

San Luis Obispo County Integrated Waste Management Authority
BOARD MEETING AGENDA

Wednesday, June 14, 2023

In-person Meeting:

1:30 PM

City of San Luis Obispo

Council Chambers

990 Palm 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.

IWMA BOARD MEMBERS:

Jan Marx, President, City of San Luis Obispo
Robert Robert, Vice-President, City of Grover Beach
Charles Bourbeau, Past-President, City of Atascadero
James Guthrie, City of Arroyo Grande
John Hamon, City of El Paso de Robles
Laurel Barton, City of Morro Bay
Robert Enns, Special Districts
Scott Newton, City of Pismo Beach

To submit a written public comment – The IWMA Board welcomes your input. Indicate the agenda item number and email it to sdelgiorgio@iwma.com, or US mail at 870 Osos Street, San Luis Obispo CA. 93401. Written public comments must be submitted on the day of the meeting, **no later than 9:00 AM**. All correspondence will be distributed to each Board Member and will become part of the official record of the Board Meeting.

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 contact Sasha Del Giorgio, 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. Sasha Del Giorgio can be reached at (805) 781-2192 and through email at sdelgiorgio@gmail.com.

1. **Call to Order**
Led by President Jan Marx.
2. **Roll Call**
Taken by Clerk of the Board, Sasha Del Giorgio.
3. **Pledge of Allegiance**
Led by President Jan Marx.

Non-Agenda Public Comment Period

Presentations

4. **Executive Directors Report**
Led by Peter Cron.

Consent Agenda Public Comment Period

Consent

5. **Executive Committee Minutes Receive and File– April 28, 2023** [Page 4](#)
Recommendation: That your Board Receive and File the April 28, 2023, IWMA Executive Committee Minutes.
6. **Board Minutes Review – May 10, 2023** [Page 7](#)
Recommendation: That your Board approve the May 10, 2023, IWMA Board Meeting Minutes.
7. **Receive and File Monthly Financial Reports** [Page 11](#)
Recommendation: That your Board receive and file the attached monthly financial reports.

Regular Agenda Public Comment Period

Regular Agenda

8. **Resolution 2023-06-01 Creation of an Ad Hoc Committee to Address County Rejoining** [Page 16](#)
Recommendation: Per Section 2.4 of the Board Rules, the President proposes the appointment of an Ad Hoc, and the Board has to officially adopt a resolution.
9. **Resolution 2023-06-02 Review and Approve Preliminary Budget Fiscal Year 2023/2024** [Page 19](#)
Recommendation: That your Board adopt Resolution 2023-06-02, approving the Fiscal Year 2023/2024 Preliminary Budget.
10. **Resolution 2023-06-03 Temporary Reduction of the Solid Waste Management Fee** [Page 46](#)
Recommendation: That your Board adopt Resolution 2023-06-03, temporarily reducing the IWMA Solid Waste Management Fee from 5.4% to 4.4%, effective July 1, 2023.
11. **Extension to Compost Rebate Agreement Program** [Page 73](#)
Recommendation: That your Board a) approve an extension to the Compost Rebate Agreement approved in September 2022 for an additional 12-month period of July 1, 2023, through June 30, 2024, and b) authorize the IWMA Board President to sign future extension agreements otherwise on the same terms.

12. Executive Committee Elections **Page 77**

Recommendation: That your Board conduct the Executive Committee Elections as required by the IWMA Joint Powers Agreement, Section 9.4 “Officers.”

Closed Session Public Comment Period

Closed Session

13. Conference with Labor Negotiators **Page 80**

Recommendation: Pursuant to Government Code 54957.6: Conference with labor negotiators regarding unrepresented bargaining units. Agency representative: Executive Director, Peter Cron.

Adjournment

Upcoming Meetings and Events			
Board of Directors Meetings	July 12, 2023	August 9, 2023	September 13, 2023
Executive Committee Meetings	June 30, 2023	July 28, 2023	September 1, 2023

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Sasha Del Giorgio, Clerk of the Board
RE: Executive Committee Minutes Receive and File – April 28, 2023

BACKGROUND:

N/A

RECOMMENDATION:

That your Board Receive and File the April 28, 2023, IWMA Executive Committee Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 2023-04-28 EC Minutes



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

Executive Committee Meeting Minutes

April 28, 2023, 11:00 AM
890 Osos Street
San Luis Obispo, CA. 93401

Executive Committee Members Present:

Jan Marx, President
Robert Robert, Vice President
Charles Bourbeau, Past President

1. Call To Order

The Executive Committee was called to order on April 28, 2023, at 10:00 AM by President Marx.

2. Roll Call

Roll Call was taken by Sasha Del Giorgio, Clerk of the Board.

3. Pledge Of Allegiance

President Marx led the Committee in the Pledge of Allegiance.

Non-Agenda Public Comment Period

Public Comment was not made.

4. Executive Directors Report

Led by Executive Director, Peter Cron.

Consent Agenda Public Comment Period

Public Comment was not made.

Consent Agenda

5. Review Executive Committee Meeting Minutes – March 27, 2023

Recommendation: Staff recommends that your Executive Committee approve the March 27, 2023, IWMA Executive Committee Minutes.

Motion By Past President Bourbeau
Second By Past Vice President Robert.

To approve Item 5.

Ayes: Bourbeeau, Robert, Marx

CARRIED (3 to 0)

Regular Agenda Public Comment Period

Public Comment was not made.

Regular Agenda

6. Review Board Meeting Draft Agenda – May 10, 2023

Recommendation: Staff recommends that your Executive Committee review, discuss, and approve the draft May 10, 2023, IWMA Board Meeting Agenda, and provide staff direction, as deemed appropriate.

Motion By Past President Bourbeau

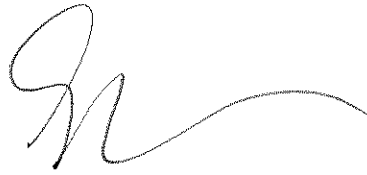
Second By Vice President Robert

To approve Item 6.

Ayes: Bourbeau, Robert, Marx

CARRIED (3 to 0)

Adjourned 11:22 AM



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: Sasha Del Giorgio, Clerk of the Board
RE: Board Minutes Review – May 10, 2023

BACKGROUND:

N/A

RECOMMENDATION:

That your Board approve the May 10, 2023, IWMA Board Meeting Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 2023-05-10 BOD Minutes



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

Board of Directors Meeting Minutes

Wednesday, May 10, 2023, 1:30 PM
City of San Luis Obispo Council Chambers
990 Palm Street, San Luis Obispo, CA. 93401

IWMA Board of Directors:

Jan Marx, President, City of San Luis Obispo
Robert Robert, Vice President City of Grover Beach
Charles Bourbeau, Past President, City of Atascadero
James Guthrie, City of Arroyo Grande
John Hamon, City of El Paso de Robles
Laurel Barton, City of Morro Bay
Robert Enns, Special Districts
Scott Newton, City of Pismo Beach

1. Call To Order

President Marx called The Board Meeting to order on May 10, 2023, at 1:29 PM.

2. Roll Call

Board Members Present: Barton (1:32 PM), Bourbeau, Enns, Guthrie, Hamon, Marx, Robert.

Board Members Absent: Newton.

3. Pledge Of Allegiance

Led by Past President Bourbeau.

Non-Agenda Public Comment Period

Public Comment was made.

Presentations

4. Executive Directors Report

Led by Peter Cron.

Consent Agenda Public Comment Period

Public Comment was not made.

Consent Agenda

5. Executive Committee Minutes Receive and File – March 27, 2023

Recommendation: That your Board receives and files the March 27, 2023, IWMA Executive Committee Meeting Minutes.

6. Board Minutes Review – April 12, 2023

Recommendation: That your Board approve the April 12, 2023, IWMA Board Meeting Minutes,

7. Receive and File Monthly Financial Reports

Recommendation: Your Board receives and files the financial reports for April 2023 and file the expense report for April 2023.

8. County of San Luis Obispo Auditor Controller – Treasurer – Tax Collector

Recommendation: That your Board approve and authorize the Board President to sign and execute the County of San Luis Obispo Auditor–Controller – Treasurer – Tax Collector Agreement.

Motion By Hamon

Second By Robert

To approve Items 5, 6, 7, and 8.

Ayes: Hamon, Robert, Barton, Bourbeau, Enns, Guthrie, Marx

Noes: None

Absent: Newton

CARRIED (7-0)

Regular Agenda Public Comment Period

Public Comment was not made.

9. 3rd Quarter Budget Review for Fiscal Year 2022/2023

Recommendation: That your Board discuss, receive, and file the third-quarter budget review.

No action taken.

10. Fiscal Year Budget 2023/2024 Revenue and Spending Plan Draft

Recommendation: That your Board review and discuss the proposed Fiscal Year Budget 2023/2024 Revenue and Spending Plan and 1) give staff direction to return at the June meeting with the final Fiscal Year 2023/2024 Revenue and Spending Plan and 2) direct staff to provide an updated resolution to decrease the Solid Waste Management Fee from 5.4% to a temporary 4.4%, effective July 1, 2023.

Motion By Bourbeau
Second By Hamon

To approve item 10.

Ayes: Bourbeau, Hamon, Barton, Enns, Guthrie, Robert, Marx
Noes: None
Absent: Newton

CARRIED (7-0)

11. Proposal Selection for Regional Hazardous Waste Programs Management

Recommendation: That your Board approve contractor Clean Earth, authorize the Executive Director to negotiate a contract award on behalf of the IWMA Board, and authorize the Board President to sign and execute the contract.

Motion By Enns
Second By Robert

To approve item 11.

Ayes: Enns, Robert, Barton, Bourbeau, Guthrie, Hamon, Marx
Noes: None
Absent: Newton

CARRIED (7-0)

Adjourned 2:19 PM

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: Barbara Aspernelson, Accountant

RE: Receive and File Monthly Financial Reports

BACKGROUND:

Below are the May 2023, Revenue, Expense, and Credit Card Report details. These reports show Revenues when payment is received (any outstanding amounts owed are noted on the bottom), and when a Payment Authorization Form is created, also known as Cash Basis. This is done so the Board can get a better understanding of cash inflows, and outflows.

Revenue:

Total Revenue	\$356,214.85
Solid Waste Management Fee	\$223,285.98
Landfill Tipping Fee	\$121,935.03
CESQG	\$4,998.94
Retail Take Back	\$5,756.00
Other	\$238.90

Expenses:

Total Expenses	\$176,133.02
Summary of Significant purchases (listed as they appear on the report)	
SDRMA	\$8,448.68
Science Discovery (Classroom)	\$12,659.84
Science Discovery (Business)	\$21,506.51
Nationwide	\$33,339.94
Recyclist	\$13,600.00
Stericycle	\$22,392.13
Payroll and Taxes	\$48,823.94

Credit Card Expense Summary:

Total credit card charges for the month of May were \$1,867.39. For details, please see the report attached.

RECOMMENDATION:

That your Board receive and file the attached monthly financial reports.

FISCAL IMPACT:

Revenue: \$356,214.85

Expenses: \$176,133.02

ATTACHMENTS:

- A. May Revenue Report
- B. May Expense Report
- C. May Credit Card Expense Detail



**San Luis Obispo County IWMA
Revenue Received
May 2023**

	Total
REVENUE	
435- Operation Revenue	
4350200 CESQG Payment	4,998.94
4350820 Solid Waste Management Fee	223,285.98
4350825 Landfill Tipping Fee Surcharge	121,935.03
4350955 Retail Take Back Fees	5,756.00
4550065 Other	238.90
Total 435- Operation Revenue	\$ 356,214.85
TOTAL REVENUE	\$ 356,214.85

Account Receivable as of 5/31/23

Chicago Grade Landfill		TBD
County of San Luis Obispo	\$	92,382.61
Retail Take Back	\$	6,702.50
Cal-Recycle Used Oil Recycling Incentive Paymer	\$	530.54
TOTAL RECEIVABLE	\$	99,615.65



**San Luis Obispo County Integrated Waste Management Authority
Expense Report
May 2023**

P.O. Number	P.O. Date	Invoice Number	Amount	Vendor name	Brief Description	
23-634	05/01/2023	066694	\$125.00	Rainscape	Landscape svcs	
23-635	05/01/2023	4761	\$2,000.00	Pacific Waste Services	E-waste collection	
23-636	05/01/2023	12466224	\$254.34	Mid-Coast Fire	HHW fire system maintenance	
23-637	05/01/2023	J Lane	\$1,109.44	US BANK Corporate Payment System	Credit Card Charges April	
23-638	05/01/2023	P Cron	\$757.95	US BANK Corporate Payment System	Credit Card Charges	
23-640	05/02/2023	010134	\$332.99	Digital West Networks inc.	Telephone services	
23-641	05/04/2023	GASPAR050223	\$2,111.80	Gaspar Soilbuilders LLC	Compost Rebate Program	
23-642	05/04/2023	4302023	\$2,000.00	Chicago Grade Landfill & Recycling	E-waste collection	
23-643	05/04/2023	45	\$2,400.00	Andrea Biniskiewicz	Social media management	
23-644	05/04/2023	L3833941	\$127.00	Quinn Company	Forklift maintenance	
23-645	05/04/2023	--	\$593.60	Mid-Coast Fire	HHW fire system maintenance	
23-646	05/04/2023	05312023	\$19.95	Richetti Water Solutions	Reverse osmosis system rent	
23-647	05/04/2023	107172	\$43.40	Mission Linen and Uniform Service	Janitorial svc - rug cleaning	
23-648	05/05/2023	--	\$42.82	San Luis Garbage Co.	--	
23-649	05/05/2023	H41699	\$8,448.68	SDRMA	Employee Medical	
23-650	05/05/2023	1373IW	\$12,659.84	Science Discovery	Outreach and Education	
23-651	05/05/2023	1374IW_CR	\$21,506.51	Science Discovery	Outreach and Education	
23-652	05/08/2023	1147124042623	\$39.99	Charter Communications/Spectrum	Telephone	
23-653	05/08/2023	Acct # 6853433343-7	\$11.05	PG&E	Utility-electricity	
23-654	05/08/2023	5808634	\$109.74	Marborg (American Marborg)	HHW restroom rental	
23-655	05/08/2023	5808633	\$109.74	Marborg (American Marborg)	HHW restroom rental	
23-656	05/08/2023	5808631	\$109.74	Marborg (American Marborg)	HHW restroom rental	
23-657	05/08/2023	5808631	\$109.74	Marborg (American Marborg)	HHW restroom rental	
23-658	05/08/2023	5808630	\$109.74	Marborg (American Marborg)	HHW restroom rental	
23-659	05/08/2023	Curt05082023	\$902.80	Curtis Custom Service, Inc.	Compost Rebate Program	
23-660	05/08/2023	41926627	\$231.43	TIAA BANK	Copier Lease	
23-661	05/08/2023	1LPM-1MMQ-T6WJ	\$72.49	Amazon Capital Services inc.	Office supplies	
23-662	05/09/2023	457EE-04222023	\$3,726.90	Nationwide Retirement Solutions Stan	Employee retirement contrib	
23-663	05/09/2023	457ED-04222023	\$1,038.00	Nationwide Retirement Solutions Stan	Employee retirement contrib	
23-664	05/09/2023	401aEE-051223	\$3,469.27	Nationwide Retirement Solutions PEBS	Employee retirement contrib	
23-665	05/09/2023	401(a)ED-051223	\$1,164.29	Nationwide Retirement Solutions PEBS	Employee retirement contrib	
23-666	05/09/2023	PEHP051223	\$355.27	Nationwide Retirement (PEHP)	Employee retirement contrib	
23-667	05/09/2023	PEHPED-051223	\$119.23	Nationwide Retirement (PEHP)	Employee retirement contrib	
23-668	05/11/2023	INV-2813	\$13,600.00	Citizen Communications	Web Site Platform	
23-669	05/15/2023	US-1279	\$1,712.25	eScribe	Cancellation fee	
23-670	05/15/2023	78903793253	\$22,392.13	Stericycle	HHW waste disposal and labor	
23-671	05/15/2023	June Rent	\$1,800.00	Vintage Properties	Office Space Rent/Lease	
See Below						
23-673	05/16/2023	3399	\$1,206.00	Mountaineer IT Inc	IT Services	
23-674	05/16/2023	4113281	\$1,637.48	UBEO West LLC	Copier Maintenance	
23-675	05/16/2023	0671462050423	\$129.99	Charter Communications/Spectrum	--	
23-676	05/17/2023	Cert Filing	\$6.00	CA Secretary of State	Copy of JPA filing	
23-677	05/18/2023	SAF FY22-038	\$1,300.00	Stewardship Action Foundation	Membership	
23-678	05/22/2023	--	\$17.76	SoCalGas	--	
23-679	05/22/2023	--	\$83.53	City of San Luis Obispo-water	Utility-water	
23-680	05/22/2023	--	\$227.00	Executive Janitorial	Janitorial services	
23-681	05/22/2023	1DWH-VXWC-QFDJ	\$19.16	Amazon Capital Services inc.	Office supplies	
23-682	05/22/2023	12466663	\$0.00	Mid-Coast Fire	HHW fire system maintenance	
23-683	05/22/2023	SAF FY23-005	\$1,300.00	Stewardship Action Foundation	Membership	
23-684	05/24/2023	302656	\$3,322.00	Poor Richard's Press AP	Bin Stickers	
23-685	05/24/2023	SAF23-005	\$1,300.00	Stewardship Action Foundation	Membership	
23-686	05/24/2023	457PP052023EE	\$3,726.90	Nationwide Retirement Solutions Stan	Employee retirement contrib	
23-687	05/24/2023	457PP052023ED	\$1,038.00	Nationwide Retirement Solutions Stan	Employee retirement contrib	
23-688	05/24/2023	401A52023EE	\$3,463.84	Nationwide Retirement Solutions PEBS	Employee retirement contrib	
23-689	05/24/2023	401A52023ED	\$1,164.29	Nationwide Retirement Solutions PEBS	Employee retirement contrib	
23-690	05/24/2023	PEHP52023EE	\$354.72	Nationwide Retirement (PEHP)	Employee retirement contrib	
23-691	05/24/2023	PEHP52023ED	\$119.23	Nationwide Retirement (PEHP)	Employee retirement contrib	
			Payroll and Taxes	\$48,823.94	Payroll Net Retirement Contribution	
				\$1,548.58	Paychex	HR and Payroll Support
				\$126,133.02		
Funds Transferred to Payroll Account						
23-672	05/15/2023	June Payroll	\$50,000.00	San Luis Obispo County IWMA	Payroll funding	
			TOTAL	\$176,133.02		



