as of the latest actuarial calculation. This amount will fluctuate depending on market conditions and staff will review and recommend changes if needed as part of the annual budget process.

DISASTER RECOVERY RESERVE

The Disaster Recovery Reserve is to be used in the event of a cybersecurity attack or a natural disaster. This would cover costs related to data recovery, restoring systems after a cyber-attack, and implementing enhanced security measures. It would also cover replacement costs of essential equipment or systems impacted by a natural disaster as well as temporary relocation of staff and operations. This fund is evaluated annually given inflationary adjustments and the evolving nature of cyber threats and natural disasters. Based on recent analysis the reserve has been augmented by $200,000 to a total of $500,000.

REGULATORY RESERVE

This new reserve is established in order to fund additional regulatory expenses not reimbursed by revenue collected through the regulatory fee, which was set to recover 95% of the Agency's costs of administering and enforcing state regulations on behalf of member jurisdictions. Given that FY 27 will be the first year the Agency collects revenue from the regulatory fee, the reserve will be evaluated annually and adjusted based on actual expenses and needs.

FIVE-YEAR AUDIT RESERVE

This reserve was established to pay for the periodic Recycling Board five-year audit. Previously this reserve included funding for Waste Characterization Studies as well. Staff recommend creating a separate Waste Characterization Study Reserve in FY 27 (see below). In addition, $117,000 will be transferred out of this reserve in FY 27 in order to fund the audit, leaving a balance of $81,876. The balance will be restored over the next two years to an amount sufficient to fund future five-year audits.

WASTE CHARACTERIZATION STUDY RESERVE (REGULATORY)

Staff recommend establishing this reserve to fund future Waste Characterization Studies as required on an intermittent basis. The Waste Characterization Study supports regulatory efforts and the expenses are recoverable through the Regulatory Fee. The reserve exists to fund the study prior to recovery of actual costs incurred.

CONTINGENCY/ONE-TIME EXPENDITURE RESERVE

This reserve fund is used to fund one-time projects aligned with Agency priorities or to provide matching funds for grants or various external funding opportunities as needed. Upon budget adoption, this reserve totals $220,485 in FY 27.

ATTACHMENT 3

West Contra Costa Integrated Waste Management Authority

PROPOSED RESERVE POLICY

Operating Reserve Fund and Recycling Reserve Fund

1. Operating Reserve Fund and Recycling Reserve Fund shall be reviewed by the Board each year during its annual budget planning and review period.

2. The balance (or target) for Operating Reserve Fund shall remain fixed at 40.0% of annual operating expense.

3. The balance for Recycling Reserve Fund shall be a target level of $100,000.00.

4. If the Operating Reserve Fund falls below the Operating Reserve Fund target, the reserve shall be replenished through the following steps:

    a. First transferring any available Recycling Reserve Fund excess to the Operating Reserve Fund; and

    b. Next, adding any additional amount needed to the Authority budget for the following year as part of the RecycleMore component of customer rates or implementing such other budget adjustments as may be necessary.

5. If Recycling Reserve Fund monies fall below the established target, the reserve shall be replenished through the following steps:

    a. First, any excess over the Operating Reserve Fund target shall be transferred to the Recycling Reserve Fund to the extent needed to meet the Recycling Reserve Fund target; and

    b. Next, adding any additional amount needed to the Authority budget for the following one to five years as part of the RecycleMore component of customer rates.

6. The reserve funds shall be restored as soon as practical, but customer rates shall not be impacted by the combination of restoring either or both the Operating Reserve Fund and the Recycling Reserve Fund target by an increase of more than five-percent (5.0%) of total customer rates for any one year.

7. During the Board's annual budget planning and review period, Operating Reserve Fund exceeding the 40.00% target of operating expense shall automatically be transferred to the Recycling Reserve Fund.

8. If Recycling Reserve Fund monies are $300,000 in excess of the target, then an agenda item shall be placed on one of the upcoming Board meetings to consider the use or

dispersion of the excess. After the transfers set forth herein have been accounted for, the Board may address this excess by reducing rates, using the reserves for a specific purpose, or making a disbursement to member agencies.

