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BOARD OF DIRECTORS REGULAR MEETING

AGENDA

FEBRUARY 27, 2025 – 3:00 P.M.

Walnut Creek City Hall, 3rd Floor Conference Room
(Use elevator by City Council Chambers)
1666 North Main Street, Walnut Creek

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA

If you would like to address the Board, please complete a speaker's card and submit it to the Secretary of the Board. When addressing the Board, please state your name and address for the record. There is a three-minute limit to present your information. (The Board Chair may direct questions to any member of the audience as appropriate at any time during the meeting.)

3. CONSENT ITEMS

All items listed in the Consent Calendar may be acted upon in one motion. However, any item may be removed from the Consent Calendar by request by a member of the Board, public, or staff, and considered separately.

- a. Approve Minutes of the Special Board Meeting on January 30, 2025*

4. WELCOME NEW BOARD MEMBER BRIAN DOLAN, TOWN OF MORAGA

5. PRESENTATIONS

- a. Fiscal Year 2024-2025 Mid-Year Budget Report*
David Krueger, Executive Director, RecycleSmart
Grace Comas, Senior Accountant, RecycleSmart
- b. 2024 Route Review Findings, Photos, and Truck Technology
Judith Silver, Senior Program Manager, RecycleSmart
- c. RecycleSmart Mission Statement
David Krueger, Executive Director, RecycleSmart

6. INFORMATION ITEMS

These reports are provided for information only. No Board action is required.

- a. Edible Food Recovery Short Video (Ashley Louisiana)
- b. Executive Directors Monthly Report*
- c. Monthly Standing Agenda Items and Committee Meetings*
- d. 2025 Board of Directors and Committee Assignments*
- e. Future Agenda Items*

7. BOARD COMMUNICATIONS AND ANNOUNCEMENTS

8. ADJOURNMENT

**Corresponding Agenda Report or Attachment is included in this Board packet.*

ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA

Persons wishing to speak on PUBLIC HEARINGS and OTHER MATTERS listed on the agenda will be heard when the Chair calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

ADDRESSING THE BOARD ON AN ITEM NOT ON THE AGENDA

In accordance with State law, the Board is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Board other than a matter which is on the Agenda are requested to present the matter in writing to the Secretary to the Authority at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Board of your concern under PUBLIC COMMENTS. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the Central Contra Costa Solid Waste Authority to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special accommodations to participate, please contact the Board Secretary of the Authority at least 48 hours in advance of the meeting at (925) 906-1801.

**SPECIAL BOARD MEETING OF THE
CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY
HELD ON JANUARY 30, 2025**

The Special Board Meeting of the Central Contra Costa Solid Waste Authority's (CCCSWA's) (RecycleSmart) Board of Directors convened at the Lafayette Library & Learning Center Foundation Offices at 3491 Mt. Diablo Boulevard, Suite 214 in the Arts & Science Center Room, City of Lafayette, Contra Costa County, State of California, on January 30, 2025. Chair Gina Dawson called the meeting to order at 1:00 P.M.

PRESENT: Board Members: Candace Andersen, Vice Chair
Newell Arnerich
Ken Carlson
Gina Dawson, Chair
Matt Francois
Lisa Maglio
John McCormick
Renee Morgan
Janet Riley
Cindy Silva

ABSENT: Board Members: Brian Dolan
Darlene Gee

Staff members present: David Krueger, Executive Director; Janna McKay, Secretary to the Board; Grace Comas, Senior Accountant; Judith Silver, Senior Program Manager; Ashley Louisiana, Program Manager; Jennifer Faught, Contract Compliance Specialist; and Deborah L. Miller, CCCSWA Counsel.

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA

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

3. WELCOME NEW BOARD MEMBER LISA MAGLIO, TOWN OF MORAGA

4. CONSENT ITEMS

a. Approve Minutes of the Regular Board Meeting on December 12, 2024

MOTION by Board Member Arnerich to approve Consent Item a, as submitted. SECOND by Board Member Morgan.

MOTION PASSED unanimously by a voice vote.

5. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

- i. Significant exposure to litigation and potential initiation of litigation pursuant to paragraphs (2) and (4) of subdivision (d) of California Government Code Section 54956.9:

- Allied Waste Systems, Inc. dba Republic Services of Contra Costa County, error in rates calculation resulting in overcompensation.

Deborah L. Miller, CCCSWA Counsel, advised in regard to Conference with Legal Counsel – Anticipated Litigation, that the Board gave direction to the Executive Director to settle the matter consistent with direction from the Board.

6. ACTION ITEMS

**a. 2025 CCCSWA Board Members and Standing Committee Assignments
Gina Dawson, Chair**

Chair Gina Dawson referred to the 2025 List of Board of Directors and Committee Assignments and noted there were openings on the Standing Committees and the Franchise Vendor Selection Ad Hoc Committee. She had been talking to members of the Board and additional appointments would be identified at the next meeting.

