



San Luis Obispo County Integrated Waste Management Authority

EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, January 23, 2025, 10:00 AM

In-Person Meeting:

870 Osos Street, San Luis Obispo, CA, 93401

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. 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.

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 – December 12, 2024** [Page 3](#)
Recommendation: Approve the December 12, 2024, Executive Committee Meeting Minutes.

Regular Agenda Public Comment Period

REGULAR AGENDA

- 6. Board Meeting Agenda Draft Review – February 13, 2025** [Page 6](#)
Recommendation: Review, discuss, and approve the draft February 13, 2025, IWMA Board Meeting Agenda.
- 7. Request for Proposal for Executive Director Recruitment Firm** [Page 9](#)
Recommendation: 1) Approve the Request for Proposal for Executive Recruitment Firm 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.
- 8. Board Member Orientation Packet** [Page 22](#)
Recommendation: Review and discuss the 2025 Board Member Orientation Packet.

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- 9. 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

2025 Upcoming Meetings and Events		
Board of Directors	February 13, 2025	March 12, 2025
Executive Committee	February 27, 2025	May 01, 2025

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Andrea Biniskiewicz, Clerk of the Board
RE: Executive Committee Meeting Minutes Review – December 12, 2024

BACKGROUND:

N/A

RECOMMENDATION:

Approve the December 12, 2024, Executive Committee Meeting Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 2024-12-12 EC Minutes



SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
Connecting the Community to Waste Solutions

EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, December 12, 2024, 10:00 AM
President, Robert Robert, City of Grover Beach
Vice President, James Guthrie, City of Arroyo Grande
Past President, Jan Marx, City of San Luis Obispo

1. Call To Order

President Robert called the Executive Committee to order on December 12, 2024 at 10:00am.

2. Roll Call

Committee Members Present: Guthrie, Marx, Robert
Committee Members Absent: None

3. Pledge Of Allegiance

Non-Agenda Public Comment Period

No Public Comment Submitted.

PRESENTATION

4. Executive Director's Report

Led by Peter Cron, Executive Director.

Consent Agenda Public Comment Period

No Public Comment Submitted.

CONSENT AGENDA

5. Executive Committee Meeting Minutes Review – October 31, 2024

Recommendation: Approve the October 31, 2024, Executive Committee Meeting Minutes.

Motion By Guthrie

Second By Marx

To approve Item 5.

Motion approved on the following roll call vote:

Ayes: Guthrie, Marx, Robert

Noes: None

CARRIED (3 TO 0)

Regular Agenda Public Comment Period

No Public Comment Submitted.

REGULAR AGENDA

6. Board Meeting Agenda Draft Review – January 8, 2025

Recommendation: Review, discuss, and approve the draft January 8, 2025, IWMA Board Meeting Agenda.

Motion By Marx

Second By Guthrie

To approve Item 6 as amended with the following changes:

- Include:
 - Item 9, Go2Zero Smart Compliance
 - Item 12, Capital Outlay exceeds \$50,000
 - Item 15, Closed Session, Public Employment: Executive Director

Motion approved on the following roll call vote:

Ayes: Marx, Guthrie, Robert

Noes: None

CARRIED (3 TO 0)

7. 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

10:39 PM

Andrea Biniskiewicz, Clerk of the Board
San Luis Obispo Integrated Waste Management Authority

Item No. 6
January 23, 2025

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Andrea Biniskiewicz, Clerk of the Board
RE: Board Meeting Agenda Draft Review – February 13, 2025

BACKGROUND:

N/A

RECOMMENDATION:

Review, discuss, and approve the draft February 13, 2025, IWMA Board Meeting Agenda.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 2-13-25 BOD DRAFT Agenda Cover Sheet

San Luis Obispo County Integrated Waste Management Authority

BOARD MEETING AGENDA

Thursday, February 13, 2025, 1:00 PM

In-Person Meeting:

870 Osos Street, San Luis Obispo, CA 93401



2:00 PM

San Miguel Garbage

6625 Benton Rd, Paso Robles, CA 93446

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

Cyndee Edwards, City of Morro Bay

Robert Enns, Special Districts

Scott Newton, City of Pismo Beach

Instructions For Written Public Comment:

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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.

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.

Regular Agenda Public Comment Period

REGULAR AGENDA

5. Executive Director Recruitment Firm – Contract Recommendation

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

The meeting will continue at San Miguel Garbage as noted below for Item 6.

6. IWMA Board Member Orientation

The Board will meet at San Miguel Garbage, located at 6625 Benton Rd, Paso Robles, CA 93446, for a presentation and site visit led by Aron Kardashian. The Board will convene the meeting and tour the facility at 2:00 PM.

The public is invited; however, transportation is not provided. **Persons interested in participating in the tour must RSVP by 12:00 PM, Monday, February 10, 2025 by emailing Andrea Biniskiewicz, Clerk of the Board at abiniskiewicz@iwma.com.**

ADJOURNMENT

2025 Upcoming Meetings and Events <i>to be approved</i>		
Board of Directors	Thursday, February 13	Wednesday, March 12
Executive Committee	Thursday, January 30	Thursday, February 27

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Daniel Cheung, Legal Counsel

RE: Request for Proposal for Executive Director Recruitment Firm

BACKGROUND:

At the January 8, 2025, Board Meeting, the Executive Director, Peter Cron, announced his retirement date of April 17, 2025. The role of Executive Director is an essential position to the agency as the Executive Director functions as the CAO of the JPA. This position is highly specialized, and the recruitment needs to be extensive and thorough to maintain an effective operational agency. The unique qualifications to fill this role require that the executive search be conducted through a professional firm that specializes in this type of service.

RECOMMENDATION:

- 1) Approve the Request for Proposal for Executive Recruitment Firm 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.
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FISCAL IMPACT:

This Committee action does not have a direct financial impact. However, contracting for Executive Director Recruitment Firms based upon the RFP process will have financial considerations. Fiscal impact will be discussed with the Board of Directors during presentation of the final contract.

ATTACHMENTS:

- A. RFP for Executive Director Recruitment Firm

EXECUTIVE DIRECTOR RECRUITMENT FIRM REQUEST FOR PROPOSAL

for San Luis Obispo County Integrated Waste Management Authority

RFP Released:

TBD

RFP Submission Deadline:

TBD



San Luis Obispo County IWMA
870 Osos Street
San Luis Obispo, CA 93401
805.782.8530

W: www.iwma.com

E: abiniskiewicz@iwma.com [Page | 10](#)



SECTION I - Introduction and Background

A. Introduction

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is seeking the services of a highly qualified executive search firm to manage the recruitment and selection of its Executive Director. The Contractor should have the knowledge and expertise to advise the Board of Directors on the recruitment and selection process to attract highly qualified candidates.

