

San Luis Obispo County Integrated Waste Management Authority

**BOARD MEETING AGENDA**

Wednesday, March 8, 2023

In-person Meeting:

1:30PM

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  
Scott Newton, City of Pismo Beach  
Robert Enns, Special Districts

**Public Comment** - The IWMA Board and Executive Committee welcomes your remote input. State law does not allow the Board to discuss or act on issues not on the agenda, except that members of the Board or Staff may briefly respond to statements made or questions posed. Limited to three (3) minutes per speaker. All persons desiring to speak during any public comment may do so in the following ways: Community members are encouraged to submit agenda correspondence in advance of the meeting via email to the Clerk of the Board at [sdelgiorgio@iwma.com](mailto:sdelgiorgio@iwma.com). Correspondence will be published on the IWMA website with a final update at 9:00 AM, the day of the 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 the IWMA 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](mailto:sdelgiorgio@gmail.com).

The IWMA Board Meeting Agenda is available for public viewing from the exterior of the IWMA's office found at 870 Osos Street, San Luis Obispo, California, and on the IWMA website <https://iwma.com/about/agendas-and-minutes/>. Persons with questions concerning any agenda item may call the IWMA at (805) 782-8530.

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

## Non-Agenda Public Comment Period

### Presentations

4. **Resolution No. 2023-03-01, Jeff Heller Recognition and Welcome Laurel Barton**  
Recommendation: Staff recommends that your Board approve Resolution No. 2023-03-01, recognizing Jeff Heller for services to the IWMA and welcoming Laurel Barton to the IWMA Board. [Page 4](#)
5. **Resolution No. 2023-03-02, Keith Storton Recognition and Welcome James Guthrie**  
Recommendation: Staff recommends that your Board approve Resolution No. 2023-03-02, recognizing Keith Storton for services to the IWMA and welcoming James Guthrie to the IWMA Board. [Page 6](#)
6. **Executive Directors Report**  
Led by Peter Cron.

## Consent Agenda Public Comment Period

### Consent

7. **Executive Committee Minutes Receive and File—December 2, 2022, and January 27, 2023**  
Recommendation: Staff recommends that your Board receive and file the following minutes of the Executive Committee: [Page 8](#)
  - December 2, 2022
  - January 27, 2023
8. **Board Minutes Review – January 11, 2023, and February 8, 2023** Recommendation: Staff recommends that your Board approve the following minutes of the IWMA Board: [Page 13](#)
  - January 11, 2023
  - February 8, 2023
9. **Receive and File Monthly Financial Reports**  
Recommendation: Staff recommends that your Board receive and file the attached [Page 17](#)

monthly financial reports.

**10. Renewal of Agreement for Recyclist Program Tracker Compliance Software** [Page 26](#)

Recommendation: Staff recommends that the Board approve the agreement with Recyclist for the 12-month period of March 2023 through February 2024, and give the IWMA Board President the authority to sign the agreement.

**11. Amendment to Vintage Properties Lease Agreement**

Recommendation: Staff recommends the Board approve and allow the Board President to sign the Amended Vintage Property Lease for six (6) months with a six [Page 30](#) (6) month option to renew.

**Regular Agenda Public Comment Period**

**Regular Agenda**

**12. Proposal Selection for Waste and Recycling Education Programs** Recommendation: That your Board approve firm selection Science Discovery, authorize the Executive Director to negotiate a contract award on behalf of the IWMA Board, and authorize the Board President to sign and execute the contract. [Page 39](#)

**13. Creation of Ad-Hoc Budget Committee** [Page 158](#)

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.

**Adjournment**

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Sasha Del Giorgio, Clerk of the Board

RE: Resolution No. 2023-03-01, Jeff Heller Recognition and Welcome  
Laurel Barton

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Approve Resolution No. 2023-03-01, Recognizing Jeff Heller for services to the IWMA and welcoming Laurel Barton to the Board.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 2023-03-01 Resolution Jeff Heller Recognition



RESOLUTION NO. 2023-03-01

Resolution in honor of Jeff Heller, Member of the San Luis Obispo County Integrated Waste Management Authority (IWMA).

**Recitals**

WHEREAS, Jeff Heller served faithfully and provided leadership and commitment as a member of the Board of Directors for the San Luis Obispo County Integrated Waste Management Authority from 2019 - 2022; and

WHEREAS, he gave exceptional service not only in the formal role as a Board Member but also as an active and enthusiastic advocate for the San Luis Obispo County Integrated Waste Authority and their edicts in the City of Morro Bay and throughout the County of San Luis Obispo; and

THEREFORE, be it resolved that the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority takes official recognition of Jeff Heller and his dedicated service and contribution to the residents of San Luis Obispo County, and hereby extends a statement of appreciation; and

Be it further resolved that this resolution be appropriately engrossed and conveyed to Jeff Heller, with a copy to be incorporated in the official minutes of the March 8, 2023, meeting of the San Luis Obispo County Integrated Waste Management Authority Board of Directors.

Realized this 8th day of March 2023, in San Luis Obispo County.

Attest:

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

\_\_\_\_\_  
Jan Marx, President  
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: Resolution No. 2023-03-02, Keith Storton Recognition and Welcome  
James Guthrie

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Approve Resolution No. 2023-03-02, Recognizing Keith Storton for services to the IWMA and welcoming James Guthrie to the Board.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 2023-03-02 Resolution Keith Storton Recognition

RESOLUTION NO. 2023-03-02

Resolution in honor of Keith Storton, Member of the San Luis Obispo County Integrated Waste Management Authority (IWMA).

**Recitals**

WHEREAS, Keith Storton served faithfully and provided leadership and commitment as a member of the Board of Directors for the San Luis Obispo County Integrated Waste Management Authority from 2019 - 2022; and

WHEREAS, he gave exceptional service not only in the formal role as a Board Member but also as an active and enthusiastic advocate for the San Luis Obispo County Integrated Waste Authority and their edicts in the City of Arroyo Grande and throughout the County of San Luis Obispo; and

THEREFORE, be it resolved that the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority takes official recognition of Keith Storton and his dedicated service and contribution to the residents of San Luis Obispo County, and hereby extends a statement of appreciation; and

Be it further resolved that this resolution be appropriately engrossed and conveyed to Keith Storton, with a copy to be incorporated in the official minutes of the March 8, 2023, meeting of the San Luis Obispo County Integrated Waste Management Authority Board of Directors.

Realized this 8th day of March 2023, in San Luis Obispo County.

Attest:

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

\_\_\_\_\_  
Jan Marx, President  
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: Executive Committee Minutes Receive and File – December 2, 2022,  
and January 27, 2023

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Staff recommends that your Board receive and file the following minutes of the Executive Committee:

- December 2, 2022
  - January 27, 2023
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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 2022-12-02 EC Minutes
- B. 2023-01-27 EC Minutes



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

## Executive Committee Meeting Minutes

December 2, 2022, 11:00AM  
Teleconference Meeting

Executive Committee Members Present:  
Charles Bourbeau, President  
Robert Enns, Past President  
Jan Marx, Vice President

- 
1. Call To Order  
The Executive Committee was called to order on December 2, 2022 at 11:00AM by President Bourbeau.
  2. Roll Call  
Roll Call was taken by Sasha Del Giorgio, Clerk of the Board.
  3. Pledge Of Allegiance  
President Bourbeau led the Committee in the Pledge of Allegiance.

Non-Agenda Public Comment Period  
Public Comment was not made.

4. Executive Directors Report  
Led by Executive Director, Peter Cron.

Consent Agenda Public Comment Period  
Public Comment was not made.

### Consent Agenda

5. Draft Minutes of the October 28, 2022 IWMA Executive Committee Meeting  
Recommendation: Staff recommends that your Executive Committee approve the draft minutes of the October 28, 2022, IWMA Executive Committee Meeting.

Motion By Vice President Marx  
Second By Past President Enns

To approve Item 5.  
Ayes: Marx, Enns, Bourbeau

CARRIED (3 to 0)

Regular Agenda Public Comment Period

Public Comment was made.

Regular Agenda

6. Request for Proposal for Waste and Recycling Education Programs

Recommendation: Staff recommends that your committee 1) approve the Request for Proposal for Waste and Recycling Education Programs and 2) grant the Executive Director authority to release the RFP and review and rank proposals to bring back to the full IWMA Board for final selection and contract award.

The Executive Committee unanimously requested the following action and revisions by made:

- Clarification regarding the aspects of SB1383.
- Applicant qualifications may include expertise in Strategic Planning, Marketing, Social Media, and Cultural Outreach.
- Develop an estimated budget for the Waste and Recycling Education Programs.
- Identify a "Work Purpose" for the Waste and Recycling Education Programs.
- Reposition the "Conflict of Interest" to *Required Qualifications*.
- "Conflict of Interest" proposal ranking to increase by 5%.
- Return the draft RFP to the January 27, 2023 Executive Committee Meeting for further review, discussion and consideration.

7. Draft December 14, 2022, IWMA Board Meeting Agenda

Recommendation: Staff recommends that your Executive Committee review, discuss, and approve the draft December 14, 2022, IWMA Board Meeting Agenda, and provide staff direction, as deemed appropriate.

Motion By Vice President Marx

Second By Past President Enns

To take the following action and revisions:

- Provide a presentation recognizing Board Member Storton and Board Member Heller's services to the IWMA.

Ayes: Marx, Enns, Bourbeau

Adjourned 12.24PM



CARRIED (3 to 0)

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Sasha Del Giorgio  
IWMA, Clerk of the Board



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

## Executive Committee Meeting Minutes

January 27, 2023 11:00AM Teleconference Meeting

### Executive Committee Members Present:

Jan Marx, President

Robert Robert, Vice President

Charles Bourbeau, Past President

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### 1. Call To Order

The Executive Committee was called to order on January 27, 2023 at 11:00AM by President Marx.

### 2. Roll Call

Roll Call was taken by Barbara Aspernelson.

### 3. Pledge Of Allegiance

Led by President Marx.

### Non-Agenda Public Comment Period

Public Comment was not made.

### Presentation

### 4. Executive Directors Report

Led by Executive Director, Peter Cron.

### Consent Agenda Public Comment Period

Public Comment was not made.

### Consent Agenda

5. Draft Minutes of the December 2, 2022, IWMA Executive Committee Meeting  
Recommendation: Staff recommends that your Executive Committee approve the draft minutes of the December 2, 2022, IWMA Executive Committee Meeting.

Motion By Bourbeau

Second By Robert

To approve Item 5.

Ayes: Bourbeau, Robert, Marx

CARRIED (3 to 0)

Regular Agenda Public Comment Period

Public Comment was made.

Regular Agenda

6. Request for Proposal for Waste and Recycling Education Programs

Recommendation: Staff recommends that your committee 1) approve the Request for Proposal for Waste and Recycling Community Education Programs and 2) grant the Executive Director to release the RFP and review and rank proposals to bring back to the full IWMA Board for final selection and contract award.

Motion By Bourbeau

Second By Robert

To approve Item 5.

Ayes: Bourbeau, Robert, Marx

CARRIED (3 to 0)

7. Draft February 8, 2023, IWMA Board Meeting Agenda

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

Motion By Bourbeau

Second By Robert

To take the following action and revision:

- Include the address and directions for the Material Recovery Facility
- Provide transportation accommodations to public members wanting to participate.

To approve item 7.

Ayes: Bourbeau, Robert, Marx



CARRIED (3 to 0)

Adjourned 11:29AM

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Sasha Del Giorgio  
IWMA, 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 – January 11, 2023, and February 8, 2023

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Staff recommends that your Board approve the following minutes of the IWMA Board:

- January 11, 2023
  - February 8, 2023
- 

**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. 2023-01-11 BOD Minutes
- B. 2023-02-08 BOD Minutes



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

## Board of Directors Meeting Minutes

January 11, 2023  
Teleconference Meeting

### Board of Directors:

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

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#### 1. Call To Order

The Board Meeting was called to order on January 11, 2023 at 1:31PM by President Bourbeau.

#### 2. Roll Call

Board Members Present: Barton, Bourbeau, Enns, Guthrie, Hamon, Marx, Newton (left at 1:57PM), Robert

#### 3. Pledge Of Allegiance

President Bourbeau led the Committee in the Pledge of Allegiance.

#### Non-Agenda Public Comment Period

Public Comment was not made.

#### Consent Agenda Public Comment Period

Public Comment was made.

#### Consent Agenda

#### 4. Resolution 2023-01-01, Re-Ratifying the Proclamantin of a State of Emergency, Re-Authorizing Remote Teleconderence Meetings Pursuant to Assembly Bill 361

Recommendation: Staff recommends that your Board adopt Resolution 2023-01-01, re-authorizing teleconference meetings.

#### 5. Approved Minutes of the December 2, 2022, IWMA Executive Committee Meeting

Recommendation: Staff recommends that your Board receive and file the approved minutes of the December 2, 2022, IWMA Executive Committee Meeting.

**6. Draft Minutes of December 14, 2022, IWMA Board Meeting**

Recommendation: Staff recommends that your Board approve the draft minutes of the December 2, 2022, IWMA Board Meeting.

**Motion By** Hamon

**Second By** Marx

Approval of items 4, and 6 and amend item 5 as follows:

- Robert Enns absent
- Keith Storton not present
- James Guthrie was present

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

Noes: None

Abstain: Barton

CARRIED (7-0-1)

**Regular Agenda Public Comment Period**

Public Comment was not made.

**7. Executive Committee Elections**

Recommendation: Staff recommends that your Board conduct the Executive Committee Elections as required by the Joint Powers Agreement, section 9.4, "Officers."

**Motion By** Hamon

**Second By** Enns

- Board President Nomination – Jan Marx

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

CARRIED (8 -0)

**Motion By** Marx

**Second By** Guthrie

- Vice President Nomination – Robert Robert

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

CARRIED (8-0)

**Motion By** Marx

**Second By** Hamon

- Past President Nomination – Charles Bourbeau

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

CARRIED (8-0)

**Adjourned: 2:07PM**



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

**Board of Directors Meeting Minutes**

February 8, 2023

In-person Meeting:

870 Osos Street, San Luis Obispo, CA. 93401

Cold Canyon Processing Facility  
2268 Carpenter Canyon Road, San Luis Obispo, CA. 93401

**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  
Scott Newton, City of Pismo Beach  
Robert Enns, Special Districts

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**1. Call To Order**

The Board Meeting was called to order on February 8, 2023 at 1:30 PM by President Marx.

**2. Roll Call**

Board Members Present: Barton, Bourbeau, Guthrie, Robert, Marx.  
Board Members Absent: Enns, Hamon, Newton

**3. Pledge Of Allegiance**

President Marx led the Committee in the Pledge of Allegiance.

**Non-Agenda Public Comment Period**

Public Comment was not made.

**Regular Agenda Public Comment Period**

Public Comment was not made.

**4. IWMA Board Member Orientation - 1:43PM**

The IWMA Board toured the Cold Canyon Processing Facility, located at 2268 Carpenter Canyon Road, San Luis Obispo, CA. 93401.

**Adjourned: 4:21PM**

TO: San Luis Obispo County Integrated Waste Management Authority  
 FROM: Barbara Aspernelson M.B.A., Accountant  
 RE: Monthly Financial Reports

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**BACKGROUND:**

Below are the details of the December 2022 through February 2023, Revenue, Credit Card, and Expense Reports. These reports show Revenues when payment is received (any outstanding amounts owed are noted on the bottom), and when a Payment Authorization Form is created also known as Cash Basis. This is done so The Board can get a better understanding of cash inflows, and outflows.

Revenues:

<b>Total Revenue:</b>	<b>\$970,191</b>
December	
• Solid Waste Management Fee for September SVCS	\$286,668
• Landfill Tipping Fees Surcharge Received August & September SVCS (Cold Canyon)	\$48,854
• Waste Programs	\$5,471
• Other	\$13,188
January	
• Solid Waste Management Fee	\$256,280
• Landfill Tipping Fees Surcharge Received August & September SVCS (Cold Canyon)	\$42,161
• Waste Programs	\$3,618.46
• Other (Battery Recycling)	\$629
February	
• Solid Waste Management Fee	\$220,674
• Landfill Tipping Fees Surcharge Received August & September SVCS (Cold Canyon)	\$88,127
• Waste Programs	\$4,418
• Other	\$101

Expenses:

<b>Total Expenses</b>	<b>\$782,581</b>
Significant purchase detail (listed as they appear on the report):	
December	
• Stericycle-HHW Disposal Fees	\$42,826
• HF&H Consulting- Management Analysis	\$6,207
• Science Discovery-Classroom Outreach	\$8,218
• Science Discovery- Business Outreach	\$20,318
• SDRMA-Employee Insurance	\$6,860

• City of Atascadero-Part of the Local Assistance Grant for Compost	\$22,430
• CPSC-HD 37 grant expenses	\$10,989
• Stericycle-HHW Disposal Fees	\$48,551
• Adamski More Cumberland and Green-Legal	\$10,091
• SDRMA- Employee Insurance	\$10,038
• Nationwide-Retirement Total	\$25,653
• Payroll	\$44,946
January	
• Stericycle-HHW Disposal Fees	\$40,508
• Science Discovery-Business Outreach	\$22,848
• Science Discovery-Classroom Outreach	\$4,552
• Nationwide-Retirement Total	\$18,089
• Payroll	\$53,664
February	
• HF&H- Management Review	\$5,645
• Call2Recycle-Battery Recycling	\$6,872
• SDRMA-Employee Insurance Benefits	\$8,449
• Stericycle-HHW Waste Disposal	\$29,994
• Nationwide-Retirement Total	\$19,559
• Payroll	\$46,061

Credit Card Expense Detail:

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Total credit card expenses were \$ 3,295.03 for the month of December, \$2,246.69 for the Month of January, and \$1,279.24 for the month of February see report for details.

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**RECOMMENDATION:**

That your Board receives and files the expense reports for December 2022 through February 2023.

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**FISCAL IMPACT:**

Revenue: \$970,191.00

Expenses: \$782,580.91

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**ATTACHMENTS:**

- A. December 2022 through February 2023 Revenue Report
- B. December 2022 through February 2023 Expense Report
- C. December 2022 through February 2023 Credit Card Expense Detail



San Luis Obispo County Integrated Waste Management Authority  
Revenue Received  
December 2022-February 2023

**December 2022**

	<b>Total</b>
<b>Non-Operating Revenue/Expense</b>	\$ 134
<b>Operating Revenue/Expense</b>	
Landfill Tipping Fee Surcharge	48,854
Other	13,055
Solid Waste Management Fee	286,668
<b>Waste Programs</b>	
CESQG	1,843
Retail Take Back	3,628
<b>Total Waste Programs</b>	<b>\$ 5,471</b>
<b>Total Operating Revenue/Expense</b>	<b>\$ 354,048</b>
<b>DECEMBER TOTAL</b>	<b>\$ 354,182</b>

**January 2023**

	<b>Total</b>
<b>Operating Revenue/Expense</b>	
Landfill Tipping Fee Surcharge	\$ 42,161
Other	629
Solid Waste Management Fee	256,280
<b>Waste Programs</b>	
CESQG	1,384
Retail Take Back	2,234
<b>Total Waste Programs</b>	<b>\$ 3,618</b>
<b>Total Operating Revenue/Expense</b>	<b>\$ 302,689</b>
<b>JANUARY TOTAL</b>	<b>\$ 302,689</b>

**February 2023**

	<b>Total</b>
<b>Non-Operating Revenue/Expense</b>	\$ 101
<b>Operating Revenue/Expense</b>	
Landfill Tipping Fee Surcharge	88,127
Solid Waste Management Fee	220,674
<b>Waste Programs</b>	
CESQG	1,690
Retail Take Back	2,728
<b>Total Waste Programs</b>	<b>\$ 4,418</b>
<b>Total Operating Revenue/Expense</b>	<b>\$ 313,220</b>
<b>FEBRUARY TOTAL</b>	<b>\$ 313,320</b>
<b>REPORT TOTAL</b>	<b>\$ 970,191</b>

**Accounts Receivable as of Feb 28, 2023**

Cal-Recycle Used Oil Grant Reimbursement	\$ 990
Paso Robles Landfill Quarter Payment	\$ 36,202
Chicago Grade Landfill (December - February)	TBD
OPP 13 Grant-Used Oil	\$ 37,741
Retail Take Back	\$ 8,805
County MOU Payments (October-February)	TBD



**San Luis Obispo County IWMA  
Expense Report  
December 1, 2022-February 28, 2023**

P.O. Number	P.O. Date	Invoice Number	Amount	Vendor name	Brief Description
23-287	12/01/2022	11192022	\$ 2,837.52	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-288	12/01/2022	11192022ED	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-289	12/01/2022	11192022	\$ 2,774.31	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-290	12/01/2022	11192022ED	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-291	12/01/2022	11192022pehp	\$ 284.11	Nationwide Retirement (PEHP)	Employee retirement contrib
23-292	12/01/2022	11192022pehp	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-293	12/01/2022	8954	\$ 250.00	AGP Video	Board video recording
23-294	12/01/2022	1374-197k-4ym7	\$ 77.58	Amazon Capital Services inc.	Office supplies
23-295	12/01/2022	1WCX-JYQR-V41V	\$ 283.80	Amazon Capital Services inc.	Office supplies
23-296	12/01/2022	11172022	\$ 2,000.00	Chicago Grade Landfill & Recycling	E-waste collection
23-297	12/01/2022	10312022	\$ 2,000.00	Chicago Grade Landfill & Recycling	E-waste collection
23-298	12/01/2022	010254-000	\$ 102.29	City of San Luis Obispo-water	Utility-water
23-299	12/01/2022	3921523	\$ 741.94	Ray Morgan Company	COPY MACHINE MAINTENANCE
23-300	12/01/2022	059-115-1368-6	\$ 16.57	SoCalGas	UTILITY: GAS
23-301	12/01/2022	11142022	\$ 1,247.80	Gaspar Soilbuilders LLC	Compost Rebate Program payment
23-302	11/22/2022	85346	\$ 295.00	Executive Janitorial	Janitorial services
23-303	11/22/2022	11162022	\$ 4,000.00	Pear Valley	Compost Rebate Program
23-304	12/01/2022	5674324	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-305	12/01/2022	5674323	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-306	12/01/2022	5674322	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-307	12/01/2022	5674321	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-308	12/01/2022	5674320	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-309	12/01/2022	72403630245	\$ 42,825.96	Stericycle	HHW waste disposal and labor
23-310	12/01/2022	23955tax	\$ 29.44	Hart Impressions	Correction of payment error
23-311	12/01/2022	76068	\$ 131.71	GEO Plastics	Correction of payment error
23-312	12/01/2022	9719739	\$ 6,206.25	HF&H Consultant LLC	Management Review work complete
23-313	11/28/2022	CS221835	\$ 304.40	Corporate E-waste Solutions	Electronic waste recycling
23-314	12/01/2022	4734	\$ 2,000.00	Pacific Waste Services	E-waste collection
23-315	12/01/2022	1M7X-1T6R-M64W	\$ 76.64	Amazon Capital Services inc.	Office supplies
23-316	12/01/2022	12012022	\$ 4,000.00	PSPIB Kylix LLC	Compost Rebate Payment
23-317	12/01/2022	11302022	\$ 480.60	Salaal Investment No. 1 LP	Compost Rebate Payment
23-318	12/09/2022	12092022	\$ 2,837.52	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-319	12/09/2022	12092022ED	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-320	12/09/2022	12092022	\$ 2,799.66	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-321	12/09/2022	12092022ED	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-322	12/09/2022	12092022pehp	\$ 286.69	Nationwide Retirement (PEHP)	Employee retirement contrib
23-323	12/09/2022	12092022pehp	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-324	12/07/2022	1147124112622	\$ 39.99	Charter Communications/Spectrum	Science Discovery Phone
23-325	12/07/2022	9859	\$ 349.20	Digital West Networks inc.	Telephone services
23-326	12/07/2022	040	\$ 2,400.00	Andrea Biniskiewicz	Social media management
23-327	12/07/2022	12312022	\$ 19.95	Richetti Water Solutions	Reverse osmosis system rent
23-328	12/07/2022	64609	\$ 125.00	Rainscape	Landscape svcs
23-329	12/07/2022	12062022	\$ 4.34	Sasha Del Giorgio	Postage Reimbursement
23-330	12/07/2022	SM-01-853218	\$ 4.00	Culligan Water	Water and Crock Rental
23-331	12/07/2022	41926627	\$ 231.43	TIAA BANK	Copier lease
23-332	12/07/2022	4110-1106028	\$ 42.21	San Luis Garbage Company- Garbage Services	Utility-garbage svcs
23-333	12/07/2022	11302022	\$ 35.90	Mission Linen and Uniform Service	Janitorial svc - rug cleaning
23-334	12/07/2022	11222022	\$ 73.22	US BANK Corporate Payment System	Credit Card Purchases
23-335	12/07/2022	11222022Cron	\$ 3,221.81	US BANK Corporate Payment System	Credit Card Purchases
23-336	12/07/2022	1FR9-HVTF-3GYW	\$ 35.88	Amazon Capital Services inc.	Office supplies
23-337	12/07/2022	1343IW	\$ 8,218.19	Science Discovery	Classroom Presentations
23-338	12/07/2022	1344iw_CR	\$ 20,317.96	Science Discovery	Business Outreach
23-339	12/07/2022	12062022	\$ 12.24	Ivonne Diaz	Refund Postage
23-340	12/05/2022	12463794	\$ 322.16	Mid-Coast Fire	HHW fire system maintenance
23-341	12/07/2022	L3833936	\$ 127.00	Quinn Company	FORKLIFT MAINTENANCE
23-342	12/07/2022	254342	\$ 1,344.23	ASAP Reprographics	Copy/printing services
23-343	12/11/2022	1tkk-4g7g-kk3t	\$ 232.01	Amazon Capital Services inc.	Office supplies
23-344	11/27/2022	267198	\$ 2,000.00	Brown Armstrong Accountancy Corp	Audit work-Final
23-345	12/04/2022	0671462120422	\$ 119.99	Charter Communications/Spectrum	Internet services
23-346	12/12/2022	H40329	\$ 6,859.70	SDRMA	EMPLOYEE INS BENEFIT





**San Luis Obispo County IWMA  
Expense Report  
December 1, 2022-February 28, 2023**

P.O. Number	P.O. Date	Invoice Number	Amount	Vendor name	Brief Description
23-347	12/14/2022	12122022	\$ 22,429.69	City of Atascadero	Grant amount due per contract
23-348	12/15/2022	12152022	\$ 1,200.00	Robert Robert	Board Stipend
23-349	12/15/2022	41538	\$ 105.00	Integrity Systems	Security Monitoring
23-350	12/15/2022	12152022	\$ 2,800.00	Jan Howell Marx	Board stipend for 2022
23-351	12/15/2022	12152022	\$ 1,600.00	John Hamon	Board stipend
23-352	12/15/2022	12152022	\$ 50.00	James R Guthrie	Board Stipend
23-353	12/15/2022	12152022	\$ 100.00	Karen Bright	Board Stipend
23-354	12/15/2022	12152022	\$ 1,400.00	Jeff Heller	Board Stipend
23-355	12/16/2022	12162022	\$ 2,500.00	Robert Enns	Board Stipend
23-356	12/19/2022	12162022	\$ 690.00	Curtis Custom Service, Inc.	Compost Rebate Program
23-357	12/19/2022	3200	\$ 1,206.00	Mountaineer IT Inc	IT Services
23-358	12/19/2022	01012023	\$ 1,800.00	Vintage Properties	Office Space Rent/Lease
23-359	12/19/2022	01012023	\$ 32,000.00	San Luis Obispo County IWMA	January Payroll Funding
23-360	12/19/2022	9719797	\$ 1,906.25	HF&H Consultant LLC	Management Review
23-363	12/11/2022	5697759	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-364	12/11/2022	5697758	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-365	12/11/2022	5697757	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-366	12/11/2022	5697756	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-367	12/11/2022	5697755	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-368	12/19/2022	12192022	\$ 1,500.00	Scott Newton	Board Stipend
23-369	12/20/2022	12172022	\$ 2,989.36	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-370	12/20/2022	121722ed	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-371	12/20/2022	12172022ee	\$ 3,096.19	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-372	12/20/2022	12172022ED	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-373	12/20/2022	12172022pehp	\$ 317.06	Nationwide Retirement (PEHP)	Employee retirement contrib
23-374	12/20/2022	12172022pehped	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-375	12/10/2022	1GNJ-HNQY-7G46	\$ 81.28	Amazon Capital Services inc.	Office supplies
23-376	12/15/2022	1PV7-P33W-9PKY	\$ 61.93	Amazon Capital Services inc.	Office supplies
23-377	12/20/2022	524354	\$ 85.00	Duane Zaragoza	Handyman service
23-378	12/21/2022	85569	\$ 295.00	Executive Janitorial	Janitorial services
23-379	11/08/2022	01-SLO	\$ 10,989.36	CPSC	HD 37 Grant Exp
23-380	12/21/2022	085808	\$ 179.97	Stephen Nelson	Handyman services
23-381	12/21/2022	72403659179	\$ 48,551.00	Stericycle	HHW waste disposal and labor
23-382	12/22/2022	12192022	\$ 17.66	SoCalGas	Gas charges
23-383	12/22/2022	12152022	\$ 46.01	City of San Luis Obispo-water	Utility-water
23-384	12/28/2022	254379	\$ 578.68	ASAP Reprographics	Copy/printing services
23-385	12/31/2022	12152022	\$ 2,000.00	Chicago Grade Landfill & Recycling	E-waste collection
23-386	01/05/2023	4741	\$ 2,000.00	Pacific Waste Services	E-waste collection
23-387	12/27/2022	8991	\$ 250.00	AGP Video	Board video recording
23-388	12/26/2022	1147124122622	\$ 39.99	Charter Communications/Spectrum	Telephone Charges
23-389	01/01/2023	065069	\$ 125.00	Rainscape	Landscape svcs
23-390	01/05/2023	24022	\$ 132.57	Hart Impressions	Business cards
23-391	01/05/2023	7931128U110	\$ 42.82	San Luis Garbage Company- Garbage Services	Utility-garbage svcs
23-392	01/05/2023	9913	\$ 349.86	Digital West Networks inc.	Telephone services
23-393	01/05/2023	59680	\$ 10,091.00	Adamski Moroski Madden Cumberland & Green	Legal services
23-394	01/05/2023	12312022	\$ 3,222.90	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-395	01/05/2023	12312022ed	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-396	01/05/2023	12312022	\$ 3,390.93	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-397	01/05/2023	12312022ed	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-398	01/05/2023	01042023	\$ 1,000.00	San Miguel Garbage Co	Curbside oil pickup
23-399	01/02/2023	12312022	\$ 1,000.00	MidState Solid Waste & Recycling	Curbside used oil pickup
23-400	01/05/2023	SM-01-853218	\$ 4.00	Culligan Water	Crock Rental through 1/31/23
23-401	01/01/2023	2016	\$ 19.95	Richetti Water Solutions	Reverse Osmosis Rental- 12/2022
23-402	01/02/2023	Pcron	\$ 2,126.70	US BANK Corporate Payment System	Credit card statement
23-403	01/02/2023	JLane	\$ 119.99	US BANK Corporate Payment System	Credit card statement
23-407	12/31/2022	12312022	\$ 35.90	Mission Linen and Uniform Service	Janitorial svc - rug cleaning
23-408	12/31/2022	12312022ed	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-409	12/31/2022	12312022	\$ 347.25	Nationwide Retirement (PEHP)	Employee retirement contrib
23-410	12/31/2022	12312022	\$ 1,500.00	Paso Robles Waste Disposal	Curbside oil pickup
23-412	12/30/2022	9323854	\$ 231.43	TIAA BANK	Copier lease



