

San Luis Obispo County Integrated Waste Management Authority

BOARD MEETING AGENDA

Wednesday, March 13, 2024

In-person Meeting:

1:30 PM

**County of San Luis Obispo
Board of Supervisor Chambers**

1055 Monterey Street, Suite D430, San Luis Obispo, CA, 93408



Mission Statement:

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

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

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 comment must be submitted by 9:00 AM, the day of the meeting. 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. The IWMA Clerk of the Board can be reached at (805) 781-2192 and through email at sdelgiorgio@gmail.com.

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- 1. Call to Order**
 - 2. Roll Call**
 - 3. Pledge of Allegiance**

Non-Agenda Public Comment Period

Presentations

- 4. Executive Directors Report**
Presented by Executive Director, Peter Cron.

Consent Agenda Public Comment Period

Consent

5. **Executive Committee Minutes Receive and File – February 2, 2024 [Page 3](#)**
Recommendation: That your Board receive and file the February 2, 2024, IWMA Executive Committee Minutes.
6. **Board Minutes Review – February 14, 2024 [Page 6](#)**
Recommendation: That your Board approve the February 14, 2024, IWMA Board Meeting Minutes.
7. **Receive and File Monthly Financial Reports [Page 10](#)**
Recommendation: That your Board receive and file the attached monthly financial reports.
8. **Credit Card Processing Platform [Page 16](#)**
Recommendation: That your Board identifies a point of contact designee for a credit card processing platform.

Regular Agenda Public Comment Period

Regular Agenda

9. **Second Quarter Budget Review Fiscal Year 2023/2024 [Page 17](#)**
Recommendation: That your Board review and discuss the Second Quarter Budget, Fiscal Year 2023/2024.
10. **Creation of an Ad-Hoc Budget Committee [Page 21](#)**
Recommendation: That your Board create an Ad-Hoc Budget Committee and select members to participate pursuant to section 2 of the IWMA Rules of Procedure.
11. **Review and Approve Updated Policy F-8: Records Retention [Page 22](#)**
Recommendation: That your Board review and approve the updated Policy F-8: Records Retention and Destruction.

Adjournment

2024 Upcoming Meetings and Events			
Board of Directors	May 8, 2024	June 12, 2024	August 14, 2024
Executive Committee	April 26, 2024	May 31, 2024	August 2, 2024
IWMA Solid Waste Summit	<i>Presented at Gatherings - May 9, 2024, Time TBD</i>		

Item No. 5
March 13, 2024

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Sasha Del Giorgio, Clerk of the Board
RE: Executive Committee Minutes Receive and File – February 2, 2024

BACKGROUND:
N/A

RECOMMENDATION:
That your Board receive and file the February 2, 2024, IWMA Executive Committee Minutes.

FISCAL IMPACT:
N/A

ATTACHMENTS:
A. 02-02-24 EC Minutes



SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

February 2, 2024, 10:00AM

870 Osos Street, San Luis Obispo, CA. 93401

Executive Committee Members:

Jan Marx, President, City of San Luis Obispo

Robert Robert, Vice President, City of Grover Beach

Charles Bourbeau, Past President, City of Atascadero

1. Call To Order

President Marx called the Executive Committee to order on February 2, 2024, at 10:00 AM.

2. Roll Call

Committee Members Present: Bourbeau, Robert, Marx

3. Pledge Of Allegiance

Past President Bourbeau led the Committee in the Pledge of Allegiance.

Non-Agenda Public Comment Period

No public comment submitted.

4. Executive Directors Report

Led by Executive Director, Peter Cron.

5. IWMA County-Wide Solid Waste Orientation

Led by Deputy Director, Jordan Lane.

Consent Agenda Public Comment Period

No public comment submitted.

Consent Agenda

6. Approve Executive Committee Meeting Minutes – January 5, 2024

Recommendation: That your Executive Committee approve the January 5, 2024, IWMA Executive Committee Minutes.

Motion By Past President Bourbeau

Second By Vice President Robert

To approve Item 6, with the correction of the following administrative error:

- Item 1 – replace the word “caked” with “called”.

Motion approved on the following roll call vote:

Ayes: Bourbeau, Robert, Marx

CARRIED (3 to 0)

Regular Agenda Public Comment Period

No public comment submitted.

Regular Agenda

7. Review Board Meeting Draft Agenda – February 14, 2024

Recommendation: That your Executive Committee review, discuss, and approve the draft February 14, 2024, IWMA Board Meeting Agenda, and provide staff direction as deemed appropriate.

Motion By Vice President Robert
Second By Vice President Bourbeau

To approve Item 7.

Motion approved on the following roll call vote:

Ayes: Robert, Bourbeau, Marx

CARRIED (3 to 0)

Closed Session Public Comment Period

No public comment submitted.

Closed Session: 10:43 AM

The Executive Committee will recess into closed session pursuant to the Ralph M. Brown Act on the following item:

8. Public Employment – Deputy Director (§ 54957)

Reportable Action:

Remove the Closed Session Item No. 12 from the February 14, 2024, IWMA Board Meeting Agenda.

Adjournment 10:55 AM



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

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Sasha Del Giorgio, Clerk of the Board
RE: Board Minutes Review – February 14, 2024

BACKGROUND:

N/A

RECOMMENDATION:

That your Board approve the February 14, 2024, IWMA Board Meeting Minutes.

FISCAL IMPACT:

N/A

11

ATTACHMENTS:

A. 02-14-24 BOD Minutes



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

Board of Directors Meeting Minutes

Wednesday, February 14, 2024, 1:30 PM

County of San Luis Obispo Board of Supervisor Chambers
1055 Monterey Street, San Luis Obispo, CA. 93408

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

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

1. Call To Order

President Marx called the Board Meeting to order on February 14, 2024, at 1:29 PM.

