

**BOARD MEETING AGENDA**

**Wednesday, June 10, 2026 1:30 PM**

In-Person Meeting:

**City of San Luis Obispo Council Chamber**

**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.

**BOARD OF DIRECTORS:**

James Guthrie, President, City of Arroyo Grande

Navid Fardanesh, Vice President, Special Districts

Robert Robert, Past President, City of Grover Beach

Charles Bourbeau, City of Atascadero

Cyndee Edwards, City of Morro Bay

John Hamon, City of El Paso de Robles

Heather Moreno, County of San Luis Obispo, District 5 Supervisor

Scott Newton, City of Pismo Beach

Michelle Shoresman, City of San Luis Obispo

**Public Comment:**

Person(s) who wish to submit written Public Comment regarding an agenda item may send it to Janet Weldon, Clerk of the Board, at [clerk@iwma.com](mailto:clerk@iwma.com). All correspondence submitted by 9:00 AM on the day of the meeting will be distributed to each board or committee member and will become part of the official record of the meeting. IWMA staff may upload written correspondence onto the agency's website. The agenda and public meeting materials are available for inspection during regular business hours at the IWMA office at 555 Chorro Street, Suite D2, San Luis Obispo, CA 93405.

Members of the public attending the meeting will have the opportunity to address the Board of Directors concerning any item on the agenda below before the consideration of that item.

**Americans with Disabilities Act Compliance:**

In compliance with the Americans with Disabilities Act (ADA), the IWMA is committed to including the disabled in all its services, programs, and activities. If you need special aid to participate in this meeting, please get in touch with Janet Weldon, 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) 782-8530 and through email at [clerk@iwma.com](mailto:clerk@iwma.com).

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

## General Public Comment Period

Members of the public may address the Board of Directors on any items of interest within the jurisdiction of the Board, including items not scheduled on this agenda. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda but may set items for future agendas.

## STAFF REPORTS

4. **Executive Director's Report** [Page 5](#)  
Coby Skye, IWMA Executive Director

## CONSENT AGENDA

5. **Board Meeting Minutes – May 13, 2026** [Page 8](#)  
Recommendation: Approve the Board of Directors Meeting Minutes for May 13, 2026.
6. **Executive Committee Meeting Minutes: Receive and File** [Page 15](#)  
Recommendation: Receive and file the Executive Committee Meeting Minutes for the April 30, 2026 Meeting.
7. **Monthly Financial Reports** [Page 18](#)  
Recommendation: Receive and file the Monthly Financial Report for April 2026.
8. **Administrative Purchasing Procedures Manual: Receive and File** [Page 24](#)  
Recommendation: Receive and file the IWMA Administrative Purchasing Procedures Manual, with the California Uniform Public Construction Cost Accounting Act (CUPCAA) procedures set forth therein to become effective upon adoption by the Board of the required resolution electing to be subject to the Act pursuant to Public Contract Code §22030 (and any associated ordinance or Board policy satisfying Public Contract Code §22034).
9. **Update IWMA Policy F-14: Budget Policy** [Page 55](#)  
Recommendation: Approve proposed revisions of IWMA Policy F14, Budget Policy.

## REGULAR AGENDA

[Page 61](#)

10. **Consider and Approve Executive Committee's Recommendations to Revise Executive Committee Bylaws and IWMA Meeting Calendar; Adopt Resolution No. 2026-06-01, A Resolution of the Board of Directors of The San Luis Obispo County Integrated Waste Management Authority Amending the Executive Committee Bylaws; Adopt Resolution No. 2026-06-02 A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Meeting Calendar; Adopt Resolution No. 2026-06-03 A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Board Rules of Procedure**  
Recommendation: Consider Executive Committee's Recommendation to Clarify Executive Committee Authority, Revise IWMA Meeting Calendars and adopt Resolution Nos. 2026-06-01, 2026-06-02; and 2026-06-03

[Page 84](#)

11. **Facilities Use Lease Agreement Between the State of California and San Luis Obispo County Integrated Waste Management Authority Regarding Locating a Household Hazardous Waste (HHW) Facility at Camp San Luis Obispo**  
Recommendation: Approve the Facilities Use Lease Agreement between the State of California and the San Luis Obispo County Integrated Waste Management Authority for locating a

Household Hazardous Waste (HHW) Facility at Camp San Luis Obispo, in a form acceptable to the IWMA's legal counsel, as a replacement for the Morro Bay HHW Facility; and authorize the Executive Director to execute the Agreement on behalf of the IWMA, with such modifications as may be approved by the Executive Director in consultation with legal counsel.

**12. Second Reading By Title Only and Adoption, Ordinance No. 2026-1 An Ordinance of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act. [Page 86](#)**

Recommendation: Staff recommend that the Board adopt, on second reading by title only, after waiving further reading, Ordinance No. 2026-1, establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

**13. Deputy Director Employment Agreement [Page 91](#)**

Recommendation: Approve the proposed Employment Agreement between the IWMA and Deputy Director Lucy Stanus; authorize the Board President to execute the agreement on behalf of the IWMA; and direct staff to implement the July 1, 2026 cost-of-living adjustment consistent with the terms of the agreement and the FY 2026-27 Budget.

**14. Public Hearing on Annual Status Report on Public Sector Vacancies Pursuant to Assembly Bill 2561 [Page 101](#)**

Recommendation: Hold a Public Hearing and receive and file the Annual Status Report on Public Sector Vacancies Pursuant to Assembly Bill 2561.

[Page 103](#)

**15. Resolution No. 2026-06-04 Temporary Reduction of the Solid Waste Management Fee**

Recommendation: Adopt Resolution 2026-06-04, temporarily reducing the Solid Waste Management Fee from 5.4% to: 2.0% of gross receipts on residential customers and 2.2% of gross receipts on commercial customers, effective July 1, 2026. This action continues the Board's established practice, used in 2023, 2024, and 2025, of implementing temporary reductions below the 5.4% maximum authorized in 2022. Because this is a reduction rather than a new or increased fee, it does not require Proposition 218 notice or protest procedures.

**16. Adoption of Resolution No. 2026-06-05, Adopting the Budget for Fiscal Year 2026/2027**

Recommendation: Adopt Resolution 2026-06-05 and approve IWMA's Fiscal Year 2026/2027 Budget. [Page 112](#)

**17. Election of IWMA Board Officers [Page 140](#)**

Recommendation: Conduct annual election of officers for President and Vice President.

**18. Board Member Communications**

Provide Board Members an opportunity to make an announcement and briefly report on their activities directly related to agency business.

**ADJOURNMENT**

### Upcoming Meetings and Events

<b>Board of Directors</b>	<i>August 12, 2026</i>	<i>September 9, 2026</i>	<i>November 12, 2026</i>
<b>Executive Committee</b>	<i>July 30, 2026</i>	<i>August 27, 2026</i>	<i>October 29, 2026</i>

# 4. EXECUTIVE DIRECTOR'S REPORT

- 1) Staffing Update
- 2) HHW Capital Project Update: Morro Bay



# 4. EXECUTIVE DIRECTOR'S REPORT

## *1) Staffing Update*

- Temp Administrative Staff:  
*Hired Away*
- Program Coordinator:  
*Returning Aug. 3, 2026*
- Intern:  
*Listing Summer Opening*



# 4. EXECUTIVE DIRECTOR'S REPORT

## *2) HHW Capital Project Update: Morro Bay*

- New location for the Morro Bay site secured at Camp San Luis Obispo
- Existing site will hold last event ***Sat, July 25, 2026***
- Launching outreach following today's Board action.
  - Residents will have multiple options during transition.



**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Janet Weldon, Clerk of the Board  
**RE:** Board Meeting Minutes – May 13, 2026

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Approve the Board of Directors Meeting Minutes for May 13, 2026.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. Board of Directors Draft Meeting Minutes: May 13, 2026



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

**Board of Directors Meeting Minutes**

Wednesday, May 13, 2026, 1:30 PM

In-Person Meeting:

County of San Luis Obispo Government Center  
1055 Monterey Street, San Luis Obispo, CA 93405

**BOARD OF DIRECTORS:**

James Guthrie, President, City of Arroyo Grande  
Navid Fardanesh, Vice President, Special Districts  
Robert Robert, Past President, City of Grover Beach  
Charles Bourbeau, City of Atascadero  
Cyndee Edwards, City of Morro Bay  
John Hamon, City of El Paso de Robles  
Heather Moreno, County of San Luis Obispo, District 5 Supervisor  
Scott Newton, City of Pismo Beach  
Michelle Shoresman, City of San Luis Obispo

**1. Call To Order**

President Guthrie called the Board Meeting to order at 1:30 PM on May 13, 2026.

**2. Roll Call**

Board Members Present: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

Absent: None

**3. Pledge of Allegiance**

**General Public Comment Period**

Ms. Julie Tacker commented on perceived inefficiencies of the IWMA, including delayed responses to requests for public records and the availability of a paper speaker comment slip.

**STAFF REPORTS**

**4. Executive Director's Report**

Coby Skye, IWMA Executive Director, shared a presentation highlighting updates including potential board meeting locations; the accounting contract with Price Paige & Co; HHW Capital Projects; and a recap of IWMA Earth Month activities including the new Recycling Ambassador volunteers program.

**CONSENT AGENDA**

- 5. Board Meeting Minutes Review – March 11, 2026, Meeting Minutes**  
*Recommendation to approve March 11, 2026, Board of Directors Meeting Minutes.*
- 6. Executive Committee Meeting Minutes Receive/File**  
*Recommendation to receive and file the February 26, 2026 and March 19, 2026, Executive Committee Meeting minutes.*
- 7. Monthly Financial Reports**  
*Recommendation to receive and file the Monthly Financial Reports for January, February, and March 2026.*
- 8. Receive and File the San Luis Obispo County Integrated Waste Management Authority Fiscal Year 2024-2025 Audit**  
*Recommendation: Receive and file the IWMA Audit for Fiscal Year 2024-2025.*
- 9. Executive Director Conference Attendance**  
*Recommendation: Approve the Executive Director’s attendance at upcoming conferences.*
- 10. Conflict Waiver for APCD Grant**  
*Recommendation: Staff recommends that the Board approve and authorize the President to sign the AMMCG conflict waiver.*

Board Member Fardanesh requested that the IWMA auditor provide a presentation regarding item 8 before it is approved. Ms. Garima Pathak of Harshwal & Company provided a short presentation of the Fiscal Year 2024-2025 Audit and responded to questions.

Julie Tacker made comments related to monthly financial reports and FY 24/25 Audit.

A motion was passed to approve consent agenda items 5-10 as presented.

Motion by Guthrie  
Second by Moreno

**ROLL CALL VOTE:**

Item 5:  
AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert  
NOES: None  
Absent: None  
Abstain: Shoresman Carried (8-0-1)

Items 6, 7, 8, 9, 10  
AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman  
NOES: None  
Absent: None  
Abstain: None Carried (9-0)

## **REGULAR AGENDA**

### **11. County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement**

*Recommendation: Approve and authorize the Board President to sign and execute the County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement for FY 2026-2027.*

A motion was passed to approve item 11 as presented.

Motion by Guthrie

Second by Hamon

#### **ROLL CALL VOTE:**

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

NOES: None

Absent: None

Abstain: None

Carried (9-0)

### **12. Consider Approval of Resolution 2026-05-01 Ratifying and Confirming All Prior and Current Services, Invoices, and Payments to AGP Video for Services from July 1, 2022 to the Present; Consider Approval of Month-to-Month Agreement with AGP Video for Meeting Recording Production and Distribution Services**

*Recommendation: Adopt the Resolution ratifying prior AGP Video services and payments and approving current AGP Video services and invoices; approve the month-to-month Professional Services Agreement with AGP Video; and authorize the Board President to sign and execute the Agreement.*

Questions by the Board included options for month to month and pricing, clarification of rates based on various meeting locations, legal obligation to record and post, and improving tech outcomes at the City of SLO.

Ms. Tacker remarked about a comment on parking for meetings, Exhibit A charges, and recommended the IWMA invest in digital recorders.

A motion was passed to approve item 12 as presented.

Motion by Guthrie

Second by Fardanesh

#### **ROLL CALL VOTE:**

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

NOES: None

Absent: None

Abstain: None

Carried (9-0)

**13. Draft Preliminary Budget for Fiscal Year 2026-2027**

*Recommendation: Review and discuss the Draft Preliminary Budget for Fiscal Year 2026-2027 and direct management to return with a recommendation for adoption of the Final Budget for Fiscal Year 2026-2027 at the Board of Directors meeting on June 10, 2026.*

Following a presentation by Mr. Skye, Board members asked and remarked about the proposed new rate structure for the Solid Waste Management Fee compared with last year's changes proposed by the R3 consulting study; the planned 5-year reduction and Prop 218; revenue forecast; integration of the Budget with the Strategic Plan; increasing service hours at some household hazardous waste locations; baseline for direction on outreach and education; targeted focus efforts via advertising; and clearly identifying reoccurring vs one-time costs.

Ms. Tacker asked about any recent R-3 input on rates, separate line items on any planned remodeling or improvements at 555 Chorro Street.

This item was for review and discussion only. The Budget Ad Hoc Committee will meet prior to the next Board meeting to give input on the final budget presented for approval in June.

**14. Regional Agency Integrated Waste Management Plan – Five-Year Review Report**

*Recommendation: Acting as the Local Task Force, review and provide comments on the Five-Year Review Report for the San Luis Obispo County Regional Agency Integrated Waste Management Plan and authorize the Executive Director to transmit the Report to CalRecycle.*

Mr. Skye provided a summary of the Report.

A motion was passed to approve item 14 as presented.

Motion by Bourbeau

Second by Moreno

ROLL CALL VOTE:

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

NOES: None

Absent: None

Abstain: None

Carried (9-0)

**15. San Luis Obispo County Integrated Waste Management Authority Strategic Plan (2026-2030)**

*Recommendation: Approve the SLO County Integrated Waste Management Authority Five-Year Strategic Plan and direct the Executive Director and staff to implement the goals and objectives outlined in the Plan and align future budget priorities accordingly.*

Mr. Skye introduced this item, which was the product of engagement and feedback from multiple stakeholders throughout the county, including representatives from state, county, city and other jurisdictions, service providers, facility operators, education professionals and non-profits. The Strategic Plan ad hoc committee – Directors Fardanesh, Bourbeau, and Edwards – were vital in guiding outreach and feedback during the process. IWMA staff were also integral to supporting opportunities for gathering input which was collected and posted on our website for all to access.

Ms. Tacker commented on grant money, in person presentations vs. virtual options.

Ms. Edwards thanked Mr. Skye and Ms. Status for their coordination. She also appreciated Mr. Bourbeau and Mr. Fardanesh for their participation at the multiple ad hoc committee meetings. A very engaging and informative process.

A motion was passed to approve item 15 as presented.

Motion by Hamon  
Second by Guthrie

ROLL CALL VOTE:

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

NOES: None

Absent: None

Abstain: None

Carried (9-0)

**16. Introduce, by Title Only, Ordinance No. 2026-01 An Ordinance of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act**

*Recommendation: Introduce Ordinance No. 2026-01, establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCAA), and place on the next Board agenda for adoption.*

A motion was passed to approve item 16 as presented, as a first reading only. This item will come back in June for adoption.

Motion by Guthrie  
Second by Hamon

ROLL CALL VOTE:

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Moreno, Newton, Robert, Shoresman

NOES: None

Absent: None

Abstain: None

Carried (9-0)

**17. San Luis Obispo County Air Pollution Control District Grant Agreement for the Installation of an Electric Vehicle Charging Station at the Integrated Waste Management Authority Office**

*Recommendation: Authorize Executive Director to accept an \$81,010 grant from the SLO County Air Pollution Control District to fund the installation of an electric vehicle charging station at the Integrated Waste Management Authority office, subject to review by legal counsel.*

Mr. Skye shared information about the grant and responded to questions posed by Directors related to public vs staff access, parking spaces, cost, grant obligations, accessibility parking improvements, charger life expectancy, and other locations in the area.

Ms. April Dury remarked money would be better spent for security cameras. Ms. Tacker commented on potential vandalism, trees, parking spaces, and seeking Board direction.

A motion by Ms. Shoresman to approve item 17 as presented, failed for lack of a second.

**Ms. Moreno and Ms. Shoresman left the meeting at 3:56pm.**

- 18. Consider and Approve Executive Committee’s Recommendations to Revise Executive Committee Bylaws and IWMA Meeting Calendar; Adopt Resolution No. 2026-05-02 A Resolution of the Board of Directors of The San Luis Obispo County Integrated Waste Management Authority Amending the Executive Committee Bylaws; Adopt Resolution No. 2026-05-03 A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Meeting Calendar; Adopt Resolution No. 2026-05-04 A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Board Rules of Procedure**  
*Recommendation: Consider Executive Committee’s Recommendation to Clarify Executive Committee Authority, Revise IWMA Meeting Calendars and adopt Resolution Nos.2026-05-02, 2026-05-03, and 2026-05-04.*

Mr. Skye briefly introduced this item. President Guthrie opened this for public comment. After receiving none, President Guthrie made a motion asking that this item be brought back to the June meeting for discussion with the full Board. A motion was passed to bring this item back to the June meeting for discussion with the full Board.

Motion by Guthrie  
Second by Hamon

AYES: Bourbeau, Edwards, Fardanesh, Guthrie, Hamon, Newton, Robert

NOES: None

Absent: Moreno, Shoresman

Abstain: None

Carried (7-0-2)

**19. Board Member Communications**

*Provided Board Members an opportunity to make an announcement and to briefly report on their activities directly related to agency business.*

None.

**ADJOURNMENT** 3:57 PM

\_\_\_\_\_  
\_\_\_\_\_  
Janet Weldon, Clerk of the Board  
San Luis Obispo County Integrated Waste Management Authority

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Janet Weldon, Clerk of the Board  
**RE:** Executive Committee Meeting Minutes

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**BACKGROUND:**

N/A

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**RECOMMENDATION:**

Approve the Executive Committee Meeting Minutes for the April 30, 2026 meeting.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. Executive Committee Meeting Minutes: April 30, 2026



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

**Executive Committee Meeting Minutes**

Thursday, April 30, 2026, 10:00 AM  
555 Chorro Street, Suite D-2, San Luis Obispo, CA 93405

**Executive Committee Members**

President, James Guthrie, City of Arroyo Grande  
Vice President, Navid Fardanesh, Special Districts  
Past President, Robert Robert, City of Grover Beach

**1. Call To Order**

President Guthrie called the Executive Committee to order on April 30, 2026, at 10:00 AM.

**2. Roll Call**

Present: Directors Fardanesh, Guthrie, Robert  
Absent: None

**3. Pledge Of Allegiance**

**General Public Comment Period**

None

**STAFF REPORTS**

**4. Executive Director's Report**

Executive Director Coby Skye highlighted several items including: discussion of options for the location of future Board meetings; the Household Hazardous Waste Heritage Ranch relocation project is nearing completion; the Accounting firm of Price Paige & Co. is on board, shadowing staff to understand IWMA processes for review and recommendations; today is the last day of Earth Month, and many activities were promoted through social media during April highlighting county-wide events to promote recycling; our agency has received a high number public records requests and are working to respond to them quickly while balancing other priorities.

**Consent Agenda Public Comment Period**

No public comment received.

**CONSENT AGENDA**

**5. Executive Committee Meeting Minutes Review – February 26, 2026 and March 19, 2026 meetings**

Recommendation: Approve the February 26 and March 19, 2026, Executive Committee Meeting Minutes.

**Motion by** Fardanesh

**Second by** Guthrie

To approve consent agenda Item 5.

*Motion passed approving Item 5 on the following voice vote:*

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

**CARRIED (3-0)**

**REGULAR AGENDA**

**6. Board Meeting Agenda Draft Review – May 13, 2026**

Recommendation: Review, discuss, and approve the draft May 13, 2026, IWMA Board Meeting Agenda.

Mr. Fardanesh asked about the Executive Committee's (EC) purpose and about approving the Board agenda. The committee discussed adjusting the scope of the EC's authority, including changing the way the Board agenda is approved, and potential meeting calendar options for EC and Board. The EC requested the Executive Director develop an agenda item putting the recommendation forward and placing the item for discussion at the May 13 Board meeting.

**Motion by** Guthrie

**Second by** Fardanesh

To approve Item 6, revised to include a discussion/possible action item regarding changes to the EC purpose/scope and Board and EC meeting calendars.

*Motion passed approving Item 6 as amended on the following roll call vote:*

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

**CARRIED (3-0)**

**7. Executive Committee Member Communications**

None

**ADJOURNMENT** 10:23 AM

\_\_\_\_\_  
Janet Weldon, Clerk of the Board  
San Luis Obispo County Integrated Waste Management

**TO: San Luis Obispo County Integrated Waste Management Authority**  
**FROM: Coby Skye, Executive Director**  
**RE: Monthly Financial Reports**

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**BACKGROUND:**

Below is the financial report for April 2026. The attached presentation of revenues is structured upon cash inflows and outflows, providing the Board with a more comprehensive and transparent understanding of the financial position of our agency.

