

San Luis Obispo County Integrated Waste Management Authority

BOARD MEETING AGENDA

Thursday, February 13, 2025, **1:00 PM**

In-Person Meeting:

555 Chorro Street, Unit D, 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.

BOARD OF DIRECTORS:

- Robert Robert, President, City of Grover Beach
- James Guthrie, Vice President, City of Arroyo Grande
- Jan Marx, Past President, City of San Luis Obispo
- Charles Bourbeau, City of Atascadero
- Jimmy Paulding, County of San Luis Obispo, District 4 Supervisor
- John Hamon, City of El Paso de Robles
- Cyndee Edwards, City of Morro Bay
- Robert Enns, Special Districts
- Scott Newton, City of Pismo Beach

Instructions For Written Public Comment:

Written Public Comment must be submitted by 9:00 AM the day of the meeting. Community members are encouraged to submit written public comment via email to Andrea Biniskiewicz, Clerk of the Board, at abiniskiewicz@iwma.com. Agenda correspondence received by 9:00 AM on the meeting day will be posted on the [IWMA website](#) and become part of the official record of the Board Meeting. Community members may attend the meeting in person at 555 Chorro Street, Unit D, San Luis Obispo, CA 93401.

Americans with Disabilities Act Compliance:

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

1. Call To Order
2. Roll Call
3. Pledge of Allegiance

Non-Agenda Public Comment Period

PRESENTATIONS

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

Regular Agenda Public Comment Period

REGULAR AGENDA

5. Executive Director Recruitment Firm – Contract Recommendation [Page 3](#)

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

6. IWMA Board Member Orientation [Page 5](#)

IWMA Board Members will meet and discuss current and upcoming solid waste laws and regulations that will be impacting the IWMA in the coming years.

ADJOURNMENT

2025 Upcoming Meetings and Events		
Board of Directors	Wednesday, March 12	Wednesday, May 14
Executive Committee	Thursday, February 27	Thursday, May 1

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Daniel Cheung, Authority Legal Counsel
RE: RFP Executive Director Recruitment – Contract Recommendation

BACKGROUND:

On January 23, 2025, the Executive Committee approved the Request for Proposal (RFP) Executive Director Recruitment Firm, and authorized staff to review and rank the proposals, then bring back to the IWMA Board of Directors for final selection and contract award.

The IWMA published the Executive Director Recruitment RFP on January 24, 2025 and closed the RFP on February 7, 2025. We received proposals from the following firms by the February 7 deadline:

1. Peckham & McKenny
2. Samaritan Consulting Group
3. CPS HR Consulting Group
4. Frontall Agency
5. Tripepi Smith
6. Ralph Anderson & Associates
7. KEES

On February 10, 2025, a panel comprised of the IWMA Executive Director, IMWA Executive Committee, and Legal Counsel reviewed and rated the proposals based on the criteria established by the RFP and pictured below. The composite scores have not been shared with panel members and will only be provided to the Board at the meeting.

CRITERIA SCORES	WEIGHT
1. QUALIFICATIONS OF FIRM AND PERSONNEL - 45%	0.45
2. WORK PLAN - 35%	0.35
4. BUDGET, RETAINER, AND/OR RATES - 20%	0.20
OVERALL SCORE	1.00

Fig. 1. Criteria scores for RFP evaluation.

Each proposal was reviewed by the five panelists and each panelist rated individually. As established in the RFP, the greatest weight was assigned to the category “Qualifications of Firm and Personnel”. Scores per criteria will be averaged and then combined for final ratings. The ratings and weighted averages will be provided as an addendum to this staff report at the board meeting.

Should the recommendation be approved, legal counsel will initiate negotiations with the selected contractor immediately, with the contract signed by the Board President upon successful negotiation. The anticipated starting date is February 20, 2025.

RECOMMENDATION:

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

FISCAL IMPACT:

The scope of work will be negotiated with the selected contractor under the proposed terms. Depending on the selected contractor approved by the Board, the do not exceed amount for the contract is expected to be between \$22,000 and \$40,000.

ATTACHMENTS:

- A. RFP Executive Director Recruitment Firm and Addenda – [Linked on the IWMA Website](#) under the page for this RFP.
- B. All Proposals Received (7 Total) - [Linked on the IWMA Website](#) under the page for the February 13th Board Meeting.
- C. Score Summary & Staff Recommendation (forthcoming)

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

BACKGROUND:

The Solid waste industry is changing rapidly and the new rules and regulations that face our member jurisdictions will shape this agency now and into the future. This discussion will help the board members better understand the complex world of solid waste and recycling. The discussion will be led by the Executive Director Peter Cron and focus on current and future legislation that could impact this agency.

RECOMMENDATION:

IWMA Board Members will meet and discuss current and upcoming solid waste laws and regulations that will be impacting the IWMA in the coming years.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None