

**REGIONAL WASTE MANAGEMENT AUTHORITY
MEETING MINUTES
January 29, 2026**

I. Call to Order & Roll Call

The meeting was called to order by Chairman Shaw on January 29, 2026, at 5:03 p.m.

Present: Shaw (Chairman), Teter, and Woten, Buttacavoli (Vice-Chairman), and Bains

Absent: House

II. Public Business from the Floor

Recology General Manager Diaz introduced their new Waste Zero Specialist Sandra to the RWMA.

Diaz also invited the Board along with RWMA staff to the Compost Council Conference Demo Day which will take place in Wheatland at the Ostrom Rd Landfill on 02/05. They will have a shuttle to and from the Hard Rock for those that may need to leave early.

III. Board Business

1. Chairman- Director Buttacavoli made a motion to nominate Director Shaw as the continuing Chairman of the Board. Director Woten seconded the motion, and it was carried unanimously.
2. Vice-Chairman- Director Shaw made a motion to nominate Director Buttacavoli as the continuing Vice-Chairman of the Board. Director Bains seconded the motion, and it was carried unanimously.

IV. Concent Calendar

Director Buttacavoli made a motion to approve the Consent Calendar. Director Bains seconded the motion, and it was carried unanimously.

V. Other Business

A. Agreement for SB 1383 Recovered Organic Waste Procurement

Baxter explained that the member agencies of RWMA have a requirement to procure recovered organic waste procurement annually based on population size. Although

not part of the RWMA JPA agreement, RWMA has managed procuring compost to meet these requirements since 2023. Our current contract with zero footprint is about to expire, so Staff requested proposals from ZFP and Agromin. Both companies offer a direct service provider agreement approach where the cost of purchasing and transporting compost is supplemented with the JPAs funding commitment to purchase the required target of ROWP materials annually so that the member agencies meet their SB 1383 requirement.

After reviewing the proposals, staff recommend approving an agreement with Agromin. The agreement would cover calendar years 2026 and 2027, with a term extending through March 1, 2028, for reporting purposes.

The proposed cost for reimbursement is \$13 per ton of procured compost. One item that was not included in the staff report and will need to be modified in the final contract is the additional cost as it relates to sales tax. This equates to approximately \$12,000 over the 2-year period for a total not to exceed 77,000 in Calendar Year 2026 and 97,000 in Calendar Year 2027. (ITEM 3 on page 4 of the draft agreement) for a total of 174,000 per ton for the 2-year contract. Agromin would be responsible for documentation, reporting, and audit support required for SB 1383 compliance. The costs associated with this agreement, including sales tax, are supported by the SB 1383 Regulatory Surcharge previously adopted by the Board in June 2025.

RWMA staff is recommending approval of the agreement and authorization for the Executive Director to execute the contract.

Director Buttacavoli asked if this is \$10 less than our current ZFP contract and that the RWMA will not be losing any services. Baxter confirmed that this in fact correct.

Director Bains made a motion to approve the authorization of the Executive Director to execute the Agromin contract. Director Buttacavoli seconded the motion, and it was carried out unanimously.

B. Agreement Between RWMA and Yuba-Sutter Foodbank

Baxter explained that the RWMA staff recommends approving a Funding Agreement with the Yuba-Sutter Food Bank to support RWMA's SB 1383 edible food recovery requirements. SB 1383 requires adequate recovery capacity for Tier 1 and Tier 2 for edible food generators, and the Food Bank is a qualified nonprofit partner with the capacity to support this work. The agreement establishes a formal funding mechanism using surcharge funds to expand regional edible food recovery efforts.

The term runs from January 1, 2026, through June 30, 2026, with an option to extend through June 30, 2027, subject to Board approval.

Baxter further explained that up to \$200,000 in FY 2026 surcharge funds would be provided, paid quarterly and restricted to eligible edible food recovery activities. Funding is already included in the adopted FY 2026 budget and does not create a new or unfunded obligation. The RWMA staff recommends approval of the agreement and authorization for the Executive Director to execute it.

Director Bains made a motion to approve the agreement between the RWMA and Yuba-Sutter Foodbank. Director Buttacavoli seconded the motion, and it was carried out unanimously.

C. Staffing Salary Schedule and Organizational Assessment

Baxter explained that this staff report follows up on the Board's June 2025 request for additional information related to staff compensation and organizational structure. Since transitioning to a direct-hire model in 2022, RWMA has not implemented a salary schedule adjustment, despite expanded responsibilities tied to SB 1383 and increased regulatory demands. Staff conducted two internal reviews: a regional salary survey and an organizational assessment comparing RWMA to peer JPAs. The salary survey shows RWMA's Management Analyst salaries are approximately 23% below peer agency averages. During the same period, CPI-U increased by about 10% cumulatively, while RWMA salaries remained unchanged.

The RWMA staff is recommending Option 1, adjusting salaries by approximately 23% to restore market competitiveness and support recruitment and retention.

The organizational assessment also found that the RWMA lacks an intermediate management role, which limits internal advancement and concentrates operational risk at the executive level. To address this, staff recommends establishing a Program Manager position between Management Analyst II and the Executive Director. The Program Manager role creates a clear career pathway, improves operational continuity, and supports succession planning. Salary benchmarking for the Program Manager was based on 37 comparable positions throughout Yuba and Sutter Counties, resulting in a proposed monthly range of \$9,049 to \$10,999 under the recommended option.

The estimated annual cost of the recommended adjustments is approximately \$56,000, which can be fully supported by the existing budget.

Staff is recommending the Board:

- Approve the Management Analyst salary adjustment (Option 1),

- Approve the Program Manager position and salary range, and
- Direct staff to evaluate any additional staffing needs during the FY 2026–27 budget process.

Director Buttacavoli asked if Baxter could explain option three. Baxter explained that option three is the average of option 1 (23%) and Option 2 (10%). Buttacavoli followed up asking what the impact would be of the Program Manager. Baxter explained that it is a stepping stool for a management analyst to work towards. It would be a way to allow for growth within the organization. As presented, adding the Program Manager position is anticipated to be a promotion to a Management Analyst II. The salary presented is the same for Management Analyst II Step E and Program Manager Step A, so it would create no additional change in the fiscal impact.

Director Bains made a motion to table the staffing salary schedule and organizational assessment until the next meeting to see a comparison of full salary packages including health care, benefits, and salaries compared to the other municipalities. Director Teter seconded the motion; it carried unanimously.

VI. Adjournment

The meeting of January 29, 2026, was adjourned at 5:42 p.m.

THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, February 19, 2026, IN YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.