CCCSWA Counsel Miller advised that the Chair could identify proposed appointments to fill some of those vacancies under the agenda item at this meeting.

Chair Dawson made the following appointments at this time to add to the 2025 assignments:

Personnel Committee:	Lisa Maglio
Finance Committee:	Brian Dolan, Darlene Gee
Legislative Committee:	Lisa Maglio

Franchise Vendor Selection

Ad Hoc Committee: Brian Dolan
Darlene Gee
John McCormick

MOTION by Board Member Riley to approve the 2025 CCCSWA Board Members and Standing Committee Assignments List, as submitted and with the additional assignments submitted at this time. SECOND by Board Member McCormick.

MOTION PASSED unanimously by a voice vote.

- b. Solid Waste Collection Maximum Rates for Rate Year 11
Adopt Resolution 2025-01, Adopting Maximum Rates for Solid Waste Services for Rate Year 11 (March 1, 2025 through February 28, 2026).

Executive Director Krueger advised that Rate Year 11 would start on March 1, 2025, and end on February 28, 2026. The schedule started in August 2024, and this would be the final step to approve the rates in January 2025. He summarized the components of the rates in terms of the percent of total rate revenue needed, reported that compensation to Republic Services would be 73 percent of the total, compensation to Mt. Diablo Resource & Recovery (MDRR) would be 5 percent (for recycling and reuse), Joint Powers Authority (JPA) administrative costs would be 5 percent, and member agency fees would be 17 percent, which would be different for each individual member agency. He identified the change in compensation from last year, overall representing a 6 percent increase.

Mr. Krueger reported that all member agencies had agreed to raise their rates by 7 percent with the exception of Danville, and Walnut Creek at 8 percent and 8.1 percent respectively, and with increases ranging from \$2.40 to a \$4.36 per household per month. He also offered the proposed rates of the region as a comparison.

Mr. Krueger responded to comments and explained why compensation to MDRR had gone down by 3 percent due to a reduction in the amount of tonnage processed, that the increase in administrative costs was largely due to procurement costs that would be reimbursed by the successful proposer, and that Walnut Creek's Vehicle Impact Fee was larger than the fee for other member agencies because Walnut Creek had more roads and the biggest budget expense to fix its roads from the damage caused by operator vehicles.

Mr. Krueger recommended the adoption of Resolution 2025-01, adopting maximum rates for solid waste services for Rate Year 11 (March 1, 2025 through February 28, 2026).

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

MOTION by Board Member McCormick to adopt Resolution 2025-01, adopting maximum rates for solid waste services for Rate Year 11 (March 1, 2025 through February 28, 2026). SECOND by Board Member Silva.

MOTION PASSED unanimously by a voice vote.

7. PRESENTATION ITEMS / BOARD RETREAT

a. Trivia Game – How RecycleSmart Are You?

At this point in the Board Retreat, a Trivia Game, How RecycleSmart Are You? was played to challenge RecycleSmart members on the history of RecycleSmart, recycling requirements, and some interesting tidbits about RecycleSmart's member agencies.

b. Priorities for 2025 – Renata Sos, David Krueger

Renata Sos, facilitating this portion of the retreat, reported that the Board had been working diligently for the last two years on the new franchises and she recommended taking a pause to see what would come next. She started with the Agency's mission statement and whether it was in alignment with today's priorities along with a review of the Agency's critical functions to see whether something more or less should be done, and whether the Executive Director's 2025 Workplan was directionally consistent with the Board's vision, goals and objectives.

Ms. Sos read the current RecycleSmart Mission Statement as follows:

The Central Contra Costa Solid Waste Authority dba RecycleSmart is dedicated to developing and delivering high quality, cost effective solid waste reduction, recycling, and refuse programs that provide and promote sustainability in our communities.

Referring to recent survey results from members of the Board, Ms. Sos reported that many offered support for the Mission Statement with suggestions for alternative language. She opened the discussion as to whether the statement was holistic and fully inclusive of RecycleSmart's mission.

Board Member Arnerich referred to the most significant costs related to collection and suggested that the Mission Statement be amended as follows:

The Central Contra Costa Solid Waste Authority dba RecycleSmart is dedicated to providing high quality cost-effective waste management services to develop and deliver comprehensive collection, recycling and waste reduction programs that promote sustainability, economic responsibility and community engagement. Through innovative efficient services we strive to minimize waste, maximize resource recovery and create cleaner healthier communities.

On the discussion of the changes proposed by Board Member Arnerich, Board Members noted that organic composting had not been mentioned, liked the inclusion of a cleaner greener future,

liked leading with recycling and waste reduction to increase the idea of reuse, noted the need to keep the mission statement as tight as possible, stated “less is more,” urged plain English, emphasized the importance of diversion, encouraged community engagement, and requested that solid waste be described in a potentially better way, reaching out to the community for a greener future with active, strong, minimal words in everyday language. The three Cs; cost, customer service and conservation were also emphasized.