All proposals must be received by, on, or before Friday, February 7, 2025 at 12:00 PM PST. The preferred method for proposal submission is electronic via email to abiniskiewicz@iwma.com. However, if you wish to submit a paper copy, please submit it in a sealed envelope to:

SLO County IWMA
Attn: Andrea Biniskiewicz
870 Osos Street
San Luis Obispo, CA 93401

B. Background

The IWMA is a government entity formed through a Joint Powers Agreement governed by a nine-person Board of countywide elected officials. The IWMA Board of Directors consists of seven incorporated City representatives, one Special District representative, and one County representative. The Board of Directors oversees the IWMA office and its mission to provide coordinated efforts to comply with state waste and recycling policy on behalf of San Luis Obispo County member agencies through practical, cost-effective programs, education, and technical support.

The Executive Director acts as the Chief Administrative Officer in charge of the administrative, legal, engineering, operations, and financial activities of the Agency; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interacts with county/state/federal agencies to achieve District objectives.

The Contractor will serve as the Project Lead in this assignment and will be personally involved in the initial client meetings, development of the ideal candidate profile and search strategy, interviewing and assessment of candidates, the presentation of candidates, attendance at final interviews, and will be available throughout the search process to provide other related consulting services.

SECTION II – PROPOSAL

A. Proposal Format and Content

Proposals should be concise and limited to the information requested. Each proposal shall include the following information in this format:

1. Qualifications
 - a. Resumes of key personnel to be assigned to this project.
 - b. A list of Executive Director recruitment process that they have coordinated over the past three years.
2. Work Plan
 - a. Brief description of the work plan proposed to conduct the tasks set forth in Section III – Scope of Work.
 - b. Schedule summary to complete Scope of Work.
3. Budget, Retainer and/or Rates
 - a. Cost proposal which includes a proposed amount for each task and the overall cost to complete the entire scope of work.
 - b. List of personnel proposed to work on the project, allocations of time and hourly rates for those personnel.
 - c. The proposal shall provide a “not to exceed” cost ceiling.
4. References
 - a. Three professional references including name, entity, and contact information.

SECTION III – SCOPE OF WORK

A. Position Profile and Organizational Discussion

The initial assessment phase is a critical component of the search process. The Contractor will meet with the Board of Directors to discuss the organizational needs, position requirements, and critical attributes for the ideal candidate.

The goal for this aspect of the recruitment process is to:

- Understand the Authority’s priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

The Contractor would be responsible for developing a formal recruitment brochure, which includes the ideal candidate profile and serves as the key marketing information for this position, would be developed from the above discussions. The recruitment brochure is also utilized as the basis for advertising copy, on-line postings, and for other outreach purposes.

B. Development of the Search Strategy and Candidate Outreach

The search strategy should be developed in conjunction with the organizational discussion. Development of a high level of visibility with a comprehensive outreach program supplemented by a focused targeted recruitment approach that incorporates the following elements into this search:

- Initial and continual development and contact of a targeted candidate list.
- Utilization of Internet-based job boards and association-based websites that are unique and relate to the specific responsibilities of the position.
- Original research, which begins with identification and contact of individuals currently in the profession or other candidates who meet the profile but are not actively seeking employment.
- Development and electronic distribution of the comprehensive position announcement to various individuals within city/county waste management operations and special districts.
- Mailing of the hard-copy job announcement to various industry executives to ensure maximum visibility of the position.

C. Candidate Assessment

The Candidate assessment process involves several “tiers” of evaluation.

- All candidates responding for this position will initially be evaluated based on their resume and if appropriate, an extensive phone “screening” by the Contractor. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal interview with the principal in charge of the project.
- Interview candidates to explore a candidate’s past accomplishments and experiences.
- Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the Contractor who conducted the interview.
- Additionally, two initial reference interviews are performed with these candidates. The reference interviews provide our clients with additional insights on the candidate’s “behavior” and style.

D. Candidate Presentation

Upon completion of formal interviews and initial reference interviews, a selection of candidates for presentation is made. Presentation of candidates should include summary of the candidate’s background, submitted letter of interest and resume, Contractor’s assessment, and reference reports.

E. Selection Process

Once the final candidate interview group is identified, the Contractor will support the Authority with the final interview process as requested. Contractor will provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues.

SECTION IV – PROPOSAL REQUIREMENTS AND TIMELINE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestone dates may be adjusted without notice.

A. Proposal Format and Content Requirements

All proposals must include, and will be evaluated on, the following criteria:

1. Qualifications of Contractor and Personnel (45%)
2. Work Plan (including Schedule) (35%)
3. Budget, Retainer, and/or Rates (20%)
4. Client References (Must have positive references to be selected.)

B. Identify Existing and Potential Conflicts of Interest

List all current public clients in San Luis Obispo County for which the Contractor provides service. To the extent they are reasonably foreseeable, please indicate any actual or potential conflicts of interest that might arise from the Contractor's representation of the IWMA. Please outline the manner in which conflicts would be resolved, mitigated, or avoided.

C. Disclosure of Litigation

Contractor must include in its Proposal a complete disclosure of any civil or criminal litigation or indictment involving the Contractor. Contractor must also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime Contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Contractor has submitted a Proposal under this RFP must be disclosed to the IWMA in writing within five (5) days after the litigation has commenced.

D. Additional Information

Include the location of the business and the availability of appropriate professionals as needed. Identify any other related qualifications and information not specified in this RFP that the firm may consider essential and relevant to the IWMA.

E. Timeline

DATE –2025	EVENT
TBD	<ul style="list-style-type: none"> RFP release date
TBD	<ul style="list-style-type: none"> Deadline to submit written questions due by 12:00 PM (PST)
TBD	<ul style="list-style-type: none"> Proposals due by 12:00 PM (PST)
TBD	<ul style="list-style-type: none"> Preliminary screening process complete, including reference checks
TBD	<ul style="list-style-type: none"> Board consideration and approval of staff recommended Contractor (including proposer presentation, if requested)
TBD	<ul style="list-style-type: none"> Negotiate and finalize contract
TBD	<ul style="list-style-type: none"> IWMA Board President signs contract (if applicable)

C. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to abiniskiewicz@iwma.com with the email subject line of **QUESTIONS – Executive Director Recruitment Firm RFP by Friday, February 7, 2025 at 12:00 PM**. Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days. Questions and responses will be posted anonymously on the IWMA website: <https://www.iwma.com/open-bids-rfps>. The IWMA reserves the right to determine the appropriateness of comments/questions that will be posted on the IWMA website.