9. Any changes to the Operating Reserve Fund or Recycling Reserve Fund levels shall be set forth in a resolution approved by an unanimous vote of the Board Members.

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AGENDA ITEM NO. 8.3

recyclemore
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: November 12, 2026

TO: West Contra Costa Integrated Waste Management Authority Board of Directors

FROM: Cliff Feldman, Executive Director

SUBJECT: Public Hearing and Consideration and Approval of the Proposed 2027 Post-Collection Rates, Revenue Requirement and Household Hazardous Waste Program Budget

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EXECUTIVE SUMMARY

The Post-Collection Recycling and Disposal Services Agreement (PCA) with Republic Services (West County Resource Recovery-WCRR) requires the company to submit its annual compensation increase application to the Authority by September 1 for the annual increase to the rates it charges ratepayers commencing the following January 1. The PCA rates charged to residential customers by WCRR will increase 10.5% and the Republic Services collection services cost increase is anticipated to be approximately 4.88%. Combined, the Republic Services residential rate impact will be approximately 6.8% effective January 1, 2027. The PCA blended per ton rate will increase 7.7%, generating ratepayer revenue totaling $34,795,183 ($2,480,642 increase from 2026). The Board is requested to initiate a Public Hearing and proceed with its consideration and approval of the proposed 2027 Post-Collection Rates, Revenue Requirement and Household Hazardous Waste Program Budget.

BACKGROUND

The Authority has contracted the required post-collection services to manage the landfill, recycle and compost materials generated by the Member Agencies to Republic Services for the past several decades. In 2025, the Post-Collection Recycling and Disposal Services Agreement (PCA) with Republic Services (West County Resource Recovery - WCRR) expired and a new 15-year agreement was executed and commenced on January 1, 2026. Included in the PCA are provisions to annually increase the compensation paid to Republic Services for processing the materials delivered to its facilities by the Member Agencies franchised collection services companies. Republic Services is required to annually submit its Compensation Application for an adjustment to the rates it charges ratepayers for processing and disposal services. The Compensation Application for Rate Year 2 (2027) of the new PCA was submitted to the Authority on September 1, 2026 in accordance with the PCA.

The Board annually reviews the results of the Republic Services Compensation Application at its October meeting in anticipation of consideration to approve the HHW Program Budget and PCA rates at its November meeting. This schedule to approve the PCA rates by November is required to facilitate the Member Agencies rate setting activities which typically occur in December with the approval of their collection services rates which also become effective on January 1 the following year.

DISCUSSION

The PCA is predicated on a compensation and rate setting model that uses a blended per ton rate consisting of the following four components: material specific cost component (for solid waste, recycling, composting and C&D materials transfer, disposal and processing), household hazardous waste (HHW) program budget component, governmental fees component, and the Authority budget component. Combined, these four components total the blended per ton rate that is charged to the Member Agencies franchised collection service provider(s) for every ton of material collected from the Member Agencies and delivered to the Republic Services/WCRR facilities pursuant to the PCA. These revenues in turn provide compensation to Republic Services/WCRR for its obligations prescribed in the PCA (materials transfer, disposal and processing, and HHW program), its related government fees, and the Authority's budget. This blended per ton rate fee currently appears on customer bills as the "IRRF" fee which is derived from a legacy title once used by the WCRR facilities ("Integrated Resource Recovery Facility").

PCA Blended Per Ton Rate

The blended per ton rate associated with the PCA is adjusted annually to generate the revenues required to fund the Authority's PCA related financial obligations to Republic Services/WCRR and the Authority's budget. The Member Agencies franchised collection services providers bill the ratepayers to cover these costs. In order to generate revenues equitably across the different service levels of different customers (i.e., residential, commercial and industrial), the Authority calculates the post collection rates by allocating the cost across these service sectors.

The cost allocation of the blended per ton rate to the residential sector is based on the standard garbage cart sizes for weekly service levels provided to these customers (i.e., 20 gallons, 32/35 gallons, 65 gallons and 95 gallons). The allocation to commercial sector customers is based on cubic yards of garbage service, and for industrial customers it is based on tons.