Board Member Silva recommended as a mission statement:

To create a greener cleaner future for Central Contra Costa communities RecycleSmart provides quality and is dedicated to provide high-quality cost-effective waste reduction, recycling programs.

On the discussion, Board Member Francois recommended starting with RecycleSmart and making it simple - - reduce, reuse, recycle. Others recommended that a core part of the mission was to educate communities; education and going out to schools, and leadership, although after discussion it was noted that leadership was implied but did not need to be called out.

The term cleaner greener was not necessarily supported in the mission statement given that it was more trendy than directional.

Ms. Sos explained that the mission statement would return to the Board with the recommendations from the discussion. She then proceeded to the subject of benefits for participation in the JPA to ratepayers and to member agencies. Ms. Sos noted the responses to the survey were consistent with the leading benefits identified as cost effectiveness, consistency in programs and application of standards across the service area, expertise, economies of scale, and customer service.

On the discussion as to whether or not there were any other benefits, expertise was identified as another benefit, education and outreach, and it was noted that without the JPA waste collection would be more expensive, there would be a greater need for more staff, difficulties with compliance and unfunded mandates as well as legal and infrastructure issues.

Ms. Sos recognized that the Board wanted a deliverable from the discussion and why participation in the JPA was good for the member agencies with the need to communicate that to the ratepayers and potentially take a better look at the JPA, its role and benefits through better buying power and other efficiencies.

Ms. Sos referred to the question of what was next in the post franchise award world and whether things were being done in the right way with the right amount of effort. She also raised a discussion of the principal functions of the agency. She described those principal functions and raised the topic of Franchise Implementation and the difficulties of implementation and management throughout the franchise agreement.

Board Member Silva emphasized that new franchise implementation was different from ongoing franchise management and was a task to be closely monitored.

On the discussion, there was clarification that this new franchise agreement would be a huge task but not as large as it had been after the last procurement process because the customer containers don't need to be replaced and the programs aren't changing significantly. Customer service issues were also examined along with the efforts taken to address those issues as a principal function.

Mr. Krueger described how the staff was preparing to manage the new franchise agreements. Staff is preparing a contract compliance matrix tool for each agreement to track compliance.

Board Member Morgan asked about the two scheduled neighborhood reuse and cleanup days per year and the one on-call cleanup per year. Mr. Krueger explained these services were being sole sourced through MDRR. As part of the sole source negotiations staff will obtain pricing for an on-call reuse pick up as well. MDRR has suggested that the two scheduled neighborhood reuse and cleanup days per year might be converted to on-call as well. Mr. Krueger stated that staff would return with the pros and cons of on-call versus scheduled neighborhood reuse and cleanup days.

SAL EVOLA noted that MDRR had conducted a pilot program in both Concord and Rio Vista and would be happy to share their experience with that pilot program. He spoke to the pros and cons involved with the on-call over designated days and suggested potentially a hybrid program would work better and be more cost-effective.

Ms. Sos spoke to the topic of Compliance with State Mandates and reported that through the survey the opinion from the Board was that the right amount of work and effort was being done. With more coming from Sacramento, she asked if there were any comments in regard to that expectation.

On the discussion, it was clarified that in terms of compliance RecycleSmart was in good shape with residential while the focus was on multifamily and commercial and the requirement to have all three types of carts (landfill, recyclables, organics).

Mr. Krueger stated Republic Services has five full-time Sustainability Advisors dedicated to the RecycleSmart service area who work directly with commercial and multi-family customers to maximize diversion and ensure compliance with State mandates. Each commercial and multifamily account has to be contacted at least once per year.

Board Member McCormick suggested that with the state mandates focused on organics the businesses most impacted are grocery stores and restaurants, and it might be helpful for the Sustainability Advisors to focus on those businesses instead of meeting with every business once per year. Mr. Krueger explained that the new franchise agreement had been set up so that every year RecycleSmart would meet with the five Sustainability Advisor to set the priorities for the year, and they would not necessarily be required to contact every business once per year.

How to increase the diversion rate was another discussion and partnerships with groups such as the Chamber of Commerce were suggested as a way reach businesses.

A brief break was taken at this time.

c. Food Rescue Videos – Ashley Louisiana

Senior Program Manager Ashley Louisiana spoke to the SB 1383 requirement for edible food recovery and donation to those who needed it, which involved capacity planning with food recovery organizations in a countywide effort. RecycleSmart was meeting its capacity requirements although there was a need for volunteers. As such, a video had been created to share on social media to identify the situation and to solicit volunteers. She played the video at this time and members of the Board offered other areas where the videos could be distributed to help with the volunteer effort.