D. Submittal Instructions

If you or your Contractor is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe (.pdf) format, to abiniskiewicz@iwma.com with the email subject line of **PROPOSAL – Executive Recruitment Firm RFP, by Friday, February 7, 2025 by 12:00 PM.**

SECTION V - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

A. Criteria Weight

The proposals shall be reviewed based on the criteria and scale in Section IV (A) above.

Proposals will be reviewed upon receipt and the most qualified firms may be requested to make a presentation to the IWMA Executive Committee and/or Board of Directors.

B. Final Selection

IWMA Staff will formulate its recommendation for award of the Contract and forward its selection to the Board of Directors for approval. The final contract will be signed by the IWMA Board President.

C. Contract Award and Execution

The IWMA reserves the right to enter into contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer. The IWMA reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposer and does not obligate the IWMA in any manner. The IWMA reserves the right to award no contract and to solicit additional offers at a later date.

The contract awarded for this request will be written by the IWMA. A sample agreement is attached as Attachment 1-A.

Each proposer, by submitting a proposal, agrees that if the IWMA accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will not be considered. Proposers may be disqualified, and the proposal may be rejected by the IWMA for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP.
- Evidence of collusion among the proposers submitting the proposals.
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the proposer may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The RFP document and the successful proposal, as amended by agreement between the IWMA and the successful proposer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the IWMA may verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the IWMA determines that a change in such requirements is in the best interest of the IWMA.

The IWMA expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter into a contract with the IWMA. If the successful proposer fails to sign a contract within fourteen (14) calendar days, unless the IWMA grants an extension following the delivery of the contract documents, the IWMA may elect to negotiate a contract with the next-highest ranked proposer.

IWMA shall not be bound, or in any way obligated, until both parties have executed a contract. The selected proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules, and regulations. The IWMA reserves the right to request additional written and/or oral information from proposers at any time before contract award, to obtain clarification of their responses.

SECTION VI - GENERAL CONDITIONS

A. IWMA Rights & Options

All proposals must be submitted to the IWMA email address: abiniskiewicz@iwma.com with the email subject line of: **PROPOSAL – Executive Director Recruitment Firm** in Adobe (.pdf) format **by Friday, February 7, 2025 by 12:00 PM.**

- 1) All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
- 2) This RFP does not constitute an offer of employment or contract for services.
- 3) The IWMA may, in its sole and absolute discretion, accept or reject all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, if the IWMA determines such action to be in its best interests.

- 4) The IWMA reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-Contractors.
- 5) The issuance of this RFP does not constitute an agreement by the IWMA that any subsequent selection process will occur, or that any contract will be entered into by the IWMA. Proposals and other materials will not be returned.
- 6) The IWMA has the right to use any or all ideas or concepts presented in any proposal or interview without restriction and without communication to all applicants.
- 7) All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
- 8) All proposals shall remain active for one hundred twenty (120) days, following the closing date for receipt of proposals.
- 9) The IWMA reserves the right to award the contract to the Contractor who presents the proposal which, in the judgment of the IWMA, best accomplishes the desired results.
- 10) The term of the contract will be two years with a start date of August 2, 2024. The contract may be renewed at the discretion of IWMA for up to one twelve-month period. Any request by the Contractor to increase pricing may not exceed national or regional CPI and must align with the IWMA's budget cycle.
- 11) Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in the proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the IWMA during subsequent negotiations.

Under the provisions of the California Public Records Act (the "Act"), Government Code section 6250 et seq., all "public records" (as defined in the Act) of a local agency, such as the IWMA, must be available for inspection and copying upon the request of any person. Under the Act, the IWMA may be obligated to provide a copy of all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial, or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer

requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the IWMA considers proper under the law. If an agreement is entered into with the proposer, the IWMA shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

- 12) The IWMA will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless the IWMA in any action arising out of such dispute, lawsuit, claim, or demand.
- 13) The proposer warrants that no official or employee of the IWMA has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the IWMA.
- 14) Contractors submitting proposals shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, Contractor or corporation submitting a separate proposal for the same service and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals which are submitted by Contractors who have partnered with others to submit a cooperative proposal that clearly identifies a primary Contractor and the associated sub-Contractors.
- 15) Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code, § 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations, § 7285, et seq.).
- 16) Nondiscrimination: The proposer, regarding the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of any potential subcontractors.
- 17) Unforeseen additional items and/or services may be required. The IWMA therefore reserves the right to negotiate with the successful proposer for additional items and/or services beyond what is described in the final contract.

B. Changes to the RFP

This RFP is posted on the IWMA's website: <https://www.iwma.com/open-bids-rfps>. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the IWMA. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant added information during the response period. The IWMA is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any proposer who has already submitted their proposal and desires to make corrections, may remove and replace their proposal up to the date and time for which this RFP closes.

C. Communications

All communications concerning this RFP shall be directed to abiniskiewicz@iwma.com with the email subject line of: **QUESTIONS – Executive Director Recruitment Firm RFP**. All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

After the solicitation has closed, proposers can view the RFP on the IWMA website where any available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to abiniskiewicz@iwma.com with the email subject line of: **QUESTIONS – Executive Director Recruitment Firm RFP**.

D. Insurance

The selected proposer will be required to provide insurance coverage in the amount of one million dollars (\$1,000,000) Commercial General Liability Insurance, and two million dollars (\$2,000,000) of Professional Liability Insurance.

• INSURANCE REQUIRED	• COVERAGE LIMITS
• Commercial General Liability & Property Damage	• \$1,000,000 Per Occurrence
• Professional Liability	• \$1,000,000 Per Occurrence • \$2,000,000 Aggregate
• Auto Liability / Property Damage / Bodily Injury	• \$1,000,000 Per Occurrence
• Workman’s Compensation & Disability Benefits	• \$1,000,000 Per Occurrence

The selected proposer shall provide, within five (5) days after the contract for services is executed by all parties, a certificate of liability insurance naming the IWMA and its employees and officers as additionally insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the IWMA.

E. Exceptions and Deviations

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading “Exceptions and Deviations”. The IWMA may waive any immaterial deviation or defect in a proposal.

F. Award

The IWMA reserves the right to make awards within One Hundred Twenty, (120) days after the date of the RFP closing.

Thank you for your consideration!



TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Board Member Orientation Packet

BACKGROUND:

N/A

RECOMMENDATION:

1) Review and discuss the 2025 Board Member Orientation Packet.