Material Specific Component

The material specific component of the blended per ton rate provides compensation to Republic Services/WCRR for all tons of solid waste (garbage), recycling, compost and C&D materials collected by the Member Agencies franchise collection services providers and delivered to the WCRR facilities for transfer, processing and disposal. The material specific component effective January 1, 2026 (Rate Year 1) was $158.41 and will increase to $174.25 (10.0% increase) commencing January 1, 2027 (Rate Year 2). An increase of 10.0% for the first three years of the new PCA is prescribed in this contract. Commencing with Rate Year 4 in 2029, the annual increase in the material specific component will be based on the performance of an index.

HHW Program Budget
The HHW program component of the blended per ton rate provides compensation to Republic Services/WCRR for managing and operating the HHW services programs at the WCRR facility and the El Cerrito satellite facility. In addition, this component funds other Authority directed HHW services such as the one-day HHW collection events. The HHW program component effective January 1, 2026 was $13.62 per ton and will decrease to $12.22 per ton (10.3% decrease) commencing January 1, 2027. This one-time decrease is due to a change to the compensation methodology for this program included in the PCA that became effective on January 1, 2026. This reduction in expense for the program is the result of fixing the cost for the program based on the actual costs incurred two-years prior. For example, the costs incurred in 2025 are the budget for 2027, the costs incurred in 2026 are the budget for 2028, etc.

Government Fees Component
The government fees component of the blended per ton rate consists of a variety of State, County and local fees charged to the facilities used by Republc Services/WCRR to meet its obligations in the PCA. Effective January 1, 2026, the government fees component was $11.07 per ton, and this cost will increase to $11.16 per ton (0.8% increase) effective January 1, 2027. These fees are adjusted annually by the respective regulatory and fee collection agencies, and these increases are included in the company's annual Compensation Application.

Authority Budget Component
The Authority budget component of the blended per ton rate consists of the revenue requirement for the approved Authority budget. Effective January 1, 2026, the Authority budget component was $12.72 per ton based on the FY 2025-2026 budget totaling $2,099,051, and effective January 1, 2027 this cost will increase to $13.27 per ton (4.3% increase) based on the proposed FY 2027 budget revenue requirement totaling $2,189,209 presented to the Board for consideration and approval at its November 12, 2026 Board meeting. This 4.3% or $90,158 increase is due to increases in the Authority budget revenue requirement of 1.8% from FY 2025-2026 to FY 2026-2027, and 2.5% from FY 2026-2027 to FY 2027.

Combined Blended Per Ton Rate
The most recent blended per ton rate approved by the Board effective January 1, 2026 totaled $195.82. The proposed blended per ton rate effective January 1, 2027 will be $210.90 (7.7% increase), as follows:

- $174.25 – Material Specific Component
- $12.22 – HHW Program Component
- $11.07 – Government Fees Component
- $13.27 – Authority Budget Component
- $210.90 – Total Blended Per Ton Rate

Table 1 provides the details of the blended per ton rate components for the prior two years and the total blended per ton rate increase.

Table 1

Components of Blended Per Ton Rate	Prior PCA	PCA 6-Month Extension			New PCA Rate Year 1			Rate Year 2		
	1/1/25-6/30/25 Costs	7/1/25-12/31/25 Costs	Variance	%	1/1/26 - 12/31/26 Costs	Variance	%	1/1/27 - 12/31/27 Costs	Variance	%
Material Specific	$93.81	$144.00	$50.19	53.5%	$158.41	$14.41	10.0%	$174.25	$15.84	10.0%
HHW Program	$9.25	$9.25	$0.00	0.0%	$13.62	$4.37	47.2%	$12.22	-$1.40	-10.3%
Governmental Fees	$10.70	$10.70	$0.00	0.0%	$11.07	$0.37	3.5%	$11.16	$0.09	0.8%
Authority Budget	$10.22	$12.57	$2.35	23.0%	$12.72	$0.15	1.2%	$13.27	$0.55	4.3%
Total	**$123.98**	**$176.52**	**$52.54**	**42.4%**	**$195.82**	**$19.30**	**10.9%**	**$210.90**	**$15.08**	**7.7%**