Further with respect to the principal functions of the JPA, Ms. Sos spoke to Community and Member Agency Outreach, Education and Communication and noted that survey respondents were divided as to whether the right amount or more needed to be done to help people put the right things in the right bins.

On the discussion, the Board was reminded that the market for recyclables had changed and was now more limited and communities had to be educated about those changes but only after the selection of a new franchiser and the need to identify the problem areas that needed to be addressed with a targeted strategy. New labels on old bins or new bins with updated labels were discussed with the understanding that issue had been identified as alternatives in the new contract yet to be priced.

Executive Director Krueger explained that the recyclables processing contract had already been signed with MDRR so the new list of recyclables had been identified and could be presented to ratepayers at any time.

Board Member Silva recommended that the rules continue to be identified in the various sectors at the point of disposal and at the point of purchase at home and at work. Consistent, up-to-date and accurate messaging was emphasized with a focus on the problem. Magnets and other methods to identify the message were discussed.

The issue of green organic vegetable/fruit bags was used as an example of something that had been advertised as being compostable but they were not. The issue was that regular non-compostable plastic bags were also not recyclable.

Ms. Sos summarized the Board's direction with respect to bang for the buck, targeted by sector, where to get the best results, go to the 20 percent that created 80 percent of the problem, and don't wait to communicate changes.

With respect to Ordinances and Enforcement, Mr. Krueger noted that pursuant to SB 1383, enforcement was to have started in 2024. What needed to be enforced was the three-can requirement and whether or not waivers were warranted in that there would be either a waiver or a citation. Enforcement also included that edible food was being donated by grocery markets and restaurants. To that end, RecycleSmart contracted with Contra Costa County to do the inspection work of verifying the donations of edible food. He stated no citations had been issued to date. When asked, he reported that RecycleSmart was doing now was sufficient.

A discussion developed on the status of the three-can requirement and staff noted that most residential properties were almost universally compliant while some businesses had waivers, although there were few waivers and some were self-hauling.

Board Member Andersen cautioned against issuing citations and preferred to document to CalRecycle. She stated why citations were not necessary in our service area due to near universal compliance.

Executive Director Krueger previewed the 2025 Workplan for special projects he identified as completing the Collection Request for Proposal (RFP) in July; sole source negotiations for the reuse/cleanup program; doing an implementation plan for the new agreements; conducting a waste characterization study (garbage sort) at the Martinez Transfer Station to get better data on how well customers are doing at separating their materials. Members were invited to the Transfer Station to see the process.

Mr. Krueger stated the 2025 Workplan also included refreshing vehicle impact fee studies; continuing reusable food ware pilot programs and partnering with Rethink Disposable, which did outreach to restaurants to show how disposal items could be converted to reusable items; technical assistance to edible food generators; SB 1383 monitoring and enforcement; and preparing for an expected SB 1383 state audit.

Board directed the Executive Director to begin notifying customers of the new list of acceptable recyclable materials as soon as possible.

Ms. Sos summarized the “To Do” direction from the Board as a result of the retreat, as:

- A new Mission Statement;
- Deliverables on the benefits of the JPA;
- More in regard to new franchise implementation;
- Targeted outreach and education;
- Customer service and communication; and
- Improve compliance to decrease enforcement.

The next items were deferred to the next meeting of the Board.

- d. 2024 Route Review Findings, Photos and Truck Technology – Judith Silver
- e. Second video on edible food recovery

8. INFORMATION ITEMS

- a. Update on Collections RFP
- b. Standing Agenda Board Items and Committee Meetings
- c. Articles of Interest

9. **BOARD COMMUNICATIONS AND ANNOUNCEMENTS**

There were no Board communications or announcements.

10. **ADJOURNMENT**

The Board adjourned at approximately 3:45 P.M. to the regular meeting scheduled for Thursday, February 27, 2025 at 3:00 P.M. in the Walnut Creek Offices at Walnut Creek City Hall.

Respectfully submitted by:

Janna McKay, Executive Assistant/
Secretary to the Board of the
Central Contra Costa Solid Waste Authority,
County of Contra Costa, State of California



Agenda Report

TO: CCCSWA BOARD OF DIRECTORS
FROM: DAVID KRUEGER, EXECUTIVE DIRECTOR
GRACE COMAS, SENIOR ACCOUNTANT
DATE: FEBRUARY 27, 2025

SUBJECT: FISCAL YEAR 2024-2025 MID-YEAR BUDGET REPORT

SUMMARY

This mid-year budget report for Fiscal Year (FY) 2024-25 (July 1, 2024 through December 31, 2024) summarizes the first six months of actuals received or expensed versus budgeted at the half-year point. As of December 31, 2024, each budget line item should generally show expenditures of not more than 50%.

The total expenses for the General Operations Fund (Ops) Budget are 46%, which is 4% less than budgeted. The Reuse and Cleanup Fund (Reuse) total expenses are 50%.