San Luis Obispo County IWMA

Credit Card Detail

May 2023

Transaction date	P.O. Number	Amount	Description	Account	Class
05/02/2023	23-368	\$ 20.00	Mailchimp monthly subscription	Computer Software	Public Outreach
05/02/2023	23-368	\$ 126.00	USPS - 2 rolls of stamps	Postage	SB 1383
05/02/2023	23-368	\$ 63.00	USPS - 1 Roll of Stamps	Postage	Administration
05/02/2023	23-368	\$ 29.95	RealWorld Training monthly subscripton	Trainings and Seminar Registration	Administration
05/02/2023	23-368	\$ 6.00	Microsoft firewall	Computer Software	Administration
05/02/2023	23-368	\$ 513.00	Microsoft 365 subscription	Computer Software	Administration
TOTAL FOR P.CRON		\$ 757.95			
05/02/2023	23-637	\$ 358.44	Meat Head Movers- Switching offices	Contracted Services	Administration
05/02/2023	23-637	\$ 625.00	Amanda Holder Events-Event Planning	Contracted Services	Administration
05/02/2023	23-637	\$ 126.00	USPS Postage 2 rolls	Postage	SB 1383
TOTAL FOR J.LANE		\$ 1,109.44			
TOTAL		\$ 1,867.39			

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Linda Somers-Smith, Legal Counsel

RE: Resolution 2023-06-01 Creation of an Ad Hoc Committee to Address County Rejoining

BACKGROUND:

N/A

RECOMMENDATION:

Per Section 2.4 of the Board Rules, the President proposes the appointment of an Ad Hoc, and the Board has to officially adopt a resolution.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Resolution 2023-06-01, Ad Hoc Committee to Address County Rejoining

RESOLUTION NO. 2023-06-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY RATIFYING MEMBERS SELECTED FOR AN AD HOC COMMITTEE TO ADDRESS RE-ENTRY OF THE COUNTY OF SAN LUIS OBISPO TO THE IWMA

WHEREAS, the Board of the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) is authorized by the Waste Management Board Rules of Procedure to appoint all ad hoc committees subject to ratification by the entire Board of Directors; and

WHEREAS, after withdrawing from the IWMA in 2021, on or about March 23, 2023, the IWMA received a request from the County of San Luis Obispo to meet with representatives of the IWMA and explore the County rejoining the IWMA as a member; and

WHEREAS, at its regular meeting on April 12, 2023, the IWMA Board of Directors determined an ad hoc committee should be formed to discuss the County’s request; and

WHEREAS, the IWMA Board of Directors now wishes to ratify the appointment of such an ad hoc committee, which will consist of those same members as serve on the executive committee, to independently review and make recommendations to the IWMA Board related to the County’s membership.

NOW, THEREFORE, the San Luis Obispo County Integrated Waste Management Authority resolves as follows:

1. An ad hoc committee to address issues related to the re-entry of the County of San Luis Obispo into the IWMA is created to consider the steps and recommend to the full IWMA Board parameters of the County’s re-entry to IWMA.
2. The following Board Members are appointed to the ad hoc committee:
 - Jan Marx, City of San Luis Obispo
 - Robert Robert, City of Grover Beach
 - Charles Bourbeau, City of Atascadero

PASSED, APPROVED, and ADOPTED by the Board of San Luis Obispo County Integrated Waste Management Authority this 14th day of June 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Jan Marx, Board President
San Luis Obispo County Integrated Waste Management Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Linda Somers Smith, Legal Counsel
Adamski Moroski Madden Cumberland & Green LLP

ATTEST:

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: Peter Cron, Executive Director

RE: Resolution 2023-06-02 Review and Approve Preliminary Budget Fiscal Year 2023/2024

BACKGROUND:

Enclosed is the Preliminary Budget proposed for the Fiscal Year 2023/2024 (FY23/24). Staff presented the draft budget at the May 10, 2023, meeting for review and comment. For FY 23/24 the IWMA continues to evaluate and refine the agency approach to meeting mandates of the state including those under SB 1383 and the 44 programs defined in the IWMA Integrated Waste Management Plan.

Under the Fiscal Year 2022/2023 Budget, the IWMA accomplished the following:

- Finalized the 2nd restated JPA Agreement
- Met substantial compliance with SB 1383, AB 1826, AB 341 and AB 939
- Completed the HF&H Management Review
- Published an RFP for School and Community Education Programs
- Published an RFP for Legal Services
- Published an RFP for Household and Business Hazardous Waste Services
- Established the Compost Rebate Program (SB 1383 Procurement Requirement)

The 3rd Quarter Budget Review indicated a revenue surplus in Fiscal Year 2022/2023. The unanticipated revenues were identified in the HF&H Management Review as being the result of at least three factors:

- 1) Increases in hauler revenue based on Countywide rate increases.
- 2) Program consolidation.
- 3) Operational efficiencies.

As a result of the overearning, Fiscal Year Preliminary Budget 2023/2024 reflects a proposed temporary decrease in the IWMA's Solid Waste Management Fee (IWMA Fee) from 5.4% to 4.4%. The fee reduction will be reflected on ratepayers' garbage bills, will decrease earnings, and will better stabilize the agency's revenue-to-expense balance.

The Preliminary Budget reflects the following focus areas for Fiscal Year 2023/2024:

- Achieve compliance with state mandates through minimum measures.
- Perform deferred capital expense projects.
- Continue to identify and correct program gaps.
- Make necessary updates to IWMA policies and procedures.
- Conduct a cost-of-service fee analysis.

Per Budget Policy F-14, staff has developed the attached preliminary budget for Board review.

Budget Assumptions:

The proposed preliminary budget includes a reduction of operating expense as compared to the FY 2022/2023 budget as well as a temporary reduction of the IWMA Solid Waste Management Fee from 5.4% to 4.4%. The temporary reduction of the IWMA Fee will reduce total revenue, stabilizing the agency’s budget.

Revenue and Expense Summary:

	Approved Budget FY 2022/2023	Estimated Actual FY 2022/2023	Draft Budget FY 2023/2024
Total Revenue	\$4,184,074	\$4,402,483	\$3,847,501
Operating Expenses			
Labor and Benefits	1,075,858	903,792	1,048,952
Administration	304,709	242,655	336,225
Programs and Outreach	2,323,081	1,542,504	1,895,591
Total Operating Expenses	\$3,703,648	\$2,688,951	\$3,280,768
Total Capital Expenses	\$385,843	\$ -	\$497,843
Change in Net Position	\$94,583	\$1,713,532	\$68,890

RECOMMENDATION:

That your Board adopt Resolution 2023-06-02, approving the Fiscal Year 2023/2024 Preliminary Budget.

FISCAL IMPACT:

Total Projected Revenue \$3,847,501

Total Projected Expenses \$3,778,611

ATTACHMENTS:

A. Preliminary Budget Fiscal Year 2023/2024

B. Resolution 2023-06-02 Adopt Preliminary Budget FY 2023/2024



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

BUDGET FISCAL YEAR JULY 1, 2023-JUNE 30, 2024

BOARD OF DIRECTORS

Jan Marx IWMA Board President
City of San Luis Obispo

Robert Robert IWMA Board Vice President
City of Grover Beach

Charles Bourbeau Past-President
City of Atascadero

Laurel Barton
City of Morro Bay

Robert Enns
Special Districts

Jim Guthrie
City of Arroyo Grande

John Hamon
City of Paso Robles

Scott Newton
City of Pismo Beach

STAFF MEMBERS

Peter Cron, Executive Director

Jordan Lane, Deputy Director

Barbara Aspernelson M.B.A., Accountant

Sasha Del Giorgio, Clerk of the Board

Ivonne Diaz, Program Manager

Michael Williams, Management Analyst

Linda Somers Smith, Legal Counsel

BACKGROUND

The San Luis Obispo County Integrated Waste Management Authority (SLO CO IWMA) was established in 1994 through a Joint Powers Agreement (JPA) between the County of San Luis Obispo, the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, and the Special Districts of San Luis Obispo County. The JPA was formed to utilize the combined resources of the member jurisdictions to provide a cost-effective approach to compliance with the State's solid waste requirements as defined by the Integrated Waste Management Act of 1989, AB 939. The California Law requires all California cities, counties and approved regional solid waste management agencies to enact an Integrated Waste Management Plan (IWMP) and implement programs to divert 25 percent of their solid waste by 1995 and 50 percent by 2000 and every year thereafter.

Since inception, the SLO CO IWMA has provided support and technical assistance to its member jurisdictions to comply with the solid waste and recycling requirements of the IWMP. Required components of the IWMP include the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and Nondisposal Facility Element (NDFE) for each jurisdiction in the county, as well as a Countywide Siting Element (SE) and Summary Plan (SP) for the county.

A second restated JPA was filed with the State of California on November 30, 2022, due to withdrawal of the County of San Luis Obispo's membership. The restated JPA includes membership of the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, and the 12 Special Districts of San Luis Obispo County that have solid waste authority. The map below shows the service areas of the member jurisdictions outlined in purple.

Mission:

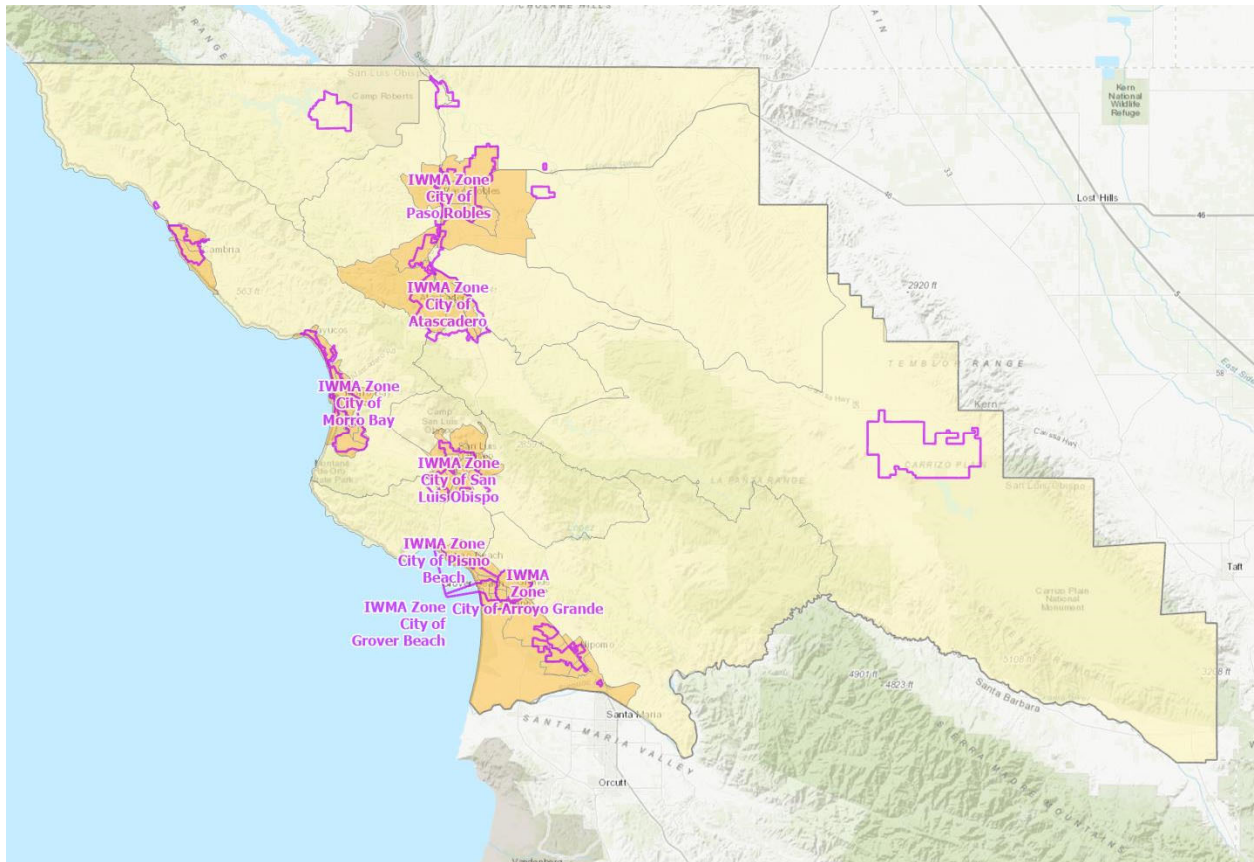
Our Mission is to provide coordinated efforts to comply with state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

Vision:

We will make continuous progress towards reducing waste in San Luis Obispo County.

Values:

Community Education
Stewardship
Cost-Effectiveness
Transparency
Professionalism



San Luis Obispo County has a total population of 282,181², approximately 215,000 (77%) live in the areas served by the SLO CO IWMA.

The IMWA continues to provide Household Hazardous Waste, Retail Take Back, Electronic Waste Collection and Curbside Used Motor Oil and Filter Disposal to the residents of the Unincorporated County through a Memorandum of Understanding between the County of San Luis Obispo and the SLO CO IWMA.

GOVERNING LEGISLATION

In 1989, AB 939 repealed the majority of Government Code 7.3 regulating solid waste management and provisions from the Health and Safety Code relating to garbage and refuse disposal and codified them in the Public Resources Code. The Act established an integrated waste management hierarchy to guide the California Integrated Waste Management Board (now CalRecycle) and local agencies in implementation of programs related to³:

- 1) source reduction,
- 2) recycling and composting, and
- 3) environmentally safe transportation and land disposal.

² Population taken from the U.S. Census Bureau data for year 2020.

³ In order of priority established by CalRecycle.

