

**San Luis Obispo County Integrated Waste Management Authority
BOARD MEETING AGENDA**

Wednesday, January 10, 2024

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

Public Comment - The IWMA Board and Executive Committee welcomes your input. To submit written public comment, 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 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. The IWMA Clerk of the Board can be reached at (805) 781-2192 and through email at sdelgiorgio@gmail.com.

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

Non-Agenda Public Comment Period

Presentations

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

Consent Agenda Public Comment Period

Consent Agenda

- 5. Executive Committee Minutes Receive and File– October 27, 2023 [Page 4](#)**
Recommendation: That your Board receive and file the October 27, 2023, IWMA Executive Committee Minutes.
- 6. Board Minutes Review – November 8, 2023 [Page 7](#)**
Recommendation: That your Board approve the November 8, 2023, IWMA Board Meeting Minutes.
- 7. Receive and File Monthly Financial Reports [Page 12](#)**
Recommendation: That your Board receive and file the attached monthly financial reports.
- 8. Board Approval of Amendment One to Agreement – Executive Director – to Approved Salary Increase [Page 19](#)**
Recommendation: Approval and execution of Amendment One to Executive Director's Agreement, increasing compensation per Board review.

Regular Agenda Public Comment Period

Regular Agenda

- 9. Discussion of the Status of County of San Luis Obispo's Consideration of Rejoining the IWMA [Page 21](#)**
Recommendation: That your Board discuss and consider; 1) Cancellation of the Memorandum of Understanding by and between the County of San Luis Obispo and the IWMA, 2) Revenue Timeline, and 3) Assuming the County of San Luis Obispo Solid Waste Contracts.
- 10. Approval of Mid-Year Budget Adjustment Requests [Page 24](#)**
Recommendation: That your Board discuss a Mid-Year Budget Adjustment Request.
- 11. Amendment of the Position Allocation Schedule, Compensation Plan and Updated Combined Salary Range [Page 28](#)**
Recommendation: That your Board Adopt a Resolution; 1) Eliminate the

Accountant Job Classification, 2) Add Administrative Specialist Job Classification and Salary Range, and 3) Update the Combined Salary Range.

Closed Session

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

12. Public Employment – Deputy Director (§ 54957)

Adjournment

| Upcoming Meetings | | | |
|-------------------------------------|--------------------------|-----------------------|-----------------------|
| Board of Directors Meetings | February 14, 2024 | March 13, 2024 | May 8, 2024 |
| Executive Committee Meetings | February 2, 2024 | March 1, 2024 | April 26, 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– October 27, 2023

BACKGROUND:

N/A

RECOMMENDATION:

That your Board receive and file the October 27, 2023, IWMA Executive Committee Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

A. 2023-10-27 EC Minutes



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

Executive Committee Meeting Minutes

October 27, 2023, 11:00 AM
870 Osos Street, San Luis Obispo, CA 93401

Executive Committee Members Present:

Jan Marx, President, City of San Luis Obispo
Robert Robert, Vice President, City of Grover Beach

Executive Committee Members Absent:

Charles Bourbeau, Past President, City of Atascadero

1. Call To Order

President Marx called The Executive Committee to order on October 27, 2023 at 10:59 AM.

2. Roll Call

Taken by Sasha Del Giorgio, Clerk of the Board.

3. Pledge Of Allegiance

Led by President Marx.

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. Approve Executive Committee Meeting Minutes – September 29, 2023

Recommendation: That your Executive Committee approve the September 29, 2023, IWMA Executive Committee Meeting.

Motion By Vice President Robert

Second By President Marx

Ayes: Robert, Marx

CARRIED (2 to 0)

Public Comment was not made.

Regular Agenda

6. Review Board Meeting Draft Agenda – November 8, 2023

Recommendation: That your Executive Committee review, discuss, and approve the draft November 8, 2023, IWMA Board Meeting Agenda, and provide staff direction as deemed appropriate.

Motion By Vice President Robert

Second By President Marx

To approve item 6 as amended with the following change:

- Include:
 - Item 12; Recommendation of the IWMA Compensation Ad Hoc Committee – Executive Director’s 2024 Salary
 - Item 14; Cancellation of the December 13, 2023, Board Meeting

Ayes: Robert, Marx

CARRIED (2 to 0)

Adjournment: 11:37 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 – November 8, 2023

BACKGROUND:

N/A

RECOMMENDATION:

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

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 2023-11-08 BOD DRAFT Minutes



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

Board of Directors Meeting Minutes

Wednesday, November 8, 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 November 8, 2023, at 1:30 PM.

2. Roll Call

Board Members Present: Alternate Funk, Member Enns, Member Guthrie, Member Hamon, Member Newton, Vice President Robert, President Marx
Member Barton arrived at 1:37PM

3. Pledge Of Allegiance

Led by President Marx.

Non-Agenda Public Comment Period

Public Comment was made by Jeff Carr.

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 – September 29, 2023

Recommendation: That your Board receive and file the September 29, 2023, IWMA Executive Committee Meeting Minutes.

6. Board Minutes Review – October 11, 2023

Recommendation: That your Board approve the October 11, 2023, IWMA Board Meeting Minutes,

7. Receive and File Monthly Financial Reports

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

8. 2024 IWMA Board of Directors and Executive Committee Meeting Calendars

Recommendation: That your Board approve the 2024 IWMA Board of Directors and executive Committee Meeting Calendars.

Motion By Member Hamon
Second By Vice President Robert

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

Ayes: Barton, Bourbeau, Enns, Funk, Guthrie, Hamon,
Marx, Newton, Robert.

Noes: None

Absent: None

CARRIED (8-0)

Regular Agenda Public Comment Period

Public Comment was not made.

8. Resolution 2023-06-01 Creation of an Ad Hoc Committee to Address County Rejoining

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.

Motion By Marx
Second By Hamon

To appoint Bourbeau, Marx, and Robert as the Ad Hoc Committee Members.

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

CARRIED (8-0)

9. Resolution 2023-06-02 Review and Approve Preliminary Budget Fiscal Year 2023/2024

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

Motion By Bourbeau
Second By Robert

To adopt resolution 2023-06-02.

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

CARRIED (8-0)

10. Resolution 2023-06-03 Temporary Reduction of the Solid Waste Management Fee

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.

Motion By Bourbeau
Second By Robert

To adopt resolution 2023-06-03.

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

CARRIED (8-0)

11. Extension to Compost Rebate Agreement Program

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.

Motion By Bourbeau
Second By Hamon

To approve item 11.

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

CARRIED (8-0)

12. Executive Committee Elections

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

Motion By Hamon
Second By Robert

To nominate Marx as President, Bourbeau as Past-President, and Robert as Vice President.

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

CARRIED (8-0)

Closed Session Public Comment Period

Public Comment was not made.

Closed Session

13. Conference with Labor Negotiators

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

Report out of Closed Session

No reportable action.

Adjourned 2:47 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: Sasha Del Giorgio, Clerk of the Board
RE: Receive and File Monthly Financial Reports

BACKGROUND:

Presented below are the revenues, expenditures, and credit card expenses for November and December 2023. The attached report's presentation of revenues is structured upon cash inflows and outflows, providing the Board with a more comprehensive and transparent understanding of the financial position of our agency.