2. Roll Call

Board Members Present: Past President Bourbeau, Member Enns, Member Hamon, Member Paulding, Vice President Robert, President Marx
Member Barton arrived at 1:37 PM. Member Guthrie arrived at 1:33 PM.

Board Members Absent: Newton

3. Pledge Of Allegiance

Non-Agenda Public Comment Period

No public comment submitted.

Presentations

4. Executive Directors Report

Presented by Executive Director, Peter Cron.

Consent Agenda Public Comment Period

No public comment submitted.

Consent Agenda

5. Executive Committee Minutes Receive and File – January 5, 2024

Recommendation: That your Board receive and file the January 5, 2023, IWMA Executive Committee Minutes.

6. Board Minutes Review – November 8, 2023

Recommendation: That your Board approve the November 8, 2023, IWMA Board Meeting Minutes.

7. Board Minutes Review – January 10, 2024

Recommendation: That your Board approve the January 10, 2024, IWMA Board Meeting Minutes.

8. Receive and File Monthly Financial Reports

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

Motion By Hamon
Second By Robert

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

Motion was approved on the following roll call vote:

Ayes: Barton, Bourbeau, Robert, Enns, Guthrie, Hamon, Paulding
(item 8 only), Marx
Noes: None
Abstain: Paulding abstained from items 5, 6, and 7.
Absent: Newton

CARRIED (8-0)

Regular Agenda Public Comment Period

No public comment submitted.

9. Amendment to Vintage Property Lease Agreement

Recommendation: That your Board approve and authorize the Board President to sign and execute the Vintage Property Lease Extension Letter, Amendment Three, for an additional six-month term.

Motion By Hamon
Seconded By Paulding

To approve item 9.

Motion to approve on the following roll call vote:

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

CARRIED (8-0)

10. IWMA Employee Handbook

Recommendation: That your Board adopt an updated IWMA Employee Handbook as presented, with the right to implement legally mandated changes as necessary, but subject to Board approval for additional policy changes.

Motion By Enns
Second By Guthrie

To approve item 10 with the following change:

- Include the following statement on page 1, Introductory Status:
When general provisions or statements conflict with specific provisions, the specific provisions shall prevail when referenced or addressed.

Motion was approved by the following roll call vote:

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

CARRIED (8-0)

11. Resolution 2024-02-01, Approval of Mid-Year Budget Adjustment Request

Recommendation: That your Board adopt Resolution 2024-02-01 Mid-Year Budget Adjustment Request to accommodate the County of San Luis Obispo rejoining the IWMA.

Motion By Marx
Second By Paulding

To approve Item 11.

Motion was approved by the following roll call vote:

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

CARRIED (8-0)

Adjourned **2:29 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: Peter Cron, Executive Director
RE: Receive and File Monthly Financial Reports

BACKGROUND:

Presented below are completed financial reports for January 2024 and preliminary financial reports for February 2024. The attached report's presentation of revenues is structured on a cash basis, providing the Board with a more comprehensive and transparent understanding of the financial position of our agency.

January 2024

Revenue Report	\$462,102.60
Expense Report	\$328,251.03
Credit Card Report	\$5,688.28

February 2024

Revenue Report	<i>Presentation at BOD on May 8, 2024.</i>
Preliminary Expense Report	\$145,700.17
Preliminary Credit Card Report	\$1,829.63

RECOMMENDATION:

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

FISCAL IMPACT:

January 2024 Total Revenue:	\$462,102.60
January 2024 Total Expenses:	\$328,251.03

ATTACHMENTS:

- A. Revenue Received Report - January 2024
- B. Expense Report - January 2024
- C. Credit Card Report - January 2024
- D. Preliminary Expense Report – February 2024
- E. Preliminary Credit Card Report – February 2024

**San Luis Obispo County IWMA
Revenue Received-Cash Basis
January 2024**

		Total
Income		
400 Non_Operation Revenue		
4150000 Interest Revenue		0.34
Total 400 Non_Operation Revenue	\$	0.34
435 Operation Revenue		
4350200 CESQG Payment		1,852.00
4350820 Solid Waste Management Fee		382,649.26
4350825 Landfill Tipping Fee Surcharge		70,116.48
4350955 Retail Take Back Fees		7,484.50
Total 435 Operation Revenue	\$	462,102.24
Unapplied Cash Payment Income		0.02
TOTAL INCOME	\$	462,102.60