**San Luis Obispo County IWMA  
Expense Report  
December 1, 2022-February 28, 2023**

P.O. Number	P.O. Date	Invoice Number	Amount	Vendor name	Brief Description
23-413	12/30/2022	L3833937	\$ 127.00	Quinn Company	Forklift maintenance
23-414	12/30/2022	H40485	\$ 10,037.66	SDRMA	Employee insurance
			\$ 44,945.94	December Payroll	
<b>Total December</b>			<b>\$ 357,126.01</b>		
23-415	01/11/2023	41	\$ 2,340.00	Andrea Biniskiewicz	Social media management
23-416	01/11/2023	12464199	\$ 1,152.40	Mid-Coast Fire	HHW fire system maintenance
23-417	01/12/2023	February Payroll	\$ 50,000.00	San Luis Obispo County IWMA	Payroll funding
23-418	01/12/2023	February Rent	\$ 1,800.00	Vintage Properties	Office Space Rent/Lease
23-419	01/13/2023	2022	\$ 2,800.00	Charles Bourbeau	Board Member Stipened
23-420	01/17/2023	01142023	\$ 3,222.90	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-421	01/17/2023	01142023ed	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-422	01/17/2023	01142023	\$ 3,381.88	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-423	01/17/2023	01142023ed	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-424	01/17/2023	1142022pehp	\$ 346.32	Nationwide Retirement (PEHP)	Employee retirement contrib
23-425	01/17/2023	1142022pehp	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-426	01/17/2023	12464455	\$ 368.91	Mid-Coast Fire	HHW fire system maintenance
23-427	01/17/2023	12464414	\$ 400.06	Mid-Coast Fire	HHW fire system maintenance
23-428	01/17/2023	0100159	\$ 1,397.40	Derrel's Mini Storage	STORAGE UNIT SPACE RENT
23-429	01/17/2023	01042023	\$ 261.39	Opolo Vineyards Inc.	Compost rebate program
23-430	01/17/2023	76307	\$ 3,273.98	GEO Plastics	Reusable oil containers
23-431	01/20/2023	5718091	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-432	01/20/2023	5718092	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-433	01/20/2023	5718093	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-434	01/20/2023	5718094	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-435	01/20/2023	5718095	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-436	01/20/2023	0671462010423	\$ 128.99	Charter Communications/Spectrum	Internet Services
23-437	01/20/2023	3231	\$ 1,206.00	Mountaineer IT Inc	IT Services
23-438	01/20/2023	12464491	\$ 259.34	Mid-Coast Fire	HHW fire system maintenance
23-439	01/20/2023	17XC-HK9G-1GL4	\$ 430.09	Amazon Capital Services inc.	Office supplies
23-440	01/20/2023	01162023	\$ 1,672.23	Opolo Vineyards Inc.	Compost rebate program
23-441	01/20/2023	01192023	\$ 1,192.30	Pacific Organics Inc.	Compost Rebate Program
23-442	01/20/2023	61622	\$ 60.20	Jan Howell Marx	Work Lunch W/ Peter
23-443	01/23/2023	085811	\$ 137.38	Stephen Nelson	Handyman services
23-444	01/23/2023	72403673152	\$ 40,508.36	Stericycle	HHW waste disposal and labor
23-445	01/23/2023	85790	\$ 295.00	Executive Janitorial	Janitorial services
23-446	01/23/2023	010254-000	\$ 64.77	City of San Luis Obispo-water	Utility-water
23-447	01/23/2023	05911513686	\$ 17.08	SoCalGas	Utility-Gas
23-448	01/23/2023	1350IW_CR	\$ 22,848.22	Science Discovery	Outreach and Education
23-449	01/23/2023	1349IW	\$ 4,552.29	Science Discovery	Outreach and Education
23-450	01/23/2023	166P-VNGH-3G4V	\$ 30.67	Amazon Capital Services inc.	Office supplies
23-451	01/24/2023	10012022	\$ 1,500.00	San Luis Garbage Co.	Curbside oil pickup
23-452	01/24/2023	01012023	\$ 1,500.00	San Luis Garbage Co.	Curbside oil pickup
23-453	01/25/2023	11302022	\$ 290.13	Bella Vista Vineyards, LLC	Compost Rebate Program
23-454	01/26/2023	5417	\$ 720.00	Ride-On Transportation	Transportation to special event
			\$ 53,663.51	January Payroll	
<b>Total January</b>			<b>\$ 204,692.02</b>		
23-455	02/03/2023	01282023	\$ 3,726.90	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-456	02/03/2023	01282023ed	\$ 1,038.00	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-457	02/03/2023	012823	\$ 3,378.26	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-458	02/03/2023	01282023ed	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-459	02/03/2023	01282023pehp	\$ 345.95	Nationwide Retirement (PEHP)	Employee retirement contrib
23-460	02/03/2023	01282023pehp	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-461	02/03/2023	4748	\$ 2,000.00	Pacific Waste Services	E-waste collection
23-462	02/03/2023	1PXV-CRGN-93Q4	\$ 34.77	Amazon Capital Services inc.	Office supplies
23-463	02/03/2023	9719872	\$ 5,645.00	HF&H Consultant LLC	Management Review
23-464	02/03/2023	60093	\$ 1,500.00	Adamski Moroski Madden Cumberland & Green	Legal services
23-465	02/03/2023	42	\$ 2,400.00	Andrea Biniskiewicz	Social media management
23-466	02/03/2023	9966	\$ 349.86	Digital West Networks inc.	Telephone services
23-467	02/03/2023	01232023	\$ 10.69	US BANK Corporate Payment System	Credit card charges
23-468	02/03/2023	01232023	\$ 1,268.55	US BANK Corporate Payment System	Credit Card Charges



**San Luis Obispo County IWMA  
Expense Report  
December 1, 2022-February 28, 2023**

P.O. Number	P.O. Date	Invoice Number	Amount	Vendor name	Brief Description
23-469	02/03/2023	1312023	\$ 2,000.00	Chicago Grade Landfill & Recycling	E-waste collection
23-470	02/03/2023	1MXT-X6T4-WDPM	\$ 131.66	Amazon Capital Services inc.	Office supplies
23-471	02/03/2023	0570498	\$ 6,872.10	Call2Recycle	Battery Recycling
23-472	02/06/2023	1147124012623	\$ 39.99	Charter Communications/Spectrum	--
23-473	02/06/2023	7965449U110	\$ 85.84	San Luis Garbage Company- Garbage Services	Utility-garbage svcs
23-474	02/06/2023	--	\$ 53.85	Mission Linen and Uniform Service	Janitorial svc - rug cleaning
23-475	02/06/2023	Acct# 6853433343-7	\$ 66.30	PG&E	Utility-electricity
23-476	02/06/2023	065498	\$ 125.00	Rainscape	Landscape svcs
23-477	02/06/2023	2/2023 Statement	\$ 19.95	Richetti Water Solutions	Reverse osmosis system rent
23-478	02/06/2023	January 2023 Statement	\$ 4.00	Culligan Water	--
23-479	02/06/2023	9371985	\$ 231.43	TIAA BANK	Copier lease
23-480	02/07/2023	14MP-M9HT-94XN	\$ 151.16	Amazon Capital Services inc.	Office supplies
23-481	02/07/2023	--	\$ 127.00	Quinn Company	Forklift maintenance
23-482	02/07/2023	--	\$ 3,480.20	Gaspar Soilbuilders LLC	Compost Rebate Program
23-483	02/15/2023	March	\$ 78,000.00	San Luis Obispo County IWMA	Payroll funding
23-484	02/16/2023	1W6W-W4CV-9TGP	\$ 77.41	Amazon Capital Services inc.	Office supplies
23-485	02/16/2023	0671462020423	\$ 119.94	Charter Communications/Spectrum	Internet access
23-486	02/16/2023	H40974	\$ 8,448.68	SDRMA	EE Health Coverage
23-487	02/16/2023	24039	\$ 60.92	Hart Impressions	Business cards
23-488	02/16/2023	348tons	\$ 3,480.20	Gaspar Soilbuilders LLC	Compost Rebate Program
23-489	02/16/2023	72403701941	\$ 29,994.15	Stericycle	HHW waste disposal and labor
23-490	02/16/2023	5740716	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-491	02/16/2023	5740718	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-492	02/16/2023	5740720	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-493	02/16/2023	5740717	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-494	02/16/2023	5740719	\$ 109.74	Marborg (American Marborg)	HHW restroom rental
23-495	02/21/2023	Statement 02/14/202	\$ 18.21	SoCalGas	--
23-496	02/21/2023	3266	\$ 1,206.00	Mountaineer IT Inc	IT Services
23-497	02/21/2023	2864	\$ 89.82	Mountaineer IT Inc	IT Services
23-498	02/21/2023	02112023	\$ 3,726.90	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-499	02/21/2023	02112023ed	\$ 1,038.00	Nationwide Retirement Solutions Standard	Employee retirement contrib
23-500	02/21/2023	02112023	\$ 3,390.93	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-501	02/21/2023	02112023ED	\$ 1,164.29	Nationwide Retirement Solutions PEBSCO	Employee retirement contrib
23-502	02/21/2023	02112023pehp	\$ 347.25	Nationwide Retirement (PEHP)	Employee retirement contrib
23-503	02/21/2023	02112023PEHPED	\$ 119.23	Nationwide Retirement (PEHP)	Employee retirement contrib
23-504	02/21/2023	Acct. # 010254-000	\$ 46.01	City of San Luis Obispo-water	Utility-water
23-505	02/22/2023	4013617	\$ 1,422.85	Ray Morgan Company	Copy machine maintenance
23-507	02/20/2023	02202023	\$ 671.60	Curtis Custom Service, Inc.	Compost Rebate Program
23-508	02/20/2023	1GFT-XXDFG-LRVG	\$ 198.28	Amazon Capital Services inc.	Office supplies
23-509	02/17/2023	02212023	\$ 2,046.90	Steve Beck	Compost Rebate Program
23-510	02/17/2023	301894	\$ 330.69	Poor Richard's Press AP	Apparel Embroidery
23-511	02/28/2023	178tons	\$ 1,785.30	Gaspar Soilbuilders LLC	Compost Rebate Program
			\$ 46,060.64	February Payroll	
<b>February Total</b>			<b>\$ 220,762.88</b>		
<b>Total</b>			<b>\$ 782,580.91</b>		



**San Luis Obispo County Integrated Waste Management Authority  
Credit Card Expense Detail  
December 2022-February 2023**

<b>Date</b>	<b>P.O. Number</b>	<b>Amount</b>	<b>Description</b>	<b>Account</b>	<b>Class</b>
12/15/2022	23-335	\$17.00	Mailchimp subscription	Computer Software	753SPUBOTRCH
12/15/2022	23-335	\$6.00	Microsoft firewall	Computer Software	
12/15/2022	23-335	\$456.00	Microsoft 360 licenses	Computer Software	
12/15/2022	23-335	\$840.00	Indeed Recruitment for Management Analyst	Rent and Lease Expense	
12/15/2022	23-335	\$260.48	Central Coast Economic Forecast 2 tickets	Trainings and Seminar Registration	
12/15/2022	23-335	\$180.00	GFOA Training GAAP update	Trainings and Seminar Registration	
12/15/2022	23-335	\$40.00	Indeed Job Posting	Contracted Services	
12/15/2022	23-335	\$225.00	CSDA Training: Business Writing for Board Sec	Trainings and Seminar Registration	
12/15/2022	23-335	\$10.00	CSDA board Secretary Embassy suites fee	Travel	
12/15/2022	23-335	\$1,187.33	ASAP Reprographics 4 double sided flyers full color 100ea for sb1383 Lunch purchase for interview panel for	Copy and Printing	753SSB1383
12/15/2022	23-334	\$73.22	Management Analyst postion 5 lunches	Office Supply Expenses	
<b>DECEMBER TOTAL</b>		<b><u>3,295.03</u></b>			
01/11/2023	23-403	\$119.99	CANVA graphic design platform	Computer Software	753SSB1383
			USPS postage for mailing JPA to State Controller		
01/11/2023	23-402	\$12.80	and LAFCO	Postage	
01/11/2023	23-402	\$17.00	MAILCHIMP for December	Computer Software	753SPUBOTRCH
01/11/2023	23-402	\$85.00	GFOA Training: Leases	Trainings and Seminar Registration	
			USPS postage for mailing residential route		
01/11/2023	23-402	\$120.00	review notices	Postage	753SSB1383
01/11/2023	23-402	\$456.00	Microsoft office 365 licenses	Computer Software	
01/11/2023	23-402	\$6.00	Microsoft firewall	Computer Software	
01/11/2023	23-402	\$200.00	CRRRA membership renewal P Cron	Memberships	
01/11/2023	23-402	\$1,109.90	QuickBooks Training 2 employees	Trainings and Seminar Registration	
			USPS postage for mailing residential route		
01/11/2023	23-402	\$120.00	review notices	Postage	753SSB1383
<b>JANUARY TOTAL</b>		<b><u>\$2,246.69</u></b>			



**San Luis Obispo County Integrated Waste Management Authority**  
**Credit Card Expense Detail**  
**December 2022-February 2023**

<b>Date</b>	<b>P.O. Number</b>	<b>Amount</b>	<b>Description</b>	<b>Account</b>	<b>Class</b>
02/14/2023	--	\$10.69	Amazon-wet erase markers	Office Supply Expenses	
02/17/2023	23-468	\$17.00	Mailchimp subscription	Computer Software	753SPUBOTRCH
02/17/2023	23-468	\$479.95	Quickbooks training subscripton	Trainings and Seminar Registration	
02/17/2023	23-468	\$6.40	Microsoft firewall subscription	Computer Software	
02/17/2023	23-468	\$562.40	Microsoft 365 subscription	Computer Software	
02/17/2023	23-468	\$120.00	2 rolls of stamps for SB 1383 Notifications	Postage	753SSB1383
02/17/2023	23-468	\$82.80	Quickbooks 1099 e-filing charge	Contracted Services	
<b>FEBRUARY TOTAL</b>		<b><u>\$1,279.24</u></b>			
<b>REPORT TOTAL</b>		<b><u>\$6,820.96</u></b>			

TO: San Luis Obispo County Integrated Waste Management Authority  
FROM: Peter Cron, Executive Director  
RE: Renewal of Agreement for Recyclist Program Tracker Compliance Software

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**BACKGROUND:**

In September of 2016, the Governor signed SB 1383, California's Short-Lived Climate Pollutant Reduction Strategy into law. SB 1383 is the largest legislative change to the waste and recycling industry in 30 years. This law establishes new organic waste collection and recycling programs, food recovery programs, and requirements for jurisdictions to procure recycled organic products like compost and renewable gas. All of these activities are a coordinated effort to reduce the amount of organic waste that is sent to landfills by 75% by 2025.

Local governments have unique responsibilities under SB 1383 and are required to maintain records that demonstrate how they are complying with the law. These records assist local governments in submitting reports required by CalRecycle and in preparing for compliance inspections required by CalRecycle. The San Luis Obispo County Integrated Waste Management Authority (IWMA) is committed to collecting, storing, and providing the State with represented jurisdictions' records. The Recyclist Program Tracker provides that single record keeping platform as is required by CalRecycle in the reporting requirements of SB 1383.

The IWMA entered into its first agreement for the Recyclist Program Tracker on June 18, 2020. Since then, the Recyclist Program Tracker has been the single platform that has been used for compliance record keeping for the IWMA and its member jurisdictions.

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**RECOMMENDATION:**

Staff recommends that the Board approve the agreement with Recyclist for the 12-month period of March 2023 through February 2024, and give the IWMA Board President the authority to sign the agreement.

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**FISCAL IMPACT:**

Program Tracker 12-month Subscription Fee: \$ 27,390.00  
Quarterly Data Set Import Fees: \$ 20,000.00

**ATTACHMENTS:**

- A. Recyclist Tracker Renewal Amendment



12242 Business Park Drive, Suite 19  
Truckee, CA 96161  
www.recyclist.co

Peter Cron  
San Luis Obispo County Integrated Waste Management Authority  
870 Osos St  
San Luis Obispo, CA 93401

Dear Peter:

This letter is a request to amend Citizen Communication LLC dba Recyclist’s Contract signed June 19, 2020 (DOCUSIGN #358y495829348u) with the San Luis Obispo County Integrated Waste Management Authority, to renew and extend the existing agreement for the following services:

**Renewal of Program Tracker Subscription**

Term Length: 12 months: March 1, 2023 thru February 28, 2024

Details:

- Updated Scope of Work attached as Exhibit A
- Annual Fee to reflect new service term

ANNUAL SERVICE FEES	PRICE	QTY	SUBTOTAL
Program Tracker - Base Subscription Fee	\$27,390	1	\$27,390
Pre-paid Data Set Import Fees (per data set)	\$1,000	20	\$20,000

**Total Annual Fee \$47,390**

All other terms and conditions of the contract documents shall remain unchanged.

Sincerely,

Emily Coven  
Managing Member

Accepted by:

Date:

Name:

Title:



**EXHIBIT A**  
**Statement of Work**

Implementation of the Recyclist Program Tracker includes:

- Configuring data import process to align with Customer's data and programmatic objectives
- Importing initial compliance records
- Setting up user accounts and permissions
- Customizing database fields to meet reasonable customer needs
- Customizing reports to meet reasonable customer needs

Base subscription includes:

- Commercial and multi-family generator database for tracking:
  - Service levels
  - Contact information
  - AB 1826 & AB 341 compliance
  - SB 1383 compliance (rolling out in phases)
- Log of all outreach activities
- CRM features to schedule and track outreach to commercial generators, including:
  - Site Visits
  - Phone Calls
  - Emails
  - Photos taken
  - Task lists and calendars
  - Task reminders and summaries
- Customization of standard forms and reports to meet reasonable customer needs, such as:
  - Tracking local programs and pilot projects
  - Tracking compliance with state, regional and/or local ordinances
  - Complex customization projects necessitating new forms and/or reports may require additional professional services. Any additional consulting, training, development, configuration, development and/or integration services may be out of scope and subject to Company agreeing to provide such services pursuant to a change order to this SOW.
- Reports in list and/or graph format, with ability to search, sort and filter, and to export to Excel, PDF, or image file
- Cloud-based database that syncs data across all users in real time
- Web-based application, with mobile app for iOS and Android (requires internet connection)
- Secure web hosting with weekly backups
- Support via email, Monday-Friday 9am-5pm PT
- Support via phone by appointment
- Unlimited users

Data Import includes:

- Processing and importing a single-tab Excel worksheet or CSV file
- For service record data imports:
  - Importing new accounts, identifying possibly closed accounts and service-level changes
  - Updating generator compliance statuses to align with new data
- Custom Data Template Surcharge applicable to any Data Imports not delivered in the standard Recyclist Service Record Template

13090458\_v7

TO: San Luis Obispo County Integrated Waste Management Authority  
FROM: Peter Cron, Executive Director  
RE: Amendment to Vintage Property Lease Agreement

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**BACKGROUND:**

On March 18, 2021, the San Luis Obispo County Integrated Waste Management Authority (IWMA) Board signed and executed a lease agreement with Vintage Properties for the lease of office space located at 890 Osos Street Suite B in San Luis Obispo. The Lease Agreement commenced on April 1, 2021, and provided two (2) consecutive six (6) month options to renew the lease term provided a ninety (90) day notice.

On July 13, 2022, the Board executed the second of two six (6) month options to renew the Vintage Properties Lease and the current lease term will expire March 31, 2023. A Building Ad Hoc Committee was formed to discuss and direct the short- and long- term office needs of the IWMA.

On February 22, 2023, the Building Ad Hoc Committee (Committee) met in preparation of the expiring lease. The Committee considered the potential return of the County to the IWMA and changes that may create with staffing and office needs. The Committee recommended that any possible relocation be postponed until a determination has been made on the potential return of the County to the IWMA. The Committee recommended that the IWMA retain the current office by renewing the Vintage Property Lease for 890 Osos Street Suite B for six (6) months from April 1, 2023, to September 30, 2023 with a renewal option of an additional six (6) months from October 1, 2023 to March 31, 2024.

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**RECOMMENDATION:**

Staff recommends the Board approve and allow the Board President to sign the Amended Vintage Property Lease for six (6) months with a six (6) month option to renew.

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**FISCAL IMPACT:**

Monthly Lease Expense: \$1,800.00  
Six Month Lease Expense: \$10,800.00

Potential 12 Month Lease Expense (two six month leasing periods): \$ 21,600.00

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**ATTACHMENTS:**

- A. Vintage Properties Lease Agreement
- B. Amendment One to Vintage Properties Lease Agreement

## LEASE AGREEMENT

The parties to this agreement are VINTAGE PROPERTIES, a California General Partnership, hereinafter referred to as Lessor, and the INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA), a Joint Powers Authority, hereinafter referred to as Lessee. Lessor and Lessee agree as follows:

1. PREMISES: Lessor hereby leases to Lessee a first floor area, referred to in this lease as "premises", commonly known as: 890 Osos Street, Suite B, San Luis Obispo, California. Lessee has inspected the premises and found them to be suitable for its intended use. Lessee takes the premises for the lease term, at the rental, and upon the terms and conditions hereinafter contained. The Lessee shall be entitled to one on-site parking space as designated by Lessor, subject to the demands of any public agency having jurisdiction over the parking lot area. The premises are not handicapped accessible.

2. LEASE TERM: The term of this lease is one year, commencing on April 1, 2021, and ending on March 31, 2022. Lessee shall have two consecutive six month options to renew the lease term by giving Lessor 90 days prior written notice of its intention to extend.

3. RENT: Lessee agrees to pay Lessor a minimum base rent of \$1,800.00 per month, in advance, on the first day of each and every month of the term of this lease. Lessee agrees to pay rent without deduction or offset at such place as may be designated from time to time by Lessor. This is a flat rate lease, and no warrantee, express or implied, is made as to rentable area, net rentable area, or net usable area. Any reference to the square footage of the premises is an approximation only, and is made for the sole purpose of determining pro-rata share of building use.

4. SECURITY DEPOSIT: Lessee shall provide a security deposit in the amount of \$1,800.00, as a deposit to be held by Lessor as security for the faithful performance by Lessee of all terms, covenants, and conditions of this lease agreement. If Lessee is in default in any of its obligations under this lease, specifically including payment of rent, repair of premises and cleaning of premises, Lessor can use the security deposit, or any portion of it, to cure the default or to compensate Lessor for all damage sustained by Lessor resulting from the default. Immediately upon demand Lessee shall pay to Lessor a sum equal to the portion of the security deposit expended or applied by Lessor. If Lessee is not in default at the termination of this lease, Lessor shall return the security deposit to Lessee when the premises have been vacated by Lessee. Lessor's obligations with respect to the security deposit are those of a debtor and not a trustee.

5. CONSUMER PRICE INDEX ADJUSTMENT: N/A

6. PERSONAL PROPERTY TAXES: Lessee shall pay before delinquency all taxes, assessments, license fees and other charges that are levied and assessed against Lessee's personal or business property installed or located in or on the premises, and that become payable during the term.

7. REAL PROPERTY TAXES: N/A

8. PRO-RATA SHARE OF COMMON AREA COSTS AND INSURANCE: N/A

9. INSURANCE: Lessee shall keep in full force and effect a policy of public liability and property damage insurance with respect to the premises and the business operated by Lessee in which the limits of public liability shall not be less than \$1,000,000 per person and \$2,000,000 per accident and in which the property damage liability shall not be less than \$100,000. The policy shall name Lessor and such other persons or entities as Lessor may appropriately require as additional insured, and shall provide that the policy(s) shall not be changed or cancelled without first giving Lessor at least ten days prior written notice thereof. The insurance shall be with a carrier approved by Lessor and a copy of the policy or certificate of insurance shall be delivered to Lessor. Lessee agrees that if such insurance policies are not kept in force during the term and any extended term of the lease, Lessor may procure the necessary insurance, pay the premiums thereon and Lessee shall repay such premiums to Lessor as additional rent for the month following the date on which such premiums are paid. Lessor agrees that it will provide fire and other casualty insurance on the building of which the premises are a part and on Lessor's personal property, but shall not provide such insurance for the property of the Lessee. In no event shall Lessor be liable for damage to Lessee's personal property. NOTE: The personal property of Lessee is not insured under any policy of Lessor.

10. EXEMPTION OF LESSOR FROM LIABILITY: Lessee hereby agrees that Lessor shall not be liable for injury to Lessee's business or any loss of income there from or for damage to the goods, wares, merchandise or other property of Lessee, Lessee's employees, invitees, customers, or any other person in or about the Premises or Building, nor shall Lessor be liable for injury to the person of Lessee, Lessee's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Premises or upon other portions of the Building, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Lessor. Lessor shall not be liable for any damages arising from any act or neglect of any other lessee, occupant or user of the Building, nor from the failure of Lessor to enforce the provisions of any other lease in the Building.

11. INDEMNITY: Lessee shall indemnify and hold harmless Lessor from and against any and all claims arising from Lessee's use of the property, or from the conduct of Lessee's business or from any activity, work or things done, permitted or suffered by Lessee in or about the Premises or elsewhere and shall further indemnify and hold harmless Lessor from and against any and all claims arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of this Lease, or arising from any act or omission of Lessee, or any of Lessee's agents, contractors, or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and in case any action or proceeding be brought against Lessor by reason of any such claim, Lessee upon notice from Lessor shall defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor and Lessor shall cooperate with Lessee in such defense. Lessee, as a material part of the consideration to Lessor, hereby assumes all risk of damage to property of Lessee or injury to persons, in, upon or about the property arising from any cause and Lessee hereby waives all claims in respect thereof against Lessor.

12. UTILITIES AND SERVICES: By Lessor excluding communications, internet, and janitorial.

13. USE OF PREMISES: The premises shall be used for IWMA offices and associated work and may not be used for any other purpose without the written consent of Lessor. Lessee acknowledges that the premises are within a larger structure of varied uses and agrees not to interfere with the quiet enjoyment of other tenants. Lessee shall not commit or permit any waste of the premises or any nuisance or other act, which may disturb the quiet enjoyment of any other tenant of the building in which the premises are located. Lessee shall not place or permit to be placed or maintained on any exterior door, wall or window of the premises any sign, awning, or canopy, advertising matter or other thing of any kind, and will not place or maintain any decoration, lettering or advertising matter on the glass or any window or door of the premises without first obtaining Lessor's written consent.

14. SUBORDINATION AND ATTORNMENT: Lessee hereby subordinates its rights hereunder to the lien of any mortgage or deed of trust, to any lending institution, now or hereafter in force against the land and/or improvements of which the premises are now or may become a part, and to all advances made or hereafter to be made upon the security thereof. Lessee shall attorn to the purchaser under any foreclosure or sale and recognize such purchaser as the Lessor under this agreement. Lessee agrees to deliver within ten days of a demand any estoppel certificate requested by Lessor verifying the status of its tenancy during the term or any extended term of the lease. Lessee agrees to execute any documents required to effectuate an attornment, subordination, estoppel certificate, or to make this lease prior to the lien of any mortgage, deed of trust, or ground lease. Lessee's failure to execute such documents within 10 days of demand shall constitute a material default by Lessee hereunder without further notice to Lessee or, at Lessor's option, Lessor shall execute such documents on behalf of Lessee as Lessee's attorney-in-fact. Lessee does hereby make, constitute, and irrevocably appoint Lessor as Lessee's attorney-in-fact and in Lessee's name, place and stead, to execute such documents. Upon the termination of this lease, Lessee shall deliver, upon demand, to Lessor a quitclaim deed to the premises, in a form suitable for recording, designating Lessor as transferee.

15. EMINENT DOMAIN: In the event the premises or any part thereof shall be taken for public purposes by condemnation as a result of any action or proceeding in eminent domain, or shall be transferred in lieu of condemnation to any authority entitled to exercise the power of eminent domain, this lease and all of the right, title and interest there under shall cease on the date that possession or title is transferred to the condemning power, whichever first occurs. Any awards resulting from any such taking shall be solely the property of Lessor, and Lessee hereby waives any right or claim to any part thereof. Any award made specifically to the Lessee with respect to removal or relocation costs or anticipated or lost profits or damages to the business of Lessee shall remain solely the property of the Lessee.

16. FIRE, DESTRUCTION, OR OTHER CASUALTY: If more than twenty five percent of the premises are destroyed by fire or other casualty and this event renders the premises unsuitable for the business of Lessee then this lease shall terminate as of the day of the event. If twenty five percent or less of the premises is destroyed then Lessor shall diligently restore the premises to its prior condition within fifty working days of the event, and upon Lessor's failure to do so, Lessee's sole remedy shall be termination of this lease. Any insurance proceeds attributable to this restoration shall be solely the property of the Lessor and Lessee hereby waives any right or claim thereto.

17. LIENS: All work required or permitted to be done by Lessee pursuant to this lease shall be done at Lessee's sole cost and expense, and in strict compliance with all building laws, ordinances, and regulations applicable thereto. Lessee shall pay for all work done on or in the premises, which may result in liens on the Lessor's reversionary estate therein, and keep the premises free and clear of all liens on account of work done thereon. Lessee shall indemnify Lessor against liability, loss, damage, costs or lien of laborers or material men or others for work performed or materials or supplies furnished for the Lessee or persons claiming under it. Lessor may go upon and inspect the premises at all times, and may keep posted thereon notices, which the Lessor may deem proper to protect its interests.

18. MAINTENANCE, REPAIR, AND ALTERATIONS: By entry of the premises and execution of this lease agreement, Lessee acknowledges that Lessee has inspected the premises and accepts them as being in good and sanitary order, condition, and repair, and suitable for the purposes for which they are leased. Lessor shall keep in good order, condition and repair the basic building and appurtenances, meaning the foundation, structural floor supports, exterior walls (except for interior faces), basic heating and electrical systems, plumbing beyond the occupancy line, and roof of the building of which the premises are a part. Lessor shall maintain all areas used in common with other tenants of the building, including landscaping and parking areas. Lessee shall repair and maintain the interior of the premises and every part thereof, and shall keep all sidewalks, stairwells, and windowsills, which adjoin the premises in a clean condition and free from litter and debris. Lessee shall maintain any exposed plumbing or electrical lines which serve the premises, and shall take precautions to insure that furniture, trade fixtures, employees, guests or invitees do not come in contact with or damage such lines. Lessor specifically disclaims any responsibility for surge protection on electrical lines, dedicated or specially grounded circuits for computers or copiers, or any circuit overloading caused by electrical space heaters, refrigeration equipment, or other special business equipment. Lessee shall provide, at its own expense, any additional electrical wiring and circuitry necessary to accommodate its needs, to relieve overloaded circuits, or to satisfy the requirements of fire and building officials who may inspect the premises from time to time. Lessee further agrees that it will make no alterations or additions to the premises without the prior written consent of Lessor, and that it will repair all damages done by the installation or removal of furniture, fixtures, or other property of Lessee, and surrender the premises at the end of the term in as good a condition as when originally occupied.

19. ASSIGNMENT AND SUBLETTING: Lessee shall not have the right to sublet all or any portion of the premises, or to assign, convey, share or transfer its interest in this lease for the purposes of security, or otherwise, without the written consent of Lessor. In the event of any involuntary assignment or transfer of possession from Lessee, by operation of law or otherwise, Lessor may elect to terminate this lease. Upon any assignment permitted by Lessor, Lessee shall remain secondarily liable for performance of all obligations under this lease to be performed by the assignee.

20. HOLDING OVER: If Lessee, with Lessor's consent, remains in possession of the Premises or any part thereof after the expiration of the term hereof, such occupancy shall be a tenancy from month to month upon all the provisions of this Lease pertaining to the obligations of Lessee, but all Options, if any, granted under the terms of this Lease shall be deemed terminated and be of no further effect during said month to month tenancy.



21. DEFAULT: In the event of any breach of this lease by Lessee, then Lessor, besides other rights or remedies it may have, shall have the immediate right of re-entry of the premises and may remove all persons and property there from. Such property may be removed and stored in public warehouses or elsewhere at the cost of and for the account of Lessee. Should Lessor elect to re-enter, as herein provided, or should it take possession pursuant to legal proceedings or pursuant to any notice provided for by law, it may either terminate this lease or it may from time to time, without terminating this lease, relet the premises or any part thereof. No re-entry or taking possession of such premises by Lessor shall be construed as an election on its part to terminate this lease unless a written notice of such intention is given to Lessee or unless the termination hereof is decreed by a court of competent jurisdiction.

In addition to any other provisions herein, any of the following shall constitute a breach of this lease:

- A. Lessee shall default in the payment of rent or other lease charges.
- B. Lessee is adjudicated bankrupt or insolvent or suffers an order to be entered for other debtor's relief.
- C. Lessee's property shall be assigned either voluntarily or by the operation of law, or if Lessee has or permits a receiver or trustee to be appointed for its property.
- D. Lessee shall abandon or vacate the premises for more than ten days.
- E. Lessee shall cease doing the business as specified in Articles 12 of this lease.

Notices given under this article shall be in writing and shall specify the alleged default and the applicable lease provisions, and shall demand that Lessee perform the provisions of this lease or pay the rent that is due. No such notice shall be deemed forfeiture or a termination of this lease unless Lessor so elects in the notice. If Lessee is in default under this lease, Lessor shall have the right to have a receiver appointed to collect rent and conduct Lessee's business. Neither the filing of a petition for the appointment of a receiver nor the appointment itself shall constitute an election to terminate this lease. Lessee hereby waives all claims for damages that may be caused by Lessor's re-entering and taking possession of the premises or removing and storing furniture and property.

22. ATTORNEY FEES: If Lessor or Lessee shall bring legal proceedings against the other for the enforcement of any provisions of this lease, the prevailing party in such action shall be awarded reasonable attorney fees.

23. NOTICES: All notices shall be served by personal service or by mailing the notice by certified or registered mail with return receipt requested, with postage thereon fully prepaid.

Notices to Lessor shall be sent to: 979 Osos Street, Suite B2, San Luis Obispo, CA 93401

Notices to Lessee shall be sent to: 890 Osos Street, Suite B, San Luis Obispo, CA 93401

Either Lessor or Lessee may change such address by serving on the other written notice of change of address.



24. MISCELLANEOUS PROVISIONS:

A. The provisions hereof shall bind and inure to the benefit of the parties hereto, and their respective heirs, legal representatives, successors and assigns. This agreement is the entire agreement between the parties hereto. All negotiations and oral agreements acceptable to both parties hereto are included herein. Captions of articles are for convenience only, and do not in any way limit or amplify the terms and provisions of this agreement.

B. Lessor or Lessor's agents have made no representations or promises with respect to the premises, the land upon which the premises are located, except as expressly herein set forth, and no rights, easements, or licenses are acquired by Lessee by implication or otherwise.

C. No radio or television or other similar device shall be installed without prior written consent of Lessor in each instance. No amplified music is allowed in, on, or near the premises. No aerial shall be erected on the roof or exterior walls of the leased premises.

D. No loud speakers, televisions, phonographs, radios, or other devices shall be used in a manner so as to be heard or seen outside the leased premises without the prior written consent of Lessor.

E. The plumbing facilities shall not be used for any other purpose than that for which they are constructed, and no foreign substance of any kind shall be thrown therein, and the expense of any breakage, stoppage, or damage resulting from a violation of this clause shall be borne by Lessee.

F. The parking lot serving the premises shall only be used for the parking of one vehicle in a designated space. The parking lot shall not be used as a break area or staging area.

G. Any improvements to the premises requiring a building permit shall be approved by Lessor prior to submittal to any public agency having jurisdiction. Any improvements to flooring or wall color shall be approved by Lessor.