RECOMMENDED ACTION

1. This report is provided for information only. No Board action is required.

DISCUSSION

Operations Fund

A. Funds Available

1. **Unappropriated Beginning Fund Balance:** the actual balance is \$3,201,539, an increase from the budgeted \$2,115,952. The variance is attributed to higher than budgeted revenues for FY 2023-24, resulting in a greater beginning fund balance for FY 2024-25.
2. **Revenue:** Central Contra Costa Solid Waste Authority's (the Authority) major sources of revenue include JPA-related revenue, recycling processing revenue, diversion incentive program revenue, recycling contribution revenue and grant revenue. In addition, revenue sources also include interest earned on the LAIF investment account, checking account, and other revenue such as C&D permit fees.

B. Expenses

1. **Personnel Services:** expenses include staff salaries and benefits, worker's compensation, unemployment payments, Board Member remuneration, and scheduled merit step increases for eligible employees. Expenses were \$610,653, which is 48% of the budgeted \$1,266,372.
2. **Materials and Supplies:** expenses include copier lease, bank fees, memberships and subscriptions, office supplies, postage, reprographics, staff development and training, capital purchases and computer software. The expenses were \$29,511, which is 31% of the budgeted \$95,228.
3. **Professional Services:** expenses include legal services, computer troubleshooting and maintenance, auditing services and other consulting expenses generally not associated with a specific program. Professional Services expenses were \$61,161, which is 19% of the budgeted \$316,000.
4. **New Franchise Development:** expenses include legal and professional fees. The expenses were \$443,305, which is 52% of the \$848,180 for budgeted for FY 2024-25.
5. **Office Occupancy:** expenses include telephone, insurance and rent. The expenses were \$90,176, which is 47% of the budgeted \$190,953.
6. **Recycling Processing Cost:** expense is the recycling processing payment that is paid to MDR for processing the recyclables delivered from the service area. The expenses were \$1,307,231, which is 50% of the budgeted \$2,640,607.
7. **Diversion Programs:** Actual expenses as of December 2024 were \$322,895 or 44% of the approved budget of \$731,792. Programs include C&D, Home Composting, SB1383, Outreach and Education, School Recycling programs, and Special Events. The Special Events expenses will be primarily incurred in the spring and summer.

Overall, the actual expense activity has resulted in mid-year total expenses of \$2,939,234, which is 46% of the budgeted \$6,401,333.

Reuse and Cleanup Fund

The Reuse and Cleanup Fund budget is exclusively for payments toward the Reuse and Battery collection programs. Republic Services collects these funds from service rates and provides them to the Authority for payment to MDR for contracted services. The mid-year actual revenue and expenses are 50% of the annual Reuse budget, as provided in Attachment B of this report.

During the FY 25-26 budgeting process, staff will present the FY 24-25 end-of-year projections for all funds.

ATTACHMENTS

- A. FY 24-25 Operations Fund – Mid Year Actuals
- B. FY 24-25 Reuse and Cleanup Fund – Mid Year Actuals

General Operations Fund
July 1, 2024 through December 31, 2024

	Actual FY 2024-25	Approved FY 2024-25 Budget	% of Budget
Unappropriated Beginning Fund Balance	\$ 3,201,539	\$ 2,115,952	151%
<u>Revenues</u>			
JPA Revenue	951,345	2,654,734	36%
Interest Earned	\$ 449,752	\$ 524,230	86%
Grant Revenue	\$ 531,371	\$ 591,371	90%
Recycling Processing Revenue	1,335,960	2,678,911	50%
Diversion Program Revenue	418,247	731,792	57%
New Franchise Development Reimbursement Revenue	\$ 327,000	\$ 1,355,000	24%
Other Revenue	\$ 868	\$ 10,000	9%
Miscellaneous Income	\$ 21	\$ 500	4%
Total Revenues	4,014,564	8,546,538	47%
Total Funds Made Available	7,216,103	10,662,490	68%
<u>Expenses</u>			
Full Time Staff Salaries	454,028	951,896	48%
Benefits Expense	153,216	303,477	50%
Temporary Staff	408	5,000	8%
Board Member Remuneration	3,000	6,000	50%
Total Personnel Services	610,653	1,266,372	48%
Copier Lease	4,324	9,000	48%
Fees Bank and Other	8,871	18,982	47%
Memberships Dues Subscriptions	4,846	11,976	40%
Miscellaneous	96	300	32%
Office Supplies	3,916	11,320	35%
Postage	206	3,000	7%
Reprographics	0	2,000	0%
Non-Capital Equipment/Furnishings	0	2,500	0%
Staff Dev/Travel/Conf/Mtgs	7,253	24,150	30%
Capital Furnishings/Equip	0	12,000	0%
Total Materials & Supplies	29,511	95,228	31%
Professional Srvcs Contracts & Contractors	30,981	186,000	17%
Financial Services and Fees	24,850	55,000	45%
Legal	5,330	75,000	7%
Total Professional Services	61,161	316,000	19%
New Franchise Development	443,305	848,180	52%
Total New Franchise Development	443,305	848,180	52%
Insurance	17,003	35,875	47%
Rent	69,724	146,394	48%
Telephone	3,449	8,684	40%
Total Office Occupancy	90,176	190,953	47%