November 2023

- Revenue Received Report \$316,971.12
- Expenditure Report \$137,288.16
- Credit Card Report \$2,353.83

December 2023

- Revenue Received Report \$267,121.56
- Expenditure Report \$146,424.37

**Credit card statement for December 2023 has not been received*

RECOMMENDATION:

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

FISCAL IMPACT:

November 2023 Revenue: \$316,971.12
November 2023 Total Expenditures: \$139,641.99

December 2023 Revenue: \$267,121.56
December 2023 Total Expenditures \$146,424.37

**Less Credit Card expenses*

ATTACHMENTS:

- A. Exhibit A, Revenue Report - November 2023
- B. Exhibit B, Expense Report - November 2023
- C. Exhibit C, Credit Card Expense Report – November 2023

- D. Exhibit D, Revenue Report - December 2023
- E. Exhibit E, Expense Report – December 2023

San Luis Obispo County IWMA
Revenue Received
November 2023

| | TOTAL |
|--------------------------------------|----------------------|
| Income | |
| 4150000 Interest Revenue | 0.67 |
| 435 Operation Revenue | |
| 4350200 CESQG Payment | 3,742.75 |
| 4350820 Solid Waste Management Fee | 307,826.97 |
| 4350955 Retail Take Back Fees | 5,341.00 |
| 4450020 Hazardous Waste Credits | 830.13 |
| Total 435 Operation Revenue | \$ 317,740.85 |
| 4550065 Other Reimbursements | 323.85 |
| Total 4550000 Other Revenue | \$ 323.85 |
| Unapplied Cash Payment Income | -1,093.58 |
| Total Income | \$ 316,971.12 |

San Luis Obispo County IWMA

Expense Report

November 2023

| Purchase order date | Vendor name | Brief Description | Amount |
|-----------------------|---|-------------------------|----------------------|
| 11/01/2023 | Rainscape | Landscape svcs | \$ 125.00 |
| 11/01/2023 | Mountaineer IT Inc | IT Services | \$ 1,220.10 |
| 11/01/2023 | Vintage Properties | Office Space Rent/Lease | \$ 1,800.00 |
| 11/01/2023 | Digital West Networks Inc | #1601-1274513-01 | \$ 332.99 |
| 11/01/2023 | San Luis Garbage Co. | -- | \$ 42.42 |
| 11/02/2023 | Pacific Waste Services | E-waste collection | \$ 2,000.00 |
| 11/02/2023 | Quinn Company | Forklift maintenance | \$ 127.00 |
| 11/02/2023 | Amazon Capital Services Inc. | | \$ 147.63 |
| 11/04/2023 | Charter Communications/Spectrum | -- | \$ 121.04 |
| 11/06/2023 | SDRMA | -- | \$ 5,653.80 |
| 11/07/2023 | Science Discovery | Outreach and Education | \$ 9,796.00 |
| 11/08/2023 | Hart Impressions | Business cards | \$ 48.94 |
| 11/08/2023 | Science Discovery | Outreach and Education | \$ 609.02 |
| 11/08/2023 | Science Discovery | Outreach and Education | \$ 19,177.89 |
| 11/10/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 325.73 |
| 11/10/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 130.01 |
| 11/10/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 2,524.19 |
| 11/10/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 1,038.00 |
| 11/10/2023 | Nationwide Retirement Solutions PEBSICO 401A | EE Retirement - 401A | \$ 3,180.74 |
| 11/10/2023 | Nationwide Retirement Solutions PEBSICO 401A | EE Retirement - 401A | \$ 1,269.50 |
| 11/10/2023 | UBEO West LLC | Copier Maintenance | \$ 1,198.45 |
| 11/12/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 11/12/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 11/12/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 11/12/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 11/12/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 11/13/2023 | Gaspar Soilbuilders LLC | Compost Rebate Program | \$ 1,619.00 |
| 11/13/2023 | City of San Luis Obispo-water | Utility-water | \$ 90.35 |
| 11/13/2023 | Sasha Del Giorgio | Travel Reimbursement | \$ 394.71 |
| 11/14/2023 | SoCalGas | -- | \$ 16.68 |
| 11/15/2023 | ASAP Reprographics | Copy/printing services | \$ 786.30 |
| 11/20/2023 | Executive Janitorial | Janitorial services | \$ 295.00 |
| 11/21/2023 | Amazon Capital Services Inc. | #A3F4KQ2PNZ0D87 | \$ 16.13 |
| 11/24/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 130.01 |
| 11/24/2023 | Nationwide Retirement Solutions PEBSICO 401A | EE Retirement - 401A | \$ 1,269.50 |
| 11/24/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 233.54 |
| 11/24/2023 | Nationwide Retirement Solutions PEBSICO 401A | EE Retirement - 401A | \$ 2,280.57 |
| 11/24/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 2,524.19 |
| 11/24/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 1,038.00 |
| 11/26/2023 | Charter Communications/Spectrum | Acct 8413120590380549 | \$ 39.99 |
| 11/27/2023 | Adamski Moroski Madden Cumberland & Green | Legal services | \$ 6,537.27 |
| 11/30/2023 | Chicago Grade Landfill & Recycling | E-waste collection | \$ 2,000.00 |
| 11/30/2023 | Poor Richard's Press AP | Copy Printing | \$ 592.74 |
| 11/30/2023 | Andrea Biniskiewicz | Social media management | \$ 2,560.00 |
| 11/30/2023 | Mission Linen and Uniform Service | Acct 107172 | \$ 47.50 |
| 11/30/2023 | EverBank | Copier lease | \$ 231.43 |
| | Salaries, Wages & Benefits | | \$ 63,168.10 |
| TOTAL EXPENSES | | | \$ 137,288.16 |

**San Luis Obispo County IWMA
Credit Card Expense Report
November 2023**

| Date | Payee | Memo | Account | Charge |
|----------------------------------|---------------------------|--------------------------------|---|--------------------|
| 11/20/2023 | Home Depot | Refrigerator - Programs | 5050290 Services and Supplies:Other Minor Equipment | \$ 107.66 |
| 11/17/2023 | Webstaurant | Bins | 5050290 Services and Supplies:Other Minor Equipment | \$ 944.54 |
| 11/16/2023 | High Street Deli | Luncheon- Science Discovery | 5050280 Services and Supplies:Office Supply Expenses | \$ 64.57 |
| 11/14/2023 | Microsoft | Microsoft 365 | 5050070 Services and Supplies:Computer Software | \$ 513.00 |
| 11/14/2023 | Microsoft | Microsoft 365 | 5050070 Services and Supplies:Computer Software | \$ 6.00 |
| 11/09/2023 | Embassy Suites | 2023 Board Conference | 5050370 Services and Supplies:Trainings and Seminar Registration | \$ 247.46 |
| 11/06/2023 | Digital West Networks Inc | Telephone | 2000014 Accounts Payable | \$ 332.99 |
| 11/03/2023 | Webstaurant | Membership | 5050255 Services and Supplies:Memberships | \$ 107.66 |
| 11/03/2023 | Real World Training | Q Books Subscription | 5050070 Services and Supplies:Computer Software | \$ 29.95 |
| TOTAL CREDIT CARD CHARGES | | | | \$ 2,353.83 |