**April 2026**

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- |                           |               |
|---------------------------|---------------|
| • Revenue Received Report | \$ 332,714.82 |
| • Expenditure Report      | \$ 440,923.18 |
| • Credit Card Report      | \$ 18,083.29  |
- 

**RECOMMENDATION:**

Receive and file the Monthly Financial Report for April 2026.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

- A. April 2026 Final Financial Report

# Revenue Received - Cash Basis

## IWMA

April 2026

	<u>Total</u>
<b>Income</b>	
<b>400 Non_Operation Revenue</b>	
4150000 Interest Revenue	68,528.41
<b>Total 400 Non_Operation Revenue</b>	<b>\$ 68,528.41</b>
<b>435 Operation Revenue</b>	
4350200 VSQG Payment	7,951.25
4350820 Solid Waste Management Fee	134,126.47
4350825 Landfill Tipping Fee Surcharge	91,095.07
4350955 Retail Take Back Fees	32,952.25
<b>Total 435 Operation Revenue</b>	<b>\$ 266,125.04</b>
Unapplied Cash Payment Income	-1,938.63
<b>Total Income</b>	<b>\$ 332,714.82</b>

Thursday, Jun 04, 2026 11:13:36 AM GMT-7 - Cash Basis

**IWMA**  
**Expense Report**  
**April 2026**

	Date	Type	Name	Memo	Amount
<b>500- Salaries, Wages, &amp; Benefits</b>					
5001210 Annual Wages					
	04/03/2026	Journal Entry		EE GROSS WAGES, CHECKDATE 4/3/2026	51.60
	04/10/2026	Journal Entry		EE GROSS WAGES, CHECKDATE 4/10/2026	34,257.17
	04/24/2026	Journal Entry		EE GROSS WAGES, CHECKDATE 4/24/2026	33,404.36
<b>Total for 5001210 Annual Wages</b>					<b>\$67,713.13</b>
5001507 Taxes					
	04/03/2026	Journal Entry		ER - TAX OBLIGATION, CHECKDATE 4/3/2026	6.27
	04/10/2026	Journal Entry		ER - TAX OBLIGATION, CHECKDATE 4/10/2026	3,102.07
	04/24/2026	Journal Entry		ER - TAX OBLIGATION, CHECKDATE 4/24/2026	2,914.50
<b>Total for 5001507 Taxes</b>					<b>\$6,022.84</b>
5001522 Retirement Benefits					
	04/10/2026	Journal Entry		457B - EE WITHHOLDING, CHECKDATE 4/10/2026	-2,671.28
	04/10/2026	Journal Entry		457B EE, CHECKDATE 4/10/2026	2,200.13
	04/10/2026	Journal Entry		457B ED, CHECKDATE 4/10/2026	471.15
	04/10/2026	Journal Entry		401A EE, , CHECKDATE 4/10/2026	4,655.24
	04/10/2026	Journal Entry		401A ED, CHECKDATE 4/10/2026	1,508.69
	04/24/2026	Journal Entry		457B EE, CHECKDATE 4/24/2026	2,234.15
	04/24/2026	Journal Entry		457B ED, , CHECKDATE 4/24/2026	471.15
	04/24/2026	Journal Entry		401A EE, CHECKDATE 4/24/2026	1,508.69
	04/24/2026	Journal Entry		401A ED, CHECKDATE 4/24/2026	4,632.23
<b>Total for 5001522 Retirement Benefits</b>					<b>\$15,010.15</b>
5001561 Employee Insurance Benefit					
	04/10/2026	Journal Entry		EE HEALTH BENEFIT, CHECKDATE 4/10/2026	1,624.22
	04/24/2026	Journal Entry		EE HEALTH BENEFIT, CHECKDATE 4/24/2026	1,624.22
<b>Total for 5001561 Employee Insurance Benefit</b>					<b>\$3,248.44</b>
5001700 Cell Phone Stipends					
	04/10/2026	Journal Entry		CELL PHONE STIPEND ED, CHECKDATE 4/10/2026	295.00
	04/24/2026	Journal Entry		CELL PHONE STIPEND ED, CHECKDATE 4/24/2026	45.00
<b>Total for 5001700 Cell Phone Stipends</b>					<b>\$340.00</b>
<b>Total for 500- Salaries, Wages, &amp; Benefits</b>					<b>\$92,334.56</b>
<b>5050 Services and Supplies</b>					
5050015 Advertising					
	04/01/2026	Expense	Facebook	FACEBOOK ADVERTISING: 3/5/2026	10.00
	04/01/2026	Expense	Facebook	FACEBOOK ADVERTISING 3/4/2026	39.00
<b>Total for 5050015 Advertising</b>					<b>\$49.00</b>
5050070 Computer Software					
	04/01/2026	Bill	Streamline	WEBSITE HOSTING SERVICE: APRIL 2026	345.80
	04/01/2026	Expense	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION ADDITIONAL USERS: 2/27/2026	32.40
	04/01/2026	Expense	Microsoft	MICROSOFT 365 BUSINESS BASIC: 3/17/2026	6.30
	04/01/2026	Expense	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION: 3/20/2026	475.20
	04/01/2026	Expense	Real World Training	QUICKBOOKS TRAINING - MONTHLY SUBSCRIPTION: 3/22/2026	29.95
	04/01/2026	Credit Card Credit	Microsoft	MICROSOFT 365 ADDITIONAL USER 3/14/2026	-93.78
	04/01/2026	Expense	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION 2/24/2026	148.12
	04/01/2026	Expense	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION ADDITIONAL USERS 2/26/2026	135.76
	04/08/2026	Bill	Zabble Inc.	ZABBLE ZERO MOBILE TAGGING FOR JURISDICTIONS - APRIL 2026	600.00
<b>Total for 5050070 Computer Software</b>					<b>\$1,679.75</b>
5050085 Copy and Printing					
	04/09/2026	Bill	Boone Printing & Graphics, Inc.	RECYCLE BIN DECALS- SB 1383	3,378.86
<b>Total for 5050085 Copy and Printing</b>					<b>\$3,378.86</b>
5050095 Credit Card Fees					
	04/01/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	0.96
	04/07/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	44.52
	04/09/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	19.44
	04/15/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	26.76
	04/20/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	74.55
	04/22/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	2.70
	04/28/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	10.76
	04/30/2026	Expense	QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	2.99
<b>Total for 5050095 Credit Card Fees</b>					<b>\$182.68</b>
5050145 Hazardous Waste Disposal					
	04/08/2026	Bill	WM - Waste Management	CHICAGO GRADE LANDFILL HHW TRASH SERVICE: APRIL 2026	266.90
	04/08/2026	Bill	Chicago Grade Landfill & Recycling	EWASTE SERVICES: CHICAGO GRADE LANDFILL - FEBRUARY 2026	2,000.00
	04/16/2026	Bill	San Miguel Garbage Co	CURBSIDE OIL COLLECTION: QUARTER 1 - 2026	1,000.00
	04/22/2026	Bill	Paso Robles Waste Disposal	CURBSIDE OIL PICK UP: QUARTER 1 - 2026	1,500.00
	04/27/2026	Bill	Clean Earth Environmental Services	PUBLIC HHW DISPOSAL - FEBRUARY 2026	47,902.40
	04/27/2026	Bill	Clean Earth Environmental Services	VSQG DISPOSAL - FEBRUARY 2026	6,019.25
	04/27/2026	Bill	Clean Earth Environmental Services	RETAIL TAKE BACK DISPOSAL - FEBRUARY 2026	14,024.10
	04/27/2026	Bill	Clean Earth Environmental Services	PUBLIC HHW DISPOSAL - MARCH 2026	21,491.10

	04/27/2026	Bill	Clean Earth Environmental Services	VSQG DISPOSAL - MARCH 2026	12,043.30
	04/27/2026	Bill	Clean Earth Environmental Services	RETAIL TAKE BACK DISPOSAL - MARCH 2026	15,325.05
	04/29/2026	Bill	WM - Waste Management	CURBSIDE OIL PICK-UP: QUARTER 1 -2026 ATASCADERO	1,000.00
	04/29/2026	Bill	Pacific Waste Services	EWASTE SERVICES: PASO ROBLES LANDFILL - APRIL 2026	2,000.00
<b>Total for 5050145 Hazardous Waste Disposal</b>					<b>\$124,572.10</b>
5050167 Gift Card/Incentives					
	04/08/2026	Bill	Sharkman Motor Sports LLC	COMPOST REBATE PROGRAM: 25.07 TONS - 3/18/2026	250.70
	04/08/2026	Bill	Sharkman Motor Sports LLC	COMPOST REBATE PROGRAM: 50.1 TONS - 3/30/2026	501.00
	04/08/2026	Bill	Sharkman Motor Sports LLC	COMPOST REBATE PROGRAM: 351.44 TONS - 3/23/2026-3/27/2026	3,514.40
	04/29/2026	Bill	Sharkman Motor Sports LLC	COMPOST REBATE PROGRAM: 349.44 TONS - 3/31/2026-4/3/2026	3,494.40
	04/29/2026	Bill	Vineyard Professional Services	COMPOST REBATE PROGRAM: 644.41 TONS - 1/20/2026-2/6/2026	6,444.10
	04/29/2026	Bill	Sharkman Motor Sports LLC	COMPOST REBATE PROGRAM: 371.52 TONS - 4/6/2026-4/10/2026	3,715.20
<b>Total for 5050167 Gift Card/Incentives</b>					<b>\$17,919.80</b>
5050169 Janitorial Services & Supplies					
	04/01/2026	Bill	Excel Commercial Cleaning	MONTHLY JANITORIAL SERVICES: MARCH 2026	390.00
	04/22/2026	Bill	Mission Linen and Uniform Service	JANITORIAL SERVICES: 04/07/2026	25.00
<b>Total for 5050169 Janitorial Services &amp; Supplies</b>					<b>\$415.00</b>
5050210 Maintenance-Equipment					
	04/01/2026	Bill	Mid-Coast Fire	PREVENTATIVE MAINTENANCE: MORRO BAY	552.10
<b>Total for 5050210 Maintenance-Equipment</b>					<b>\$552.10</b>
5050260 Mileage Reimbursement - Employee					
	04/10/2026	Journal Entry		EE - REIMBURESEMENT, CHECKDATE 4/10/2026	833.88
<b>Total for 5050260 Mileage Reimbursement - Employee</b>					<b>\$833.88</b>
5050265 Mileage Reimbursement-Nonemployee					
	04/01/2026	Bill	Science Discovery	NON-EMPLOYEE MILEAGE: MARCH 2025	397.73
	04/16/2026	Bill	SCIENCE DISCOVERY GROUP, LLC	NON-EMPLOYEE MILEAGE: 3/18/2026 - 3/31/2026	440.08
<b>Total for 5050265 Mileage Reimbursement-Nonemployee</b>					<b>\$837.81</b>
5050290 Other Minor Equipment					
	04/01/2026	Expense	Webstaurant	SB 1383 - IMMERSION BLENDER: 2/25/2026	615.94
	04/01/2026	Expense	Webstaurant	SB 1383 - INSULATED FOOD CABINET: 2/25/2026	1,566.69
	04/01/2026	Expense	KATOM RESTAURANT	SB 1383 - COMMERCIAL FREEZER: 2/27/2026	9,830.33
	04/01/2026	Expense	Webstaurant	SB 1383 - FOOD SCALES: 3/12/2026	862.90
	04/22/2026	Bill	Sure Close Inc	3,000 ORGANIC GREEN BIN FOOD PAILS	15,450.00
<b>Total for 5050290 Other Minor Equipment</b>					<b>\$28,325.86</b>
5050320 Legal					
	04/23/2026	Bill	Adamski Moroski Madden Cumberland & Green	LEGAL SERVICES: MARCH 2026	7,544.67
<b>Total for 5050320 Legal</b>					<b>\$7,544.67</b>
5050340 Contracted Services					
	04/01/2026	Bill	Peter Cron	HHW CONSULTING: CONTRACTED SERVICES - DECEMBER 2025	1,620.00
	04/01/2026	Bill	Mountaineer IT Inc	IT MANAGED SERVICES: APRIL 2026	1,711.23
	04/01/2026	Expense	Intuit	2025: 1099 E-FILING 3/3/2026	5.98
	04/03/2026	Journal Entry	OnePoint	ONEPOINT PAYROLL PROCESSING FEE: CHECK DATE 4/3/2026	550.00
	04/08/2026	Bill	Your People Professionals, Inc.	HR YOUR WAY: APRIL 2026	1,250.00
	04/08/2026	Bill	Wallace Group Corp	ENGINEERING SERVICES: SAN MIGUEL CSD HHW SITE PLAN - ENGINEERING SERVICES	2,536.00
	04/09/2026	Bill	Hilbert Accounting	BOOKKEEPING SERVICES: FEBRUARY 2026	1,200.00
	04/09/2026	Bill	Your People Professionals, Inc.	BACKGROUND SCREENING - GIVENS	70.46
	04/10/2026	Journal Entry	OnePoint	ONEPOINT PAYROLL PROCESSING FEE: CHECK DATE 4/10/2026	102.87
	04/16/2026	Bill	Sweetser & Associates, INC.	3/31/2026	2,700.00
	04/22/2026	Bill	Mountaineer IT Inc	IT MANAGED SERVICES: MAY 2026	1,711.23
	04/23/2026	Bill	Peter Cron	HHW CONSULTING: CONTRACTED SERVICES - MARCH 2026	2,460.00
	04/24/2026	Bill	Hilbert Accounting	BOOKKEEPING SERVICES: MARCH 2026	1,200.00
	04/24/2026	Journal Entry	OnePoint	ONEPOINT PAYROLL PROCESSING FEE: CHECK DATE 4/24/2026	106.88
	04/27/2026	Bill	Clean Earth Environmental Services	PUBLIC HHW LABOR - FEBRUARY 2026	24,220.00
	04/27/2026	Bill	Clean Earth Environmental Services	VSQG LABOR - FEBRUARY 2026	7,680.00
	04/27/2026	Bill	Clean Earth Environmental Services	RETAIL TAKE BACK LABOR - FEBRUARY 2026	3,990.00
	04/27/2026	Bill	Clean Earth Environmental Services	PUBLIC HHW LABOR - MARCH 2026	25,400.00
	04/27/2026	Bill	Clean Earth Environmental Services	VSQG LABOR - MARCH 2026	7,680.00
	04/27/2026	Bill	Clean Earth Environmental Services	RETAIL TAKE BACK LABOR - MARCH 2026	4,940.00
<b>Total for 5050340 Contracted Services</b>					<b>\$91,134.65</b>
5050362 Public Outreach & Education					
	04/01/2026	Bill	Science Discovery	SCHOOL RECYCLING EDUCATION PROGRAM: MARCH 2026	7,609.00
	04/01/2026	Bill	Science Discovery	GENERAL PUBLIC EDUCATION PROGRAM: MARCH 2026	1,587.70
	04/01/2026	Bill	Science Discovery	FIELD OUTREACH AND INSPECTION PROGRAM: MARCH 2026	21,115.97
	04/01/2026	Bill	Science Discovery	RECYCLING AMBASADOR PILOT PROGRAM:3/1/2026-3/17/2026	924.00
	04/01/2026	Bill	Science Discovery	VERIZON BILL AND STORAGE: MARCH 2026	751.43
	04/01/2026	Expense	San Luis Obispo Chamber of Commerce	BUSINESS OUTREACH: 2/27/2026	515.00
	04/15/2026	Bill	SCIENCE DISCOVERY GROUP, LLC	SCHOOL RECYCLING EDUCATION PROGRAM: 3/18/2026 - 3/31/2026	7,571.69
	04/16/2026	Bill	SCIENCE DISCOVERY GROUP, LLC	GENERAL PUBLIC EDUCATION PROGRAM: 3/18/2026-3/31/2026	941.85
	04/16/2026	Bill	SCIENCE DISCOVERY GROUP, LLC	RECYCLING AMBASADOR PILOT PROGRAM:3/18/2026-3/31/2026	682.17
	04/16/2026	Bill	SCIENCE DISCOVERY GROUP, LLC	FIELD OUTREACH AND INSPECTION PROGRAM: 3/18/2026 - 3/31/2026	20,135.95

<b>Total for 5050362 Public Outreach &amp; Education</b>				<b>\$61,834.76</b>	
5050370 Trainings and Seminar Registration					
	04/01/2026	Expense	CSDA	SPECIAL DISTRICT LEADERSHIP ACADEMY - C. SKYE & L. STANUS: 2/26/2026	1,520.00
	04/01/2026	Expense	HHWIE	SO CAL HHWIE WORKSHOP: 3/3/2026	70.00
	04/01/2026	Expense	CSMFO	INTRODUCTION TO GOVERNMENTAL ACCOUNTING - M. GIVENS: 3/12/2026	165.00
<b>Total for 5050370 Trainings and Seminar Registration</b>					<b>\$1,755.00</b>
5050380 Rent and Lease Expense					
	04/27/2026	Bill	Derref's Mini Storage	Storage Unit #0159, May 2026 - April 2027	1,384.18
<b>Total for 5050380 Rent and Lease Expense</b>					<b>\$1,384.18</b>
5050400 Rents & Leases- Equipment					
	04/01/2026	Expense	Pitney Bowes	POSTAGE: 2/25/2026	515.00
	04/08/2026	Bill	UBEO West LLC	RICOH COPIER: IMC300F COPIER, 3/20/2026-4/20/2026	575.74
	04/08/2026	Bill	UBEO West LLC	RICOH COPIER: IMC4510 COPIER, 3/20/2026-4/20/2026	779.44
<b>Total for 5050400 Rents &amp; Leases- Equipment</b>					<b>\$1,870.18</b>
5050405 Rents & Leases-Strc					
	04/01/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/2/2026-3/29/2026: COLD CANYON HHW	109.61
	04/01/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/2/2026-3/29/2026: CHICAGO GRADE HHW	109.61
	04/01/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/2/2026-3/29/2026: MORRO BAY HHW	109.61
	04/01/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/2/2026-3/29/2026:NIPOMO HHW	109.61
	04/01/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/2/2026-3/29/2026:PASO ROBLES HHW	109.61
	04/09/2026	Bill	Atlas Performance Industries, Inc.	E-WASTE CONTAINERS: CHICAGO GRADE - APRIL 2026	130.00
	04/24/2026	Bill	Atlas Performance Industries, Inc.	E-WASTE CONTAINERS: MORRO BAY - APRIL 2026	130.00
	04/24/2026	Bill	Atlas Performance Industries, Inc.	E-WASTE CONTAINERS: NIPOMO - APRIL 2026	130.00
	04/28/2026	Bill	Atlas Performance Industries, Inc.	E-WASTE CONTAINERS: COLD CANYON - APRIL 2026	260.00
	04/29/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/29/2026 - 4/26/2026: PASO ROBLES HHW	109.61
	04/29/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/29/2026 - 4/26/2026: NIPOMO HHW	109.61
	04/29/2026	Bill	Marborg Industries	RESTROOM RENTAL 3/29/2026 - 4/26/2026: CHICAGO GRADE HHW	109.61
<b>Total for 5050405 Rents &amp; Leases-Strc</b>					<b>\$1,526.88</b>
5050440 Telephone and Internet					
	04/07/2026	Bill	Charter Communications/Spectrum	INTERNET: 3/21/2026-4/20/2026	150.00
	04/08/2026	Bill	Astound Business Solutions	TELEPHONE: APRIL 2026	281.10
	04/29/2026	Bill	Charter Communications/Spectrum	INTERNET: 4/21/2026-5/20/2026	150.00
<b>Total for 5050440 Telephone and Internet</b>					<b>\$581.10</b>
5050450 Travel					
	04/01/2026	Expense	RESORT	2026 CUPA CONFERENCE - HOTEL (5 NIGHTS): 3/27/2026	1,633.50
<b>Total for 5050450 Travel</b>					<b>\$1,633.50</b>
5050475 Utilities					
	04/08/2026	Bill	San Luis Garbage Company	TRASH SERVICE: APRIL 2026	62.31
	04/22/2026	Bill	SoCalGas	GAS: 03/17/26 - 04/15/26 - 555 CHORRO	65.04
	04/22/2026	Bill	Mission Grove Associates	CAM MONTHLY DUES: APRIL 2026	111.79
	04/24/2026	Bill	City of San Luis Obispo - Water	WATER: 3/16/2026-4/15/2026: 555 CHORRO	103.97
	04/27/2026	Bill	PG&E	ELECTRIC: 3/23/2026-4/20/2026 - 555 CHORRO	233.75
<b>Total for 5050475 Utilities</b>					<b>\$576.86</b>
<b>Total for 5050 Services and Supplies</b>					<b>\$348,588.62</b>
				<b>TOTAL EXPENSES</b>	<b>\$440,923.18</b>