General Operations Fund
July 1, 2024 through December 31, 2024

	Actual FY 2024-25	Approved FY 2024-25 Budget	% of Budget
Recycling Processing Expense	1,307,231	2,640,607	50%
Total Recycling Processing Costs	1,307,231	2,640,607	50%
C&D Program Expense	8,280	25,060	33%
Home Composting Program Expense	12,370	37,000	33%
Outreach and Education	242,579	504,232	48%
School Recycling Program Expense	59,530	150,000	40%
Special Events Program Expense	137	15,500	1%
Total Diversion Programs	322,895	731,792	44%
SB 1383 Organics Compliance Program Expense	74,303	312,200	
Total Expenses	\$ 2,939,234	\$ 6,401,333	46%
Excess Revenue Over (Under) Expenditures	1,075,330	2,145,206	
Contributions to Member Agencies ³	1,862,810	835,685	
Non Spendable (Pre-paid)		\$ -	
General Fund Reserve (20% of Total Budgeted Expenditures)	1,280,267	\$ 1,280,267	
Unassigned Fund Balance	\$ 1,133,792	\$ 2,145,206	
Ending Fund Balance	\$ 2,414,059	\$ 3,425,472	

Reuse and Cleanup Fund
July 1, 2024 through December 31, 2024

	Actual FY 2023-24	Approved FY 2023-24 Budget	% of Budget
<u>Revenues</u>			
Reuse Program Income	563,755.38	1,127,511.00	50%
Total Revenues	563,755.38	1,127,511.00	50%
<u>Expenses</u>			
Reuse Program Expense	563,755.38	1,127,511.00	50%
Total Expenses	563,755.38	1,127,511.00	50%
Excess Revenue Over (Under) Expenditures	0.00	0.00	



Agenda Report

TO: CCCSWA BOARD OF DIRECTORS
FROM: DAVID KRUEGER, EXECUTIVE DIRECTOR
DATE: FEBRUARY 27, 2025
SUBJECT: EXECUTIVE DIRECTOR'S MONTHLY REPORT

SUMMARY

Central Contra Costa Solid Waste Authority (Authority) staff performs high-level programmatic and administrative tasks each month to provide outreach and education to residents, businesses, and schools to increase diversion and instill waste prevention practices. Staff manages the franchise agreements and customer service in addition to monitoring monthly reporting by our service providers. Staff also interacts with Member Agency staff, community groups, and regional partners on a variety of topics including SB 1383, legislation, and industry best practices.

RECOMMENDED ACTION

1. This report is provided for information only. No Board action is required.

DISCUSSION

Notable Events:

- As described in the Third Amendment to the Republic franchise agreement, the new service quality metric is 2,700 or fewer missed container pickups from residential subscribers on incomplete routes in a four-week period. The special rate adjustment for that was earned by Republic for the four periods in which they met the metric since April has already been included in the rates for Rate Year 11. Now a new phase has begun that will affect the rates in Rate Year 12. For each period in which the metric is met, Republic is entitled to a special rate increase. For Rate Year 11 that amount was \$283,833. The Rate Year 12 amount will be a little higher due to the CPI adjustment that will happen when the annual percentage change is known next August. The following table shows the number of missed container collections and number of times Republic has met the metric.

Period	Week Beginning	Number of Missed Residential Collections	Metric Met (2,700 or fewer)
1	October 14, 2024	1,187	Yes
2	November 11, 2024	1,808	Yes
3	December 9, 2024	2,165	Yes
4	January 6, 2025	3,658	No
5	February 3, 2025		

- **Repair Café.** Walnut Creek hosted a Repair Café on Saturday, January 25 in the Civic Park Community Center Assembly Hall. Volunteers and staff from Rossmoor, Republic Services, RecycleSmart and Walnut Creek all pitched in to execute our area's first public repair event. There were 164 items brought in for repair, including jewelry, clothing, lamps and general appliances, and a few bicycles. About 60% were fully fixed, with another 15% partially fixed. The event was very well received by the public, and we hope to hold another event in our service area this year.



- The monthly **Member Agency liaison meeting** was held on February 13, 2025. Items discussed included a summary of the Walnut Creek Repair Café, an update on the collection contract proposals received, a mandatory upcoming meeting with our CalRecycle representative, an update on the truck sign art contest project, a discussion regarding recycled-content paper procurement obligations, and information about our upcoming waste characterization study.