San Luis Obispo County IWMA
Revenue Received
December 2023

| | Total |
|------------------------------------|----------------------|
| Income | |
| 435 Operation Revenue | |
| 4350200 CESQG Payment | 320.00 |
| 4350820 Solid Waste Management Fee | 265,386.86 |
| 4350955 Retail Take Back Fees | 811.50 |
| 4450020 Hazardous Waste Credits | 603.20 |
| Total 435 Operation Revenue | \$ 267,121.56 |
| Total Income | \$ 267,121.56 |

San Luis Obispo County IWMA

Expense Report

December 2023

| Purchase order date | Vendor name | Brief Description | Amount |
|-----------------------|---|-----------------------------|----------------------|
| 12/01/2023 | Mountaineer IT Inc | IT Services | \$ 1,148.10 |
| 12/01/2023 | Vintage Properties | Office Space Rent/Lease | \$ 1,800.00 |
| 12/01/2023 | Mid-Coast Fire | HHW fire system maintenance | \$ 245.01 |
| 12/01/2023 | Digital West Networks Inc | Acct 1601-1274513-01 | \$ 332.99 |
| 12/01/2023 | Rainscape | Landscape svcs | \$ 125.00 |
| 12/01/2023 | San Luis Garbage Co. | -- | \$ 42.42 |
| 12/01/2023 | Richetti Water Solutions | Reverse osmosis system rent | \$ 19.95 |
| 12/05/2023 | Quinn Company | Forklift maintenance | \$ 127.00 |
| 12/05/2023 | Pacific Waste Services | E-waste collection | \$ 2,000.00 |
| 12/06/2023 | SDRMA | -- | \$ 7,405.68 |
| 12/06/2023 | Science Discovery | Outreach and Education | \$ 19,846.06 |
| 12/06/2023 | Science Discovery | Outreach and Education | \$ 5,920.00 |
| 12/08/2023 | Nationwide Retirement Solutions PEBSCO 401A | EE Retirement - 401A | \$ 2,900.74 |
| 12/08/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 297.05 |
| 12/08/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 130.01 |
| 12/08/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 2,524.19 |
| 12/08/2023 | Nationwide Retirement Solutions PEBSCO 401A | EE Retirement - 401A | \$ 1,269.50 |
| 12/08/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 1,038.00 |
| 12/10/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 12/10/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 12/10/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 12/10/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 12/10/2023 | Marborg Industries | HHW restroom rental | \$ 109.74 |
| 12/13/2023 | Atlas Performance Industries, Inc. | -- | \$ 130.00 |
| 12/13/2023 | Atlas Performance Industries, Inc. | -- | \$ 130.00 |
| 12/13/2023 | Poor Richard's Press AP | Copy Printing | \$ 11,317.12 |
| 12/13/2023 | Charter Communications/Spectrum | -- | \$ 129.99 |
| 12/13/2023 | United Staffing | Employment Hire Services | \$ 744.00 |
| 12/15/2023 | SoCalGas | -- | \$ 15.02 |
| 12/15/2023 | Amazon Capital Services Inc. | #A3F4KQ2PNZ0D87 | \$ 683.80 |
| 12/15/2023 | Integrity Systems | Office Security Monitoring | \$ 105.00 |
| 12/15/2023 | City of San Luis Obispo-water | Utility-water | \$ 51.73 |
| 12/19/2023 | Executive Janitorial | Janitorial services | \$ 295.00 |
| 12/19/2023 | Adamski Moroski Madden Cumberland & Green | Legal services | \$ 3,457.50 |
| 12/20/2023 | United Staffing | Employment Hire Services | \$ 1,897.20 |
| 12/21/2023 | Mid-Coast Fire | HHW fire system maintenance | \$ 1,047.59 |
| 12/22/2023 | Mid-Coast Fire | HHW fire system maintenance | \$ 293.03 |
| 12/22/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 204.58 |
| 12/22/2023 | Nationwide Retirement Solutions PEBSCO 401A | EE Retirement - 401A | \$ 1,269.50 |
| 12/22/2023 | Nationwide Retirement Solutions PEBSCO 401A | EE Retirement - 401A | \$ 2,626.82 |
| 12/22/2023 | Nationwide Retirement PEHP | EE Retirement - PEHP | \$ 130.01 |
| 12/22/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 2,524.19 |
| 12/22/2023 | Nationwide Retirement Solutions Standard -457 | EE Retirement - 457 | \$ 1,038.00 |
| 12/26/2023 | Charter Communications/Spectrum | -- | \$ 39.99 |
| 12/26/2023 | United Staffing | Employment Hire Services | \$ 1,328.04 |
| 12/27/2023 | United Staffing | Employment Hire Services | \$ 1,517.76 |
| 12/31/2023 | Chicago Grade Landfill & Recycling | E-waste collection | \$ 2,000.00 |
| 12/31/2023 | Andrea Biniskiewicz | Social media management | \$ 2,560.00 |
| | Salaries, Wages & Benefits | | \$ 63,168.10 |
| TOTAL EXPENSES | | | \$ 146,424.37 |

Monday, January 08, 2024 07:20 PM UTC

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Linda Somers Smith, IWMA Legal Counsel
RE: Board Approval of Amendment One to Agreement – Executive Director – to Approved Salary Increase

BACKGROUND:

N/A

RECOMMENDATION:

Approval and execution of Amendment One to Executive Director's Agreement, increasing compensation per Board review.

FISCAL IMPACT:

Salary adjustment: \$161,200 to \$176,200

ATTACHMENTS:

- A. Amendment One to Executive Directors Agreement

Amendment One to Employment Agreement
Between
The San Luis Obispo County Integrated Waste Management Authority
and
Peter Cron

This Amendment One, effective December 1, 2023, is to the Employment Agreement between the SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY (“IWMA”) and PETER CRON (“Executive Director”), executed June 2, 2022, and effective June 24, 2022 (“Agreement”).

On October 11, 2023, the Board of Directors reviewed the Executive Director’s performance and positive evaluations provided from all responding Board members, and the Board appointed an ad hoc committee to review the Executive Director’s compensation, including analysis of comparable position salaries and benefits.

Based on the ad hoc committee’s recommendation at the November 8, 2023 IWMA Board of Directors meeting, the Board approved an increase in the Executive Director’s base compensation by \$15,000, increasing the prior base rate from \$161,200 to \$176,200, effective December 1, 2023, such increase also reflecting a cost of living raise per Section 3.1 of the Agreement on the anniversary date.

Based on the foregoing, the IWMA and Executive Director agree:

1. Section 3.1 of the Agreement, entitled “**Salary**”, is modified as of December 1, 2023, to reflect both the annual CPI increase provided on the Executive Director’s anniversary and the performance increase of \$15,000, for an annual base rate of \$176,200.
2. All remaining terms and conditions of the Agreement remain in full force and effect and not modified.

Based on the foregoing, the IWMA and Executive Director have executed this Agreement on the day and year set forth below.

IWMA

EXECUTIVE DIRECTOR

Jan Marx, IWMA Board President

Peter Cron

Date: _____

Date: _____

Approved by Legal Counsel

Adamski Moroski Madden Cumberland & Green LLP

By: _____
Linda Somers Smith, General Counsel

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Peter Cron, Executive Director

**RE: Discussion of the Status of County of San Luis Obispo's
Consideration of Rejoining the IWMA**

BACKGROUND:

The unincorporated county area of San Luis Obispo has approximately 14,000 residential solid waste customers and approximately 2,000 commercial solid waste customers. A substantial portion of the area represented by San Luis Obispo County is rural and therefore qualifies for a “low population waiver” exempting the area from mandatory solid waste services and the reporting requirements of SB 1383. However, these areas are still subject to the rules of AB 939, AB 341, and AB 1826 and as such will require compliance efforts of the IWMA.