FISCAL IMPACT:

N/A

ATTACHMENTS:

A. 2025 Board Member Orientation Packet



**SLO COUNTY IWMA
BOARD MEMBER**

WELCOME PACKET

2025



WELCOME

**TO OUR NEW AND RETURNING
BOARD MEMBERS, WE ARE HAPPY
TO HAVE YOU!**



In this packet, you will find:

- History of the IWMA
- Who we are and what we do
- Your role as a Board Member
- Key resources, including financials, programs, and our strategic plan.

Peter Cron

EXECUTIVE DIRECTOR & THE IWMA TEAM



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About the IWMA

MISSION

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

VISION

The IWMA will make continuous progress towards reducing waste in San Luis Obispo County by: revising the Joint Powers Agreement to include additional measures for local control by member agencies over the enforcement of IWMA policies.

VALUES

The decisions of the IWMA Board of Directors, staff, and contractors will be guided by the following values as they perform their respective roles:

Community Education

Stewardship

Cost-Effectiveness

Transparency

Professionalism

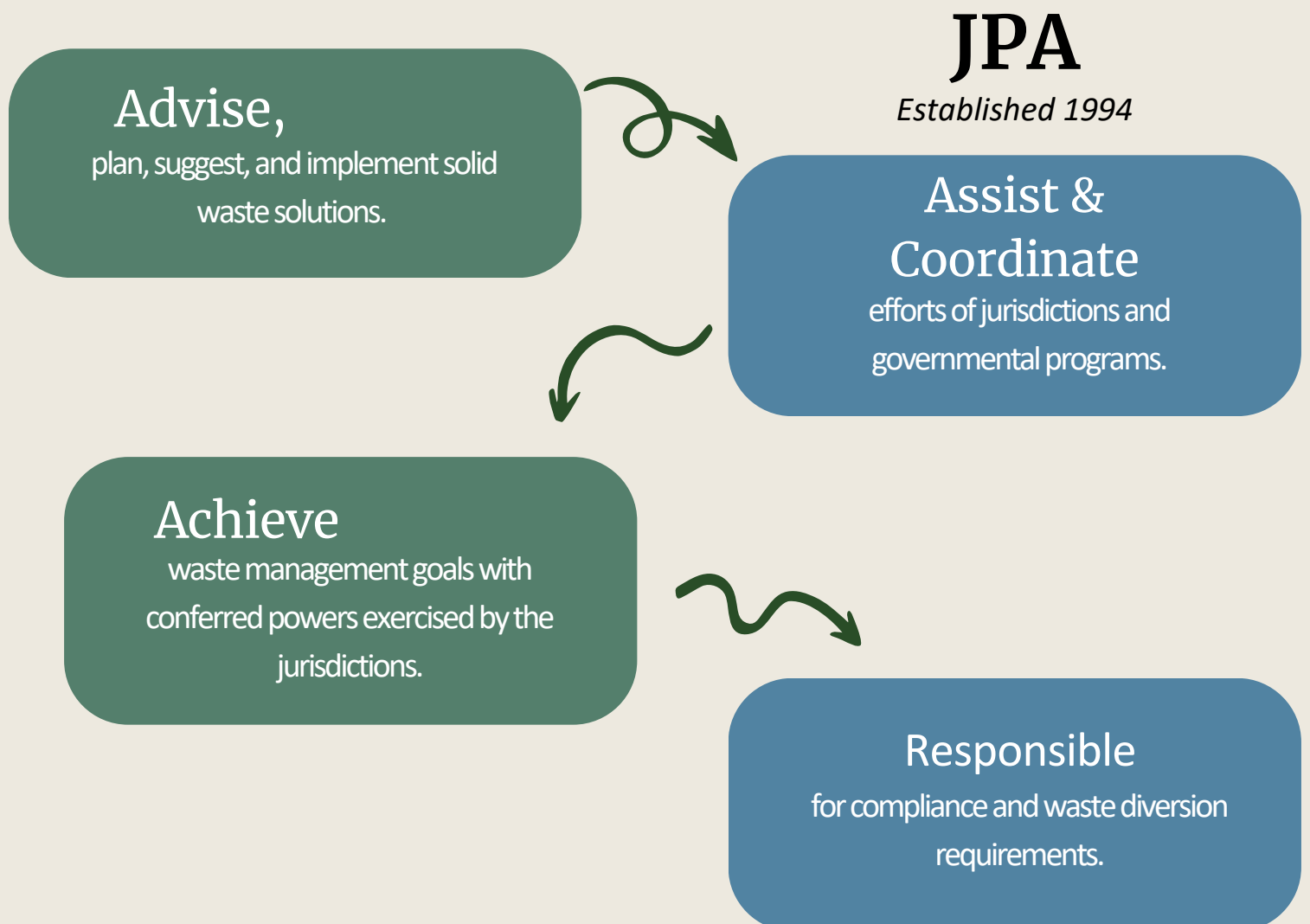


History of the IWMA

The IWMA is a Joint Powers Authority (JPA) formed in 1994 by San Luis Obispo County and the Cities and Community Service Districts (CSDs) within it to more effectively manage local solid waste programs. We're a public agency that was created in response to AB 939 and is governed by a Board of Directors elected to represent each of our member jurisdictions.

The IWMA represents 20 jurisdictions and serves a population of over 282,000 through management of our 44 solid waste and recycling programs

These jurisdictions formed the IWMA in 1994 to plan and implement regional solid waste and hazardous waste programs.



IWMA Today

OUR JURISDICTIONS



Community Service Districts

- Heritage Ranch
- San Miguel
- San Simeon Cambria
- Cayucos Sanitary District
- Ground Squirrel Hollow
- Templeton
- Los Osos
- Avila Beach
- California Valley
- Oceano
- Nipomo