Accrual Basis Thursday, June 04, 2026 12:28 PM GMT-07:00

**IWMA**  
**Credit Card Report**  
**April 2026**

Date	Payee	Memo	Charge	Account
04/01/2026	Microsoft	MICROSOFT 365 ADDITIONAL USER 3/14/2026	-93.78 5050070	Computer Software
04/01/2026	Intuit	2025: 1099 E-FILING 3/3/2026	5.98 5050340	Contracted Services
04/01/2026	Microsoft	MICROSOFT 365 BUSINESS BASIC: 3/17/2026	6.30 5050070	Computer Software
04/01/2026	Facebook	FACEBOOK ADVERTISING: 3/5/2026	10.00 5050015	Advertising
04/01/2026	Real World Training	QUICKBOOKS TRAINING - MONTHLY SUBSCRIPTION: 3/22/2026	29.95 5050070	Computer Software
04/01/2026	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION ADDITIONAL USERS: 2/27/2026	32.40 5050070	Computer Software
04/01/2026	Facebook	FACEBOOK ADVERTISING 3/4/2026	39.00 5050015	Advertising
04/01/2026	HHWIE	SO CAL HHWIE WORKSHOP: 3/3/2026	70.00 5050370	Trainings and Seminar Registration
04/01/2026	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION ADDITIONAL USERS 2/26/2026	135.76 5050070	Computer Software
04/01/2026	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION 2/24/2026	148.12 5050070	Computer Software
04/01/2026	CSMFO	INTRODUCTION TO GOVERNMENTAL ACCOUNTING - M. GIVENS: 3/12/2026	165.00 5050370	Trainings and Seminar Registration
04/01/2026	Microsoft	MICROSOFT 365 MONTHLY SUBSCRIPTION: 3/20/2026	475.20 5050070	Computer Software
04/01/2026	Pitney Bowes	POSTAGE: 2/25/2026	515.00 5050400	Rents & Leases- Equipment
04/01/2026	San Luis Obispo Chamber of Commerce	BUSINESS OUTREACH: 2/27/2026	515.00 5050362	Public Outreach & Education
04/01/2026	Webstaurant	SB 1383 - IMMERSION BLENDER: 2/25/2026	615.94 5050290	Other Minor Equipment
04/01/2026	Webstaurant	SB 1383 - FOOD SCALES: 3/12/2026	862.90 5050290	Other Minor Equipment
04/01/2026	CSDA	SPECIAL DISTRICT LEADERSHIP ACADEMY - C. SKYE & L. STANUS: 2/26/2026	1,520.00 5050370	Trainings and Seminar Registration
04/01/2026	Webstaurant	SB 1383 - INSULATED FOOD CABINET: 2/25/2026	1,566.69 5050290	Other Minor Equipment
04/01/2026	TOWN AND COUNTRY RESORT	2026 CUPA CONFERENCE - HOTEL (5 NIGHTS): 3/27/2026	1,633.50 5050450	Travel
04/01/2026	KATOM RESTAURANT	SB 1383 - COMMERCIAL FREEZER: 2/27/2026	9,830.33 5050290	Other Minor Equipment
<b>TOTAL CREDIT CARD EXPENSES</b>			<b>\$18,083.29</b>	

**TO: San Luis Obispo County Integrated Waste Management Authority**  
**FROM: Coby Skye, Executive Director**  
**RE: Administrative Purchasing Procedures Manual: Receive and File**

**BACKGROUND:**

The California Uniform Public Construction Cost Accounting Act (CUPCCAA) requires public agencies that opt into the provisions of CUPCCAA to also adopt consistent procedures as part of their purchasing manual or policy. In concert with updating the IWMA's purchasing manual to be consistent with CUPCCAA, staff incorporated recommendations from Price Paige and Company to incorporate best practices related to transparency, efficiency and internal controls related to government purchasing and procurement.

As these procedures are operational in nature, they do not require formal Board action but are presented for the Board to receive and file. They will become effective contingent on the Board's approval of the CUPCCAA Ordinance (Item 12).

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**RECOMMENDATION:**

Receive and file the IWMA Administrative Purchasing Procedures Manual, with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures set forth therein to become effective upon adoption by the Board of the required resolution electing to be subject to the Act pursuant to Public Contract Code §22030 (and any associated ordinance or Board policy satisfying Public Contract Code §22034).

**FISCAL IMPACT:**

None.

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**ATTACHMENTS:**

- A. IWMA Administrative Purchasing Procedures Manual

# **SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY**



## **ADMINISTRATIVE PURCHASING PROCEDURES MANUAL**

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## PREFACE

### **Open and Transparent**

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is committed to transparency and accountability and will strive to make businesses aware of all contracting and purchasing opportunities available to them.

## SECTION 1: PURPOSE

The purpose of this Administrative Purchasing Procedures Manual (Manual) is to establish guidelines and procedures for the cost effective and efficient purchasing and contracting of supplies, materials, equipment, labor and services, including construction and capital improvements, for IWMA pursuant to California Government Code (CGC) Section 54201 et seq. The processes in this Manual are also intended to encourage competition for public contracts and to aid the IWMA in the efficient administration of public contracting, to the maximum extent possible, for similar work performed and ensure compliance with California Uniform Public Construction Cost Accounting Act (CUPCAA), California Public Contract Code 22000-22045.

*CGC Section 54202* requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials, and equipment and that said purchases shall be in accordance with duly adopted policies.

*CGC Section 54204* requires that if a local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

## SECTION 2: OBJECTIVES

The objectives of this Manual are as follows:

The IWMA will procure goods and services in support of its administrative, operational, and capital improvement requirements. It is the intent of the IWMA to engage in procurements that ensure it will receive goods and services of the appropriate quantity, of a satisfactory level of quality, delivered in a timely manner, and at a price that represents the best value to the IWMA and its ratepayers. Furthermore, the IWMA will employ procurement processes that are fair and equitable and will allow providers of goods and services the greatest opportunity to participate in and compete for the IWMA's procurement engagements. Lastly, this Manual will support management in developing and executing sourcing strategies for products and services that meet or exceed the IWMA's requirements and to perform these services to the highest ethical and professional standards.

The purchasing procedures used in the application of this Manual follow de-centralized procedures. Shared responsibilities include overseeing the professional relationships between IWMA and its vendors and contractors, insuring the highest ethical and professional standards.

Other objectives of this Purchasing Manual that are valuable to IWMA include:

- Assisting staff in maintaining compliance with all IWMA’s policies regarding contracting and purchasing.
- Assisting staff involved in Federal and State grant agreements in maintaining compliance with applicable regulations.
- Providing leadership through contract negotiation and vendor management.
- Supporting the IWMA’s commitment to environmental responsibility.

Applicability:

- All purchases, agreements, services, leases, and/or contracts for materials, supplies, equipment, and other IWMA property shall be made in accordance with this Manual.
- Procurement practices shall comply with laws, regulations and guidelines of the State of California and the provisions of grant or funding agreements, if applicable.
- Any employee affecting any procurement action outside of the policies and procedures established within this Manual and without Board authorization to do so, may be subject to disciplinary action and/or termination.

Splitting or separating of material, supply, service, lease, and equipment orders or projects for the expressed purpose of evading the requirements of this Manual is strictly prohibited.

### SECTION 3: PROCUREMENT AUTHORITY

Procurement authority shall be exercised and performed by the Board of Directors. This authority includes both the authority to approve procurements and the authority to commit the IWMA to procurements. The Board of Directors may delegate certain authorization duties to the IWMA’s management and staff. These delegated authorities shall be exercised and performed in accordance with applicable federal, state, and local laws and IWMA policies, including *IWMA Policy F1: Authority to Enter Into Contracts and Expend Approved Funds*. The table below summarizes the current funding authority delegated by the Board under Policy F1:

<b>Threshold</b>	<b>Approving Authority</b>	<b>Minimum Requirements</b>
Less than \$10,000	Executive Director	Executive Director discretion
\$10,001 – \$40,000	Executive Committee	At least 2 written quotes, or alternative provided in IWMA Purchasing Procedures Manual
Over \$40,000	Full Board	Formal RFP/Bid

The Authorization Table outlines who may approve purchase requisitions that obligate the IWMA. The Authorization Table shall also apply to all Capital Improvement Projects. Capital Improvement Projects shall employ competitive bidding whenever possible.

For multiple-year agreements, procurement authorization shall be determined by the maximum total dollar value that may be awarded over the duration of the contract, including any option years. If provided for in the original agreement, the Executive Director may, in their sole discretion, negotiate a reasonable price revision based on escalation during the option years, if any. Yearly renewals, if required (and noted in original Board Action Item), may then be authorized by the Executive Director or his/her designee, regardless of the dollar amount.

#### SECTION 4: RESPONSIBILITIES

- A. The Executive Director's responsibilities include:
1. Review bid documents and bidding procedures.
  2. Review of all contracts.
  3. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
  4. Assist with evaluating and selecting suppliers and vendors.
  5. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.
  6. Conduct internal audits.
  7. Provide training to IWMA's staff on this Manual.
  8. Review all construction contracts.
  9. Manage all Capital Projects during the bid and award cycle.
  10. Manage all construction contract bids during bidding including job walks, responding to RFI's, due diligence reviews of bidders, conduct public bid opening meetings and determination of lowest responsive, responsible bidder.
- B. Executive Director or Designee's responsibilities shall include:
1. Prepare Requests for Proposals (RFPs).
  2. Prepare Requests for Bids (RFBs).
  3. Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
  4. Identify, evaluate, and utilize purchasing methods which best meet the needs of the IWMA (e.g. cooperative purchases, blanket purchase orders, contractual agreements, purchase cards, etc.).
  5. Assist with evaluating and selecting suppliers and vendors.

6. Develop staff reports for award of contracts for consideration by Board committee and Board of Director's meetings.
7. Determine optimal ordering methods to meet requirements at lowest possible cost.
8. Assist in reviewing and negotiating contracts.
9. Provide for the fair and equitable treatment of vendors, suppliers, and contractors
10. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.
11. To notify vendors of purchase award when authorized by Purchasing Supervisor.
12. Obtaining approvals according to the Authorization Table above.
13. Reconcile contract invoice discrepancies
14. Support the deployment and use of field inventory, office supplies and equipment
15. Schedule purchases and deliveries
16. Negotiate adjustments with vendors and suppliers
17. Assist in audits and reviews

In the absence of the approver for a given request, authorization will be obtained by his/her appointee or the next highest authority in accordance with the Authorization Table.

**At no time can purchases be "split" or otherwise billed separately to circumvent the spending authority.**

With the exception of the Board of Directors' authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver's limit. Freight and sales tax are a cost of doing business and shall be included in the total cost of the procurement.

#### SECTION 5: EXCEPTIONS FROM CENTRALIZED PROCUREMENT

- A. Any purchase for supplies, materials, equipment and/or services, other than those exceptions listed below, shall not be made outside of the purchasing process without the approval of the Executive Director or designee.
- B. Any purchase made without approval will be deemed void and will be subject to non-payment. The individual employee responsible for creating the unauthorized obligation may be subject to disciplinary action and/or subject to termination.
- C. Purchases that are exempt from the centralized procurement process are limited to the following, and authorization for these transactions shall be in accordance with the approval limits and dollar thresholds set forth in this Manual. Please refer to the Authorization Table in Section 3.

- a. Advertisements
  - b. Agency Contributions
  - c. Annexation Expenses
  - d. Application Fees
  - e. Assessment of IWMA's Expenses and Payment of Debt Service
  - f. Association Fees
  - g. Bank Charges and Fees
  - h. Bond Transactions
  - i. Claims
  - j. Conferences, Training & Seminars
  - k. Court Reporting
  - l. Easements
  - m. Fees and Permits (City, County, State, & Agency)
  - n. Insurance Premiums
  - o. Leases or Purchase of Real Property
  - p. Medical Services
  - q. Memberships
  - r. Notices
  - s. Purchase Card (Credit Card) Purchases
  - t. Payroll Expenses
  - u. Petty Cash
  - v. Postage
  - w. Refunds
  - x. Subscriptions and Software license maintenance
  - y. Travel Expenses, Lodging, Meals & Transportation
  - z. Utilities
- D. When available, utility and other routine monthly expenses should be set on autopayment with the Credit Card, or prepaid at the beginning of the year so the utility company can deduct from that balance.

## SECTION 6: STANDARDS OF CONDUCT IN PROCUREMENT

### **CONFLICT OF INTEREST**

No member, officer, or employee of the IWMA, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub-agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the IWMA is incorporated herein by reference.

Employees must follow the Conflict of Interest Code adopted by the IWMA Board. Employees must follow applicable laws, rules, and regulations regarding conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding accepting gifts.

### **VENDOR GIFTS AND GRATUITIES:**

The receiving of gifts and/or other symbols of appreciation may compromise the integrity of professional relationships and can lead to inappropriate business practices.

Subject to guidelines in the California Code of Regulations Section 89503, no officer, or employee, shall receive or agree to, directly or indirectly, any compensation, reward, or gift from any source except from his or her appointing authority or employer, for any action related to the conduct of IWMA's business, except as set forth below:

- A. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of breakfast, luncheon, or dinner meeting or other meeting or a tour where the arrangements are consistent with the transaction of official business.
- B. Acceptance of transportation, lodging, meals or refreshment, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by non-governmental sources where the officer's or employee's participation on behalf of IWMA is the result of an invitation addressed to him or her in his or her official capacity and the transportation, lodging, meals or refreshment accepted is related to, and is in keeping with, his or her official participation.
- C. Purchase of items or entry fees at advantageous rates where such rates are offered to IWMA personnel as a class, such as discounts provided to government employees.
- D. Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, or other items of nominal value, not exceeding \$50.
- E. Acceptance of incidental transportation from a private organization provided it is furnished in connection with the performance of the officer's or employee's official duties and is of a type customarily provided by the private organization.

- F. Acceptance of commendations, certificates, or plaques for outstanding individual service or work on IWMA projects.
- G. A gift or gratuity, the receipt of which is prohibited under this section shall be returned to the donor within 30 calendar days. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution within 30 calendar days without being claimed as a charitable deduction and any other requirements for disposition of such gifts.

**PERSONAL PURCHASES FROM SUPPLIERS, VENDORS, OR CONTRACTORS:**

- A. Employees of IWMA or their immediate relatives are NOT to utilize the employee's position with IWMA to solicit or utilize discounts, promotions, or other concessions from IWMA suppliers, vendors, or contractors to purchase supplies, equipment, tools, etc.
- B. Employees of IWMA or their immediate relatives are permitted to utilize discounts, promotions etc. offered to the general public by IWMA suppliers, vendors, or contractors.

**CONTRACTS WITH IWMA EMPLOYEES OR ORGANIZATIONS OWNED BY THEM:**

- A. Employees shall not knowingly award a contract, agreement, or purchase requisition to an IWMA employee or to a business concern or other organization owned or substantially controlled by one or more IWMA employees. This Manual is intended to avoid any conflict of interest that might arise between the employees' interests and their IWMA duties and to avoid the appearance of favoritism or preferential treatment by IWMA towards its employees.
- B. The Board or Executive Director may authorize an exception to this Manual only if there is a most compelling reason to do so, such as when the IWMA's needs cannot reasonably be otherwise met.

**ETHICAL PROCUREMENT PRACTICES:**

- A. It is the intention of the IWMA to maintain good working relationships with its vendors suppliers, as well as the community at large. Every employee has the ability to influence the opinions of others through daily interaction with the business community. In personal contacts with vendors and suppliers, employees shall represent the best interests of IWMA by conducting business in a fair, equitable, and ethical manner.
- B. IWMA subscribes to the following Principles and Standards of Ethical Supply management conduct:
  - a. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
  - b. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of IWMA.

- c. Avoid soliciting or accepting money, loans, credits, or preferential discounts and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, supply management decisions.
- d. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and government regulations.
- e. Conduct supply management activities in accordance with state, national, and international laws, customs, and practices, IWMA policies, and these ethical principles and standards of conduct.
- f. Develop and maintain professional competence.

## SECTION 7: UNAUTHORIZED PURCHASES

Approval shall be obtained prior to ordering supplies, equipment and services and not **“after the fact”** for work already done or materials already ordered. Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without an authorized purchase requisition. Otherwise:

- A. Such purchases are void and not considered an obligation of IWMA.
- B. Invoices without an authorized purchase requisition may be returned to the vendor unpaid.
- C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and/or may be subject to disciplinary actions.

## SECTION 8: REVIEW AUDITS

Compliance with this Manual is subject to review at any time by internal or external auditors. It is the responsibility of the IWMA staff members and their manager initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, and authorization signatures.

## SECTION 9 COMPETITIVE SOURCING

It is the policy of the IWMA to obtain competitive pricing, proposals or quotations on all products and services over \$1,000 used by the IWMA. All proposals and quotations received will be evaluated on the basis of quality, service, compliance with specifications and price. All awards will be made in the best interest of the IWMA. Any or all proposals may be rejected at the discretion of IWMA’s Board of Directors.

A competitive sourcing process is required where the product or service can be obtained from more than one source. Unless approved for sole source procurement (see guidelines in Section

12) or otherwise covered under existing contracts, all requisitioned products or services exceeding \$1,000 or more individually, or as a system including multiple components, will be competitively sourced.

Formal, written Requests for Proposal (RFP) should be used for competitive sourcing projects in accordance with the Authorization Table in Section 3. Sealed, hardcopy bids will be used when required by law, government contractual requirements, or CUPCCAA in accordance with the Authorization Table or at the discretion of the Executive Director.

### **COMPETITIVE SOURCING METHODS**

Competitive sourcing may be conducted using the following methods, the choice of which is primarily determined by the estimated dollar value of the product or service:

#### **1. Informal Quotes**

For purchases less than \$1,000, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bidding documents are not required, approval documentation is necessary. Since the purchase may be initiated without a requisition, the accounts payable process will require that the invoice be approved by the Executive Director before payment is released.

For purchases up to \$10,000, Executive Director's discretion is used and purchases exceeding this amount must receive approvals prescribed in Section 3 of this Manual.

#### **2. Informal Bids**

For purchases of \$10,001 or more but less than \$40,000, a minimum of two written quotes or bids are required in accordance with Section 3 of this Manual. The bids must be documented and retained on file. The request for bids must be made in a consistent manner for all vendors meaning that all vendors must receive the same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email, and/or online quote).

#### **3. Formal and Sealed Bids**

For purchases of \$40,000 or more, Bids/Proposals shall be solicited through formal RFP/Bid process in accordance with Section 3 of this Manual. A Request for Proposal (RFP) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file.

#### **4. Sealed Bids**

For purchases of \$40,000 or more for: 1) Maintenance and Service agreements; 2) Professional services; and 3) Equipment, Material and Supply Purchases, a formal RFP/bid process is required, and contracts shall be awarded in a manner most beneficial to the IWMA. A Request for Proposal (RFP) or Request for Bids (RFB) must be used to document the specifications and requirements of the product or service.

Further, for purchases of \$220,000 or more for Construction and Capital Improvement Projects, a formal RFP/bid process is required, and contracts shall be awarded in a manner most beneficial to the IWMA. Sealed bids must be publicly advertised. The IWMA shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following subsections specify certain procedures based on the following four categories:

- a. Capital Improvement Projects
- b. Maintenance and Services Agreements
- c. Professional Services Agreements
- d. Equipment, Materials and Supplies Purchases

a. Capital Improvement Projects

Contracts, valued at \$220,000 or more, for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement, hereinafter referred to as "Capital Improvement Projects (CIP)", shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists or the Board of Directors determines it is not in the best interest of the IWMA. Project-specific contracts covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. When the CIP is funded through a Federal Grant, the IWMA must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document. After the proposals are received and evaluated, the contract(s) should be awarded to the contractor/ supplier(s) presenting the best combination of price, delivery, compliance to specifications, capacity to perform, and quality of service. For more information, please see Section 13 regarding Competitive Sealed Bidding.

**The Agency has elected to become subject to the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code §22030.**

Public projects as defined by CUPCCAA (Section 22000 et seq. of the California Public Contract Code) shall follow the purchasing procedures as set forth in Section 22032 et seq. of the Public Contract Code. These procedures become effective upon adoption of the required resolution and ordinance by the Board.

1. The purchase or contract for public projects less than the amount specified in CUPCCAA may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order (Public Contract Code).
2. The purchase or contract for public projects less than the amount specified in CUPCCAA may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.
  - a. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated

from time to time by the California Uniform Construction Cost Accounting Commission.

- b. Where a public project is to be performed, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with this section, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified; provided, however:
    - i. If there is no list of qualified contractors maintained by the IWMA for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission.
    - ii. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
  - c. All mailing of notices to contractors and construction journals pursuant to this section shall be completed not less than fourteen (14) calendar days before bids are due.
  - d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and shall state the time and place for the submission of bids.
  - e. The Executive Director is authorized to award informal contracts pursuant to this section.
3. The purchase or contract for public projects greater than or equal to amount specified in CUPCAA shall be authorized by Board of Directors and shall comply with the competitive bidding procedures set forth in this Manual.

*b. Maintenance and Services Agreements*

This procedure applies to non-professional services agreements that do not involve real property. Examples include landscape maintenance, janitorial, uniform cleaning, and material hauling.