Compliance is achieved by implementing programs identified in the SLO CO IWMA's SRRE. The IWMP, containing the SRRE, is reviewed and approved by CalRecycle every five years, most recently in 2021. The Plan identifies the following 44 different programs that are reported on annually in the SLO CO IWMA Electronic Annual Report (EAR):

Component	Program Description
1. Composting	Commercial Organics Recycling
2. Composting	Residential Curbside Organics Collections
3. Composting	Residential Self-haul of organics
4. Composting	Commercial On-site Organics Collection
5. Composting	Commercial Self-haul of Organics
6. Composting	Food Waste Composting
7. Facility Recovery	Materials Recovery Facility
8. Facility Recovery	Landfill
9. Facility Recovery	Composting Facility
10. Facility Recovery	Alternate Daily Cover
11. Household Hazardous Waste	Electronic Waste
12. Household Hazardous Waste	Permanent Facility
13. Household Hazardous Waste	Mobile of Periodic Collection
14. Household Hazardous Waste	Waste Exchange
15. Household Hazardous Waste	Education Programs
16. Policy Incentives	Product and Landfill Bans
17. Policy Incentives	Economic Incentives
18. Policy Incentives	Ordinances
19. Public Education	Electronic
20. Public Education	Print (Radio, TV, Website, social media)
21. Public Education Field Trips)	Outreach (Technical Assistance, Presentations,
22. Public Education	Schools (Education and Curriculum)
23. Recycling	Commercial On-Site Pickup
24. Recycling	Special Collection Events
25. Recycling	Other Recycling
26. Recycling	Residential Curbside
27. Recycling	Residential Drop-Off
28. Recycling	Residential Buy-Back
29. Recycling	Commercial Self-Haul
30. Recycling	School Recycling Programs
31. Recycling	Government Recycling Programs
32. Recycling	Special Collection Seasonal
33. Source Reduction	Xeriscaping/Grasscycling
34. Source Reduction	Backyard and Onsite Composting
35. Source Reduction	Business Waste Reduction Programs
36. Source Reduction	Procurement
37. Source Reduction	Government Source Reduction Programs

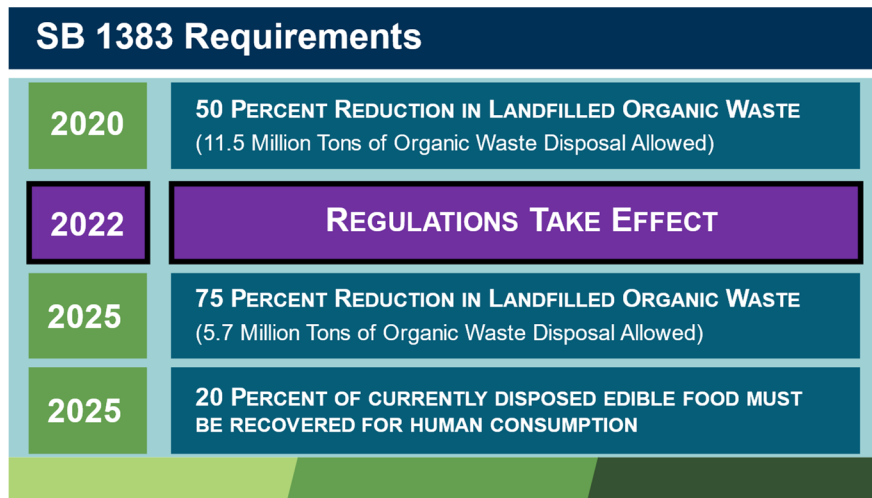
38. Source Reduction	Material Exchange, Thrift Shops
39. Special Waste Materials	Sludge (sewage/industrial)
40. Special Waste Materials	Tires
41. Special Waste Materials	White Goods
42. Special Waste Materials	Scrap Metal
43. Special Waste Materials	Wood Waste
44. Special Waste Materials	Concrete/Asphalt/Rubble

The SRRE was first filed and approved by the State in 1991. There have been numerous amendments to California solid waste law over the past thirty-four years modifying responsibilities of local jurisdictions in meeting their IWMP requirements.

In September of 2016 the Governor signed SB 1383 into law, the most aggressive waste reduction law since AB 939. SB 1383 sets methane emission reduction goals. To achieve these goals, the State established the following waste diversion targets:

- 75% reduction of organics disposed in landfills from the 2014 level.
- 20% of edible food currently disposed must be recovered for human consumption.

The SLO CO IWMA is responsible for meeting and maintaining these targets through programs.

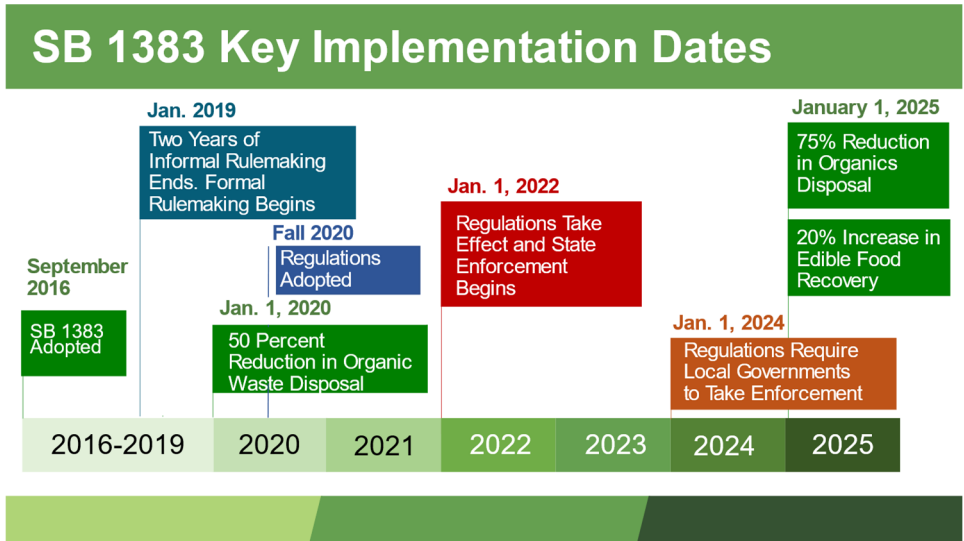


Two significant changes written into SB 1383 include:

- Local governments' responsibility for enforcement of the regulations or subjection to fines from CalRecycle.
- A change in definition of "Jurisdiction" to now include Special Districts with Solid Waste Authority.

While the State continues to define SB 1383, many of the regulations have been developed. Implementation and State enforcement of the regulations are underway. CalRecycle has moved half of their Local Assistance & Market Development staff to an enforcement branch in

anticipation of the additional workload. The new branch, Jurisdiction & Agency Compliance & Enforcement (JACE), will be reviewing information submitted through the EAR and identifying any program shortfalls. Their primary goal will be to make sure program gaps are addressed by jurisdictions. Failure to comply results in JACE referring the jurisdiction to the Office of Administrative Law for further enforcement action. JACE will be reviewing all waste diversion programs identified in both AB 939 and SB 1383.



SB 1383

The budget reflects programs identified in the SLO CO IWMA IWMP, ensuring that programs are properly funded and managed. The following budget document is the guide for the SLO CO IWMA, and an integral part of maintaining compliance in the most efficient and cost-effective manner.

KEY ACCOMPLISHMENTS FY 2022-2023

From prior year goals we accomplished the following:

- Finalization of the 2nd restated JPA agreement.
- Completion of RFP for Waste and Recycling Community Education Programs.
- Completion of RFP for Legal Services.
- Completion of RFP for Household Hazardous Waste Services.
- Development of Compost Rebate Program to meet SB 1383 procurement requirements.
- Completion of Management Review.
- Substantial Compliance with SB 1383, AB 1826, and AB 341.
- Continued professional development of staff.

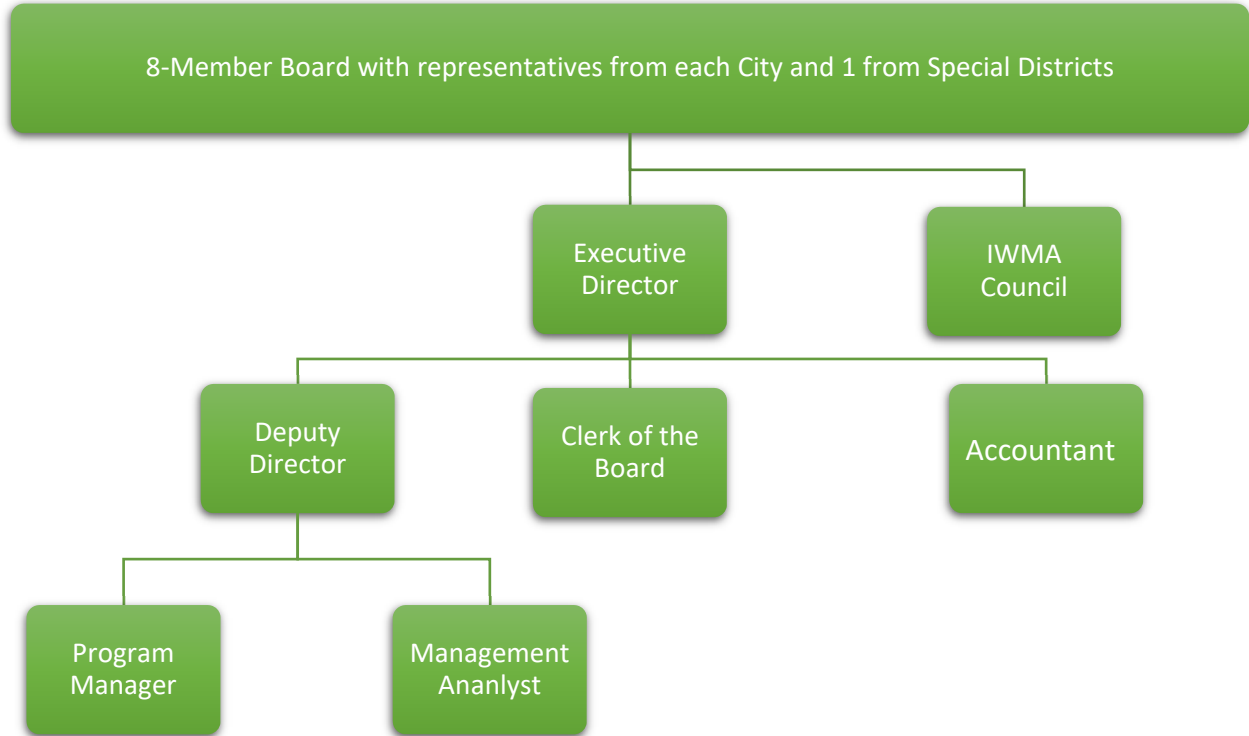
GOALS FOR FY 2023-2024

The following goals and objectives for Fiscal Year 2023/2024 have been created to insure the IWMA maintains and implements polices programs, and projects in the most cost-effective manner in order to minimize fees while still maintaining equitable services. The focus for the SLO CO IWMA for this coming fiscal year includes:

- Keeping our IWMP programs running efficiently.
- Continuing our work in SB 1383 compliance.
- Identifying program gaps and solutions.
- Assisting member jurisdictions in meeting SB 1383 and State mandated solid waste requirements.
- Updating policies and procedures.
- Continuing professional development of staff.
- Continuing development of public outreach and education programs and developing ways to measure success.
- Conducting a fee analysis that better assesses IWMA costs of service.
- Evaluating programs for cost-effectiveness and addressing program gaps.
- Continuing to collaborate with our member jurisdictions to maximize organizational impacts.

ORGANIZATION CHART

The SLO CO IWMA team is comprised of six employees and an eight-member board.





San Luis Obispo County Integrated Waste Management Authority Revenue and Expenditures

	Approved Budget FY 2022/2023	Estimated Actual FY 2022/2023	Draft Budget FY 2023/2024
Summary Report of Equity Beginning of the Year			
Designated Reserves	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
General Reserves	1,367,518	1,367,518	3,081,049
Fund Balance Available			
TOTAL	\$ 2,667,518	\$ 2,667,518	\$ 4,381,049
Analysis of Revenues			
Operating			
Landfill Tipping Fee Surcharge	\$ 812,332	\$ 853,083	\$ 813,450
Solid Waste Management Fee	3,093,266	3,158,805	2,652,840
Billing to Outside Agencies	80,415	187,359	185,450
Hazardous Waste Programs	81,061	62,494	72,493
Total Operating Revenue	\$ 4,067,074	\$ 4,261,740	\$ 3,724,233
Non-Operating			
Interest	\$ 36,000	\$ 36,308	\$ 36,308
Grants	80,000	86,960	86,960
Other	1,000	17,475	
Total Non-Operating Revenue	\$ 117,000	\$ 140,743	\$ 123,268
TOTAL	\$ 4,184,074	\$ 4,402,483	\$ 3,847,501
Analysis of Expenses			
Operating Expenses			
Labor and Benefits	\$ 1,075,858	\$ 903,792	\$ 1,048,952
Administration	304,709	242,655	336,225
Programs and Outreach	2,323,081	1,542,504	1,895,591
TOTAL	\$ 3,703,648	\$ 2,688,952	\$ 3,280,768
Capital Expenses			
Project: Replacement Cycle	\$ 51,843		
Project: 870 Osos Foundation	200,000		-
Project: New San Miguel Facility	134,000		134,000
Project: Move 2 HHW Facilities			363,843
TOTAL	\$ 385,843	\$ -	\$ 497,843
Summary Report of Equity End of the Year			
End of Year Designated Reserves	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
End of Year General Reserve Balance	1,462,101	3,081,049	3,149,939
TOTAL	\$ 2,762,101	\$ 4,381,049	\$ 4,449,939

San Luis Obispo County IWMA
Budget by General Ledger Account
 July 2023 - June 2024

	Total
Revenue	
400 Non_Operation Revenue	
4150000 Interest Revenue	\$ 36,308.00
4200105 Grants	86,960.00
Total 400 Non_Operation Revenue	\$ 123,268.00
435- Operation Revenue	
4350200 CESQG Payment	25,196.00
4350235 Billings to Outside Agencies	185,450.00
4350820 Solid Waste Management Fee	2,652,840.00
4350825 Landfill Tipping Fee Surcharge	813,450.00
4350955 Retail Take Back Fees	42,297.00
4550065 Other	5,000.00
Total 435- Operation Revenue	\$ 3,724,233.00
Total Revenue	\$ 3,847,501.00

Expenses	
500- Salaries, wages, & Benefits	
5001210 Annual Wages	\$ 659,140.00
5001507 Taxes	53,693.00
5001522 Retirement Benefits	212,663.00
5001557 Workers Compensation Insurance	4,043.00
5001561 Employee Insurance Benefit	115,933.00
5001700 Cell Phone Stipends	3,480.00
Total 500- Salaries, wages, & Benefits	\$ 1,048,952.00
5050 Services and Supplies	
5050015 Advertising	\$ 34,000.00
5050070 Computer Software	68,103.00
5050075 Computer Hardware	13,640.00
5050085 Copy and Printing	80,440.00
5050095 Credit Card Fees	600.00
5050145 Hazardous Waste Disposal	697,793.00
5050160 Insurance Property and Liability	37,154.00
5050167 Rebates	125,000.00
5050169 Janitorial Services & Supplies	4,080.00
5050190 Building Maintenance	1,500.00
5050210 Maintenance-Equipment	12,000.00
5050255 Memberships	17,685.00
5050260 Mileage Reimbursement - Employee	3,000.00
5050265 Mileage Reimb-Nonemployee	9,629.00
5050280 Office Supply Expenses	5,000.00

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	Total
-Continued Previous Page	
5050290 Other Minor Equipment	182,920.00
5050310 County Services	8,695.00
5050320 Legal	90,000.00
5050335 Postage	9,548.00
5050340 Contracted Services	225,007.00
5050362 Public Outreach & Education	481,500.00
5050370 Trainings and Seminar Registration	13,036.00
5050380 Rent and Lease Expense	34,683.00
5050425 Board of Directors Stipends	13,200.00
5050430 Special Dept Exp	40,000.00
5050440 Telephone and Internet	6,440.00
5050450 Travel	10,000.00
5050475 Utilities	\$ 5,000.00
Total 5050 Services and Supplies	\$ 2,229,653.00
515- 515-Lease Expenses	
5153400 Lease Amortization Expense	\$ 2,105.00
5160400 Interest Expense	\$ 59.00
Total 515- 515-Lease Expenses	\$ 2,164.00
550 Capital Outlay	
5500092 Capital Outlay Building	\$ 438,000.00
5500093 Capital Outlay Equipment	\$ 59,843.00
Total 550 Capital Outlay	\$ 497,843.00
Total Expenses	\$ 3,778,612.00
Net Operating Income	\$ 68,889.00
Net Income	\$ 68,889.00

San Luis Obispo County CO IWMA BUDGET
Fiscal Year 2023-2024
Multi-Year Comparison