Cities

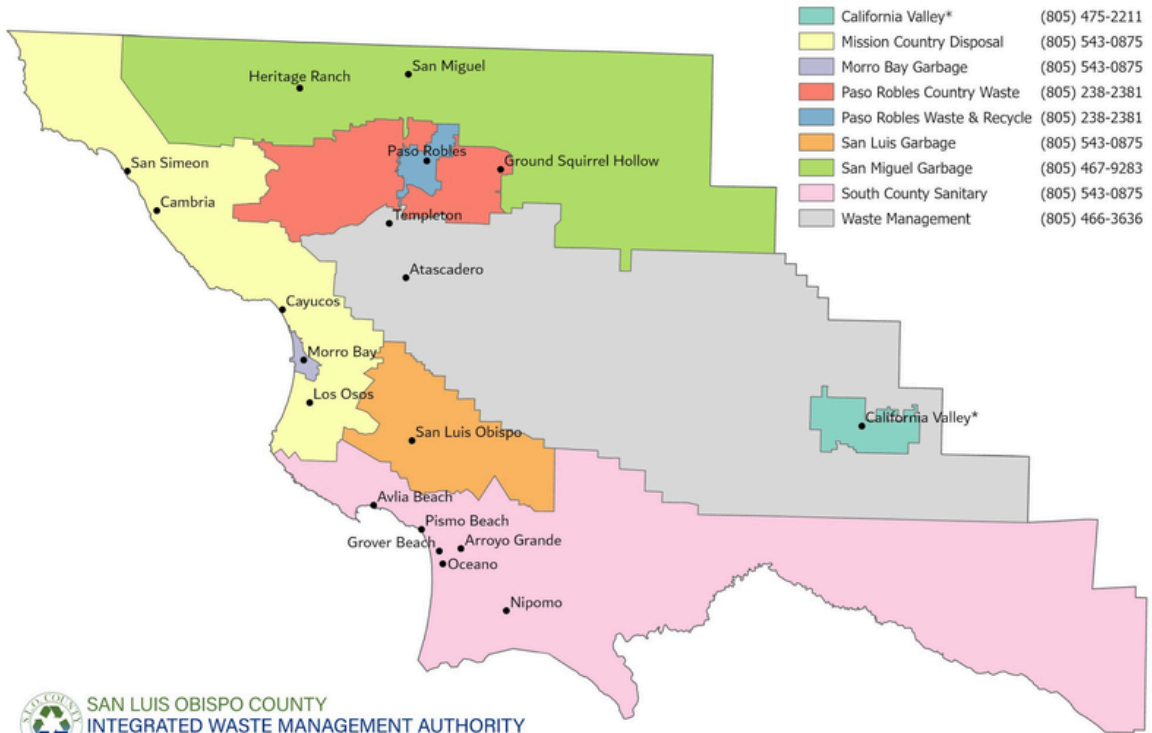
- Paso Robles
- Atascadero
- Morro Bay
- San Luis Obispo
- Pismo Beach
- Grover Beach
- Arroyo Grande

County of San Luis Obispo

IWMA Today

OUR JURISDICTIONS + SOLID WASTE SERVICES

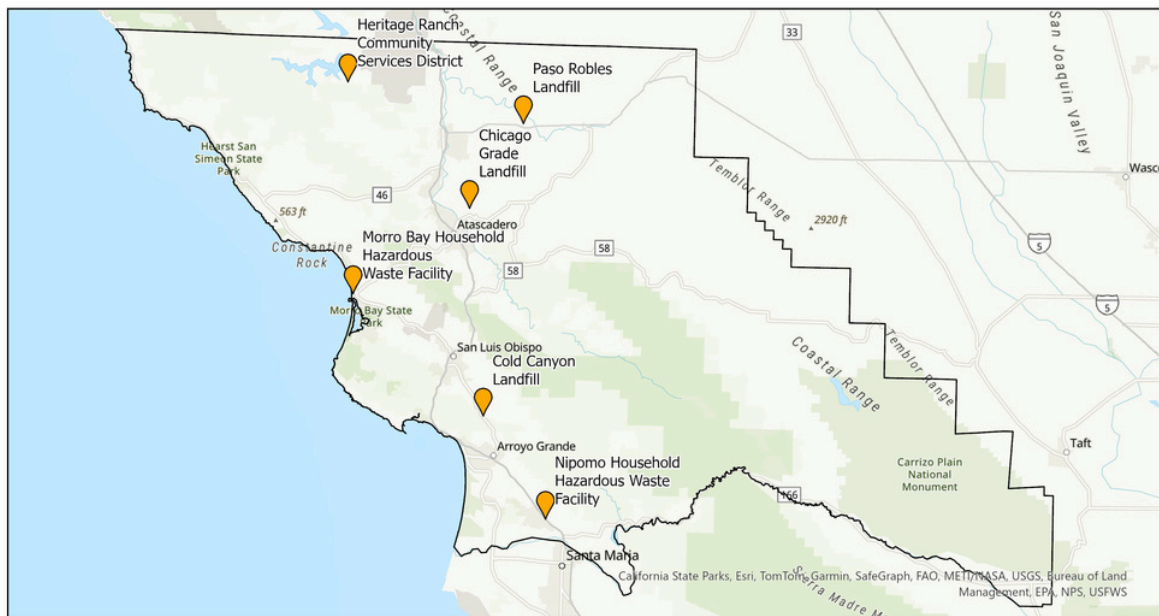
Solid Waste Franchise Haulers in San Luis Obispo County



 **SAN LUIS OBISPO COUNTY**
INTEGRATED WASTE MANAGEMENT AUTHORITY
Connecting the Community to Waste Solutions

*California Valley Community Services District operates trash and recycling pick-up for District residents.

Household Hazardous Waste (HHW) Sites in SLO County



Site	Address	HHW Hours
Chicago Grade Landfill	2290 Homestead Road, Templeton, CA	Saturdays 11am – 3pm
Cold Canyon Landfill	2268 Carpenter Canyon Road, San Luis Obispo, CA	Fridays and Saturdays 11am – 3pm
Heritage Ranch Community Services District	4870 Heritage Road, Paso Robles, CA	Friday 12pm – 2pm
Morro Bay Household Hazardous Waste Facility	160 Atascadero Road, Morro Bay, CA	Saturdays 11am – 3pm
Nipomo Household Hazardous Waste Facility	509 Southland Street, Nipomo, CA	Saturdays 11am – 3pm
Paso Robles Landfill	19000 CA Hwy. 46 East, Paso Robles, CA	Saturdays 11am – 3pm

IWMA Today

OUR PROGRAMS

*CA Environmental Protection Agency

*Department of Toxic Substance Control

CA EPA, CalRecycle, DTSC

IWMA

Residents
Institutions
Businesses

The IWMA manages over 44 programs mandated by the State, local ordinances, or otherwise adopted Strategic Plan and policies. Each program that the IWMA is responsible for requires development, implementation, and maintenance. While regulatory in nature, the IWMA does not perform enforcement action so the success of each long-lived program is based largely on the impacts of education and outreach.

How the IWMA works with jurisdictions

- Provide information and education about garbage, recycling, and organics for our community.
- Monthly meetings to discuss programs, events, and strategy.
- Collaborates on campaigns and events hosted by local jurisdictions via an outreach calendar.
- Manage the County's Hazardous Waste disposal programs.
- Oversee Retail Take Back programs
- Facilitate our community's Oil Take Back programs.