On March 23, 2023, the IWMA received a formal notice of the County of San Luis Obispo's intent to rejoin the IWMA JPA. After negotiations, the County adopted the Joinder Agreement and the second and restated JPA agreement on October 31, 2023.

As of January 10, 2024, a majority of IWMA Cities and Community Service Districts have adopted the Joinder Agreement, and as a result, the County will again be an official member of the JPA effective February 1, 2024.

Impacts of the Change in Membership

Members of the IWMA pay a Solid Waste Management Fee that is collected from residents and businesses benefitting from the IWMA's services. Waste management services provided by the IWMA include:

- Household and business hazardous waste collection and management.
- Universal waste collection.
- Electronic waste collection.
- Curbside used motor oil collection and filter disposal.
- Retail Take-Back of batteries, fluorescent lighting, paint, mercury thermostats, sharps, and unwanted medication.

The IWMA also fulfills State of California legislative requirements for JPA members. The IWMA will assume the role and responsibilities of managing programs and

regularly reporting to the State of California on behalf of the County. Examples of State mandated programs and reports include:

- Capacity Planning.
- Electronic Annual Reporting.
- Non-Disposal Facility Element.
- Siting Element.
- SB 1383 requirements.
- Integrated Waste Management Plan as defined in the Source Reduction and Recycling Element.

The IWMA exists to facilitate development of waste diversion programs and projects that provide economies of scale to members without interfering with individual agencies' exercise of power within their own jurisdiction. Members of the IWMA agree that a single regional agency is advantageous in advising, planning for, and implementing solutions to common solid waste and waste diversion efforts. The rejoining of the County to the IWMA yields the following regional benefits:

- More efficient reporting and record keeping for compliance with CalRecycle requirements.
- Reduced administrative time spent managing MOUs with the County.
- Continuity in messaging through public outreach and education.
- Potential savings to the rate payers through a scale of economics in providing services.

Based on the population and customer counts of the County unincorporated area, IWMA staff estimates that the additional workload will warrant adding 1.5 FTE and expanding the contracted scope of services with Science Discovery.

Items for Discussion

The following items should be discussed prior to the County rejoining the JPA on February 1, 2024:

1. Cancelling the MOU with the County concurrently with the County rejoining the JPA on February 1st. This allows for a clean transition to membership.
2. Collecting IWMA Solid Waste Management Fees of 4.4% from County solid waste customers and Landfill Tipping Fee surcharge of \$3 per ton for waste generated from customers in the county unincorporated areas starting February 1st.
3. Assuming the following County contracts for the procurement of compost and school education and outreach in unincorporated areas:
 - One Cool Earth – school education and outreach.
 - Science Discovery – school education and outreach.
 - Upper Salinas-Las Tablas Resource Conservation District - Compost Procurement Program.

RECOMMENDATION:

That your Board discuss and consider; 1) Cancellation of the Memorandum of Understanding by and between the County of San Luis Obispo and the IWMA, 2) Revenue Timeline, and 3) Assuming the County of San Luis Obispo Solid Waste Contracts.

FISCAL IMPACT:

N/A

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Peter Cron, Executive Director
RE: Approval of Mid-Year Budget Adjustment Requests

BACKGROUND:

At the October 11, 2023, IWMA Board of Director's meeting the Board approved the Joinder agreement allowing the County to rejoin the IWMA. On October 31, 2023¹ the County Board of Supervisors voted to adopt a resolution to rejoin the IWMA. As of January 10, 2024, a majority of IWMA Cities and Community Service Districts have adopted the Joinder Agreement, and as a result, the County will again be an official member of the JPA effective February 1, 2024.

On February 1st, the following actions will take place finalizing the County's membership:

- The IWMA will begin receiving the 4.4% Solid Waste Management Fee from County unincorporated service areas.
- The IWMA will begin receiving the Landfill Tipping Fee surcharge of \$3 per ton for waste generated from customers in the county unincorporated areas. The County and the IWMA will mutually terminate the Memorandum of Understanding that provides services to County unincorporated customers.
- The IWMA will again provide services to the County of San Luis Obispo as a member of the JPA.

The following are the projected fiscal impacts and budget assumptions for the remaining five months of the 2023/2024 Fiscal Year (FY 23/24) based on the change in County membership:

Revenue

- Increases from Solid Waste Management Fee¹
- Increases from Landfill Tipping Fee surcharge¹
- Decreases from Billings to Outside Agencies

Expense

¹ Based on County-funded study by MSW dated March 3, 2023.

- Increase from addition of one FTE to IWMA Staff
- Increases from operational need to bring unincorporated County areas into compliance with state mandated solid waste programs

| FY 2023/2024 | Approved Budget | FYE Estimate as of 01/10/24 | Change |
|---------------------------------|--------------------|-----------------------------|------------------|
| Total Revenue | \$3,847,501 | \$4,141,590 | \$294,089 |
| Labor and Benefits | 1,048,952 | 1,109,303 | 60,351 |
| Operating Expenses | 2,231,816 | 2,386,720 | 154,904 |
| Total Operating Expenses | \$3,280,768 | \$3,496,023 | \$215,255 |
| Total Capital Expenses | \$497,843 | \$497,843 | \$0 |
| Net Position | \$68,890 | \$147,724 | \$78,834 |

RECOMMENDATION:

That your Board discuss a Mid-Year Budget Adjustment Request.

FISCAL IMPACT:

| | | |
|---------------------------------|----------|------------|
| Projected Revenue Increase | FY 23/24 | \$ 294,089 |
| Projected Expense Increase | FY 23/24 | \$ 215,255 |
| Projected Net Position Increase | FY 23/24 | \$78,834 |

ATTACHMENTS:

