



**Mission Statement:**

The Mission of the IWMA is to provide coordinated efforts to follow state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

**EXECUTIVE COMMITTEE MEMBERS:**

President, Robert Robert, City of Grover Beach  
Vice President, James Guthrie, City of Arroyo Grande  
Past President, Jan Marx, City of San Luis Obispo

**Instructions For Written Public Comment:**

Written Public Comment must be submitted by 9:00 AM the day before the meeting. Community members are encouraged to submit written public comment via email to Andrea Biniskiewicz, Clerk of the Board, at [abiniskiewicz@iwma.com](mailto:abiniskiewicz@iwma.com). Agenda correspondence received by 9:00 AM on the day before the meeting day will be posted on the [IWMA website](#) and become part of the official record of the Executive Committee Meeting. Community members may attend the meeting in person at the San Luis Obispo County Integrated Waste Management Authority Conference Room, 870 Osos Street, San Luis Obispo, CA 93401.

**Americans with Disabilities Act Compliance:**

In compliance with the Americans with Disabilities Act (ADA), the IWMA is committed to including the disabled in all its services, programs, and activities. If you need special aid to participate in this meeting, please get in touch with Andrea Biniskiewicz, Clerk of the Board, at least 72 hours before the meeting to enable the IWMA to make reasonable arrangements to ensure accessibility to the meeting. The IWMA Clerk of the Board can be reached at (805) 781-2191 and through email at [abiniskiewicz@iwma.com](mailto:abiniskiewicz@iwma.com).

- 1. Call To Order**
- 2. Roll Call**
- 3. Pledge Of Allegiance**

**Non-Agenda Public Comment Period**

**PRESENTATION**

- 4. Executive Director's Report**  
Led by Peter Cron, Executive Director.

**Consent Agenda Public Comment Period**

**CONSENT AGENDA**

- 5. Executive Committee Meeting Minutes Review – September 26, 2024 [Page 3](#)**  
Recommendation: Approve the September 26, 2024, Executive Committee Meeting Minutes.

**Regular Agenda Public Comment Period**

**REGULAR AGENDA**

**6. Board Meeting Agenda Draft Review – November 13, 2024 [Page 7](#)**

Recommendation: Review, discuss, and approve the draft November 13, 2024, IWMA Board Meeting Agenda.

**Closed Session Public Comment Period**

**CLOSED SESSION**

The Board of Directors will recess into closed session pursuant to the Ralph M. Brown Act on the following item:

**7. Public Employee Performance Evaluation - Executive Director**

Recommendation: Pursuant to Government Code § 54957(b)(1) -- Title: Executive Director.

**Readjourn to Open Session and Closed Session Report**

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**8. Executive Committee Member Communications**

Provides Executive Committee members an opportunity to make an announcement and briefly report on their activities directly related to agency business.

**ADJOURNMENT**

2024 Upcoming Meetings and Events	
Board of Directors	November 13, 2024
Executive Committee	2025 Calendar TBD

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Andrea Biniskiewicz, Clerk of the Board  
**RE:** Executive Committee Meeting Minutes Review – September 26, 2024

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Approve the September 26, 2024, Executive Committee Meeting Minutes.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 2024-09-26 EC Minutes



## **Executive Committee Meeting Minutes**

September 26, 2024, 10:00 AM  
870 Osos Street, San Luis Obispo, CA. 93401

### **Executive Committee Members:**

President, Robert Robert, City of Grover Beach  
Vice President, James Guthrie, City of Arroyo Grande  
Past President, Jan Marx, City of San Luis Obispo

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#### **1. Call To Order**

Vice President Guthrie called the Executive Committee to order on September 26, 2024, at 10:28 AM.

#### **2. Roll Call**

Committee Members Present: Guthrie, Marx  
Committee Members Absent: Robert

#### **3. Pledge Of Allegiance**

### **Closed Session Public Comment Period**

No public comment submitted.

### **Presentation**

#### **4. Executive Directors Report**

Presented by Executive Director, Peter Cron.

### **Consent Agenda Public Comment Period**

No public comment submitted.

### **Consent Agenda**

#### **5. Executive Committee Meeting Minutes Review – August 30, 2024**

Recommendation: Approve the August 30, 2024, Executive Committee Meeting Minutes.

**Motion By** Past President Marx  
**Second By** Vice President Guthrie

To approve Item 5.

Motion approved on the following roll call vote:

Ayes: Marx, Guthrie

Noes: None

**CARRIED (2 to 0)**

**Regular Agenda Public Comment Period**

No public comment submitted.

**Regular Agenda**

**6. Request for Proposal for Video Content Production**

Recommendation: 1) Approve the Request for Proposal for Video Content Production and 2) grant the Executive Director authority to release the RFP, review, and rank proposals to bring back to the IWMA Board of Directors for final selection and contract award.

**Motion By** Past President Marx  
**Second By** Vice President Guthrie

To approve Item 6.  
Motion approved on the following roll call vote:  
Ayes: Marx, Guthrie  
Noes: None

**CARRIED (2 to 0)**

**7. Request for Proposal for Waste Characterization Study**

Recommendation: 1) Approve the Request for Proposal for Waste Characterization Study and 2) grant the Executive Director authority to release the RFP, review, and rank proposals to bring back to the IWMA Board of Directors for final selection and contract award.

**Motion By** Vice President Guthrie  
**Second By** Past President Marx

To approve Item 7.  
Motion approved on the following roll call vote:  
Ayes: Marx, Guthrie  
Noes: None

**CARRIED (2 to 0)**

**8. Amend the 2024 Board of Directors Meeting Calendar – October 9, 2024**

Recommendation: Amend the 2024 IWMA Board of Directors Meeting Calendar to cancel the October 9, 2024, IWMA Board of Directors Meeting.