Post-Collection Rate Allocation

Due to the fluctuating variables (i.e., annual tons, customer changes in service levels) and cost allocation methodology used in calculating the blended per ton rate for the various service levels and service sectors, the rate impact percentage is in turn variable when applied to the different service sectors. Specifically, the blended per ton rate increase of approximately 7.7% results in 'effective' post collection rate increases, as follows:

- 10.5% - Residential Trash Rates (9.5% on1/1/26)
- 11.5% - Commercial Trash Cubic Yard Rates (10.1% on 1/1/26)
- 8.4% - Industrial Trash Per Ton Rates (11.4% on 1/1/26)

Attachment 1, Exhibit A provides the proposed Service Sector and Service Level PCA Rates and revenue requirement.

Residential Rate Impact

The rate impact of the PCA annual cost increase on the ratepayers must take into account the rate impact of the increase charged by the Member Agencies franchise collection companies for the collection services provided. Combined, the Collection Services rate increase and PCA rate increase equal the total rate impact. The Collection Services (including City fees) expense is approximately 61.0% of the rates charged to ratepayers and the PCA cost comprises the remaining 39%. (The Authority budget is approximately 6.7% of the PCA cost or 2.4% of the total combined Collection Services and PCA costs comprising the Residential rates.) Table 2 on the next page provides the estimated breakdown of ratepayer revenue for the combined Collection Services and PCA.

Table 2

2027 Total Collection Services and Post-Collection Services Cost		
Source	**Ratepayer Revenue**	**%**
Republic Services Collection Services Franchise Agreements *(Estimated)* [1]	$55,800,000	61.6%
Republic Services Post-Collection Agreement (PCA)		
Material Specific Component	$28,748,264	31.7%
Government Fees	$1,841,620	2.0%
HHW Program Budget	$2,016,091	2.2%
Republic Services Specific PCA Subtotal	$32,605,975	
Authority FY 2027 Budget	$2,189,206	2.4%
Total	$90,595,181	100%
[1] Excludes City of El Cerrito Collection Services.		

The projected average 2027 rate impact to the Hercules, Pinole, Richmond, San Pablo and West County residential customers served by Republic Services for Collection Services is approximately a 4.88**%** increase based on the performance of an index. The PCA rate for residential customers will increase approximately 10.5%, and the total combined rate impact is approximately a 6.8% rate increase. A total rate impact to the City of El Cerrito residential customers served by East Bay Sanitary Company is not calculated, because the City of El Cerrito has a more complicated rate structure (e.g., it owns a recycling facility, manages municipal collection) and manages its rates differently than the other Cities. Table 3 on the next page provides the projected rate impact on Residential customers from the combined Collection Services and PCA rate increases effective January 1, 2027 (excluding El Cerrito).

Table 3

Member Agency	Single-Family & Multi-Family Trash Service Levels	Residential Rates						
		Collection Services [1] 1/1/26	Post Collection 1/1/26	Total 1/1/26	Collection Services [1] 1/1/27 4.88% Increase	Post Collection 1/1/27 10.5% Increase	Total 1/1/27	% Rate Impact
San Pablo	20-gallon	$29.41	$11.80	$41.21	$30.85	$13.04	$43.89	6.5%
	35-gallon	$31.66	$20.71	$52.37	$33.21	$22.89	$56.10	7.1%
	65-gallon	$60.57	$38.49	$99.06	$63.53	$42.55	$106.08	7.1%
	95-gallon	$89.76	$57.78	$147.54	$94.14	$63.86	$158.00	7.1%
Richmond	20-gallon	$33.07	$11.80	$44.87	$34.68	$13.04	$47.72	6.4%
	32-gallon	$36.83	$20.71	$57.54	$38.63	$22.89	$61.52	6.9%
	64-gallon	$73.77	$38.49	$112.26	$77.37	$42.55	$119.92	6.8%
	96-gallon	$111.14	$57.78	$168.92	$116.56	$63.86	$180.42	6.8%
Pinole	20-gallon	$31.31	$11.80	$43.11	$32.84	$13.04	$45.88	6.4%
	35-gallon	$34.66	$20.71	$55.37	$36.35	$22.89	$59.24	7.0%
	65-gallon	$66.59	$38.49	$105.08	$69.84	$42.55	$112.39	7.0%
	95-gallon	$95.83	$57.78	$153.61	$100.51	$63.86	$164.37	7.0%
Hercules	20-gallon	$36.01	$11.80	$47.81	$37.77	$13.04	$50.81	6.3%
	35-gallon	$37.36	$20.71	$58.07	$39.18	$22.89	$62.07	6.9%
	65-gallon	$67.27	$38.49	$105.76	$70.55	$42.55	$113.10	6.9%
	95-gallon	$94.78	$57.78	$152.56	$99.41	$63.86	$163.27	7.0%
West Contra Costa County	20-gallon	$32.10	$11.80	$43.90	$33.67	$13.04	$46.71	6.4%
	35-gallon	$34.55	$20.71	$55.26	$36.24	$22.89	$59.13	7.0%
	65-gallon	$69.19	$38.49	$107.68	$72.57	$42.55	$115.12	6.9%
	95-gallon	$102.75	$57.78	$160.53	$107.76	$63.86	$171.62	6.9%
							Average	6.8%