- A. Budget Adjustment Narrative
- B. Proposed Budget Overview

San Luis Obispo County IWMA
Budget Overview: Fiscal Year 2023-2024 Program Breakout
 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 |
|---|---------------------|-------------------|--------------------------------|--------------------|-------------------|---------------------|---------------------|----------------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------|
| Income | | | | | | | | | | | | | | |
| 400 Non_Operation Revenue | | | | | | | | | | | | | | \$ 0 |
| 4150000 Interest Revenue | \$ 36,308 | | | | | | | | | | | | | \$ 36,308 |
| 4200105 Grants | | | | | | \$ 48,229 | \$ 38,731 | | | | | | | \$ 86,960 |
| Total 400 Non_Operation Revenue | \$ 36,308 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 48,229 | \$ 38,731 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 123,268 |
| 435- Operation Revenue | | | | | | | | | | | | | | \$ 0 |
| 4350200 CESQG Payment | | | | | \$ 25,196 | | | | | | | | | \$ 25,196 |
| 4350235 Billings to Outside Agencies | | | | | | | | | \$ 108,179 | | | | | \$ 108,179 |
| 4350820 Solid Waste Management Fee | \$ 2,927,098 | | | | | | | | | | | | | \$ 2,927,098 |
| 4350825 Landfill Tipping Fee Surcharge | \$ 910,552 | | | | | | | | | | | | | \$ 910,552 |
| 4350955 Retail Take Back Fees | | | | | | | | | | | | \$ 42,297 | | \$ 42,297 |
| 4550065 Other | | \$ 2,500 | | | | | | \$ 2,500 | | | | | | \$ 5,000 |
| Total 435- Operation Revenue | \$ 3,837,650 | \$ 2,500 | \$ 0 | \$ 0 | \$ 25,196 | \$ 0 | \$ 0 | \$ 2,500 | \$ 108,179 | \$ 0 | \$ 0 | \$ 42,297 | \$ 0 | \$ 4,018,322 |
| Total Income | \$ 3,873,958 | \$ 2,500 | \$ 0 | \$ 0 | \$ 25,196 | \$ 48,229 | \$ 38,731 | \$ 2,500 | \$ 108,179 | \$ 0 | \$ 0 | \$ 42,297 | \$ 0 | \$ 4,141,590 |
| Gross Profit | \$ 3,873,958 | \$ 2,500 | \$ 0 | \$ 0 | \$ 25,196 | \$ 48,229 | \$ 38,731 | \$ 2,500 | \$ 108,179 | \$ 0 | \$ 0 | \$ 42,297 | \$ 0 | \$ 4,141,590 |
| Expenses | | | | | | | | | | | | | | |
| 500- Salaries, wages, & Benefits | | | | | | | | | | | | | | |
| 5001210 Annual Wages | \$ 695,067 | | | | | | | | | | | | | \$ 695,067 |
| 5001507 Taxes | \$ 56,651 | | | | | | | | | | | | | \$ 56,651 |
| 5001522 Retirement Benefits | \$ 225,086 | | | | | | | | | | | | | \$ 225,086 |
| 5001557 Workers Compensation Insurance | \$ 4,428 | | | | | | | | | | | | | \$ 4,428 |
| 5001561 Employee Insurance Benefit | \$ 124,391 | | | | | | | | | | | | | \$ 124,391 |
| 5001700 Cell Phone Stipends | \$ 3,680 | | | | | | | | | | | | | \$ 3,680 |
| Total 500- Salaries, wages, & Benefits | \$ 1,109,303 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 1,109,303 |
| 5050 Services and Supplies | | | | | | | | | | | | | | \$ 0 |
| 5050015 Advertising | | | | | | | | | | | \$ 41,820 | | | \$ 41,820 |
| 5050070 Computer Software | \$ 18,588 | | | | | | | | | \$ 5,388 | | \$ 51,363 | | \$ 75,339 |
| 5050075 Computer Hardware | \$ 17,640 | | | | | | | | | | | | | \$ 17,640 |
| 5050085 Copy and Printing | \$ 5,440 | | \$ 28,871 | | | | | | | | | \$ 53,872 | | \$ 88,183 |
| 5050095 Credit Card Fees | | | | | \$ 600 | | | | | | | | | \$ 600 |
| 5050145 Hazardous Waste Disposal | | \$ 61,800 | | | \$ 26,649 | | \$ 26,000 | \$ 51,082 | \$ 486,119 | | \$ 46,143 | | | \$ 697,793 |
| 5050160 Insurance Property and Liability | \$ 37,154 | | | | | | | | | | | | | \$ 37,154 |
| 5050167 Rebates | | | | | | | | | | | | \$ 160,000 | | \$ 160,000 |
| 5050169 Janitorial Services & Supplies | \$ 4,080 | | | | | | | | | | | | | \$ 4,080 |
| 5050190 Building Maintenance | \$ 1,500 | | | | | | | | | | | | | \$ 1,500 |
| 5050210 Maintenance-Equipment | | | | | | | | | \$ 12,000 | | | | | \$ 12,000 |
| 5050255 Memberships | \$ 19,685 | | | | | | | | | | | | | \$ 19,685 |
| 5050260 Mileage Reimbursement - Employee | \$ 500 | | | | | | | | | | | \$ 3,000 | | \$ 3,500 |
| 5050265 Mileage Reimb-Nonemployee | | | | | | \$ 6,082 | | | | | | \$ 4,508 | | \$ 10,590 |
| 5050280 Office Supply Expenses | \$ 5,500 | | | | | | | | | | | | | \$ 5,500 |
| 5050290 Other Minor Equipment | | | \$ 47,030 | | | \$ 5,000 | \$ 8,420 | | | | | \$ 140,000 | | \$ 200,450 |
| 5050310 County Services | \$ 8,695 | | | | | | | | | | | | | \$ 8,695 |
| 5050320 Legal | \$ 90,000 | | | | | | | | | | | | | \$ 90,000 |
| 5050335 Postage | \$ 188 | | | | | | | | | | | \$ 10,360 | | \$ 10,548 |
| 5050340 Contracted Services | \$ 66,278 | | \$ 61,500 | | \$ 13,032 | | \$ 5,472 | \$ 4,400 | | \$ 41,250 | \$ 53,075 | | | \$ 245,007 |
| 5050362 Public Outreach & Education | | | \$ 252,500 | | | \$ 65,000 | | | | \$ 40,000 | | \$ 170,000 | | \$ 527,500 |
| 5050370 Trainings and Seminar Registration | \$ 14,000 | | | | | | | | | | | | | \$ 14,000 |
| 5050380 Rent and Lease Expense | \$ 20,901 | | | | | | | | \$ 6,782 | | | \$ 7,000 | | \$ 34,683 |
| 5050425 Board of Directors Stipends | \$ 14,850 | | | | | | | | | | | | | \$ 14,850 |
| 5050430 Special Dept Exp | | | | | | | | | \$ 40,000 | | | | | \$ 40,000 |
| 5050440 Telephone and Internet | \$ 6,440 | | | | | | | | | | | | | \$ 6,440 |
| 5050450 Travel | \$ 12,000 | | | | | | | | | | | | | \$ 12,000 |
| 5050475 Utilities | \$ 5,000 | | | | | | | | | | | | | \$ 5,000 |
| Total 5050 Services and Supplies | \$ 348,439 | \$ 61,800 | \$ 389,901 | \$ 0 | \$ 40,281 | \$ 76,082 | \$ 39,892 | \$ 55,482 | \$ 504,901 | \$ 40,000 | \$ 128,458 | \$ 99,218 | \$ 600,103 | \$ 2,384,557 |
| 515- 515-Lease Expenses | | | | | | | | | | | | | | \$ 0 |
| 5153400 Lease Amortization Expense | \$ 2,105 | | | | | | | | | | | | | \$ 2,105 |
| 5160400 Interest Expense | \$ 58 | | | | | | | | | | | | | \$ 58 |
| Total 515- 515-Lease Expenses | \$ 2,163 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 2,163 |
| 550 Capital Outlay | | | | | | | | | | | | | | \$ 0 |
| 5500092 Capital Outlay Building | | | | \$ 438,000 | | | | | | | | | | \$ 438,000 |
| 5500093 Capital Outlay Equipment | | | | \$ 59,843 | | | | | | | | | | \$ 59,843 |
| Total 550 Capital Outlay | \$ 0 | \$ 0 | \$ 0 | \$ 497,843 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 497,843 |
| Total Expenses | \$ 1,459,905 | \$ 61,800 | \$ 389,901 | \$ 497,843 | \$ 40,281 | \$ 76,082 | \$ 39,892 | \$ 55,482 | \$ 504,901 | \$ 40,000 | \$ 128,458 | \$ 99,218 | \$ 600,103 | \$ 3,993,866 |
| Net Operating Income | \$ 2,414,053 | -\$ 59,300 | -\$ 389,901 | -\$ 497,843 | -\$ 15,085 | -\$ 27,853 | -\$ 1,161 | -\$ 52,982 | -\$ 396,722 | -\$ 40,000 | -\$ 128,458 | -\$ 56,921 | -\$ 600,103 | \$ 147,724 |
| Net Income | \$ 2,414,053 | -\$ 59,300 | -\$ 389,901 | -\$ 497,843 | -\$ 15,085 | -\$ 27,853 | -\$ 1,161 | -\$ 52,982 | -\$ 396,722 | -\$ 40,000 | -\$ 128,458 | -\$ 56,921 | -\$ 600,103 | \$ 147,724 |