GL Number	GL Account Name	Actual	Actual	Current Budget	Estimated Actuals	Next Budget	Future Budget	Future Budget
		FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026
	Total Operating Revenue	\$ 1,183,205.42	\$ 1,858,444.29	\$ 4,067,074	4,279,215	3,724,233	\$ 3,835,959.99	\$ 3,951,038.79
	Total Non-Operating Revenue	\$ 86,635.11	\$ 489,969.22	\$ 117,000	123,268	123,268	\$ 126,966.04	\$ 130,775.02
**	TOTAL REVENUE	\$ 1,269,840.53	\$ 2,348,413.51	\$ 4,184,074	4,402,483	3,847,501	\$ 3,962,926.03	\$ 4,081,813.81
5001210	Regular Hours-Permanent	380,738.00	499,694.82	\$ 689,713	585,643	659,140	678,914.70	699,282.14
5001507	Payroll Taxes	78,616.00	41,544.70	\$ 55,188	58,340	53,693	55,303.38	56,962.48
5001700	Cell Phone Stipend	2,938.00	2,638.50	\$ 4,158	3,152	3,480	3,584.40	3,691.93
5050035	Auto Allowance	5,399.84	450.00				-	-
5001561	Employee Health Coverage	61,370.00	97,327.60	\$ 113,193	78,860	115,933	119,410.83	122,993.15
5001557	Work Comp Insurance		2,485.26	\$ 3,913	3,446	4,043	4,164.29	4,289.22
5001522	Retirement	147,034.00	108,411.98	\$ 209,693	174,350	212,663	219,042.84	225,614.12
*	500 - SALARIES, WAGES & BENEFITS	\$ 676,095.84	\$ 752,552.86	\$ 1,075,858	903,792	1,048,952	\$ 1,080,420.43	\$ 1,112,833.04
5050015	Advertising	81,112.10	38,023.10	\$ -	24	34,000	35,020.00	36,070.60
5050045	Cell Phone Charges	2,927.74	2,532.19	\$ -	-	-	-	-
5050055	Clothing and (Safety Equipment)	13.04	-	\$ -	-	-	-	-
5050065	Common Carrier Chargers	-	(0.38)	\$ -	-	-	-	-
5050070	Computer Software	14,198.13	69,809.71	\$ 89,011	62,948	68,103	70,146.09	72,250.47
5050075	Computer Equipment	8,584.87	1,416.22	\$ 5,141	7,289	13,640	409.20	421.48
5050085	Copying-Printing	4,964.80	6,051.60	\$ 27,700	30,039	80,440	82,853.20	85,338.80
5050095	Credit Card Fees	811.16	655.08	\$ 800	603	600	618.00	636.54
5050145	Hazardous Waste Disposal	581,128.11	526,654.93	\$ 742,831	532,406	697,792	671,199.71	691,335.70
5050160	Insurance	26,281.91	24,427.68	\$ 33,323	33,538	37,154	38,268.62	39,416.68
5050167	Rebate	-	-	\$ 125,000	125,000	125,000	125,000.00	125,000.00
5050169	Janitorial Supplies	3,018.40	3,806.57	\$ 4,080	3,832	4,080	4,202.40	4,328.47
5050190	Maint Contracts	3,912.31	5,381.34	\$ 1,500	1,500	1,500	1,545.00	1,591.35
5050210	Maintenance-Equipment	6,761.62	25,558.55	\$ 11,524	12,702	12,000	12,360.00	12,730.80
5050220	Maintenance Structures	-	5,594.00	\$ -	-	-	-	-
5050255	Memberships	10,733.66	11,017.30	\$ 19,917	7,647	17,685	18,215.55	18,762.02
5050260	Mileage Reimb-Co Employee	607.07	563.56	\$ 8,100	472	3,000	3,090.00	3,182.70
5050265	Mileage Reimb-Nonemployee	1,830.16	6,817.36	\$ 27,000	11,438	9,629	9,917.99	10,215.53
5050269	Misc Expense	5,399.84	44,670.00	\$ 214,403	-	-	-	-
5050280	Office Expense	13,238.60	4,857.77	\$ 4,000	4,323	5,000	5,150.00	5,304.50
5050290	Other Minor Equipment	55,783.66	24,707.56	\$ 93,540	157,291	182,920	188,407.60	194,059.83
5050310	Other Purch Svc-Co Agency	7,693.00	7,770.00	\$ 10,000	8,073	8,695	8,955.85	9,224.53
5050320	Outside Legal Counsel Srv	117,702.01	160,063.30	\$ 120,000	37,558	90,000	92,700.00	95,481.00
5050335	Postage	600.40	3,025.43	\$ 10,500	1,714	9,548	9,834.79	10,129.83
5050340	Prof & Spec Svcs	587,032.19	548,860.82	\$ 1,204,699	596,672	225,007	231,756.91	238,709.61
5050360	Publication & Legal Notices	517.59	-				-	-
5050362	Public Outreach & Education	256,929.28	298,430.76	\$ 151,203	80,326	481,500	495,945.00	510,823.35
5050370	Registratr, Semnr, Trn	2,950.00	5,120.00	\$ 30,200	4,727	13,035	13,425.93	13,828.70
5050380	Rental/Lease Costs	5,400.00	(5,959.00)	\$ 37,268	39,920	34,683	35,723.83	36,795.55
5050400	Rents & Leases-Equipment	10,692.96	4,475.04	\$ -	-	-	-	-
5050405	Rents&Leases-Struc	4,182.67	16,818.65	\$ -	-	-	-	-
5050410	Safety Equipment	1,234.94	-	\$ 5,000	916	-	-	-
5050425	Board of Directors Stipened	7,199.00	12,300.00	\$ 13,200	13,950	13,200	13,596.00	14,003.88
5050430	Special Department Expense	27,850.00	-				41,200.00	42,436.00
5050440	Telephone	4,851.87	4,602.14	\$ 6,240	5,767	6,440	6,633.20	6,832.20
5050450	Travel Expenses	-	2,277.57	\$ 7,500	2,811	10,000	10,300.00	10,609.00
5050475	Utilities-Other	2,135.29	3,819.67	\$ 5,000	1,673	5,000	5,150.00	5,304.50
5100030		892.62					-	-
5100080		388.78					-	-
5100190		2,570.57					-	-
5102010		359.31					-	-
*	505-510 - SERVICE AND SUPPLIES	1,862,489.66	1,864,148.52	\$ 3,008,680	\$ 1,785,159	2,229,652	2,231,624.86	2,294,823.60
5153400	Amortization Expense		\$ 22,572.00			2,105		
5160400	Interest Expense		1,773.00			59		
*	515- Lease Expenses Total		\$ 24,345.00	\$ -	\$ -	2,164	\$ -	\$ -
5500092	Cap Out-Ext-S&I					497,843		
5500092	Cap Out-Ext-S&I							
5500092	Cap Out-Ext-S&I			\$ 274,000				
5500093	Cap Out-Ext-Equip			\$ 111,843				
*	550 - CAPITAL OUTLAY (Modified)	\$ -	\$ -	\$ 385,843	\$ -	497,843	\$ -	\$ -
**	TOTAL EXPENSE	\$ 2,538,585.50	\$ 2,641,046.38	\$ 4,470,381	\$ 2,688,952	3,778,610	\$ 3,312,045.29	\$ 3,407,656.65
***	TOTAL Change in Net Position	\$ (1,268,744.97)	\$ (292,632.87)	\$ (286,307)	\$ 1,713,531	68,891	\$ 650,880.74	\$ 674,157.16

San Luis Obispo County IWMA
Budget Overview: Test Budget - FY24 P&L Classes
 July 2023 - June 2024

	Administration	Battery Recycling	Business Outreach (Non-SB1383)	Capital Outlay	CESQG	Classroom Education	Curbside Oil Pickup	Electronic Device Disposal	HHW	TAG	Public Outreach	Retail Take Back	SB 1383	TOTAL
Revenue														
400 Non_Operation Revenue														
4150000 Interest Revenue	36,308.00													36,308.00
4200105 Grants						48,229.00	38,731.00							86,960.00
Total 400 Non_Operation Revenue	\$ 36,308.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 48,229.00	\$ 38,731.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 123,268.00
435- Operation Revenue														
4350200 CESQG Payment					25,196.00									25,196.00
4350235 Billings to Outside Agencies									185,450.00					185,450.00
4350820 Solid Waste Management Fee	2,652,840.00													2,652,840.00
4350825 Landfill Tipping Fee Surcharge	813,450.00													813,450.00
4350955 Retail Take Back Fees												42,297.00		42,297.00
4550065 Other		2,500.00						2,500.00						5,000.00
Total 435- Operation Revenue	\$ 3,466,290.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 25,196.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 185,450.00	\$ 0.00	\$ 0.00	\$ 42,297.00	\$ 0.00	\$ 3,724,233.00
Total Revenue	\$ 3,502,598.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 25,196.00	\$ 48,229.00	\$ 38,731.00	\$ 2,500.00	\$ 185,450.00	\$ 0.00	\$ 0.00	\$ 42,297.00	\$ 0.00	\$ 3,847,501.00
Expenses														
500- Salaries, wages, & Benefits														
5001210 Annual Wages	659,140.00													659,140.00
5001507 Taxes	53,693.00													53,693.00
5001522 Retirement Benefits	212,663.00													212,663.00
5001557 Workers Compensation Insurance	4,043.00													4,043.00
5001561 Employee Insurance Benefit	115,933.00													115,933.00
5001700 Cell Phone Stipends	3,480.00													3,480.00
Total 500- Salaries, wages, & Benefits	\$ 1,048,952.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,048,952.00
5050 Services and Supplies														
5050015 Advertising											34,000.00			34,000.00
5050070 Computer Software	15,325.00										5,388.00		47,390.00	68,103.00
5050075 Computer Hardware	13,640.00													13,640.00
5050085 Copy and Printing	5,440.00		25,000.00										50,000.00	80,440.00
5050095 Credit Card Fees					600.00									600.00
5050145 Hazardous Waste Disposal		61,800.00			26,649.00		26,000.00	51,082.00	486,119.00			46,143.00		697,793.00
5050160 Insurance Property and Liability	37,154.00													37,154.00
5050167 Rebates													125,000.00	125,000.00
5050169 Janitorial Services & Supplies	4,080.00													4,080.00
5050190 Building Maintenance	1,500.00													1,500.00
5050210 Maintenance-Equipment									12,000.00					12,000.00
5050255 Memberships	17,685.00													17,685.00
5050260 Mileage Reimbursement - Employee	500.00												2,500.00	3,000.00
5050265 Mileage Reimb-Nonemployee						5,682.00							3,947.00	9,629.00
5050280 Office Supply Expenses	5,000.00													5,000.00
5050290 Other Minor Equipment			44,500.00			5,000.00	8,420.00						125,000.00	182,920.00
5050310 County Services	8,695.00													8,695.00
5050320 Legal	90,000.00													90,000.00
5050335 Postage	188.00												9,360.00	9,548.00
5050340 Contracted Services	66,278.00		51,500.00		13,032.00		5,472.00	4,400.00			31,250.00	53,075.00		225,007.00
5050362 Public Outreach & Education			226,500.00			65,000.00					40,000.00		150,000.00	481,500.00
5050370 Trainings and Seminar Registration	13,036.00													13,036.00
5050380 Rent and Lease Expense	20,901.00								6,782.00				7,000.00	34,683.00
5050425 Board of Directors Stipends	13,200.00													13,200.00
5050430 Special Dept Exp										40,000.00				40,000.00

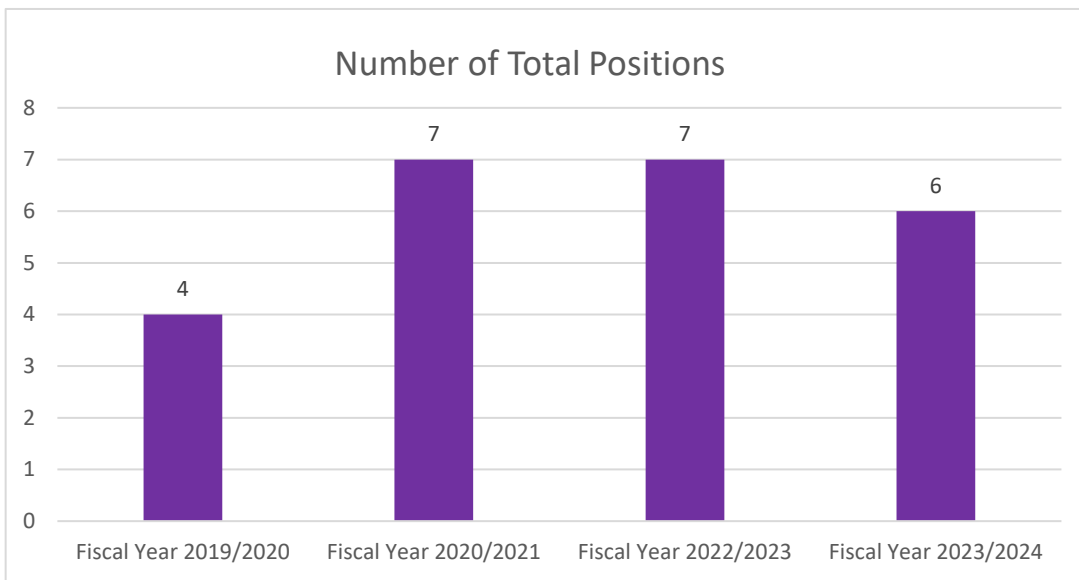
Continued From Previous Page

	Administration	Battery Recycling	Business Outreach (Non-SB1383)	Capital Outlay	CESQG	Classroom Education	Curbside Oil Pickup	Electronic Device Disposal	HHW	TAG	Public Outreach	Retail Take Back	SB 1383	TOTAL
5050440 Telephone and Internet	6,440.00													6,440.00
5050450 Travel	10,000.00													10,000.00
5050475 Utilities	5,000.00													5,000.00
Total 5050 Services and Supplies	\$ 334,062.00	\$ 61,800.00	\$ 347,500.00	\$ 0.00	\$ 40,281.00	\$ 75,682.00	\$ 39,892.00	\$ 55,482.00	\$ 504,901.00	\$ 40,000.00	\$ 110,638.00	\$ 99,218.00	\$ 520,197.00	\$ 2,229,653.00
515- 515-Lease Expenses														
5153400 Lease Amortization Expense	2,105.00													2,105.00
5160400 Interest Expense	59.00													59.00
Total 515- 515-Lease Expenses	\$ 2,164.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,164.00
550 Capital Outlay														
5500092 Capital Outlay Building				438,000.00										438,000.00
5500093 Capital Outlay Equipment				59,843.00										59,843.00
Total 550 Capital Outlay	\$ 0.00	\$ 0.00	\$ 0.00	\$ 497,843.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 497,843.00
Total Expenses	\$ 1,385,178.00	\$ 61,800.00	\$ 347,500.00	\$ 497,843.00	\$ 40,281.00	\$ 75,682.00	\$ 39,892.00	\$ 55,482.00	\$ 504,901.00	\$ 40,000.00	\$ 110,638.00	\$ 99,218.00	\$ 520,197.00	\$ 3,778,612.00
TOTAL NET REVENUE	\$ 2,117,420.00	-\$ 59,300.00	-\$ 347,500.00	-\$ 497,843.00	-\$ 15,085.00	-\$ 27,453.00	-\$ 1,161.00	-\$ 52,982.00	-\$ 319,451.00	-\$ 40,000.00	-\$ 110,638.00	-\$ 56,921.00	-\$ 520,197.00	\$ 68,889.00
TOTAL	\$ 2,117,420.00	-\$ 59,300.00	-\$ 347,500.00	-\$ 497,843.00	-\$ 15,085.00	-\$ 27,453.00	-\$ 1,161.00	-\$ 52,982.00	-\$ 319,451.00	-\$ 40,000.00	-\$ 110,638.00	-\$ 56,921.00	-\$ 520,197.00	\$ 68,889.00



Position Allocation List

Approved Positions at the Start of the Year	Fiscal Year 2019/2020	Fiscal Year 2020/2021	Fiscal Year 2022/2023	Fiscal Year 2023/2024
Permanent Full-Time Positions				
Executive Director	1	1	1	1
Deputy Director		1	1	1
Accountant	1	1	1	1
Clerk of the Board	1	1	1	1
Management Analyst		1	1	1
Program Coordinator		1	1	0
Program Manager	1	1	1	1
TOTAL:	4	7	7	6





Salary Schedule

Salary Schedule						
Position Title	Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Salary Exempt Employees						
Executive Director		Salary \$ 155,000.00	Contracted Annual Salary Max			
Deputy Director		Salary \$ 120,744.00	126,781.20	133,120.26	139,776.27	\$ 146,765.09
Non-Exempt Employees						
Program Manager		Salary \$ 83,307.77	87,473.15	91,846.80	96,439.14	\$ 101,261.10
Management Analysts		Hourly \$ 36.15	37.96	39.86	41.85	\$ 43.94
		Annualized Salary \$ 75,192.87	78,952.52	82,900.14	87,045.15	\$ 91,397.41
Clerk of the board		Hourly \$ 33.64	35.32	37.09	38.94	\$ 40.89
		Annualized Salary \$ 69,967.46	73,465.83	77,139.12	80,996.08	\$ 85,045.88
Accountant		Hourly \$ 33.55	35.23	36.99	38.84	\$ 40.78
		Annualized Salary \$ 69,790.32	73,279.84	76,943.84	80,791.03	\$ 84,830.59

Section 4.3 IWMA Benefits Chart

IWMA BENEFIT	RATE	DESCRIPTION
401(a) Retirement Contribution	19.53%	
457b Matching Contribution	Match	IWMA match employee contribution/2019 IRS max
FICA Employer		As provided by law
FICA Employee		As provided by law
Medicare Employer/Employee		As provided by law
Unemployment		As provided by law
Worker's Compensation	Varies	As provided by law.
Health Insurance	\$1,500/mo.	Employee + 1 (SDRMA Gold PPO Plan, includes vision & dental). The employees “+ 1” includes domestic partners if either registered through the State of California or authorized by a Notarized Affidavit of Domestic Partnership.
Post-Employment Health Plan	2%	2% of employee salary to Health Savings Account, via SDRMA
Life Insurance		\$50,000 coverage provided by IWMA
Long Term Disability	.298% x Salary	On first \$13,500/mo. of salary. Pays 66 2/3% of salary.
Mileage Reimbursement		As established by the Federal Internal Revenue Service
Sick Leave	12 days/yr	2080 hours max accrual, payoff of 400 hrs max @ 5 yrs
Sick Leave Exchange for Vacation	80 hrs for 40 hrs	Per fiscal year, must maintain a 30-day balance, after 5 yrs of service
Holiday	13 days/yr	12 holidays, 1 personal day
Administrative Leave	40 hrs/yr	No carry-over or payoff for unused time
Vacation Leave (320 hrs max)	10 days/yr 15 days/yr 20 days/yr	Beginning of service to end of fourth year Beginning of service to end of ninth year Over ten years of service (320 hrs maximum payout)
Jury Leave		Regular pay while on jury duty, cannot claim jury pay
Paid Military Leave	20 days/fiscal yr	20 working days or 1 month's salary max-called to active duty

F-14 Budget Policy

San Luis Obispo County Integrated Waste Management Authority
 870 Osos Street, San Luis Obispo, CA 93401



POLICY NAME	Budget Policy		POLICY NUMBER	F-14	
EFFECTIVE DATE	6/8/2022	LAST REVISION DATE		VERSION NUMBER	.00
IMPLEMENTED DATE	6/8/2022				

I. Policy Purpose

The purpose of the IWMA Budget Policy is to provide staff with guidance on the development of the annual budget and how it is monitored during the year. The development of the IWMA budget shall also conform to the provisions of the IWMA Joint Powers Agreement (JPA).