[1] Collection Services rates include City fees, such as franchise fees, vehicle impact fees, etc. These rates do not include any changes to City fees from those collected in 2026.

Commercial Rate Impact

The projected average rate impact on commercial customers is 5.8% for the common commercial service of a two cubic yard bin collected twice per month. **Table 4 on** the next page provides the details of the rate impact on commercial customers for this service level for rates effective January 1, 2027 (excluding El Cerrito).

Table 4

Member Agency	Commercial Rates (2 cubic yard bin collected 2x/week)						
	Collection 1/1/26	PCA 1/1/26 $18.71/cy	Total 1/1/26	Collection 1/1/27 4.88% Increase	PCA 1/1/27 $20.85/cy 11.5% Increase	Total 1/1/27	% Rate Impact
Hercules	$937.10	$162.03	$1,099.13	$982.83	$180.56	$1,163.39	5.8%
Pinole	$1,067.83	$162.03	$1,229.86	$1,119.94	$180.56	$1,300.50	5.7%
Richmond	$901.06	$162.03	$1,063.09	$945.03	$180.56	$1,125.59	5.9%
San Pablo	$847.06	$162.03	$1,009.09	$888.40	$180.56	$1,068.96	5.9%
West Contra Costa County	$1,164.27	$162.03	$1,326.30	$1,221.09	$180.56	$1,401.65	5.7%
						Average	**5.8%**

HHW Program Budget

The HHW Program is a regulatory compliance and customer service driven program included in the PCA; however, the budget is reviewed annually and modified at the discretion of the Board. The HHW services address a critical need in managing materials that if handled or disposed of improperly, could cause considerable harm to the health and well-being of the Member Agency's communities and the environment. The scope of the HHW Program includes a variety of value-added services at the WCRR HHW Facility in Richmond, the satellite facility in El Cerrito, one-day HHW events, and marine flares collection (disposal of marine flares is funded by a grant managed by the Authority). Table 5 below provides total participation in the HHW Program across the Member Agencies and mattresses collected statistics for FY 2025-2026.

Table 5

FY2025-2026 HHW Program				
Member Agency	Total Participants	%	Mattresses Collected	%
El Cerrito	2,559	20.6%	4,906	20.6%
Hercules	972	7.8%	1,867	7.9%
Pinole	1,167	9.4%	2,207	9.3%
Richmond	4,759	38.3%	9,106	38.3%
San Pablo	2,049	16.5%	3,922	16.5%
West County [1]	924	7.4%	1,750	7.4%
TOTAL	12,430	100.0%	23,758	100.0%
[1] Includes Crockett, El Sobrante, Kensington and Rodeo.				

The HHW program budget is approved annually by the Board concurrently with approval of the blended per ton rate associated with the PCA, since the HHW Program budget is a component of the blended per ton rate. The new PCA established a baseline HHW budget for Rate Year 1 (2026) that will be adjusted annually per the methodology in the contract. The annual adjustment to the HHW Program budget primarily entails applying a one-year lag of actual costs incurred by WCRR towards the subsequent year's HHW budget.