**San Luis Obispo County IWMA
Expense Report-Accrual Basis
January 2024**

Purchase order date	Vendor name	Brief Description	Amount
01/01/2024	Vintage Properties	Office Space Rent/Lease	\$ 1,890.00
01/01/2024	Mountaineer IT Inc	IT Services	\$ 1,220.10
01/01/2024	Rainscape	Landscape svcs	\$ 125.00
01/01/2024	San Luis Garbage Co.	--	\$ 43.69
01/01/2024	Digital West Networks Inc	#1601-1274513-01	\$ 332.99
01/01/2024	Richetti Water Solutions	Reverse osmosis system rent	\$ 20.25
01/01/2024	Cold Canyon Landfill SLO	--	\$ 2,000.00
01/02/2024	Pacific Waste Services	E-waste collection	\$ 2,000.00
01/02/2024	Paychex	Payroll Processing Fee	\$ 367.20
01/03/2024	Gaspar Soilbuilders LLC	Compost Rebate Program	\$ 6,294.10
01/04/2024	Charter Communications/Spectrum	--	\$ 129.99
01/05/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 2,533.67
01/05/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 128.49
01/05/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,254.73
01/05/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,038.00
01/05/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 2,624.47
01/05/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 268.77
01/05/2024	SDRMA	--	\$ 7,405.68
01/07/2024	Marborg Industries	HHW restroom rental	\$ 109.74
01/07/2024	Marborg Industries	HHW restroom rental	\$ 109.74
01/07/2024	Marborg Industries	HHW restroom rental	\$ 109.74
01/07/2024	Marborg Industries	HHW restroom rental	\$ 109.74
01/07/2024	Marborg Industries	HHW restroom rental	\$ 109.74
01/08/2024	Science Discovery	Outreach and Education	\$ 5,422.15
01/08/2024	Science Discovery	Outreach and Education	\$ 15,577.17
01/09/2024	Paso Robles Waste Disposal	Curbside oil pickup	\$ 1,500.00
01/09/2024	Amazon Capital Services Inc.	#A3F4KQ2PNZ0D87	\$ 45.28
01/10/2024	Atlas Performance Industries, Inc.	--	\$ 130.00
01/10/2024	Atlas Performance Industries, Inc.	--	\$ 130.00
01/12/2024	United Staffing	Employment Hire Services	\$ 1,517.76
01/15/2024	PSPiB Kylix LLC	Compost Rebate Payment	\$ 9,192.60
01/15/2024	City of San Luis Obispo - Water	Utility-water	\$ 71.04
01/16/2024	Mid-Coast Fire	HHW fire system maintenance	\$ 259.34
01/16/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 12.31
01/16/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 1.26
01/16/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 6.30
01/16/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,614.84
01/16/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 165.37
01/16/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 904.00
01/17/2024	United Staffing	Employment Hire Services	\$ 1,707.48
01/17/2024	SoCalGas	--	\$ 33.54
01/18/2024	Clean Earth Environmental Services	HHW waste disposal and labor	\$ 51,665.00
01/19/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,967.57
01/19/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,805.40
01/19/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,254.73
01/19/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 128.49
01/19/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 184.89
01/19/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,038.00
01/19/2024	Paychex	Payroll Processing Fee	\$ 351.36
01/22/2024	ASAP Reprographics	Copy/printing services	\$ 605.47
01/22/2024	Executive Janitorial	Janitorial services	\$ 295.00
01/22/2024	Clean Earth Environmental Services	HHW waste disposal and labor	\$ 71,036.19
01/22/2024	Call2Recycle	--	\$ 10,163.00
01/22/2024	Routeware	Website Recycling Guide	\$ 32,758.80
01/24/2024	United Staffing	Employment Hire Services	\$ 1,375.47
01/25/2024	James Guthrie	Board Stipend	\$ 1,000.00
01/25/2024	John Hamon	Board Stipened	\$ 600.00
01/25/2024	Robert Enns	Board Stipened	\$ 900.00
01/25/2024	Charles Bourbeau	Board Member Stipened	\$ 1,700.00
01/25/2024	Laurel Barton	--	\$ 700.00
01/25/2024	Susan Funk	--	\$ 100.00
01/25/2024	Jan Howell Marx	Board Stipened	\$ 1,700.00
01/25/2024	Scott Newton	Board Stipend	\$ 800.00
01/25/2024	Robert Robert	Board Stipened	\$ 1,600.00
01/25/2024	Adamski Moroski Madden Cumberland & Green	Legal services	\$ 14,171.82
01/25/2024	CPSC	--	\$ 5,456.87
01/26/2024	Charter Communications/Spectrum	--	\$ 39.99
01/28/2024	Brown Armstrong Accountancy Corp	Audit Assistance	\$ 2,300.00
01/29/2024	PG&E	Utility-electricity	\$ 473.20
01/29/2024	Paychex	Payroll Processing Fee	\$ 351.36
01/30/2024	EverBank	Copier lease	\$ 260.92
01/31/2024	Mission Linen and Uniform Service	Janitorial svc - rug cleaning	\$ 71.25
01/31/2024	United Staffing	Employment Hire Services	\$ 1,897.20
01/31/2024	Chicago Grade Landfill & Recycling	E-waste collection	\$ 2,000.00
	Jan-24 Salaries, Wages, & Benefits (Less Nationwide & SDRMA Stated Above)		\$ 43,252.87
	Jan-24 Credit Card Expenses, See Credit Card Report for detail		\$ 5,688.28
	Jan-24 Quickbooks Payment Processing Fees		\$ 41.63
	TOTAL EXPENSES		\$ 328,251.03

**San Luis Obispo County IWMA
Credit Card Expense Report
January 2024**

Date	Payee	Memo	Account	Charge
01/03/2024	Webstaurant	Monthly Subscription	5050255 Services and Supplies:Memberships	107.66
01/03/2024	Real World Training	Quickbooks Training Monthly Subscription	5050070 Services and Supplies:Computer Software	29.95
01/08/2024	TokenWorks Inc	Invoice INV-65457	5050220 Services and Supplies:Maintenance Expense	340.00
01/09/2024	Webstaurant	Order 93339104	5050255 Services and Supplies:Memberships	2,297.32
01/10/2024	Commerce	Invoice 11757184	5050255 Services and Supplies:Memberships	1,899.00
01/11/2024	USPS	Stamps	5050335 Services and Supplies:Postage	132.00
01/14/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	513.00
01/14/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	6.00
01/17/2024	USPS	General Mail	5050335 Services and Supplies:Postage	28.75
01/23/2024	Central Coast Lock Doc	New Office Locks	5050290 Services and Supplies:Other Minor Equipment	131.71
01/24/2024	Mailchimp	Invoice MC16024920	5050070 Services and Supplies:Computer Software	20.00
01/26/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
01/30/2024	Intuit	1099 E-Filing	5050340 Services and Supplies:Contracted Services	46.89
TOTAL CREDIT CARD CHARGES				\$ 5,688.28