H. The premises shall be used for the offices of the IWMA only. The premises may not be shared or sublet without the written consent of Lessor.

I. Any application for a use permit from the City of San Luis Obispo shall be reviewed by Lessor prior to submittal.

J. The vehicle charging station in the parking lot serving the premises is no longer functional.

This agreement, executed on \_\_\_\_\_, represents the entire agreement between the parties.

LESSOR:

LESSEE:

\_\_\_\_\_

 18 March 21

Alan J. McVay  
General Partner  
VINTAGE PROPERTIES

Robert Enns  
President of the Board  
INTEGRATED WASTE MANAGEMENT AUTHORITY

LEASE AMENDMENT ONE

The parties to this agreement are VINTAGE PROPERTIES, as Lessor, and INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA), as Lessee, respectively, under that Lease Agreement dated April 1, 2021, concerning the premises at 890 Osos Street, Suite B, San Luis Obispo, California. The parties agree as follows:

1. The term of the Lease shall be extended for six months for the period April 1, 2023 through September 30, 2023.
2. Lessee shall have the option to renew the lease for an additional six month term for the period October 1, 2023 through March 31, 2024, provided that written notice of intent to renew shall be received by Lessor no later than two months before the lease termination date.

This agreement, dated \_\_\_\_\_, is meant to be attached to and made part of the aforementioned Lease Agreement.

\_\_\_\_\_  
Alan J. McVay  
VINTAGE PROPERTIES

\_\_\_\_\_  
Jan Marx  
President of the Board  
IWMA

TO: San Luis Obispo County Integrated Waste Management Authority  
 FROM: Jordan Lane, Deputy Director  
 RE: Proposal Selection for Waste and Recycling Education Programs

**BACKGROUND:**

On January 27, 2023, the IWMA Executive Committee approved the Request for Proposals (RFP) for Waste and Recycling Community Education Programs and permitted the Executive Director to release the RFP and review and rank proposals to bring back to the full IWMA Board for final selection and contract award. The RFP was published on the IWMA website on January 27 and closed on February 27, 31 days later. A non-mandatory pre-proposal phone conference was held on February 9. Two firms submitted proposals for the contract by the February 27 deadline: One Cool Earth and Science Discovery.

On February 28, 2023, a panel comprised of the IWMA Executive Director, IWMA Deputy Director, and three representatives from the IWMA Local Task Force reviewed and rated the proposals based on the criteria established in the RFP and pictured below. Both proposals received by the IWMA were of high quality and showed initiative to engage the community through innovative programs.

**IWMA EDUCATION VENDOR SCORECARD TEMPLATE  
CRITERIA CHECKLIST**

\*Fill in the blue and green vendor scores with 1-5 points.

1. INTENT OF PROPOSAL		O.C.E.	SCI DISC
Bidding on one or both scopes of work		0	0
Clarity of intent		0	0
Average Score		0	0
2. QUALIFICATIONS OF FIRM AND PERSONNEL		O.C.E.	SCI DISC
Understanding of IWMA's requirements		0	0
Quality and clarity of description of firm		0	0
Quality and clarity of description of personnel assigned to proposed program		0	0
Quality of statement of qualifications		0	0
Expertise and experience		0	0
Capability to provide outstanding service		0	0
Alignment with IWMA goals		0	0
Quality of summary of previous experience with public agencies relating to solid waste/recycling		0	0
Average Score		0	0
3. SAMPLES OF PAST WORK		O.C.E.	SCI DISC
Evidence of success in past projects		0	0
Quality of presentation of past work		0	0
Breadth of previous past programs		0	0
Average Score		0	0

4. SAMPLE PROPOSED WORK PLAN		O.C.E.	SCI DISC	
Clear understanding of IWMA's existing programs and needs		0	0	
Quality of work plan (clearly stated locations, audiences, timelines, and objectives)		0	0	
Alignment of work plan and desired scope of services		0	0	
Potential impact of work plan (including diversity of outreach strategies and audience)		0	0	
Average Score		0	0	
5. ADDITIONAL INFORMATION		O.C.E.	SCI DISC	
Proximity to IWMA jurisdictional area		0	0	
Availability of appropriate professionals as needed		0	0	
Value of "other" information added		0	0	
Average Score		0	0	
6. LOCAL AND/OR STATE GOVERNMENT CLIENT REFERENCES		O.C.E.	SCI DISC	
Two references listed		0	0	
Average Score		0	0	
7. BUDGET, RETAINER, AND/OR RATES		O.C.E.	SCI DISC	
Cost of proposal		0	0	
All requested information has been provided		0	0	
Value; level of service tied to cost		0	0	
Average Score		0	0	
CRITERIA SCORES		WEIGHT	O.C.E. SCORE	SCI DISC SCORE
1. INTENT OF PROPOSAL		0.05	0.00	0.00
2. QUALIFICATIONS OF FIRM AND PERSONNEL		0.20	0.00	0.00
3. SAMPLES OF PAST WORK		0.15	0.00	0.00
4. SAMPLE PROPOSED WORK PLAN		0.20	0.00	0.00
5. ADDITIONAL INFORMATION		0.05	0.00	0.00
6. LOCAL AND/OR STATE GOVERNMENT CLIENT REFERENCES		0.15	0.00	0.00
7. BUDGET, RETAINER, AND/OR RATES		0.20	0.00	0.00
OVERALL SCORE		1.00	0.00	0.00

Each proposal was reviewed critically by the five panelists and each panelist rated individually. As established in the RFP, the greatest weight was assigned to the budget, retainer, and rates and qualifications of firm and personnel categories. Scores under each criteria were averaged and the averages were combined for final ratings. The final ratings show a combined score of 16.88 out of a possible 25 points for One Cool Earth, and 22.64 out of a possible 25 points for Science Discovery.

CRITERIA SCORES		WEIGHT	O.C.E. SCORE	SCI DISC SCORE	NOTES
RATER 1		0.20	3.36	4.97	
RATER 2		0.20	3.39	4.59	
RATER 3		0.20	3.08	4.29	
RATER 4		0.20	3.19	4.33	
RATER 5		0.20	3.85	4.46	
OVERALL SCORE		1.00	16.88	22.64	
TOTAL POSSIBLE		1.00	25.00	25.00	

Based on the unanimous ratings by the five panelists, staff is recommending that a single contract be awarded to Science Discovery who bid on both scopes of work, K-12 and general public education. The firm received more points in each of the seven criteria. The proposal exhibited a wide breadth of past work, attention to analytics and measurable

program success, and understanding of the goals and values of the IWMA as exhibited through provided sample work plans. Should the recommendation be approved, contract negotiations will take place between Science Discovery, the IWMA, and legal counsel with an anticipated effective date of July 1, 2023.

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**RECOMMENDATION:**

That your Board approve firm selection Science Discovery, authorize the Executive Director to negotiate a contract award on behalf of the IWMA Board, and authorize the Board President to sign and execute the contract.

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**FISCAL IMPACT:**

The Science Discovery proposal includes a work plan customized to fit the budgets identified in the RFP: \$65,000 for K-12 education and \$35,000 for general public education. The final scope and cost of work will be proposed in a presentation of the IWMA budget to the IWMA Board of Directors for discussion and direction in June 2023.

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**ATTACHMENTS:**

- A. RFP for Waste and Recycling Community Education Programs
- B. Proposal from One Cool Earth
- C. Proposal from Science Discovery



**Request for Proposal**  
**For Waste and Recycling Community Education Programs**  
for the San Luis Obispo County  
Integrated Waste Management Authority

**RFP Released:**

**January 27, 2023**

**RFP Submission Deadline:**

**Monday, February 27  
at 3:00 PM**

**San Luis Obispo County IWMA  
870 Osos Street  
San Luis Obispo, CA 93401  
805.782.8530**

**[W: www.iwma.com](http://www.iwma.com)**

**[E: jlane@iwma.com](mailto:jlane@iwma.com)**

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## **SECTION I - INTRODUCTION AND BACKGROUND**

### **A. Introduction**

The San Luis Obispo County Integrated Waste Management Authority (IWMA) invites interested firms (Proposers) with a minimum of five (5) years of experience administering solid waste and recycling education programs to fulfill state mandated school and/or general public education requirements on behalf of the IWMA. Proposers may bid on one or multiple sections of the Scope of Services of this Request for Proposal (RFP).

The objective of this request is to provide IWMA agencies with a successful and cost-effective education program compliant with the requirements of California's State-adopted solid waste and recycling legislation, including SB 1383. A selected firm will serve at the pleasure of the Board of Directors of the agency and under the discretion of the IWMA Executive Director. It is anticipated that the selected firm will enter into a professional service agreement for a term of five (5) years, with an opportunity for up to two (2) additional consecutive two (2) year extensions subject to decision by the IWMA Board of Directors.

All proposals must be received by, on, or before Monday, February 27 by 3:00PM. The preferred method for proposal submission is electronic via [jlane@iwma.com](mailto:jlane@iwma.com). However, if you wish to submit a paper copy, please submit it in a sealed envelope to:

Peter Cron, Executive Director  
SLO County IWMA  
870 Osos Street  
San Luis Obispo, CA 93401

### **B. Background**

The IWMA is a government entity formed through a Joint Powers Agreement governed by an eight-person Board of county wide elected officials. The IWMA Board of Directors consists of seven incorporated City Council representatives and one Special District representative. The Board of Directors oversees the IWMA office and its mission to provide coordinated efforts to comply with state waste and recycling policy on behalf of San Luis Obispo County member agencies through practical, cost-effective programs, education, and technical support.

The IWMA is the regional leader for all matters related to solid waste regulation. The agency administers diversion programs and prepares, maintains, adopts, and implements Integrated Waste Management Plans and other state mandated requirements on behalf of Member Agencies. The IWMA also manages outreach and education efforts, hazardous/universal waste collection, and safe material handling on behalf of Member Agencies. The IWMA Board contracts with the Executive Director who



oversees all other staff in planning and implementing regional solid waste, recycling, and hazardous waste programs.

Upon formation of the IWMA and ratification of the Joint Powers Agreement, the IWMA provides coordinated efforts to comply with state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support. The IWMA oversees development and implementation of programs mandated by AB 939, AB 1826, AB 341, and SB 1383 as well as requirements of the Source Reduction and Recycling Element (SRRE) of the IWMA's Integrated Waste Management Plan (Plan), a crucial component to AB 939 compliance. Each solid waste and recycling law adopted by the State of California requires jurisdictions to conduct and report on education and outreach to local communities.

The IWMA is looking to hire a qualified firm to work closely with IWMA Staff to develop, implement, and maintain a comprehensive education and outreach program that aims to increase participation in recycling of curbside and organic waste consistent with the State of California's Short Lived Climate Pollutants strategy, as well as reduce contamination in curbside organic and commingled recycling containers. The IWMA is looking to hire a qualified firm to bid on one or both of the following scopes of service:

1) K-12 Education

Will focus efforts on school education to meet the needs of the SRRE and SB 1383. This component will produce and provide resource materials, ideas, and technical assistance for K-12 schools who would like to incorporate recycling and solid waste education into their classroom curriculum. This program should also be designed to meet the needs of the State Board of Education California Next Generation Science Standards recognized by the National Research Council wherever practical.

Proposals for the K-12 Education work program *may* include:

- Class presentations (virtual or in-person)
- Field trips (virtual or in-person)
- Collaboration with school administrators to develop on-campus recycling programs, edible food waste recovery programs, and waste reduction policies

2) General Public Education

Will focus efforts on general public and adult populations through the development of education and outreach materials. This component requires direct presentations and clear and concise messaging.

Proposals for the General Public Education work program *may* include:

- After hour workshops

- Home Composting Classes
- Community Event Presence at Cultural Events and Farmers Markets
- Presentations to Member Agencies and other IWMA Stakeholders
- Presentations to Multi-Family Residences
- Presentations to Senior Housing Centers

## **SECTION II – QUALIFICATIONS AND BUDGET**

### **A. Qualifications**

The IWMA is seeking a firm committed to providing a comprehensive education and outreach program for a minimum term of five (5) years.

Desired qualifications include that the bidder responding to this RFP must:

- be familiar with the function and purpose of Joint Powers Authorities;
- have experience administering public outreach programs;
- have experience administering school education programs; and
- have knowledge of California and federal solid waste management regulations.

### **B. Estimated Budget**

The annual budget for the first year shall be \$65,000 for the K-12 curriculum and \$35,000 for the general public education. The budget shall only be adjusted in accordance with the IWMA Board approved budget setting policy.

## **SECTION III - PROJECT OBJECTIVE AND SCOPE OF SERVICES**

### **C. Project Objective**

Through collaboration with IWMA staff, the selected firm will develop, implement, and maintain a waste and recycling community education program and brand identity that meet the state requirements and the IWMA's Strategic Plan Objective of providing consistent community education on waste reduction and recycling throughout the County.

A successful program would:

- Increase awareness of, and participation in, established waste diversion programs by residents in the member jurisdictions throughout the County.
- Coordinate activities to promote education of recycling, source reduction, reuse, and composting.
- Incorporate non-English speaking populations in target audiences.
- Bring recycling into schools through strategic curricula.

- Promote increased participation in recycling programs.
- Develop a campaign that works with the local service providers and facilities to address the current needs of public education as it relates to SB 1383.
- Develop a campaign that focuses on greater community participation in IWMA programs and engages the public through meetings and virtual outreach materials.

#### **D. Scope of Services**

The selected firm will generate conceptual education and outreach ideas, engage stakeholders, and develop and reflect consistent regional recycling and waste messaging all in close collaboration with IWMA staff. The selected firm(s) will provide research, analysis, and recommendations to sufficiently accomplish the project objectives as stated above.

At a minimum, the scope of work shall include:

##### K-12 Education

- Work with IWMA staff to update education and outreach opportunities and needs as they arise.
- Quarterly, provide IWMA staff with a schedule of events and projects pertaining to the program.
- Maintain an ongoing strategic plan regarding who and what educational opportunities the firm is providing.
- Develop programs that are specific to meeting the education requirements for students that focus on AB 939, AB 341, AB 1826, and SB 1383.
- Create programs focused on reducing container contamination.
- Develop and produce education materials that address the proper disposal of Household Hazardous Waste, Universal Waste and Electronic Waste.
- Develop presentation materials that educate students on how landfills manage solid waste.
- Develop resource materials that educate students on short lived climate pollutants and the benefits of creating a circular economy.
- Develop education and outreach materials for students regarding edible food recovery that address county wide efforts in managing food insecurity.
- Create engaging and multi-lingual education materials to educate students on proper disposal habits.
- Create digital presentations that can be used in classrooms of various age groups.

##### General Public Education

- Develop programs that demonstrate the various recycling, composting, and waste reduction options available to the different communities within the SLO county IWMA.
- Develop programs that are specific to meeting the education requirements for the public that focus on AB 939, AB 341, AB 1826, and SB 1383.
- Create programs focused on reducing container contamination.
- Develop and produce education materials that address the proper disposal of Household Hazardous Waste, Universal Waste and Electronic Waste.
- Programs that focus on local facility capabilities in sorting and processing recyclables and organics.
- Develop presentation materials that educate the public on how landfills manage solid waste.
- Develop resource materials that educate the public on short lived climate pollutants and the benefits of creating a circular economy.
- Develop education and outreach material for the public regarding edible food recovery that address county wide efforts in managing food insecurity.
- Work with IWMA staff to update education and outreach opportunities and needs as they arise.
- Create engaging and multi-lingual education materials to educate the public on proper disposal habits.
- Provide at least ten (10) in-person educational presentations to Member Agency groups as requested.
- Quarterly, provide IWMA staff with a schedule of events and projects pertaining to the program.
- Maintain an ongoing strategic plan regarding who and what educational opportunities the firm is providing.

### **SECTION III - TIMELINE AND SUBMITTAL INSTRUCTIONS**

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestones dates may be adjusted without notice.

#### **A. Timeline**

<b>DATE - 2023</b>	<b>EVENT</b>
Friday, January 27	RFP release date
Thursday, February 9	Pre-proposal phone conference at 10:00 a.m.. (PST)

Tuesday, February 14	Deadline to submit written questions due by 3:00 p.m. (PST)
Monday, February 27	Proposals due by 3:00 p.m. (PST)
Monday, February 27 – Friday, March 3	Preliminary screening process complete, including reference checks
Wednesday, March 8	Board consideration and approval of staff recommended firm (including proposer presentation, if requested)
Thursday, March 9 – Thursday, March 23	Negotiate and finalize contract
Friday, March 24	IWMA Board President signs contract (if applicable)

## **B. Proposal Format and Content Requirements**

All proposals must include, and will be evaluated on, the following criteria:

### **1. Intent of Proposal**

Identify whether the firm is proposing bids for one or both scopes of work (K-12 and/or general public education.)

### **2. Qualifications of Firm and Personnel**

Including:

- Detailed scope of services that reflects the firm's understanding of the IWMA's requirements
- Description of the firm and personnel assigned to this program
- Statement of qualifications and experience
- Summary of previous experience with public agencies relating to solid waste and recycling

### **3. Identify Existing and Potential Conflicts of Interest**

List all current public clients in San Luis Obispo County for which the firm provides service. To the extent they are reasonably foreseeable, please indicate any actual or potential conflicts of interest that might arise from the firm's partnership with the IWMA. Please outline the manner in which conflicts would be resolved, mitigated, or avoided.

### **4. Samples of Past Work**

Submit at least two (2) samples of work related to each scope of work being proposed.

### **5. Sample Proposed Work Plan**

Based on prior experience and familiarity with the IWMA's existing programs and needs, present a sample work plan including types of education and outreach, location, intended audience(s), timelines, ideal number and titles of staff assigned to each proposed task, and the objectives or goals for each named task. *The IWMA staff will work closely with the selected firm to define the actual work plan more narrowly. This proposed work plan is required for submittal of a proposal but is not binding.*

### **6. Local and/or State Government Client References**

List two primary references of the firm who would manage the proposed educational program(s). Please include contact information for references and permission to contact those references. Additional professional references may be provided.

### **7. Budget, Retainer, and/or Rates**

Include an estimate of a rate or retainer for all proposed services that would be the basis for monthly invoices during the life of the contract with the IWMA. All

hourly rates, fees, and reimbursable costs must be clearly stated. Anticipated costs per rate should be identified. Billing preferences should also be clearly stated as retainer or hourly rate.

#### **8. Additional Information**

Include the location of the firm and the availability of appropriate professionals as needed. Identify any other related qualifications and information not specified in this RFP which the firm may consider to be essential and relevant to the IWMA.

#### **C. Questions**

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to [jlane@iwma.com](mailto:jlane@iwma.com) with the email subject line of: **QUESTIONS - Education RFP** by **February 14**, 3:00 p.m. (PST). Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days. Questions and responses will be posted (anonymously) on the IWMA website: <https://iwma.com/about/requests-for-proposal/>. The IWMA reserves the right to determine the appropriateness of comments/questions that will be posted on the IWMA website.

#### **D. Submittal Instructions**

If you or your firm is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe (pdf), to [iwma@iwma.com](mailto:iwma@iwma.com) with the email subject line of: **PROPOSAL - Education RFP**, by **February 27**, 3:00 p.m. (PST).

### **SECTION IV - RFP PROPOSAL EVALUATION AND SELECTION PROCESS**

#### **A. Criteria Weight**

The proposals shall be reviewed based on the following criteria and scale. One of the most important criteria are the qualifications of the firm and the costs of services. The goal is to contract with a firm that is qualified and cost-effective:

- 1. Intent of Proposal:** 5% - bidding on one or both proposed scopes of work. The IWMA gives preference to a firm that can fulfill both proposed scopes of work.
- 2. Qualifications of Firm and Personnel:** 20% - expertise, experience, and capability of the proposer to provide outstanding education services in alignment with the Agency's goals.
- 3. Samples of Past Work:** 15% - evidence of successes and previous program breadth.
- 4. Sample Proposed Work Plan:** 20% - reviewed for quality and potential impact.
- 5. Additional Information:** 5% - location of firm and availability of appropriate professionals as needed for presentations or other circumstances. Other information may be provided as well.

**6. Local and/or State Government Client References:** 15% - reference checks.

**7. Budget, Retainer, and/or Rates:** 20% - overall cost of the proposal and the levels of service the IWMA can expect to receive from the proposer.

Proposals will be reviewed upon receipt and the most qualified firms may be requested to make a presentation to the IWMA Executive Committee and/or full Board. The recommendation of IWMA Staff will also be presented to the IWMA Executive Committee and/or full Board for approval of selection.

### **B. Final Selection**

IWMA Staff will formulate its recommendation for award of the Contract and forward its selection to the full Board for approval. The final contract will be signed by the IWMA Board President.

### **C. Contract Award and Execution**

The IWMA reserves the right to enter a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer. The IWMA reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposer and does not obligate the IWMA in any manner. The IWMA reserves the right to award no contract and to solicit additional offers at a later date.

Each proposer, by submitting a proposal, agrees that if the IWMA accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will not be considered. Proposers may be disqualified, and the proposal may be rejected by the IWMA for any of, but not limited to, the following reasons:

- Failure to properly respond to the Request for Proposal (RFP).
- Evidence of collusion among the proposers submitting the proposals.
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the proposer may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The RFP document and the successful proposal, as amended by agreement between the IWMA and the successful proposer, including e-mail or written correspondence



relative to the RFP, may become part of the contract documents. Additionally, the IWMA may verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the IWMA determines that a change in such requirements is in the best interest of the IWMA.

The IWMA expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter a contract with the IWMA. If the successful proposer fails to sign a contract within fifteen (15) business days, unless the IWMA grants an extension, following the delivery of the contract documents, the IWMA may elect to negotiate a contract with the next-highest ranked proposer.

The IWMA shall not be bound, or in any way obligated, until both parties have executed a contract. The selected proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules, and regulations. The IWMA reserves the right to request additional written and/or oral information from proposers at any time before contract award, to obtain clarification of their responses.

## **SECTION V - GENERAL CONDITIONS**

### **A. IWMA Rights & Options**

1. All proposals must be submitted to the IWMA email address: [jlane@iwma.com](mailto:jlane@iwma.com) with the email subject line of: **PROPOSAL – Education RFP** in Adobe (pdf) format by **February 27 at 3:00 p.m. (PST)**. **Late proposals will not be considered.**
2. All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
3. This RFP does not constitute an offer of employment or contract for services.

4. The IWMA may, in its sole and absolute discretion, accept or reject all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, if the IWMA determines such action to be in its best interests.
5. The IWMA reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
6. The issuance of this RFP does not constitute an agreement by the IWMA that any subsequent selection process will occur, or that any contract will be entered into by the IWMA. Proposals and other materials will not be returned.
7. The IWMA has the right to use any or all ideas or concepts presented in any proposal or interview without restriction and without communication to all applicants.
8. All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
9. All proposals shall remain firm for one hundred twenty (120) days, following the closing date for receipt of proposals.
10. The IWMA reserves the right to award the contract to the firm who presents the proposal which, in the judgment of the IWMA, best accomplishes the desired results.
11. The term of the contract will be five (5) years from the determined start date. The contract may be renewed at the discretion of the IWMA for up to two consecutive two (2)-year periods. Any request by the firm to increase pricing may not exceed national or regional CPI and must align with the IWMA's budget cycle.
12. Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in a proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the IWMA during subsequent negotiations.
13. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6250 et seq., all "public records" (as defined in

the Act) of a local agency, such as the IWMA, must be available for inspection and copying upon the request of any person. Under the Act, the IWMA may be obligated to provide a copy of all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial, or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

***NOTICE:*** *The data on pages \_ of this response identified by an asterisk (\*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the IWMA considers proper under the law. If an agreement is entered into with the proposer, the IWMA shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

14. The IWMA will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless the IWMA in any action arising out of such dispute, lawsuit, claim, or demand.
15. The proposer warrants that no official or employee of the IWMA has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the IWMA.
16. Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, firm or corporation submitting a separate proposal for the same service and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals which are submitted by firms who have partnered with others to submit a cooperative

proposal that clearly identifies a primary contractor and the associated sub-contractors.

17. Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code, § 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations, § 7285, et seq.).

**Nondiscrimination:** The proposer, regarding the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of any potential subcontractors.

18. Unforeseen additional items and/or services may be required. The IWMA therefore reserves the right to negotiate with the successful proposer for additional items and/or services beyond what is described in the final contract.

## **B. Changes to the RFP**

This RFP is posted on the IWMA's website: <https://www.iwma.com/about/requests-for-proposal/>. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the IWMA. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant added information during the response period. The IWMA is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any proposer who has already submitted their proposal and desires to make corrections, may remove and replace their proposal up to the date and time for which this RFP closes.

## **C. Communications**

All communications concerning this RFP shall be directed to [jlane@iwma.com](mailto:jlane@iwma.com) with the email subject line of: **Education RFP**. All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

After the solicitation has closed, proposers can view the RFP on the IWMA website where any available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to [jlane@iwma.com](mailto:jlane@iwma.com) with the email subject line of: **QUESTIONS - Education RFP**.

## **D. Insurance**

The selected proposer will be required to provide insurance coverage in the amount of one million dollars (\$1,000,000) Commercial General Liability Insurance, and two million dollars (\$2,000,000) of Professional Liability Insurance.

INSURANCE REQUIRED	COVERAGE LIMITS
Commercial General Liability & Property Damage	\$1,000,000 Per Occurrence
Professional Liability	\$1,000,000 Per Occurrence \$2,000,000 Aggregate
Auto Liability / Property Damage / Bodily Injury	\$1,000,000 Per Occurrence
Workman's Compensation & Disability Benefits	\$1,000,000 Per Occurrence

The selected proposer shall provide, within five (5) days after the contract for services is executed by all parties, a certificate of liability insurance naming the IWMA and its employees and officers as additionally insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the IWMA.

**E. Exceptions and Deviations**

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations". The IWMA may waive any immaterial deviation or defect in a proposal.

**F. Award**

The IWMA reserves the right to make awards within One Hundred Twenty, (120) days after the date of the RFP closing.

# One Cool Earth | IWMA Waste Program - School Education Application

**RFA Applying For:** SLO County IWMA - Waste and Recycling Community Education Programs

**Organization Name:** One Cool Earth

**Executive Director and/or Program Contact Person:**

Greg Ellis - Proposal Liaison  
PO Box 150  
San Luis Obispo, CA 93406  
Phone: (760) 382-5164  
grege@onecoolearth.org

Katharine Rondthaler-Krieg - Executive Director  
PO Box 150  
San Luis Obispo, CA 93406  
Phone: (805) 242-6301  
kathariner@onecoolearth.org

## 1. Intent of Proposal

Scope of Work: K-12 School Education only

## 2. Qualifications of Firm and Personnel

### Scope of Services

One Cool Earth is a community-based nonprofit that has operated outdoor classrooms to teach environmental education since 2001, operating exclusively in San Luis Obispo and Northern Santa Barbara counties. One Cool Earth launched our waste education programming in 2015 in Paso Robles, and has since integrated waste education with our weekly on-campus outdoor classroom curriculum and expanded the program to 29 schools throughout our region. One Cool Earth proposes to support IWMA's compliance with waste management laws (including, but not limited to AB 939, AB 341, AB 1826, SB 1383 and the Source Reduction and Recycling Element (SRRE) of the IWMA's Integrated Waste Management Plan) by providing school education programming which promotes public awareness of, and participation in, recycling, source reduction, and composting programs. All One Cool Earth curriculum is aligned to Next Generation Science Standards to ensure relevance to school curriculum pathways.

In addition to teaching recycling, composting, and source reduction at schools through interactive lessons, OCE engages students to improve campus waste practices and strengthen students' educational experience. Beginning with a student-run waste audit that quantifies and categorizes a day's waste for an entire campus and a school-wide assembly to share the audit results and discuss solutions, students implement waste reduction campaigns (such as promoting reusable water bottles and lunch packaging, or advocating with school leadership to replace styrofoam) and lunch-time waste sorting to increase recycling and composting. Students in our Green Team take on campus leadership roles to oversee an after lunch waste sorting station that maximizes diversion, increasing campus-wide recycling by 50% and promoting thoughtful waste disposal habit-building every day of the school year for thousands of

students who participate in school lunches. In addition, students operate on-campus composting bins (including vermicompost and heap composts style systems) to divert school lunch waste into useful fertilizer for the school garden.

Besides reaching students directly, our program also advocates with teachers, custodians and administrators to improve purchasing practices and implement waste reduction and diversion policies. To this end, we distribute and consult with school staff based on our original waste-themed Best Practices Manual for Schools which was developed through a federal grant with the National Oceanic and Atmospheric Administration.

We have translated all of our curriculum into Spanish and hire bilingual educators to teach at two dual-immersion elementary schools (Georgia Brown in Paso Robles and Pacheco in San Luis Obispo).

### **One Cool Earth Organizational Structure and Key Staff**

Because One Cool Earth works intensively on 29 school campuses maintaining hundreds of relationships with superintendents, curriculum directors, principals, teachers, and volunteers, as well as reaching 11,000 students with over 3200 in-person lessons during the 2022-23 school year, we require a robust leadership team as well as talented and dedicated educators.

#### Board of Directors

The Board of Directors oversees fiduciary and legal responsibilities of maintaining the nonprofit, as well as works with staff to develop and achieve the organization vision, mission and goals.

*Maria Kelly, MA* - President, Atascadero, CA, MA in Leadership/Community Relations

*Mark Monday* - Treasurer, San Luis Obispo, CA, Technology/Leadership

*Shawna Whitfield, MA* - Secretary, Arroyo Grande, CA, Teacher/MA in Education

*Victoria Carranza* - Director, Atascadero, CA, Nonprofit Consulting/Doula

*Tony Pastore* - Director, Morro Bay, CA, Manager of Energy Business Development at Central Coast Community Energy

While they oversee the organization, they will not be directly involved in this project.

#### Leadership Team

The Leadership Team carries out day-to-day work to operate the organization and implement the vision, mission and goals.

*Katharine Rondthaler-Krieg, MS, Sustainable Food Systems - Executive Director* - Ms.

Rondthaler-Krieg will manage relationships with school campus leadership, manage program design, maintain evaluations and ensure program content and implementation meets all standards and goals.

*McKenna Lenhart, BS, Environmental Science - Program Director* - coordinates educational programming, supporting educators with training, materials, and quality control.

*Miranda Daschian, BS, Psychology/Ethnic Studies - Communications Manager* - implements marketing, outreach and communications plan as well as manages office, insurance, payroll and bookkeeping.



*Greg Ellis, BA, English - Grant Manager* - develops funding proposals and manages grant compliance and reporting.

These staff will be directly involved in this proposal.

### Educators

Twelve educators teach lessons and conduct lessons and project-based learning with students at 29 schools. Educators work one to two days per week at each school to teach an average of 3 lessons per day as well as maintain outdoor classrooms, provide extension activities to teachers that build off of lessons, support lunch-time Green Team student clubs and manage composting. We have capacity to expand the hours of these educators and hire additional educators to meet all lesson delivery requirements for this proposal. We hold an annual training as well as weekly professional development meetings to ensure program consistency and quality across the many sites where we work. Educators are overseen by our Program Director and Program Manager who provide support and feedback as well as a tri-annual review of their work.

Five key educators will be assigned to IWMA work:

*Sergio Corona-Munoz, MA Agricultural Education - Lead Educator* - Mr. Corona-Munoz holds a Master's degree in Agricultural Education from Cal Poly. He teaches in outdoor classrooms and supports curriculum updates and development and is bilingual in English and Spanish.

*Christopher Apple, B.S., Environmental Engineering - Lead Educator* - Mr. Apple is a credentialed science teacher and supports curriculum updates as well as educator training.

*Celeste Geary, B.S. Sustainability Studies - Lead Educator* - Ms. Geary teaches environmental lessons at the elementary school level and is bilingual in English and Spanish.

*Maddie Schechter, B.S. Environmental Management and Protection - Lead Educator* - Ms. Schechter teaches environmental lessons at the middle school and elementary levels.

*McKenzie Holtog, 9 years environmental education experience - Lead Educator* - Ms. Holtog teaches environmental lessons at the elementary school level.

Additional educators with qualifications and experience in natural resource management, environmental studies, sustainability, and teaching may be hired and/or assigned to this project as needed, with IWMA approval.

Resumes of all staff involved (names and summaries listed above) in the project are attached.

### **Relevant Experience**

Since 2001, One Cool Earth has worked with tens of thousands of students in San Luis Obispo and Northern Santa Barbara Counties. In addition to one-time, drop-in lessons, we create year-round, ongoing programs that deeply involve students in campus waste-related projects while also teaching standards-based science lessons related to waste. Some highlights of our work include:



Atascadero Unified School District - Over the past four years the school district has contracted with One Cool Earth to pay a partial fee for our services (the remainder of our costs are covered by fundraising, grants, and partner contracts). We have worked closely with the Superintendent and Curriculum director to support their educational goals at nine district schools. From building outdoor classrooms to developing and integrating standards-based curriculum, OCE reaches over 2000 Atascadero students with over 700 lessons per year (an average of nine lessons per student). Key projects included installing or updating gardens at all schools; instituting after-lunch waste sorting run by students to increase recycling and composting by 50%; installing composting systems at each site to fully process lunch-waste organics; and facilitating student-run waste audits at each school. A student group that was part of the program successfully petitioned the district to replace styrofoam lunch trays with compostable trays. The program also resulted in Atascadero schools winning Green Ribbon School awards at the state and national level.