II. Scope

The scope of this policy addresses the following:

- Budget Format
- Financial, program and service considerations
- The budget process.

Budget Format

The annual budget shall be prepared and presented to the Board of Directors (Board) with multi-year projections that include the following:

- The current year budget and current year-end estimates.
- Two prior years of actual results.
- The fiscal year for which the budget is being considered.
- Two subsequent years of estimates so that three (3) years of budgetary estimates are provided to the Board.

Financial Considerations

A. Prohibition on Expending Funds for Enforcement

The IWMA shall not include funds in its budget for enforcement activities. IWMA inspection responsibilities will be coordinated with the Participating Agencies for enforcement as deemed necessary by those agencies.

B. Minimum Measures

The annual budget shall be developed and presented to the Board so that the Board considers the minimum work required to comply with state mandates and regulations in the most demonstrably cost-effective way possible.

C. Equitable Distribution of Services

Recognizing that services provided by IWMA are regionally based, Board budget deliberations are intended to address the services provided, the equity of service delivery programs for the communities represented by IWMA, and the Board intent that services are equitably provided throughout the IWMA region.

D. Program Enhancements with Grant Revenues

The IWMA Board recognizes that the State of California, Cal Recycle and other organizations provided grant revenues from time to time to help cover the cost of mandates and regulations as well as to provide incentives for programs that may exceed the requirements of those mandates and regulations. IWMA shall seek to maximize grants for recovery of the cost of mandates and regulations, which the Executive Director is authorized to seek at any time. IWMA shall seek to maximize grants for the costs of program enhancements subject to Board approval of those programs.

E. Program Enhancements Reimbursements from Participating Agencies

IWMA recognizes that some communities represented by IWMA may wish to implement programs within their community to a greater extent than provided by IWMA. In the event that an IWMA Participating Agency wishes to utilize IWMA staff and resources for program enhancements, the cost to IWMA and reimbursement from the Participating Agency shall be incorporated into the budget with the approval of an agreement between IWMA and the Participating Agency.

- i. For purposes of seeking cost reimbursements, IWMA shall establish overhead allocations based on the approved budget as follows:
 - a. Indirect labor costs shall be included in calculations to determine the “Weighted Labor Rate” for each employee based on the following:
 - Total labor costs for each employee including salary/wages, benefits, taxes and other indirect payroll related costs that are included in the Labor component of the IWMA Budget.

Divided by:
 - Estimated working hours per year for each employee (i.e. total paid hours minus those that are paid for vacation, sick leave and other time-off with compensation).
 - b. Indirect non-labor shall be allocated to Program costs based on calculating the percentage that results from dividing the total administrative component of the budget by the total Programs component of the budget.
 - c. Non-programmatic indirect labor costs (i.e., administrative and management labor costs) shall be allocated to a) Programmatic Labor Costs and b) Non-Labor Programmatic costs based on the percentages that each represents compared to the sum of both.
 - d. Adjustments to indirect cost allocations are allowed for grants that provide specific guidance that differs from IWMA policy.

F. Review of Annual Compensation Plan

During the annual budget development, the Board shall consider and approve an Employee Compensation Plan. That plan shall have the following components:

- i. Position Allocation List
 - a. Job Titles, Salary and Wages for each Job Title, and whether the position is management or non-management position.
 - b. The number of positions approved for each Job Title.

- c. Employee Benefit Chart
- d. An Organization Chart
- ii. Cost of Living Adjustments
- iii. Other changes in the Employee Compensation Plan may be approved by the Board on an annual basis or a multi-year basis not to exceed three years.
- iv. If cost of living adjustments or other changes in the Employee Compensation Plan are approved by the Board on a multi-year basis, that approval shall be adopted by resolution.

Budget Process

The IWMA annual budget process shall include distribution of the draft budget to staff of Participating Agencies for review and input. The following are minimum efforts in coordinating that review:

A. February - Mid-Year Budget Analysis & Review

The purpose of the Mid-Year Budget Analysis & Review is to identify any budget items that are deviating significantly from budget, and which may need to be reevaluated when considering the upcoming budget. The analysis shall include both expenditure and revenue (i.e. fee) analysis and shall be consistent with fee monitoring requirements established in the IWMA Fee Setting Policy. The Mid-Year Budget Analysis and Review shall be distributed to staff of Participating Agencies concurrent with its placement on the IWMA Board agenda.

B. April – Program and Policy Review

The purpose of the Program and Policy Review is to provide a general review of IWMA programs, their cost effectiveness, metrics and other features and characteristics so that the Board can consider whether program changes may be warranted for the upcoming budget.

- A preview of the Program and Policy Review shall be provided to the IWMA Local Task Force prior to presenting it to the IWMA Board

C. May – Draft Preliminary Budget

The purpose of the draft Preliminary Budget is to provide an overview of significant budget issues, whether funding or other budgetary constraints are foreseeable, to initiate any discussions that may be needed on employee compensation, and for the Board to provide any direction deemed appropriate for preparation of the Preliminary Budget.

- The draft preliminary budget shall be distributed to staff of Participating Agencies for their review at least 30 days prior to the IWMA Board meeting to provide time for staff to meet and confer at least 14 days prior to the IWMA Board meeting.
- A 3rd quarter budget review for the current fiscal year may also be presented to the Board at the same time if needed.

D. June - Adoption of Preliminary Budget

The purpose of adopting the Preliminary Budget is to establish the revenue and expenditure plans for the upcoming fiscal year and to provide staff direction on reserves.

E. September - Adoption of Final Budget

The purpose of adopting the Final Budget is to incorporate actual beginning reserves for the fiscal year once the accounting “close-out” of the prior fiscal year has been completed.

III. Related Policies

- Policy F-13: Reserves
- Policy FS-1: Fee Setting Policy

IV. Policy Owner

IWMA Executive Director

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
.00	Board 6/8/2022		Policy origination	Paavo Ogren

RESOLUTION NO. 2023-06-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY ADOPTING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2023/2024

WHEREAS, Section 10.7 of the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) Second Amended and Restated Joint Powers Agreement provides that a line item and program budget shall be adopted prior to June 30 of each year; and

WHEREAS, the IWMA Budget Policy, approved June 8, 2022, provides that the purpose of adopting a preliminary budget is to establish the revenue and expenditure plans for the upcoming fiscal year and to provide staff direction on reserves; and

WHEREAS, the 2023/24 Fiscal Year Preliminary Budget was developed to meet the goals and policies established by the local jurisdictions as well as legislative requirements; and

WHEREAS, the 2023/24 Fiscal Year Preliminary Budget is based on funding derived from the tipping fee surcharges collected from the County area landfills, solid waste management fees, and other revenue sources; and

WHEREAS, the IWMA desires to make known its planned activities and associated costs for the 2023/24 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the San Luis Obispo County Integrated Waste Management Authority, as follows:

1. That the proposed 2023/24 Fiscal Year Preliminary Budget, attached as Exhibit “A” be adopted.
2. That the proposed budget be administered as established by past policies and practices.
3. That the IWMA will in September of 2023, pursuant to the IWMA Budget Policy, consider and adopt the 2023/24 Fiscal Year Final Budget, make final reserve designations, and make any other adjustments that the Board of Directors may choose to consider.

PASSED, APPROVED, and ADOPTED by the Board of San Luis Obispo County Integrated Waste Management Authority this 14th day of June 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Jan Marx, Board President
San Luis Obispo County Integrated Waste Management Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Linda Somers Smith, Legal Counsel
Adamski Moroski Madden Cumberland & Green LLP

ATTEST:

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: Peter Cron, Executive Director

RE: Resolution 2023-06-03 Temporary Reduction of the Solid Waste Management Fee

BACKGROUND:

The IWMA Fee Setting Policy adopted March 9, 2022, requires that revenues generated from IWMA fees be monitored by the IWMA Executive Director and reported to the IWMA Board. On November 9, 2022, the IWMA Board received a presentation from HF&H Consultants which included a review of the IWMA organizational and cost structures and an analysis of the IWMA Solid Waste Management Fee. This draft report identified efficiencies and redundant operations that could be realized by the agency. This draft report recommended that the solid waste management fee be reduced from 5.4% to between 4.1% and 4.4%.

The 2023/2024 Revenue and Spending Plan Draft (Plan) was prepared focusing on implementing these efficiencies and was presented to the Budget Ad-Hoc Committee in April. The Plan was prepared assuming a 4.4% solid waste management fee and presented to the Board at the May 10, 2023, meeting. The Board directed staff to bring the Plan back for approval with a resolution to temporarily reduce the Solid Waste Management Fee from 5.4% to 4.4%.

RECOMMENDATION:

That your Board adopt Resolution 2023-06-03, temporarily reducing the IWMA Solid Waste Management Fee from 5.4% to 4.4%, effective July 1, 2023.

FISCAL IMPACT:

Fourteen percent reduction in revenues to stabilize earnings with expense.

ATTACHMENTS:

- A. Resolution 2022-03-03 Establishing a Fee Setting Policy
- B. Resolution 2023-06-03 Temporary Reduction of the Solid Waste Management Fee
- C. HF&H "Draft" Analysis of IWMA Solid Waste Management Fee and Organizational Structure Review

RESOLUTION NO. 2022-03-03
RESOLUTION OF THE SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
ESTABLISHING A FEE SETTING POLICY

WHEREAS, the San Luis Obispo County Integrated Waste Management Authority (IWMA) is a Joint Powers Authority established pursuant to a Joint Powers Agreement originally executed on May 10, 1994 including the incorporated cities of Arroyo Grande, Atascadero, El Paso de Robles, Grover Beach, Morro Bay, Pismo Beach, and San Luis Obispo, all being municipal corporations of the State of California and located within the boundaries of the County of San Luis Obispo California, hereinafter called "Cities;" and,

WHEREAS, in or around 2001, a Memorandum of Agreement ("MOA") was executed with certain special districts within the County ("Authorized Districts") amending the Original JPA Agreement to include the Authorized Districts for representation on the IWMA Board; and

WHEREAS, the Cities and Authorized Districts are collectively referred to herein as IWMA Participating Agencies; and,

WHEREAS, Section 5.2 of the Joint Powers Agreement granted the IWMA such powers that each Member could exercise separately; and

WHEREAS, Assembly Bill 341 (Chesbro, 2011) (Recycling of Commercial Solid Waste ("MCR")), Assembly Bill 1826 (Chesbro, 2014) (Recycling of Commercial Organic Waste ("MORE")), and Assembly Bill 827 (McCarty, 2019) were signed into law and established requirements for the diversion of organic waste generated by businesses and commercial solid waste recycling; and

WHEREAS, in 2016, Senate Bill 1383 (Lara, 2016) was signed into law and establishes methane emissions reduction goals of 50 percent in the level of the statewide landfill disposal of organic waste from the 2014 level by 2020, and 75 percent by 2025; and

WHEREAS, Senate Bill 1383 regulations require jurisdictions to implement an organic waste diversion program that includes providing organic waste collection services to businesses and residences, edible food recovery goals, public education and outreach, contamination monitoring and sampling activities, recordkeeping and reporting, organic and edible food recovery, infrastructure capacity planning, procurement of recovered organic waste products, and enforcement; and

WHEREAS, the IWMA requires funding to support the planning, programming, and implementation of the statutory mandates and related regulations established by the State of California; and

WHEREAS, Sections 41901 and 41902 of the Public Resources Code authorize the establishment and collection of a fee in order to fund the costs incurred by the IWMA in the

preparation, maintenance, adoption and implementation of the Integrated Waste Management Plan mandated by Section 40000 et seq. of the Public Resources Code; and

WHEREAS, Public Resources Code Section 42652.5 authorizes local jurisdictions to collect reasonable and necessary fees to recover the costs of implementing Senate Bill 1383 regulations and Title 14, Division 7, Chapter 3, Section 18991.1 of the California Code of Regulations and allows jurisdictions to fund compliance efforts through franchise fees, local assessments or other funding mechanisms; and

WHEREAS, it is in the public interest for IWMA to adopt a fee setting policy to promulgate the regulatory nature of fees that IWMA must establish, and increase from time to time, as a result of statutory mandates and regulations established by the State of California and to establish IWMA requirements that include compliance with legal requirements, fee setting objectives and determinations, data required to support fee determinations, fee monitoring, and administrative requirements including coordination with the Cities and Authorized Districts, coordination with industry representatives, and public review.

NOW, THEREFORE, BE IT RESOLVED, that the San Luis Obispo County Integrated Waste Management Authority:

1. IWMA Fees Fund Services for the IWMA Region.

The fees that IWMA establishes and/or modifies are for the IWMA Region as a whole, which comprises the combined territories of the Participating Agencies. The scope of services provided by IWMA in serving the IWMA Region is based on several guiding requirements included in California statutes and regulations. In accordance with those requirements and the JPA, specific guidance is established by the IWMA Board based on strategic and action plans, annual budgets, letters of designation and agreements from and/or with Participating Agencies, other directives, and duly authorized determinations by the IWMA Executive Director or designee.

2. The IWMA Fees are Needed for Regulatory Compliance

The need for IWMA to establish and/or increase revenues is a result of statutory and regulatory requirements imposed on the local agencies and whether the revenue stream is characterized as a fee, a rate, a charge, or otherwise, the nature and substance of the revenue is that of a regulatory fee.

3. The attached "Fee Setting Policy" is hereby approved.

4. Effective Date.

This Resolution will be effective on March 9, 2022. The Executive Director of the IWMA is authorized to amend Section #1 to reflect any changes in IWMA Participating Agencies that may occur from time to time.

PASSED AND ADOPTED, this 9th day of MARCH, 2022, by the following roll call vote:

AYES: STORTON, HELLER, BURGESS, HAMMON, WAREX Newton, ROBERT BOURBEAU
NOES: 0
ABSTAIN: 0
ABSENT: 0

Charles Bourbeau
Charles Bourbeau, President

ATTEST:

Sasha Del Giorgio
Sasha Del Giorgio, Clerk of the Board

APPROVED AS TO FORM AND LEGAL EFFECT:

Jeffrey A. Minnery
Jeffrey A. Minnery, Legal Counsel

FS-1 Fee Setting Policy

San Luis Obispo County Integrated Waste Management Authority
 870 Osos Street, San Luis Obispo, CA 93401



POLICY NAME	Fee Setting Policy	POLICY NUMBER	FS-1	
EFFECTIVE DATE	March 9, 2022	LAST REVISION DATE	VERSION NUMBER	.00
IMPLEMENTED DATE				

I. Policy Purpose

This Fee Setting Policy is intended to provide guidance on requirements established in the IWMA Joint Powers Agreement (JPA) that covers the local agencies within the County of San Luis Obispo listed below. This policy recognizes that IWMA’s need to establish revenues is a result of statutory and regulatory requirements imposed on the local agencies and whether the revenue stream is characterized as a fee, a rate, a charge, or otherwise, the nature and substance of the revenue is that of a regulatory fee.