Member Agency Liaisons			
Name & Member Agency	Title	Email	Phone (925)
David Brockbank, County	Conservation Programs Manager	David.Brockbank@dcd.cccounty.us	655-2911
Cat Bravo, Danville	Management Analyst	cbravo@danville.ca.gov	314-3377
Anna Tolle, Lafayette	Planning Technician	ATolle@ci.lafayette.ca.us	299-3205
Darin Hughes, Orinda	Assistant Planner	dhughes@cityoforinda.org	253-4269
Cassius Carandang, Moraga	Assistant Planner	ccarandang@moraga.ca.us	888-7042
Candice Rankin Mumby, Walnut Creek	Sustainability Manager	rankinmumby@walnut-creek.org	943-5899 x2304

- Staff visited several area material handling and truck yards facilities over the last few months.
 - On November 8, staff attended the City of Concord / MDRR demonstration of a zero emissions hydrogen fuel cell garbage collection vehicle, and were able to ride along on the vehicle.
 - On December 13, staff toured the City of Sunnyvale Materials Recovery and Transfer Station where they process source separated food scraps from the residential, commercial and multifamily sectors, and
 - On December 13, staff visited GreenWaste in Santa Clara. GreenWaste has three battery EV zero emissions vehicles it uses to collect from single-family homes in Palo Alto.

Hydrogen Fuel Cell Zero Emissions Vehicle



Sunnyvale Food Scraps In-feed Hopper



Battery Electric Zero Emissions EV Vehicles



School Wastebusters Award

RecycleSmart Board Member Cindy Silva presented the Wastebusters Award and a \$1,000 check to Buena Vista Elementary at an assembly in Walnut Creek on December 11, 2024. Board Member Silva was welcomed by Principal Angela Gramlick and the SWAT Team (Students Wild About Trash). Buena Vista has been a leader in recycling and composting for many years, reached 80% diversion in 2016, and is currently at 82% diversion - among the very highest in our service area. Buena Vista's SWAT supports students to recycle and compost and is led by fifth grade teacher Kellianne Bockser.

**SB 1383 Completed and Ongoing Activities in January and February****Waste Characterization Study**

Based on feedback from the Board retreat in December 2023, staff will use a portion of the Authority's SB 1383 grant funds from CalRecycle to perform a Waste Characterization Study ("waste sort"). The result of the study will influence our public education efforts. HDR, one of the Authority's on-call consultants, will perform the study.

For the single-family sector, samples of garbage, recyclables and organics will be collected from individual carts at the curb for sorting, prior to collection by Republic. The study will determine capture rates by material for the single-family sector. For example: "90% of aluminum cans are being captured for recovery in the blue carts while 9 % of aluminum cans are being improperly placed in the black carts and 1% improperly placed in the green carts." To alert residents about the study, staff communicated with the Member Agency liaisons, provided content for inclusion in member agency e-newsletters, and posted on social media.

Samples of commercial and multifamily garbage will be taken from truckloads of collected materials being emptied by Republic's vehicles at the Republic Services' Contra Costa Transfer & Recovery Station (CCTRS) in Martinez.

The objective of the study is to determine statistically valid composition data regarding materials collected within the Authority's service area. Materials will be sorted into 60 categories (e.g. mixed paper, cardboard, green glass, PET plastic, food-soiled paper, etc.) For the multi-family and commercial sectors, the study will determine the composition of the garbage (materials in the grey/black containers). For example: "15% of multi-family garbage is compostable paper."

Due to the passage of AB 2346 last year, RecycleSmart may be able to use the results of the study to reduce its recovered organic product procurement target, depending on the results. This could reduce our overall costs of compliance with this portion of the SB 1383 regulatory requirements. Staff will know more about this possibility after the study is completed.

Waste Characterization Study dates & location. The study will take place at the CCTRS in Martinez. Please let Judith know if you would like to visit during the study.

- Residential trash, recycling and organic cart capture: March 3-7 and March 10- 14
- Multifamily trash: March 19-21
- Commercial trash: March 24-28

Staff participated in or attended the following meetings in January and February 2025

- Countywide AB 939 Manager meeting, January 21
- Bay Area SB 1383 Edible Food Recovery meeting, January 21
- Walnut Creek Repair Café, January 25
- SB 1383 Bay Area Support Group, February 6
- Orinda Community Meeting, January 14 & February 11
- Moraga Liaison Meeting, January 10 & February 21
- California Organics Recycling Council Monthly Meeting, January 10 & February 14
- SB 54 CalRecycle information session, February 3
- California Resource Recovery Association Construction and Demolition Quarterly Meeting, February 10
- Lafayette Environmental Task Force, January 9 & February 13
- Orinda Rotary Presentation by Judith Silver, RecycleSmart, February 12