National Oceanic and Atmospheric Administration - For nine years, One Cool Earth has received highly competitive NOAA grant funding to provide watershed-education programming, growing the program from five initial school sites to the current 29. Our program teaches the importance of recycling, composting, proper waste handling, as well as waste reduction and litter prevention with the goal of improving watershed health. Funding paid for the development of 24 lessons that can be taught in outdoor classrooms to help students understand ecosystem processes, material lifecycles and the environmental impacts of solid waste. Each lesson is linked to Next Generation Science Standards for grades K - 12, ensuring that lessons complement school curriculum. Currently, the program reaches 11,000 students, teaching over 3000 lessons per year and operating on-campus programs. NOAA funding also paid for the development of a school waste manual to highlight best-practices for students, teachers and administrators to reduce solid-waste impacts on campus as well as a Zero Waste visual and video guide to help schools create lunchtime recycling and composting programs. The program was implemented at 16 schools in SLO County in 2016. The program has been recognized by CalRecycle, the California Native Plant Society, SPOKES, HealSLO, Atascadero Mutual Water Company, California Urban Forests Council, SLO County, the State Assembly and Senate as well as featured on NOAA media releases for its success. Through the program, we have also joined and are regular contributing members of the local Marine Protected Area Collaborative, the Ocean Literacy Program, and the San Luis Obispo County Food Systems Coalition.

### 3. Potential Conflicts of Interest

We have educational contracts with the County of SLO's Waste and Stormwater Divisions, Nipomo Community Service District and Oceano Community Service District that support our costs at specific school sites. Our contracts with districts and schools include: Paso Robles Joint Unified School District, Atascadero Unified School District, San Miguel Unified School District, schools within San Luis Coastal Unified School district, schools within Lucia Mar Unified School District, and schools within Coast Union School District. These schools pay a partial fee

for service for our educational programming, and we raise the remaining funds from grants, donations, and other contracts.

One Cool Earth is not currently aware of any conflicts of interest, and will regularly review potential conflicts of interest, including the following:

1. Personal financial gain by board members, employees or other insiders.
2. Board members or employees having business or personal relationships with vendors, suppliers or contractors providing services or products to the nonprofit.
3. Personal interests of board members or employees taking priority over the interests of the nonprofit and its mission.
4. Board members or employees participating in decisions that may benefit their own interests or the interests of their family members.
5. Acceptance of gifts, donations or other benefits that could compromise the integrity of the organization.
6. Use of the organization's resources for personal benefit or for purposes not related to the mission.

Ultimately One Cool Earth intends to avoid conflicts of interest by maintaining transparency and unbiased decision making, creating and delivering well-defined programs. We carefully account for programming costs to ensure that our contracts pay only for services defined in our contractual agreement. Hence, we can ensure that if awarded an IWMA contract, funding from that contract will only be used at IWMA jurisdiction schools for services specifically defined in our contract with IWMA.

## 4. Samples of Past Work

**Title:** [Zero Waste Program for Schools](#)

**Background:** In 2016, through a competitive National Oceanic Atmospheric Administration grant, One Cool Earth developed educational materials, curriculum and direct educational programming to help schools reduce their environmental impact through source reduction, recycling and composting. We implemented the program at 16 SLO County schools. Our educational resources (How-to's and curriculum) were also adopted by the NOAA education department and promoted nationally. Students involved in our Green Teams, through letter writing and presentations to district leadership, also successfully replaced styrofoam lunch trays for the entire Atascadero School District during the program.

**Link to program resource:** <https://www.onecoolearth.org/zero-waste.html>

**Link to related curriculum:** <https://www.onecoolearth.org/curriculum.html>

**Title:** [Marine Debris Best Practices Manual for Schools](#)

**Background:** During 2020 we received another competitive National Oceanic Atmospheric Administration grant, this time to create a manual to help institutionalize source reduction, recycling, composting, and litter pickup/prevention at schools. Our graphically appealing and

easy-to-use manual supports all levels of the school institution, from purchasing, cafeteria, facilities, to classrooms and leadership, recommending actions and policies and sharing case studies from local schools that have successfully piloted the recommendations. We have provided consultations to 28 SLO County schools utilizing this manual.

**Link to resource:**

[https://www.onecoolearth.org/uploads/6/3/1/4/63140405/marine\\_debris\\_prevention\\_manual\\_final\\_1\\_.pdf](https://www.onecoolearth.org/uploads/6/3/1/4/63140405/marine_debris_prevention_manual_final_1_.pdf)

## 5. Sample Proposed Work Plan

Our programming will be offered to K-12 schools county-wide within the IWMA jurisdiction. We will reach students with direct educational programming and will consult with school leadership, teachers and administration to provide curriculum resources, waste management guidance and implementation support. Based on the budget available for this proposal, we would divide our work into three phase:

### **Phase 1: Collaboration Launch**

Timeline: April - May 2023

Key Staff: Executive Director, Program Director, Lead Educators, Communications Manager

Goals and Objectives: Work with IWMA staff and stakeholders to develop a plan that details what lessons, school waste consultations, and other waste-focused activities are needed to fulfill IWMA's goals and legal obligations. We will determine a suitable work plan within the budget constraints—as a nonprofit we are able to stretch dollars further by utilizing unrestricted matching grants and school fee-for-service funding.

### **Phase 2: Lesson/Material Creation**

Timeline: June - Aug. 2023

Key Staff: Executive Director, Program Director, Lead Educator, Communications Manager

Goals and Objectives: Utilizing our own existing materials and lessons as well as materials/lessons created as the intellectual property of IWMA by past educational service providers, we will incorporate Phase 1 feedback to revise existing lessons/materials and create new ones as needed. Next Generation Science Standards-based lessons (reviewed by staff with a Masters in Education). We will also create any necessary outreach materials to market best practices or programming to the school community. All materials and curriculum will be reviewed and approved by IWMA staff, with iterative improvements made as needed.

### **Phase 3: Implementation**

Timeline: Aug. 2023 - June 2024

Key Staff: Program Director, Lead Educator, Communications Manager, Educators

Goals and Objectives:

1. Promote programming to all schools in the IWMA jurisdiction.
2. Provide in-person and/or virtual waste-focused lessons and activities for students. We also may be able to increase the number of lessons delivered based on the availability of matching funding through other grantors and foundations.

3. Consult with all interested school district and site administrations to support waste management policies and systems that reduce waste sources and increase recycling and composting. These include working with school purchasing, cafeterias, curriculum directors, etc.

This phase-based work plan can be reiterated each year as needed to update/revise materials and continue program delivery, or continue in the Implementation Phase. Given the IWMA's school education budget, we anticipate providing a minimum of 500 lessons per year, and up to 1000 based on the availability of matching funding.

One Cool Earth provides a variety of options to reach students at all schools in the IWMA jurisdiction through two avenues:

1. For schools with established One Cool Earth programming and outdoor classrooms, we already offer an embedded, year-long program at the following school sites and can easily scale and include waste lessons based on IWMA funding availability:

Cambria Grammar School	Santa Rosa Elementary
Oceano Elementary	San Benito Elementary
Nipomo Elementary	Cappy Culver Elementary
Harloe Elementary	Lillian Larsen Elementary
Baywood Elementary	Kermit King Elementary
Pacheco Elementary	Georgia Brown Elementary
C.L. Smith Elementary	Glen Speck Elementary
Hawthorne Elementary	Winifred Pifer Elementary
Paloma Creek High School	Virginia Peterson Elementary
Atascadero Middle School	Pat Butler Elementary
Monterey Road Elementary	Lewis Middle School
San Gabriel Elementary	Liberty Continuation High School

We anticipate expanding our embedded waste programming to even more schools in the IWMA jurisdiction over the next five years. We anticipate a lower cost per lesson to engage with these schools as we already have necessary contacts and scheduling to disseminate new content and information efficiently.

2. For schools that do not currently participate in our full, year-long program (i.e. schools not listed above), in order to ensure equitable distribution of programming, we will offer drop-in, in-person or virtual, ~1-hour lessons that fit with teacher schedules. We will also provide consultations to support implementation of our waste management best practices manual. We will conduct outreach to all of these schools through email, mailers, and direct drop-off of program menus to school sites and teachers.

## 6. Local and/or State Government Client References

**Reference:** Tom Butler, Superintendent - Atascadero Unified School District -  
tombutler@atasusd.org - (805)462-4200

**Context:** One Cool Earth has worked with Mr. Butler since 2015, instituting year-round waste management policies, education, and systems in all his district's elementary schools. We also supported the development of a district Sustainability Plan, approved by the board, setting long-term waste reduction and diversion goals.

**Reference:** Christy Kehoe - California Regional Coordinator of National Oceanic and Atmospheric Administration Marine Debris Program - christy.kehoe@noaa.gov -  
(561)762-3271

**Context:** Ms. Kehoe oversaw One Cool Earth's development of a waste prevention manual for schools. She leveraged the manual, which was developed in the context of SLO Co. schools, using it nation-wide as an NOAA educational resource.

## 7. Budget & Rates

We will bill IWMA on a quarterly basis at the following fee rates:

### Adapting Existing Lessons

*Description:* We will revise or update our existing waste curriculum or curriculum provided by IWMA to include required messaging and compliance goals. Lessons can be virtual or in-person.

*Lesson Duration:* 45 min - 1 hour

*Cost per lesson to adapt curriculum and materials:* \$1000 - \$4000 per lesson (Costs may vary depending on the extent of adaptation required and new/revised supplemental materials, such as graphic design, video, multimedia and props—we will bill at an hourly rate of \$80 plus any additional design and material costs)

*Includes:* lesson curriculum, graphic design, supplemental materials, lesson prop revisions, review by credentialed teacher with MA in Education

### New Lesson Development

*Description:* We will create an engaging, hands-on, new lesson that incorporates required messaging and compliance goals. Lessons can be virtual or in-person

*Lesson Duration:* 45 min - 1 hour

*Cost per lesson to develop curriculum and materials:* \$3000 - \$6000 per lesson (Costs may vary depending on supplemental materials such as video, multimedia and lesson props—we will bill at an hourly rate of \$80 plus any additional design and material costs)

*Includes:* lesson curriculum, graphic design, supplemental materials, multimedia (such as videos and web presence), and lesson prop fabrication, integrated with Next Generation Science Standards, reviewed by a credentialed teacher with a MA in Education.

### Virtual Lesson Delivery

Description: We will deliver virtual lessons to schools as needed tailored to create an engaging hands-on experience using appealing graphical content as well as engaging activities for students.

Lesson Duration: 45 min - 1 hour

Cost per lesson to deliver: \$90

#### In-Person Lesson Delivery

Description: We will deliver in-person lessons to schools that are hands-on, engaging, and support IWMA goals and legal obligations.

Lesson Duration: 45 min - 1 hour

Cost per lesson to deliver: \$125

#### School Waste Consultation

*Description:* We will meet with school administration, facilities, cafeteria directors, etc. as requested to provide best practices and support waste management implementation including source reduction, recycling and composting. We can scale our involvement as needed and requested within a budget acceptable to IWMA.

*Duration:* Minimum 1 hour, flexibility for longer consultations and as needed

*Cost per consultation:* \$125 for first hour, \$75/hour for additional hours.

#### Administration

We do not have any additional administrative overhead for the services listed in this section and will not bill for administration fees.

#### Travel Expense

Travel expenses for lessons are not included in the fixed fee for services and will be billed at the federal reimbursement rate. Because our educators are located throughout the county and often live near the schools where they work, we expect to be able to minimize travel expenses.

## 8. Additional Information

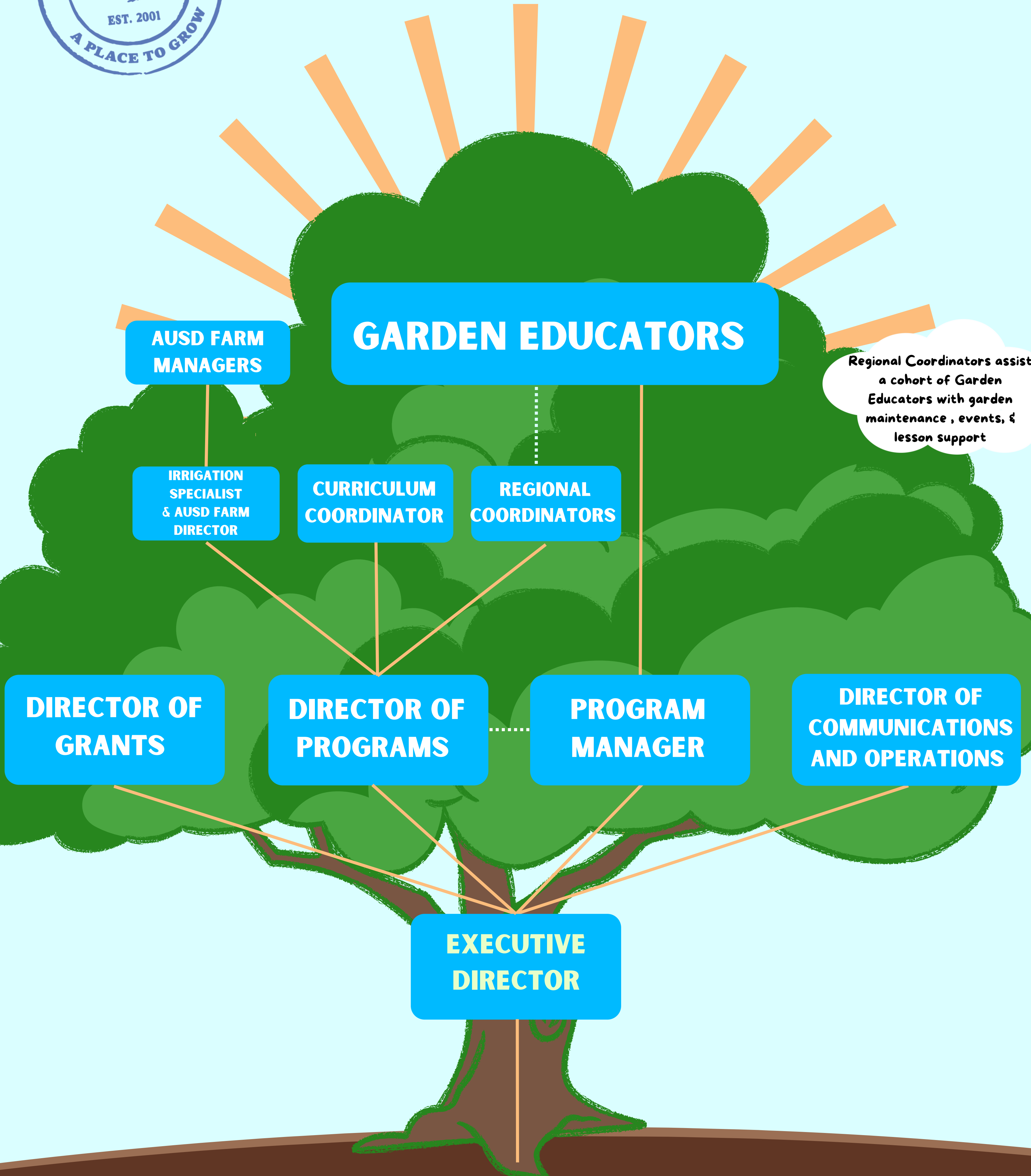
One Cool Earth is based in San Luis Obispo County with staff living throughout the county, including: Los Osos, Morro Bay, San Luis Obispo, Atascadero, Arroyo Grande, and Templeton. We currently maintain a staff of 18 and have the ability to hire new, qualified staff if additional roles are required to successfully accomplish work. Our organization includes two individuals with Master's Degrees in Education, ensuring qualified professionals to oversee programming and curriculum development. We also have several bilingual staff and educators who can develop and deliver Spanish language lessons as needed.

We have attached an organizational chart to better illustrate our organizational structure.





# ONE COOL EARTH ORGANIZATIONAL CHART



**THE BOARD OF DIRECTORS**



# ONE COOL EARTH

## ROLES AND RESPONSIBILITIES

### EDUCATION TEAM

#### REGIONAL COORDINATORS

- Supports a small cohort of educators with garden maintenance projects, events, lesson support, and more

#### CURRICULUM COORDINATOR

- Collects feedback and assists with development of new curriculum
- Assures curriculum meets NGSS standards

#### GARDEN EDUCATORS

- Responsible for implementation of our Garden Education Program
- Provide quality lessons and care for our gardens
- Coordinate with teachers
- Host community events

#### IRRIGATION SPECIALIST

- Assist with garden build projects and garden infrastructure maintenance

#### AUSD FARM STAFF

- Supports all farm needs including growing and harvesting food for AUSD, education, and infrastructure projects

### LEADERDSHIP TEAM

#### DIRECTOR OF PROGRAMS

- Manages and maintains partnerships
- Manages curriculum and performs program quality control
- Hires, trains and evaluates Education Team
- Leads program evaluation
- Ensures that grant requirements are met

#### PROGRAM MANAGER

- Manages Garden Educators
- Supports with garden maintenance and projects
- Materials procurement
- Supports Educators with events, curriculum and lesson delivery

#### DIRECTOR OF GRANTS

- Writes and submits grants to secure funding for programing
- Communicates with staff about grant requirements
- Submits necessary reports
- Assists with budgeting and program evaluation

#### EXECUTIVE DIRECTOR

- Does Strategic Planning for the Organization
- Leads decision making within the Organization
- Communicates with the Board of Directors
- Builds relationships with key partners and foundations

#### DIRECTOR OF COMMS & OPERATIONS

- Manages Contracts
- Creates and executes communication strategy
- Manages online presence
- Plans and executes annual fundraisers
- Administrative Lead

### THE BOARD OF DIRECTORS

Advises and supports the Executive Director in making executive decisions, strategic planning and financial accountability. Involved in fundraising and community building.



# Katharine Rondthaler Krieg

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(415) 802-4144 | krondthaler@gmail.com

## Experience

**Santa Clara University** **Santa Clara, CA**  
*Adjunct Lecturer* **3/2019-Present**

- ENVS191 Urban Agriculture Practicum, ENVS196 California Foodscapes, ENVS132 Agroecology

**Half Acre Honey** **Santa Clara, CA**  
*Owner and Beekeeper* **3/2016-Present**

- 6 seasons experience as a small-scale sustainable apiary selling honey and beeswax products locally
- Manage 20+ colonies producing over 2000 pounds of honey per year
- Teach beekeeping workshops including: Beekeeping and Colony Dynamics and Pollinator Gardens

**Santa Clara University - The Forge Garden** **Santa Clara, CA**  
*Garden Manager* **8/2015-Present**

- Manage crop production for ½-acre Certified Organic garden growing ~5000lbs of produce annually with weekly farm stand and donations to student food pantry
- Expanded the Bronco Urban Garden (BUG) program from 1 to 3 garden locations, including 2 elementary schools and a local women's shelter
- Worked with university stakeholders to develop Sustainable Food Systems Minor including syllabus for two academic courses
- Grew academic engagement through faculty outreach resulting in visits to the garden from 16 academic departments with 75 classes yearly
- Developed and secured funding for a scaffolded student engagement model including paid apprentice program, quarterly internship, student-led club and Glean Team.
- Raised \$50,000 from private donors to build an outdoor kitchen and workshop space
- Obtained Organic certification for The Forge Garden through CCOF
- Started the Forge Garden Advisory Board consisting of 12 members including university faculty, staff, students, donors, and community members

**Education Outside** **San Francisco, CA**  
*Garden Educator / Curriculum Developer* **1/2014-7/2015**

- Developed curriculum to be used across 40 schools in the San Francisco Unified School District within Education Outsides outdoor classrooms in alliance with NGSS
- Taught weekly outdoor science lessons for K-5th grades in a Title 1 school with a large number of students that have experienced trauma at home and in their community
- Expanded garden by securing grants from Rebuilding Together, Lowe's, and Bayview HEAL Zone
- Created and supported sustainability programs within the school including weekly walk to school days, lunchroom composting, and shared savings energy program
- Completed 300 hours of training and professional development in areas including horticulture, classroom management, cultural and conflict competence, and peer-to-peer mentorship

**Full Circle Farm** **Sunnyvale, CA**  
*Farm Crew Team Member* **5/2011-1/2013**

- Maintained farm and performed tasks including: soil/ bed preparation, propagation, tree pruning, direct sowing and transplanting, irrigation, weed control, integrated pest management, harvesting, and farmers market sales

**HEAL Project**  
**Garden Instructor**

**Half Moon Bay, CA**  
**12/2010-6/2012**

- Instructed 2nd and 3rd grade students through delivery of The HEAL Project curriculum, that encourages healthy lifestyles by involving children in growing and cooking their own food
- Led 4th & 5th graders in Garden Club Farmers Market sales at the Half Moon Bay Farmers Market
- Developed social media outlets to encourage community awareness and involvement

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**Education**

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**Green Mountain College**  
**MA Sustainable Food Systems**

**Poultney, VT**  
**2019**

- Capstone project: Sustainable Food Systems Minor at Santa Clara University

**University of California Santa Cruz**  
**BA Environmental Studies and Biology**

**Santa Cruz, CA**  
**2010**

- Life Lab Garden Classroom Science Exploration Intern
- UCSC Arboretum/ CA Native Plant Society Intern
- Seymour Marine Center Intern

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**Volunteer Work, Certifications, and Awards**

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**Volunteer Work:** WWOOF - England | Itapoa Rainforest Reserve - Ecuador | MendiHill Estate - Argentina | Homesafe Women's shelter - Santa Clara | Conscious San Jose - San Jose

**Certifications:** SCUBA | Infant, Child, & Adult CPR/First Aid | 200 hour Yoga teacher certification

**Awards:** SCU Staff Recognition 2021 - Spirit of Ignatius Award | CHESC 2019 - Sustainability Innovations: Utilizing Campus Farms for Interdisciplinary Studies and Planning | Girl Scouts of America - Silver and Gold Awards

# McKenna A. Lenhart

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## Education

Bachelors of Science Degree in Environmental Science, Minor in Fine Arts at California Lutheran University 2017

- 6 months study abroad at the University Of Cape Town, South Africa
  - Courses: Global Climate Change, Xhosa Language, The Physical Environment 2016
- Permaculture Design Certification, Quail Springs 2017
- Grant Writing Certification, Cuesta College 2018
- Graphic Design Course, Cuesta College 2019

## Experience (Past seven years)

### Program Director, One Cool Earth

Garden-based education non-profit in San Luis Obispo County

July 2019 - present

- Design and build school gardens
- Hire and manage a team of 10 staff and oversee programming in 23 schools
- Develop NGSS-aligned curriculum
- Design and implement evaluation processes
- Strategic planning and implementation
- Manage relationships with community partners and school districts
- Program Recruitment with new partners
- School garden consultant

### Americorps VIP (Volunteer Infrastructure Project), One Cool Earth

September 2018-July 2019

- Designed and implemented a volunteer plan and procedure. As a result of this project, I recruited a large number of volunteers who served over 650 volunteer hours during my term.
- Designed and constructed a school garden at Laguna Middle School as well as facilitated an after school program.
- Created garden-based curriculum and taught lessons that introduced zero waste techniques, water wise methods, and nutrition classes to over 400 students throughout the school year.
- Served as a graphic designer for the organization's small apparel line
- Planned and organized the annual training for new staff members

### Job Coach, Achievement House

October 2017- June 2017

- Coached adults with disabilities in a plant nursery, garden and hydroponics facility for the purpose of building professional skills so that one day they might have the opportunity to land a job in the community.

### Permaculture Consultant

September 2017; one-time job in Montrose, Colorado.

- Served an individual in need of a new design for his stream bed by creating a report that addressed the environmental factors of the area and which plants would be both aesthetically pleasing and advantageous in the area of choice.

### **Manager, SLOVeg**

January 2017 - August 2017

- Managed a CSA-type company by overseeing employees, opening and managing accounts with local farmers, packing produce boxes and ensuring quality control.

### **Employee, California Lutheran Community Garden**

August 2016- December 2016; California Lutheran University

- Organized and led events, planted, harvested, and maintained the area thus providing healthy, free options for students to receive food.

### **Employee, California Lutheran University Health Services**

January 2015-January 2016; Thousand Oaks, California

- Filed charts, stocked the pharmacy, and cleaned exam rooms at the health services facility at California Lutheran University.

### **Intern, *Friends of Clayoquot Sound***

July 2015- August 2015; Tofino, Canada

Environmental activism organization that focuses on preserving the natural watersheds of British Columbia.

- Composed environmental reports on local watershed areas in which development was proposed.

## **Achievements**

### **College:**

- Dean's List 2013-2016
- Environmental Award of Excellence
- Early Graduation with Cum Laude

## **Technical Skills**

### **Proficient in:**

- Adobe Illustrator
- Canva
- Google Drive
- Word/Pages

# Miranda Daschian

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## EDUCATION

**Cal Poly, San Luis Obispo — *B.S. Psychology, Ethnic Studies minor***

September 2017 - December 2019

**Cuesta College, San Luis Obispo — *A.A. Psychology***

August 2015 - May 2017

## EXPERIENCE

**One Cool Earth — *Communications and Operations Manager***

September 2022 - present

- I manage operational tasks within the organization such as record keeping and documentation. I also moderate and create content for all of One Cool Earth's social media outlets, such as Instagram and LinkedIn.

**Movement for Life Physical Therapy — *Office Manager***

December 2021 - September 2022

- In my role I was responsible for managing customer service and scheduling related to treatment and insurance billing.

**Cuesta College, San Luis Obispo, CA — *Assistant Coach***

January 2020 - July 2021

- My duties included coaching, recruiting, mentorship, and meet organization for the Cuesta College cross country and track teams.

**Not Your Average Nutritionist, San Luis Obispo, CA — *Intern***

August 2018 - December 2019

- As an intern I helped moderate eating disorder recovery groups led by Libby Parker, R.D. I edited and created blog posts and YouTube content relating to nutrition and health education, and also assisted with outreach on Cal Poly's campus.

**Cal Poly, San Luis Obispo, CA — *Research Assistant***

January 2018 - March 2019

- I worked on two research projects at Cal Poly: in the Psychology department under Dr. Julie Rodgers and in the Kinesiology department under Dr. Sarah Keadle. I assisted Dr. Rodgers with data collection in a study relating to minority health on campus, and completed SPSS analysis for Dr. Keadle in a study relating to post-cancer patient health outcomes.

**VOLUNTEER**

**New Life K9s Service Dogs, Office Volunteer — 2019 - 2021**

**Nike Running, Summer Camp Counselor — 2019**

**SLO Yoga Center, Children's Center Assistant — 2018 – 2019**

## Relevant Experience

**Grant Manager** One Cool Earth 501(c)(3) [www.onecoolearth.org](http://www.onecoolearth.org) San Luis Obispo, CA, 2009 – Present

- Write and Manage successful grants totaling in excess of \$4.5M from federal, state and local governments as well as private foundations.
- Manage annual budget of \$550,000, identifying and winning grants to fund all programming.
- Develop relationships with private foundations to increase funding amount and duration.

**Executive Director** One Cool Earth 501(c)(3) [www.onecoolearth.org](http://www.onecoolearth.org) San Luis Obispo, CA, 2009 – 2018

- Founded and Managed nonprofit programs related to environmental education.
- Developed all strategy documents and organizational structure in collaboration with board members and community.
- Grew annual budget from \$3,000 to \$350,000 over 10 years.
- Served as first paid employee, expanding to hire and managing a staff of 15.
- Led development, funding and operation of educational program that taught 2000 lessons per year at 19 public schools, reaching 3500 students with intensive, 10-part lessons & field trips.

**Independent Consulting** Self-Employed, San Luis Obispo, California, 2010 - Present

- **Grant Writing** - Identified, researched and wrote grants for four private individuals and nonprofits, working to craft a compelling appeal to funders as well as direct funding to specific program needs.
- **Agricultural Planning** - Designed and implemented a three-acre model orchard for a private landowner that uses native, drought-resistant plantings and rainwater catchment ponds to entirely avoid groundwater use. Researched sustainable hydroponics unit for private landowner.
- **Biomass Research** - Designed and carried out biomass resource inventory of the county as part of a larger assessment of local energy resources.
- **Life Cycle Assessment** - Conducted research and emission accounting to assess cradle-to-grave environmental impacts of mineral-based cleaner.
- **Permaculture Instructor** - Co-founded, organized and co-taught modular permaculture course to reduce cost of certification, increase accessibility, and highlight local sustainability efforts. The 72-hour accredited course graduated 50 students in 2013/14.

**Board of Directors** Paso Robles Food Co-op, Paso Robles, California, 2015 - 2017

- Oversaw legal compliance and strategic planning and decision-making.
- Recruited 200 founding members.

**Board of Trustees** Environmental Center of San Luis Obispo, California, 2010 – 2012

- Participated in strategic planning and community outreach.
- Developed board communications and decision-making processes.

## Education

**2019-Present** Part-time student of piano at Berklee College of Music Online, GPA: 3.97

**2018-2019** Associates degree in Jazz Studies (piano)

**2013 - 2014** Audubon Society TogetherGreen Conservation Leadership Fellowship

**2012** Permaculture Certification, Permaculture Institute

**2011–2012** AmeriCorps Volunteer Infrastructure Program

**2008–2010** Completed 166 units towards M.S. in Materials Engineering at Cal Poly, GPA: 3.39

**2003–2008** B.A. in English, California Polytechnic San Luis Obispo, California, GPA: 3.67

## Languages

Spanish - Conversational in writing and speaking.

# Sergio Corona-Munoz

San Luis Obispo, CA 93401  
951-956-9640  
sergiocorona45@yahoo.com

## EXPERIENCE

### **One Cool Earth, San Luis Obispo, CA— Garden Education Manager / Regional Coordinator**

Fall 2021 - Present

I serve as the bridge between local school partners and our organization in which I help to construct and maintain school gardens at partner sites. Once established I act as an on site educator managing multiple classes throughout the day delivering garden based lessons that align with NGSS science standards.

Additionally, as regional coordinator I manage a team of like minded educators in my district providing training, scheduling, and resource support when needed.

### **Woods Humane Society, San Luis Obispo, CA— Animal Care Specialist**

September 2020 - 2021

Each day I work to provide the safest and least stressful environment for the animals in my care. This includes routine cleaning of kennels as well as daily walkins and rotating dogs between play yards. Additionally I interact with guests daily by counseling potential adopters in order to find a dog that would fit their lifestyle best.

### **Fowler Museum / Hammer Museum, Los Angeles, CA — Student Educator**

Fall 2018 - Spring 2020

I work with k-12 teachers and museum staff in order to create group specific educational tours that emphasize discussion based learning as a supplementary experience to bolster classroom learning.

## Volunteer Work

### **Learning Among the Oaks (LATO), San Luis Obispo, CA - Curator of Wildlife Images - 2021 - Present**

In this position I manage all photos taken by our various wildlife cameras. Using said photos I also curate LATO's "Wildlife Wonders Webpage" with the goal of providing the public an online platform to learn about local fauna.