- a) Contracts for maintenance or service agreements shall be approved by the Board if the total cost for the initial term of the agreement exceeds \$40,000.
- b) Project-specific contracts for maintenance and service agreements covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts for maintenance and service agreements covered by this procedure shall be issued for an initial term of no more than 36 months. The Executive Director or designee may authorize a maximum of one extension of up to 24 months for maintenance and service

agreements. Extensions to contracts or agreements valued at more than \$40,000 shall be approved by the Board of Directors. If an extension to a contract or maintenance agreement causes the total cost of all years to exceed \$40,000 (even though the original total cost of the agreement was less than \$40,000), the extension shall be approved by the Board.

- c) Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed, and accepted by the Executive Director or designee.

c. Professional Services Agreements

A professional services agreement is an agreement between the IWMA and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services should be selected on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Please see Section 18 below for further information regarding Competitive Sealed proposals for Professional Services.

d. Equipment, Materials, and Supplies Purchases

This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.

- a) Detailed specifications of the items must be provided to the bidders in writing.
- b) Brand standardization is allowed if deemed to be in the best interest of the IWMA and documented.
- c) In purchasing equipment or supplies that need to be compatible with existing equipment, or to perform complex or unique functions, the requestor may limit bidding to a specific product type or a brand name product.

## SECTION 10: EXCEPTIONS TO COMPETITIVE SOURCING

There are circumstances when competitive sourcing is not required or practical. In these cases, a documented justification must accompany the Payment Request. Examples include:

1. Emergency situations endangering the health and safety of IWMA staff and its customers. When emergency conditions require the immediate purchase of supplies, materials, equipment, labor or services, staff members shall prepare and submit with the purchase requisition a memorandum reciting the facts which constitute the "emergency" situation. The Executive Director shall provide the Board with a report summarizing all expenditures

made and contracts executed in response to the emergency conditions within 30 days of the emergency purchase.

2. Volunteer Projects-projects accomplished with volunteer help.
3. Purchases that meet sole source procurement requirements (See Section 12).
4. If a reasonable attempt has been made to obtain competitive quotes/responses and it has been determined that no additional suppliers, providers, contractors or consultants can be located.
5. If the IWMA has a lack of response from suppliers, providers, contractors, consultants to a competitive solicitation.
6. When sufficient, satisfactory bids/proposals are not received, based on the IWMA's sole discretion.
7. If dictated by law.
8. Requisitions for products or services worth less than \$1,000
9. Cooperative procurement arrangements with other agencies. When cooperative purchasing agreements are available with other public agencies (e.g. the State of California, counties, cities, schools or other special districts), or when another public agency has followed a process substantially similar to that of the IWMA's, the IWMA may purchase goods or services at a price established by that agency through a competitive process. For utility-related projects where the work needs to conform to the specifications of a public utility, the IWMA may contract with vendor(s) selected by the public utility for such specific projects.
10. "Piggyback" purchases or leases, when the Executive Director or the designee determines it is in the IWMA's best interest to utilize the contracts of other governmental agencies or non-profit entities.
11. When the Executive Director has determined that a negotiation with a vendor or supplier is in the best interest of the IWMA.
12. Exceptions from Centralized Procurement Section 5 Sub-Section C

### SECTION 11: EMERGENCY PURCHASES:

Emergency purchases may be made without competitive bidding when time is of the essence, and shall be made only for the following reasons:

- To preserve or protect life, health, or property; or
- Upon natural or declared disaster; or
- To forestall a shutdown of essential services.

Since emergency purchases do not normally provide the IWMA with an opportunity to obtain competitive quotes, sound judgement shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

- The Executive Director shall be contacted as soon as possible for an authorization, which may be given verbally, to cover the emergency transaction. If unable to contact the Executive Director, then the employee should place the order and contact the Executive Director the next workday.
- A complete purchase requisition shall be submitted within two working days, or as soon as the information is available. All purchase requisitions for emergency purchases shall be approved in writing by the appropriate supervisor or manager.
- Documentation explaining the circumstances and nature of the purchase shall be submitted by the Executive Director or designee:
  - If the emergency purchases cause any budget line item to exceed the approved budget, it shall be the responsibility of the Executive Director to obtain subsequent Board of Directors approval for reserve funding or to make a budget adjustment to cover the purchase. Approval of a budget adjustment must be given by the appropriate party as determined by the Authorization Table.
  - If the emergency purchase involves Force Account work in association with a declared disaster, detailed records of work must be documented including scope of work, daily staff time, and equipment used. Depending on the scope of the disaster, Force Account work may involve CIP.

## SECTION 12: NON-COMPETITIVE (SOLE SOURCE) PROCUREMENT

The purchasing of materials, equipment, supplies and services costing \$1,000 or more individually or in aggregate should be by competitive sourcing regardless of the funding source. However, circumstances may dictate forgoing the competitive sourcing process and purchasing from one unique vendor for certain products or services. Such situations require documented justification, explaining the exceptional circumstances of the purchase. The documentation must show that an equitable evaluation has been made and that rejection of alternative vendors or solutions is based on objective and relevant criteria. Negotiations shall be conducted with the provider of the good or service to achieve the most favorable pricing terms of sale.

The Executive Director or designee has the final responsibility for determining whether a Sole Source requisition meets the requirements of this Manual. Special signature approval is required from the Executive Director or the designee for all sole source requisitions.

Instances when sole source purchasing may be applicable include the following:

1. Property or services can be obtained only from a specific vendor (i.e., materials or equipment; one-of-a-kind items, etc.).
2. Competitive sourcing is precluded because of the existence of patents, copyrights, and special processes, control of raw materials by vendors or similar circumstances.
3. Procurement of water or other utility services, where it would not be practical or feasible to allow other vendors to provide such services.
4. Procurement of support services in connection with the assembly, installation or servicing of equipment or software of a highly technical or specialized nature.
5. Procurement of parts or components to be used as replacements in support of equipment manufactured by a particular supplier.
6. Procurement involving construction where a contractor is already at work on the site and it would not be practical to engage another contractor.
7. Procurement where only a single supplier in a market is licensed or authorized to service or sell a specific product line.
8. Procurement of compatible additions to existing equipment where a different manufacturer's equipment would be impractical for the specific need.
9. The supplier or products are specified and required by the funding agency of a grant or Federal/State contract.
10. Certain professional services may be designated as critical or sensitive in nature due to specific knowledge of the IWMA's facilities or operations. These professional services may be exempted from bid procedures but will continue to be subject to the requirements of the Authorization Table. Sufficient documentation must be provided to fully explain why it is in the best interest of the IWMA to use the specific professional services vendor. Examples of these sensitive professional services may include security systems, consulting and engineering.

### SECTION 13: COMPETITIVE SEALED BIDDING

The Board of Directors must approve contracts over \$40,000. All projects estimated to meet or exceed \$220,000 must go through the competitive sealed bid process as per CUPCCAA.

#### **Definition**

Competitive sealed bidding is a method of procurement that requires:

- (a) Issuance of an Invitation for Bids (IFB) with a purchase description including acceptance criteria and all contractual terms and conditions applicable to the procurement, which can be advertised on the IWMA's website and in local newspaper or a contracted public bidding website when warranted.

- i. Advertisement must include Department of Industrial Relations and Contractor's State License Board minimum requirements of registration and active licensure, etc.
  - ii. Invitations must identify all evaluation factors and their relative importance.
  - iii. Invitations must provide a general description of the goods or services needed.
  - iv. Invitations must contain a statement that the IWMA will receive sealed bids.
  - v. Invitations must contain a statement that any or all bids may be rejected.
- (b) Soliciting proposals from an adequate number of sources.
  - (c) Public opening of bids at a pre-designated time and place when warranted.
  - (d) Unconditional acceptance of a bid without alteration or correction except as authorized in this manual or the Public Contract Code.
  - (e) Award to the responsive and responsible bidder who has submitted the lowest or most reasonable bid that meets the requirements and criteria set forth in the IFB.

#### **PUBLIC NOTICE**

Adequate public notice of the IFB shall be made in sufficient time, but not less than ten (10) calendar days prior to the opening of bids, by posting a copy of each IFB on the IWMA's bid calendar and website, contracted public bidding website, or in the newspaper when warranted.

If this information is used, the public notice must specify the place (if plans or specifications are not included in the solicitation) where plans and specifications are on file, and the time and place for receipt of bids. IWMA must publicly advertise the IFB and publicly open all bids at the time and place prescribed in the Invitation.

Additionally, notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the Executive Director or their designee.

#### **SPECIFICATION REQUIREMENTS**

- (a) Preparation of Specifications: Before procurement commences, the needed item or service must be clearly defined. Procurement specifications serve this purpose by identifying characteristics of the item or service with definitions, descriptions, and quantities. Specifications should describe the attributes of the item or service in such a way that the requirements can be clearly understood both internally and externally by vendors or contractors. Specifications:
  - (1) Should not be prepared to exclude all but one type or kind, except where permitted by law.
  - (2) Should be clear, definite and concise to enable prospective suppliers to have a basis on which to submit bids.

- (3) Should call only for features or for a level of quality required for the intended use, except in cases where such features or the level of quality are essential for some future consideration or result in an overall economic advantage to the IWMA.
- (4) Should preferably describe the performance requirements, rather than its formulation, description or design.
- (5) Should be framed to permit free and full competition as is reasonably possible under the existing circumstances.

(b) Restrictive Specifications

Some latitude is permissible in specifying features of certain items. While it is not necessary to prepare specifications in a manner that every conceivable manufacturer could competitively bid, the IWMA must be able to demonstrate a clear reason for any restrictive specifications.

(c) Other Considerations

Specifications must state whether items other than cost will be considered in awarding the contract, e.g., results of product testing, length and terms of warranty provisions, reliability and maintenance costs, repurchase value, or residual value of the equipment after a specified number of years where the residual value can be objectively ascertained. IWMA's specifications shall not be written so as to require a particular brand name, product, or a feature of a product, limited to one manufacturer, thereby precluding consideration of a product manufactured by another company, unless a finding is made, and described in the IFB or RFP, that a particular material, product, thing, or service is designated by brand or trade name for any of the following reasons:

- In order that a field test or experiment may be conducted to determine the product's sustainability for future use;
- In order to match other products in use on a particular public improvement either completed or in the course of completion;
- In order to obtain a necessary item that is only available from one source;
- In order to respond to an emergency declared by the Executive Director, Board of Directors, or local, State or Federal agencies.

(d) Inappropriate Specifications

- Inappropriate specifications may be those which are overly restrictive; discourage competition; are unclear; or otherwise fail to comply with the Procurement Manual.

**VENDOR BIDDER'S LIST**

General Information

The Executive Director or designee maintains a list of known prospective suppliers who are available to furnish materials, professional and consultant services, and supplies that can meet the IWMA's needs. In the case of written formal bids and informal quotations and for most transactions, the list (or record) of those bidders solicited will be in the solicitation file. In most cases, lists are maintained on a computer that enables identification of those suppliers that provide the item or service in question.

#### New Suppliers

From time to time, purchases are made from suppliers whose names are not on existing bid lists and may never be on a list (because of infrequency of purchases, specialty items, etc.). As frequency increases or demand requires, a new list may be established by the Executive Director or designee.

#### Requests to be added to Bid Lists

Companies may be added to existing or new bid lists based on requests from Executive Director or designee. All requests from suppliers may not necessarily result in being added to a bid listing.

#### Deletions from Bid Lists

Companies may be deleted from bid lists. Reasons for deletion are out of business; continual poor service; poor quality of goods furnished; default on previous purchase; failure to respond to three consecutive bid or quote invitations; or a supplier's request to be removed for any reason.

#### Official Record of Bidders

The master supplier number list and bid list is the reference resource used to prepare each record of bidders.

### SECTION 14: INVITATION FOR BIDS

- A. If it becomes necessary to make changes in quantity, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by an addendum to the IFB. The fact that a change was mentioned at a pre-bid conference does not relieve the necessity for issuing an addendum. If an addendum is required that materially changes the solicitation, it must be sent a minimum of 72 hours before the time for bid opening, to everyone to whom invitations have been furnished and shall be displayed on IWMA's website or electronic bid system, if applicable.
- B. Before issuing a material addendum, the time remaining until bid opening shall be considered. If less than 72 hours remain before bid opening, the time of bid opening shall be extended to allow bidders at least 72 hours to review the addendum and submit or resubmit bids. Such extension must be confirmed in the addendum.

- C. Any information concerning an IFB shall be furnished promptly to all prospective bidders as an addendum to the invitation if such information is necessary for bidders to submit bids.
- D. A pre-bid conference may be used, generally in a complex procurement, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the IFB has been issued and before the bids are opened. It shall never be used as a substitute for amending a defective or ambiguous invitation.
- E. All bond requirements must be stated in the notice inviting bids.

#### **CANCELLATION OF INVITATION FOR BIDS**

- A. The cancellation of an IFB usually involved a loss of time, effort, and money spent by IWMA and bidders. Invitations should not be cancelled unless cancellation is in the public or IWMA's best interest. Consideration should be made if there is no longer a requirement for the supplies or services, or if the addenda to the IFB would be of such magnitude that a new invitation is desirable.
- B. When an IFB issued other than electronically is canceled, bids that have been received shall be returned unopened to the bidders and notice of cancellation shall be sent to all prospective bidders to whom invitations were issued. When an IFB issued electronically is cancelled a general notice of cancellation shall be posted electronically.

#### **RELEASE OF PROCUREMENT INFORMATION**

- A. Before Solicitation – Information concerning a procurement shall not be released outside IWMA before solicitation except for long-range acquisition estimates in the annual budget.
- B. After Solicitation – Discussions with bidders regarding a solicitation shall be conducted and technical or other information shall be transmitted only by the Executive Director or designee or by other specifically authorized individual. Such personnel shall not furnish any information to a prospective bidder that alone or together with other information may afford an advantage over others.
- C. During Negotiations – Information contained in proposals shall not be released until negotiations have been completed and a recommendation is forwarded to the Board or other approving authority.
- D. Confidential Information – If any information in a bid or proposal is claimed to be confidential by the bidder or proposer, and such information is clearly identified in the bid or proposal as confidential, along with a statement of the basis of the claim, then a copy of any Public Records Act request or other request for disclosure of the information will be sent to the bidder or proposer. At its sole cost and expense, the bidder or proposer may seek within the required timeframe for disclosure, to join the production of the information it claims to be confidential. The bidder or proposer must defend, indemnify and hold harmless the IWMA for any costs associated with withholding the information.

#### **FORM OF BID**

To receive consideration, bids shall be made on the forms and in the manner set forth in the Invitation for Bids.

- (a) Late bids, or late withdrawals, shall not be accepted.
- (b) Each bid must be signed by an authorized representative of the supplier and include the legal name of the bidder.
- (c) Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the specifications.

### SECTION 15: RECEIPT OF BIDS

All bids must be received sealed in an envelope prior to the time specified in the IFB. Bids must not be left unattended and must be promptly time-stamped and deposited unopened in the respective bid folder. Late bids shall not be opened and shall not be considered under any circumstances. A late bid will be date-stamped and remain unopened in the bid file. A letter from the IWMA will be sent notifying the bidder that the bid was received late and was not considered.

#### **BID OPENING**

The IWMA's Executive Director or designee shall administer all bid openings, and all bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the IFB. The IWMA assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the IFB.

#### **CORRECTION OR WITHDRAWAL OF BIDS**

In any request or decision involving a bid mistake, correction or withdrawal, purchasing staff shall consult with IWMA Counsel. Except as otherwise specified in Section 5100 of the Public Contract Code, correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted only if such correction or withdrawal is not prejudicial to the interest of the IWMA or fair competition.

#### **BID EVALUATION**

Bids shall be evaluated based on the requirements set forth in the IFB, which may include criteria to determine acceptability such factors as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Criteria affecting price shall be objectively measurable, such as discounts, transportation costs and life cycle or total ownership costs. The IFB shall set forth the evaluation criteria to be used.

Examples of evaluation criteria that may be used include:

- a) Adherence to all conditions and requirements of the bid specifications, including but not limited to current license and registration with the Department of Industrial Relations.
- b) Total bid price, including any discounts.

- c) Appropriate insurance coverage limits with the IWMA named as additionally insured.
- d) Required performance bond capacity.
- e) Local supplier preference, if applicable.
- f) General reputation and experience of bidders based on references or prior performance.
- g) Hourly rates for specified personnel.
- h) Evaluation of the bidder's ability to service the IWMA.
- i) Financial responsibility of the bidder.
- j) Needs and requirements of the IWMA.
- k) Experience with the products involved.
- l) Nature and extent of company data furnished upon request of the IWMA.
- m) Quality of merchandise offered.
- n) Product appearances, workmanship, finish, taste, feel and result of product testing.
- o) Overall completeness of product line offered.
- p) Bidder's ability to meet delivery and stocking requirements.
- q) Delivery or completion date.
- r) Maintenance costs and warranty provisions.
- s) Repurchase value or residual value of equipment after specified number of years where the residual value can be objectively ascertained.
- t) Availability of product or service required.
- u) Compatibility with IWMA's current equipment/products.
- v) Availability of sales representatives and/or service representatives.
- w) Maintainability and reliability.
- x) All other information as requested in the bid document.

The Executive Director or designee shall maintain complete and sufficient records of bid evaluations to ensure there is no abuse of the competitive bidding process. All reasons for making the award recommendation shall be made in writing by the Executive Director or designee and retained in the bid file.

## SECTION 16: DETERMINING IF A BID IS RESPONSIVE

Cost is not the only determining factor when selecting the responsible successful bidder. In addition to price the following elements shall also be considered to determine if a bid is responsive:

- A. A responsive bid is in substantial conformance with the requirements of the invitation to bid, including specifications and the IWMA's contractual terms and conditions.

Conformance may also include providing proof of insurance, completed forms, references, and all other information as requested in the bid document.

- B. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify or limit their liability shall be considered non-responsive.
- C. The successful bidder must demonstrate the ability to fulfill a contract, including providing subsequent and continuing service. Staff may request proof of a prospective bidder's reliability, proof of financial resources, a list of current or previous customers, and other pertinent data. Such requests may also be made after receipt of bids.
- D. A bidder may be determined to be non-responsive if the bidder fails to furnish proof of qualifications when required.

Prior to finding a bidder not responsible, the Executive Director, or designee, shall notify the bidder of any evidence reflecting upon the bidder's responsibility, afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence of qualification.

**DETERMINING IF A BIDDER IS QUALIFIED:**

Consider the following to determine if a bidder is qualified:

A qualified bidder demonstrates the following characteristics:

- Can provide product quality, fitness, and capacity for the required usage
- Has the ability, capacity, and skill to perform the contract or provide the service required
- Has the demonstrated character, integrity, reputation, judgement, experience, quality of performance and efficiency, particularly with reference to past purchases by the IWMA or other public agencies
- Has the ability to perform within the required time
- Can meet all insurance and DIR requirements

**RESERVATION OF RIGHT TO REJECT BIDS AND RE-BID**

Every bid must be carefully examined to determine whether it contains a material variance. Any bid that contains a material variance must be rejected. A test of material variance is a variance that gives the bidder a substantial benefit or advantage not enjoyed by the other bidders. Prior to any rejection for a material variance, IWMA Counsel shall be consulted. The IWMA may:

- a. Reject an otherwise low bid when it is determined that another bid is more advantageous to the IWMA.
- b. Reject a bid not accompanied by any required bid security or by other data required by the bidding documents.
- c. Reject a bid that is in any way incomplete, irregular, amplified, unqualified or otherwise not in compliance with the bid documents in all material respects.

- d. Reject a bid that fails to conform to the delivery schedule or permissible alternates stated in the invitation
- e. Reject a bid when the bidder imposes conditions that would modify requirements of the invitation or limit the bidder's liability to IWMA.
- f. Reject a bid if IWMA determines that it is unreasonable as to price. Unreasonableness of price includes not only the total price of the bid, but the prices for individual line items as well.
- g. Waive any informality, irregularity, immaterial defects or technicalities in any bid.
- h. Cancel an IFB or reject all bids because of the following reasons:
  - i. Inadequate or ambiguous specifications
  - ii. Specifications have been revised
  - iii. Supplies or services are no longer needed
  - iv. Change in IWMA requirements
  - v. All bids deemed unreasonable
  - vi. Bids were not independently arrived at or were submitted in bad faith
  - vii. A determination is made that all the necessary requirements of the bid process have not been met
  - viii. Insufficient competition
  - ix. For other reasons which indicate the cancellation or rejection of all bids is clearly in the best interest of the IWMA

The Executive Director or designee shall maintain complete and sufficient written records of bid rejections and cancellations to ensure that there is no abuse of the bidding process. All reasons for rejecting a bid shall be retained in the bid file.

#### **MINOR INFORMALITIES OR IRREGULARITIES IN BIDS**

A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when there is no effect on price, quantity, quality, or delivery. IWMA may give the bidder an opportunity to cure any immaterial deviation and waive the deficiency or reject the bid at IWMA's discretion.