San Luis Obispo County IWMA
Budget Overview: Fiscal Year 2023-2024 Program Breakout
 July 2023 - June 2024

| | Adopted Budget | Proposed Budget | | |
|---|---------------------|---------------------|-------------------|---|
| Income | | | | |
| 400 Non_Operation Revenue | \$ 0 | \$ 0 | \$ - | |
| 4150000 Interest Revenue | \$ 36,308 | \$ 36,308 | \$ - | |
| 4200105 Grants | \$ 86,960 | \$ 86,960 | \$ - | |
| Total 400 Non_Operation Revenue | \$ 123,268 | \$ 123,268 | \$ - | |
| 435- Operation Revenue | | | | |
| 4350200 CESQG Payment | \$ 25,196 | \$ 25,196 | \$ - | |
| 4350235 Billings to Outside Agencies | \$ 185,450 | \$ 108,179 | \$ (77,271) | No longer receiving HHW revenue from County |
| 4350820 Solid Waste Management Fee | \$ 2,652,840 | \$ 2,927,098 | \$ 274,258 | Increase credited to the IWMA from County solid waste customers. |
| 4350825 Landfill Tipping Fee Surcharge | \$ 813,450 | \$ 910,552 | \$ 97,102 | Increase in disposal tonnage at the landfills from County customers |
| 4350955 Retail Take Back Fees | \$ 42,297 | \$ 42,297 | \$ - | No Change |
| 4550065 Other | \$ 5,000 | \$ 5,000 | \$ - | No Change |
| Total 435- Operation Revenue | \$ 3,724,233 | \$ 4,018,322 | \$ 294,089 | |
| Total Income | \$ 3,847,501 | \$ 4,141,590 | \$ 294,089 | |
| Gross Profit | \$ 3,847,501 | \$ 4,141,590 | \$ 294,089 | |
| Expenses | | | | |
| 500- Salaries, wages, & Benefits | | | | |
| 5001210 Annual Wages | \$ 659,140 | \$ 695,067 | \$ 35,927 | Staffing Increase to 7 FTE |
| 5001507 Taxes | \$ 53,693 | \$ 56,651 | \$ 2,958 | Staffing Increase to 7 FTE |
| 5001522 Retirement Benefits | \$ 212,663 | \$ 225,086 | \$ 12,423 | Staffing Increase to 7 FTE |
| 5001557 Workers Compensation Insurance | \$ 4,043 | \$ 4,428 | \$ 385 | Staffing Increase to 7 FTE |
| 5001561 Employee Insurance Benefit | \$ 115,933 | \$ 124,391 | \$ 8,458 | Staffing Increase to 7 FTE |
| 5001700 Cell Phone Stipends | \$ 3,480 | \$ 3,680 | \$ 200 | Staffing Increase to 7 FTE |
| Total 500- Salaries, wages, & Benefits | \$ 1,048,952 | \$ 1,109,303 | \$ 60,351 | |
| 5050 Services and Supplies | | | | |
| 5050015 Advertising | \$ 34,000 | \$ 41,820 | \$ 7,820 | Increased outreach for county areas |
| 5050070 Computer Software | \$ 68,103 | \$ 75,339 | \$ 7,236 | Licnnsing and added software |
| 5050075 Computer Hardware | \$ 13,640 | \$ 17,640 | \$ 4,000 | Needed for new staff |
| 5050085 Copy and Printing | \$ 80,440 | \$ 88,183 | \$ 7,743 | Increased outreach for county areas |
| 5050095 Credit Card Fees | \$ 600 | \$ 600 | \$ - | |
| 5050145 Hazardous Waste Disposal | \$ 697,793 | \$ 697,793 | \$ - | |
| 5050160 Insurance Property and Liability | \$ 37,154 | \$ 37,154 | \$ - | |
| 5050167 Rebates | \$ 125,000 | \$ 160,000 | \$ 35,000 | Compost Rebate for County areas |
| 5050169 Janitorial Services & Supplies | \$ 4,080 | \$ 4,080 | \$ - | |
| 5050190 Building Maintenance | \$ 1,500 | \$ 1,500 | \$ - | |
| 5050210 Maintenance-Equipment | \$ 12,000 | \$ 12,000 | \$ - | |
| 5050255 Memberships | \$ 17,685 | \$ 19,685 | \$ 2,000 | Membership for new staff |
| 5050260 Mileage Reimbursement - Employee | \$ 3,000 | \$ 3,500 | \$ 500 | County Outreach |
| 5050265 Mileage Reimb-Nonemployee | \$ 9,629 | \$ 10,590 | \$ 961 | Contactour Outreach |
| 5050280 Office Supply Expenses | \$ 5,000 | \$ 5,500 | \$ 500 | County service area administration |
| 5050290 Other Minor Equipment | \$ 182,920 | \$ 200,450 | \$ 17,530 | Additional resources needed for County service areas |
| 5050310 County Services | \$ 8,695 | \$ 8,695 | \$ - | |
| 5050320 Legal | \$ 90,000 | \$ 90,000 | \$ - | |
| 5050335 Postage | \$ 9,548 | \$ 10,548 | \$ 1,000 | Increased outreach for county areas |
| 5050340 Contracted Services | \$ 225,007 | \$ 245,007 | \$ 20,000 | Increased outreach for county areas |
| 5050362 Public Outreach & Education | \$ 481,500 | \$ 527,500 | \$ 46,000 | Increased outreach for county areas |
| 5050370 Trainings and Seminar Registration | \$ 13,036 | \$ 14,000 | \$ 964 | |
| 5050380 Rent and Lease Expense | \$ 34,683 | \$ 34,683 | \$ - | |
| 5050425 Board of Directors Stipends | \$ 13,200 | \$ 14,850 | \$ 1,650 | New Board Member |
| 5050430 Special Dept Exp | \$ 40,000 | \$ 40,000 | \$ - | |
| 5050440 Telephone and Internet | \$ 6,440 | \$ 6,440 | \$ - | |
| 5050450 Travel | \$ 10,000 | \$ 12,000 | \$ 2,000 | New staff development |
| 5050475 Utilities | \$ 5,000 | \$ 5,000 | \$ - | |
| Total 5050 Services and Supplies | \$ 2,229,653 | \$ 2,384,557 | \$ 154,904 | |
| 515- 515-Lease Expenses | | | | |
| 5153400 Lease Amortization Expense | \$ 2,105 | \$ 2,105 | \$ - | |
| 5160400 Interest Expense | \$ 58 | \$ 58 | \$ - | |
| Total 515- 515-Lease Expenses | \$ 2,163 | \$ 2,163 | \$ - | |
| 550 Capital Outlay | | | | |
| 5500092 Capital Outlay Building | \$ 438,000 | \$ 438,000 | \$ - | |
| 5500093 Capital Outlay Equipment | \$ 59,843 | \$ 59,843 | \$ - | |
| Total 550 Capital Outlay | \$ 497,843 | \$ 497,843 | \$ - | |
| Total Expenses | \$ 3,778,611 | \$ 3,993,866 | \$ 215,255 | |
| Net Operating Income | \$ 68,890 | \$ 147,724 | \$ 78,834 | |
| Net Income | \$ 68,890 | \$ 147,724 | \$ 78,834 | |