**San Luis Obispo County IWMA
Expense Report Accrual Basis
February 2024- PRELIMINARY**

Purchase order dat	Vendor name	Brief Description	Amount
02/01/2024	Paychex	Payroll Processing Fees	\$ 351.36
02/01/2024	Sasha Del Giorgio	Travel Reimbursement	\$ 40.33
02/01/2024	Digital West Networks Inc	#1601-1274513-01	\$ 91.14
02/01/2024	Clean Earth Environmental Services	HHW Disposal and Labor Services	\$ 50.00
02/01/2024	Andrea Biniskiewicz	Social Media Management	\$ 2,560.00
02/01/2024	Mountaineer IT Inc	IT Services	\$ 1,220.10
02/01/2024	Vintage Properties	Office Space Rent/Lease	\$ 1,890.00
02/01/2024	Richetti Water Solutions	Reverse osmosis system rent	\$ 19.95
02/01/2024	Brezden Pest Control Inc.	pest control	\$ 150.00
02/01/2024	Rainscape	Landscape svcs	\$ 125.00
02/01/2024	Alexa Heter	controller services	\$ 1,500.00
02/01/2024	San Luis Garbage Co.	--	\$ 43.69
02/02/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,254.73
02/02/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 2,337.13
02/02/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 128.49
02/02/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 239.34
02/02/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 2,029.67
02/02/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,038.00
02/04/2024	Amazon Capital Services Inc.	#A3F4KQ2PNZ0D87	\$ 92.52
02/04/2024	Charter Communications/Spectrum	Spectrum Business Internet	\$ 129.99
02/04/2024	Marborg Industries	HHW restroom rental	\$ 109.74
02/04/2024	Marborg Industries	HHW restroom rental	\$ 111.39
02/04/2024	Marborg Industries	HHW restroom rental	\$ 109.74
02/04/2024	Marborg Industries	HHW restroom rental	\$ 109.74
02/04/2024	Marborg Industries	HHW restroom rental	\$ 109.74
02/04/2024	R&H Gatherings	Solid Waste Summit 2024	\$ 10,582.88
02/05/2024	SDRMA	--	\$ 7,405.68
02/05/2024	Science Discovery	Outreach and Education	\$ 11,998.89
02/05/2024	Science Discovery	Outreach and Education	\$ 6,742.00
02/06/2024	Mountaineer IT Inc	IT Services	\$ 32.02
02/07/2024	Pacific Waste Services	E-waste collection	\$ 2,000.00
02/08/2024	Hart Impressions	Business cards	\$ 115.69
02/09/2024	UBEO West LLC	Copier Maintenance	\$ 1,029.07
02/14/2024	Atlas Performance Industries, Inc.	--	\$ 130.00
02/14/2024	Atlas Performance Industries, Inc.	--	\$ 130.00
02/14/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 2,579.67
02/14/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 3,022.51
02/14/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 309.53
02/14/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,367.40
02/14/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,038.00
02/14/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 140.03
02/15/2024	City of San Luis Obispo - Water	Utilities - Water	\$ 51.73
02/15/2024	SoCalGas	Utilities - Gas	\$ 16.16
02/15/2024	Science Discovery	Outreach and Education	\$ 16,772.26
45338	Paychex	Payroll Processing Fees	\$ 351.36
02/16/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 23.07
02/16/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 225.30
02/16/2024	Derrel's Mini Storage	Storage Services	\$ 165.60
02/20/2024	Executive Janitorial	Janitorial Services	\$ 227.00
02/21/2024	Derrel's Mini Storage	Storage Services	\$ 1,468.80
02/22/2024	Adamski Moroski Madden Cumberland & Green	Legal Services	\$ 9,740.00
02/26/2024	Charter Communications/Spectrum	Utilities - Internet	\$ 44.99
02/27/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 140.03
02/27/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	\$ 309.53
02/27/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 1,367.40
02/27/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 3,050.96
02/27/2024	Nationwide Retirement Solutions PEBSCO 401A	EE Retirement - 401A	\$ 3,022.50
02/27/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	\$ 1,038.00
02/28/2024	Amazon Capital Services Inc.	Office Supplies	\$ 126.84
02/28/2024	PG&E	Utilities - Electricity	\$ 60.71
02/29/2024	Mission Linen and Uniform Service	Janitorial Services	\$ 47.50
02/29/2024	Alexa Heter	Controller Services	\$ 2,000.00
45351	Paychex	Payroll Processing Fees	\$ 351.36
	Feb-24 Salaries, Wages, & Benefits (Less Nationwide & SDRMA Stated Above)		\$ 38,775.32
	Feb-24 Credit Card Expenses, See Credit Card Report for detail		\$ 1,829.63
	Feb-24 Quickbooks Payment Processing Fees		\$ 28.96
TOTAL EXPENSES			\$ 145,700.17