Effective January 1, 2027 the HHW program budget will be $2,016,606, reduced from $2,247,759 ($231,152 or 10.3% reduction) included in the WCRR Compensation Application. This one-time decrease is primarily the result of a change to the compensation methodology for this program included in the PCA that became effective on January 1, 2026. This reduction in expense for the program is the result of fixing the cost for the program based on the actual costs incurred two years prior. For example, the costs incurred in 2025 are the budget for 2027, the costs incurred for 2026 are the budget for 2028, etc.

Included in the 2027 budget is $190,000 to manage two one-day HHW collection events which are typically held in the City of Hercules Public Works corporation yard and the Galileo Club in Richmond. These one-day events were very successful during August and September 2026, with over 1,100 total participants at the two events (665 – Hercules; 480 – Galileo Club). Attachment 1, Exhibit B provides the detailed 2027 HHW Program Budget.

El Cerrito Rate Setting Autonomy

The City of El Cerrito has a separate and distinct rate structure than those used by the Member Agencies who have executed collection services Franchise Agreements with Republic Services. The City has historically maintained complete autonomy over rate setting and City staff have confirmed that this will remain unchanged.

The City's preference to perform its own blended per ton rate allocation methodology across its ratepayers will not impact the other Member Agencies or their ratepayers whose materials are also managed through the PCA. The Authority determines the City's blended per ton rate PCA obligation and calculated revenue requirement annually and this amount will be included in the Board's decision making regarding the annual adjustment to the blended per ton rate.

Effective January 1, 2027 for Rate Year 2, the City of El Cerrito PCA revenue requirement totals $3,308,837 (Attachment 1, Exhibit A).

The PCA revenue requirement obligation for the Cities of Hercules, Pinole, San Pablo and Richmond and the unincorporated areas of West County for Rate Year 2 totals $31,486,347 (Attachment 1, Exhibit A).

FISCAL IMPACT

The fiscal impact will result in a 7.7% increase ($2,480,632) in ratepayer revenue associated with the PCA. The total revenue generated is $34,795,183, as follows:

Material Specific Component (Republic Services)	- $28,748,264 (82.6%)
HHW Program Budget (Republic Services)	- $2,016,091 (5.8%)
Government Fees (Republic Services)	- $1,841,620 (5.3%)
Authority FY 2027 Budget	- $2,189,209 (6.3%)
Total	- $34,795,183 (100.0%)

The revenue obligation for the Cities of Hercules, Pinole, San Pablo and Richmond and the unincorporated areas of West Contra Costa County for Rate Year 2 totals $31,486,347, and for the City of El Cerrito it is $3,308,837.

RECOMMENDATION

The process and recommended action described below is requested from the Board.

1. Open a Public Hearing concerning consideration and approval of the PCA rates.
2. Receive the associated report and presentation from RecycleMore staff.
3. Proceed with inquiries and discussion from the Board for RecycleMore staff and/or Republic Services representatives.
4. Receive any comments from the public concerning the 2027 PCA Rates and Revenue Requirement.
5. Close the Public Hearing.
6. Proceed with Board discussion and consideration of the following motion:

Motion to approve the Resolution (Attachment 1) approving the Rate Year 2 (January 1, 2027 to December 31, 2027) Post-Collection Rates. Revenue Requirement and HHW Program Budget for the Member Agencies pursuant to the Authority's Post-Collection Recycling and Disposal Services Agreement with West County Resource Recovery, Inc.

ATTACHMENTS

Attachment 1 -	Resolution Approving the 2027 Post-Collection Agreement Rates, Revenue Requirement and HHW Program Budget
Attachment 1, Exhibit A -	Proposed Service Sector and Service Level Post-Collection Agreement Rates and Revenue Requirement Effective January 1, 2027
Attachment 1, Exhibit B -	Proposed 2027 HHW Program Budget

RESOLUTION NO. 26-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING THE POST-COLLECTION RATES, REVENUE REQUIREMENT AND HOUSEHOLD HAZARDOUS WASTE PROGRAM BUDGET FOR JANUARY 1, 2027 THROUGH DECEMBER 31, 2027