IWMA Today

OUR PROGRAMS + LEGISLATION

AB 939	Divert at least 50% of its waste stream away from landfills either through waste reduction, recycling, or other means.
AB 341	Mandatory Commercial Recycling - Recycling for commercial and multi-family residential dwellings with five or more units
SB 1383	Short Lived Climate Pollutants Law - Conduct education and outreach on organics recycling to all residents, businesses, haulers, solid waste facilities, local food banks, and other food recovery organizations.
AB 1826	Mandatory Commercial Organics Recycling Law - Organics recycling for businesses depending on the amount of waste they generate per week.
AB 827	Front-of-house collection containers to be visible, easily accessible, and clearly marked.
AB 1276	Businesses can only provide single-use food utensils and condiment packets when asked.

IWMA Today

Source Reduction + Recycling Element Programs

Programs

Commercial Compost Collection

- *Pick Up and Self-Haul*

Technical Assistance Grant

Local Assistance grant

Compost Rebate Program

Free Compost Pail

Wood Waste

Concrete / Asphalt / Rubble

Sludge - Sewage + Industrial

Tires

Mattresses

Xeriscaping + Grasscycling

Seasonal Collection

Scrap Metal

Route Reviews

Edible Food Recovery

Commercial Compliance

Hazardous Waste

E-Waste

Retail Take Back

Recycle Used Oil

Businesses, Residents, & Large Quantity

Facilities

Materials Recovery Facility

Landfill

HZI Anaerobic Digester

Household Hazardous Waste - Nipomo, Morro Bay, Cold Canyon.