## EDUCATION

### **University of California Los Angeles, Los Angeles —**

Bachelor's Degree in Geography and Environmental Studies, Cum Laude

### **California Polytechnic State University, San Luis Obispo**

Master's of Agricultural Education

## SKILLS

- Experienced in animal handling and care
- Curriculum Design
- ArcGIS and Remote Sensing
- flora and fauna identification

## Languages

English, Spanish

## Relevant Coursework:

Geography M117 / 111 - Ecosystem and Forest Ecology

Geography 168 - Intermediate GIS

Education 531 - Social Justice Education

Education 523 - Integrative Approach to Curriculum



# Christopher Apple

christopher.onecoolearth@gmail.com | 805 538 3020

---

## **Education at Cal Poly, San Luis Obispo:**

### **Single Subject Credential Program, Science Grades 6-12, 2018-19, 3.9 G.P.A.**

- Observed and then co-taught 7th Grade Life Sciences at Templeton Middle School
- Relevant Courses: Curriculum and Inquiry in Public Schools, Responsive Teaching in a Diverse Classroom, Literacy + Language + Culture in the Classroom, Social + Historical + Ethical Perspectives on Education
- CA Teaching Credential including English Learner Authorization valid through 2024

### **B.S. Environmental Engineering, 2012-17, 3.2 G.P.A.**

- Minors: Gender, Race, Culture, Science, and Technology + Ethics, Public Policy, Science, and Technology
- Relevant Courses: World Food Systems, Solid and Hazardous Waste Management, Environmental Health and Safety, Industrial Pollution Prevention, Groundwater Hydraulics and Hydrology, and Geotechnical Engineering

## **Experience:**

### **One Cool Earth - Garden Educator Manager (2021-22)**

- Maintained and enhanced aesthetics, organization, and educational capacity of each garden
- Built relationships with students and staff at each site
- Creatively taught Earth Genius curriculum, including Food Forest, Water Wise, and Zero Waste concepts

### **Paso Robles High School - Science and Engineering Teacher (2019-20)**

- Taught Honors Science Academy I and Honors Robotic and Mechanical Engineering
- Led high school students in demonstrations and activities as STEAM Night Coordinator at elementary schools
- Led weekly three hour meetings and led my team at competitions as Robotics Club Advisor for 20 students

### **Student Club Liaison for Cal Poly's College of Engineering (2015 – June 2017)**

- Liaison for 50+ engineering student clubs and the College of Engineering
- Enhanced the capacity and equity of a funding program for engineering students and clubs
  - Developed detailed publication of the club funding program impact
  - Annual program funding increased from \$15,000 to \$45,000

### **Student Fee Initiative Committee for Civil and Environmental Engineering Department (2015 – June 2017)**

- Committee Chair (2016 – June 2017)
  - Led a team of six students, two faculty members, and two department staff members to award department funds to students and student clubs, about \$45,000 annually
  - Led committee in revising the way we acquire information from and communicate with student groups to make it a more transparent, equitable, and learning-centered process

### **Upward Bound Summer Academy at Cal Poly - Biology Teacher and Project Manager (Summer 2019)**

- Led six teachers and 40 students through an immersive summer-long team project

### **Engineers Without Borders USA – Cal Poly Student Chapter (2012-17)**

- President (2014–15)
  - Led 200-member organization with 25-person officer board and about \$200,000 annual budget
  - Awarded EWB-USA Premier West Coast Regional Chapter (2015)
- IMPACT Coordinator (2013–14)
  - Led 12-person team that brought together 450 volunteers to contribute 2,300 hours of service through over 30 projects in two consecutive weekends
- Malawi Program Team Member (2013–17)

### **National Oceanic and Atmospheric Administration's Earth System Research Lab in Boulder, CO (Summer 2017)**

- Research placement through Cal Poly's Student Teacher and Researcher (STAR) program
- Researched and presented on the history of the Greenhouse Gas (GHG) group and current scientists' thoughts on climate change politicization, large geoengineering projects, and preventing further harm to Earth's climate

### **Robert Noyce Scholars Program – Cal Poly (2018-19)**

- About five Cal Poly faculty and eight students within a broader community who discussed how to create more equitable school communities and more enriching opportunities for students
- Program awarded funds for Cal Poly's credential program, two conferences, and teaching materials

# CELESTE GEARY

ADVOCATE FOR THRIVING ECOLOGY

## CONTACT

**P** (805) 635 5008  
**E** celeste@onecoolearth.org  
**L** Los Osos, California

*This colonized city sits on land traditionally under the stewardship of the Salinan and Chumash people. This land was forcefully stolen from the Salinan and Chumash. I offer my respect and presence to them and their kin: past, present and emerging.*

## EDUCATION

University of California, Riverside  
B.S. sustainability studies, 2021  
philosophy minor

Tantra Yoga Instructor  
200 hours  
Durga's Tiger School | Quito, 2022

Select Courses: *Intersectionality, Ecology & Community Design; Witches, Magic and Religion; Sound & Senses; Nature and Spirit Connection*

## PRACTICES

Spanish Fluency & Cultural Competency  
Yoga and Meditation *Tantra, Ashtanga, Kundalini*  
Community Organizing  
Construction *Traditional and Alternative Methods*  
Revolutionary Love  
Adobe CC 2021

## SELECT EXPERIENCE

- |                |   |                |  |
|----------------|---|----------------|--|
| <b>2021</b>    | <b>One Cool Earth</b><br>Regional Coordinator<br><br><i>Teaching NGSS aligned lessons at elementary school level in English and Spanish</i><br><br><i>Building and tending to school gardens</i><br><br><i>Organizing the school community for work parties, mindfulness practice and family cooking nights</i> | <b>2019-20</b> | <b>Lake Perris SRA</b><br>Park Interpretive Specialist<br><i>Organizing, advertising and leading weekly naturalist events for all ages virtually and in person</i><br><br><i>Boosting and diversifying event attendance through flyer translation and outreach</i> |
| <b>2018-21</b> | <b>Avant Gardener</b><br>Gardener<br><br><i>Growing culinary herbs, flowers and delicacies for farm-to-table restaurants on the Central Coast</i><br><br><i>Composting, planting, watering and harvesting crops at local wineries, greenhouses and homes</i>  | <b>2019-20</b> | <b>Carbon Neutrality Initiative</b><br>Climate Action Fellow<br><br><i>Collaborated with the R'Garden and the Riverside Master Composters to bring vermicomposting to campus</i><br><br><i>Green Zine creator and contributor</i>                                  |
|                |   | <b>2017-21</b> | <b>The Nature Conservancy</b><br>Volunteer Data Collector<br><i>Collecting and analyzing field data regarding the flora of Santa Cruz Island in order to monitor the island's ongoing changes</i>  |



# Madeline Schechter

1449 Ridge Rd. | Templeton, CA 93465 | (805) 835-6375 | madieschechter@icloud.com

## EDUCATION:

**California Polytechnic State University, San Luis Obispo, CA**  
**Bachelor of Science in Environmental Management and Protection**  
**Minor: Child Development**

*September 2016-December 2020*

**University of Montana, Missoula, MT**  
**Bachelor of Science in Environmental Science**  
(National Student Exchange Study Away Program)

*August 2019-December 2019*

## WORK EXPERIENCE:

**One Cool Earth, San Luis Obispo County, CA (Garden Teacher)**

*August 2021-Present*

- Build and maintain school gardens
- Teach nutrition and environmental science lessons to K-5th graders in the garden
- Communicate with teachers, principle and community members
- Organize events for the school and community in the garden

**Paradise Place Preschool, Crested Butte, CO (Teacher)**

*December 2020-August 2021*

- Cared for and kept safe 9-12 students, ages 3-4
- Emphasized social, emotional development
- Created lesson plans, took documentation

**Bliss Cafe, San Luis Obispo, CA (Lead)**

*March 2017-July 2020*

- Trained new employees
- Managed up to 6 other workers each shift
- Waitressed, barista, bussed tables, baked, took orders on a Square Up system, opened and closed the restaurant

**University of Montana Catering, Missoula, MT (Student Caterer)**

*July 2019-December 2019*

- Served food and drinks at sporting events, weddings, parties, etc.
- Set up, decorated and took down events

## COMMUNITY INVOLVEMENT:

**The Guadalupe Dunes Center (Intern)**

*April 2018-June 2019*

- Taught botany and oceanography to students, K-6<sup>th</sup> grade, in San Luis Obispo County in multiple different after-school/summer programs 3-4 hours a week

**Land Conservancy of San Luis Obispo (Intern)**

*September 2018-December 2018*

- Guided 3<sup>rd</sup>-5<sup>th</sup> graders around SLO county on hikes, taught about the oak woodland ecosystems 4-5 hrs a week
- Contributed to Learning Among the Oaks program curriculum

**Sprout Up (Volunteer Instructor)**

*Fall 2017-June 2018*

- Taught environmental science to 1<sup>st</sup> and 2<sup>nd</sup> graders at schools around San Luis Obispo County once a week

## REFERENCES:

**McKenna Lenhart:** Program Manager at One Cool Earth  
**Ben Poswalk :** Executive Director at Paradise Place Preschool  
**Dara Stepanek:** General Manager at Bliss Cafe  
**Sara Bigelow:** Supervisor at University of Montana Catering

Phone: (720) 331-0515  
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Phone: (360) 204-0794

# MACKENZIE HOLTOG

661-619-0761

[mackpowell@gmail.com](mailto:mackpowell@gmail.com)

7435 Pinal Ave.  
Atascadero, CA  
93422

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## PROFILE

Aspiring educator with a deep love for all things gardening, sustainable living, wellness, food justice, and creating hands-on learning opportunities. Experience teaching and volunteering with a number of school garden organizations and working with children in educational settings. Possesses strong communication and self-management skills, as well as an attitude towards curiosity, growth, and collaboration.

## EXPERIENCE

### **Garden Educator, One Cool Earth; Atascadero, Ca. — 2022-Present**

- Instructs elementary-aged students on two public school campuses in science-based school garden curriculum, after-school programs, and additional environmental stewardship programs.
- Oversees and maintains school gardens.

### **Garden Education Assistant (Volunteer), Oakland Based Urban Gardens (OBUGS); Oakland, Ca. — 2014**

- Worked weekly with inner-city kindergarten students in school garden.
- Assisted in preparation and instruction of school garden curriculum, including preparing materials and working with small groups on various gardening tasks such as watering, planting, harvesting, and weeding.

### **Cooking Instructor Assistant (Volunteer), The Berkeley Public School Gardening and Cooking Program; Berkeley, Ca. — 2013**

- Assisted instructors in after-school program teaching families cooking skills and nutrition information through preparing a healthy weekly meal with seasonal produce.

### **Garden Education Assistant (Volunteer), The Edible Schoolyard Project at Martin Luther King Jr. King Middle School; Berkeley, Ca — 2013**

- Helped school garden instructors implement instruction of various academic subjects through experiential learning in the garden. Examples of topics/projects include composting, beekeeping/pollinators, companion planting, as well as completing practical garden tasks.

### **Certified Massage Therapist, Inner-Action Sports Rehab and Chiropractic; Walnut Creek, Ca — 2010-2015**

- Conducted a thriving medical massage therapy practice providing massage and wellness services to a large and diverse client base.

## **EDUCATION**

**National Holistic Institute, Emeryville, CA.— Certification in Massage Therapy, 2010**

**University of California Los Angeles, Los Angeles, Ca. — World Arts & Cultures (Dance Emphasis), 2009**

## **SKILLS**

- Gardening/ Composting/ Irrigation Installation
- Nutrition/ Seasonal Cooking
- Permaculture/Food Forest Design
- Excellent with Children



Request for Proposals

# Waste and Recycling Community Education Programs

February 27, 2023

Proposed to:

**San Luis Obispo County  
Integrated Waste  
Management Authority**

870 Osos Street  
San Luis Obispo, CA 93401

Proposed by:

**Science Discovery**

265 Prado Road #6  
San Luis Obispo, CA 93401



Connecting People With Their Environment



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Connecting People With Their Environment

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

Dear Selection Committee:

Science Discovery is pleased to submit the following proposal to the San Luis Obispo County Integrated Waste Management Authority (IWMA) as the contractor for Waste and Recycling Community Education Programs, K-12 Education, and General Public Education.

The Science Discovery team is well-positioned to plan and implement IWMA's standards and expectations for K-12 Education and General Public Education to meet the needs of the SRRE and SB 1383. With our extensive experience and familiarity with school and public education within the County we have provided over 24,000 environmental education programs during the past twenty years.

Science Discovery has invested robustly to provide the infrastructure required to support an array of client needs for the present and future. This includes vans for transporting education materials, storage for client materials, a "fix it" center to do on-site repairs, and a studio to provide virtual programs. The Science Discovery facility is 2,500 square feet and is available to host client meetings.

The Science Discovery education team looks forward to working with the IWMA and providing exemplary program development, support, and implementation for K-12 Education and General Public Education.

Sincerely,

A handwritten signature in blue ink that reads "Michael di Milo". The signature is fluid and cursive, written over a light blue circular stamp.

Michael di Milo  
Principal, Science Discovery  
Mike@MyScienceDiscovery.com  
Office: 805.781.8341  
Cell: 805.602.2150





1

# INTENT OF PROPOSAL

## INTENT OF PROPOSAL

**Science Discovery is submitting proposals for K-12 school education and public education. Both scopes of work are integral to the overall objectives of the Integrated Waste Management Authority and its member jurisdictions. As such, we believe that school and public education programs will work best and most efficiently if they are coordinated, leveraging resources, labor, and planning, creating an economy of scale that will be highly beneficial to the San Luis Obispo County IWMA.**

Science Discovery understands the challenges of designing and implementing a cost effective education program to be compliant with the assortment of California State adopted solid waste and recycling legislation. We have decades of experience helping our clients meet legislative education mandates for both school and public education. Science Discovery will leverage this experience with the assistance of key subconsultants to provide a creative, goal oriented, and measurable approach to K-12 and general public education.

### **Benefits of the Science Discovery Skills and Approach:**

- A twenty-five year track record of developing and implementing education programs
- An award winning school education program
- Organizational leadership with over 30 years experience in solid waste and recycling
- A team of school educators who receive the highest evaluation ratings from local teachers
- Collaboration with public education consultants to leverage experience in similar programs with proven outcomes
- Centrally located office and studio
- Extensive training program for educators
- Quick response time to client requests

**Science Discovery looks forward to crafting a K-12 and general public education program that expands school and community outreach for the San Luis Obispo County Integrated Waste Management Authority consistent with its strategic plan and member jurisdiction goals.**





## 2

# QUALIFICATIONS OF FIRM AND PERSONNEL

### QUALIFICATIONS OF FIRM AND PERSONNEL

Science Discovery was founded in 1996 by Michael di Milo. The business is a sole proprietorship and operates from a 2,500-square-foot facility in San Luis Obispo, California. The Science Discovery site has an office, broadcast studio, and workshop sections dedicated to the needs of its clients.

Our company's principal focus is to provide professional school and public education outreach services to jurisdictions that require assistance in recycling education, solid waste education, and sustainability. The company tagline, Connecting People With Their Environment, encapsulates the overall spirit of what we do.

#### Project Understanding

Science Discovery understands that the San Luis Obispo County Integrated Waste Management Authority (IWMA) is seeking a K-12 education and general public education contractor that is experienced with a diversified background in solid waste, recycling, and organics management in California. We also understand that the chosen contractor must know about local ordinances and California and federal laws pertaining to solid waste management regulation.

We understand that IWMA is seeking a firm that can not only write a cogent proposal but has the skill, assets, and high standards to execute the proposal at an exemplary level with a budget efficient approach.

In order to clearly show our proposal's coverage of the requirements listed in the RFP we have created Tables 2A and 2B listed in the APPENDIX. These tables address how Science Discovery's proposal meets the requirements outlined in the RFP Section III D for both K-12 Education (2A) and General Public Education (2B) and are in the appendix of this proposal.

## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

The Science Discovery Team is uniquely qualified for the scope of work requested by the San Luis Obispo County Integrated Waste Management Authority. This claim is made on five substantial foundations, listed under general experience below.

### General Experience

1. The Science Discovery staff has 90+ years of in-class and field trip experience with learners of all ages. Our audiences range from kindergarten-college, community groups, and business organizations.
2. Science Discovery education staff members average 14 years of teaching experience in environmental education, which is unparalleled in San Luis Obispo County.
3. The Science Discovery team has developed innovative and unique education programs in subject areas including recycling, composting, waste reduction, and solid waste management. This includes designing and fabricating teaching manipulatives, displays, and museum-style exhibits. Specific examples are given later in this proposal.
4. Science Discovery has delivered over 24,000 classroom programs, hundreds of field trips to local landfills, and dozens of community group presentations in San Luis Obispo and Santa Barbara Counties.
5. Science Discovery serves 73 public schools and private schools in San Luis Obispo County and 21 schools in northern Santa Barbara County.

### Specific Experience

1. Science Discovery has developed class presentations, hands-on learning materials, field trips, and museum-style exhibits related to recycling and solid waste learning education objectives. Science Discovery staff have unparalleled experience with conducting both in person and virtual field trips to Cold Canyon Landfill and MRF, the Chicago Grade Landfill, and the Kompogas Anaerobic Digester Facility. Our expertise in this category allows us to conduct field trips to these facilities safely, effectively, and for a wide audience of learners from school aged children to adults.

In 2021 Science Discovery received the Outstanding School Recycling Program Award from the California Resource Recovery Association for its outstanding work in San Luis Obispo schools.



## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

2. During the Covid Pandemic, Science Discovery quickly pivoted to providing virtual educational and engaging recycling programs to students. Our first virtual program was completed on April 3, 2020, just three weeks after schools closed their doors. We wanted to reach as many students as possible during distance learning and its many phases: students learning from home, students learning from classrooms when visitors were still not allowed, and finally the return to classrooms and all the hoops involved in being approved to visit. Video tutorials were also created to educate teachers how to best receive virtual programs with their students in the classrooms.



Teacher tutorial for participating in virtual programs

### School and Public Education Basic Staff Training for IWMA Outreach

All Science Discovery staff receive training on the topics below at no cost to the San Luis Obispo County Integrated Waste Management Authority:

#### Background / Agencies / Haulers / Organizations

- Purpose and Function of Joint Power Authorities (JPA's)
- History of San Luis Obispo County IWMA, 1994-Present
- Haulers and their jurisdictions in San Luis Obispo County
- Resource Conservation and Recovery Act (RCRA)
- California Department of Resources, Recycling and Recovery (CalRecycle)
- U.S. Environmental Protection Agency (EPA)
- NGO's: CRRA, CAW, NRC, CPSC, etc.....

#### Solid Waste / Recycling / Organics

- Landfill Operations
- Material Recovery Facilities (MRF)
- Compost Facilities (A.D. and Windrow)
- Household Hazardous Waste / Universal Waste
- Ride-Along on a residential recycling or organics route
- Takeback Programs
- All IWMA Ordinances

#### Education

- School Districts in San Luis Obispo County
- Preparation for Admittance into a School
- Presentation Techniques for Classrooms and Field Trips
- Classroom Management
- Field Trip Safety / How to Work with School Bus Drivers
- Virtual Presentation Technology and Techniques



### **Summary of Previous Experience, Public Agencies Relating to Solid Waste & Recycling**

#### **City of Santa Maria, Utilities Department 2008-Present**

Science Discovery designed and implemented a school recycling education program for the City of Santa Maria. The education program serves the entire Santa Maria-Bonita School District with over 17,000 students in grades K-8.

The school education outreach by Science Discovery includes programs about recycling, composting, food waste recovery, paper use, marine debris, and landfill field trips (virtual and in-person). The Science Discovery education team completes approximately 330 programs each year for the City of Santa Maria.

This scope of work for the City of Santa Maria also includes developing videos, e-newsletters for outreach to teachers, administrative tasks and other communications with teachers and City of Santa Maria Staff.

#### **Public Works Department, County of San Luis Obispo 2022-Present**

Science Discovery provides solid waste, recycling and composting education programs for the Public Works Department, County of San Luis Obispo. This school education program is administered to 22 public and private schools (grades K-12) in the unincorporated areas of San Luis Obispo County, including Cal Poly San Luis Obispo and Cuesta College.

The Scope of Work Includes:

- Create teacher E-newsletter with video trailer
- Schedule class programs for virtual and in-class presentation per teacher demand
- Design and implement school assembly about food waste recovery
- Provide on-line access for teacher evaluations of all programs
- Reporting school outreach statistical data to the Public Works Department

#### **San Luis Obispo County Integrated Waste Management Authority, 1996-Present**

Science Discovery assumed responsibility for the IWMA education program from its original education program coordinator in 1996. At that time, approximately 100 school programs each year were being delivered county-wide. Science Discovery expanded the program to over 900 class programs and 100+ field trips per year delivering a wider variety of education content helping the agency increase solid waste diversion goals per AB 939.

In 1999 Science Discovery was tasked by IWMA with planning and implementing an 800 square foot education center at the Cold Canyon Processing Facility (MRF). Our team designed eight exhibits with interactive features on topics of landfills, plastics, Household Hazardous Waste, and Organics among others. The education center became an instant favorite with teachers and students, creating increased demand for the landfill/recycling center field trip.

In 2016 Science Discovery was asked to help implement education to businesses regarding mandatory commercial recycling (AB 341) and mandatory commercial organics recycling (AB 1826). Science Discovery provided key support during the infancy of these programs creating a variety of fliers, checklists, and educational handouts for business groups. Additionally, Science Discovery provided staffing specifically dedicated for direct outreach to businesses within San Luis Obispo County to ensure implementation of the new State of California mandates.

From 2016 to the present Science Discovery has provided the San Luis Obispo County Integrated Waste Management Authority with expanded commercial recycling, public education and school education services.

Public education services include staffing events such as Earth Day Festivals, Repair Cafe events, Community Service District events, and City sponsored events such as the Climate Party sponsored by the City of San Luis Obispo in August of 2022.

### **Experience with Joint Powers Authorities and Government Agencies:**

Science Discovery has worked with a Joint Power Authority since 1996. As the incumbent school education contractor for San Luis Obispo County IWMA, Science Discovery staff has an unparalleled understanding of the agency's history, function, and requirements.

Science Discovery also works for city government, county government, and community service districts throughout the Central Coast of California.

The Science Discovery team is mindful that its scope of work is generally a small (but important) function of the overall mission of our JPA and government clients. As a result, we work to provide them with educational programs and services that exceed expectations while requiring a minimum of maintenance or administration from each client.

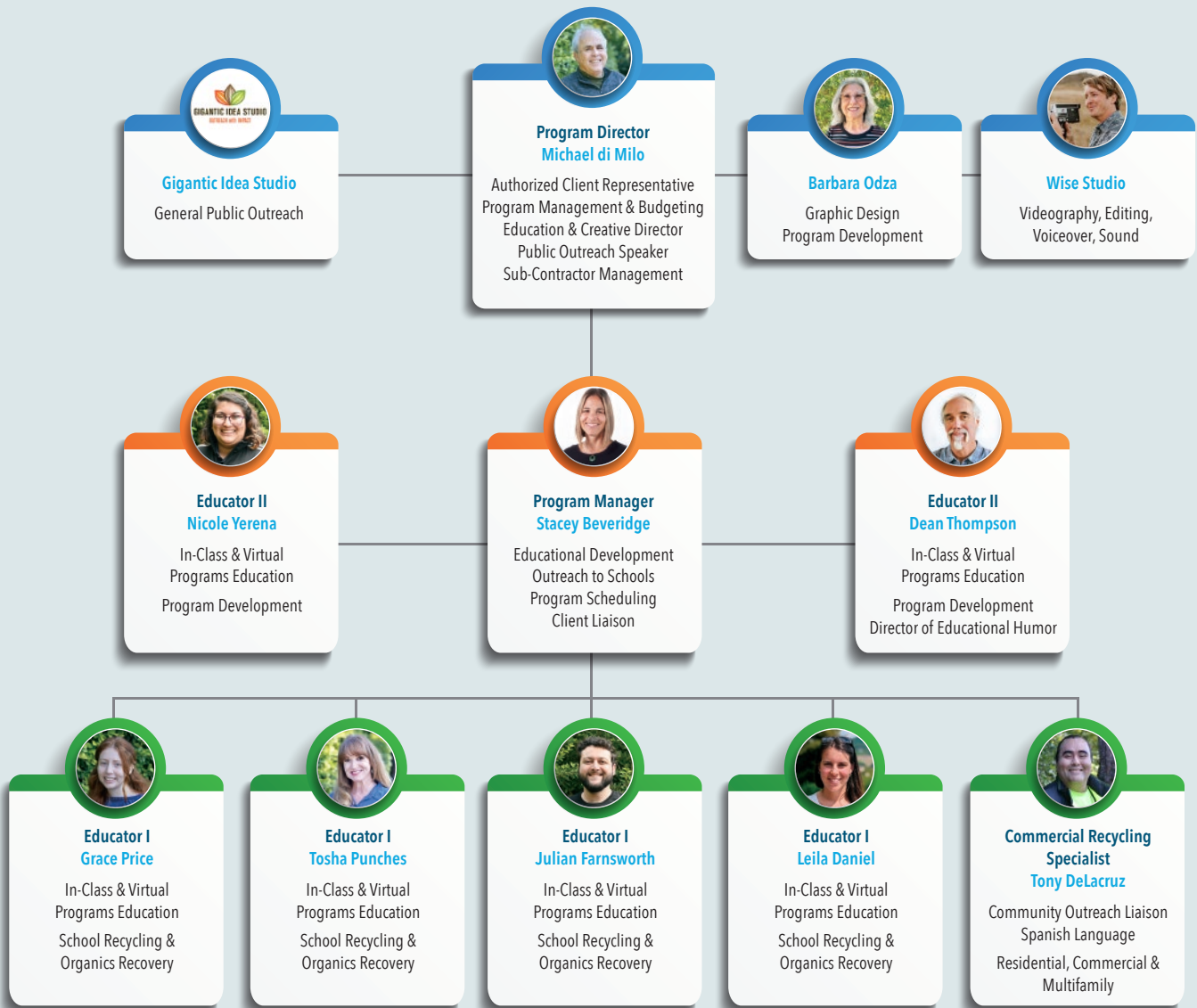
### **Current clients for school or public education include:**

- o City of Santa Maria: solid waste and recycling, stormwater pollution prevention
- o Public Works Department, County of San Luis Obispo: solid waste and recycling
- o City of San Luis Obispo: water conservation, wastewater, stormwater pollution prevention
- o City of Paso Robles: water conservation, wastewater, stormwater pollution prevention
- o Atascadero Mutual Water Company: water conservation, water resources





## Team Organization Chart For School & General Public Education



### SCIENCE DISCOVERY EDUCATION STAFF

We employ a fantastic team of nine members with diverse backgrounds in environmental education. We have team members fluent in Spanish who are able and have been conducting presentations for our Spanish-speaking population. Several team members have education credentials and backgrounds in public education. All of our team members are trained in safety procedures specific to our programs and field trips and will be updated on first aid and CPR certifications before starting the contract. Below are bios for each team member, please refer to this proposal's appendix for each team member's full resume.



**STACEY BEVERIDGE** is beginning her 15th year with Science Discovery. She has a BS in education from Eastern Michigan University and a California teaching credential. Stacey teaches all in-class and virtual programs that Science Discovery offers. Her wealth of experience and outstanding teaching skills earn glowing reviews from teachers at all grade levels. Stacey has presented an impressive 5,000+ class programs and field trips during her years at Science Discovery! Stacey also coordinates the scheduling of all class programs for the balance of our staff, over 1,500 per year. When she catches her breath from teaching and scheduling, Stacey loves editing the many beautiful videos we put out for teachers and students. Stacey is an avid runner and usually wins, or places in the top three of her age category in 10K runs. She also enjoys going to her son Bodhi's roller hockey games and supporting his interest in sports.



**DEAN THOMPSON** has over 34 years of experience teaching environmental education along the central coast of California. He received his B.S. in Natural Resources Management from Cal Poly San Luis Obispo. Dean shares a wealth of experience and enthusiasm with his education team members and teaches all solid waste, recycling, and composting programs. In 2012 he was presented with the Howard Bell Award for Outstanding Contribution in the field of Environmental Education by the Association of Environmental and Outdoor Educators. In 2019 Dean was recognized by the Kern County Superintendent of Schools by receiving the Outstanding Service to Education Award. Dean has a Multiple Subject Teaching Credential.



**TOSHA PUNCHES** graduated from the University of La Verne with a Bachelor of Arts in Liberal Studies and later earned a multiple-subject teaching credential. She is a passionate teacher with experience developing and implementing curricula in various topics. Tosha enjoys teaching science-related issues and has over a decade of experience working with students of all ages. Tosha teaches about recycling, composting, and all the resource conservation topics that Science Discovery delivers to schools. This is Tosha's first year with our education Team.

## 2 QUALIFICATIONS OF FIRM AND PERSONNEL



**JULIAN FARNSWORTH** graduated from Humboldt State University with a Bachelor of Science in Environmental Science and Management. His concentration at Humboldt was Environmental Education & Interpretation, providing Julian with the skills and background to be an outstanding educator. Julian currently teaches a variety of recycling-related programs with Science Discovery. Before joining our education team, Julian worked at the Pacific Science Center in Seattle as a lead teacher providing instruction and leadership for interactive week-long science camps for school-age children. Julian most recently worked for the California State Parks Department as an Interpretive Specialist, where he planned and conducted Jr. Ranger programs.



**GRACE PRICE** graduated from Cal Poly San Luis Obispo with Bachelor of Science in Environmental Earth and Soil Sciences, and loves sharing her passion for environmental education with students. Grace teaches recycling, vermicomposting, and marine debris programs. Grace also enjoys gardening and has been a preparatory strings violin mentor for the San Luis Obispo Youth Symphony.



**NICOLE YERENA** holds a Bachelor of Science in Earth Sciences from the University of California, Santa Cruz. She enjoys educating students about the world around them, and has previously worked at Moss Landing Marine Labs and has mentored high school students in a summer camp focused on science. Nicole teaches a variety of elementary education programs for students who receive outreach from the Science Discovery education program.



**ANTONIO DELACRUZ** Tony Delacruz provides recycling and organics outreach to business and multi-family locations in Santa Maria and San Luis Obispo County. He began working with the Science Discovery team in 2022. Tony is fluent in Spanish and provides translation assistance with business and residential recycling programs. He thoroughly enjoys being able to contribute to local communities, whether for solid waste matters or fire disaster recovery, which Tony previously did before joining Science Discovery. Tony enjoys fixing computers and, most of all, playing soccer with his two daughters.

## 2 QUALIFICATIONS OF FIRM AND PERSONNEL



**LEILA DANIEL** has five years of elementary school teaching experience and is passionate about environmental education. She is fluent in Spanish and German, and her love of languages has taken her around the world, experiencing many different cultures. Leila also enjoys gardening and has attended the UC Master Gardener workshop on fruit trees. Leila earned her Masters of Education at San Jose State University.



**MIKE DI MILO** is the principal of Science Discovery, founding the company in 1995. He holds a Bachelor of Science in Natural Resources Management from Cal Poly San Luis Obispo. Mike works with all Science Discovery team members assuring that school education, public outreach, and business programs provide exemplary levels of inspiration, innovation, and service to students, teachers, businesses, and clients. Mike is also actively involved in developing and fabricating unique education materials for outreach to students. During the COVID pandemic, Mike and the Science Discovery team created a studio to provide virtual education to students and the public. Mike is also actively involved in keeping current about innovations, laws, and trends in the field of natural resources and sustainability by networking with associates and staying active in several professional organizations, and attending conferences targeted at recycling and waste management.

### **SCOPE OF SERVICES. K-12 EDUCATION**

Science Discovery offers a large roster of programs, outreach materials, and services for both K-12 and Public Education. In order to maximize the effectiveness of our work with the IWMA we have outlined a strong foundation of communication below. These standards of communication will serve as the basis for how we collaborate with the IWMA, Teachers, and General Public to provide our services throughout the year.

#### **Communication with IWMA:**

Clear, timely, and accurate communication between Science Discovery and the San Luis Obispo County Integrated Waste Management Authority (IWMA) is essential in establishing and maintaining a high-quality school education program that reaches all schools within IWMA jurisdictions.

Science Discovery will continue to do the following to achieve the standards mentioned above:

- Assign two staff who are permanent points of contact for IWMA
- Be available for phone calls, e-mails, texts, or other communications Mon.-Sat., 8:00 am-6:00 pm
- Meet in-person or virtually every four weeks (more frequently if required) to review the school education program
- Provide a monthly listing of all programs completed, including program name, date, time, teachers, school, and grade level
- Submit a quarterly schedule of class programs, meetings with teachers, administrators, custodians, and parents, and special events and other elements that are part of the school education program
- Request a teacher evaluation for every class presentation, all responses will be e-mailed directly to IWMA staff
- Maintain an office open to IWMA Monday-Friday for meetings, observation of programs, or inspection of materials.

To further enhance communication, Science Discovery has installed a CLIENT PORTAL on its website for IWMA staff to access information anytime. The IWMA portal will include:

- Current/past invoices,
- Lists of programs completed
- Evaluations from teachers or community members
- Other content that IWMA deems relevant for enhancing communication and efficiency.

## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

### Communication with Teachers and the Public:

Teachers and members of the public will be afforded exemplary customer service when contacting our school or public education program. Science Discovery will provide the following to ensure a positive experience when looking for information from our office.

- Assign two office staff persons to answer questions from teachers and the public
- Be available Monday-Friday from 8:00 am-5:00 pm for questions or correspondence
- Answer all e-mails in less than 24 hours from when received
- Provide resources and/or the correct phone number for individuals trying to contact their hauler

### Outreach Materials Development:

Science Discovery currently maintains a significant collection of outreach materials for implementation to schools, grades K-12. This section outlines our inventory and expands on new content to be provided upon execution of a contract with Science Discovery for the 2023-24 school year.

### EXISTING SCHOOL PROGRAMS CONTENT SPECIFIC TO AB 939 / AB341 / AB1826 / SB1383

This group of programs can be implemented effectively on the first day of the contract at no cost to IWMA for materials, development, or storage. All programs in this section are available as in-class or virtual from our studio.

Science Discovery programs are taught by seasoned environmental education specialists who on average have 14 years of experience in education. These programs pair spoken presentations with real life pictures and videos, interactive boards with moveable parts, and hands-on activities for students to engage with the material on multiple levels.

All Science Discovery programs are aligned with the Next Generation Science Standards (NGSS), see the example below. (Click <https://drive.google.com/file/d/1bVCh8d-WahEv-Q9bGgCus06fSn3FpzRZ/view> for complete NGSS correlations for all of our programs).