WHEREAS, the Joint Exercise of Powers Agreement creating the West Contra Costa Integrated Waste Management Authority ("Authority") provides that the Authority is to approve post-collection related rates to be paid by ratepayers for post-collection services managed by the Authority; and

WHEREAS, Republic Services, Inc. or West County Resource Recovery, Inc. and each of its affiliates provide services to the Authority, collectively referred to as "Contractor" pursuant to the Agreement between the Authority and West County Resource Recovery, Inc. for Post-Collection Recycling and Disposal Services ("Post-Collection Agreement"); and

WHEREAS, the Authority intends to approve and maintain reasonable rates for the post-collection services described in the Post-Collection Agreement; and

WHEREAS, the Authority Board of Directors approved the new Post-Collection Agreement on November 13, 2025, and said Post-Collection Agreement shall expire on June 30, 2040; and

WHEREAS, the Post-Collection Agreement includes the HHW Program and said HHW Program revenue requirement shall be included in the post-collection rate; and

WHEREAS, the Authority Board of Directors approved the Authority FY 2027 budget on November 12, 2026, and considered all the evidence presented regarding the proposed change in Authority budget; and

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

Section 1. Post-collection rates for the cities of Hercules, Pinole, San Pablo, Richmond and Contra Costa County, and the post-collection revenue requirement for the City of El Cerrito are set forth in Exhibit A attached hereto and are hereby approved and said rates and revenue requirement are effective January 1, 2027 through December 31, 2027.

Section 2. The 2027 household hazardous waste program budget is set forth in Exhibit B attached hereto and is hereby approved.

Section 3. This Resolution shall be immediately effective upon adoption by the Board of Directors.

Section 4. The Secretary shall certify passage of this Resolution and cause it to be distributed to all Directors and Alternates, Authority Members, Contra Costa County, Authority Officers, Richmond Sanitary Service, Inc., West County Resource Recovery, Inc., and other interested parties upon request.

ATTEST **CHAIR OF THE BOARD**

_____ _____

Viviane Vidal, Board Secretary Date Rita Xavier, Board Chair Date

Attachments:

Exhibit A - Service Sector and Service Level Post-Collection Agreement Rates and Revenue Requirement for January 1, 2027 Through December 31, 2027

Exhibit B - 2027 Household Hazardous Waste Program Budget

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a regularly scheduled meeting on November 12, 2026 by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

_____

Viviane Vidal, Board Secretary

EXHIBIT A

Exhibit A

Proposed Service Sector and Service Level Rates and Revenue Requirement for January 1, 2027 Through December 31, 2027

RecycleMore Service Sector and Service Level PCA Blended Per Ton Rate Allocation Effective January 1, 2027								
JPA (excluding El Cerrito)	**$210.90**	Blended Per Ton Rate	X		**149,294**	Total Tons =	**$31,486,347**	Annual Revenue
	Residential				**Commercial**	**Industrial**	**TOTAL**	
	20-Gallon	**35-Gallon**	**60/65-Gallon**	**95/100-Gallon**	**Per Cubic Yard**	**Per Ton**		
Current Rates (1/1/26-12/31/26)								
Current Rates	$11.80	$20.71	$38.49	$57.78	$18.71	$348.41	**$348.41**	
Tonnage Basis	43,627				22,812	17,427	**83,866**	
% of Tons	52.0%				27.2%	20.8%		
Unit Basis*	61,160				424,841	17,427		
Revenue	**$15,200,110**				**$7,947,929**	**$6,071,616**	**$29,219,655**	
Proposed Rate Increase (1/1/27-12/31/27)								
Proposed Rates	$13.04	$22.89	$42.54	$63.86	$20.85	$377.84	**$377.84**	
Tonnage Basis	44,022				22,975	16,336	**83,333**	
% of Tons	52.8%				27.6%	19.6%		
Unit Basis*	60,559				416,346	16,336		
Revenue	**$16,633,072**				**$8,680,948**	**$6,172,326**	**$31,486,347**	
Change of Monthly Rate								
Current Rate	$11.80	$20.71	$38.49	$57.78	$18.71	$348.41	**$348.41**	
Proposed Rate	$13.04	$22.89	$42.54	$63.86	$20.85	$377.84	**$377.84**	
$ Rate Impact	**$1.24**	**$2.18**	**$4.05**	**$6.08**	**$2.14**	**$29.43**	**$29.43**	
% Rate Impact	**10.5%**	**10.5%**	**10.5%**	**10.5%**	**11.5%**	**8.4%**	**8.4%**	
Residential Quarterly Rate								
Current Rate	$35.40	$62.13	$115.46	$173.33				
Rate Increase	$39.12	$68.67	$127.61	$191.57				
$ Rate Impact	**$3.73**	**$6.54**	**$12.15**	**$18.24**				
% Rate Impact	**10.5%**	**10.5%**	**10.5%**	**10.5%**				
* The "unit basis" is represented as monthly 35-gallon cart service equivalents (Residential), annual cubic yards (Commercial), and annual tons (Industrial). Service levels as of August 25, 2026.								
El Cerrito	**$210.90**	Blended Per Ton Rate			**15,688.99**	Total Tons =	**$ 3,308,837**	Revenue Obligation