Outreach + Education

School Classroom Curriculum

Recycling Guide - Website

Mailers

Social Media

Advertisements

Bin Stickers

Sort Report - Quarterly Newsletter

Annual Report

Ordinances

No.2019-1: Polystyrene

No. 2018-1: Sharps and Prescription
Medicine

No.2015-1: Unwanted Prescription

No.2012-1: Carryout Bags

No. 2010-1: Mercury-Added Thermostat

No. 2009-1: Paint Management

No. 2008-3: Mandatory recycling

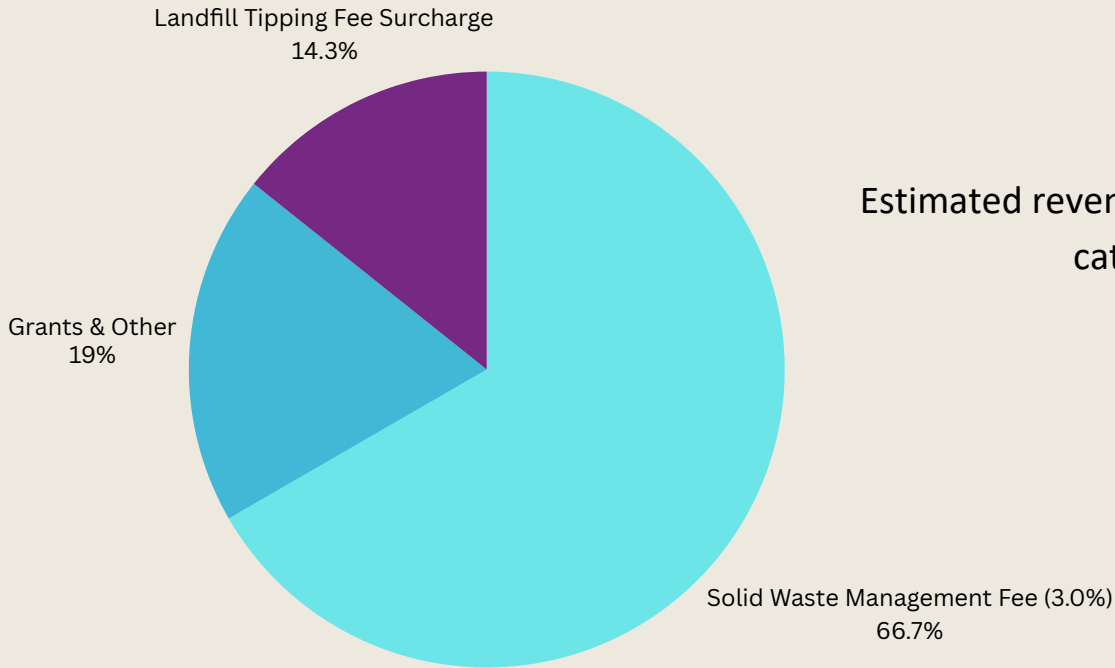
No.2008-2: Sharps Management

No. 2008-1: Household Batteries

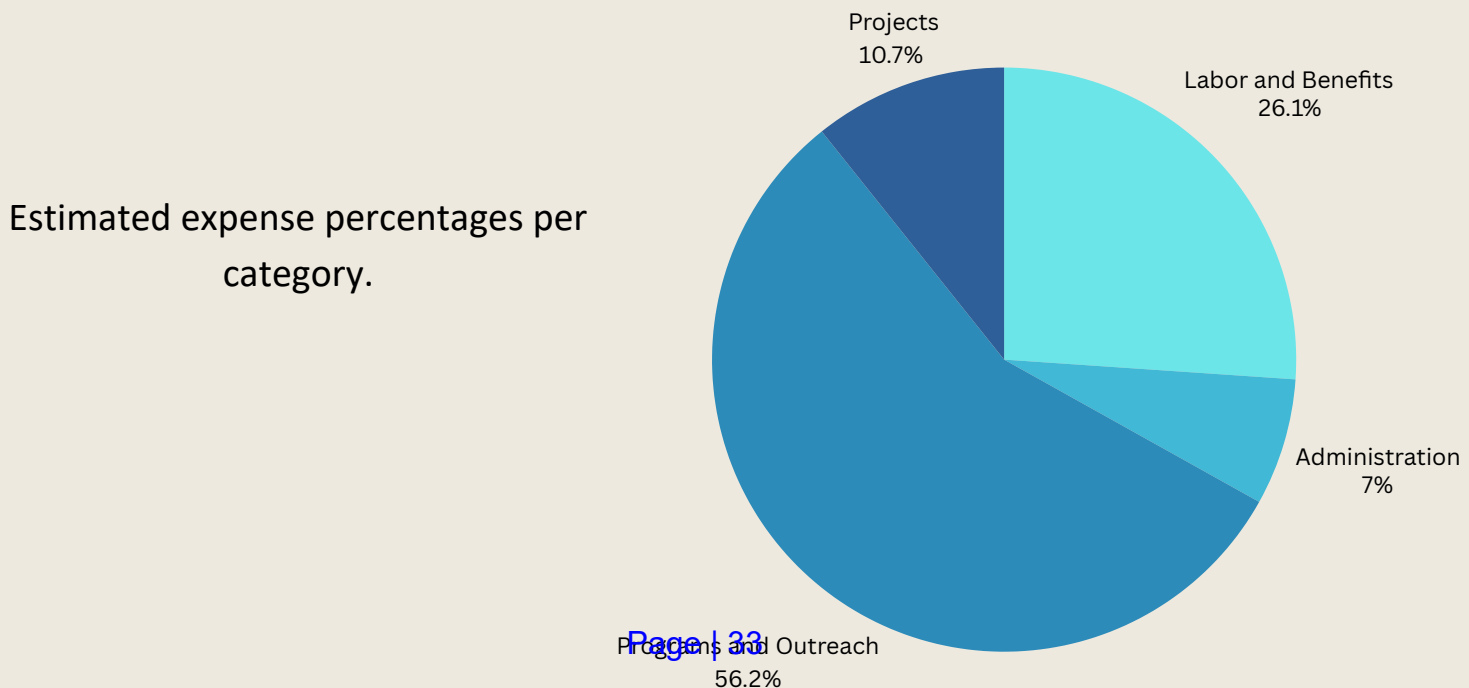
FINANCIAL OVERVIEW

***Fiscal Year 24/25 Budget is linked at the end of this packet.*

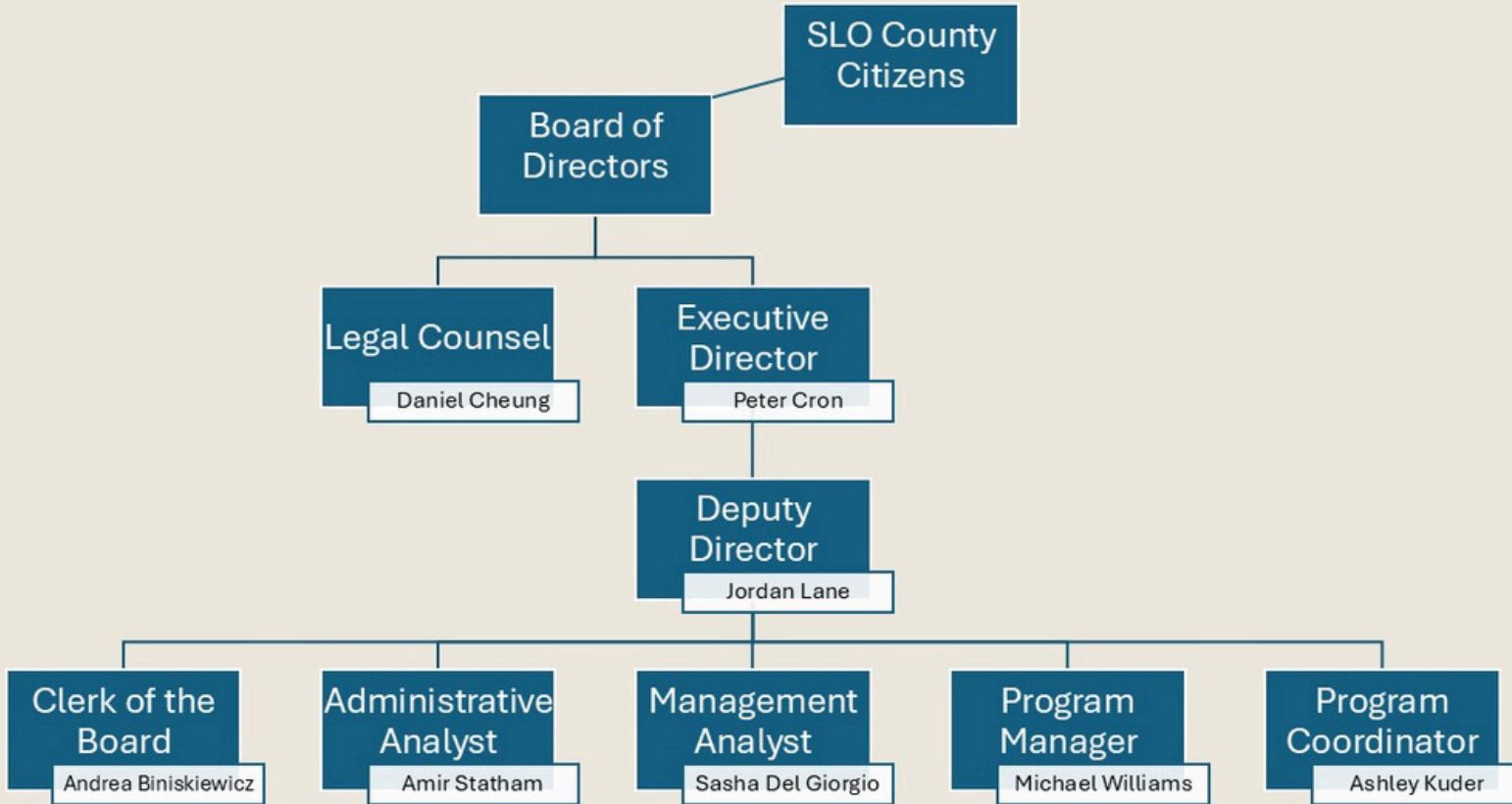
Revenue



Expenses



IWMA Organization Chart



Peter Cron, Executive Director
(805) 781-5952
pcron@iwma.com

Andrea Biniskiewicz, Clerk of the Board
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Amir Statham, Administrative Analyst
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astatham@iwma.com

IWMA Events



2025

IWMA BOARD & EXECUTIVE COMMITTEE MEETINGS

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
							31														

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

BOARD OF DIRECTORS MEETINGS, 1:30 PM
 EXECUTIVE COMMITTEE MEETINGS, 10:00 AM
 HOLIDAYS OBSERVED

Solid Waste Summit 2025 - Date TBD. Hosted by the IWMA, this event brings local government and private sector individuals from the solid waste industry together to create conversation and discussion around leading ideas, industry topics, and more, so that we can plan accordingly for our member jurisdictions.

Industry Events:

California Resource Recovery Association Conference: August 3, 2025 - August 6, 2025.



SLO IWMA

**BOARD OF
DIRECTORS**

BOARD ROLE

The IWMA Board oversees the IWMA agency and its mission to manage hazardous waste, universal waste, solid waste, green/food waste, and recycling for its member jurisdictions.

MISSION-DRIVEN

I ACKNOWLEDGE THE MISSION OF THE IWMA AND WILL ENSURE MY OVERSIGHT, INSIGHT, AND ENGAGEMENT ALIGN WITH THE MISSION.