Introduction to Recycling Next Generation Science Standards

	Science & Engineering Practices		Disciplinary Core Idea		Crosscutting Concept		
	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>K-ESS2 Earth's Systems</b> <b>ESS3.C: Human Impacts on Earth Systems</b> Things that people do to live comfortably can affect the world around them... <b>K-ESS2 Earth and Human Activity</b> <b>ESS3.A: Natural Resources</b> Humans use natural resources for everything they do. (K-ESS3-1) <b>Interdependence of Science, Engineering, and Technology</b> People encounter questions about the natural world every day. (K-ESS3-2) <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> People depend on various technologies in their lives... (K-ESS3-2) <b>K-2 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Asking questions... Ask questions based on observations... (K-ETS1-1)	<b>1-LS1 From Molecules to Organisms: Structures and Processes</b> <b>Influence of Science, Engineering, and Technology on Society and the Natural World</b> Every human-made product is designed... (1-LS1-1) <b>K-2 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Asking questions... Ask questions based on observations... (K-2-ETS1-1) <b>ETS1.A: Defining and Delimiting Engineering Problems</b> A situation that people want to change... (K-2-ETS1-1)	<b>2-ESS2 Earth's Systems: Stability and Change</b> Things may change slowly or rapidly. (2-ESS2-1) <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> Developing and using technology has impacts on the natural world. (2-ESS2-1) <b>2-PS1 Matter and its Interactions</b> <b>PS1.B: Chemical Reactions</b> Heating or cooling a substance... (2-PS1-4) <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> Every human-made product is designed... (2-PS1-2) <b>K-2 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Ask questions based on observations... (K-2-ETS1-1)	<b>3-LS4 Biological Evolution: Unity and Diversity</b> <b>1.S2.C: Ecosystem Dynamics, Functioning, and Resilience</b> When the environment changes... <b>3-ESS3 Earth and Human Activity</b> <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> Engineers improve existing technologies... (3-ESS3-1) <b>3-5-ETS1 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Asking questions... <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> People's needs and wants change over time... (3-5-ETS1-1) <b>Engineers improve existing</b>	<b>4-ESS3 Earth and Human Activity</b> <b>ESS3.A: Natural Resources</b> Energy and fuels that humans use are derived from natural sources... (4-ESS3-1) <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> Over time, people's needs and wants change... (4-ESS3-1) Engineers improve existing technologies... (4-ESS3-2) <b>3-5-ETS1 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Asking questions...	<b>5-ESS3 Earth and Human Activity</b> <b>ESS3.C: Human Impacts on Earth Systems</b> Human activities in agriculture, industry... (5-ESS3-1) <b>3-5-ETS1 Engineering Design</b> <b>Asking Questions and Defining Problems</b> Asking questions... <b>Influence of Engineering, Technology, and Science on Society and the Natural World</b> People's needs and wants change over time... (3-5-ETS1-1) Engineers improve existing technologies... (3-5-ETS1-2) <b>MS-ETS1 Engineering Design</b> <b>Influence of Science, Engineering, and Technology on Society and the Natural World</b> All human activity draws on natural resources... (MS-ETS1-1)	<b>MS-ESS3 Earth and Human Activity</b> <b>Asking Questions and Defining Problems</b> Asking questions... Ask questions... (MS-ESS3-3) <b>ESS3.C: Human Impacts on Earth Systems</b> Human activities have significantly altered... (MS-ESS3-3) <b>ESS3.D: Global Climate Change</b> Human activities, such as the release of greenhouse gases from burning fossil fuels... (MS-ESS3-5) <b>Influence of Science, Engineering, and Technology on Society and the Natural World</b> The uses of technologies... (MS-ESS3-3)	



## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

### Introduction To Recycling

**Grades 2–12, 45 Minutes; Grades K-1, 30 minutes**

Students will learn about natural resources and how these are made into everyday objects, which can then be reused or recycled. Students work in groups sorting wrappers, cans, bottles, and other items into a green, blue or black containers. A review of what can and cannot be recycled is then reviewed with students to solidify their understanding of recycling and composting in San Luis Obispo County.

### Vermicomposting

**Grades K–12, 45 Minutes**

This program introduces students to the concepts and practices of food waste composting and how worms help make compost. The students will learn worm anatomy and how worms decompose their food scraps. Teachers will have the option to borrow a worm bin on loan for a continued interactive learning experience.

### The TREEmendous Paper Tale

**Grades K–6, 45 Minutes**

Using vivid models and pictures, this presentation shows the natural resources needed to make paper from tree to finished paper products. The presenter will make a piece of paper with the students in the classroom. Students will also learn the importance of paper in our lives, how many pounds of paper they use each year, how this resource can be conserved, and how recycling paper is an integral component within a circular economy.

### Marine Debris...Following the Path

**Grades K-8, 45 Minutes**

Marine debris has become a global issue, affecting our oceans, marine life, and human health. This class program introduces the problem, allowing students to understand how trash, not correctly disposed of or recycled, reaches our oceans and what happens to these various materials when they become part of the marine environment. Students will learn how science and innovative technology are helping to address the problem and will connect how choices made today will impact marine organisms in the future.

### Food Waste — Be Smart, USE THE GREEN CART

**Grades K-6, 45 Minutes**

Through multimedia materials and a hands-on experiment, this presentation focuses on how food waste in landfills contributes to short-lived climate pollutants. Students will learn about the states of matter, decomposition, composting, and the role of SB 1383 in helping with this issue. When we are smart by using the green cart, we can help alleviate the problems associated with food waste in landfills. Emphasis is on the concept that food waste is not trash; but a resource that can be used to make electricity and fertile soil for food production, thus contributing to a circular economy by recycling organic “waste.”

## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

### Hidden Hazards

**Grades 3–8, 45 Minutes**

This recently updated presentation facilitates students to identify items in a typical household that are too dangerous to put in the trash. Hidden Hazards includes activities using colorful images, encouraging students to identify, investigate, and classify items that are considered household hazardous waste.

### Zero Waste 101

**Grades 4-8, 45 minutes**

This interactive slide presentation provides the next step in applying what students have learned from Introduction to Recycling and other previous programs. Students and teachers will be empowered to implement their understanding of waste reduction, composting, and recycling; and will understand how these are essential elements for reducing short-lived climate pollutants and creating a circular economy. This program can culminate with a hands-on classroom (or school) waste audit.

### Virtual Recycling Field Trip to Cold Canyon Landfill

**Grades 3-12, 45-55 minutes**

Virtually visit the Cold Canyon Landfill and Recycling Facility. Students will be amazed by and educated about what happens to our recyclables and trash. On this virtual trip, students will see how their recyclables are sorted and processed by various trucks and machines through a live PowerPoint presentation with vivid photos and video content.

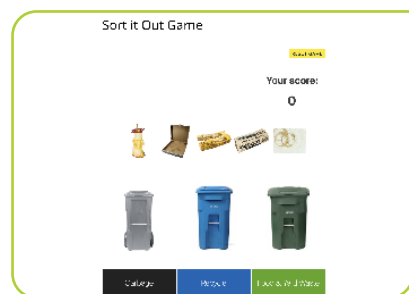
### Doing the Rot Thing...Virtual Compost Field Trip

**Grades 4-12, 45-55 minutes**

This interactive slide program with video content allows students to see, explore, and understand how the Anaerobic Digester facility in San Luis Obispo helps reduce short-lived climate pollutants by diverting organic waste from the landfills and converting up to 100 tons of organics each day into electricity and compost. Compost can, in turn, be used to create more food. The video clips show heavy equipment moving green waste, the shredding machine, and a look into the digester itself with a view of the “digestate.” Doing the Rot Thing provides all the action but none of the odor!

### Carts Game: On the IWMA website

This interactive carts game can be used during virtual programs, can be used as a way to check for understanding following an Introduction to Recycling presentation, or can be assigned by the teacher as homework to be completed by students with their families! During the game students will sort various items into three bins: trash, recycling, and greenwaste. Students gain points for every item they get right, with opportunities to try again on items they guess incorrectly.





### **Digital Slide Programs:**

#### **Landfill, Recycling, and Composting Field Trip**

**Three versions: K-8, 9-12, Public, 45 Minutes Plus Q&A**

This thought-provoking slide program is offered in-person or virtually. Learners see vivid imagery of landfill, recycling facility, and composting operations. To bring this content to life, Science Discovery has provided drone and on-the-ground video clips highlighting significant processes at each industrial site. Students and the public learn how these operations work and why each occupies an essential niche in San Luis Obispo County's integrated waste system.

#### **Organics Recovery Composting Field Trip**

**Two versions: 3-12, Public, 45 Minutes Plus Q&A**

This thought-provoking slide program is offered in-person or virtually. Learners visit the windrow composting facility in Creston, then "travel" to San Luis Obispo to tour the Kompogas Anaerobic Digester facility.

### **NEW SCHOOL PROGRAM CONTENT CHOICES SPECIFIC TO AB 939 / AB341 / AB1826 / SB1383**

This group of school programs consists of potential new program offerings and could be implemented in stages during the first 12 months of the contract.

Science Discovery understands that the existing school programs listed above combined with the new school content choices below may overreach IWMA's budget and school education objectives. We suggest a discussion between IWMA Staff and Science Discovery to develop the roster of programs that is most suitable to the IWMA.

#### **Organics and Recycling Recovery at Schools**

**A Training for Teachers, Custodians, and School Administrators**

**Approximately 75-90 Minutes, Cost: Development, Free—Per School Training: \$175.00 (includes travel time and mileage, school site assessment)**

This slide program illustrates how a successful school lunch waste program is developed and operated. It provides the school staff with all the practical information they will need to confidently implement a food recovery and recycling program at their school site. Science Discovery staff will include a site assessment and make recommendations for program implementation.

#### **Lunch Ambassadors - No Place for Waste**

**A school lunch program where students monitor and assist in recycling and compost food scraps**

**Approximately 75 Minutes, Cost: Development, Free—Per Two School Lunch Sessions: \$175.00 (includes travel time and mileage)**

This support programs provides implementation support during the first week of lunch waste diversion. A Science Discovery education team member will help coordinate student monitors and make suggestions to ensure a self-sustaining lunch organics & recycling program.

### School Waste Audit

**Train The Teacher Version:** This school waste audit consists of a 45-minute teacher training. The teacher will then lead all aspects of the audit. Science Discovery will provide master documents for recording data to share with parents

**Science Discovery Version:** We lead the audit. This includes an introductory slide program to the class (virtual) and an in-person visit to set up the audit and organize the entire event.

**Length:** Train The Teacher, 45 minutes; Science Discovery Leads the Audit, 150 minutes

**Cost:** Development Train The Teacher—\$360; Science Discovery Leads the Audit—\$480;

**Per presentation:** Train The Teacher—\$128; Science Discovery Leads the Audit—\$195.00

### OTHER NEW SCHOOL PROGRAM CONTENT TO CONSIDER:

#### Field Trip to Cold Canyon & Chicago Grade Landfills

##### Grades 3-12

Prior to 2020 these field trips were always a hit with students and teachers. Attendees were amazed by and educated about what happens to our recyclables and trash. Students will see how their trash is disposed of and how recyclables are sorted and processed by various trucks and machines.

**Length:** 120 minutes

**Cost:** Cold Canyon \$230, Chicago Grade \$245. Development total for both \$360

#### Field Trip to Kompogas Anaerobic Digester Facility

##### Grades 4-12

Students will explore the county's newest innovation in sustainability, the Anaerobic Digester. This facility helps reduce short-lived climate pollutants by diverting organic waste from landfills and converting up to 100 tons of organics daily into electricity and compost.

**Length:** 90 minutes

**Cost:** Cold Canyon \$195 per field trip, Development \$480

#### Recycling Wrap-Up:

##### Video follow-up to class program

After completing the Introduction to a Recycling program, this short virtual visit is sent to classrooms to remind them of their responsibility as recycling “experts” to make sure their class recycle bin is being used properly and to share their knowledge of recycling with their family and friends.

**Video Length:** 5 minutes

**Cost:** Development \$480

### Take Home Student-Parent Recycling & Compost Activity

Full document available via this link:

<https://drive.google.com/file/d/1kDTREKMvKRwYU1qebIgKDMHO7oOKMTCB/view?usp=sharing>



Today, your student participated in our Introduction to Recycling program.

They learned some new things including the natural resources that can be saved by recycling items that we are finished with.

Can you match up our recyclable items with the natural resources that can be conserved by recycling?

Please draw a line matching the recyclable item to the natural resource that can be conserved by recycling that item.

Have your student check your work!



## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

### Take Home Student-Parent Recycling & Compost Activity

Full document available via this link:

<https://drive.google.com/file/d/1kDTREKMvKRwYU1qebLgKDMHO7oOKMTCB/view?usp=sharing>

Your student also learned what can be recycled in the [blue cart](#),  
what can be composted in the [green cart](#),  
and what should be trashed in the [grey/black cart](#) when we're finished with it!

Your student would like to challenge you to play our Sort it Out Game to teach you about what to do  
with the things that you are finished with!

**Are you up for the challenge?**

Please visit: <https://iwma.com/schools/sort-it-out-game/>

Just drag and drop the items into the cart that you think it belongs in!



### Sort it Out Game



Sincerely,  
The Science Discovery Education Team  
Brought to you *on behalf of* the San Luis Obispo County IWMA



## 2 QUALIFICATIONS OF FIRM AND PERSONNEL

### Video Public Service Announcement Contest, Grades 9-12 (HHW / Recycling / Organics)

The Video Contest empowers students to communicate important messaging about how to recycle, compost, and manage household hazardous waste in San Luis Obispo County! It is their opportunity to be creative and produce a video that can be used to educate their peers and other demographics in San Luis Obispo County.

#### Contest Rules

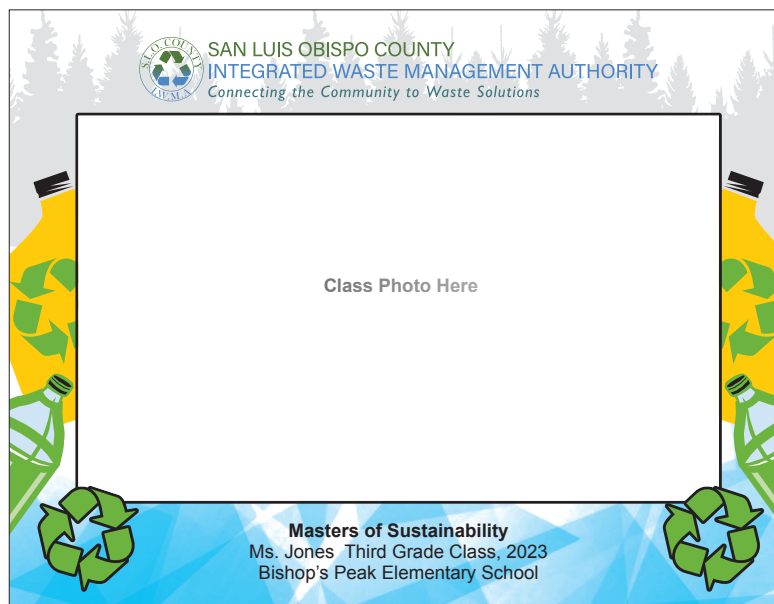
- Videos must be produced by students.
- Maximum two videos per school
- Videos must be at least 1 minute in length but no more than 3 minutes.
- Main topic of the video must include either recycling, household hazardous waste, or organics recovery in San Luis Obispo County.
- Use only original work
- Each video must be submitted as an MP4 or similar media
- A District-provided consent form must be signed by the student's parent or guardian if students can be seen/identified in the video

#### Challenge Tip

The goal of the video challenge is to encourage the wise use of our County's integrated waste management system. Videos that most effectively convey this message will be most favorably judged. Go to [IWMA.com](http://IWMA.com) for information about your chosen topic.

### Certificates of Sustainability Achievement Class Photo, Resource Wranglers

Classes that complete any combination of five or more IWMA programs would qualify for the Certificate. Science Discovery provides an electronic version of the Certificate with an image of the class inserted for proud in-class display or e-mailing to parents.



### **SCOPE OF SERVICES. GENERAL PUBLIC EDUCATION**

Science Discovery will provide various services that exceed the minimum scope of work as listed in the Request for Proposal for General Public Education. Science Discovery has partnered with Gigantic Idea Studio of Oakland, California, to fortify and expand the IWMA General Public Education Program.

Gigantic Idea Studio connects research, strategy, and creativity to help build sustainable futures in communities throughout California.

Mike di Milo will be the lead contact for General Public Education. His skills as a public speaker, combined with a working knowledge of San Luis Obispo's waste management history, allow him to weave a compelling story of waste management's past, present, and future. Mike's engaging programs appeal to a wide audience demographic and will greatly benefit IWMA's general public outreach goals.

The following sample public education outreach plan exemplifies our approach to providing an outstanding general public outreach program for the San Luis Obispo County IWMA.

#### **Planning**

The outreach program begins with an initial start-up meeting with IWMA staff.

##### **1. Identify Goals of Public Outreach**

- a. Conduct needs assessment as required with member jurisdictions
- b. Develop a baseline of current resident behavior using route reviews and other metrics

##### **2. Create a List of Primary Stakeholders / Target Audiences**

- a. Service organizations (Rotary, Kiwanis, etc.)
- b. Homeowner associations
- c. Senior living facilities
- d. Chamber of commerce
- e. Business improvement associations.
- f. Places of Worship: Churches, Synagogues, Mosques
- g. Clubs (Newcomers, Garden, Bicycle, etc..)

##### **3. Create Education Outreach Strategy**

- a. Set a goal for the number of people who receive outreach/presentations in the fiscal year
- b. Craft and refine the messaging: cultural specifics, languages, and age, etc..
- c. Tailor the messaging depending on the audience & presentation mode as required
- d. Create outreach media: slide program, field trip, activity, etc....

#### 4. Measure Impact / Evaluate / Adjust

- a. Create on-line evaluation forms for participant feedback of every outreach program
- b. Create mail/phone contact information for other feedback
- c. Survey specific areas for reduction of contamination in carts
- d. Tabulate, then evaluate feedback/report results to IWMA
- e. Modify outreach based on information derived from evaluations and community feedback

### Outreach

#### **In-Person Community Slide Presentations; Eight to ten per year**

Topics to include: Organics Recovery, “Recycle Right”, Landfill & MRF Tour, Circular Economy rotating through the following geographic areas:

- North: Paso Robles / Atascadero
- Central/Coastal: San Luis Obispo / Morro Bay
- South: Arroyo Grande / Nipomo

#### **Virtual Community Slide Presentations; Six to eight per year**

Topics to include: Landfill & Recycling Field Trip, Composting & Organics, Circular Economy

#### **In-Person Organization and Government Slide Presentations; Twelve to eighteen per year:**

- Service Clubs
- City Councils
- Homeowners Associations

#### **Community Events**

- Earth Day Festival
- Farmers’ Market
- City/County Library Events





# 3

## IDENTIFY EXISTING & POTENTIAL CONFLICTS OF INTEREST



#### **IDENTIFY EXISTING AND POTENTIAL CONFLICTS OF INTEREST**

##### **Current clients for school or public education include:**

- Public Works Department, County of San Luis Obispo: solid waste and recycling
- City of San Luis Obispo: water conservation, wastewater, stormwater pollution prevention
- City of Paso Robles: water conservation, wastewater, stormwater pollution prevention
- Atascadero Mutual Water Company: water conservation, water resources
- City of Santa Maria: solid waste and recycling, stormwater pollution prevention

No apparent conflicts of interest have been identified at the date of the submission of this proposal. Jurisdictional boundaries between the Public Works Department, County of San Luis Obispo, and IWMA are clearly defined, and all school program locations are listed as part of the monthly invoicing.

Science Discovery staff are keenly aware of which client(s) their work output is directed to daily. Administratively and in all other aspects of operations, our work is transparent to each respective client. Furthermore, if a client asks for information about another of our other clients, we always seek approval before sharing information among client agencies.



# 4

## SAMPLES OF PAST WORK

## 4 SAMPLES OF PAST WORK

### SAMPLE OF PAST WORK. K-12 EDUCATION

#### City of Santa Maria, Utilities Department

Science Discovery has provided school education programs on behalf of the City of Santa Maria, Utilities Department since 2008. The scope of work has included the development and implementation of school programs for grades K-12. Our team leads approximately 350 programs each school year in the Santa Maria-Bonita School District. Programs that Science Discovery has developed include Introduction to Recycling, Household Hazardous Waste, Food Waste/Composting, Vermicomposting, and landfill field trip among others.

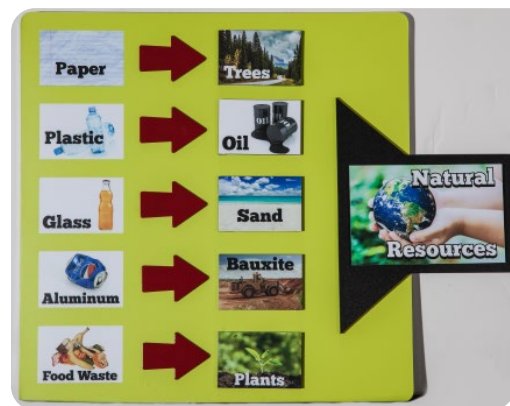
Our responsibility in operating this school education program includes all administrative and operational aspects, including: writing and distributing teacher newsletters, scheduling programs with teachers, sending electronic evaluation forms to teachers, purchasing and administering safety equipment for landfill field trips, sending monthly reports with all relevant field trips and classroom and virtual program activities.

#### Recycling

##### Project: Introduction to Recycling Class Program Development

**Challenge:** Address client objectives, keep students' interest for up to 45 minutes, leave the students with a lasting positive attitude and know-how about the importance of recycling at home and school

**Solution:** Design and fabricate interactive presentation boards, create a sorting activity where students must place actual household "waste" into either a gray, blue, or green



Students work in groups with these magnetic natural resources boards to match our recyclable items with the natural resources used to make them. This new hands-on activity provides students with the opportunity to learn what natural resources can be conserved by recycling the items they are finished with.



## 4 SAMPLES OF PAST WORK

### Vermicomposting

#### Project: Vermicomposting Class Program Development

**Challenge:** Create a class program that educates about the importance of composting organics while providing a hands-on experience, empowering students and teachers to vermicompost at home or school.

**Solution:** Create a giant six-foot-long worm with anatomical features to be a focal point for understanding how worms break down food waste into castings. Instruct teachers and administrators on how their school can have a lunch-room food recovery program.



### Marine Debris

#### Project: Marine Debris Class Program Development

**Challenge:** Create a class program that educates about problems of solid waste / litter becoming part of storm runoff entering our waterways, causing pollution and harm to marine organisms. Teach students how they can make choices that can eliminate non-point source pollution.

**Solution:** Design and fabricate magnetic marine debris storyboards that allow students



### Food Waste Program

#### Project: Food Waste – Be Smart, Use the Green Cart

**Challenge:** Demonstrate the importance of reducing methane emissions caused by organic waste going into the landfill.

**Solution:** Create a program that informs students about the importance of reducing food waste in landfills using videos, science experiments, and a sorting activity to explain decomposition, greenhouse gas emissions, and how to compost food scraps in the green cart.





## 4 SAMPLES OF PAST WORK

### Recycling Education Program

**Project:** Create a Recycling Education Center

**Challenge:** Starting with an empty room of about 750 square feet, create a classroom meeting space and education center with hands-on exhibits that expand on recycling and landfill concepts. The education center must leave room for seating up to 45 learners in the center of the room.

**Solution:** Design and fabricate visually stimulating and thought provoking exhibits that provoke student involvement with hands-on activities. Include audio and video elements in most exhibits.



### Landfill & MRF Field Trips

**Project:** Create a field trip allowing students to see how trash and recyclables are processed.

**Challenge:** Find a way to work within facility operator safety guidelines while giving students and teachers a relevant observation of materials being processed.

**Solution:** Survey the landfill site understanding all transportation routes, locations of lifts, cells and potential safety hazards in an everchanging landscape. In the MRF, communicate with staff on site to keep students safe, while finding an observation location that allows them view materials processing.



## 4 SAMPLES OF PAST WORK

### SAMPLE OF PAST WORK. GENERAL PUBLIC EDUCATION

The Science Discovery education team has provided public education programs throughout San Luis Obispo County for over ten years. The scope of public outreach includes slide programs for Rotary and Kiwanis, Senior Living Facilities talks and slide programs, evening virtual slide programs for the community, Presentations at churches and synagogues, and tabling at public events.

#### Slide Programs for Community Groups

**Challenge:** Create impactful programs for general public audiences that create an understanding of how materials are managed in their community, leading to behavioral changes promoting source reduction, organics composting, and recycling.

**Solution:** Design 45-minute slide programs with vivid images and short video clips illustrating landfill, MRF, and local composting sites. Include audience participation with a “What can be Recycled” visual shout-out quiz. Provide the audience with a call to action: Recycling with less contamination, purchasing products with recycled content, and using County take-back programs and HHW facilities when needed.

#### Be Smart - Use the Green Cart: Video Message

**Challenge:** Create an impactful program that informs residents about new food waste composting services provided by their hauler. Change behavior of residents putting food scraps in the trash, by having them use a food pail and green cart for composting.

**Solution:** Design a 90 second video that informs and shows how residents can transfer food waste to their green cart, and understand how the food is composted and how the community benefits from this behavioral change.

#### Wastewater Video Message, City of Paso Robles

**Challenge:** Educate City of Paso Robles citizens about the importance of wastewater treatment in their community.

**Solution:** Produce a three minute video that can be used on the City’s website that gives an overview of wastewater treatment in Paso Robles, and communicate the environmental benefits of this process.



\*Science Discovery writes the script, creates the videographers shot list, directs voiceover, and participates in editing for all video projects.

**SAMPLE OF PAST WORK. GENERAL PUBLIC EDUCATION—GIGANTIC IDEA STUDIO**

<https://gigantic-idea.com/portfolio/>

**B 1383: MFD Multi-Lingual Composting Outreach**

Gigantic planned, produced and promoted a simple, multi-lingual video, poster & door hangers to show residents of apartments and condos how to collect and dispose of food scraps to comply with state composting mandates.

**Challenge:** With SB 1383 compliance deadlines imminent, South Bayside Waste Management Authority (SBWMA) and hauler Recology needed to increase food scrap collection programs in thousands of apartment and condo buildings. Gigantic was tasked with helping the team develop communications tools to support the effort.

**Approach:** Gigantic led the partners through a process to identify what audience and tools were most in need of outreach support. Conscious of not duplicating effort between agency and hauler, the group agreed to create a video, poster and door hanger that could be promoted to multi-family residents to support the on-the-ground outreach team. Given the multitude of cultures and languages in the service area, our team created a script that told the composting story visually, without words. Key content was shown graphically, then translated into two additional languages. To support this basic story, our team recorded voice-over in all three languages to provide details. Our team also ran YouTube and Facebook promotions of the videos. Posters were displayed by carts and in common areas, and door hangers distributed to each unit. Both print materials used a QR code to help promote the video.





## 4 SAMPLES OF PAST WORK

### Zero Waste Palo Alto: Recycle Ready Campaign

City of Palo Alto and hauler Green Waste were finding increasing amounts of food and liquids left in recyclables. Under current market conditions, this contamination was jeopardizing recycling success. Gigantic helped create a video and print ad campaign to promote proper preparation of recyclables.

**Challenge:** To help Palo Alto’s recyclables compete in the marketplace, the campaign needed to communicate the right amount of “clean” to the public and “grab attention” in today’s saturated media environment.

**Approach:** Our team worked with the City and GreenWaste to define “how clean is clean” in order to clearly communicate how to be “Recycle Ready.” We helped define the desired actions “pour, wipe or scrape” to help residents understand quickly what to do. And lastly, we helped create a sense of urgency by using the terms “Rejected” to depict recyclables that were too dirty, and “Recycled” to indicate those that were clean enough to be accepted in the marketplace. Finally, clever headlines and a funny video intro helped to grab attention.

We'll Take the Jar  
**HOLD THE MAYO**

**REJECTED** **RECYCLED**

**Recycling is changing.**  
Empty containers only. No food or liquids.

Recycling standards are getting stricter.  
The market is requiring high-quality materials.  
So, while we love a good sandwich with  
all the toppings — food, sauces and  
spreads can ruin the recycling.

**greenwaste**  
of palo alto  
For more information:  
[www.greenwasteofpaloalto.com](http://www.greenwasteofpaloalto.com)  
pacustomerservice@greenwaste.com  
(650) 493-4894

**zero**  
**WASTE**  
PALO ALTO  
For more information:  
[www.cityofpaloalto.org/RecycleReady](http://www.cityofpaloalto.org/RecycleReady)  
zerowaste@cityofpaloalto.org  
(650) 496-5910

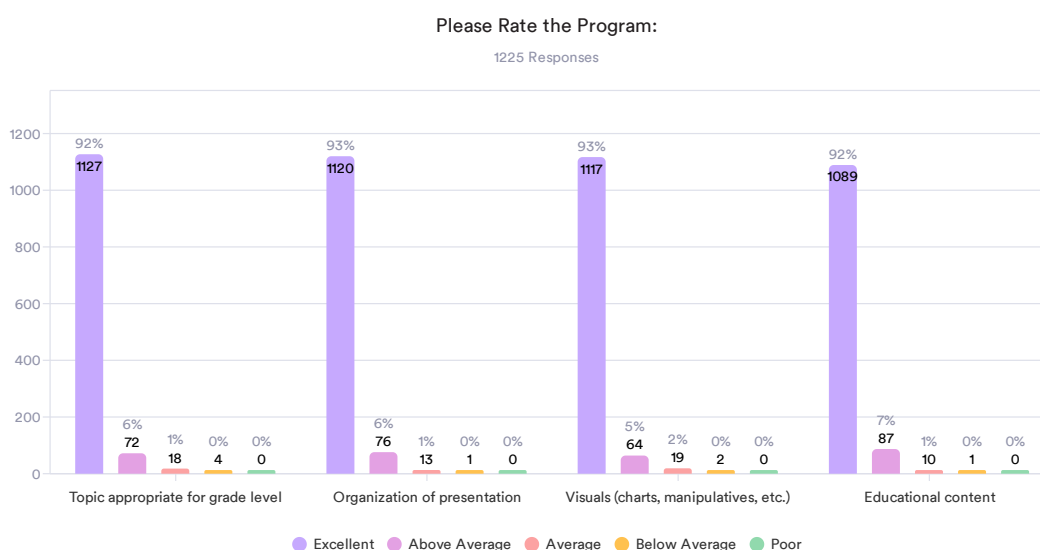


## 4 SAMPLES OF PAST WORK

### Science Discovery Jotform Survey Responses for K-12 and Public Education

Science Discovery uses Jotform as a survey service to track our program effectiveness and the skills of our presenters. We have conducted these surveys since 2016 and have collected 1225 responses for the programs we have taught for the IWMA. In every category surveyed we had at least 96% of the responses rating our staff/programs as above average or excellent. Below are visual representations of our data as well as interpretations.

#### IWMA Follow Up Survey



Responses to “Please Rate the Program” are as follows:

For “Topic appropriate for grade level” 98% of responses indicated above average or excellent relation of the topic to the grade level presented for.

For “Organization of presentation” 99% of responses indicated above average or excellent organization.

For “Visuals (charts, manipulatives, etc.)” 98% of responses indicated that our visuals were above average or excellent.

For “Educational content” 99% of responses indicated that our content was above average or excellent.

Overall, how satisfied are you with the classroom program/field trip that you received?

1224 Responses

Best Response

5

90%  
Percentage

1224  
Responses

Data	Response	%
5	1106	90%
4	105	9%
3	10	1%
2	3	0%
1	0	0%
0	0	0%

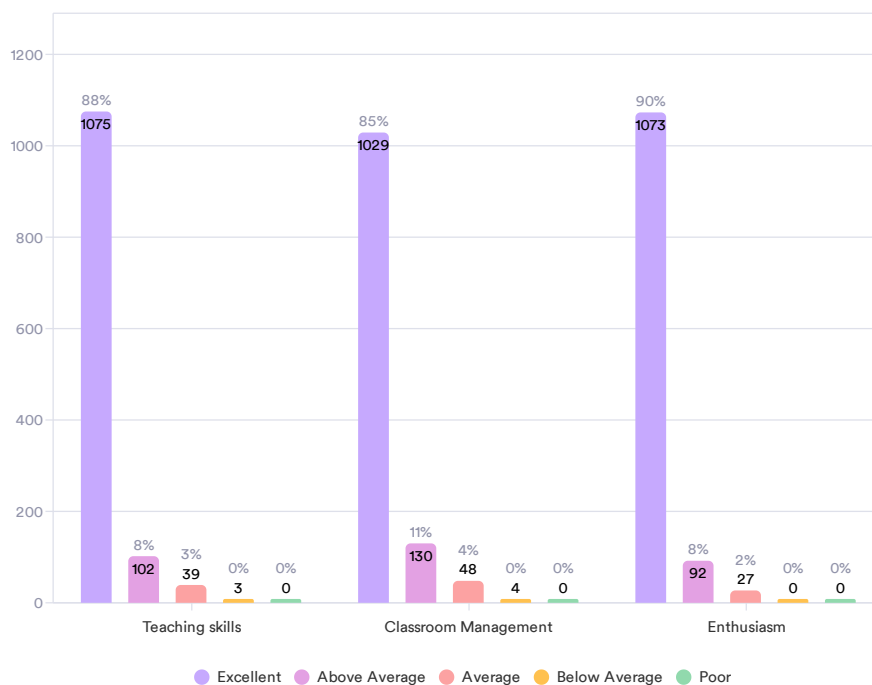
The survey includes the question “Overall, how satisfied are you with the classroom program/ field trip that you received?” We ask this question using a 5 point scale with 5 being extremely satisfied and 0 being completely unsatisfied. 99% of responses rate us at a 4 or above indicating that they are very satisfied with our presentations.

Continued on next page

## 4 SAMPLES OF PAST WORK

### Please Rate Your Presenter:

1221 Responses



We ask responders to rate their presenters in 3 categories: Teaching Skills, Classroom Management, and Enthusiasm. 96% of responses rate our presenter’s Teaching Skills as above average or excellent. For Classroom Management 96% of responses were above average or excellent. 98% of responses indicated that our presenters bring above average or excellent levels of Enthusiasm to our programs.

Continued on next page

IWMA Follow Up Survey

Overall, how satisfied were you with the presenter?

1224 Responses

Best Response

5

92%  
Percentage

1224  
Responses

Data	Response	%
5	1121	92%
4	80	7%
3	17	1%
1	4	0%
2	2	0%
0	0	0%

When we asked teachers to rate how satisfied they were with the presenter overall 99% responded that they were extremely satisfied– giving our presenters a rating of 4 or above on a 5 point scale.

At the end of the survey we ask “How might the presentation have been improved?” This allows the responder to give specific feedback that the presenter can use to improve on their skills and that Science Discovery can use to improve our program outlines in the future. One way that we have used these responses is by adding in more interactive elements to our programs through having students volunteer to help during the presentation, leading the class in a song and dance on the material, and by having elements that the students can touch.

## 4 SAMPLES OF PAST WORK

We also have a section for additional comments, below are some comments we have received that both highlight the programs' impact, effectiveness, and diversity of learners we have served:

### Data

This was an adult group, most of us familiar with the basics of recycling. Nevertheless, we were confused about what could be recycled and what not, given the numerous restrictions for our county. Mike gave us easy-to-understand principles that cleared up most of the confusion. I'm thinking of inviting him to The Villages, the senior living campus in SLO.