IWMA Participating Agencies

Cities	Special Districts	
Atascadero	Avila Beach CSD	Oceano CSD
Arroyo Grande	California Valley CSD	San Miguel CSD
Grover Beach	Cambria CSD	Templeton CSD
Morro Bay	Cayucos Sanitary District	
Pismo Beach	Ground Squirrel Hollow CSD	
San Luis Obispo	Heritage Ranch CSD	
Paso Robles	Nipomo CSD	
*CSD – Community Services District		

Specifically, the intent of this policy is to provide information and/or guidance on the following:

- a) Authority to set fees.
- b) Fee setting objectives and determinations.
- c) Data required to support fee determinations.
- d) Fee monitoring.
- e) Administrative requirements including coordination with member and participating agencies, coordination with industry representatives, and public review.

II. Scope

This policy applies to all actions that may be recommended for consideration by the Board of Directors to establish and increase fees.

Revenues that are generated from IWMA fees shall be used solely for IWMA costs incurred and reserves needed for the scope of services provided by IWMA while serving the IWMA Region. The scope of some services provided by IWMA may also be implemented in cooperation with other agencies, including the County of San Luis Obispo, Participating Agencies, and/or others subject to an agreement approved by the IWMA Board.

The scope of services provided by IWMA in serving the IWMA Region is based on several guiding requirements included in California statutes and regulations. In accordance with those requirements and the JPA, specific guidance is established by the IWMA Board based on strategic and action plans, annual budgets, letters of designation and agreements from and/or with Participating Agencies, other directives, and duly authorized determinations by the IWMA Executive Director or designee.

III. Authority to Set Fees

The IWMA authority to set fees is derived from both statutory authority and the JPA. The JPA identifies several types or categories of fees that the IWMA may consider. Prior to establishing a new fee category, the IWMA Board shall consider and adopt an attachment to this policy that addresses the following policy requirements specific to that category of fee.

- a) Description of the fee
- b) Authority to set the fee
- c) Fee setting objectives and determinations
- d) Data requirements to support fee determinations
- e) Other requirements

Three categories of fees including tipping fees, customer fees, and fees based on gross hauler revenues have been implemented by IWMA prior to the adoption of this policy. Thus, Attachment "A" incorporates each of those fee categories in this policy.

For new fee categories adopted and established by the IWMA under this policy, subsequent modifications to that fee are subject to the requirements of this policy.

All fees are subject to current and future statutory and other legal requirements. If a conflict is identified between this policy and legal requirements, the legal requirements shall supersede this policy.

IV. Fee Setting Objectives and Determinations

Fee setting objectives and determinations are based on a) the regional nature of IWMA services and b) evaluations incorporated into fee studies.

Objective #1: Fee Requirements are Based on Regional Services

IWMA services are provided on behalf of constituents within the combined territories of the Participating Agencies, herein referred to as the “IWMA Region.” Some specific services may be provided outside of the IWMA Region on behalf of constituents within the IWMA Region.

IWMA fees can only be used to pay costs and fund necessary reserves applicable to constituents within the IWMA Region. As a Joint Powers Authority providing regional services, the IWMA recognizes that there will be variations in the nature and extent of services provided within the individual communities represented by the Participating Agencies, and that matching revenues generated from constituents in individual communities to expenses incurred specifically on behalf of the constituents of those individual communities is neither required by or the intent of the JPA, nor a known requirement of law. This IWMA policy, consistent with the JPA, recognizes that the IWMA provides its scope of services and establishes fees based on the IWMA Region as a whole, and that the JPA does not require nor does it intend for the IWMA to provide its scope of services on a community-by-community basis, nor to a) track IWMA costs on a community-by-community basis, b) match revenues with costs on a community-by-community basis, c) negotiate services with each Participating Agency on a community-by-community basis d) establish fees on a community-by-community basis, or e) seek reimbursement from the Participating Agencies for costs that might otherwise be incurred on a community-by-community basis.

Objective #2: Fee Determinations Require Fee Studies

Prior to establishing or increasing a fee, a Fee Study shall be prepared for the IWMA by a qualified consultant selected through the Request for Proposal process for consideration by the IWMA Board. Any action approved by the IWMA Board to establish or increase fees shall incorporate the final Fee Study and any applicable plan and/or determinations regarding the scope of services provided within the IWMA Region that necessitates the action to establish or increase a fee.

V. Data Required to Support Fee Determinations

Specific fee recommendations shall be based on and shall not exceed the estimated cost of IWMA services and the funding of necessary reserves. Fee Studies shall describe, document, and illustrate the estimated cost of services, the revenue and reserve requirements, and relevant calculations and evidence used to determine the specific fee recommendations. The Fee Study shall include all necessary facts,

data, information, and analyses related to justification and/or explanation of the proposed fees that meet all applicable legal requirements to support their adoption.

Cost and reserve requirements shall be projected over a period of not-less-than 3 years with the intent that fee recommendations are based on multi-year projections. Additionally, the Fee Study shall include current year estimates and at least one year of prior actual costs and reserve balances.

Reserve requirements shall be included in fee determinations based on legal requirements established by statute, regulations or agreement and those specifically approved by the IWMA Board either by resolution, separate policy or budgetary action.

VI. Fee Monitoring

Revenues that are generated from IWMA fees will be monitored by the IWMA Executive Director and reported to the IWMA Board as follows:

- a) On a quarterly basis - a comparison of actual revenue versus expected revenue for that quarter and year-to-date.
- b) On a semi-annual basis – a comparison of actual revenue versus budgeted revenue, together with a comparison of actual to budget for the entire IWMA budget.
- c) Final year-end comparisons of actual revenue versus budgeted revenue should be included in subsequent year proposed and final budget documents.

Additionally, fee monitoring stated above shall include a comparison of targeted reserves versus actual reserves.

The reports provided to the Board of Directors shall be placed on regular or special meeting agendas. The semi-annual budget review and the review of the proposed and final budgets shall be coordinated with Participating Agencies.

VII. Administrative Requirements

The Executive Director or designee shall coordinate the review of Fee Studies, fee recommendations, and monitoring of fees, and the development and monitoring of the IWMA proposed and final budgets with Participating Agencies. The Executive Director shall develop administrative procedures in collaboration with the Participating Agencies to ensure that IWMA efforts undertaken to establish, increase or otherwise modify IWMA fees will be coordinated with the Participating Agencies in a timely and organized manner with a goal that IWMA fee modifications are scheduled to coincide with normal recurring fee processes conducted by the Participating Agencies. The IWMA shall coordinate with the Participating Agency managers in this regard to ensure the facts, data, information, and analyses provided by the IWMA is adequate to enable the Participating Agencies to implement the IWMA's proposed fees and fees through the Proposition 218 process, if deemed applicable to a Participating Agency by that Agency.

VIII. Forms and Attachments

- A1 – Tipping Fees
- A2 – Fees Based on Customer Accounts
- A3 – Fees on Gross Hauler Revenues

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

Policy FS-1: Fee Setting Attachment A-1 Tipping Fees



San Luis Obispo County Integrated
Waste Management Authority
870 Osos Street, San Luis Obispo, CA 93401

POLICY NAME	Fee Setting Policy	POLICY NUMBER	FS-1		
EFFECTIVE DATE	March 9, 2022	LAST REVISION DATE		VERSION NUMBER	.00
IMPLEMENTED DATE					
Description of the Fee		Tipping fees are collected at landfills and distributed to IWMA based on the tonnage of materials disposed.			
Authority to Set the Fee		JPA, Public Resources Codes 41901, 41902, 42625.5, and Tipping Fee Memorandum of Agreement between the County and Cities.			
Fee Setting Objectives and Determinations		The objective of setting tipping fees is to develop revenues in proportion to waste disposed.			
Data Requirements to Support Fee Determinations		Tonnage of waste disposed at the landfill.			
Other Requirements		Coordination with waste haulers, landfill operators and the County of San Luis to ensure revenues that are allocated to IWMA are based on materials generated from the IWMA Region.			

**Policy FS-1: Fee Setting
Attachment A-2
Fees on Customer Accounts**



San Luis Obispo County Integrated
Waste Management Authority
870 Osos Street, San Luis Obispo, CA 93401

POLICY NAME	Fee Setting Policy	POLICY NUMBER	FS-1		
EFFECTIVE DATE	March 9, 2022	LAST REVISION DATE		VERSION NUMBER	.00
IMPLEMENTED DATE					
Description of the Fee		Fees on Customers Accounts are charged to haulers based on the types and number of customers accounts by type.			
Authority to Set the Fee		JPA and Public Resources Codes 41901, 41902 and 42625.5			
Fee Setting Objectives and Determinations		The objective of setting fees based on the type and number of customer accounts is to develop revenues in proportion to those accounts.			
Data Requirements to Support Fee Determinations		Number of customer accounts by type.			
Other Requirements		Coordination with Participating Agencies and waste haulers, to ensure revenues paid to IWMA by haulers are accurate for IWMA Region.			

**Policy FS-1: Fee Setting
Attachment A-3
Fees on Gross Hauler Receipts**



San Luis Obispo County Integrated
Waste Management Authority
870 Osos Street, San Luis Obispo, CA 93401

POLICY NAME	Fee Setting Policy		POLICY NUMBER	FS-1	
EFFECTIVE DATE	March 9, 2022	LAST REVISION DATE		VERSION NUMBER	.00
IMPLEMENTED DATE					
Description of the Fee		Fees on Gross Hauler Receipts are charged to haulers based on the revenues generated from customer accounts.			
Authority to Set the Fee		JPA and Public Resources Codes 41901, 41902 and 42625.5			
Fee Setting Objectives and Determinations		The objective of setting fees based on the gross hauler receipts is to develop revenues in proportion to revenues collected from customers and services provided to customers.			
Data Requirements to Support Fee Determinations		Gross hauler receipts.			
Other Requirements		Coordination with Participating Agencies and waste haulers, to ensure revenues paid to IWMA by haulers are accurate for IWMA Region.			

RESOLUTION NO. 2023-06-03

**RESOLUTION OF THE SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING A TEMPORARY
REDUCTION OF THE SOLID WASTE MANAGEMENT FEES**

WHEREAS, on or about March 9, 2022, the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) adopted solid waste management fees of 5.4% with Resolution No. 2022-03-04 pursuant to the powers granted the IWMA in the Joint Powers Agreement; and

WHEREAS, Section 6.2 of the Second Amended and Restated Joint Powers Agreement grants the IWMA powers that each Member could exercise separately; and

WHEREAS, at its meeting on November 9, 2022, the IWMA Board received a presentation from HF&H Consultants on its Organizational Study Preliminary Findings and Recommendations supporting a review of the fees within the context of the budget; and

WHEREAS, at its meeting on March 8, 2023, the IWMA Board created an ad hoc budget committee to consider the impact of reducing the Solid Waste Management Fees; and

WHEREAS, at its meeting on May 10, 2023, IWMA staff recommended the IWMA Board consider adopting a temporary, one (1) year reduction in the Solid Waste Management Fees; and

WHEREAS, on May 10, 2023, the IWMA Board directed IWMA staff to return with a resolution to temporarily reduce the Solid Waste Management Fees for one (1) year, from 5.4% to 4.4%, effective July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the San Luis Obispo County Integrated Waste Management Authority, as follows:

1. The Solid Waste Management Fee, adopted by Resolution 2022-03-04, is temporarily reduced to 4.4% of gross receipts, effective on July 1, 2023.
2. The IWMA Board makes the following findings of fact related to the fee reduction: (1) the IWMA has the authority to recover and set fees, and (2) such temporary reduction is consistent with the “Organizational Study Preliminary Findings & Recommendations” presented by HF&H Consultants to the IWMA Board at its meeting on November 9, 2022, and additional information presented to the IWMA Board in considering this resolution.
3. The reduction in Solid Waste Management Fees to 4.4% will remain in effect until the earlier of (i) June 30, 2024, or such time the IWMA Board adopts a subsequent resolution terminating the temporary reduction or extending it.

PASSED, APPROVED, and ADOPTED by the Board of San Luis Obispo County Integrated Waste Management Authority this 14th day of June 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Jan Marx, Board President
San Luis Obispo County Integrated Waste Management Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Linda Somers Smith, Legal Counsel
Adamski Moroski Madden Cumberland & Green LLP

ATTEST:

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

590 Ygnacio Valley Rd, Suite 105
Walnut Creek, California 94596
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Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

December 30, 2022

San Luis Obispo County Integrated Waste Management Authority
Board of Directors
870 Osos Street
San Luis Obispo, CA
93401-2717

Subject: Analysis of IWMA Solid Waste Management Fee and Organizational Structure Review

Dear Board of Directors,

In September of 2021, the San Luis Obispo County Integrated Waste Management Authority (IWMA) Board directed HF&H Consultants, LLC (HF&H) to complete analyze the IWMA's solid waste management fee and recommend an adjustment based on the impacts of SB 1383. In October of 2021, HF&H presented a draft analysis to the IWMA's Executive Committee for review which recommended a 5.4% solid waste management fee, a fee that was subsequently implemented on March 9, 2022. After the IWMA gained experience with SB 1383 requirements and obtained baseline gross receipt and cost data, HF&H was reengaged to perform an organizational study to evaluate the appropriateness of the solid waste management fee. In November of 2022, HF&H presented initial study findings and recommendations to the IWMA Board of Directors. The following report titled, "Analysis of IWMA Solid Waste Management Fee and Organization Structure Review," represents HF&H's final analysis.

Executive Summary

HF&H's analysis of the IWMA's current budget and estimated expenditures for SB 1383 implementation, coupled with gross receipt estimates for each Member Agency have resulted in a recommendation to amend the solid waste management fee to 4.1-4.4% of hauler gross receipts. In a prior draft report, HF&H provided a recommendation for a revised IWMA hauler fee of 5.4%. However, with evolving interpretations of regulations at the State level, proposed program modifications, and a better understanding of the IWMA's role in member agency compliance, the IWMA can reduce this fee, resulting in savings to ratepayers. Program modifications could save between \$588,000 to \$753,000 per year and reduce the hauler fee. The revised solid waste management fee is aligned with the IWMA's reserve policy of maintaining an operating fund balance equal to 25% of the IWMA's annual operating expenditures. It is recommended that the IWMA review its actual operating results during fiscal year (FY) 2023-24 to determine if any further adjustments to the solid waste management fee are needed as SB 1383 programs evolve and mature.

Background

The IWMA currently collects revenue through hauler fees, grants, and other sources. The IWMA's primary sources of revenue are (1) a solid waste management fee consisting of 5.4% of the gross revenue collected

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 December 30, 2022
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from commercial customers, \$0.30 per month for residential accounts charged less than \$50 per month, and 2% of gross revenue for residential accounts that are charged more than \$50 a month; and (2) a landfill tipping fee surcharge of \$3 per ton at the landfill facilities within the County.

Notable events which led to this study are as follows:

- June 9, 2021 – The IWMA Board approved an increase in the IWMA’s solid waste management fee to 3.25% and a landfill tipping fee surcharge increase to \$4 per ton.
- September 8, 2021 – The IWMA Board requested that HF&H prepare a study to reassess the proposed fees.
- November 23, 2021 – IWMA Board approved a Memorandum of Understanding (“MOU”) between the Unincorporated County and the IWMA for the IWMA to provide reimbursable services to the Unincorporated County related to household hazardous waste collection, as well as school education programs through the remainder of the 2021-2022 school year.
- December 8, 2021 – The IWMA Board approved a multi-faceted reserve policy:
 - A target unrestricted reserve balance to 25% of budgeted operating expenditures
 - An emergency reserve of \$300,000 for use during operational or financial emergencies
 - A restricted reserve of \$1,000,000, as mandated by the Department of Toxic Substance Control (“DTSC”), for household hazardous waste (“HHW”) facility closures.
- March 9, 2022 – The IWMA Board approved an increase in the IWMA’s solid waste management fee to 5.4% of hauler gross receipts.

Methodology

The methodology used to estimate the revised solid waste management fee percentage is described below. The IWMA provided the approved budget for FY 2022-23 to support the calculation of the revenue requirement. HF&H gathered revenue and expense data from other California waste management joint power authorities (JPA) for budget benchmarking purposes. This analysis benefits from our prior work with the reference agencies as our nuanced understanding of their operations mitigates the oversites associated with generic benchmarking, thus ensuring thoughtful justification for any recommended changes. HF&H reviewed the existing IWMA organizational structure to identify any structural changes. Preliminary revisions to the IWMA budget, proposed organizational structure changes, and corresponding cost savings were identified and refined with IWMA management. A range of revised hauler fee percentage increases was derived based on the cost savings recommended. Recommendations presented to the Board of Directors have been included within this report.

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Reference Agencies

Six California JPA were chosen to compare and contrast with the IWMA program. Three of these organizations (MCRWMA, RecycleMore, and RecycleSmart) were chosen due to their similar population to the IWMA population of 281,000. The remaining agencies were selected to inform how economies of scale may impact costs of providing services. Refer to Table 1 for an overview of the agencies used for benchmarking purposes.