**San Luis Obispo County IWMA
Credit Card Expense Report
February 2024-PRELIMINARY**

Date	Payee	Memo	Account	Charge
02/03/2024	Real World Training	Quickbooks Training Monthly Subscription	5050070 Services and Supplies:Computer Software	29.95
02/03/2024	Webstaurant	Order 94243879	5050255 Services and Supplies:Memberships	107.66
02/06/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
02/08/2024	Jotform	INV-46480012021-1707416392	5050070 Services and Supplies:Computer Software	39.00
02/08/2024	High Street Deli	Agency Strategizing Luncheon	5050280 Services and Supplies:Office Supply Expenses	118.98
02/08/2024	High Street Deli	Agency Strategizing Luncheon	5050280 Services and Supplies:Office Supply Expenses	30.03
02/13/2024	Trophy Hunters	Invoice 29843	5050280 Services and Supplies:Office Supply Expenses	25.01
02/15/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	513.00
02/15/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	6.00
02/16/2024	CRRA	Invoice 13827	5050370 Services and Supplies:Trainings and Seminar	775.00
	The Recycling		Registration	
02/16/2024	Partnership	S4NX9JR6DCZ	5050370 Services and Supplies:Trainings and Seminar	49.00
			Registration	
TOTAL CREDIT CARD CHARGES				\$ 1,829.63

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Peter Cron, Executive Director

RE: Credit Card Processing Platform

BACKGROUND:

The IWMA utilizes a credit card processing company to accept credit cards for payments from businesses for Conditionally Exempt Small Quantity Generators (CESQG) of hazardous waste disposal. For the IWMA to accept credit card payments, the IWMA must comply with Section 326¹ of the USA Patriot Act.

Section 326 requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account or changes an existing account. This federal requirement applies to all new customers and current customers. This information is used to assist the United States government in the fight against the funding of terrorism and money-laundering activities.

As the acceptance of credit cards for the payment of CESQG is an important function of our services to the business community, it is important that this Board assign an individual to be the designated person for credit card processing. This person is not a financial guarantor, only the point contact person.

RECOMMENDATION:

That your Board identifies a point of contact designee for a credit card processing platform.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

¹ Section 326 of the USA Patriot Act amends Section 5318 of Title 31 of the United States Code.

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Second Quarter Budget Review Fiscal Year 2023/2024

BACKGROUND:

The Second Quarter Budget Review for Fiscal Year 2023/2024 (FY 23/24) is based upon revenues and expenses from July 1, 2023, through December 31, 2023.

Revenues:

1. Solid Waste Management Fee

On April 8, 2022, the IWMA Board of Directors approved Resolution 22-03-04 which increased the Solid Waste Management Fee to 5.4% of gross receipts collected from all permitted and franchised waste haulers that collect garbage in San Luis Obispo County.

As a result of the Solid Waste Management Fee increase and implementation of operational efficiencies identified in the 2022 Management Review, the IWMA improved its net position.

On June 14, 2023, the Board adopted Resolution 2023-06-03 to temporarily reduce the Solid Waste Management Fee to 4.4% to better reflect the agency's financial position.

In 2022 and 2023, franchised haulers across San Luis Obispo County increased their collection fees which increased IWMA revenues on those fees. Following the fee reduction, IWMA continued to earn higher-than-expected revenues from the Solid Waste Management Fee in the first two quarters of FY 23/24. The IWMA continues to see Solid Waste Management Fees exceed the adopted budget into FY 23/24.

2. Billing to Outside Agencies

County MOU Billing is based largely on monthly invoices received from IWMA's Hazardous Waste contractor. These invoices are delayed due to the manifest requirements for hazardous waste that require a cradle-to-grave chain of custody paperwork trail. This can delay invoicing an additional two to three months.

Expenses:

Expenses in the first two quarters of FY 23/24 are under budget. Additional expenses are anticipated to be incurred in the remainder of FY 23/24.

Anticipated increases include:

- Salaries - *staff changes*
- Hazardous Waste Disposal – *delays in billing*
- Minor Equipment - *SB 1383 Compliance*
- Contracted Services and Public Outreach – *extended route review and compliance efforts*

The return of the County to the IWMA will increase both expenses and revenues in the remainder of the fiscal year to meet the demands of compliance.

The agency may see an opportunity to, once again, temporarily reduce the Solid Waste Management Fee for FY 24/25. A formal fee study will be conducted in FY 24/25 to inform the agency how to better adjust fees to reflect the costs of services.

RECOMMENDATION:

That your Board review and discuss the Second Quarter Budget, Fiscal Year 2023/2024.

FISCAL IMPACT:

Revenue: \$ 2,170,363.18
Expense: \$ 1,174,302.83

ATTACHMENTS:

- A. Budget vs Actuals Second Quarter FY 23/24

IWMA
Budget vs. Actuals: Fiscal Year 2023-2024 - FY24 P&L Classes
 July - December, 2023