I thought the presentation was fantastic. I love the visuals and having the students do the hands on task of sorting the trash into the appropriate bins. Stacey kept the lesson at the perfect pace for kindergarten and positively redirected students when needed to maintain the flow of the lesson.

The wood blocks and graph of the trail of where paper comes from is so creative and detailed. Making the paper with the blender and water was the best visual. They are looking forward to seeing it dry. Some may make their own at home too. We liked how you linked the recycling with keep paper out of our landfill.

I love these programs and feel so lucky to be on the receiving end of them! They are truly some of the very best presentations of my 25+ year teaching career.

The California Naturalist Course is a 40-hour adult education program for people interested in learning about the environment. These are adult professionals and retired people who live in and around San Luis Obispo. This field trip to the landfill always rates high on their evaluations as one of their favorites. It is also a subject they realize they knew very little about. Mike provides an important public service to our community by providing comprehensive information about solid waste, recycling, composting and methane capture. Thank you so much for the opportunity to educate our community! -- Michele Roest, Lead Instructor, UC California Naturalist Program

This was by far the best presenter I have had for my 6th grade classroom. He kept the students engaged, was extremely knowledgeable, and enthusiastic. The lesson was informative, had hands on student engagement, and was loved by all of my students!

My students and chaperones learned a ton at this field trip. Many went home and told their families about what and what not to recycle which was amazing. I received a ton on wonderful feedback about this field trip from both families and students. Can't wait to go back next year! Thank you!!!!

The manipulatives were new this year, and the kids loved them! The magnets boards and test tubes were a huge hit! It was awesome that the students got a chance to look at the materials up close in the test tubes, and they also were able to test their knowledge of the natural resources used in order to create recyclable materials. What an awesome addition to this program.

This is such a great opportunity to show these students the importance of recycling. It has such a great impact. The first year we did it, we came back and started the Recycling Maniacs. Our class dumps all the bins at our school every week. It was great to see the truck come in that actually contains some of our very own recycling. Thank you



# 5

# SAMPLE PROPOSED WORK PLAN

### SAMPLE PROPOSED WORK PLAN. K-12 EDUCATION

Science Discovery has created the following tables to illustrate our work plan for the 2023-2024 school year.

The first table labeled “K-12 Work Plan for Programs and Deliverables 2023-24” has information for the programs and events we would offer throughout the year. The table is set up to clearly illustrate what programs we would offer, the grade levels and size of classes, total expected impact, and which state regulations the program satisfies. This table also includes data on cost: per class, development, and overall per year.

The second table, “K-12 Education Sample Work Plan”, focuses on the first three months of our contract with the IWMA. This work plan includes information on goals, tasks, and deliverables with clear information on the expected timeline and staff responsible for each task.

This work plan can be modified to suit the goals of the IWMA, such as changing the number of classes each program is presented. Modifications to the work plan can be discussed at the first meeting between Science Discovery and the IWMA to determine the best schedule of events that maximizes our outreach potential.

By following the work plan, we expect to reach a total audience of over 23,000 students and teachers through presentations alone. The inclusion of school waste audit training and lunch ambassador programs will have a more significant impact throughout the schools in which they are launched. Finally, our PSA Contest will allow high school students to use their video editing and graphic design skills to create a short video on topics ranging from HHW to Recycling. These submissions would be shared on television and social media, potentially reaching previously inaccessible audiences.



# 5 SAMPLE PROPOSED WORK PLAN

K-12 Work Plan for Programs and Deliverables FY 2023-24								
Class Program / Facility Tour	Grade Level	SRRE & State Requirements SB 1383, AB 1826, AB 341	Projected Number classes/ learners	New or Existing Program	Start Date	Development Cost	Cost Per Program (includes mileage)	Total Projected Cost
Intro to Recycling	K-12	341, 1826, 1383	60/1,800	Existing	7/1/23	None	128	7,680.00
Vermicomposting	K-12	1826, 1383	20/900	Existing	7/1/23	None	128	2,560.00
Food Waste-Be Smart.	K-12	1826, 1383	40/1,800	Existing	7/1/23	None	128	5,120.00
Marine Debris	K-8	341, SRRE	35/1,225	Existing	7/1/23	None	128	4,480.00
Hidden Hazards-HHW	3rd-12th	SRRE, 341	30/1,050	Existing	7/1/23	None	128	3,840.00
Tremendous Paper Tale	K-6	SRRE, 341, 1383	30/900	Existing	7/1/23	None	128	3,840.00
Virtual Cold Canyon F.T.	3rd-12th	SRRE, 341, 1826, 1383	10/600	Existing	7/1/23	None	87	870
Virtual Compost F.T.	3-12th	SRRE, 1826, 1383	10/600	Existing	7/1/23	None	87	870
Organics Recovery at School	Teach/Admin	SRRE, 1826, 1383	15/NA	New	8/1/23	None	175	2,625.00
Organics & Recycling Recovery Schl. Assembly	K-8	SRRE, 1826, 341, 1383	10/5,000	New	7/1/23	300	225	2,550.00
School Waste Audit-Teacher Training	4th-12th	SRRE, 341, 1826, 1383	10/300	New	9/1/23	360	128	1,640.00
School Waste Audit-Science Discovery staff	4th-12th	SRRE, 341, 1826, 1383	12/360	New	9/1/23	480	195	2,820.00
Field Trip, Cold Canyon Landfill	3rd-12th	SRRE, 341, 1826, 1383	20/600	Updated	9/1/23	360	230	4,960.00
Field Trip, Chicago Grade Landfill	3rd-12th	SRRE, 341, 1826, 1383	12/360	Updated	9/1/23		245	2,940.00
Field Trip, Kompogas A.D. Facility	4th-12th	SRRE, 341, 1826, 1383	15/450	New	10/1/23	480	195	3,405.00
Video PSA Contest: HHW, Organics, Recycling	9th-12th	SRRE, 341, 1826, 1383	12/120	New	10/1/23	800	N/A	800
Certificate of Sustainability, one per class	9th-12th	SRRE	70/2,250	New	10/1/23	540	25	2,290.00
Take Home Student-Parent Activity	K-8	SRRE, 341, 1826, 1383	50/1,500	New	10/1/23	240	None	240
Recycling Wrap-Up Video	K-8	SRRE, 341, 1826, 1383	50/1,500	New	11/1/23	480	None	480
Lunch Ambassadors-No Place	K-6	SRRE, 341, 1826, 1383	20/2,000	New	10/1/23	None	125	2,500.00
Consumables	NA	NA	NA	NA	7/1/23	None	NA	500.00
Teacher Newsletter	NA	NA	NA	NA	7/1/23	None	60	600.00
Administration	NA	NA	10 hrs/mth, 120hrs/yr	NA	7/1/23	None	60	7,200.00
							TOTAL	64,810

# 5 SAMPLE PROPOSED WORK PLAN

K-12 Education SAMPLE WORK PLAN		Science Discovery	
TASK	Deliverables / Resources	Staff Responsibility	TIME FRAME
<b>GOAL: Initial Contract Meeting with IWMA * Introduce Key Staff * Establish Points of Contact * Misc.</b>			
Review contract details reaffirm timeline and priorities. Identify potential challenges, determine reporting metrics for IWMA staff and board of directors. Finalize ed. Programs.	<ul style="list-style-type: none"> <li>◆ Insurance Certificates</li> <li>◆ Business License</li> <li>◆ Signed Contract</li> </ul>	Mike di Milo Stacey Beveridge	7-1-23
<b>GOAL: Implement Phase One of K-12 Education</b>			
Submit final class program & field trip outlines to IWMA for approval Confirm allocation of program budget Start school outreach/e-newsletter & video	<ul style="list-style-type: none"> <li>◆ Class Programs Descriptions</li> <li>◆ School Distribution List</li> <li>◆ Update IWMA website to reflect new school programs</li> </ul>	Nicole Yerena Stacey Beveridge Mike di Milo	Begin 7-15-23 E-newsletter by 8-1-23
<b>GOAL: Complete Outreach / Final Prep</b>			
Obtain permissions from school districts Update e-mail lists Send teacher e-newsletters Monthly update to IWMA/Meet as needed	<ul style="list-style-type: none"> <li>◆ Provide IWMA PDF newsletter &amp; Mp4 Video trailer</li> <li>◆ Provide IWMA written progress outline</li> </ul>	Stacey Beveridge Nicole Yerena Mike di Milo	8-15-23
<b>GOAL: Commence School Ed. Outreach</b>			
Presenter training: first aid, presentation strategies, class management Begin field trip planning to Cold Canyon and Chicago Grade Landfills.	<ul style="list-style-type: none"> <li>◆ Schedule to IWMA for in person observation of class programs</li> <li>◆ Teacher Evaluations via e-mail</li> </ul>	Stacey Beveridge Dean Thompson Leila Daniels	9-15-23

# 5 SAMPLE PROPOSED WORK PLAN

## SAMPLE PROPOSED WORK PLAN. PUBLIC EDUCATION

### First Quarter Sample

General Public Education		SAMPLE WORK PLAN		Science Discovery	
TASK	DELIVERABLES / RESOURCES	STAFF Responsibility	TIME LINE	BUDGET / NOTES	
<b>GOAL: Initial Meeting with IWMA * Introduce Key Staff * Establish Points of Contact * Misc.</b>					
Review contract details, reaffirm timeline and priorities. Identify potential challenges, determine reporting metrics for IWMA staff and board of directors.	<ul style="list-style-type: none"> <li>◆ Insurance Certificates</li> <li>◆ Business License</li> <li>◆ Signed Contract</li> </ul>	Mike di Milo Stacey Beveridge Tosha Punches	7-1-23	No billable Hours to Date	
<b>GOAL: Implement Phase One General Public Outreach</b>					
Planning: Finalize Stakeholder List Create Master Organizations & Events List Draft outreach strategy for IWMA review Review Media, electronic, print, etc...	<ul style="list-style-type: none"> <li>◆ Outreach Strategy Outline for 2023-24</li> <li>◆ List of organizations for direct outreach</li> <li>◆ List of suggested public programs</li> </ul>	Mike di Milo Stacey Beveridge Tosha Punches Lisa Duba (GIS)	8-1-23	20 billable hours staff time Outside Services for Gigantic Idea Studio	
<b>GOAL: Finalize General Public Outreach Plan</b>					
Submit planning outline for 2023-24 Review slide program content & update Create/Expand Spanish language materials Update IWMA website as needed	<ul style="list-style-type: none"> <li>◆ Final outreach plan for 2023-24</li> <li>◆ Provide IWMA written progress outline</li> <li>◆ PowerPoint media for review</li> </ul>	Stacey Beveridge Tosha Punches Mike di Milo Tony Delacruz	8-15-23	15 billable hours staff time Outside Services, Graphic Design	
<b>GOAL: Commence Public Outreach</b>					
Outreach to service clubs, HOA's, organizations	<ul style="list-style-type: none"> <li>◆ Schedule to IWMA for in person observation of public education programs</li> <li>◆ Program Evaluation form for review</li> </ul>	Mike di Milo Leila Daniels Stacey Beveridge	9-15-23	10 billable hours	

We plan to identify communities where our presentations would have the most significant impact by analyzing previous route reviews and collaborating with IWMA. We will finalize our list of stakeholders by August 1st and start outreach by September 15th.

Throughout the year, we would present to various groups such as Homeowners Associations, Service Organizations such as the Rotary Club and Kiwanis, and Senior Living Facilities. We would also present at locations ranging from Libraries to Community Centers to Farmer's Markets. We would offer programs in both Spanish and English and both during and outside of regular business hours in order to have the most significant reach throughout the county.

We expect to reach several thousand people through our Public Education Outreach. We plan to have sign-up forms for some of our programs to anticipate the supply needs. With social media, flyers, and word-of-mouth publicity, we expect that a majority of our open programs will reach capacity before they are conducted. We hope this to be especially true for activity-based programs such as papermaking and field trips. During planning, we will identify the best schedule of events that maximizes our impact and provides accessible and exciting solid waste and recycling education to the county community.



6

# LOCAL AND/OR STATE GOVERNMENT CLIENT REFERENCES



### LOCAL AND/OR STATE GOVERNMENT CLIENT REFERENCES



CITY OF SANTA MARIA  
UTILITIES DEPARTMENT  
Business • Solid Waste • Water Resources

2065 EAST MAIN STREET • SANTA MARIA, CALIFORNIA 93454-8026 • (805) 925-0951 EXT. 7270 • FAX (805) 928-7240

February 20, 2023

To whom it may concern,

Science Discovery has been working under contract with the City of Santa Maria ("City") since 2008, performing school education and outreach programs for Santa Maria-Bonita School District ("District") courses that cover environmental, solid waste and recycling related topics. During the 2008-2009 school year, there were three school programs developed: Introduction to Recycling, Vermicomposting, and the Landfill Field Trip to the Santa Maria Regional Landfill ("SMRL").

After the first year of the program, there was an increase in demand for both the class programs and the SMRL field trip. From holding 121 class presentations during the 2008-2009 school year to 314 class presentations during the 2014-2015 school year, the increase in demand led to the development of additional programs. In 2018, the Tremendous Paper Tale, Household Hazardous Waste, a Virtual Landfill Field Trip, and a Food Waste presentation were incorporated into the school programs. Students are also able to engage in a Solid Waste Audit designed by Science Discovery where students measure trash and recycling generation at their school. During the beginning of the COVID-19 pandemic, Science Discovery built a studio and began offering four different live presentations. This efficient transition allowed for the school programs to continue despite the changing needs and requirements of the City and the District. Feedback from teachers about student engagement and presentation length has consistently been positive for both in-person and virtual programs.

Additionally, in 2017 the City expanded the role of Science Discovery to perform education and outreach for the commercial organic waste recycling program. Science Discovery also supported the City with the implementation of the 2021 Residential Organics Pilot Program and the 2022 City-wide Organics Recycling Program. Science Discovery has also been providing bilingual community outreach for the City since November 2022. The outreach has consisted of bilingual assistance at a multi-family complex organics recycling event, door-to-door bilingual outreach at multi-family complexes to educate residents about the organics recycling requirements, and bilingual outreach to residents during residential organics container audits.

Science Discovery has effectively strived to meet the City's needs and has been a great partner in supporting the City's recycling education and outreach programs.

**HERB CANTU**  
Deputy Director – Solid Waste



## CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

February 14, 2023

To Whom it May Concern:

I highly recommend that the San Luis Obispo Integrated Waste Management Agency award the education contract to Science Discovery. I have worked with Science Discovery for over 18 years at both the Cities of San Luis Obispo and Paso Robles in the wastewater and stormwater programs. I currently work with Mike Di Milo in the wastewater program for the City of Paso Robles.

Mike has an innate ability to communicate to children of all ages how wastewater is treated and turned into an environmental resource. He always delivers the information in an engaging and creative manner which makes learning about the science of wastewater treatment fun as well as informative. His dedication to routinely update the program using the latest technology, keeps the program current and engaging for children.

The Wastewater Division is fortunate to have an educational contractor that is so dedicated and obviously enjoys teaching children about the environment. Please feel free to call me at 805-227-1654 or e-mail me at [pgwathmey@prcity.com](mailto:pgwathmey@prcity.com) if you need further information.

Regards,

A handwritten signature in black ink that reads "Patti Gwathmey". The signature is written in a cursive style.

Patti Gwathmey  
Industrial Waste Manager  
City of Paso Robles

## Professional References



## CAL POLY

### Graphic Communication

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
 GRAPHIC COMMUNICATION DEPARTMENT  
 SAN LUIS OBISPO, CA 93407  
 (805) 756-1108  
 FAX (805) 756-7118

February 7, 2023

To Whom it may concern:

My name is Colleen Twomey, and I'm an Associate Professor and Department Chair in the Graphic Communication Department at Cal Poly. My research pedagogy is mainly in the area of consumer packaging. I have taught at Cal Poly since 2011.

This letter is to inform you of the incredible impact that Mike di Milo and his team at Science Discovery has had in my classroom, and the student learning outcomes. For 11 years, Mike has visited my class, 2x a year. That's over a thousand undergraduate students, who are of the demographic that care very deeply about the environment and sustainability.

The class that Mike provides helps educate students about what happens to the discarded packaging materials once they've opened a packaged to obtain a product. From recycling, tours at the MRF, the composting facility, to behaviors that students can start performing now – Mike is the highlight of the quarter. The fact that Mike can discuss our local municipality in terms where students understand that they can have an immediate impact is fantastic. I've had several students shift their focus of senior project to sustainable practices as a result of Mike's lecture.

In my Department, we also have packaging projects where students work with local clients to solve problems with packaging. Mike is always sought as an expert who can guide appropriate material choices when thinking of the end of life of a package.

Mike's consummate cheerful disposition, his quick rapport with students is an inspiration. He and his team do an outstanding job educating our constituency of students on important aspects of the environment, recycling, composting, and the future.

Sincerely,

Colleen L Twomey  
 Associate Professor, Chair  
 Graphic Communication Department  
 Building 26, room 201, ctwomey@calpoly.edu



### Contact Information for References:

#### Mr. Herb Cantu

**Solid Waste Manager**

**City of Santa Maria, Utilities Department**

2065 East Main St., Santa Maria, CA

Phone: (805) 925-0951 Ext. 7212

E-mail: [hcantu@cityofsantamaria.org](mailto:hcantu@cityofsantamaria.org)

#### Ms. Patti Gwathmey

**Industrial Waste Manager**

**City of Paso Robles Utilities Department**

3200 Sulphur Springs Rd., Paso Robles, CA 93446

Phone: (805) 227-1654

E-mail: [pgwathmey@prcity.com](mailto:pgwathmey@prcity.com)

#### Ms. Colleen L Twomey

**Associate Professor, Chair**

**Graphic Communications Department**

Building 26, room 201

California Polytechnic San Luis Obispo, CA 93407

Phone: (805) 756-1108

E-mail: [ctwomey@calpoly.edu](mailto:ctwomey@calpoly.edu)



# 7

## BUDGET, RETAINER AND/OR RATES



## 7 BUDGET, RETAINER AND/OR RATES

The above K-12 budget can be modified concerning programs offered to schools and the weight of each category to match IWMA's goals and priorities at the start of the contract period.

We want to point out an important but potentially overlooked client service feature offered by Science Discovery; This has to do with staff training. Science Discovery trains all its educators at no cost to clients. For example, if we hire a new educator next year, Science Discovery pays to train the new staff member to deliver each IWMA program.

We believe this policy saves our clients significant budget dollars over the term of an education contract.

**PUBLIC EDUCATION BUDGET, FY 2023-24**

General Public Education SAMPLE BUDGET – FY 2023-24				Science Discovery
Category	Hours/ Quantity	Rate	Total	Staff Assigned
Initial General Planning: goals, target audiences, strategies	5.00	90.00/hr.	450	Mike di Milo
Initial General Planning: goals, target audiences, strategies	3.00	140.00/hr.	420	Lisa Duba, Gigantic Idea Studio
All Slide Program Updates / with Images	24.0	90.00/hr.	2,160	Mike di Milo
All Slide Program Updates / with Images	4.0	140/hr.	560	Lisa Duba, Gigantic Idea Studio
New Video for Website & Slide Programs w/ editing	8.0	90.00/hr.	720	Mike di Milo
New Video Content, Videography and editing	12.0	75.00/hr.	900	Dustin Wise, Wise Studio
Community Group Slide Programs: In-Person	32	145.00 ea.	4,640	Mike di Milo, Stacey Beveridge
Community At Large Slide Programs: Virtual	8	95.00 ea.	760	Stacey Beveridge, Mike di Milo
Government / Agency Slide Programs: In-Person	12	145.00 ea.	1,740	Mike di Milo
Evaluation Form, On-line development English	2	60.00/hr.	120	Stacey Beveridge
Evaluation Form, On-line development Spanish	2	60.00/hr.	120	Leila Daniels
Community Events, In-Person booth or table	20 events @ 8.0 hrs.	60.00/hr.	9,600	Julian Farnsworth, Nicole Yerena, Leila Daniels, Grace Price, Stacey Beveridge, Tony Delacruz
Community Event Estimate Mileage	360	0.65/mile	468	Science Discovery Vans with Driver
Community Field Trips: Komposgas	6	195.00 ea.	1,170	Dean Thompson, Mike di Milo
Community Field Trips: Cold Cyn./Chicago Grade	6	230.00 ea.	1,380	Stacey Beveridge, Dean Thompson, Mike di Milo
Easy-Up Branding with IWMA Logo	4.00	60.00/hr.	240	Stacey Beveridge, Mike di Milo
Tables, Skirting with IWMA branding	4.00	60.00/hr.	240	Stacey Beveridge, Mike di Milo
IWMA Monthly Review Meetings	12 @ 2.0/hrs.	90.00/hr.	2,160	Mike di Milo, Stacey Beveridge
Program Administration: Scheduling, Reminders, Misc.	48.0 hrs.	60.00/hr.	2,880	Stacey Beveridge, Nicole Yerena
Review of Evaluations	4.00hrs.	60.00/hr.	240	Stacey Beveridge, Nicole Yerena
Materials for Tabling Events: travel cases, displays, etc.	--	--	3,500	Various vendors,
Sourcing, assembly of event materials	5.0 hrs.	90.00/hr.	450	Mike di Milo
<b>Total</b>			<b>34,918.00</b>	

Above is the projected budget for the 2023-24 fiscal year. We expect that program development and materials will have more weight for the first year of the contract since there is no current infrastructure for public education. These costs include items such as travel cases, displays, tables, and IWMA branded Easy-Up and tablecloths. In fiscal years 2-5 there will be a significant increase in budget for more workshops, community events, and slide programs. We believe this is beneficial to both parties since it will allow us more time to evaluate what events have the most impact and are the most popular with the community therefore allowing us to adequately adjust the weights of each category in the budget for the next fiscal year.

The budget does not include cost to print materials, this will be determined at the first meeting with IWMA when we define goals of the program and expected number of physical handouts for tabling and other events.

Science Discovery will not charge for staff training, this significantly decreases development costs for IWMA and allows us to conduct more outreach throughout the year.



# ADDITIONAL INFORMATION



### ADDITIONAL INFORMATION

#### Capacity and Infrastructure:

Though not specifically mentioned in the RFP, we believe that a firm's capacity and infrastructure to implement the scope of services IWMA requires is significant. Science Discovery has invested heavily in infrastructure to meet the current and future demands of its clients.

Our current capacity for school programs is 60+ programs per week.

**A. Home Base:** Our office, shop, and studio space is 2,500 square feet and provides a terrific "launch pad" for all of our education outreach activities. The space has been customized from an empty shell to include roll-up doors for easy loading of vans. Ethernet cables are run to all computer used for virtual programs.



Science Discovery office space provides the resources needed for planning and implementation of client programs.

**B. Virtual Programs:** In response to school closures during the start of the 2019 pandemic, Science Discovery reapportioned its space and built a studio from which virtual programs can be broadcast live to classrooms. The facility includes a PTZ camera, studio lighting, a sound mixer, 30-button Stream Deck switcher, OBS broadcast software, 50" monitors, and professional quality lavalier microphones among various other accessories.



Various images showing the Science Discovery main studio. Presenter Dean uses the 50" monitors to view the students who can respond to questions and participate in the program in real time.



## 8 ADDITIONAL INFORMATION

In addition to the main studio, Science Discovery has two, smaller studio spaces from which to broadcast. These sites are soundproofed to allow a total of three virtual programs being broadcast simultaneously.

Educator Hannah prepares for a marine debris virtual program in Zoom room one. Dual monitors and cameras, production software and a professional quality microphone elevate the program for best results.



**C. Workshop & Transportation:** Science Discovery has the capacity provide in-class programs at four different school locations simultaneously. Roll-up doors provide the option of loading vehicles in a controlled environment in the event that wind or rain would pose an issue loading outside. The shop also provides space for storage of client materials. Our customized vans provide a great visual overview of what we do and build our presence within the community. Each van has a QR code that leads directly to our website which has more information on our programs and scheduling options for interested teachers and community members!



The “fix-it” center includes a band saw, bench sander, roto tools, drills and much more allowing staff the ability to repair or fabricate many education materials in-house. Three identical Ford Transit Connect vans provide great capacity for transporting education materials safely and efficiently throughout the central coast. This model van is used because of its extra low “deck”, and three entry doors to the storage area, making it easy to load, helping to avoid back strain or other injuries.

### Science Discovery Organization Memberships for Professional Development

- California Resource Recovery Associations, 25+ years
- National Recycling Coalition
- Container Recycling Institute
- Californians' Against Waste
- California Association of Science Educators
- Association of Environmental and Outdoor Educators
- National Association for Interpretation



# 9

# APPENDIX



## MIKE DI MILO

## RESUME

### EDUCATION:

Bachelor of Science: Natural Resources Management, California Polytechnic, San Luis Obispo 1982

### WORK EXPERIENCE:

#### Founder

Science Discovery, San Luis Obispo, CA  
September 1996—Present

- Created to fill the need by IWMA for solid waste education on the Central Coast.
- Collaborated with multiple governmental agencies to provide public and school education along the Central Coast Maintained strong working relationships with multiple entities as a main point of contact for Science Discovery. Worked with IWMA, SLO County Public Works Department, City of Paso Robles Wastewater/Stormwater/Water Conservation, City of San Luis Obispo, Atascadero Mutual Water Company, and the City of Santa Maria
- Developed programs based on stakeholder interest to meet state regulations and requirements. Used input to create programs that met and exceed the requirements by law while presenting information in an engaging manner for the audience
- Used feedback from stakeholders and Jotform to improve on programs
- Worked with artists and contractors to create physical and digital media that has been used to educate teachers, students, and members of the public for almost 27 years. These art pieces, handouts, videos, and virtual game have been tailored to fit the needs of the audience exactly and have brought programs to another level, allowing staff to engage with students using verbal, visual, and tactile learning

Executive Director, Earth Inspired  
July 2017—Present

Earth Inspired is a local non-profit dedicated to promoting environmental literacy among learners of all ages along the California Central Coast. Through our mission we inspire people of all ages to enjoy and understand science, nature, and how these subjects impact our community and the world. Earth Inspired leads field trips, hosts litter clean-ups, and helps distribute compost to local residents twice each year.

### PROFESSIONAL DEVELOPMENT AND AWARDS

#### Presenter: California Resource Recovery Association

- Attendee of annual state-wide conferences since 1976 with other solid waste and sustainability professionals from government, private sector and non-governmental organizations.
- Presented sessions about starting and expanding school education programs that promote recycling and waste reduction.

**Award:** Outstanding School Recycling Program  
Received for Science Discovery, 2021

### MEMBERSHIPS

California Resource Recovery Association / K-12 Technical Council  
Container Recycling Institute  
California Association of Science Educators  
National Recycling Coalition  
National Association for Interpretation



## STACEY BEVERIDGE

## RESUME

### EDUCATION:

Bachelor of Science: Education, Cum Laude, Eastern Michigan University, 2001

California Preliminary Multiple Subject Teaching Credential & Oregon State Transitional License

\*Endorsed Concentrations in Language Arts K-8, and Early Childhood Education

Outstanding Service to Education – Presented by Kern County Superintendent of Schools, 2019

Howard Bell Award for Outstanding Contributions in the Field of Environmental Education – Presented by Association of Environmental and Outdoor Educators, 2012

### WORK EXPERIENCE:

#### Program Manager, Science Discovery, San Luis Obispo, CA

September 2008—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds.
- Scheduled programs and field trips during the school year by communicating effectively with teachers and staff and finding times that fit the schedules for both parties. Kept track of staff absences and availability to maximize the number of programs offered during the year.
- Lead field trips to various waste facilities including: Cold Canyon Landfill and MRF, Santa Maria Landfill, Anaerobic Digester Facility (Virtual), and Wastewater Treatment Facilities along the Central Coast. Presented information on these facilities in an engaging and safe manner for students, teachers, and community members that met them at their knowledge level.
- Supported Science Discovery staff by ensuring that materials needed for programs were always stocked and available.
- Maintained and developed concepts for program materials.
- Worked on teams to develop new education programs: Hidden Hazards (HHW) and Be Smart Use the Green Cart (Food Waste).
- Worked on teams to convert all education programs to Virtual Programs during Covid pandemic.
- Served as a client liaison communicating and gathering data for various projects.
- Worked with graphic designers to produce teacher newsletters to promote recycling programs.
- Video editing for teaser videos, teacher communication, and staff training.

#### Naturalist, Exploring New Horizons Outdoor School, Loma Mar, CA

September 2001—June 2004

- Planned and conducted hands-on environmental education activities for 5th and 6th grade week-long residential students during hikes at a saltwater marsh, tide pools, oak woodlands, and redwood forest
- Facilitated a positive learning environment for students to develop a strong self-concept and team building skills; nature appreciation and understanding; and self-empowerment in citizenship and action taking



## DEAN THOMPSON

## RESUME

### EDUCATION:

Bachelor of Science: Natural Resources Management, Fisheries and Wildlife Conservation, California Multiple Subject (K-6) Teaching Credential, California Polytechnic State University San Luis Obispo 1988

### AWARDS:

Outstanding Service to Education – Presented by Kern County Superintendent of Schools, 2019

Howard Bell Award for Outstanding Contributions in the Field of Environmental Education – Presented by Association of Environmental and Outdoor Educators, 2012

### WORK EXPERIENCE:

**Environmental Education Specialist,  
Science Discovery, San Luis Obispo, CA**  
October 2020—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Lead field trips to various waste management facilities including the Wastewater Treatment Facility in Paso Robles
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

**Lead Naturalist, Kern Environmental  
Education Program,  
Montana de Oro State Park, CA**  
January 1986—June 2020

- Primary duties: Assist in supervision and training of Naturalist staff, teaching science and environmental education to elementary and middle school students in groups of approximately 25-50 students for three hours in outdoor sessions and conducting large group (50-120) education and entertainment programs. Also, in charge of supervision and training of high school and adult counselors.
- Other duties include: Curriculum development, interviewing and training new staff, bookkeeping, medicine procedures, record keeping, payroll, State Park liaison, on site caretaking and maintenance of animals and facilities.

### PROFESSIONAL SKILLS AND ABILITIES

- Over 34 years of experience in environmental education and classroom instruction.
- Extensive experience teaching about natural history and Naturalist skills.
- Professional storyteller, presented workshops, taught classes, performed in a variety of venues, sold recordings nationwide.
- Experience in writing curriculum and presenting workshops and trainings for students and adult educators.
- Board member and Secretary for Earth Inspired, an environmental literacy non-profit.





## CATHERINE GRACE PRICE

## RESUME

### EDUCATION:

Bachelor of Science in Environmental Earth and Soil Sciences,  
California Polytechnic State University – 2021

### WORK EXPERIENCE:

**Environmental Education Specialist,  
Science Discovery, San Luis Obispo, CA**  
November 2022—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

**Regenerative Agriculture Intern  
City Farm SLO - San Luis Obispo, CA**  
July 2021—October 2021

- Assist in maintaining both traditional compost and vermiculture compost operations.
- Process vegetation waste into compostable material

**Student Research Assistant,  
Cal Poly-CalFire Joint Project,  
San Luis Obispo, CA**  
January 2021—April 2021

- Use software packages to assist in conducting an assessment by CalFire of how wildfire fuel reduction treatments impact greenhouse gas emission.
- Attend weekly meetings with other student researchers, Cal Poly faculty, and CalFire researchers to learn new software applications and report project progress.

**Undergraduate Researcher,  
Cal Poly, SLO, CA**  
June 2019—March 2020

- Performed background research to develop new laboratory methods for soil analysis, specifically to measure soil manganese content and elucidate potential land management implications.
- Developed appropriate and clear graphs and figures to display and communicate data.
- Prepared a report and poster presentation for peers at the Cal Poly College of Agriculture Research Symposium.

**Conservation Educator and  
Fundraising Intern, San Luis Obispo  
Botanical Garden - San Luis Obispo, CA**  
June 2018—August 2018

- Led hikes and other outdoor educational activities for children aged 5 to 12.
- Worked with other counselors to create engaging lesson plans to teach summer camp students about botany, gardening, and environmental conservation.
- Started seedlings and performed propagation in the greenhouse.

**Dance Teacher, Claddagh School of  
Irish Dance - San Luis Obispo, CA**  
August 2014—June 2017

- Maintained thorough documentation for all classes, payments and appointments.
- Coached individual students and led group classes of up to 20 students, ranging in age from 4 to 60 years old.
- Choreographed and performed at cultural, dance, fundraising, and educational events. Preparatory Strings Violin Mentor

**San Luis Obispo Youth Symphony -  
San Luis Obispo, CA**  
September 2013—March 2015

- Mentored younger musicians in playing technique and reading sheet music.