Table 1: Comparable Agencies

Agency	Estimated Population	Annual Expenses	Notes
West Valley SWMA	110,000	\$ 1,191,995	Regulates collection/disposal
West Contra Costa IWMA (RecycleMore)	275,000	\$ 1,510,217	Regulates post-collection
Central Contra Costa SWA (RecycleSmart)	234,000	\$ 5,300,000	Regulates collection/disposal
Merced County Regional WMA	284,000	\$ 13,900,000	Owens two landfills and one compost facility
Alameda County WMA (StopWaste.org)	1,649,000	\$ 36,000,000	Program and policy focus. Formed/funded by voter initiative (Measure D)
South Bayside Waste Management Authority (RethinkWaste)	380,000	\$ 53,000,000	Coordinates collection. Owns transfer station and recycling facility. Contracts for all post-collection services.

Expenditure Determination

The approved budget for FY 2022-23 included the IWMA's proposed expenditures, including administrative activities and obligations, hazardous waste program expenditures, SB 1383 expenditures, and expenditures for public outreach and education, among others.

Administrative Activities and Obligations

Expenses related to typical governmental organizations make up this portion of the IWMA budget. Activities include accounting, grant writing and administration, Brown Act Management, recordkeeping, payroll, and other administrative functions critical to the IWMA. A three-year comparison of the Administrative Activities and Obligations is shown in Table 1.

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Table 2: Administrative Activities and Obligations Budget

Description	2020/2021 Actuals	2021/2022 Actuals	2022/2023 Budget
INSURANCE: Property and Liability	\$ 15,999	\$ 12,214	\$ 33,323
LEGAL	\$ 88,643	\$ 145,520	\$ 90,000
AUDIT SERVICES	\$ 14,515	\$ 19,300	\$ 20,000
COPY AND PRINTING	\$ 3,044	\$ 7,604	\$ 5,700
TECHNOLOGY SERVICES AND COMPUTERS	\$ 30,050	\$ 33,530	\$ 39,002
COUNTY SERVICES	\$ 7,693	\$ 7,770	\$ 10,000
CONTRACTED SERVICES	\$ 80,040	\$ 149,048	\$ 25,850
RENT / LEASE EXPENSE	\$ 4,870	\$ 24,481	\$ 24,501
MAINTENANCE	\$ 4,644	\$ 9,701	\$ 5,580
OFFICE SUPPLY AND EXPENSES	\$ 7,312	\$ 5,291	\$ 4,500
BOARD OF DIRECTORS STIPENDS	\$ 7,199	\$ 12,300	\$ 13,200
UTILITIES	\$ 2,135	\$ 3,740	\$ 5,000
TELEPHONE AND INTERNET		\$ 4,202	\$ 6,240
MEMBERSHIPS	\$ 10,033	\$ 6,459	\$ 2,200
TRAINING AND TRAVEL EXPENSES	\$ 3,077	\$ 2,595	\$ 15,700
OTHER	\$ 3,451	\$ 44,670	\$ -
TOTAL	\$ 285,782	\$ 488,425	\$ 300,796

HF&H made the following observations in its review of this portion of the IWMA budget:

- Many costs are required and largely outside of IWMA control.
- Legal service costs are on the higher end of similar JPA benchmarks.
- Staff development is a beneficial expense. Investment in IWMA staff allows for reduced professional services costs. HF&H recommends expanding participation in industry training, conferences, workshops, and the statewide JPA network to reduce dependence on consultants and attorneys.

HHW Operations

Activities in this portion of the budget include electronic waste recycling, curbside used oil and filter recycling, management of HHW drop-off sites, rechargeable battery recycling, and retail takebacks. In addition to budgeted operations, capital improvements associated with HHW management have been included. A three-year comparison of the HHW Operations expenses is shown in Table 3. HHW Capital improvements are shown in Table 4.

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Table 3: HHW Operations Budget

Description	2020/2021 Actuals	2021/2022 Actuals	2022/2023 Budget
HOUSEHOLD HAZARDOUS WASTE EXPENSE			
ELECTRONIC WASTE DISPOSAL	\$ 56,562	\$ 60,714	\$ 66,995
CURBSIDE OIL AND FILTER DISPOSAL	\$ 49,087	\$ 27,535	\$ 38,640
HHW EXPENSES	\$ 537,599	\$ 535,582	\$ 553,674
RECHARGEABLE BATTERY DISPOSAL	\$ 48,940	\$ 27,701	\$ 61,800
RETAIL TAKEBACK	\$ 72,388	\$ 59,475	\$ 80,300
BUSINESS CESQG	\$ 27,668	\$ 20,939	\$ 28,201
TOTAL AUX PROGRAM EXPENSES	\$ -	\$ -	\$ 126,882
TOTAL HAZARDOUS WASTE EXPENSES	\$ 792,244	\$ 731,946	\$ 956,492

Table 4: HHW Capital Improvements

Description	2020/2021 Actuals	2021/2022 Actuals	2022/2023 Budget
HHW FORKLIFT REPLACEMENT (X2)	\$ -	\$ -	\$ 51,843
Project New HHW San Miguel:			
Fence	\$ -	\$ -	\$ 26,000
Concrete Pad	\$ -	\$ -	\$ 48,000
Hazmat Storage	\$ -	\$ -	\$ 26,000
Fork Lift	\$ -	\$ -	\$ 30,000
Double Walled	\$ -	\$ -	\$ 4,000
TOTAL NEW HHW SAN MIGUEL	\$ -	\$ -	\$ 134,000
TOTAL HHW CIP	\$ -	\$ -	\$ 185,843

HF&H made the following observations in its review of this portion of the IWMA budget:

- The IWMA's budget is cost-effective compared programs in other counties and reference agencies statewide.
- The Auxiliary Program Expenses noted in Table 2 are soft costs, including \$81,000 in contingency budget. HF&H recommends the IWMA reduce the budgeted amount of contingency, sponsorship, membership, travel, and training.
- While operating hours could be reduced or services could be privatized, the cost savings would be minimal. HF&H recommends maintaining the HHW take-back program, locations, and service schedule. The current program is one of the most cost-effective in the State. Availability of the service drives cost and expansion of availability has diminishing returns.

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SB 1383 Expenditures

On September 19, 2016, Governor Brown signed into law Senate Bill No. 1383 (Chapter 395, Statutes of 2016) that established methane emissions reduction targets in an effort to reduce emissions of short-lived climate pollutants. SB 1383 is the largest and most prescriptive waste management legislative update since AB 939. In addition to the prescriptive programmatic requirements, the inclusion of penalties for non-compliance extends to jurisdictions, generators, facilities, and haulers, making compliance a priority to avoid financial repercussions. SB 1383 requires the programs and actions detailed in Table 5:

Table 5: SB 1383 Requirements

SB 1383 Requirement	Applicable Section of 14 CCR
Collection and Processing	
Provide organic waste collection and recycling services to all generators using a compliant container collection system.	§18984.1-18984.3, & §18998.1
Provide collection containers that comply with color and labeling requirements.	§18984.7
Ensure organic waste is sent to an approved and compliant facility.	§18983.1
Monitoring and Enforcement	
Conduct contamination monitoring for prohibited container contaminants and notify generators if contamination is found.	§18984.5
Implement an inspection and compliance program for commercial and multi-family accounts, and tier one commercial edible food generators, food recovery organizations, and food recovery services.	§18995.1
Provide non-compliant generators with educational material.	§18995.1
Issue NOVs and imposing penalties for non-compliant generators, haulers, self-haulers, commercial edible food generators, or other regulated entities.	§18995.4; §18997.2
Conduct a sufficient number of route reviews, inspections, and compliance reviews to determine compliance, and generate an electronic or written record for each inspection or review.	§18995.1
A procedure for the receipt and investigation of complaints.	§18995.3
Pay penalties assessed by CalRecycle for the IWMA's failure to comply, which includes many possible violations, ranging from minor, moderate, or major, and with associated penalties ranging from \$500 per violation to \$10,000 per violation per day.	§18997.3
Product Procurement	
Annually procure recovered organic waste products for IWMA use, giveaway, or through a direct service provider.	§18993.1.a
Calculate the annual recovered organic waste product procurement target based on the per capita procurement target and jurisdiction population.	§18993.1.b

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SB 1383 Requirement	Applicable Section of 14 CCR
Procure paper products, and printing and writing paper consistent with the requirements of Section 22150-22154 of the Public Contracts Code.	§18993.3
Ordinances and Policies	
Adopt enforceable ordinances (or similarly enforceable mechanisms), requiring compliance by generators, haulers, and other entities regulated under the SB 1383 regulations.	§18981.2a
Adopt an ordinance that requires generators to subscribe to organics collection programs, annually provide information about organics requirements, provide new information to tenants, and arrange for access to their properties for inspections.	§18984.10
Adopt an ordinance that requires commercial organic waste generators to provide internal containers for the collection of organic waste and recyclables for customers.	§18984.9.b, §18984.9.d, and §18984.9.e
Adopt an ordinance that prohibits organic waste generator's employees from placing organic waste in a container not designated to receive organic waste.	§18984.1(a)(5) and §18984.2(a)(5)
Adopt an ordinance that requires self-haulers to comply with SB 1383 requirements, if allowed by IWMA	§18988.1.b and §18988.3
Adopt an edible food recovery ordinance for Tier 1 and Tier 2 Commercial Edible Food Generators to recover the maximum amount of edible food for human consumption.	§18991.3
Adopt an edible food recovery ordinance requiring edible food recovery services and organizations to maintain records of the contact information and the quantity of edible food collected.	§18991.5
Adopt an ordinance to regulate haulers collecting organic waste requiring compliance with SB 1383 regulations.	§18988.1.a, §18988.1.c, and §18988.2
Adopt enforceable ordinance(s), or similarly enforceable mechanisms requiring compliance with the State's Model Water Efficient Landscape Ordinance.	§18989.2
Education and Outreach	
Provide education and outreach materials to all generators on how to sort materials, methods for organic waste prevention, methane reduction benefits, edible food donation programs, etc.	§18985.1.a
Provide outreach and education through print and/or electronic media, or direct contact with generators.	§18985.1.c
Translate educational materials into any non-English language spoken by a substantial number of the public provided organic waste collection services.	§18985.1.e

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SB 1383 Requirement	Applicable Section of 14 CCR
Provide Commercial Edible Food Generators with the following information about the IWMA's edible food recovery program for generators and recovery organizations.	§18985.2.b
Reporting and Recordkeeping	
Submit an initial compliance report with a copy of adopted ordinances, reporting items, and contact information of the City's designated employee for compliance-related issues.	§18994.1
Submit an Annual Report to CalRecycle.	§18994.1
Maintain records including ordinances, contracts, franchise agreements, policies, procedures, or programs and a description of hauler programs.	§18994.1
Maintain an Implementation Record that is stored in a central location so it is available to CalRecycle within ten business days of their request.	§18994.1

A three-year comparison of the SB 1383 Program is shown in Table 6.

Table 6: SB 1383 Programs

Description	2020/2021 Actuals	2021/2022 Actuals	2022/2023 Budget
REPORT TRACKING SYSTEM	\$ 7,145	\$ 31,959	\$ 56,650
SB 1383 M & E Details:			
Other Minor Equipment	\$ 35,719	\$ 30,947	\$ -
Prof and Special Svcs	\$ 111,268	\$ 254,116	\$ 379,525
SB 1383 MONITORING AND EDUCATION	\$ 146,987	\$ 285,063	\$ 379,525
Other SB 1383 Details			
Legal	\$ 22,239	\$ 13,115	\$ 30,000
Advertising	\$ 6,338	\$ 11,633	\$ -
Professional Services	\$ 1,800	\$ 164,659	\$ -
Memberships	\$ 2,776	\$ 4,235	\$ 2,267
Postage	\$ -	\$ -	\$ 10,000
Mini Storage	\$ -	\$ 7,125	\$ 6,167
Safety Equipment: PPE, Gloves, Classes, Vests, Jackets	\$ -	\$ -	\$ 10,000
Mileage	\$ -	\$ 4,362	\$ 27,000
Copying/Printing	\$ -	\$ 2,171	\$ 22,000
Unallocated SB 1383	\$ 80	\$ 7,053	\$ 257,971
Other SB 1383 Expenditures	\$ 33,233	\$ 214,353	\$ 365,405
TOTAL SB 1383 EXPENSES	\$ 187,365	\$ 531,375	\$ 801,580

HF&H made the following observations in its review of this portion of the IWMA budget:

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- Professional services costs related to SB 1383 monitoring and evaluation (M&E) may be reduced from the budgeted total of \$379,525. By leveraging member agencies and franchises, the IWMA could reduce the following costs: \$61,800 in copying and/or printing education materials; \$27,300 in redundant salaries for contamination monitoring; and \$74,800 for desktop compliance review. Collectively, these efficiencies could save IWMA nearly \$164,000.
- The budgeted unallocated SB 1383 costs of \$357,971 may be reduced as follows: reallocating \$125,000 to the compost rebate program; saving \$16,000 in advertisement costs by removing signage from theaters and billboards in favor of expansion of the IWMA web presence; and ceasing distribution of Every Door Direct Mailers (EDDM), saving \$38,500 in printing costs. These cost efficiencies provide nearly \$180,000 in savings. In addition, mileage reimbursements of \$74,000 make up a large portion of the budget and travel costs, and should be monitored.
- There is a potential redundancy in this program with the Education and Outreach program for the postage, copying, and printing expenses.
- Leveraging relationships with member agencies and haulers could provide savings ranging from \$200,000 -\$260,000. Coordination among member agencies and haulers would help avoid duplication of effort in the following areas: SB 1383 service establishment, waiver assessment, compliance monitoring, and enforcement.
- The FY 2021-22 actual expenses were much lower than budgeted expenses for either year.

Public Education and Outreach (Non-SB 1383) Expenditures

The IWMA provides non-SB 1383 related public outreach and education to schools, multi-family residences, and businesses through a third party. With guidance from the IWMA, HF&H separated this expenditure into a “schools” portion and a “businesses” (including multi-family residences) portion. A three-year comparison of the Public Education and Outreach expenditures is shown in Table 7.

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Table 7: Public Education and Outreach

Description	2020/2021 Actuals	2021/2022 Actuals	2022/2023 Budget
PUBLIC EDUCATION AND OUTREACH EXPENSES			
SCHOOL EDUCATION	\$ 71,272	\$ 67,020	\$ 151,203
Public Outreach Detail:			
Advertising	\$ 54,899	\$ 23,048	\$ -
Website Hosting/Monitoring	\$ 229	\$ 13,902	\$ 13,500
Copying	\$ 70	\$ -	\$ -
Mileage Reimbursement	\$ 44	\$ -	\$ -
Office Expense	\$ 3,332	\$ -	\$ -
Other Minor Equipment	\$ -	\$ -	\$ 75,300
Social Media Management	\$ 66,236	\$ 26,223	\$ 28,000
Publication Legal Notice	\$ 518	\$ -	\$ -
Local Event Booths	\$ 158	\$ -	\$ -
Telephone	\$ 80	\$ 120	\$ -
PUBLIC OUTREACH AND EDUCATION	\$ 125,566	\$ 63,293	\$ 116,800
BUSINESS AND MULTI-FAMILY OUTREACH PROGRAMS	\$ 123,144	\$ 6,047	\$ 413,806
TOTAL PUBLIC EDUCATION AND OUTREACH EXPENSES	\$ 319,982	\$ 136,360	\$ 681,809

HF&H made the following observations in its review of this portion of the IWMA budget:

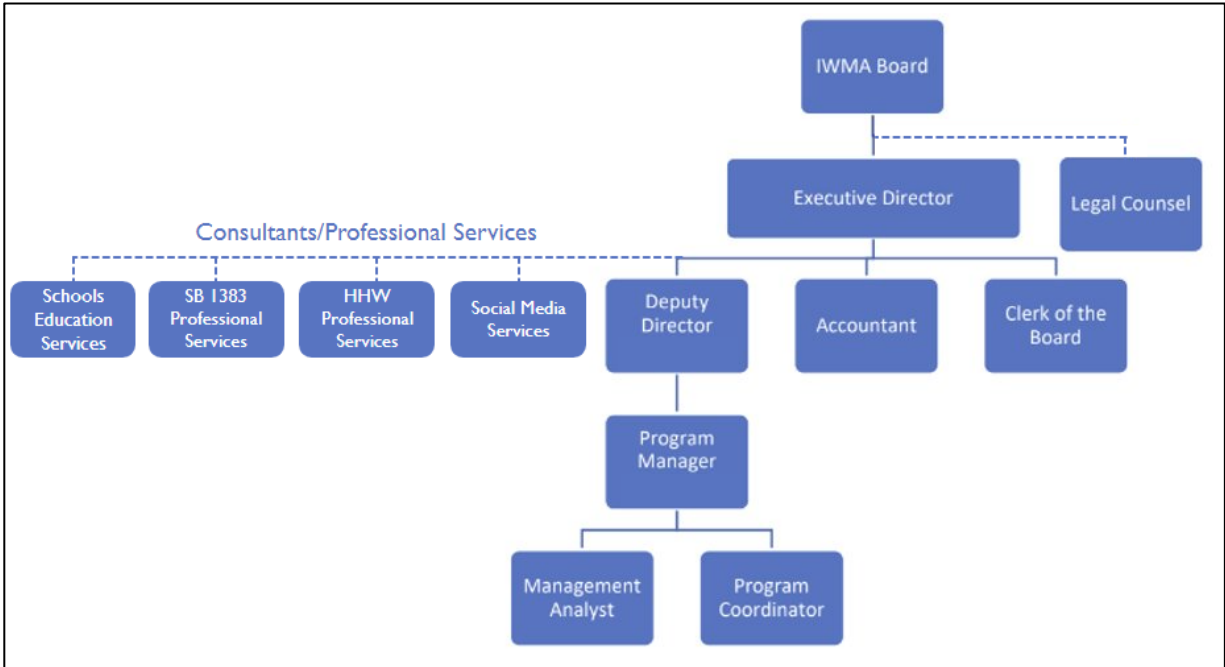
- The IWMA school education program cost is higher than similar JPA programs. For reference, South Bay Waste Management Authority spends \$32,000 annually and Contra Costa County Solid Waste Authority spends \$120,000 annually.
- Website and social media program costs budgeted are on the higher end of the expected range. Using in-house staff to provide online updates could reduce expenses.
- In general, outreach programs could be consolidated by reducing in-person outreach in favor of increasing virtual presence and broadening web-based outreach. This change could lead to savings ranging from \$45,000 – \$70,000.
- In FY 2024-25, the IWMA could modify the business and multi-family outreach program to either reduce the contract scope by half of the FY 2022-23 budgeted amount or replace the current positions with two program coordinators. This future change could provide savings of \$150,000-\$200,000.