#### **MISTAKES IN BIDS**

After the opening of bids, IWMA shall examine the low bid for mistakes. In cases of apparent mistakes and in cases where IWMA has reason to believe that mistake may have been made, the Executive Director or designee shall request from the bidder a verification of the bid, calling attention to the suspected mistake.

The bid may be withdrawn if the bidder can establish to the satisfaction of the IWMA that:

- A mistake was made, and
- The bidder gave IWMA written notice within (5) working days after the opening of the bids of the mistake, specifying in the notice in detail how the mistake occurred, and
- The mistake made the bid materially different that the bidder intended it to be, and
- The mistake was made in filling out the bid and not due to errors in judgement or to carelessness in inspecting the contract documents.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

### SECTION 17: CONTRACT AWARD

If the IWMA decides to award a contract, the IWMA generally must award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the Invitation for Bids. The IWMA may award a contract based on bid evaluation criteria other than lowest bid price if the Invitation for Bids states the evaluation criteria that would be applied, and such award is in the best interest of the IWMA. Notice of award will be sent by the Executive Director or designee to the successful bidder. In the event the successful bidder fails to perform, or such bidder's bid is authorized to be withdrawn, the IWMA may award a contract to the next lowest responsible and responsive bidder that will best meet the needs of the IWMA.

### CANCELLATION OF CONTRACT AWARD

Failure on the part of the successful bidder within the time allowed to execute the contract, furnish an acceptable performance bond, or comply with any other requirement precedent to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security, not as a penalty, but in liquidation of certain damages sustained. Contract award may then be made to the next lowest responsible and responsive bidder, the call for bids re-advertised, or such the other action taken as deemed appropriate by the IWMA.

### SECTION 18: COMPETITIVE SEALED PROPOSALS

The Board of Directors must approve professional or consultant services contracts over \$40,000. All construction projects estimated to meet or exceed \$220,000 must go through the competitive sealed proposal process.

#### DEFINITION

A competitive sealed proposal is an offer from a prospective supplier as a result of the method of procurement that involves, but is not limited to:

- a. Solicitation of proposals through a request for proposal.

- b. A private opening of proposals that will avoid disclosure of offerors or contents to competing offers before and during the process of negotiation.
- c. Submission of cost or pricing data from the offeror where required.
- d. Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award, unless such discussions are not required by the request for proposals or this manual.
- e. An award made to the responsible offeror whose proposal is determined in writing to be the most advantageous, considering evaluation factors set forth in the Request for Proposals.

### **CONDITIONS FOR USE**

Unless otherwise directed by law, this Manual, or by direction of the Board of Directors, professional and consultant services contracts should be awarded using a competitive or qualifications-based selection process appropriate to the services (e.g., Request for Proposals, Request for Qualifications, or documented negotiation). Formal competitive sealed proposals are recommended for complex or high-value engagements (generally those estimated over \$100,000) to promote transparency and competition, but the Executive Director or designee may determine the most suitable method based on factors such as the specialized nature of the services, urgency, availability of qualified providers, or prior performance. All professional services procurements remain subject to the Authorization Table (Section 3), sole source justification requirements where applicable (Section 12), and Board approval for contracts exceeding \$40,000. Sufficient documentation of the selection process and rationale shall be maintained.

### **PUBLIC NOTICE**

Public notice of the Request for Proposals shall, if applicable, be given in the same manner as provided in section 13 Competitive Sealed Bidding, Public Notice. Additionally, the RFQ/RFP shall be distributed to any interested consultant.

### **EVALUATION COMMITTEE**

For competitive sealed proposals estimated to cost \$220,000 or more, an evaluation committee may be formed consisting of a representative of Purchasing Services and others appointed by the Executive Director or designee, who will review all proposals and document all findings and recommendations. The evaluation committee may include persons who are not IWMA employees but have experience or expertise to contribute. Such non-IWMA employees shall abide by direction set forth by the Executive Director or designee.

### **EVALUATION FACTORS**

Award of a contract in response to a proposal shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the IWMA taking into consideration the evaluation factors set forth in the Request for Proposals.

The Request for Proposals may indicate the relative importance of evaluation factors. Following are representative evaluation criteria that may be considered by the Executive Director or designee when preparing a Request for Proposal:

- Reputation and Experience. Does the consultant have a reputation of being reliable, delivering on schedule, and performing tasks to the satisfaction of its clients? Does the consultant have sufficient experience in the kind of work required?
- Capability and Availability of Staff. Does the designated firm have the qualified and experienced staff needed to perform this job?
- Understanding of the Problem. Does the firm understand the issues, and has it developed a relevant and effective approach?
- Proximity of the Firm. Other factors being equal or relatively insignificant, the IWMA shall strive to retain firms based in the local area.
- Cost. Whenever possible and appropriate, a firm fee or hourly rate should be secured as part of the proposal and considered in the evaluation process. In certain cases, the IWMA may wish to hire the best qualified individual or firm if their proposed or negotiated price is within the budgeted amount for the contract.

#### **AWARD PROCESS**

Recommendations for contract award for professional consultant services for \$40,000 or more shall be submitted by the Executive Director to the Board of Directors at its regular or special meetings for consideration, along with pertinent contract documents. The recommendation should include the following:

- a. The services to be provided by a consultant or professional service contract.
- b. The method of compensating the consultant or the actual cost, if appropriate, and a statement indicating why the cost is reasonable.
- c. A summary of the competitive process used along with the reasons for recommending a particular consultant, particularly if that proposal was more costly than others.

#### **SECTION 19: NOTES AND EXCEPTIONS**

In the absence of the approver for a given request, authorization will be obtained by the approver's appointee or the next highest IWMA in accordance with the Authorization Table.

At no time can purchases be "split" or otherwise billed separately to circumvent the spending IWMA.

With the exception of Board of Directors authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver's limit. Freight and sales tax are a cost of doing business and shall be included in the total cost of the procurement.

At times, acquiring 2 written quotes may be a challenge depending on vendor type and availability. Staff will provide justification when 2 quotes cannot be obtained.

## SECTION 20: PROCEDURES

### A. METHOD OF BIDDING

In most instances, the IWMA uses the following methods of bidding:

- **Email/Fax/ or Letter Bids** - known as an “Informal Bid.”
- **Request for Quotation (RFQ)** – also known as an “Informal Bid.”
- **Request for Bids (RFB)** – also known as a “Formal Bid”. This is the preferred method of bidding and must be a Sealed Bid if project is expected to exceed \$220,000 for CIP.
- **Request for Proposal (RFP)** – may be used for bidding of services or combination of services and supplies and must be a Sealed Proposal if project is expected to exceed \$220,000 for CIP.
- **Request for Qualifications (RFQ’s)** – may be used for bidding to pre-qualify contractors or vendors for various disciplines and/or supplies, which must be a Sealed Proposal.



**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Coby Skye, Executive Director  
**RE:** Update IWMA Policy F-14: Budget Policy

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**BACKGROUND:**

The IWMA's current purchasing policy, Policy F-14, needs revision to reflect current operational practices, incorporate best practices for internal controls, and clearly document the IWMA's budget priorities. The redline revisions proposed in this draft include recommendations from the IWMA's professional accountant, Price Paige and Company.

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**RECOMMENDATION:**

Approve proposed revisions to IWMA Policy F-14, Budget Policy.

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**FISCAL IMPACT:**

None.

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**ATTACHMENTS:**

- A. Proposed Updates to IWMA Policy F-14, redline

# F-14 Budget Policy

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



<b>POLICY NAME</b>	Budget Policy	<b>POLICY NUMBER</b>	F-14
<b>EFFECTIVE DATE</b>	6/10/2026	<b>LAST REVISION DATE</b>	6/8/2022
<b>IMPLEMENTED DATE</b>	6/8/2022	<b>VERSION NUMBER</b>	1.01

## I. Policy Purpose

The purpose of the San Luis Obispo County Integrated Waste Management Authority (IWMA) Budget Policy is to provide staff with guidance on the development of the annual budget and how it is monitored during the year. The development of the IWMA budget shall also conform to the provisions of the IWMA Joint Powers Agreement (JPA).

## II. Scope

The scope of this policy addresses the following:

- Budget Format
- ~~Budget Preparation Guidelines Financial, program and service considerations~~
- The budget process.

### **Budget Format**

The annual budget shall be prepared and presented to the Board of Directors (Board) with multi-year projections that include the following:

- The current year budget and current year end estimates.
- Two prior years of actual results.
- The fiscal year for which the budget is being considered.
- ~~Two subsequent years of estimates so that three (3) years of budgetary estimates are provided to the Board.~~

### **Budget Preparation Guidelines Financial Considerations**

#### A. Prohibition on Expending Funds for Enforcement

The IWMA shall not include funds in its budget for enforcement activities. IWMA inspection ~~responsibilities~~ responsibilities will be coordinated with the Participating Agencies for enforcement as deemed necessary by those agencies.

#### B. Minimum Measures

The annual budget shall be developed and presented to the Board so that the Board considers the minimum work required to comply with state mandates and regulations in the most demonstrably cost-effective ~~Page 56~~ possible.

C. Equitable Distribution of Services

Recognizing that services provided by IWMA are regionally based, Board budget deliberations are intended to address the services provided, the equity of service delivery programs for the communities represented by IWMA, and the Board intent that services are equitably provided throughout the IWMA region.

D. Program Enhancements with Grant Revenues

The IWMA Board recognizes that the State of California, Cal Recycle and other organizations provided grant revenues from time to time to help cover the cost of mandates and regulations as well as to provide incentives for programs that may exceed the requirements of those mandates and regulations. IWMA shall seek to maximize grants for recovery of the cost of mandates and regulations, which the Executive Director is authorized to seek at any time. IWMA shall seek to maximize grants for the costs of program enhancements subject to Board approval of those programs.

E. Program Enhancements Reimbursements from Participating Agencies

IWMA recognizes that some communities represented by IWMA may wish to implement programs within their community to a greater extent than provided by IWMA. In the event that an IWMA Participating Agency wishes to utilize IWMA staff and resources for program enhancements, the cost to IWMA and reimbursement from the Participating Agency shall be incorporated into the budget with the approval of an agreement between IWMA and the Participating Agency.

i. For purposes of seeking cost reimbursements, IWMA shall establish overhead allocations based on the approved budget as follows:

a. Indirect labor costs shall be included in calculations to determine the "Weighted Labor Rate" for each employee ~~based on the following:~~

~~• Total labor costs for each employee including salary/wages, benefits, taxes and other indirect payroll related costs that are included in the Labor component of the IWMA Budget.~~

~~Divided by:~~

~~• Estimated working hours per year for each employee (i.e. total paid hours minus those that are paid for vacation, sick leave and other time off with compensation).~~

b. Indirect non-labor shall be allocated to Program costs as needed and on a reasonable basis ~~based on calculating the percentage that results from dividing the total administrative component of the budget by the total Programs component of the budget.~~

c. Non-programmatic indirect labor costs (i.e., administrative and management labor costs) shall be allocated to a) Programmatic Labor Costs and b) Non-Labor Programmatic costs on a reasonable basis ~~based on the percentages that each represents compared to the sum of both.~~

d. Adjustments to indirect cost allocations ~~are~~ shall be allowed for grants that provide specific guidance that differs from IWMA policy.

F. Review of Annual Compensation Budget Plan

During the annual budget development, the Board shall consider and approve an Employee Compensation Budget Plan. That budget plan shall have the following components:

- i. Position Allocation List
  - a. Job Titles, Salary and Wages for each Job Title, and whether the position is management or non-management position.
  - b. The number of positions approved for each Job Title.
  - c. Employee Benefit Chart
  - d. An Organization Chart
- ii. Cost of Living Adjustments
- iii. Other changes in the Employee Compensation Plan may be approved by the Board on an annual basis or a multi-year basis not to exceed three years.
- iv. If cost of living adjustments or other changes in the Employee Compensation Plan are approved by the Board on a multi-year basis, that approval shall be adopted by resolution.
- v. If labor negotiations are on-going during budget preparation, proposed increases to salaries and benefits would not be added to the proposed budget until those labor agreements are approved by the Board. If needed, a Budget amendment would be adopted via Resolution after the Budget is adopted.

G. Budget Best Practices

The IWMA budget process will incorporate the following best practices as applicable:

- i. The budget process is intended to weigh all competing requests for IWMA resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged. The IWMA will endeavor to avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets, such as postponing expenditures or accruing future years' revenues.
- ii. The IWMA shall anticipate and address economic and fiscal risks to ensure the IWMA lives within its means and has the resources to invest in its infrastructure, facilities, equipment, training and workforce to maintain its compliance mission.
- iii. The IWMA will estimate its annual revenues by an objective, analytical process, wherever practical. The IWMA will project revenues for the next year and will update this projection annually. Each existing and potential revenue source will be reexamined annually. In the case of an assumption's uncertainty, conservative projections will be used.
- iv. One-time revenue windfalls should be designated as a reserve or used for one time expenditures, rather than used for ongoing operations. Any surplus realized at year-end shall be used first to meet reserve policies. Excess surplus will then be used for the following purposes:
  - a. Capital replacement program, if applicable
  - b. Retirement or refinancing of existing debt, if applicable

- c. Payments for capital improvements, if applicable
- v. Alternative means of service delivery will be evaluated by the Executive Director or designee to ensure that quality services are provided to customers at the most competitive and economical cost. The review of service delivery alternatives and the need for the service will be performed annually or on an "opportunity" basis.
- vi. Addition of personnel will only be requested to meet program initiatives and policy mandates, after service needs have been thoroughly examined and it is substantiated that additional staffing will be required. To the extent feasible, personnel cost reductions will be achieved through attrition.

## **Budget Process**

The IWMA annual budget process shall include distribution of the draft budget to staff of Participating Agencies for review and input. The following are minimum target efforts in coordinating that review:

### A. By February - Mid-Year Budget Analysis & Review

The purpose of the Mid-Year Budget Analysis & Review is to identify any budget items that are deviating significantly from budget in the current budget year, and which may need to be reevaluated when considering the upcoming budget. The analysis shall include both expenditure and revenue (i.e. fee) analysis and shall be consistent with fee monitoring requirements established in the IWMA Fee Setting Policy. The Mid-Year Budget Analysis and Review shall be distributed to staff of Participating Agencies concurrent with its placement on the IWMA Board agenda.

### B. By April – Program and Policy/Strategic Plan Review

The purpose of the Program and Policy Review is to provide a general review of IWMA programs, their cost effectiveness, metrics and other features and characteristics, aligned with the IWMA Strategic Plan, so that the Board can consider whether program changes may be warranted for the upcoming budget.

- ~~A preview of the Program and Policy Review shall be provided to the IWMA Local Task Force prior to presenting it to the IWMA Board~~

### C. By May – Draft Preliminary Budget

The purpose of the draft Preliminary Budget is to provide the Board an overview of significant budget issues, whether funding or other budgetary constraints are foreseeable, to initiate any discussions that may be needed on employee compensation, and for the Board to provide any direction deemed appropriate for preparation of the Preliminary Budget.

- The draft preliminary budget shall be distributed to staff of Participating Agencies for their review at least 30 days prior to the IWMA Board meeting to provide time for staff to ~~meet and confer at least 14 days prior to the~~

IWMA Board meeting share feedback with the IWMA as they develop the Budget.

- A 3<sup>rd</sup> quarter budget review for the current fiscal year may also be presented to the Board at the same time if needed.

D. By June - Adoption of Preliminary Fiscal Year Budget

Consistent with Section 10.7 of the IWMA Second Amended and Restated Joint Powers Agreement, a line item and program budget shall be adopted prior to June 30 of each year.

Following adoption of the Budget, staff shall post the Budget to the IWMA website and submit the Budget to the San Luis Obispo County Auditor-Controller-Treasurer-Tax Collector.

~~The purpose of adopting the Preliminary Budget is to establish the revenue and expenditure plans for the upcoming fiscal year and to provide staff direction on reserves.~~

~~E. September Adoption of Final Budget~~

~~The purpose of adopting the Final Budget is to incorporate actual beginning reserves for the fiscal year once the accounting "close-out" of the prior fiscal year has been completed.~~

E. Budget Adjustment Requests

The Executive Director shall ensure that the IWMA's expenditures do not exceed the Board-approved budget at the accounting group level (General Ledger 3 digit code). If circumstances create the need for a budget adjustment, the Executive Director will present a Budget Adjustment Request (BAR) to the Board for consideration, accompanied with a staff report explaining the reason for the BAR as well as a resolution amending the budget. An approved BAR will be processed in the same way as an approved Budget, as described in section D above.

III. Related Policies

- Policy F-13: Reserves
- Policy FS-1: Fee Setting Policy

IV. Policy Owner

IWMA Executive Director

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
.00			Policy origination	
<u>1.01</u>		<u>June 10, 2026</u>	<u>Accounting best practices</u>	<u>Coby Skye; Price Paige and Co.</u>

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

**FROM: Coby Skye, Executive Director**

**RE: Consider and Approve Executive Committee's Recommendations to Revise Executive Committee Bylaws and IWMA Meeting Calendar; Adopt Resolution No. 2026-06-01, A Resolution of the Board of Directors of The San Luis Obispo County Integrated Waste Management Authority Amending the Executive Committee Bylaws; Adopt Resolution No. 2026-06-02, A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Meeting Calendar; Adopt Resolution No. 2026-06-03, A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Board Rules of Procedure**

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**BACKGROUND:**

At its April 30, 2026 meeting, the Executive Committee requested that IWMA Staff place an item on the agenda for the full Board to consider which would 1) revise the responsibilities of the Executive Committee, and 2) revise the IWMA meeting calendar in accordance with the Executive Committee's revised responsibilities. With these changes, revisions to the Executive Committee Bylaws and the Board Rules of Procedure need to be made. This item was initially placed on the May 13, 2026 Board Agenda, but was continued to this meeting for the full Board's consideration.

***Executive Committee Bylaws***

The Executive Committee recommended the following changes to their responsibilities:

- Make the setting of the Board agenda a coordinated activity of the Board President and the Executive Director. The Executive Committee would no longer review and approve the draft IWMA Board agenda.
- Give the Executive Committee authority to approve certain routine items, to reduce workload for the full Board.

The Executive Committee Bylaws were last amended by this Board on March 11, 2026.

***2026 Revised IWMA Calendar***

The Executive Committee recommended the number of Board and Executive Committee meetings be reduced to 12 meetings per year rather than 16 – six Executive Committee and six Board meetings, roughly one per month. The IWMA Joint Powers Agreement requires that the IWMA Board meet at least four times per year.

The attached 2026 calendar reflects the changes recommended by the Executive Committee. A calendar for January – June 2027 is also provided.

### ***Board Rules of Procedure***

Revisions would be made to Section 2.4 – Duties of the President to include coordinating the IWMA Board agenda together with the Executive Director.

Section 2.6 – Executive Committee would be revised: 1) to reflect the current makeup of the committee and remove an ex officio non-voting member; 2) to make consistent with Section 2.4; 3) to authorize the Executive Committee’s approval of routine items that do not require approval of the IWMA Board; and 4) to reflect previously approved authority to enter into contracts.

In addition, to make consistent with current titles, “Manager” was revised to Executive Director throughout.

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### **RECOMMENDATIONS:**

- Adopt Resolution No. 2026-06-01 Amending the Executive Committee Bylaws.
- Adopt Resolution No. 2026-06-02 Revising the IWMA Calendar.
- Adopt Resolution No. 2026-06-03 Amending the Board Rules of Procedure.

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### **FISCAL IMPACT:**

Anticipated cost savings for reduced staff time to prepare for meetings; board member stipends of up to \$1,800 per year; and costs for AGP to record, stream and archive meetings of up to \$3,600/year depending on location.

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### **ATTACHMENTS:**

- A. Resolution No. 2026-06-01, A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Amending the Executive Committee Bylaws
- B. Resolution No. 2026-06-02, A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Revising the Meeting Calendar
- C. Revised 2026 and 2027 (January-June) IWMA Calendars (Draft)
- D. Resolution No. 2026-06-03, A Resolution of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority Amending the Board Rules of Procedure

**RESOLUTION NO. 2026-06-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE MANAGEMENT AUTHORITY AMENDING THE EXECUTIVE  
COMMITTEE BYLAWS**

WHEREAS, the Executive Committee is a standing committee of the San Luis Obispo County Integrated Waste Management Authority (IWMA); and

WHEREAS, at its April 30, 2026 meeting, the Executive Committee recommended that changes to the responsibilities of the Executive Committee be considered by the IWMA Board and reflected in the Executive Committee Bylaws, as shown in “track changes” in Exhibit “A”; and

WHEREAS, the IWMA Board agrees and wishes to make the changes to the Executive Committee Bylaws as outlined in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority as follows:

- Revisions to the Executive Committee Bylaws are adopted as shown in “track changes” in Exhibit “A”.
- A clean final version of the revised Executive Committee Bylaws will be attached hereto as “Exhibit B,” and a copy of this Resolution, including both exhibits, will be included on the next regular meeting agenda as a “receive and file” item.
- These changes shall take effect immediately upon adoption.

On motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, this Resolution is PASSED AND ADOPTED on June 10, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_

President, Board of Directors

ATTEST:

\_\_\_\_\_

Clerk of the Board

APPROVED AS TO FORM:

Adamski Moroski Madden Cumberland Green LLP

BY: \_\_\_\_\_

Linda Somers Smith – Legal Counsel

Date: \_\_\_\_\_



**SAN LUIS OBISPO COUNTY INTEGRATED  
WASTE MANAGEMENT AUTHORITY (IWMA)**

**EXECUTIVE COMMITTEE BYLAWS**

**ARTICLE I**

**FUNCTIONS**

The Executive Committee is a Standing Committee of the San Luis Obispo County Integrated Waste Management Authority (“IWMA”). The functions of the Executive Committee are as follows:

- A. ~~Assist in the development and setting of Board agendas~~ Approve routine items that do not require consideration or approval by the IWMA Board.
- B. Ensure that Board Directives are being implemented.
- C. Review and advise staff on Plans or Programs as they are developed and provide input or advice and make recommendations to the IWMA Board.
- D. Approve contracts and expenditures on approved budget items in the amount of \$10,001 to \$40,000 upon receipt of required quotations or proposals, consistent with Policy F-1 and all applicable laws.
- E. Other functions as may be delegated by the IWMA Board.

**ARTICLE II**

**MEMBERSHIP**

**SECTION I. ~ VOTING MEMBERS**

The Executive Committee shall consist of three (3) voting members:

1. President
2. Vice President
3. “Past” President or IWMA Board Member appointed by the IWMA Board.

**SECTION II. ~ VACANCIES**

In the event of a vacancy on the Executive Committee due to resignation, disability or otherwise, the IWMA Board shall then appoint a member to fill the vacancy.

**ARTICLE III**

**OFFICERS**

**SECTION I. ~ OFFICERS**

The officers of the Executive Committee shall consist of a Chair and a Vice-Chair. An IWMA staff person will be provided to perform the following duties:

1. Prepare the minutes of all meetings.
2. Give or serve all notices required by these Bylaws.
3. Maintain Committee records.

## **SECTION II. ~ SELECTION OF OFFICERS**

The Chair and the Vice-Chair shall be the President and Vice President of the Board, respectively.

## **SECTION III. ~ TERM OF OFFICE**

Officers shall serve for a term of one year, unless re-elected for additional terms.

## **SECTION IV. ~ VACANCIES**

When a vacancy occurs, it shall be filled by an election at the next regular IWMA Board Meeting to follow such vacancy by a majority vote of the members present.

## **SECTION V. ~ DUTIES OF OFFICERS**

### **A. Chair:**

1. To preside at all Executive Committee Meetings.
2. To call special meetings of the Executive Committee in accordance with these Bylaws.
3. To assure actions of the Executive Committee are properly taken.
4. To convey Executive Committee positions as appropriate.

### **B. Vice-Chair:**

1. To exercise or perform all duties and responsibilities of the chair during the absence, disability or resignation of the Chair.
2. To assist the Chair in conducting Committee business.

## **ARTICLE IV**

### **MEETINGS**

## **SECTION I. ~ REGULAR MEETINGS**

A regular meeting of the Executive Committee shall be held in advance of a regular or special meeting if necessary. Notice shall be sent to members stating the time and place of the meeting. A regular meeting may be canceled or rescheduled by the Executive Committee at any meeting, or by the Chair.

## **SECTION II. ~ SPECIAL MEETINGS**

The chair may call a special meeting of the Executive Committee, provided notice is given to all members of the Board within at least twenty-four (24) hours in advance.

## **SECTION III. ~ QUORUM**

A quorum shall consist of any two (2) voting members. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a later date.

## **SECTION IV. ~ AGENDA**

Items for the agenda shall be provided to the Chair by Staff at least six (6) days in advance of the regular meetings. The Chair, at his/her discretion, may add items of business to the agenda. The





**RESOLUTION NO. 2026-06-02**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE**  
**SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY**  
**REVISING THE 2026 – 2027 CALENDAR**

WHEREAS, Government Code section 54954, subdivision (a), directs that the legislative body of an agency shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings; and

WHEREAS, Section 10.2 of the operative Joint Powers Agreement (JPA) and Article 3.2 of the Board Rules of Procedure of the San Luis Obispo County Integrated Waste Management Authority (IWMA) require that the date, hour, and place of each regular meeting be fixed by resolution of the Board; and

WHEREAS, notwithstanding the fact that Article IV, Section I of the IWMA Executive Committee Bylaws gives flexibility to the Executive Committee to hold or cancel regular meetings of its members as needed; and

WHEREAS, the IWMA Calendar for the IWMA lists meeting dates for the Board of Directors and Executive Committee, as well as the agency's observed of holidays; and

WHEREAS, at its April 30, 2026 meeting, the Executive Committee requested that IWMA Staff place an item on the agenda to consider a revised 2026 IWMA Calendar which would reduce the number of meetings for both the Executive Committee and the IWMA Board; and

WHEREAS, the IWMA Board wishes to revise the 2026 IWMA Calendar that it adopted on November 12, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority as follows:

1. That the Board adopts the revised 2026 IWMA Calendar for regular meetings of the Board of Directors and Executive Committee for the remainder of the 2026 calendar year, subject to the Executive Committee's ability to hold, reschedule, and cancel its meetings as provided in that committee's Bylaws. That the Board adopts the 2027(January-June) IWMA Calendar for regular meetings of the Board of Directors and Executive Committee. A final version of the revised 2026 IWMA Calendar and the 2027 IWMA Calendar (January-June) will be attached hereto as "Exhibit A".

2. That the time of the Board of Directors meetings is 1:30 p.m., with a meeting location at the County of San Luis Obispo Government Center, Board of Supervisors Chambers, 1055 Monterey Street, San Luis Obispo, CA, unless otherwise identified on the meeting agenda.
3. That the time of the Executive Committee meetings is 1:30 p.m., with a meeting location at 555 Chorro Street, Suite D-2, San Luis Obispo, CA, unless otherwise identified on the meeting agenda.
4. That the Executive Director or his/her designee is hereby authorized and empowered to share notice, including on the agency website, in the name of the San Luis Obispo County Integrated Waste Management Authority this adopted revised meeting calendar.

On motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, this Resolution is PASSED AND ADOPTED on June 10, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James Guthrie, President  
San Luis Obispo County  
Integrated Waste Management Authority

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Janet Weldon, Clerk of the Board  
San Luis Obispo County  
Integrated Waste Management Authority

# 2026

**BOARD OF DIRECTORS MEETINGS, 1:30 PM**  
**EXECUTIVE COMMITTEE MEETINGS, 1:30 PM**  
**HOLIDAYS OBSERVED**

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# 2027

**BOARD OF DIRECTORS MEETINGS, 1:30 PM**  
**EXECUTIVE COMMITTEE MEETINGS, 1:30 PM**  
**HOLIDAYS OBSERVED**

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DRAFT**

**Proposed to IWMA Board: 06.10.26**



**RESOLUTION NO. 2026-06-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY AMENDING THE BOARD RULES OF PROCEDURE**

WHEREAS, the San Luis Obispo County Integrated Waste Management Authority (IWMA) adopted the Waste Management Board Rules of Procedure to guide the Board of Directors in carrying out its functions; and

WHEREAS, the Board Rules of Procedure outline the duties of the officers of the IWMA Board as well as the activities of the Executive Committee; and

WHEREAS, at its April 30, 2026 meeting, the Executive Committee recommended that changes to the responsibilities of the Executive Committee be considered by the IWMA Board; and

WHEREAS, these changes are reflected in the Board Rules of Procedure, as shown in “track changes” in Exhibit “A”; and

WHEREAS, the IWMA Board agrees and wishes to make the changes to the Board Rules of Procedure as outlined in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority as follows:

- Revisions to the Waste Management Board Rules of Procedure are adopted as shown in “track changes” in Exhibit “A”.
- A clean final version of the revised Waste Management Board Rules of Procedure will be attached hereto as “Exhibit B,” and a copy of this Resolution, including both exhibits, will be included on the next regular meeting agenda as a “Receive and File” item.
- These changes shall take effect immediately upon adoption.

On motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, this Resolution is PASSED AND ADOPTED on June 10, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

Adamski Moroski Madden Cumberland Green LLP

BY: \_\_\_\_\_

Linda Somers Smith – Legal Counsel

**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)~~ nine (9) members and ~~five (5)~~ nine (9) 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~~ June 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; coordinate Board agenda items together with the Executive Director; 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 unless otherwise delegated by the Board.
- 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, and 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, approval of routine items that do not require Board approval including entering into contracts and expending funds consistent with Policy F-1, and such other matters as may be referred or delegated 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~~Executive Director. The Board shall employ or contract for the services of an ~~Manager-Executive Director~~ who shall be the chief administrative officer of the Authority as provided in the Joint Powers Agreement. The ~~Manager-Executive Director~~ 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-Executive Director~~ by the Board from time to time and shall attend meetings of the Board.
- 2.10. Duties of the ~~Manager-Executive Director~~. The ~~Manager-Executive Director~~ 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; Maintain records of the proceedings of the Board and committee meetings;
  - (e) 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-Executive Director~~.

### **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-Executive Director~~ 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 tile absence of a quorum, tile 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-Executive Director~~ 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) ~~Manager-Executive Director~~'s 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. Upon request, The agenda packets shall be mailed to Board Members concurrently with electronic distribution of the agenda packets~~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-Executive Director and/or Executive Committee-Board President to be routine, and will be approved by a single action. Any item shall be removed from tile 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.

Pages 82-83 Blank/Not Used

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

**FROM: Coby Skye, Executive Director**

**RE: Facilities Use Lease Agreement Between the State of California and San Luis Obispo County Integrated Waste Management Authority Regarding Locating a Household Hazardous Waste (HHW) Facility at Camp San Luis Obispo**

**BACKGROUND:**

The IWMA developed a permanent household hazardous waste collection facility (PHHWCF) at the Morro Bay Wastewater Treatment Plant (MBWWTP) in 1998, as a way of providing convenient access for the safe disposal of hazardous wastes to nearby residents. The Morro Bay PHHWCF has historically been the most popular PHHWCF operated by the IWMA, and served as a cost effective solution for maintaining compliance with the San Luis Obispo County Regional Agency Household Hazardous Waste Element.

In 2025, the City of Morro Bay approved a contract to demolish the site of the MBWWTP that had been replaced in 2023. The reason for the demolition was the age of the plant as well as its location in a flood-prone area. The city's permit with the California Coastal Commission requires both removal of the MBWWTP and restoration of the site, which means all existing operations on the site must also be removed.

Following review and assessment of 9 potential replacement sites, IWMA staff are recommending the development of a new PHHWCF at a site owned by Camp San Luis Obispo, approximately 10 miles southeast of the current facility location. The attached lease agreement would allow the IWMA to develop a replacement PHHWCF to meet the needs of area residents.

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**RECOMMENDATION:**

Approve the Facilities Use Lease Agreement between the State of California and the San Luis Obispo County Integrated Waste Management Authority for locating a Household Hazardous Waste (HHW) Facility at Camp San Luis Obispo, in a form acceptable to the IWMA's legal counsel, as a replacement for the Morro Bay HHW Facility; and authorize the Executive Director to execute the Agreement on behalf of the

IWMA, with such modifications as may be approved by the Executive Director in consultation with legal counsel.

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**FISCAL IMPACT:**

Development of the replacement PHHWCF is included in the FY 2025/26 and FY 2026/27 Capital Improvement Budgets.

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**ATTACHMENTS:**

None

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

**FROM: Coby Skye, Executive Director**

**RE: Second Reading By Title Only and Adoption, Ordinance No. 2026-1 An Ordinance of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act**

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**BACKGROUND:**

At the March 11, 2026 meeting, the Board adopted Resolution No. 2026-03-02, subjecting itself to the California Uniform Public Construction Cost Accounting Procedures to streamline informal bidding for public construction projects up to \$220,000, the current statutory limit. The Ordinance was introduced and under consideration by the Board on May 13, 2026. It formalizes the informal bidding procedures outlined in Public Contract Code section 22000, et seq. and their use by the IWMA. A second reading by title only, and adoption of the Ordinance, should the Board so choose, is presented today.

Under the Ordinance, at least once per calendar year, IWMA staff will establish a new list or update its existing list of qualified contractors by transmitting written notice to all construction trade journals designated for IWMA under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to IWMA for inclusion on its list of qualified bidders for the following twelve (12) months.

For public construction work under \$75,000, the Ordinance allows the IWMA to negotiate contracts, obtain a contractor through purchase order, or perform the work through its own work force account.

When the IWMA is ready to begin a public construction project with a cost between \$75,000 and \$220,000, it must transmit a notice inviting informal bids to all qualified contractors on its list of qualified contractors which are licensed to perform the category of work to be bid.

Public construction projects valued at over \$220,000 require formal bidding procedures.

Contracts will be awarded to the lowest responsible bidder consistent with the “Approving Authority” section of the current IWMA Policy F-1 Authority to Enter into Contracts and Expend Approved Funds.

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**RECOMMENDATION:**

Staff recommend that the Board adopt, on second reading by title only, after waiving further reading, Ordinance No. 2026-1, establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.

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**FISCAL IMPACT:**

None.

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**ATTACHMENTS:**

- A. Ordinance No. 2026-1 An Ordinance of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority to Provide Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act

ORDINANCE NO. 2026-1

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq. of the Public Contract Code)

WHEREAS, the Uniform Public Construction Cost Accounting Act (Public Contracting Code Section 22000 et seq., the “Act”), establishes a uniform cost accounting standard for public project construction work performed or contracted by local public agencies; and

WHEREAS, the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) adopted Resolution No. 2026-03-02, on March 11, 2026, subjecting itself to the Uniform Public Construction Cost Accounting Procedures and desires to now adopt the necessary informal bidding procedures by ordinance as required by Public Contract Code Section 22034;

The Board of Directors of San Luis Obispo County Integrated Waste Management Authority (“IWMA”) ordains as follows:

**SECTION 1. Informal Bid Procedures.**

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

**SECTION 2. Contractors List.**

The Executive Director shall comply with the requirements of Public Contract Code Section 22034 and is authorized to develop and maintain a list of contractors in accordance with the provisions of Section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. Where it is appropriate to provide for pre-qualification, the Executive Director may develop and maintain appropriate pre-qualification packets for different levels and/or categories of work.

**SECTION 3. Notice Inviting Informal Bids.**

Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

- A. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2.
- B. Notices inviting informal bids may be mailed, faxed, or emailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional

contractors and/or construction trade journals may be notified at the discretion of the IWMA, provided however:

- i. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids. All notices to contractors and construction trade journals pursuant to this section shall be completed not less than 10 calendar days before bids are due.

#### **SECTION 4. Award of Contracts.**

- A. The IWMA Board of Directors will award informal contracts in the amount not to exceed the amount set forth in Section 22032(b) of the Public Contract Code, as amended from time to time.
- B. The Board of Directors may, by adoption of a resolution by a four-fifths vote, award the contract, at the amount set forth in Section 22034(d) of the Public Contract Code, as amended from time to time, to the lowest responsible bidder, if it determines the cost estimate of the IWMA was reasonable.
- C. Award of contracts without the necessity of informal bidding pursuant to the amounts and mechanisms set forth under section 22032(a) of the Public Contract Code, as amended from time to time, are authorized consistent with the “Approving Authority” section of the IWMA Policy F-1 Authority to Enter into Contracts and Expend Approved Funds, as it may be amended.

#### **SECTION 5. Severability.**

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the San Luis Obispo County Integrated Waste Management Authority hereby declares it would have passed and adopted this Ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

#### **SECTION 6. Effective Date.**

This Ordinance shall be effective 30 days from and after the date of its passage.

#### **SECTION 7. Publication Process.**

This ordinance, or a summary of it, shall be published at least once 5 days before adoption and at least once before the expiration of 15 days after its passage in a newspaper of general circulation published in the County of San Luis Obispo, together with the names of members voting for and against the same.

The foregoing Ordinance was introduced, and the title thereof read, at the regular meeting of the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority held on May 13, 2026, and further reading was waived by a majority vote of those directors present.

On a motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing Ordinance was **APPROVED and ADOPTED** by the Board of Directors of the San Luis Obispo County Integrated Waste Management Authority this 10th day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSENT:

\_\_\_\_\_  
Jim Guthrie, Board President  
San Luis Obispo County  
Integrated Waste Management Authority

ATTEST: \_\_\_\_\_  
Janet Weldon, IWMA Board Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Linda Somers Smith, IWMA Counsel

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

**FROM: Coby Skye, Executive Director**

**RE: Deputy Director Employment Agreement**

**BACKGROUND:**

On October 3, 2025, the Executive Director extended a formal offer of employment to Lucy Stanus for the position of Deputy Director. Ms. Stanus accepted the offer and began employment on December 1, 2025. The offer letter (attached) served as the governing document for her employment.

The Executive Director believes it is in the best interest of the agency to have clear employment terms and has prepared a formal Employment Agreement to replace the original offer letter. This agreement memorializes the existing terms of employment and clarifies one substantive provision recommended by the Executive Director: an annual cost-of-living adjustment (COLA) effective each July 1, consistent with the COLA provided to IWMA’s represented employees (SEIU Local 620) as approved by the IWMA Board subsequent to the offer letter, in the MOU adopted on November 12, 2025. The Offer Letter stated Ms. Stanus would have all the employment benefits as other employees, so this agreement is intended to clarify that this provision also applies to COLA.

The proposed Employment Agreement follows the structure and format used for the Executive Director’s own Employment Agreement and is consistent with IWMA practices for unrepresented management positions.

**COMPARISON OF KEY TERMS**

<b>Provision</b>	<b>Original Offer Letter (Oct 3, 2025)</b>	<b>Proposed Employment Agreement (2026)</b>	<b>Change/Notes</b>
<b>Title &amp; Duties</b>	Deputy Director; duties per attached job description and as directed by ED or Board	Deputy Director; duties per attached job description and as directed by ED or Board	No change
<b>Employment Status</b>	At-will; no contract or guarantee of employment	At-will; no contract or guarantee of employment; exempt from union membership and Skelly rights	No change (explicit Skelly-rights language added for clarity)

<b>Provision</b>	<b>Original Offer Letter (Oct 3, 2025)</b>	<b>Proposed Employment Agreement (2026)</b>	<b>Change/Notes</b>
<b>Start Date / Term</b>	December 1, 2025; no fixed end date	Effective December 1, 2025; no fixed end date	No change
<b>Base Salary</b>	Step 4 of salary range: \$150,891.28	Step 4 of salary range: \$150,891.28	No change
<b>Relocation Payment</b>	One-time \$3,000 (included in first paycheck; receipts required)	One-time \$3,000 (included in first paycheck; receipts required)	No change
<b>Cost-of-Living Adjustment</b>	Not addressed in offer letter	Annual COLA effective July 1 of each year at the rate provided to represented employees	<b>New provision</b> – aligns Deputy Director with represented staff
<b>Benefits</b>	Access to IWMA benefit program per Employee Handbook and law	Same as offered to all IWMA employees per Handbook/policies and law	No change
<b>Amendment / Termination</b>	Not addressed	May be altered, amended, or terminated by mutual written agreement of Employee and Board	New – clarifies process
<b>Signature Authority</b>	Signed by Executive Director	Executed by Board President on behalf of IWMA	Formalizes Board-level approval (consistent with Executive Director agreement)

## **DISCUSSION**

The primary purpose of the proposed agreement is to formalize the employment relationship in a single, clear document. The addition of the July 1 COLA provision provides equity between represented and unrepresented staff and is consistent with the Executive Director’s authority to manage compensation within the Board-approved budget and salary ranges. It also removes uncertainty regarding whether the Deputy Director’s salary would be adjusted to keep up with inflation, as is the case for all other employees.

The FY 2026-27 Budget (also before the Board today as Item 16) contemplates the standard COLA for all staff, including the Deputy Director.

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**RECOMMENDATION:**

Approve the proposed Employment Agreement between the IWMA and Deputy Director Lucy Stanus; authorize the Board President to execute the agreement on behalf of the IWMA; and direct staff to implement the July 1, 2026 cost-of-living adjustment consistent with the terms of the agreement and the FY 2026-27 budget.

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**FISCAL IMPACT:**

All compensation and benefit terms (including the July 1 COLA) are already included in the FY 2026-27 Budget before the Board for adoption.

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**ATTACHMENTS:**

- A. Proposed Employment Agreement – Deputy Director (Lucy Stanus)
- B. Original Revised Offer of Employment Letter (October 3, 2025, signed October 6, 2025)

## **EMPLOYMENT AGREEMENT BETWEEN THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY AND LUCY STANUS**

This EMPLOYMENT AGREEMENT (“Agreement”) is made by and between the SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY (“IWMA”), a California Joint Powers Authority, and LUCY STANUS (“Ms. Stanus” or “Employee”), an individual, on the terms and conditions set forth below. Both IWMA and Ms. Stanus may individually be described as “Party” or jointly described as “Parties.”