EXHIBIT B

Exhibit B

2027 Household Hazardous Waste Program Budget

PCA Household Hazardous Waste (HHW) Program Budget for 2027				
	Rate Year 1	Rate Year 2		
Household Hazardous Waste Program	Approved 2026 Budget	Proposed 2027 Budget	$ Variance	% Variance
Wages and Benefits	$176,000.00	$175,052.00	-$948.00	-0.54%
HHW Facility Outside Services (Third Party Disposal)	$756,000.00	$808,909.39	$52,909.39	7.00%
Program Supplies and Consumables	$31,000.00	$28,377.00	-$2,623.00	-8.46%
Outside Services (Consulting)	$0.00	$13,065.00	$13,065.00	100.00%
Facility and Administrative Costs				
Property Taxes	$26,000.00	$26,860.00	$860.00	3.31%
Insurance	$13,000.00	$18,039.00	$5,039.00	38.76%
Fuel	$8,700.00	$8,539.00	-$161.00	-1.85%
Utilities	$30,000.00	$32,961.00	$2,961.00	9.87%
Permit Fees	$4,000.00	$12,087.00	$8,087.00	202.18%
Site Maintenance	$48,844.66	$46,536.00	-$2,308.66	-4.73%
Accounting Support	$39,548.18	$37,679.00	-$1,869.18	-4.73%
NEW Facility Engineer Certification (one-time regulatory requirement)	$0.00	$20,000.00	$20,000.00	100.00%
Subtotal	$1,133,092.85	$1,228,104.39	$95,011.54	8.39%
Authority Requested Special Programs				
El Cerrito Satellite Facility	$315,000.00	$328,090.00	$13,090.00	4.16%
Sharps and Pharmaceuticals	$20,000.00	$35,675.00	$15,675.00	78.38%
Two One-Day Special Collection Events	$185,000.00	$190,000.00	$5,000.00	2.70%
Contingency	$0.00	$0.00	$0.00	0.00%
Subtotal	$520,000.00	$553,765.00	$33,765.00	6.49%
HHW Program Services Budget	$1,653,092.85	$1,781,869.39	$128,776.54	7.79%
Final Balancing Account Reconciliation	$339,666.00	$0.00	-$339,666.00	-100.00%
Revenue Credit For Management Fee Calculation Only	$95,000.00	$90,263.00	-$4,737.00	-4.99%
Subtotal	$2,087,758.85	$1,872,132.39	-$215,626.46	-10.33%
Total Budget Net of Management Fee and Revenue	$1,992,758.85	$1,781,869.39	-$210,889.46	-10.58%
Management Fee	$350,000.00	$325,000.00	-$25,000.00	-7.14%
Total Net of Revenue	$2,342,758.85	$2,106,869.39	-$235,889.46	-10.07%
Less: Other Revenues Received	-$95,000.00	-$90,263.00	$4,737.00	-4.99%
Total HHW Budget	**$2,247,758.85**	**$2,016,606.39**	-$231,152.46	-10.28%
Tons	165,021.66	164,982.87	-$38.79	-0.02%
HHW Component	**$13.62**	**$12.22**	-$1.40	-10.26%

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