FINANCIAL OVERSIGHT

I WILL OVERSEE THE IWMA'S FINANCIAL HEALTH AND INTEGRITY.

BOARD MEETINGS

I ACKNOWLEDGE THAT THE BOARD MEETINGS TAKE PLACE **9 TIMES PER YEAR** AND THAT THE AGENDA WILL BE MADE AVAILABLE 72 HOURS IN ADVANCE IN COMPLIANCE WITH THE BROWN ACT. I WILL REVIEW AGENDA PACKETS PRIOR AND BE AN ACTIVE PARTICIPANT DURING.

INSIGHT & ENGAGEMENT

THE BOARD DIRECTLY OVERSEES THE EXECUTIVE DIRECTOR OF THE IWMA. I WILL BE AN ACTIVE PARTICIPANT IN GIVING DIRECTION TO THE ORGANIZATION AND ACTIONABLE ITEMS.

Your Primary IWMA Contacts

Executive Director - Peter Cron

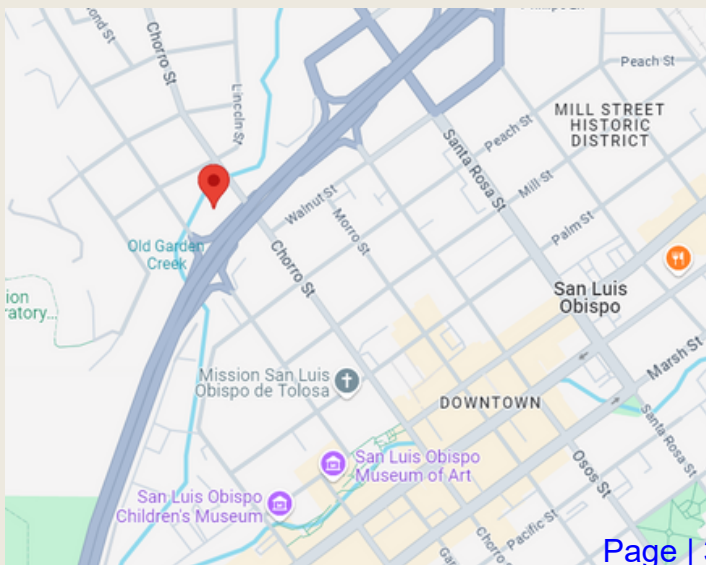
Direct: (805) 781-5952

Email: pcron@iwma.com

Clerk of the Board - Andrea Biniskiewicz

Direct: (805) 781-2191

Email: abiniskiewicz@iwma.com



IWMA Office

555 Chorro Street, Unit D
San Luis Obispo, CA 93401

Office Hours:

Monday - Friday

8:00am - 5:00pm

Telephone: (805) 782-8530

Email: iwma@iwma.com

IWMA Board Members

2025

Board Members

City of Arroyo Grande	Jim	Guthrie	kguthrie@arroyogrande.org
City of Atascadero	Charles	Bourbeau	bourbeaucharles@gmail.com
City of Grover Beach	Robert	Robert	rrobert@groverbeach.org
City of Morro Bay	Cyndee	Edwards	cedwards@morrobayca.gov
City of Paso Robles	John	Hamon	john@hamonohd.com
City of Pismo Beach	Scott	Newton	snewton@pismo beach.org
City of San Luis Obispo	Jan	Marx	jmarx@slocity.org
Special Districts	Robert	Enns	rbeci3421@gmail.com
County of San Luis Obispo	Jimmy	Paulding	Aid: jsfranko@co.slo.ca.us



IWMA Board Members

2025

Alternates

City of Arroyo Grande	Kate	Secret	ksecret@arroyogrande.org
City of Atascadero	Susan	Funk	sfunk@atascadero.org
City of Grover Beach	Kathy	McCorry	kmccorry@groverbeach.org
City of Morro Bay	Bill	Luffee	bluffee@morrobayca.gov
City of Paso Robles	Chris	Bausch	cbausch@prcity.com
City of Pismo Beach	Stacy	Inman	sinman@pismobeach.org
City of San Luis Obispo	Michelle	Shoresman	mshoresman@slocity.org
Special Districts	Daniel	Burgess	relicrod66@aol.com
County of San Luis Obispo	Dawn	Ortiz-Legg	dortizlegg@co.slo.ca.us



BOARD MEMBER

KEY RESOURCES

GOVERNMENT RESOURCES

The IWMA conducts meetings pursuant to the Brown Act and government codes.

RALPH M. BROWN ACT

Pursuant to the Ralph M. Brown Act, all Executive Committee Meeting Agendas and Board Member Meeting Agendas are posted to www.IWMA.com 72 hours or more prior to a Regular Meeting.

The Clerk of the Board distributes the Full Packet via email to all Board Members and Alternates; Printed copies are provided via courier upon request. A printed version is provided at the meeting.

Form 700 Filing

IWMA Clerk of the Board notifies San Luis Obispo County Clerks of any new, promoted, or leave of Board Members.

It is Board Member's responsibility to file a Form 700 for the IWMA. Please contact the Clerk of the Board with any questions.

IWMA Acronyms

MRF - (pronounced 'murph') Materials Recovery Facility

HHW - Household Hazardous Waste

RTB - Retail Take Back program

SRRE - Source Reduction and Recycling Element

JACE - Jurisdiction and Agency Compliance and Enforcement

C&D - Construction and Demolition

LAMD - Local Assistance and Market Development

EFG: Edible Food Generator

FRO - Food Recovery Organization

CESQG - Conditionally Exempt Small Quantity Generator

EPR - Extended Producer Responsibility

BOARD MEMBER

KEY RESOURCES

IWMA.COM WEBSITE

Visit iwma.com or all resources within the agency. the key resources below. Our website provides a resource to all residents, businesses, special districts, waste haulers, and cities within SLO County for recycling, trash, and compost.

FINANCIAL INFORMATION

You can find our fiscal budget listed on our website under “Governance.” Please click on “Government Transparency” and review budget documents listed.

[Here is a quick link to the 24/25 financial budget.](#)



GOVERNANCE

Under “About” click on governance to find board meeting & executive committee meeting agendas, minutes, and packets.

Additionally, you will find Government Transparency documents including Resolutions, JPA, and more.



WASTE & RECYCLING GUIDE

Figure out which bin an item goes into by using our online recycling guide. Type in any item to the search bar to see which bin it belongs in.

Receive quarterly updates via The Sort Report.



HHW FACILITY INFORMATION

For facility addresses and hours of operations. items that are considered hazardous are outlined in the recycling guide. Business programs are listed on the IWMA website under the Hazardous Waste menu item.