### **AGREEMENT**

In consideration of the performance of the Parties of the promises, covenants, and conditions contained herein, the Parties agree as follows:

### **TERM OF EMPLOYMENT**

1. Title. The IWMA hereby employs Lucy under the title of “Deputy Director,” and Ms. Stanus hereby accepts such employment.
2. Term. This agreement shall have an effective date of December 1, 2025 (“Effective Date”), with no set termination or end date. This agreement does not establish a contract or guarantee of employment for a definitive amount of time.
3. Status. Ms. Stanus shall be an at-will, full-time employee, and both Employee and the IWMA are free to terminate the employment relationship at any time for any reason. Employee is exempt from union membership and shall have no so-called Skelly rights.

### **EMPLOYEE RESPONSIBILITIES**

Duties and Responsibilities. Employee shall be responsible to carry out the duties outlined in the attached job description and as directed by the Executive Director or the Board of Directors.

### **COMPENSATION**

1. Base Salary. Employee shall be paid a base salary at the 4th step of the salary range for the Deputy Director position, which is currently \$150,891.28, paid in accordance with IWMA’s normal payroll practices.
2. Cost of Living Adjustment. IWMA shall provide Employee an annual cost of living adjustment effective July 1 of each year, at a rate consistent with that provided to IWMA represented employees.
3. Relocation Expenses. IWMA shall provide Employee with a one-time payment of \$3,000 for relocation and other moving expenses, to be included in Employee’s first paycheck, with receipts for confirmation to support the amounts reimbursed.

### **BENEFITS**

Employee shall be entitled to participate in benefits offered to all IWMA employees, as further described in the IWMA Employee Handbook and/or policies, and as otherwise required by law.

AMENDMENT AND TERMINATION

1. Mutual Agreement. This Agreement may be altered, amended, or terminated at any time by the mutual written agreement of Employee and the Board.
2. At-Will Employment. Employee understands and agrees that Employee shall at all times remain an at-will employee, and either Party may terminate the employment relationship at any time, with or without cause or notice. Nothing in this Agreement is intended to create, nor shall it be construed to create, any right to continued employment or any limitation on IWMA’s right to terminate Employee’s employment.

COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures provided by facsimile or in portable document format (pdf) or other electronic or digital signature (e.g. DocuSign) format shall be as binding as original signatures.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes and replaces in its entirety the Revised Offer of Employment dated October 3, 2025 (and accepted October 6, 2025).

IN WITNESS WHEREOF, IWMA and Employee have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE MANAGEMENT  
AUTHORITY (“IWMA”)

LUCY STANUS (“EMPLOYEE”)

\_\_\_\_\_  
Jim Guthrie, Board President

\_\_\_\_\_  
Lucy Stanus

Approved for IWMA as to Form:

\_\_\_\_\_  
IWMA Legal Counsel



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

October 3, 2025



Delivered via email to: [Redacted]

**REVISED Offer of Employment – Deputy Director**

Dear Lucy:

We are excited to offer you the position of Deputy Director at the San Luis Obispo County Integrated Waste Management Authority (IWMA).

We believe that your skills and experience are an excellent match for IWMA. As we discussed, this is a full-time, in-office position. As Deputy Director, you will be responsible for the duties outlined in the attached job description and as directed by me or the Board of Directors. You will be a direct report to me as the Executive Director, with significant interaction with the Board.

Given your experience, qualifications, and recommendations, we have agreed to set your initial salary at the 4<sup>th</sup> step of the salary range for this position, which is currently \$150,891.28. As there are only 5 authorized salary steps for the Deputy Director position, this represents a higher starting salary than step 1, and that will impact future salary step option increase. This salary will be paid in accordance with IWMA's normal payroll practices. Per my discretion as Executive Director, we also will issue you a one-time payment of \$3,000 for relocation and other moving expenses, to be included in your first paycheck. We will request receipts for confirmation to support the amounts reimbursed.

In addition to this starting salary, you will be provided access to the IWMA's benefit program, as further described in the IWMA Employee Handbook and/or policies, and as otherwise required by law. A copy of the Employee Handbook and 2026 Benefits Guide is enclosed for your reference. While most of our employees are members of SEIU, your position is exempt from union membership.

If you decide to accept this role, your anticipated start date would be Monday, December 1, 2025. Your work location is 555 Chorro Unit D-2, San Luis Obispo, CA 93405, and your regular schedule is Mon – Fri, 8:00 AM to 5:00 PM.

This offer is contingent upon successful completion of your work verification and I-9 Form. Your employment with IWMA will be on an at-will basis, which means that you and IWMA are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive amount of time.

Please confirm your acceptance of this offer by signing and returning this letter by close of business on Wednesday, October 8, 2025. If you have any questions, please feel free to reach out to us.

Sincerely,



Coby Skye  
Executive Director

Signature: Lucy Stanus  
Lucy Stanus

Date: October 6, 2025

## **DEPUTY DIRECTOR - SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY**

### **DEFINITION:**

Under direction of the IWMA Executive Director, the Deputy Director plans, organizes, controls, and directs overall Agency operations, programs, administrative, budgetary and personnel duties for solid waste, recycling, food scrap/green waste, diversion, hazardous waste, extended producer responsibility, and pharmaceutical programs including the county-wide planning elements and activities. Additionally, Deputy Director directs personnel, resources, and communications to meet State Mandates to ensure smooth and efficient programs, coordinates with IWMA member agencies, industry, and stakeholder groups. This position directly evaluates the performance of agency personnel and does other related work as required.

### **TYPICAL TASKS AND REPRESENTATIVE DUTIES (NOT IN ORDER OF IMPORTANCE)**

- Plan, organize, and direct county-wide integrated waste management planning activities; ensure related federal and State Mandated programs, projects, and activities are completed while complying with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies, and procedures.
- Coordinate and, direct program personnel, resources, and communications to meet State Mandates, assure smooth and efficient implementation and compliance, direct the development and implementation of programs, services, projects, functions, goals, objectives, systems, and activities, assure proper and timely resolution of regulatory compliance issues, conflicts, and discrepancies.
- Supervise and evaluate the performance of personnel, interview and select employees, recommend transfers, reassignment, termination, and disciplinary actions, coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements, and procedures, ensure employee understanding of established requirements.
- Monitor and analyze State Mandated planning requirements and programs, activities and functions for financial effectiveness and operational efficiency, respond to administrative input concerning organizational needs, direct the development and implementation of policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of planning services, programs, activities, and functions.
- Establish and maintain planning, project, program, activity timelines, and priorities as assigned, estimate time, personnel and resource requirements for projects, operations, and activities, calculate and prepare cost estimates, monitor the progress of projects and modify activities to meet established objectives and timelines as appropriate, review completed projects to assure proper quality control.
- Identify and respond appropriately to solid waste management issues county-wide, such as determining the need for solid waste collection and transfer systems, recycling, and processing facilities; create marketing strategies that can serve multiple jurisdictions; and facilitate resolution of conflicts and inconsistencies between City and County Source Reduction and Recycling Elements (SRREs).
- Page 72 of 84
- Coordinate and direct the investigation and timely resolution of planning, inspection, monitoring, and enforcement issues and disputes as directed, assure proper identification and resolution of related violations, resolve stakeholder and public issues and complaints concerning agency activities, oversee the preparation of mandated compliance documents.

- Establish and maintain contact with various industry partners, regulatory officials, vendors, and outside organizations to assure smooth and efficient utilization of outside services in meeting IWMA needs, develop, maintain and evaluate contracts for outside services as directed, review work submitted by governmental agencies and outside organizations concerning accuracy, completeness and compliance with established requirements and specifications, oversee the planning, reporting, education, and inspection processes and issues related to State Mandates and activities as directed.
- Oversee the development, preparation, and monitoring of the annual budget for the various mandated programs, projects, activities, and reporting requirements, analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations.
- Act for the Executive Director in his/her absence or as directed.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE OF:**

- Planning, organization and direction of Integrated Waste Management Programs, State Mandates, and related solid waste operations and activities.
- Practices, procedures, and techniques involved in the development and implementation of programs, projects, functions, services, goals, objectives, systems, and activities.
- Laws, regulations, and practices governing solid waste management; recycling, composting and other waste management programs and activities, legislative process, governmental procedures and policies, principles of regional and environmental planning, statistical research methods.
- Federal, State, and local statutes, regulations, legislative and regulatory processes, and programs related to solid waste generation, storage, collection, transfer, resource recovery, and disposal.
- Local, State, and Federal resources providing solid waste-related services to the public.
- Terminology, concepts, methods, and procedures involved in the management and processing of solid waste, recycling, hazardous waste, and compost.
- Applicable local, state, and federal laws, codes, ordinances, regulations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles and practices of administration, supervision, and training.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### **ABILITY TO:**

- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislature related to the operations and activities of the IWMA.
- Coordinate and direct personnel, resources, and communications to meet IWMA needs and assure smooth and efficient program activities.
- Supervise and evaluate the performance of personnel.
- Monitor, analyze, and modify policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of planning services, programs, activities, and functions.
- Provide consultation and technical expertise concerning IWMA operations and activities.

- Direct the investigation and timely resolution of reporting, education, monitoring, disposal, and related mandated program and reporting issues and disputes as directed.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain laws, codes, ordinances, regulations, policies, and procedures. ☐ Establish and maintain cooperative and effective working relationships with others. ☐ Operate a computer, assigned software and office equipment.
- Analyze situations accurately and adopt an effective course of action. ☐ Prepare comprehensive narrative and statistical reports, media, and graphical presentations.
- Direct the maintenance of a variety of reports, records, and files related to assigned activities.
- 

## **EDUCATION AND EXPERIENCE**

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, Bachelor of Science in business administration, natural resources management, environmental, physical or life science, engineering, or a closely related field (experience may substitute for the required education on a year-for-year basis). In addition, a master's degree in public policy or closely related field and/or six (6) years of increasingly responsible experience in the development and implementation of State Mandated solid waste programs, projects, and services, two (2) of which need to be in a supervisory position.

## **LICENSES AND CERTIFICATES**

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

## **OTHER SPECIFICATIONS**

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Office environment, 8:00 a.m. – 5:00 p.m., Monday-Friday, generally or as needed.
- Driving a vehicle to conduct work.
- Travel/overnight stays.

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

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

**FROM: Coby Skye, Executive Director**

**RE: Public Hearing on Annual Status Report on Public Sector Vacancies Pursuant to Assembly Bill 2561**

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## **BACKGROUND**

Assembly Bill 2561 (AB 2561) became effective January 1, 2025 and requires public agencies, subject to Meyers-Milias-Brown Act, to report annually on staffing vacancies and recruitment and retention efforts, including any challenges and potential policy obstacles to recruitment.

AB 2561 requires the Annual Public Hearing to include the following elements:

- Presentation made prior to the adoption of the final budget;
  - Update on the status of vacancies, recruitment and retention efforts;
  - Identify necessary changes to policies, procedures, recruitment;
  - Allow represented employee organizations to make a presentation;
  - Additional requirements if vacancies within a bargaining unit exceed 20%
- 

## **STATUS REPORT ON VACANCIES**

There are five full-time positions represented by the SEIU, Local 620, one unrepresented position of Deputy Director, and one contracted position of Executive Director. There are also two unrepresented part-time temporary positions, for an Administrative Staff and an intern. The intern position is currently vacant and is typically filled in alignment with the higher education course schedules, while the Administrative Staff position was designed to only be filled to assist with periods of high workloads for a few months at a time.

Vacancies may occur for various reasons throughout the year, including internal promotion or transfer, retirements, resignations or terminations. When vacancies occur, the Executive Director works to fill the position expeditiously with the most qualified candidate, to maintain operations and continued services to our member jurisdictions.

With respect to recruitment, the IWMA employs various strategies including posting a job opening on the IWMA website and creating posts to online recruitment portals and

industry-specific job boards. Information about the job opening may also be shared via social media platforms to increase visibility.

The IWMA employs various strategies for retaining staff including maintaining competitive compensation and benefits; maintaining a positive workplace culture; and investing in staff training and development. Recruitment and retention of staff is important to the agency and is consistent with our mission and goals. As a mission-driven organization, the IWMA seeks opportunities to show employees how their work contributes to the mission of the organization.

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**RECOMMENDATION:**

Following a Public Hearing on the agency's report on Assembly Bill 2561, receive and file annual status report on public sector vacancies.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None

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

**FROM: Coby Skye, Executive Director**

**RE: Resolution 2026-06-04 Temporary Reduction of the Solid Waste Management Fee**

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**BACKGROUND:**

The IWMA Fee Setting Policy adopted March 9, 2022, as Resolution 2022-03-03, requires that revenues generated from IWMA fees be monitored by the IWMA Executive Director and reported to the IWMA Board. On June 14, 2024, the Board adopted Resolution 2024-06-01 to temporarily reduce the IWMA Solid Waste Management Fee (SWMF) from 5.4% to 3.0%. This followed an earlier temporary reduction via Resolution 2023-06-03, and continued the Board's strategy, supported by fee studies, of setting fees at a level justified by costs and mandates (originally 5.4% via Resolution 2022-03-04), then implementing temporary reductions due to surplus/reserve balances, with the ability to adjust upward within the authorized maximum as needed.

At the June 11, 2025 IWMA Board Meeting, the Board adopted Resolution 2025-06-01 to temporarily reduce the SWMF for a period of 1 year, as follows:

- 0.84% of gross receipts on residential customers in areas exempted from SB 1383 compliance.
- 1.77% of gross receipts on residential customers in areas requiring SB 1383 compliance.
- 0.35% of gross receipts on commercial customers in areas exempted from SB 1383 compliance.
- 2.06% of gross receipts on commercial customers in areas requiring SB 1383 compliance.

During this Fiscal Year, IWMA staff have reviewed program expenses compared to revenue projections, and found that charging a lower rate on gross receipts for customers that are exempted from SB 1383 compliance compounds the reduction in revenue since customers who do not receive organic waste reduction service are already billed at a lower rate, while on the other hand some customers not subject to SB 1383 nevertheless receive organic waste collection services and receive related services from the IWMA. Another concern raised by waste haulers, which apply the SWMF to customers as part of their billing and remit the collected revenue to the IWMA, is that the complexity of the 4 rate structure and the precision of collecting fees accurate to the 1/100<sup>th</sup> of a percent created challenges, especially for smaller companies with legacy billing systems. IWMA staff continue to work with haulers to develop workarounds for these challenges, nevertheless a simplified rate structure is recommended for the Fiscal Year beginning July 1, 2026, as follows:

- 2.0% of gross receipts on all residential customers.
- 2.2% of gross receipts on all commercial customers.

This new temporary rate would still be well below the 5.4% established by the IWMA Board on March 9, 2022, and would be easier for waste haulers to implement and remit to the IWMA on a timely basis. This rate structure is anticipated to generate approximately \$3,700,000 in total SWMF revenue for FY 2026/27. This continues the verified Board practice of temporary reductions below the authorized 5.4% maximum, preserving flexibility to adjust rates upward within the cap in future years as reserves stabilize or program needs evolve, without new Proposition 218 proceedings for increases up to the previously authorized level.

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**RECOMMENDATION:**

Adopt Resolution 2026-06-04: Temporary Reduction of the IWMA Solid Waste Management Fee from 5.4% to: 2.0% of gross receipts on residential customers; and 2.2% of gross receipts on commercial customers; effective July 1, 2026. This action continues the Board's established practice, used in 2023, 2024, and 2025, of implementing temporary reductions below the 5.4% maximum authorized in 2022. Because this is a reduction rather than a new or increased fee, it does not require Proposition 218 notice or protest procedures.

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**FISCAL IMPACT:**

A reduction in Solid Waste Management Fee revenues consistent with the Solid Waste Management Fee Study that is part of a five-year plan to stabilize earnings with expenses. The temporary nature and position well below the 5.4% authorized maximum support long-term fiscal sustainability and the ability to adjust as needed per Fee Setting Policy FS-1.

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**ATTACHMENTS:**

- A. Resolution 2026-06-04 Temporary Reduction of the Solid Waste Management Fee
- B. Resolution 2022-03-03 Establishing a Fee Setting Policy (FS-1)

**RESOLUTION NO. 2026-06-04**

**RESOLUTION OF THE SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING A TEMPORARY  
REDUCTION OF THE SOLID WASTE MANAGEMENT FEES**

**WHEREAS**, on or about March 9, 2022, the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) adopted solid waste management fees of 5.4% with Resolution No. 2022-03-04 pursuant to the powers granted the IWMA in the Joint Powers Agreement; and

**WHEREAS**, Section 6.2 of the Second Amended and Restated Joint Powers Agreement grants the IWMA powers that each Member could exercise separately; and

**WHEREAS**, the IWMA Board has previously adopted temporary reductions of the Solid Waste Management Fee below the 5.4% maximum authorized by Resolution No. 2022-03-04, specifically via Resolution No. 2023-06-03, Resolution No. 2024-06-01, and Resolution No. 2025-06-01, in order to draw down reserve fund balances in accordance with the IWMA’s Reserve Fund Policy while ensuring continued funding for state-mandated programs such as SB 1383; and

**WHEREAS**, at its meeting on June 11, 2025, the IWMA Board adopted Resolution No. 2025-06-01, temporarily reducing the Solid Waste Management Fee for the fiscal year beginning July 1, 2025; and

**WHEREAS**, at its meeting on March 11, 2026, the IWMA Board created an ad hoc budget committee to consider among other topics the impact of adjusting the Solid Waste Management Fee, which committee met on April 22, 2026, and again on May 26, 2026, the ad hoc budget committee met to review a preliminary budget for fiscal year 2026 – 2027 and assess whether a continued reduction in the solid waste management fee was appropriate; and

**WHEREAS**, at a duly scheduled public meeting of the IWMA Board on May 13, 2026, IWMA staff recommended the IWMA Board consider adopting a temporary, one (1) year reduction in the Solid Waste Management Fees based on the discussion and recommendation of the ad hoc budget committee and additional information presented to the IWMA Board in considering this resolution; and

**WHEREAS**, on May 13, 2026, the IWMA Board directed IWMA staff to return with a resolution to temporarily reduce the Solid Waste Management Fees for one (1) year, effective July 1, 2026, according to Fee Setting Policy FS-1; and

**WHEREAS**, this action constitutes a continuation and extension of the Board’s established practice of implementing temporary reductions below the 5.4% maximum authorized level, consistent with Fee Setting Policy FS-1, to promote administrative efficiency, ensure revenue sufficiency for mandated programs, and manage reserves in accordance with Board policy; and

**WHEREAS**, because this action is a reduction (not a new or increased fee), it is not subject to the notice, hearing, or majority protest requirements of Proposition 218 (Cal. Const. Art. XIII D, § 6); the underlying 5.4% authorization and cost-justification established in 2022 (via study and Resolution No. 2022-03-04) remain in effect, and future adjustments upward within that cap may be accomplished by Board action without new Proposition 218 proceedings; and

**WHEREAS**, the reduced fees do not exceed the reasonable cost of providing IWMA services and regulatory programs, including education, outreach, compliance assistance for SB 1383 and other state mandates, and overall solid waste management.

**NOW, THEREFORE, BE IT RESOLVED** by the San Luis Obispo County Integrated Waste Management Authority, as follows:

1. For the fiscal year beginning July 1, 2026, the Solid Waste Management Fee, adopted by Resolution 2022-03-04, is temporarily reduced to:
  - 2.0% of gross receipts on residential customers.
  - 2.2% of gross receipts on commercial customers.
2. The IWMA Board makes the following findings of fact related to the fee reduction: (1) the IWMA has the authority to recover and set fees pursuant to its Joint Powers Agreement and applicable law; and (2) the additional information presented to the IWMA Board in considering this resolution, including staff analysis of program expenses versus revenues and the need to maintain revenue for state-mandated programs while drawing down reserves, supports this fee reduction; (3) the reduced fees do not exceed the cost of IWMA services and programs; and (4) this temporary reduction continues the Board's prior actions and strategy of managing the fee below the 5.4% authorized maximum to allow future adjustments as needed.
3. The reduction in Solid Waste Management Fees as described in Paragraph 1 of this resolution will remain in effect until the earlier of: (i) June 30, 2027, or (ii) such time the IWMA Board adopts a subsequent resolution terminating or extending the temporary reduction. Future adjustments within the 5.4% maximum may be considered by the Board consistent with Fee Setting Policy FS-1.