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Peter Cron, Executive Director

**RE: Amendment of the Position Allocation Schedule,
Compensation Plan and Updated Combined Salary Range**

BACKGROUND:

On October 3, 2023, the County of San Luis Obispo Board of Supervisors voted to rejoin the IWMA through a Joinder Agreement to the 2nd Restated Joint Powers of Authority. At our April 12, 2023, Board meeting we discussed the impacts of the County rejoining the IWMA including an increase in operational workload. Once the County rejoins, the IWMA will assume responsibility for the following projects:

- Capacity Planning.
- Electronic Annual Reporting.
- Non-Disposal Facility Element.
- Siting Element.
- SB 1383 requirements.
- Integrated Waste Management Plan as defined in the Source Reduction and Recycling Element.

Based on the population and customer counts of the County unincorporated area, IWMA staff estimates that the additional workload will warrant adding 1.5 FTE and expanding the contracted scope of services with Science Discovery to address the increased workload. The workload will encompass both administrative and programmatic efforts to bring the unincorporated county areas into compliance with State of California solid waste mandates. To improve operational efficiency at the administrative level, and to address the increase in program related work, staff proposed the following changes to IWMA staffing:

1. Eliminate the Accountant job classification. Assessment by the Executive Director of the IWMA is that an internal certified accountant is not necessary to perform the duties required of the IWMA, and that a more analytical position would better serve the agency. The IWMA has engaged an outside accountancy to provide backup to internal financial processes as needed.
2. Adding Administrative Analyst position.

The Administrative Analyst would primarily function as a supporting member to both the Administration and Programs teams and would be responsible for additional data management and recordkeeping required to meet the demands of the State of California. Responsibilities would also include:

- Website Maintenance
- Accounts Payable
- Form 303
- Records management
- Support functions for Programs Implementation
- Grant Management- recordkeeping
- Other duties as assigned

The goal with a reclassification of the Accountant position to an Administrative Analyst is to support a more flexible agency model that is adaptable to meeting the moving targets of state mandated solid waste programs, while providing excellent service to the public and jurisdictions served by the agency.

FISCAL IMPACT:

FY 2023/2024: \$ 60,143
FY 2024/2025: \$128,627

RECOMMENDATION:

That your Board Adopt a Resolution; 1) Eliminate the Accountant Job Classification, 2) Add Administrative Specialist Job Classification and Salary Range, and 3) Update the Combined Salary Range.

ATTACHMENTS:

- A. Administrative Analyst Job Description
- B. Salary Schedule FY 2023/2024
- C. Organization Chart

ADMINISTRATIVE ANALYST – SAN LUIS OBISPO INTEGRATED WASTE MANAGEMENT AUTHORITY

Salary

\$72,592.00 - \$88,236.03 Annually

Summary

Under general direction of Management, the Administrative Analyst performs a variety of moderate-level professional duties related to the collection, analysis, interpretation and reporting of data. Additionally, this position participates in the coordination of fiscal and programmatic activities to assure adequate staffing and resources for IWMA operations; coordinates activities with related Agencies to promote organizational effectiveness; and does other related work as required.

Develops and/or administers program budgets, conducts organizational and/or operational analysis, carries out program and/or project management, and planning activities. Conducts surveys, studies, and analyses on a variety of IWMA related problems or issues; evaluates existing and proposed systems, procedures and organizational structures; analyzes statistical data and makes recommendations on changes in policy and procedures. As experience is gained, assignments become more varied and are performed with greater independence with input from Managers.

Typical Tasks and Representative Duties (Not in order of importance)

- Perform a variety of duties related to the collection, analysis, interpretation, and reporting of data related to IWMA policy planning and system implementation.
- Participate in the development and review of policies, procedures and legislation affecting IWMA activities and determine impact; assure analysis and implementation activities comply with established laws and regulations.
- Participate in the coordination of fiscal activities to assure adequate staffing and resources for IWMA operations and public service needs; serve as liaison to County departments and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues; participate in the diagnosis of organizational challenges and development of solutions to increase effectiveness, efficiency, and productivity.
- Under direction, prepares, analyzes, and monitors the agency's budget and designated budgets at the level needed by the agency; monitors, evaluates and reconciles accounts related to assigned funds and budgets; prepares income and expenditure projections for budget preparation as directed; analyzes program and project costs and provides recommendations concerning budgetary allocations as assigned.

- Monitors and assesses accounting and budgetary systems, techniques and procedures for financial effectiveness and operational efficiency; provides recommendations concerning the development and implementation of policies, procedures, techniques, and systems to enhance fiscal accuracy, operational efficiency, financial effectiveness and IWMA compliance with established requirements.
- Communicates with IWMA personnel, governmental agencies, and outside organizations to exchange information, coordinates activities and resolves issues or concerns; assures mandated reports are prepared and submitted within established timelines.
- Coordinate activities with related agencies to assure organizational effectiveness; collaborate with member agencies to assure cross-functional projects including capital projects and others align with IWMA goals and objectives; monitor, evaluate and provide recommendations regarding program enhancement and modification.
- Participate in the research and analysis of programs, theories, and practices for implementation in IWMA activities; maintain working knowledge of current organizational practice, policies and theories including organizational effectiveness studies; utilize research findings in the development of IWMA corrective action plans.
- Provide consultation to IWMA personnel and outside agencies regarding research findings, organizational improvement initiatives and related issues concerning agency effectiveness; assist in developing fiscal, human resource and operational policies utilizing research findings and complying with agency standards and objectives.
- Perform a variety of special projects and procedures related to agency effectiveness including performance measure development and monitoring activities, organizational effectiveness/change initiatives and related projects as required; plan, organize and conduct presentations, workshops and training sessions regarding strategic planning, team development and related subjects; prepare and deliver oral presentations; direct the preparation of related training and support materials.
- Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned IWMA functions; provide recommendations concerning the modification of programs and procedures to assure compliance with local, State, and federal requirements as appropriate.

Employment Standards

Knowledge of:

- Principles and industry practices of integrated solid waste management, source reduction and recycling, pollution prevention, resource conservation, general marketing and outreach practices related to sustainability and environmental programs.

- Principles, practices and techniques of data collection, analysis and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Municipal contract management/administration, program and services development, implementation, monitoring, and service delivery.
- Applicable Federal, State, and Local environmental laws, with a specific focus on solid waste and recycling laws.
- Principles and practices of governmental accounting.
- Methods, procedures, and terminology used in professional accounting work.
- Generally Accepted Accounting Principles.
- Local County and governmental organization, legislative procedures, and legal practices.
- Project management and contract administration.
- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Complex organizational statements and reports.
- Applicable laws, codes, regulations, policies, and procedures.
- Preparation of fiscal statements, organizational reports, and related documentation.