Standing Agenda Items for Board Meetings

January	<ul style="list-style-type: none"> - Adopt Solid Waste Collection Maximum Rates for Rate Year 2025-26 (Action) - Welcome New Board Members, if any - Board of Directors Retreat
February	<ul style="list-style-type: none"> - Mid-Year Budget Report (Presentation) - Welcome New Board Members, if any
March	<ul style="list-style-type: none"> - Chair and Vice-Chair Appointments (Action) - Resolution for outgoing Chair (Action) - Recommended Positions on 2025 Legislative Bills (Consent)
April	<ul style="list-style-type: none"> - Executive Director Performance Evaluation (Closed Session) - <b style="color: green;">Presentations from Collection Franchise Proposers (2025 only)
May	<ul style="list-style-type: none"> - Waste Reduction Student Scholarships (Presentation) - Operations and Reuse Fund Budgets for Fiscal Year 2025-26 (Action)
June	<ul style="list-style-type: none"> - No standing items
July	<ul style="list-style-type: none"> - Legislative Update (Presentation) - <b style="color: green;">Award Collection Franchise Agreement (2025 only)
September	<ul style="list-style-type: none"> - Annual Schools Program Report (Presentation) - Base rate application for Rate Year 12 (Presentation) - CalRecycle Annual Report & SB 1383 Compliance (Presentation)
October	<ul style="list-style-type: none"> - 2025 Final Legislation Update (Presentation)
December	<ul style="list-style-type: none"> - Board of Directors 2026 Meeting Schedule (Consent) - Receive Fiscal Year Financial Statement & Independent Auditors Report (Consent) - Fiscal Year 2024-25 Funds in Excess of Reserve (Action) - Solid Waste Collection Rates for Rate Year 12 (Presentation) - Farewell to Board Member(s), if any

2025 Standing Committee Meetings

Legislation Committee meeting (March 17)	<p><u>2025 Legislative Bills</u> Review and discuss legislation and direct Staff to present Committee's recommendations to the full Board at the April meeting, for potential action (Action)</p>
Personnel Committee meeting (March 20)	<p><u>Fiscal Year 2025-26 Annual Review of Salary Schedule</u> Review the Authority's salary schedule and COLA information provided by Staff and provide recommendations to the Finance and Administration Committee to be included in the Fiscal Year 2025-26 draft budget (Action)</p> <p><u>CLOSED SESSION: Conference with Labor Negotiators</u> Pursuant to Government Code 54957.6 Agency's designated representative: Matt Francois</p> <p>Unrepresented employees: Executive Director, Executive Assistant/Secretary to the Board, Senior Accountant, Waste Prevention and Recycling Manager II, Waste Prevention and Recycling Manager III, Contract Compliance Specialist</p> <p>Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: Executive Director</p>
Finance & Administration Committee meeting (March 31)	<p><u>Operations Fund and Reuse Fund Budgets for Fiscal Year 2025-26</u> Adopt Operations Fund and Reuse Fund Budgets for Fiscal Year 2025-26, as set forth in Attachments A and B, or as amended by the Committee and forwarded to the full Board for approval (Action)</p>



2025 Board of Directors and Committee Assignments

Board of Directors	Personnel Committee	Finance Committee	Legislative Committee
Candace Andersen	Matt Francois, Chair	Candace Andersen	Newell Arnerich, Chair
Newell Arnerich	Ken Carlson	Newell Arnerich	Candace Andersen
Ken Carlson	Lisa Maglio	Gina Dawson	Lisa Maglio
Gina Dawson	John McCormick	Brian Dolan	John McCormick
Brian Dolan	Renee Morgan	Darlene Gee	Janet Riley
Matt Francois	Janet Riley	Cindy Silva	Cindy Silva
Darlene Gee			Franchise Vendor Selection Ad Hoc Committee
Lisa Maglio			Candace Andersen
John McCormick			Newell Arnerich
Renee Morgan			Brian Dolan
Janet Riley			Matt Francois
Cindy Silva			Darlene Gee
			John McCormick

Future Agenda Items

TYPE	BOARD MEETING: 03/27/2025
C	Approve 02/27/2025 Minutes
A	Elect Chair and Vice Chair for 2025-26
A	Resolution Recognizing Gina Dawson as Chair for 2024-25
A	2025 Legislation Bills and Recommendations
I	Executive Director's Monthly Report

TYPE	BOARD MEETING: 04/24/2025
C	Approve 03/27/2025 Minutes
I	Executive Director's Monthly Report
P	Presentations from Collection Franchise Proposers

TYPE	BOARD MEETING: 05/22/2025
C	Approve 04/24/2025 Minutes
A	Operations and Reuse Fund Budgets for Fiscal Year 2025-26
I	Executive Director's Monthly Report
P	Waste Reduction Student Scholarships

Note: Award of the Collection Franchise Agreement is scheduled for July 24, 2025.

TYPE

- C – Consent Item
- A – Action Item
- I – Information Item
- P – Presentation