**Motion By** Vice President Guthrie  
**Second By** Past President Marx

To approve Item 8.  
Motion approved on the following roll call vote:  
Ayes: Marx, Guthrie  
Noes: None

**CARRIED (2 to 0)**

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**9. Executive Committee Member Communications**

No action.

**Adjournment**      **10:55 AM**

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Sasha Del Giorgio, Clerk of the Board  
San Luis Obispo County Integrated Waste Management Authority

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Andrea Biniskiewicz, Clerk of the Board  
**RE:** Board Meeting Agenda Draft Review – November 13, 2024

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Review, discuss, and approve the draft November 13, 2024, IWMA Board Meeting Agenda.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 11-13-24 BOD DRAFT Agenda Cover Sheet

San Luis Obispo County Integrated Waste Management Authority

**BOARD MEETING AGENDA**

Wednesday, November 13, 2024, 1:30 PM

In-Person Meeting:

County of San Luis Obispo Government Center

**Board of Supervisor Chambers**

1055 Monterey Street, | San Luis Obispo, CA 93408



**Mission Statement:**

The Mission of the IWMA is to provide coordinated efforts to follow state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

**BOARD OF DIRECTORS:**

Robert Robert, President, City of Grover Beach

James Guthrie, Vice President, City of Arroyo Grande

Jan Marx, Past President, City of San Luis Obispo

Charles Bourbeau, City of Atascadero

Jimmy Paulding, County of San Luis Obispo, District 4 Supervisor

John Hamon, City of El Paso de Robles

Laurel Barton, City of Morro Bay

Robert Enns, Special Districts

Scott Newton, City of Pismo Beach

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1. **Call To Order**
2. **Roll Call**
3. **Pledge Of Allegiance**

**Non-Agenda Public Comment Period**

**PRESENTATIONS**

4. **Executive Director's Report**  
Led by Peter Cron, Executive Director.

**Consent Agenda Public Comment Period**



## **CONSENT AGENDA**

**5. Executive Committee Minutes Receive and File – September 26, 2024**

Recommendation: Receive and file the September 26, 2024, Executive Committee Meeting Minutes.

**6. Board Meeting Minutes Review – September 11, 2024**

Recommendation: Approve the September 11, 2024, Board Meeting Minutes.

**7. Monthly Financial Reports**

Recommendation: Receive and file the attached monthly financial reports.

**8. Harshwal & Company LLP. Auditing Services Engagement Letter**

Recommendation: Authorize the Board President to sign an Engagement Letter with Auditor Harshwal for auditing services of the fiscal years ending on June 30 in 2025, 2026, and 2027.

**9. Resolution 2024-11-01, Budget Adjustment Request – Capital Outlay**

Recommendation: Approve Resolution 2024-11-01, authorizing the Board President and Executive Director to sign a Budget Adjustment Request (BAR) for Capital Outlay of \$900,000, to complete the purchase of the 555 Chorro Street, San Luis Obispo building.

**10. 2025 IWMA Calendar**

Recommendation: Approve the 2025 IWMA Board of Directors, Executive Committee Meeting and Holiday Calendar.

## **Regular Agenda Public Comment Period**

## **REGULAR AGENDA**

**11. Technical Assistance Grant Application - City of Arroyo Grande**

Recommendation: Authorize the Executive Director to award \$10,000 in grant funds to the City of Arroyo Grande to purchase water bottle filling stations for city facilities to assist with the City's waste reduction efforts of single-use plastic bottles.

**12. Technical Assistance Grant Application – ECOSLO**

Recommendation: Authorize the Executive Director to award \$10,000 in grant funds to ECOSLO to help businesses reduce single-use waste through the "Reusables Rebate" initiative, two annual in-person events, and social media content.

**13. Solid Waste Management Fee Study – Contract Recommendation**

Recommendation: A) Approve and accept staff's ranking and recommendation of the Selected Firm; and B) authorize staff to negotiate and finalize the contract for a Solid Waste Management Fee with the Selected Firm; and C) authorize the Board President to sign the final contract with the Selected Firm.

**14. Waste Characterization Study – Contract Recommendation**

Recommendation: A) Approve and accept staff's ranking and recommendation of the Selected Firm; and B) authorize staff to negotiate and finalize the contract for a Waste Characterization with the Selected Firm; and C) authorize the Board President to sign the final contract with the Selected Firm.

**15. Video Content Production – Contract Recommendation**

Recommendation: A) Approve and accept staff’s ranking and recommendation of the Selected Firm; and B) authorize staff to negotiate and finalize the contract for Video Content Production with the Selected Firm; and C) authorize the Board President to sign the final contract with the Selected Firm.

**Closed Session Public Comment Period**

**CLOSED SESSION**

The Board of Directors will recess into closed session pursuant to the Ralph M. Brown Act on the following item:

**16. Public Employee Performance Evaluation - Executive Director**

Recommendation: Pursuant to Government Code § 54957(b)(1) -- Title: Executive Director.

**Readjourn to Open Session and Closed Session Report**

**17. Board Member Communications**

Provides board members an opportunity to make an announcement and briefly report on their activities directly related to agency business.

**ADJOURNMENT**

<b>2024 Upcoming Meetings and Events</b>		
<b>Board of Directors</b>	None	2025 Calendar TBD
<b>Executive Committee</b>	None	2025 Calendar TBD