Skills:

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel, and PowerPoint.
- Strong analytical and critical thinking skills.
- Strong communication, technical writing, and report presentation skills.

Ability to:

- Perform a variety of duties related to the collection, analysis, interpretation, and reporting of data related to IWMA-wide policy planning and system implementation.
- Participate in the coordination of fiscal activities to assure adequate staffing and resources for IWMA operations.
- Coordinate activities with related member jurisdictions to assure organizational effectiveness.
- Participate in the development and review of policies, procedures and legislation affecting IWMA activities.
- Serve as liaison to IWMA personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues.
- Monitor, evaluate and provide recommendations regarding program enhancement and modification.

- Plan, organize and conduct presentations, workshops and training sessions regarding strategic planning, team development and related subjects.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze research data and prepare reports, summaries, and recommendations.
- Operate standard office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships.
- Communicate with stakeholders, vendors, and the public on various issues within the IWMA purview. Exchange information accurately.
- Evaluate data in various forms, report any anomalies, and create reports that are easily understandable to stakeholders.

Education and Experience

Graduation from a four-year college or university with major coursework in business, public administration, accounting, economics, or a field related to the work;

and

Two years of experience performing increasingly responsible administrative, analytical, and/or program management duties, preferably in a municipal government setting;

or

An equivalent combination of education and experience.

Licenses and Certificates

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid **CALIFORNIA** driver's license will be required at the time of appointment and must be maintained throughout employment.

Working Conditions:

- Must be able to remain in a stationary position 50% of the time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Environment:

- Office and field environment, 8 am-5 pm, Monday-Friday.
- Driving a vehicle to conduct work.
- Travel/overnight stays.

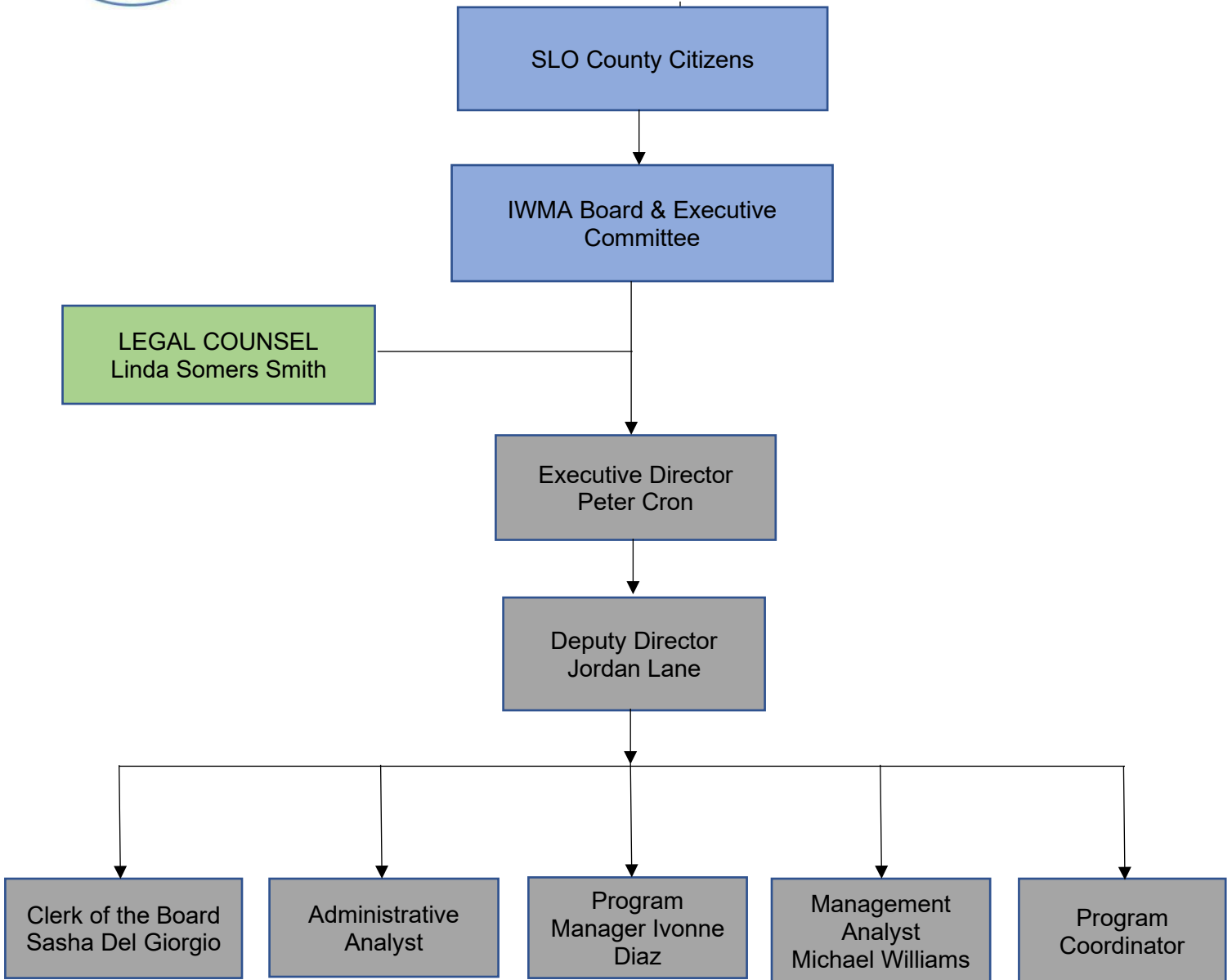
This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by hiring authorities in the selection process.

Salary Schedule

| Position Title | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--------------------------------|-------------------|--------------|--------------------------|-------------|-------------|--------------|
| Salary Exempt Employees | | | | | | |
| Executive Director | Salary | \$176,200.00 | Contracted Annual Salary | | | |
| Deputy Director | Salary | \$125,573.76 | 131,852.45 | 138,445.07 | 145,367.32 | \$152,635.69 |
| Program Manager | Salary | \$86,640.08 | 90,972.08 | 95,520.68 | 100,296.71 | \$105,311.55 |
| Hourly Employees | | | | | | |
| Management Analysts | Hourly | \$37.60 | \$39.48 | \$41.45 | \$43.53 | \$45.70 |
| | Annualized Salary | \$78,208.00 | \$82,118.40 | \$86,224.32 | \$90,535.54 | \$95,062.31 |
| Clerk of the board | Hourly | \$34.98 | \$36.73 | \$38.57 | \$40.49 | \$42.52 |
| | Annualized Salary | \$72,758.40 | \$76,396.32 | \$80,216.14 | \$84,226.94 | \$88,438.29 |
| Administrative Analyst | Hourly | \$34.90 | \$36.65 | \$38.48 | \$40.40 | \$42.42 |
| | Annualized Salary | \$72,592.00 | \$76,221.60 | \$80,032.68 | \$84,034.31 | \$88,236.03 |
| Program Coordinator | Hourly | \$31.72 | \$33.31 | \$34.97 | \$36.72 | \$38.56 |
| | Annualized Salary | \$65,997.60 | \$69,276.48 | \$72,740.30 | \$76,377.32 | \$80,196.18 |



IWMA Organization Chart



Proposed