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.

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

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.

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.

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.

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.

Viviana Vidal 11/16/26

Board Secretary Date