	TOTAL				
	Actual	Budget	over Budget	% of Budget	
Income					
Total 400 Non_Operation Revenue	\$ 2.76	\$ 61,633.98	-\$ 61,631.22	0.00%	
435 Operation Revenue	0.00	0.00	0.00		
4350200 CESQG Payment	19,289.25	12,598.02	6,691.23		
4350235 Billings to Outside Agencies	14,815.78	92,725.02	-77,909.24		1
4350820 Solid Waste Management Fee	1,697,864.12	1,326,420.00	371,444.12		2
4350825 Landfill Tipping Fee Surcharge	414,579.99	406,725.00	7,854.99		
4350955 Retail Take Back Fees	20,374.50	21,148.50	-774.00		
4450020 Hazardous Waste Credits	4,874.49	0.00	4,874.49		
Total 435 Operation Revenue	\$ 2,171,798.13	\$ 1,859,616.54	\$ 312,181.59	116.79%	3
4550000 Other Revenue	0.00	0.00	0.00		
4550065 Other Reimbursements	2,464.62	2,499.96	-35.34		
Total 4550000 Other Revenue	\$ 2,464.62	\$ 2,499.96	-\$ 35.34	98.59%	
Shipping Income	0.00	0.00	0.00		
Total Income	\$ 2,170,363.18	\$ 1,923,750.48	\$ 246,612.70	112.82%	
Gross Profit	\$ 2,170,363.18	\$ 1,923,750.48	\$ 246,612.70	112.82%	
Expenses					
500- Salaries, wages, & Benefits	0.00	0.00	0.00		
5001210 Annual Wages	292,384.42	329,569.98	-37,185.56		
5001507 Taxes	27,382.69	26,846.52	536.17		
5001522 Retirement Benefits	82,296.80	106,331.52	-24,034.72		
5001557 Workers Compensation Insurance	4,043.11	2,021.52	2,021.59		
5001561 Employee Insurance Benefit	43,686.09	57,966.48	-14,280.39		
5001700 Cell Phone Stipends	1,690.00	1,740.00	-50.00		
Total 500- Salaries, wages, & Benefits	\$ 451,483.11	\$ 524,476.02	-\$ 72,992.91	86.08%	4
5050 Services and Supplies	0.00	0.00	0.00		
5050015 Advertising	510.00	16,999.98	-16,489.98		
5050045 Cellular Phone Charges	546.60	0.00	546.60		
5050070 Computer Software	63,968.65	34,051.50	29,917.15		
5050075 Computer Hardware	6,498.39	6,820.02	-321.63		
5050085 Copy and Printing	21,221.71	40,219.98	-18,998.27		
5050095 Credit Card Fees	29.88	300.00	-270.12		
5050145 Hazardous Waste Disposal	171,676.62	348,896.52	-177,219.90		5
5050160 Insurance Property and Liability	36,824.63	18,577.02	18,247.61		
5050167 Rebates	34,270.60	62,500.02	-28,229.42		
5050169 Janitorial Services & Supplies	2,122.15	2,040.00	82.15		
5050190 Building Maintenance	1,421.00	750.00	671.00		
5050210 Maintenance-Equipment	4,461.78	6,000.00	-1,538.22		
5050255 Memberships	6,524.97	8,842.50	-2,317.53		
5050260 Mileage Reimbursement - Employee	744.08	1,500.00	-755.92		
5050265 Mileage Reimb-Nonemployee	3,012.37	4,814.52	-1,802.15		

5050280 Office Supply Expenses	3,759.00	2,500.02	1,258.98	
5050290 Other Minor Equipment	11,374.95	91,460.04	-80,085.09	6
5050310 County Services	0.00	4,347.48	-4,347.48	
5050320 Legal	20,441.95	45,000.00	-24,558.05	
5050335 Postage	674.90	4,774.02	-4,099.12	
5050340 Contracted Services	173,193.50	112,503.60	60,689.90	7
5050360 Publication & Legal Notice	5.00	0.00	5.00	
5050362 Public Outreach & Education	129,216.64	240,750.00	-111,533.36	7
5050370 Trainings and Seminar Registration	2,010.72	6,517.98	-4,507.26	
5050380 Rent and Lease Expense	20,108.78	17,341.50	2,767.28	
5050400 Rents & Leases- Equipment	619.35	0.00	619.35	
5050405 Rents & Leases-Strc	1,686.62	0.00	1,686.62	
5050425 Board of Directors Stipends	0.00	6,600.00	-6,600.00	
5050430 Special Dept Exp	0.00	19,999.98	-19,999.98	8
5050440 Telephone and Internet	2,595.40	3,220.02	-624.62	
5050450 Travel	2,140.01	4,999.98	-2,859.97	
5050475 Utilities	962.85	2,500.02	-1,537.17	
Total 5050 Services and Supplies	\$ 722,623.10	\$ 1,114,826.70	-\$ 392,203.60	64.82%
Total 515- 515-Lease Expenses	\$ 196.62	\$ 1,082.04	-\$ 885.42	18.17%
Total 550 Capital Outlay	\$ 0.00	\$ 248,921.52	-\$ 248,921.52	0.00%
Total Expenses	\$ 1,174,302.83	\$ 1,889,306.28	-\$ 715,003.45	62.16%
Net Operating Income	\$ 996,060.35	\$ 34,444.20	\$ 961,616.15	
Net Income	\$ 996,060.35	\$ 34,444.20	\$ 961,616.15	

Tuesday, Mar 05, 2024 09:35:03 AM GMT-8 - Accrual Basis

- (1) Earning from Billings to Outside Agencies are delayed by Clean Earth Billing for HHW Services.
- (2) Earning from Solid Waste Management Fee \$371,444 over budget and do not include WM payment for Dec.
- (3) Earnings still well over budget.
- (4) Salaries under budget due to staffing changes.
- (5) Hazardous Waste Disposal billing is delay due to contractor billing after final disposal.
- (6) Other Minor Equipment will increase with calendar year.
- (7) Contracted Services and Public Outreach overlap.
- (8) Funds from TAG Grants.
- (9) Expenses lagging behind revenue, should be more in line during quarter 3 & 4.

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Peter Cron, Executive Director

RE: Creation of an Ad-Hoc Budget Committee

BACKGROUND:

An Ad-Hoc Budget Committee would provide insight and guidance to changes that may specifically impact upcoming and future budget setting.

RECOMMENDATION:

That your Board create an Ad-Hoc Budget Committee and select members to participate pursuant to section 2 of the IWMA Rules of Procedure.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Jordan Lane, Deputy Director

RE: Review and Approve Updated Policy F-8: Records Retention

BACKGROUND:

On November 14, 2018, your IWMA Board of Directors approved Policy F-8 Records Retention. To date, no destruction policy had been adopted. Staff has drafted an updated Records Retention Schedule referencing suggested schedules from the California Secretary of State Local Government Records Management and Community Service District Association. Staff also included an IWMA Records Destruction Log and procedure to enable the responsible destruction of agency records.

