

**SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY
EXECUTIVE COMMITTEE MEETING**

MINUTES OF OCTOBER 31, 2018

1. Call to Order and Roll Call. 12:08 p.m.

Executive Committee:

Members Present: Jeff Lee, President, Grover Beach
Robert Enns, Vice President, Authorized Districts
Aaron Gomez, San Luis Obispo City

IWMA Staff: Jeff Minnery, IWMA Counsel
Mike Giancola, Interim Manager
Patti Toews, Program Director

2. Public Comments. None.

3. Interim Manager's Report –

Discussed overall status of IWMA:

- Overall poor fiscal controls. Found some policies and procedures, however the policies were not adhered to.
- Poor contract oversight and scope creep.
- Complete lack of human resource protocols. No job specifications or documented employee evaluations.
- No official timesheets/vacation tracking by hand.
- IT – No standards, no replacement schedule, storage issues, no access to passwords, several accounts closed and re-opened, files missing or empty.

Recommend contracting with the County for IT, HR, Safety, and Purchasing

4. Draft Minutes of the August 8, 2018 IWMA Special Board Meeting County Government Center Room 161/162.

Received and Filed.

5. Draft Minutes of the August 15, 2018 IWMA Special Executive Committee Meeting. Board Member Enns moved to approve the minutes of the August 15, 2018 Special Executive Committee Meeting, together with recommendations and findings as set forth therein. Seconded by Board Member Gomez and passed on the following roll call vote:

AYES: Lee, Enns, Gomez

NOES: None
ABSTAIN: None
ABSENT: None

6. Draft Minutes of the August 29, 2018 IWMA Special Board Meeting Board of Supervisors' Chambers.

Received and filed.

7. November 14, 2018 IWMA Board Meeting Agenda. Mike Giancola presented the tentative agenda for the November 14, 2018 IWMA Board Meeting.

Motion was made by Board Member Gomez, seconded by Board Member Enns to approve the tentative agenda for the November 14, 2018 IWMA Board Meeting and passed on the following roll call vote:

AYES: Lee, Enns, and Gomez
NOES: None
ABSTAIN: None
ABSENT: None

8. Executive Committee Meeting Schedule – Consider a meeting schedule for future meetings and canceling the December 26, 2018 meeting.

Board Member Enns moved to approve a meeting schedule for future meetings and cancel the December 26, 2018 meeting. Seconded by Board Member Gomez and passed on the following roll call vote:

AYES: Lee, Enns, and Gomez
NOES: None
ABSTAIN: None
ABSENT: None

9. RFP Forensic Audit -Issue RFP to five (5) suggested firms, upload to IWMA website and Patti tasked with uploading to county RFP website if possible. Updated timeline:

Date	Action
Oct 31, 2018	RFP Approved for Release by Executive Committee
Oct 31, 2018	Issue RFP to five (5) firms and post on website
Nov 9, 2018	Proposal Submission DEADLINE
Nov 9, 2018	Responses Reviewed
Nov 13, 2018 – 2:00pm	Executive Committee Special Meeting
Nov 14, 2018	Board Approves Selection and Contract Signed
Jan 9, 2019	Firm gives Board Status Update
To Be Determined	Audit Complete, Report Issued
March 13, 2019	Results Presented to IWMA Board

Motion was made by Board Member Enns to have staff release RFP, seconded by Gomez and passed on the following roll call vote:

AYES: Lee, Enns, and Gomez

NOES: None

ABSTAIN: None

ABSENT: None

- 10. Member Comments and Future Agenda Items** – Board Member Gomez would like to move forward with Polystyrene Ban. President Lee suggested that we might (if there was bandwidth) add it to the March 2019, IWMA Board Meeting Agenda.
- 11. Adjournment.** There being no further business, the meeting was adjourned to **November 13, 2018 at 2:00 p.m. Special Executive Committee Meeting** in the San Luis Obispo County Integrated Waste Management Authority office, 870 Osos Street San Luis Obispo, California 93401.

THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF THE RECORD UNTIL APPROVED BY THE IWMA EXECUTIVE COMMITTEE AT THE NEXT REGULAR MEETNG.

Respectfully,



Patti Toews, Program Director