Organizational Structure Review

HF&H reviewed the current IWMA organizational structure to identify potential program staffing efficiencies. The budgeted FY 2022-23 organizational chart is shown as Figure 1.

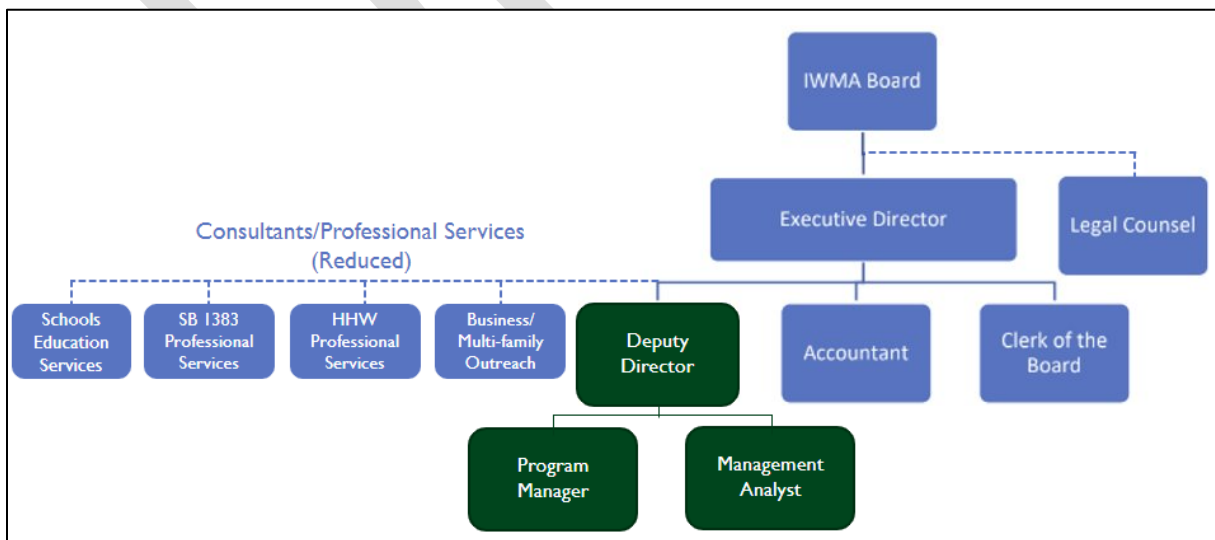
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Figure 1. FY 2022-23 Organization Chart



Removal of the Program Coordinator position could provide a savings of \$103,000. Instead, the IWMA could continue to leverage business and multi-family outreach contractors and haulers to perform the duties previously performed by this role. This change would result in the organization chart shown in Figure 2.

Figure 2. FY 2022-23 Recommended Organization Chart



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Solid Waste Management Fee Determination

HF&H subtracted the total projected revenue (excluding proposed new solid waste management hauler fee revenue increase) from the revenue requirement to determine the hauler fee revenue requirement. Recommended program reductions were subtracted from the hauler fee revenue requirement. The revised hauler fee percentage is the percentage of the revised hauler fee revenue requirement divided by the projected hauler gross receipts. As a result, the hauler fee would decrease to a range between 4.1% to 4.4%. The range depends on the level of savings realized. Table 8 provides a minimum and maximum level of savings from the recommended changes. Table 9 calculates the revised hauler fee percentage increase after accounting for the budget reductions.

Table 8: FY 2022-23 Recommended Budget Reductions

Reduction Description	Low	High
Remove Vacant Manager	\$ 103,000	\$ 103,000
Modify business/outreach program	\$ 150,000	\$ 200,000
Remove excess HHW costs	\$ 80,000	\$ 100,000
Rescope schools program	\$ 45,000	\$ 75,000
Improve web-presence cost efficiency	\$ 10,000	\$ 15,000
leverage relationships to lower SB 1383 costs	\$ 200,000	\$ 260,000
Total	\$ 588,000	\$ 753,000

Table 9: FY 2022-23 Revised Hauler Fee Increases

Description	Low Savings	High Savings
Projected Hauler Gross Receipts	\$ 57,282,695	\$ 57,282,695
Revised Hauler Fee Revenue Requirement	\$ 2,505,266	\$ 2,340,266
Revised Hauler Fee Percentage	4.4%	4.1%

Previously, the IWMA adopted a fee of 5.4%. Instead, we recommend setting the hauler fee percentage to a range between 4.1% to 4.4% to sustain the IWMA's revenues over time and ensure adequate funding for ongoing program stability.

Limitations

- Agencies used for benchmarking purposes are similar and not identical. HF&H has worked closely with each organization, serving as technical advisors, getting to know the intricacies of each. However, no two agencies should be considered identical.
- The IWMA is overseeing a nascent program with regard to SB 1383. As a result, uncertainty of program costs exists, and revenue stability may be a risk while the agency gains more experience with the programs.

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Recommendations

HF&H recommends that the IWMA Board implement the proposed recommendations to its program. These recommendations would provide savings ranging between \$588,000 - \$753,000 annually. In turn, the IWMA can reduce its hauler fee to 4.1% to 4.4% to fund the ongoing obligation to the IWMA's member agencies.

We recommend the IWMA revisit these projections in the next 1-2 years. The operational costs for new programs carry uncertainty. However, with time and experience, expense projections will become more reliable. The experience and expense data from the initial years of the program can be leveraged to reanalyze the IWMA hauler fee.

* * * *

HF&H appreciates the opportunity to be of service to the IWMA Board. If you have any questions regarding this submittal, please do not hesitate to call me directly at (925) 977-6959.

Very truly yours,
HF&H CONSULTANTS, LLC

Rob Hilton, CMC
President

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Extension to Compost Rebate Agreement Program

BACKGROUND:

Senate Bill 1383 regulations requires jurisdictions to annually procure organic waste products such as compost, mulch, renewable gas, or electricity from biomass facilities according to targets that are calculated based on the population of the jurisdiction.

On September 14, 2022, the IWMA Board adopted Resolution No. 2022-09-03 which approved the creation of a Compost Rebate Program (Attachment A). Since the implementation of the program over 4,660 tons of SB 1383 compliant compost have been procured on behalf of the IWMA. This allowed the IWMA to meet the organic waste procurement requirements. The Compost Rebate Program is an important part of our infrastructure in meeting these requirements.

RECOMMENDATION:

That your Board a) approve an extension to the Compost Rebate Agreement approved in September 2022 for an additional 12-month period of July 1, 2023, through June 30, 2024, and b) authorize the IWMA Board President to sign future extension agreements otherwise on the same terms.

FISCAL IMPACT:

The program is supported by a \$125,000 line item included in the proposed FY 2023/2024 Budget. Local assistance grant funding will continue to fund the program through this fiscal year and alternate funding mechanisms will be proposed to the Board for future fiscal years.

ATTACHMENTS:

- A. Resolution 2022-09-03 Compost Rebate Program
- B. Term Extension - Compost Rebate Program And Agreement Terms

RESOLUTION NO. 2022-09-03

**RESOLUTION OF THE SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
APPROVING THE CREATION OF A COMPOST REBATE PROGRAM**

WHEREAS, in 2016, Senate Bill 1383 (Lara, 2016) ("SB 1383") was signed into law establishing methane emission reduction goals for the disposal of organic waste; and

WHEREAS, SB 1383 also requires jurisdictions to annually procure organic waste products from biomass facilities according to targets that are calculated based on the population of the jurisdiction; and

WHEREAS, the current procurement targets for San Luis Obispo County Integrated Waste Management ("IWMA") member jurisdictions and the county are listed below.

San Luis Obispo County	Census Population Data	Annual Organic Waste Target Tons	Compost Target Tons
Arroyo Grande	17,555	1,404	814.6
Atascadero	29,623	2,370	1,374.5
El Paso de Robles	31,073	2,486	1,441.8
Grover Beach	13,128	1,050	609
Morro Bay	10,121	810	469.6
Pismo Beach	8,108	649	376.2
San Luis Obispo	46,058	3,685	2,137.1
Unincorporated County	115,506	9,240	5,359.5

Total Tons 21,694 12,582.3

WHEREAS, California's Department of Resources Recycling and Recovery ("CalRecycle") has created procurement goals in an effort to stimulate market demand for the anticipated increase in the supply of organic waste products due to the mandated organics diversion requirements; and

WHEREAS, because of the unique make up of San Luis Obispo County with its combination of rural and urban areas, a regional approach offers opportunities for success in meeting these requirements; and

WHEREAS, following discussions with the IWMA member jurisdictions and participating stakeholders, the IWMA has determined that the establishment of a Compost Rebate Program ("Rebate Program") will assist the member jurisdictions in meeting these procurement requirements by addressing the need on a regional basis and incentivizing the acquisition and use of organic waste products; and

WHEREAS, in the context of the Rebate Program, "Providers" are parties who have agreed to acquire and use organic waste products on behalf of the IWMA and its member agencies to assist in complying with the obligations of the SB 1383 Regulations; and

WHEREAS, pursuant to the Rebate Agreement, at such a time that a Provider has purchased compost and met other provisions of the Compost Waste Agreement (attached hereto as Exhibit A), the IWMA will provide a rebate to the Provider on a cost-per-ton basis; and

WHEREAS, when a Provider claims the rebate from the IWMA, the associated compost (measured on a cubic yard basis) shall be credited towards the IWMA member agencies' SB 1383 procurement targets; and


WHEREAS, the Compost Rebate Program shall be administered by the IWMA Executive Director and/or designee, pursuant to the Compost Rebate Agreement.


NOW, THEREFORE, BE IT RESOLVED, that the San Luis Obispo County Integrated Waste Management Authority Board approve the following:

- (1) The creation of a Compost Rebate Program as described herein.
- (2) The administration of the Compost Rebate Program pursuant to the terms of the Compost Rebate Agreement.
- (3) The granting of authority to the Executive Director to approve payments and/or rebates associated with the Compost Rebate Program.
- (4) A budget adjustment reallocating \$125,000 total for FY 2022/2023 from GL 5050270 to GL 5050167 for the purposes of funding the program.


PASSED AND ADOPTED, this 14th day of September 2022, by the following roll call vote:

AYES: *MARK, SIDOTON, ENNIS, HAMMON, HELLER, NEWTON, ROBERT, BOURBEAU*
NOES: *0*
ABSTAIN: *0*
ABSENT: *0*


Charles Bourbeau
President, Board of Directors
San Luis Obispo County
Integrated Waste Management Authority

ATTEST: 

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

APPROVED AS TO FORM:


Jeffrey A. Minnery, Legal Counsel

**TERM EXTENSION - COMPOST REBATE PROGRAM
AND AGREEMENT TERMS**

This Extension to Compost Rebate Agreement (“Extension”) is effective on the date set forth below by approval of the San Luis Obispo County IWMA (“IWMA”), with terms continuing for the extended term as to each Purchaser as set forth in the Compost Rebate Agreement, approved on September 14, 2022, as revised December 14, 2022 (“Compost Agreement”). Capitalized terms used herein shall have the meaning given them in the Compost Agreement.

1. Term. IWMA agrees to extend the terms of the Compost Rebate Program, subject to the terms and conditions contained in the Compost Agreement. The Extension Term dates are set forth below. The program (and terms of the Compost Agreement) can be extended for successive periods of 12 months provided the participating Purchaser has executed the Purchase Agreement, as extended for any program year. Provided there are no budgetary or other changes to the program, the Executive Director may extend the program for successive 12-month periods, and each Purchaser who has executed the Compost Agreement shall continue to participate subject to the covenants of the Compost Agreement for the extended period. In all events, the Executive Director retains the authority to approve payments or rebates associated with the Compost Rebate Program, for all Purchasers that have executed and are in compliance with the Compost Agreement, as extended hereby.

2. IWMA Authority. Nothing contained herein shall prevent IWMA from modifying the Compost Rebate Program for any year in a manner consistent with applicable law, the terms of modifications shall apply to all Purchasers as a condition of participation.

3. No Other Changes. But for the extended term, all other terms and conditions remain unchanged and binding on all Purchasers participating in the IWMA Compost Rebate Program. Each Purchaser, as a condition of continued participation in the Compost Rebate Program on the terms set forth in the Compost Agreement shall be bound by its terms as a condition of participation, whether this Extension is executed by such Purchaser.

Extension Term: July 1, 2023 – June 30, 2024

AGENCY:

San Luis Obispo Integrated
Waste Management Authority

By: _____
Peter Cron, Executive Director Date: _____

Acknowledged by Purchaser
By: _____
Name: _____ Date: _____
Title: _____

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Executive Committee Elections

BACKGROUND:

N/A

RECOMMENDATION:

That your Board conduct the Executive Committee Elections as required by the IWMA Joint Powers Agreement, Section 9.4 “*Officers.*”

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Joint Powers Agreement, Section 9.4 “Officers”

approval or ratification of the named parties to this Agreement and shall thereafter be governed by all the terms and provisions of this Agreement as of the date of execution.

- (f) Membership and/or participation of any Participating Agency shall be contingent upon the execution of this Second Amended and Restated Joint Powers Agreement, as same may be further amended from time to time, with no requirement to execute the Original JPA or any prior amendments thereto.

9.3 Principal Office. The principal office of the Authority shall be located at 870 Osos Street, San Luis Obispo, CA 93401. The Board may change that principal office upon giving at least 15 days' notice to each Participating Agency and to CalRecycle.

9.4 Officers.

- (a) The officers of the Board shall consist of a President and Vice President elected for a term of one year by a majority vote of the Board.
- (b) Both the President and Vice President of the Board shall be elected at the last meeting preceding July of each year.
- (c) The officers shall serve until their successors are elected.
- (d) The duties of the officers shall be as follows:
 - 1) President

filled by majority vote of the Board, the officer elected to serve for the balance of the unexpired term.

9.5 Executive Director. The Board shall employ or contract for the services of a general manager (the “Executive Director”) who shall be the chief administrative officer of the Authority. The Authority shall select a qualified Executive Director using professional personnel standards and an open competitive process. The Executive Director shall plan, organize and direct the administration and operations of the Authority, either directly or by means of delegation to IWMA staff, shall advise the Board on policy matters, shall recommend an administrative structure to the Board, shall hire and discharge administrative staff, shall develop and recommend budgets, shall reply to communications on behalf of the Authority, shall approve payments of amounts duly authorized by the Board, shall implement Board policy, shall carry out such other duties that may be assigned to the Executive Director by the Board from time to time, and shall attend meetings of the Board and committees as directed.

9.6 Committees.

- (a) Committees, subcommittees, and advisory committees may be established as the Board may deem appropriate.
- (b) Membership on “ad-hoc” policy committees shall be at the discretion of the President, subject to ratification by the Board, and consisting of less than a quorum of the Board. Nothing herein shall be construed to limit membership on these aforesaid

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Conference with Labor Negotiators

BACKGROUND:

N/A

RECOMMENDATION:

Pursuant to Government Code 54957.6: Conference with labor negotiators regarding unrepresented bargaining units. Agency representative: Executive Director Peter Cron.

FISCAL IMPACT:

TBD

ATTACHMENTS:

None