RECOMMENDATION:

That your Board review and approve the updated Policy F-8: Records Retention and Destruction.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Policy F-8: Records Retention (Adopted - 2018)
- B. Policy F-8: Records Retention and Destruction, Draft V.2

Document Number: F-8 Enter Policy Number: F-8
 Document Name: Records Retention Policy Enter Policy Name: Records Retention Policy
 Effective Date: November 14, 2018 Select effective date: Approved During the November 14, 2018 Board Meeting
 Document Status: Draft

1. Purpose

To establish a record retention policy including but not limited to; Accounting Files, Financial Forms, Correspondence, Travel Claims, Purchase Orders, Requisitions Administrative Files, Rules and Regulations, Agreements, Contracts, Procedure Instructions, Policies and Procedures, Manuals, Employee Handbooks, and Correspondence for Establishing Policy, Annual Reports, Budget Documents (including fees, and supporting documentation), Citizen Complaints, Personnel Files, and General Administration Projects, Grants, Surveys, Questionnaires, Studies and Analysis Notes rendered in the during the course of business by the San Luis Obispo Integrated County Waste Management Authority (IWMA).

2. Policy Details

Description of Record	Retention Length	Location
Accounting Files – Financial forms, Correspondence, Travel Claims, Purchase Orders, and Requisitions	5 Years	Office and Scanned to Server
Administrative Files – Rules and regulations, Agreements, Contracts, Procedure Instructions, Departmental Policies and Procedures, Manuals, Employee Handbook, and Correspondence for establishing policy	Indefinitely or until Superseded	Office and Scanned to Server
Annual/Quarterly/Monthly Reports and Supporting Documents	5 Years	Office and Scanned to Server
Budget Documents – Fees and Supporting Documentation	5 Years	Office and Scanned to Server
General Administration Projects – Surveys and Questionnaires, Studies and Analysis Notes	5 Years	Office and Scanned to Server

3. Policy Scope

Moving forward, the IWMA Manager and Staff shall strictly adhere to said records retention schedule.

F-8 RECORDS RETENTION AND DESTRUCTION POLICY



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

POLICY NAME	Records Retention and Destruction Policy		POLICY NUMBER	F-8	
EFFECTIVE DATE	TBD	LAST REVISION DATE	11/14/2018	VERSION NUMBER	02

PURPOSE:

To establish guidelines for the maintenance of records (retention and destruction) of San Luis Obispo County Integrated Waste Management Authority (IWMA).

Retention Period

The retention period for the types of IWMA records will be maintained by the IWMA set forth for the period indicated on the “Records Retention Schedule.”

At the end of each designated retention period, documents shall be reviewed for additional retention (if needed), permanent retention, or disposal. For records intended for disposal, no records shall be destroyed without approval by the Executive Director.

Documents/Record System

Documents identified to be retained, indicated in the “Records Retention Schedule”, shall be in original format either hard copy or scanned version, unless identified as a copy, and maintained on the IWMA’s dedicated digital or physical filing system, where they can be retrieved, reviewed, reprinted, or purged as required by the [California Records Management Act](#).

Retention Schedule

The attachment, titled “Records Retention Schedule”, includes suggested retention periods comprised of common records found in the general business community and is not an exhaustive listing of all IWMA records. Every effort has been made to provide a thorough list of the types of IWMA records for the records retention schedule.

There may be records that do not fall within one of the listed categories. In such cases, the Executive Director of the IWMA is authorized to decide on the retention of that type of document and update the retention schedule. In cases where a legal statute of limitations applies, that schedule supersedes the IWMA Records Retention Schedule.

Permanent Records

For certain documents identified as “Permanent Records,” these shall be retained permanently in the IWMA records system. Some Permanent Records may be retained in their original form, including board members meeting packets (which include the minutes and resolutions); records relating to the IWMA’s formation; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records

may be scanned to facilitate their retention as required by this Policy.

Legal Holds

While this Policy is not intended to be a comprehensive legal hold policy, it is the policy of IWMA to stop the routine destruction of records in the ordinary course of business if litigation or an investigation is underway or reasonably anticipated. In the event the IWMA becomes aware of litigation, or a government proceeding or investigation, to which IWMA is or may become a party, or to which IWMA receives a subpoena as a witness, the Executive Director, in consultation with legal counsel, shall issue a formal “legal hold” for documents that may be related to that matter. The legal hold shall describe the types of documents that are subject to the legal hold. Documents described in the legal hold shall not be destroyed, removed, discarded, or otherwise tampered with.

Failure to adhere to the requirements of a legal hold is a serious offense and may result in disciplinary action and, in certain circumstances, criminal prosecution. Only the issuer of the legal hold, in consultation with legal counsel, may modify or lift a legal hold.

Disposal of Records

Immediately prior to disposal, the Executive Director shall determine that no reason exists to preserve the record and is authorized to destroy the records that have met the qualifications governing the disposal of records per the records retention schedule and applicable legal stipulations. All documents intended to be destroyed pertaining to IWMA confidentiality, financial, or personnel information, will be destroyed through the IWMA destruction process and recorded on the IWMA Records Destruction Log. For all other items that do not need to be destroyed, they may be disposed of accordingly.

Policy Changes

This policy may need to be changed or updated for various reasons. In the instance wherein the policy needs to be updated to comply with the law, the Executive Director may update the policy under the direction of IWMA Legal Counsel. If any changes require the addition or deletion of one page of text or more, the policy will be brought to the Board of Directors for review, commentary, and approval.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
.01		11/14/2018	Policy origination	M. Giancola
.02			Updates and addition of destruction policy	J. Lane

See IWMA Records Retention Schedule and Records Destruction Log below.