## TOSHA PUNCHES

## RESUME

### EDUCATION:

Multiple Subject Teaching Credential with ELA1, University of La Verne. 2010  
Bachelor of Arts in Liberal Studies, University of La Verne. 2006  
English Literature, Loyola Marymount University - Los Angeles, CA

### WORK EXPERIENCE:

**Environmental Education Specialist,  
Science Discovery, San Luis Obispo, CA**  
October 2022 – Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

**President and Founder, STEAM Trunk,  
Arroyo Grande, CA**  
July 2012—Present

STEAM Trunk is a traveling hands-on museum, with informal educational exhibits and activities in Science, Technology, Engineering, Art, and Math. Through this mobile delivery program, I have personally created the curriculum and budgets. Curated and helped design and oversee the production of exhibits, managed meetings, volunteers, community outreach, marketing, and fund raising efforts. <http://www.STEAMTrunk.org>

**Educator & Programs Coordinator,  
Central Coast Salmon Enhancement  
(Creeklands) - Arroyo Grande, CA**  
October 2015—February 2019

- Delivered the Trout in the Classroom program to students in more than 20 public classrooms from Pre-K to 8th grade, serving over 400 students locally.
- Organized and managed program development from conception through execution.
- Created pre and post assessments to check for understanding and saw average of 65% increase in understanding per class in subject.
- Organized field trips to local lakes where we released trout and created hands-on activities to correlate with field trip.
- Created educational programs for community and educational events
- Worked closely with and trained college interns to deliver educational programs

**Program Director, Exploration Station -  
Grover Beach, CA**  
October 2009—July 2014

- Developed STEAM (Science, Technology, Engineering, Art, and Math) educational, hands-on, informal learning and child led programs from ground up
- Director and creator of all educational programs for children of all ages. Created hands-on, interactive experiences to promote learning outcomes through formal and informal methods.
- Prime educator and facilitator of all lessons presented to ages 2-adult.
- Designed, maintained, and helped build hands-on exhibits for informal science discovery.
- Created Power Point presentations to promote our work in community. Updated website and promoted all events through social media and community calendars.
- Worked closely with teachers and professors to develop age appropriate lessons and exhibits that correlated with state standards. Worked closely with Cal Poly University students who designed and built exhibits and activities under my direction.



## NICOLE YERENA

## RESUME

### EDUCATION:

Bachelor of Science in Earth Sciences, University of California-Santa Cruz  
June 2021

### WORK EXPERIENCE:

#### Environmental Education Specialist, Science Discovery, San Luis Obispo, CA

January 2023—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Lead field trips to various waste management facilities including the Wastewater Treatment Facility in Paso Robles
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

#### Mentor and Web Developer, Data in Geosciences Camp, Santa Cruz CA

July 2022—Present

- Student mentor for 18 high schoolers at residential 10-day summer camp focused on physical sciences
- Led small group activities and assisted on their final research projects
- Presented on science topics and shared my science journey with students
- Developed and update webpage for the program as a resource for students and parents website found at: <https://sites.google.com/ucsc.edu/digcamp/home>

#### Lab Assistant, Moss Landing Marine Labs, Moss Landing CA

June—December 2021

- Analyzed sediment from U1545 core taken from Guaymas Basin
- Ran analyses for particle size, X-ray Diffraction, and  $\delta^{15}N$
- Presented at the American Geophysical Union (AGU) Fall Meeting in 2021, explaining the science topic in both layman's and expert's terms based on audience

#### Stakeholder Researcher for NERR, UCSC, Santa Cruz, CA

March—June 2021

- Developed research project for stakeholders from National Estuarine Research Reserve (NERR)
- Final project had of 1.5 million data points focusing on water quality in the California Estuaries during El Nino cycles
- Final presentation synthesized data in clear and concise graphics to convey change over time

#### Poultry Science Peer Educator, Santa Maria FFA, Santa Maria CA

2013—2016

- Supervised turkey projects of 30 students and ensured welfare of project animals
- Educated students on how to raise and show turkeys in weekly meetings
- Ran and scheduled meetings, and kept records of events and hours
- Created PowerPoints, informational handouts, mini quizzes, and presentations for students to engage with
- Presented poultry science in a fun and easy way for students to learn



## JULIAN FARNSWORTH

## RESUME

### EDUCATION:

Bachelor of Science: Environmental Science and Management,  
Environmental Education and Interpretation. Humboldt State University 2019

### WORK EXPERIENCE:

**Environmental Education Specialist,  
Science Discovery, San Luis Obispo, CA**  
January 6, 2023—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Lead field trips to various waste management facilities including the Wastewater Treatment Facility in Paso Robles
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

**Senior Park Aide,  
California State Parks Dept - Orick, CA**  
March—September 2022

- Organized and conducted Jr. Ranger programs, campfire programs and guided walks.
- Presented to groups; explained and interpreted the inter-relations of plants, animals, and people in their environments, the geological, social, and cultural history of areas
- Promoted conservation education by explaining the relation of natural resources to the physical and mental health of the visitors and health of the local environment
- Designed biweekly program flyers for multiple locations in the park

**Parks Interpretive Specialist, California  
State Parks Dept - Oceano Dunes State  
Vehicular Recreation Area, CA**  
May 2021—March 2022

- Obtained data and prepared information for exhibits on natural and cultural history
- Organized and conducted Jr. Ranger programs, campfire programs, Home Learning Programs and PORTS programs; talked to groups on explaining and interpreting the inter-relations of plants, animals, and people in their environments.

**Lead Teacher Pacific Science Center -  
Seattle, WA**  
May—August 2019

- Ensured productivity of camp staff and curricula by providing instruction and leadership for interactive, week-long science camps for school age children to inspire a lifelong interest in science.
- Facilitated interactive science classes.
- Supervised, organized and oversaw curriculum.
- Exhibited effective and appropriate classroom and behavior management.

**Campfire Program Developer  
Humboldt State University- Arcata, CA**  
August—December 2018

- Created and provided a 30-minute program on a national park to a group of colleagues and the Environmental Education and Interpretation Lecturer. This presentation was graded under the scrutiny of a former CA parks interpreter including time management, quality of information, audience experience and teamwork with the group.



## LEILA DANIEL

## RESUME

### EDUCATION:

Master of Education, Multiple Subject Teaching Credential and Spanish Bilingual Authorization, San Jose State University 2016  
Bachelor of Arts: Spanish Language and Literature, Concentration in Environmental Science, Hanover College 2014.  
Study abroad: Universidad Castilla-La Mancha, Ciudad Real, Spain, Spring 2013.

### SKILLS:

- Multilingual (Spanish, German, English, some Arabic)
- Highly effective communication skills among diverse groups of people
- Experienced in dual language immersion teaching and developing curriculum

### WORK EXPERIENCE:

**Bilingual Elementary Teacher,  
Baywood Elementary,  
San Luis Obispo, CA**  
August 2019—June 2023

- Prepared and developed engaging lessons using best practice and teaching strategies
- Adapted science curriculum to meet the needs of second language learners
- Organized and led multiple field trips a year to enhance student learning
- Led transition from English-only program to dual language immersion (DLI) program for Kinder to 2nd
- Participated in DLI committee to assist the site-wide adjustments to bilingual education

**Bilingual Elementary Teacher,  
Sherman Oaks Elementary,  
Campbell, CA**  
August 2017—June 2019

- Developed engaging lesson plans based on curriculum and essential standards to 3rd grade students
- Led Project Based Learning activities to develop student abilities and learning styles
- Differentiated lessons to address the needs of all students
- Spearheaded the school's Exhibition night where students presented their unit projects to the community

**Assistant Director, Explore Summer  
Camp, Palo Alto, CA**  
May 2016—August 2016

- Planned and organized weekly activities for summer camp
- Maintained safe and welcoming environment and promoted hands-on science learning
- Engaged in positive and fun activities with the summer campers and staff

**Teaching Intern, Environmental  
Volunteers, Palo Alto, CA**  
November 2015—May 2016

- Co-taught the Environmental Volunteers' science and ecology programs to elementary students
- Coordinated with teachers and volunteers to ensure a successful science program
- Communicated with teachers and staff for scheduling programs and field trips

**Intern, Community Cloud Forest  
Conservation, Cobán, Guatemala**  
May—July 2012

- Taught and organized agroecology workshops
- Led various eco-tours for local elementary classes through the Alta Verapaz Mountains
- Actively participated in social justice workshops

**Intern, Mujeres Unidas,  
Richmond, Kentucky**  
July—August 2012

- Planned and carried out public community events, worked with diverse groups
- Collaborated with volunteers in gardening activities, often serving as a translator
- Taught low-income youth to work in one of the community gardens



## ANTONIO DELACRUZ

## RESUME

### EDUCATION:

Game Design and Programming, Norco College, 2017  
Solid Works Design, Cerritos College, 2016  
General Education, Allan Hancock College 2010

### CERTIFICATIONS:

40 Hour HAZWOPER & 8 Hour HAZWOPER Refresher  
OSHA 10 Construction  
OSHA 30 Construction  
ICS-100  
ICS-200  
Bilingual Spanish/English

### WORK EXPERIENCE:

**Recycling Specialist, Science Discovery,  
San Luis Obispo, CA**  
September 2022—Present

- Works with Commercial Recycling Team to educate businesses in the area on recycling and composting. Presents to food-based businesses to reduce food waste and bin contamination
- Performed audits of trash, compost, and recycling bins to determine business compliance with waste management
- Interacted with public and commercial audiences and provided presentations conducted in Spanish in order to reach a wider audience
- Provides Edible Food Recovery compliance assistance with tier one and two generators

**Field Technician-Pre-inspector/ Tetra  
Tech, Chico, CA**  
November 2018—January 2019

- Supervised cutting crews for vegetation project on PG&E Paradise Camp Fire.
- Made sure the crews were using the equipment correctly and safely. Did all the paperwork for each worksite with accurate info for state and federal agencies.

**Hazardous Waste Technician,  
Stericycle, San Luis Obispo, CA**  
May—November 2018

- Opened up hazardous waste facility. Waited for the public to come drop off household hazardous materials. Collected all and sorted them in specific areas or bins.
- Used ID scanner to collect data. Did all the paperwork for each worksite with accurate info for the state agency

**Agriculture Tech 1, State of California  
Department of Food and Agriculture,  
Lompoc, CA**  
April—August 2018

- Worked in the pest detection area of work with CDFA. Did routes 3 that Goleta area.
- Contacted homeowners before setting up the traps. Also log in accurate data in the route books.

**Task Force Leader, Tetra Tech,  
Ventura, CA**  
January—April 2018

- Dealt with day to day operations project on Thomas Fire. Contact homeowners and made sure the homeowners interested and property were protected.
- Was in charge of a crew that demo the burn structure made sure the operator and dump truck were loaded with the correct debris class.
- Issue collection ticket for the disposal site records. Did all the paperwork for each worksite with accurate info for state and federal agencies.



Table 2A

2A: Scope of Services Offered K-12 Education			
Requirement	Programs that Fulfill Requirement	Staff Responsible	Page # of Program Description
Create programs focused on reducing container contamination.	Introduction to Recycling, Food Waste, Cold Canyon Landfill Field Trip, Vermicomposting	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	18-21
Develop and produce education materials that address the proper disposal of Household Hazardous Waste, Universal Waste and Electronic Waste.	Hidden Hazards	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	19
Develop presentation materials that educate students on how landfills manage solid waste.	Cold Canyon Landfill Field Trip	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	19-21
Develop resource materials that educate students on short lived climate pollutants and the benefits of creating a circular economy	Food Waste, The TreeMendous Paper Tale	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	18
Develop education and outreach materials for students regarding edible food recovery that address county wide efforts in managing food insecurity.	Food Waste, Training for Recovery	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	18,20-21
Create engaging and multi-lingual education materials to educate students on proper disposal habits	Introduction to Recycling, Cart Game, Handouts	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike, Tony	18,19
Create digital presentations that can be used in classrooms of various age groups.	Recycling Wrap-up: Follow up video	Stacey, Mike, Gigantic Idea Studio	21
Requirement	Proposal Section	Staff Responsible	Page #
Work with IWMA staff to update education and outreach opportunities and needs as they arise	Communication with IWMA section	Mike and Stacey	16-17
Quarterly, provide IWMA staff with a schedule of events and projects pertaining to the program.	Communication with IWMA section	Mike and Stacey	16-17
Maintain an ongoing strategic plan regarding who and what educational opportunities the firm is providing.	Communication with IWMA, Proposed Work Plan	Mike and Stacey	16-17,42-44

2B: Scope of Services Offered Public Education			
Requirement	Programs that Fulfill Requirement	Staff Responsible	Page # of Program Description
Develop programs that demonstrate the various recycling, composting, and waste reduction options available to the different communities within the SLO county IWMA.	Be Smart Use the Green Cart Video, Recycle Right Presentation, Virtual Field Trip to Kompogas Anaerobic Digester Facility, Cold Canyon Landfill Field Trip, Cart Game	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike, Tony	17,18
Develop programs that are specific to meeting the education requirements for the public that focus on AB 939, AB 341, AB 1826, and SB 1383.	Recycle Right Presentation, DIY Vermicomposting Presentation, Landfill Field Trip, Anaerobic Digester Facility Virtual Tour, Circular Economy Program	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike, Tony	20, 25-26
Create programs focused on reducing container contamination.	Cart Game, Recycle Right Presentation, Be Smart Use the Green Cart Video, Digital Field Trip	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike, Tony	19,20
Develop and produce education materials that address the proper disposal of Household Hazardous Waste, Universal Waste and Electronic Waste.	Hidden Hazards: Household Hazardous Waste Information Handout	Development: Stacey, Mike	25-26
Programs that focus on local facility capabilities in sorting and processing recyclables and organics.	Virtual Field Trip to Kompogas Anaerobic Digester Facility	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike, Tony	20
Develop presentation materials that educate the public on how landfills manage solid waste.	Cold Canyon Virtual Field Trip/ Slide Presentation	Julian, Grace, Tosha, Dean, Stacey, Nicole, Mike	20
Develop resource materials that educate the public on short lived climate pollutants and the benefits of creating a circular economy.	Papermaking Activity, Circular Economy program	Julian, Grace, Tosha, Dean, Nicole. Development Stacey and Mike	25-26
Develop education and outreach material for the public regarding edible food recovery that address county wide efforts in managing food insecurity	Be Smart Use the Green Cart Video, Tabling Outreach at Farmer's Markets/ Fairs, Digital Handout	Julian, Grace, Tosha, Dean, Nicole. Stacey and Mike Development	25-26
Create engaging and multi-lingual education materials to educate the public on proper disposal habits.	Cart Game, Recycle Right Presentation	Julian, Grace, Tosha, Dean, Stacey, Mike, Nicole, Tony	19,25-26
Requirement	Proposal Section	Staff Responsible	Page #
Provide at least ten (10) in-person educational presentations to Member Agency groups as requested.	Outreach	Julian, Grace, Tosha, Dean, Stacey, Mike, Nicole, Tony	26
Quarterly, provide IWMA staff with a schedule of events and projects pertaining to the program.	Communication with the IWMA	Stacey and Mike	16-17
Maintain an ongoing strategic plan regarding who and what educational opportunities the firm is providing.	Communication with the IWMA, Planning, Proposed Work Plan	Stacey and Mike	16-17,45

## SUBCONTRACTING TEAM



**LISA DUBA**, Project & Creative Director

Lisa began using her talents in design, writing and project management in 1993 to educate and inspire the public to care for themselves and the environment. She founded Gigantic in 2002 to bring fresh outreach to public outreach, using the best of traditional and social marketing techniques for maximum effectiveness. For both private sector and public agency clients, she has planned and developed multi-touch outreach campaigns, and produced videos, brochures, mailers, posters, ads and more.

Current and recent projects include managing the outreach for the Alameda Countywide Clean Water Program, and leading CASQA through a process to develop public messaging promoting “Stormwater as a Resource.”



**MYER VENZON**, Media Coordinator

Myer is a marketing professional with skills and experience in strategy, digital and social media, communications, branding and creative. At Gigantic, Myer contributes to a variety of aspects of our campaigns, with a particular focus on digital strategy. Previously, Myer worked in the green beauty industry, where he was able to grow his passion for marketing with ethical and sustainable products.

Current and recent projects include creating new media plans for the Alameda Countywide Clean Water Program, including starting a TikTok channel and developing library displays for the Clean Water Program, and managing social media for the Respect Wildlife campaign



**KAS NETELER**, Creative Development

Kas has been with Gigantic since 2009 and advanced to the role of Principal in 2016. She is a dynamic leader who excels at forming strategic collaborations where results often exceed client goals. With over 28 years of experience, Kas applies her diverse skills in creative direction, marketing strategy, business development, design and photography to build innovative and effective marketing and outreach campaigns. Kas designs and facilitates meetings and workshops for building and strengthening communities, programs and organizations using Systems Thinking, Open Space Technology and Design Thinking techniques.

Current and recent projects include directing creative development and marketing strategy for California Carpet Stewardship Program, Livermore Recycles, Zero Waste Marin, City of San Rafael and YardSmartMarin.



**DUSTIN WISE**, Videographer

Dustin Wise provides a variety of videography services for his clients, including drone work, industrial location shoots, and interviews. He also provides outstanding editing services tailored to client goals and outcomes. Dustin has worked for major firms such as American Express, Sony, Animal Planet, and PBS. Dustin has worked on several video projects with Science Discovery and clearly understands how to deliver an exceptional video product to the Science Discovery and its clients.

## LISA DUBA

Principal, Gigantic Idea Studio, Inc.

### PROFESSIONAL EXPERIENCE

***Principal, Project Director, Gigantic Idea Studio, 2002-present***

Manage operations of a firm specializing in public education and outreach on environmental issues. Direct creative content and oversee production of projects. Extensive experience developing public education materials on environmental subjects, including waste reduction, pollution prevention and environmental health topics. Recognized for project management skills, a personable working style, and creative concepts.

***Freelance Graphic Designer and Communications Specialist, dba Duba Communications and Design, 1997-2002***

Provided local government agencies and small businesses with high quality graphic design and writing services. Clients included City of San Francisco Recycling Program, Central Contra Costa Solid Waste Authority, Sunset Scavenger and City of San Ramon.

***Publications Director, Montague Communications Group, 1995-1997***

Managed all aspects of publication development: concept, content and creation. Wrote copy for newsletters and brochures for environmental outreach projects. Designed and art-directed for many kinds of collateral, from billboards to postcards.

### EDUCATION

University of Illinois, Urbana-Champaign, Bachelor of Fine Arts in Photography & Graphic Design, 1992

Fostering Sustainable Behavior Advanced Training, 2015

### PROFESSIONAL AFFILIATIONS

California Resource Recovery Association (CRRA)

### AWARDS & RECOGNITION

CAL EPA Award (with City of San Ramon) for Contra Costa County E-Waste Program Materials, 2003

CRRA Service Award, 2003



## MYER VENZON

Associate, Media & Partnerships Coordinator, Gigantic Idea Studio, Inc.

### PROFESSIONAL EXPERIENCE

#### ***Associate, Gigantic Idea Studio, 2021-present***

Myer is a marketing professional with skills and experience in strategy, digital and social media, communications, branding and creative. Myer contributes to a variety of aspects of campaigns at Gigantic, with a particular focus on digital strategy. Previously, Myer worked in the green beauty industry, where he was able to grow his passion for marketing with ethical and sustainable products. Current and recent projects include creating new media plans for the Clean Water Program Alameda County, including starting a TikTok channel, developing library displays for the Clean Water Program, and managing social media for the Respect Wildlife campaign.

#### ***Marketing & Social Media Coordinator, Zion health, 2018-2020***

Developed social strategy and promoted marketing campaigns, events, company announcements, and partner initiatives (this includes creating and nurturing relationships with influencers/brand ambassadors and affiliates). Increased site traffic through creation and development of Facebook/Instagram campaigns, YouTube videos, Instagram posts and Giveaways. Cultivated organic relationships with digital influencers and subscription boxes via personalized outreach and systematic processes. Those efforts resulted in the company's largest PO of 10,000 pieces. Products were featured in a major subscription box.

#### ***Marketing Strategy Consultant, AsizerApp, 2018-2020***

Managed the strategy, development and execution of all social media channels. Created and maintained Brand Ambassador and Micro-influencer program. Optimized keywords on App Store to achieve a higher rank in the app store search results. Decreased CPI by 70% through creation of Facebook and Instagram Ads.

#### ***Business Development Consultant & Marketing Coordinator, Trunger, 2017-2018***

Drove new business by identifying, qualifying, and developing new partnership opportunities. Performed initial outreach through various outbound channels including: phone, email and social; while also following up and nurturing leads. Supported business development and growth of App, by coordinating all internal marketing activities and assisting with external sales and vendor relations.

#### ***Marketing Coordinator, Ghirardelli Chocolate, 2017***

Provided Social Media Strategy Consultation. Formulated social media marketing plans based on market research and competitive analysis of digital campaigns. Proposed recommendations to increase followers and brand awareness through E-mail marketing platform and social media.

### EDUCATION

M.B.A. in Global Innovation, California State University, East Bay, 2017

B.S. in Marketing Management, California State University, East Bay 2016



## KAS NETELER

Principal, Gigantic Idea Studio, Inc.

### PROFESSIONAL EXPERIENCE

#### ***Principal, Gigantic Idea Studio, 2016-present***

Excels at forming strategic collaborations for effective marketing, education and outreach for clients. Oversees marketing strategy, stakeholder engagement, field outreach & research and design. Directs creative for video, print, digital interactive and advertising campaigns/projects for clients. Designs, facilitates and co-facilitates stakeholder meetings and workshops. Currently leading communication campaigns for California Carpet Stewardship Program; Zero Waste Marin for waste reduction; City of Livermore for recycling and composting outreach; and City of San Rafael for illegal dumping mitigation and AB 1383 commercial composting outreach pilot.

#### ***Contractor, Gigantic Idea Studio, 2009-2016***

Provided graphic design, photography and 3D display concepts and production. Supported the team on marketing strategy, field research and event staffing. Designed, facilitated and co-facilitated stakeholder meetings, focus groups, brainstorming and workshops.

#### ***Independent Contractor, 2009-2016***

Consulted on business development, marketing strategy, community building and outreach, design, photography and facilitation for a variety of non-profits and businesses.

#### ***Executive Producer, She's Geeky, 2012-2016***

In charge of planning, contracting, sponsorship, marketing and outreach for *She's Geeky*, an annual "unConference" for women in technology in the Bay Area, Seattle, Minneapolis and Chicago.

#### ***Senior Art Director, Diablo Publications, 1995-2009***

Designed award-winning magazines, including Napa Sonoma Magazine, San Francisco Magazine, Diablo, the San Francisco Giants and Oakland Athletics official magazines. Print publications covered a variety of industries including finance, health care, lifestyle and sports.

#### ***Art Director, Curve Magazine, 1998-2006***

Established visual identity including a full redesign of publication (2006) for national award-winning magazine for lesbians.

#### ***Animatics Editor/Storyboard Coordinator, Monkeybone, 1998***

Created animatics for feature-length 20<sup>th</sup> Century Fox film directed by Henry Selick.

#### ***Graphic Designer, University Publications, College Park, MD 1992-1995***

Designed and produced a variety of award-winning publications for the university.

### EDUCATION

Dominican University of California, M.B.A. in Sustainable Enterprise  
University of Maryland College Park, Bachelors, Graphic Design

### AWARDS & RECOGNITION

- Various awards for graphic design since 1992
- Inducted to Sigma Beta Delta Honor Society, 2008

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**Barbara Odza Design, Inc.**

## Resume

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### Professional Experience:

Barbara Odza Design, Inc. 4.03 - Present	I provide creative services for a diverse group of clients, including Mattel Visual Merchandising, 20th Century Fox, Universal Pictures, UCLA, and Nestle.
California Polytechnic State University 2015 - Present	Part-time Lecturer Computer Graphics, Graphic Design III-Packaging, Typography III
California State University Northridge 2002 - 2012	Part-time Lecturer Graphic Design 1, Graphic Design 2, Typography, Computer Graphics, Computer Publishing Design, Packaging, and Production
Hamagami/Carroll, Inc. Design Director 3.93 - 4.03	I was employed at Hamagami/Carroll, Inc. for ten years, and as Design Director was involved in all aspects of the strategic and creative process from concept development to project management to production. I have provided creative leadership for such clients as DirecTV, Disney, Mattel, Kinko's, 20th Century Fox, and Amgen. For more than four years, I maintained ownership of the Mattel Retail Merchandising account, focusing on the Barbie and Hot Wheels family of brands and sub-brands.
Boyd Communications Senior Designer 7.91 - 3.93	Prior to joining HCA, I was a designer for Boyd Communications, specializing in corporate design projects for clients such as the Los Angeles County Museum of Art, Paine Webber, TRW, and Hyatt Hotels.
Sussman/Prejza & Company Junior Designer 8.90 - 7.91	Previous to my tenure at Boyd, I was with Sussman/Prejza as part of the team that created the much acclaimed branding system for The Gas Company.

### Education:

I graduated in 1990 with distinction from the Art Center College of Design, earning a BA in Graphics and Packaging.

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Peter Cron, Executive Director

RE: Creation of Ad-Hoc Budget Committee

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**BACKGROUND:**

In November of 2022, your Board received a Draft Management Review prepared by HF&H Consultants that outlined a series of potential cost saving measures to be considered for the Fiscal Year 2023-2024 (FY 23/24). Included in the review was the suggestion to lower the IWMA Solid Waste Management Fee for FY 23/24. Changes to the IWMA Solid Waste Management Fee can significantly impact the FY 23/24 budget along with future budget cycles and projections. An Ad-Hoc Budget Committee would provide insight and guidance to changes that may significantly impact upcoming and future budget setting.

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**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.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. IWMA Rules of Procedure

# SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

## WASTE MANAGEMENT BOARD RULES OF PROCEDURE

### ARTICLE 1 General Provisions

- 1.1 Name of Board The name of the Board is the San Luis Obispo County Waste Management Board.
- 1.2 Authority for Rules The rules apply to the San Luis Obispo County Waste Management Board and are adopted pursuant to the Joint Powers Agreement Establishing an Integrated Waste Management Authority for the Cities and County of San Luis Obispo.
- 1.3 Purpose of Rules The purpose of these rules is to provide for the orderly and fair conduct of the meetings of the Board.

### ARTICLE 2 Organization of the Board

- 2.1 Composition of the Board The Board is composed of ten (10) members and five (5) alternates appointed pursuant to the agreement creating the Authority.
- 2.2 Officers The officers of the Board shall be a President and a Vice-President, who shall serve until the election of their successors.
- 2.3 Election of Officers The officers shall be elected at the regular meeting of the Authority in the month of July of each year. They shall be elected by a majority of the total authorized vote of the Board, and shall serve from July 1 through June 30 of the following year.
- 2.4 Duties of the President The President shall preside at all meetings of the Board and shall conduct the business of the Board in the manner prescribed by these

Rules. The President shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Board. The President shall: preside at all meetings of the Executive Committee; appoint all ad hoc committees subject to ratification by the Board; exercise general supervision over all activities of said Authority; be an ex-officio member of all committees; and execute all contracts and legal documents on behalf of the Authority.

- 2.5 Duties of the Vice-President In the absence or inability of the President to act, the Vice-President shall: perform the duties of the President; give whatever aid necessary to the President in administering of the Authority; and be an ex-officio member of all committees.
- 2.6 Executive Committee There shall be an Executive Committee composed of the Officers of the Board, the Past President of the Board, and an ex-officio non-voting member - the Chairperson of the Solid Waste Technical Advisory Committee. The Board President shall preside at all Executive Committee meetings. The Executive Committee shall be responsible for coordination of agenda items, administrative oversight, and such matters as may be referred to it by the Board. A quorum shall be two members.
- 2.7 Solid Waste Technical Advisory Committee There shall be a Solid Waste Technical Advisory Committee (SWTAC) comprised of one voting member from each jurisdiction that is a member agency of the Authority and eleven (11) non-voting members appointed by the Board. Member agencies shall appoint one voting member each. The non-voting members to be appointed by the Board are to represent the following interest groups: waste haulers (1), landfills (1), recyclers (1), environmental organizations (1), the Local Enforcement Agency (1), Cal Poly (1), the general public (1), business (1), Community Service and Special Districts (3). The SWTAC serves as a resource for input to the IWMA on various matters including the planning and implementation of programs and facilities.
- 2.8 Other Committees The Board may appoint such other committees from time to time as may be appropriate to administer the powers and programs of the Authority.
- 2.9 Manager The Board shall employ or contract for the services of a Manager who shall be the chief administrative officer of the Authority as provided in the Joint Powers Agreement. The Manager shall plan, organize and direct the administration and operations of the Authority, shall advise the Board on policy

matters, shall recommend an administrative structure to the Board, shall hire and discharge administrative staff, shall develop and recommend budgets, shall reply to communications on behalf of the Authority, shall approve payments of amounts duly authorized by the Board, shall carry out such other duties that may be assigned to the Manager by the Board from time to time and shall attend meetings of the Board.

- 2.10 Duties of the Manager The Manager or designee shall perform the following duties:
- (a) Attend each meeting of the Board;
  - (b) Maintain all records of the Authority and Board;
  - (c) Prepare an agenda for each meeting;
  - (d) Notify all Board members of the time and place of each meeting;
  - (e) Maintain records of the proceedings of the Board and committee meetings;
  - (d) Perform other duties directed by the law, the Executive Committee, or the Board;
  - (f) These duties may be delegated as determined necessary by the Manager.

### ARTICLE 3 Meetings of the Board

- 3.1 Brown Act Requirements All meetings of the Board shall be held subject to the provisions of the California Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.
- 3.2 Regular Meetings The Board shall hold at least four regular meetings each year. The date upon which, and the hour at which, each regular meeting shall be held shall be fixed by resolution of the Board.
- 3.3 Cancellation of Regular Meetings Any regular meeting of the Board may be cancelled by the President, or the Manager on the direction of the President, no less than seven (7) calendar days prior to the scheduled date of such meeting, if there is insufficient business to warrant the meeting. Notification of cancellation shall be mailed to all parties who are notified of regular meetings of the Board.
- 3.4 Special Meetings Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.



- 3.5 Notice of Meetings All meetings of the Board shall be noticed in accordance with the provisions of the California Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.
- 3.6 Quorum and voting For purposes of conducting business, there shall be present a quorum consisting of a majority of representatives, including one COUNTY representative. Each delegate shall have one vote.
- 3.7 Absence of Quorum In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place, and the absent members shall be notified. If all members are absent, the manager shall adjourn the meeting to a stated time and place and notify all members pursuant to Section 3.4 of these Rules.

#### Article 4 Conduct of Meetings

- 4.1 Order of Business The order of business of the Board shall be conducted, as far as is practicable, in the following order:
- (a) Call to Order;
  - (b) Public Comment;
  - (c) Request for Future Agenda Items;
  - (d) Managers Report;
  - (e) Consent Agenda (including Public Comment);
  - (f) Public Hearing;
  - (g) Regular Calendar
    - Unfinished Business
    - New Business;
  - (h) Member Comment;
  - (i) Closed Session (if needed);
  - (j) Adjournment

The above order of business may be suspended or changed at any time by a majority vote of the Board. The agenda packets shall be mailed to Board Members no later than seven (7) days prior to the meeting. The Consent Agenda may contain those matters the nature of which have been determined by the Manager and/or Executive Committee to be routine, and will be approved by a single action. Any item shall be removed from the Consent Agenda and placed for discussion on the Regular Calendar at the request of any member.

The Public Comment segment is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Authority, but not listed on the agenda. Each speaker is limited to three (3) minutes.

All remarks are to be addressed to the Board as a body, and not to any individual thereof. Questions of the Board members or staff shall be asked through the President or presiding officer. The President may limit or end any commentary that is not germane to the business at hand, redundant, or that is scurrilous, abusive, or not in accord with good decorum and order.

- 4.2 Vote Required No action shall be effective without the affirmative votes of a majority of those present. However, eight (8) affirmative votes shall be required for taking any action in the event any agency demands such a vote.
- 4.3 Alternate's Vote A member agency's alternate may vote on any matter under consideration only in the absence of the agency member from the meeting or as provided under Section 4.6 of these of these rules.
- 4.4 Roll Call Each roll call of the Board shall be in alphabetical order after the motion maker and second, except that the President shall vote last.
- 4.5 Roll Call Not Required The roll need not be called in voting upon a motion except when requested by a member, except that a vote on all resolutions, formal agreements and contracts shall be by roll call, or as otherwise required by law. If the roll is not called, in the absence of objection, the President may order the motion unanimously approved.
- 4.6 Voting Ineligibility Any Board Member abstaining on grounds of conflict or appearance of conflict of interest must so declare at the time the Agenda item is called, and shall leave the Board table before the matter is considered and refrain from participation in any action concerning the matter.
- 4.7 Parliamentary Rules The following procedures are to be used for the governance of this Board in all cases not otherwise provided in these rules.
- (a) A Board order applies mainly as a directive to Officers of the Board and its staff members. It need not be reviewed in writing, as it generally applies to one specific act only. Board resolutions shall be reviewed in written form before binding action is taken on them.
- (b) In the event of the absence of both the President and Vice-President of the Board, the members present shall select one of their number to act as president pro tem.

(c) No question or motion shall be debated or put unless the same is seconded. If needed, when a motion is seconded, it shall be stated by the President before debate. If needed, the motion will be stated by the Clerk before voting.

(d) A motion shall be made by having the member of the Integrated Waste Management Authority making the motion state the motion to the Authority's clerk.

(e) A motion to refer or lay on the table, until it is decided, shall include all amendments to the main question.

(f) A motion having been stated by the President, shall be deemed to be in the possession of the Board, but it shall be withdrawn at any time before the decision or amendment with the assent of the Second.

(g) When a question is under debate no motion shall be received unless it is:

- (1) To adjourn.
- (2) To lay on the table.
- (3) To take up the previous question.
- (4) To postpone to a certain date.
- (5) To commit to committee.
- (6) To amend.
- (7) To postpone indefinitely.

These motions shall have preference in the above order.

(h) A motion to adjourn, or a motion to fix time of adjournment shall be decided without debate.

(i) A motion on the previous question shall preclude all amendment from debate of the main question, and shall be put in the form "shall the main question be put now?".

(j) A member called to order shall relinquish the floor unless permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the President shall be final.

(k) Other rules as may be adopted by the Board.