IWMA RECORDS RETENTION SCHEDULE

RECORDS CLASSIFICATION	RECORD TYPE	TITLE	TOTAL RETENTION PERIOD	DESCRIPTION	RECOMMENDED RETENTION FROM THE GOVERNMENT/NOTES
Administration	Administrative	Contracts/Agreements	Current + 4 Years	Current until contract term ends, or termination clause is enacted.	
Administration	Administrative	Policies	Permanent		
Administration	Administrative	Public Record Requests	2 Years		2 Years after completion of the request
Administration	Board Meetings	Board Meeting Agenda/Minutes	Permanent	Official minutes of governing body/board or committee.	
Administration	Board Meetings	Resolutions/Ordinances	Permanent		
Finance	Accounting	Ledgers and Journals and Registrars (inc Trial Balance)	Current		Retained in financial accounting software.
Finance	Accounting	Operating Budget - Adopted	Permanent		
Finance	Accounting	Operating Budget - Proposed	Current + 2 Years		
Finance	Accounting	Expense Reports/Travel Reports	5 Years		
Finance	Accounting	Payables/Receivables including Invoices/Deposits	5 Years		
Finance	Audits	Audited Financial Records/Statements	Permanent		
Finance	Payroll	Payroll Records (Reports/Checks/Transactions)	4 Years		Retain two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
Finance	Purchasing	Bids, RFQ's, RFP's	3 Years		
Human Resources	Employment	Social Security/Pension/SDI/Retirement	Permanent		

Human Resources	Employment	Employee Benefits Data	Current + 4 Years	COBRA, enrollment and election benefits, beneficiary designations, Summary Plan Descriptions.	Four years as active, or one year after plan termination.
Human Resources	Employment	Employee Handbook	Permanent		
Human Resources	Employment	Employee Personnel Files	Duration of Employment + 4 years		Retain as "Active" until employee separates from service. Then retain according to type of separation.
Human Resources	Employment	Employee Personnel Files - Limited Information	Permanent	Length of employment and salary.	
Human Resources	Employment	Health/Benefits Plan	Current + 2 Years		
Human Resources	Employment	Job Descriptions	4 Years		Retain as "Current" until superseded. Then retain 4 years or the duration of any claim or litigation involving hiring practices – whichever is longer.
Human Resources	Employment	Leave of Absence	4 Years	Medical leave or family leave.	
Human Resources	Employment	Recruiting and Pre-Employment Records	4 Years	Job applications, resumes, job announcements/descriptions, examination materials and answer sheets, etc.	Retain for 4 years after completion.
Human Resources	Employment/Risk Management	Workers Compensation Claims	Permanent	Claim files, reports, incidents and original files with administrator.	
Human Resources	Employment/Risk Management	Workers Compensation Forms	5 Years	Work-related injuries and illnesses Log – Form 300, Injury and Illness Incident Report – Form 301, Summary of Work-Related Injuries and Illnesses – Form 300A	Five years after the end of the year that the records cover.
Operations	Administrative	General Subject Files	Current + 2 Years	Any other internal working files and correspondence.	
Operations	Information Services	Inventory, Information Systems	2 Years	Hardware/Software Inventory logs, system manuals.	Supersedes plus 2 years.
Operations	Information Services	Program Files and Directories	Current + 2 Years	Annual backup = Current + 2 Years; Daily backup = Current + 2 Months; Monthly backup = Current + 1 Year; Weekly backup = Current + 6 Months	
Operations	Operations	IWMA Formation Documents/Articles of Incorporation	Permanent		
Operations	Operations	Electronic Communications/ Correspondence	2 Years	Email, phone, etc.	
Operations	Operations	Insurance Policies/Bonds/Liability - Property	Permanent		

Operations	Operations	Property (Building/Land)	Permanent		Records are active for the life of the property/while belongs to the IWMA. Then retain until audited or a maximum of 4 years from disposition of the property, whichever comes first. Exception of the property is disposed of our transferred.
Operations	Operations	Property (Equipment) / Services / Supplies	Current + 5 Years	Includes leases.	Retain at least 2 years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever comes first.
Operations	Operations	Records Retentions Schedules	Current + 4 Years		Retain as "current" until supersedes, plus 4 years.
Programs	Program Management	Department Program Reports	Current + 2 Years		
Programs	Program Management	HHW/CESQG	Current + 3 Years		Or as required by law.
Programs	Outreach	Promotional Materials	2 Years		Supersedes plus 2 years.
Programs	Outreach	Social Media	Current		

SOURCES:

<https://www.sos.ca.gov/archives/records-management-and-appraisal>

<https://www.csga.net>

IWMA RECORDS DESTRUCTION LOG

RECORDS CLASSIFICATION - TYPE	RECORD TITLE	DESCRIPTION	DATE RANGE		VOLUME (IN PAGES OR BOXES)	DESTRUCTION METHOD (S, D, OV) ¹	DISPOSAL DATE
			START	END			
<i>Ex) Admin – Admin</i>	<i>Social Media Contract</i>	<i>Four-year contract with ABC Social.</i>	<i>01/01/2020</i>	<i>01/01/2024</i>	<i>3 pages</i>	<i>S</i>	<i>03/07/2024</i>
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				
PERSON COMPLETING LOG ENTRY			MANAGER SIGNATURE				

¹ Enter the method of destruction: Shredding (S), Discard (D), Outside Vendor (OV)