**PASSED, APPROVED, and ADOPTED** by the Board of San Luis Obispo County Integrated Waste Management Authority this 10th day of June 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Jim Guthrie, Board President  
San Luis Obispo County Integrated Waste Management Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

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Legal Counsel  
Adamski Moroski Madden Cumberland & Green LLP

ATTEST:

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

RESOLUTION NO. 2022-03-04  
RESOLUTION OF THE SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE MANAGEMENT AUTHORITY  
AMENDING THE ESTABLISHMENT OF SOLID WASTE MANAGEMENT FEES

WHEREAS, this Resolution rescinds Resolution 21-06-02, which was adopted on June 9, 2021, but not enacted; and

WHEREAS, this Resolution supersedes and replaces Resolution 07-03 (c) adopted on or about September 12, 2007, which established a solid waste management fee on any company that has an agreement with a government entity (including the County of San Luis Obispo, an incorporated city, or a district empowered to regulate or provide for solid waste collection) to collect garbage in San Luis Obispo County (“Company”). Resolution 07-03 (c) calculated the fee as follows: (1) two percent (2%) of the gross revenue collected from commercial customers; and (2) the solid waste management fee of \$0.30 per month for residential accounts charged less than \$50 per month and a 2% fee for residential accounts paying more than \$50 a month; and

WHEREAS, Section 5.2 of the Joint Powers Agreement granted the IWMA such powers that each Member could exercise separately; and

WHEREAS, the solid waste management fee provides the revenue to fund the reasonable and necessary costs incurred by the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) in the preparation, maintenance, adoption and implementation of the Countywide Integrated Waste Management Plan mandated by Section 40000 *et seq.* of the Public Resources Code, which includes, but is not limited to providing IWMA staff, operation of the county level of the State's Disposal Reporting System, operating the Household Hazardous Waste Facilities and other functions of IWMA; and

WHEREAS, Assembly Bill 341 (Chesbro, 2011) (Recycling of Commercial Solid Waste (“MCR”)), Assembly Bill 1826 (Chesbro, 2014) (Recycling of Commercial Organic Waste (“MORe”)), and Assembly Bill 827 (McCarty, 2019) were signed into law and established requirements for the diversion of organic waste generated by businesses and commercial solid waste recycling; and

WHEREAS, in 2016, Senate Bill 1383 (Lara, 2016) was signed into law and establishes methane emissions reduction goals of 50 percent in the level of the statewide landfill disposal of organic waste from the 2014 level by 2020, and 75 percent by 2025; and

WHEREAS, Senate Bill 1383 regulations require jurisdictions to implement an organic waste diversion program that includes providing organic waste collection services to businesses and residences, edible food recovery goals, public education and outreach, contamination monitoring and sampling activities, recordkeeping and reporting, organic and edible food recovery, infrastructure capacity planning, procurement of recovered organic waste products, and enforcement; and

WHEREAS, the IWMA will require additional funding to support the planning, programming, and implementation of the SB 1383 regulations and other mandates; and

WHEREAS, Public Resources Code section 42652.5 authorizes local jurisdictions to collect reasonable and necessary fees to recover the costs of implementing Senate Bill 1383 regulations and Title 14, Division 7, Chapter 3, Section 18991.1 of the California Code of Regulations and allows jurisdictions to fund compliance efforts through franchise fees, local assessments or other funding mechanisms; and

WHEREAS, Sections 41901 and 41902 of the Public Resources Code authorize the establishment and collection of a fee in order to fund the costs incurred by the IWMA in the preparation, maintenance, adoption and implementation of the Countywide Integrated Waste Management Plan mandated by Section 40000 et seq. of the Public Resources Code; and

WHEREAS, in order to fund statutory mandates approved by the State of California and regulations established by CalRecycle, this Resolution increases the solid waste management fee from 2% to 5.4% of gross receipts on any Company which has an agreement with a governmental entity that is an IWMA Participating Agency to collect garbage in San Luis Obispo County or possesses a permit issued by the County of San Luis Obispo, Division of Environmental Health pursuant to County Code Chapter 8.12.501.

NOW, THEREFORE, BE IT RESOLVED, that the San Luis Obispo County Integrated Waste Management Authority:

1. Participating Agencies.

The IWMA Participating Agencies include the cities within San Luis Obispo County who are Members of IWMA and special districts within San Luis Obispo County that possess solid waste management authority and who have executed or agreed to the terms and condition of the Joint Powers Agreement for the San Luis Obispo County Integrated Waste Management Authority.

2. Payment of Fees.

Effective July 1, 2022, any Company that has an agreement with a governmental entity that is an IWMA Participating Agency to collect garbage in San Luis Obispo County, or possesses a permit issued by the County of San Luis Obispo, Division of Environmental Health pursuant to County Code Chapter 8.12.501, shall be liable for the payment of the applicable solid waste management fee.

The solid waste management fee shall become due and payable on the 15th day of each month for the solid waste disposed of during the preceding month. Fees shall be deemed delinquent 30 days after they are due and payable and shall be subject to the late-payment provisions set forth herein.

Fees shall be made payable to the "San Luis Obispo County Integrated Waste Management Authority" and transmitted to the San Luis Obispo County Integrated Waste Management Authority, 870 Osos Street, San Luis Obispo, CA 93401, or at such address as the authority may

designate. Payment of fees shall be accompanied by 1) a statement from the Company specifying the gross revenue collected during the preceding month; 2) a form to be provided by the IWMA Executive Director to each hauler which includes the certification; and 3) the itemization of revenue collected by jurisdiction.

No acceptance of any payment shall be construed as an accord that the amount is in fact the correct amount, nor shall acceptance of payment be construed as a release of any claim the IWMA may have for further or additional sums payable under the provisions of this Resolution. All amounts shall be subject to audit, which if adverse to hauler with respect to any underpayment, shall be charged to hauler in addition to any interest owed as a late fee or interest as a delinquent payment.

### 3. Calculation of Solid Waste Management Fee and Finding of Fact.

For Companies with an agreement with a governmental entity for the collection of solid waste, recyclables or green waste that is an IWMA Participating Agency, the solid waste management fee shall be 5.4% of the gross revenue. The gross revenue collection amount, which is used to determine and calculate the amount of franchise fee required to be paid under the franchise agreement, shall also be used to determine the solid waste management fee.

Any Company that possesses a permit issued by the County of San Luis Obispo, Division of Environmental Health pursuant to County Code Chapter 8.12.501 and does not pay a fee under the above paragraph, shall pay a solid waste management fee that is 5.4% of the gross revenue collected from its customers which are located within the boundaries of IWMA Participating Agencies. Gross revenue shall include, but not be limited to, the cost charged to customers for items such as delivery, roll-off box rental, hauling service and disposal/recycling of the removed material.

The IWMA Board makes the following findings of fact: (1) statutory authority, including but not limited to Public Resources Code Sections 42652.5, 41901, and 41902 authorize local jurisdictions to collect reasonable and necessary fees to recover the costs associated with the implementation of this Resolution; and (2) the fees and costs identified herein are reasonable and necessary to support the funding of state mandates and further substantiated in the Countywide Integrated Waste Management Plan mandated by Section 40000 *et seq.* of the Public Resources Code, the "IWMA Solid Waste Management Fee Determination and Cost of Service Study" prepared by HF&H Consultants, dated January 7, 2022, the "SB 1383 Action Plan" prepared by HF&H Consultants dated March 2, 2022 and additional reports and information presented to the IWMA Board in considering this resolution.

### 4. Record Retention and Access to Records.

Each Company shall maintain records, information, and documentation that substantiate the gross revenue collected during each calendar month. The records, information, and documentation shall include the procedures the Company used to determine and measure the gross revenues collected. The Company shall maintain such records, information, and documentation for a period of three years from the date such revenue was collected. Upon receipt of a minimum of three business days' written notice from the IWMA Executive Director, the Company shall provide the IWMA

Executive Director with access for inspection and copying of all records, information, or documentation necessary to substantial gross revenue as provided by this Section.

5. Delinquent Solid Waste Management Fees.

In the event that any payment is not received within thirty (30) days after it is due, the Company shall pay interest on the outstanding balance at the rate of one and one-half percent (1.5%) per month from the date of Company's failure to pay.

6. Recession of Previous Resolution.

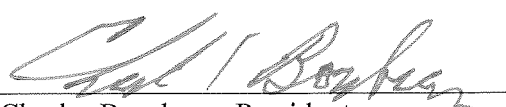
This Resolution supersedes and replaces Resolution No. 21-06-02 adopted on June 9, 2021, and Resolution No. 07-03 (c) adopted on or about September 12, 2007. All ordinances, resolutions, or administrative actions by the IWMA Board of Directors or the Executive Director which are inconsistent with any provision of this Resolution are hereby superseded only to the extent of such inconsistency.


7. Effective Date.

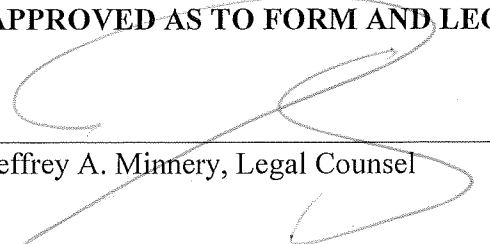
This Resolution will be effective on July 1, 2022.

**PASSED AND ADOPTED**, this 9<sup>th</sup> day of MARCH, 2022, by the following roll call vote:

**AYES:** STOUTON, HELLER, BURGESS, HAMMON, MARK, NEWTON, Robert  
**NOES:** Bourbeau  
**ABSTAIN:** 0  
**ABSENT:** 0

  
Charles Bourbeau, President

**ATTEST:**  
  
\_\_\_\_\_  
Sasha Del Giorgio, Clerk of the Board

**APPROVED AS TO FORM AND LEGAL EFFECT:**  
  
\_\_\_\_\_  
Jeffrey A. Minnery, Legal Counsel

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

**FROM: Coby Skye, Executive Director**

**RE: Adoption of Resolution No. 2026-06-05, Adopting the Budget for Fiscal Year 2026/2027**

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**BACKGROUND:**

During Fiscal Year 2026/2027, the San Luis Obispo County Integrated Waste Management Authority will continue its focus on maintaining compliance with state waste and recycling policy on behalf of member agencies through effective and cost-efficient initiatives, with an emphasis on technical support to member jurisdictions and proactive outreach and education to the public.

A preliminary draft budget for FY 2026/2027 was presented for consideration at the Board meeting on May 13, 2026. Revisions were made accordingly and presented to the Ad-hoc Budget Committee for additional feedback on May 26, 2026. The Budget presented today was finalized based on direction and feedback from the Board and Committee.

The FY 2026/2027 Budget reflects current salaries, wages, and benefits for existing IWMA staff positions (seven full-time, one part-time intern, and one temporary position), adjusted by anticipated changes in cost-of-living costs and increased health insurance rates. Reasonable assumptions were made for escalation in costs for goods and services and service usage, aligned with approved contracts and agreements.

During FY 2026/2027, IWMA staff will be tasked with implementation of the newly adopted IWMA Strategic Plan (2026-2030). The Budget presented today was developed in alignment with the plan and reflects the following priority initiatives:

- Household Hazardous Waste site developments and/or improvements at the Morro Bay, San Miguel, and Cold Canyon collection sites and expansion of HHW collections services county-wide
- Capital improvements at the IWMA office including interior improvements and ADA upgrades to ensure a comfortable, collaborative, and accessible office space
- Implement stakeholder recommendations to improve technical support and resources to member agencies
- Improve key outreach messaging through targeted advertising, business outreach, and special event support
- Boost professional development on behavior-change marketing and outreach
- Build on TK-12 and higher education partnerships

- Establish a SLO IWMA brand toolkit with updated creative assets

Summary Table: FY 2025/2026 Approved Budget vs. FY 2026/2027 Draft Budget

	<b>FY 2025/2026 Budget</b>	<b>FY 2026/2027 Budget</b>
<b>Total Revenue</b>	<b>\$3,747,818.00</b>	<b>\$5,067,000.00</b>
Salaries, Wages, Benefits	\$1,467,396.43	\$1,559,984.11
Services and Supplies	\$3,348,682.52	\$3,598,668.00
Lease Expenses	\$2,163.00	\$0.00
Capital Outlay	\$495,431.00	\$923,068.00
<b>Total Expenditures</b>	<b>\$5,313,672.95</b>	<b>\$6,081,720.11</b>
<b>Total Change in Net Position</b>	<b>(\$1,565,854.95)</b>	<b>(\$1,014,720.11)</b>
<b>FY End – Projected Net Position</b>	<b>\$7,514,788.05</b>	<b>\$6,500,067.94</b>

The proposed increase in total expenditure next fiscal year will be partially offset by a projected increase in total revenue. This will mitigate the impact on the reserve fund compared to the present fiscal year, consistent with the Boards' direction to stabilize the IWMA's reserves. The revenue increase is based on the following assumptions:

- Business charges for HHW were adjusted to reflect actual disposal costs
- The Solid Waste Management Fee is to be adjusted for a period of one year

As of the completed FY 2024/2025 audit, the net position of the IWMA was \$9,080,643.

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**RECOMMENDATION:**

Adopt Resolution No. 2026-06-05, approving the SLO IWMA Final Budget for Fiscal Year 2026/2027.

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**FISCAL IMPACT:**

Total Projected Revenue: \$5,067,000.00  
 Total Projected Expenditures: \$6,081,720.11  
 Total Projected Change in Net Position: (\$1,014,720.11)

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**ATTACHMENTS:**

- A. FY 2025/2026 Budget Review: Budget vs Actuals Report
- B. Resolution No. 2026-06-05: SLO IWMA Final Budget - Fiscal Year 2026/2027
- C. SLO IWMA Final Budget - Fiscal Year 2026/2027

# IWMA

## Budget vs. Actuals: Fiscal Year 2025-2026

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>Income</b>				
400 Non_Operation Revenue				
4150000 Interest Revenue	209,104.75	268,524.00	59,419.25	77.87 %
4200105 Grants	179,550.44	110,998.00	-68,552.44	161.76 %
<b>Total 400 Non_Operation Revenue</b>	<b>388,655.19</b>	<b>379,522.00</b>	<b>-9,133.19</b>	<b>102.41 %</b>
435 Operation Revenue				
4350200 VSQG Payment	64,510.15	52,044.00	-12,466.15	123.95 %
4350820 Solid Waste Management Fee	1,360,610.20	1,449,833.00	89,222.80	93.85 %
4350825 Landfill Tipping Fee Surcharge	668,056.92	937,853.00	269,796.08	71.23 %
4350955 Retail Take Back Fees	135,039.75	43,566.00	-91,473.75	309.97 %
4450020 Hazardous Waste Revenue (E-Waste)	25,574.31	5,000.00	-20,574.31	511.49 %
<b>Total 435 Operation Revenue</b>	<b>2,253,791.33</b>	<b>2,488,296.00</b>	<b>234,504.67</b>	<b>90.58 %</b>
4550000 Other Revenue	503.19		-503.19	
4550065 Other Reimbursements	1,173.00		-1,173.00	
<b>Total 4550000 Other Revenue</b>	<b>1,676.19</b>		<b>-1,676.19</b>	
4550055 Sale-Fixed Assets	803,427.00	880,000.00	76,573.00	91.30 %
<b>Total Income</b>	<b>\$3,447,549.71</b>	<b>\$3,747,818.00</b>	<b>\$300,268.29</b>	<b>91.99 %</b>
<b>GROSS PROFIT</b>	<b>\$3,447,549.71</b>	<b>\$3,747,818.00</b>	<b>\$300,268.29</b>	<b>91.99 %</b>
<b>Expenses</b>				
500- Salaries, Wages, & Benefits				
5001210 Annual Wages	720,777.28	943,376.44	222,599.16	76.40 %
5001507 Taxes	66,557.79	70,400.90	3,843.11	94.54 %
5001522 Retirement Benefits	254,223.28	297,780.32	43,557.04	85.37 %
5001557 Workers Compensation Insurance	3,478.50	9,975.00	6,496.50	34.87 %
5001561 Employee Insurance Benefit	113,851.97	142,058.77	28,206.80	80.14 %
5001700 Cell Phone Stipends	3,265.00	3,805.00	540.00	85.81 %
<b>Total 500- Salaries, Wages, &amp; Benefits</b>	<b>1,162,153.82</b>	<b>1,467,396.43</b>	<b>305,242.61</b>	<b>79.20 %</b>
5050 Services and Supplies				
5050015 Advertising	68,879.00	85,020.00	16,141.00	81.02 %
5050070 Computer Software	51,009.38	65,888.00	14,878.62	77.42 %
5050075 Computer Hardware	6,189.83	14,049.00	7,859.17	44.06 %
5050085 Copy and Printing	13,934.18	25,000.00	11,065.82	55.74 %
5050095 Credit Card Fees	1,607.46	1,618.51	11.05	99.32 %
5050145 Hazardous Waste Disposal	730,620.33	936,730.44	206,110.11	78.00 %
5050160 Insurance Property and Liability	48,063.39	48,063.39	0.00	100.00 %
5050167 Gift Card/Incentives	111,910.90	150,000.00	38,089.10	74.61 %
5050169 Janitorial Services & Supplies	5,280.00	6,160.00	880.00	85.71 %
5050190 Building Maintenance	13,669.32	15,000.00	1,330.68	91.13 %
5050210 Maintenance-Equipment	10,119.96	11,050.23	930.27	91.58 %
5050220 Maintenance Expense		5,000.00	5,000.00	
5050255 Memberships	11,117.99	18,250.00	7,132.01	60.92 %
5050260 Mileage Reimbursement - Employee	4,229.46	6,000.00	1,770.54	70.49 %

# IWMA

## Budget vs. Actuals: Fiscal Year 2025-2026

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5050265 Mileage Reimbursement-Nonemployee	7,652.60	13,209.60	5,557.00	57.93 %
5050270 Misc Expense	2,065.55	4,000.00	1,934.45	51.64 %
5050275 Reimbursements-Employee	13,313.05	15,000.00	1,686.95	88.75 %
5050280 Office Supply Expenses	7,302.45	8,358.47	1,056.02	87.37 %
5050290 Other Minor Equipment	82,957.30	108,407.00	25,449.70	76.52 %
5050310 County Services	9,234.00	9,234.00	0.00	100.00 %
5050320 Legal	168,248.10	218,850.45	50,602.35	76.88 %
5050335 Postage	1,513.15	9,834.00	8,320.85	15.39 %
5050340 Contracted Services	574,202.50	762,452.82	188,250.32	75.31 %
5050362 Public Outreach & Education	575,299.74	676,050.12	100,750.38	85.10 %
5050370 Trainings and Seminar Registration	9,891.98	17,500.00	7,608.02	56.53 %
5050380 Rent and Lease Expense	4,464.58	5,000.00	535.42	89.29 %
5050400 Rents & Leases- Equipment	8,112.93	9,750.00	1,637.07	83.21 %
5050405 Rents & Leases-Strc	14,374.33	19,341.74	4,967.41	74.32 %
5050425 Board of Directors Stipends	11,700.00	12,000.00	300.00	97.50 %
5050430 Special Dept Exp	39,374.93	39,374.93	0.00	100.00 %
5050440 Telephone and Internet	5,546.99	6,700.00	1,153.01	82.79 %
5050450 Travel	8,369.37	11,000.00	2,630.63	76.09 %
5050475 Utilities	11,796.96	14,789.82	2,992.86	79.76 %
<b>Total 5050 Services and Supplies</b>	<b>2,632,051.71</b>	<b>3,348,682.52</b>	<b>716,630.81</b>	<b>78.60 %</b>
515- 515-Lease Expenses				
5153400 Lease Amortization Expense		2,105.00	2,105.00	
5160400 Interest Expense		58.00	58.00	
<b>Total 515- 515-Lease Expenses</b>		<b>2,163.00</b>	<b>2,163.00</b>	
550 Capital Outlay				
5500092 Capital Outlay Building	17,793.37	438,000.00	420,206.63	4.06 %
5500093 Capital Outlay Equipment		57,431.00	57,431.00	
<b>Total 550 Capital Outlay</b>	<b>17,793.37</b>	<b>495,431.00</b>	<b>477,637.63</b>	<b>3.59 %</b>
<b>Total Expenses</b>	<b>\$3,811,998.90</b>	<b>\$5,313,672.95</b>	<b>\$1,501,674.05</b>	<b>71.74 %</b>
NET OPERATING INCOME	<b>\$ -364,449.19</b>	<b>\$ -1,565,854.95</b>	<b>\$ -1,201,405.76</b>	<b>23.27 %</b>
NET INCOME	<b>\$ -364,449.19</b>	<b>\$ -1,565,854.95</b>	<b>\$ -1,201,405.76</b>	<b>23.27 %</b>

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

**Fiscal Year 2026/2027 Budget  
July 1, 2026 – June 30, 2027**



**DRAFT**

Wednesday, June 10, 2026

Dear SLO IWMA Board of Directors,

I am pleased to present for your approval the IWMA Budget for Fiscal Year 2026/2027. This Budget was prepared with support and guidance from your Board, and in particular the members of the Ad-hoc Budget Committee: Navid Fardanesh, Heather Moreno and Michelle Shoresman, who volunteered their time to review the supporting information and draft portions of the Budget as it came together.

The Budget also reflects feedback from key stakeholders, especially the lead staff of our member agencies, as well as our waste industry partners who are responsible for providing curbside waste collection and recycling services in compliance with State regulations and maintaining critical infrastructure for our County.

This Budget continues to spend down the reserve fund, implementing the Board's direction to align the reserve fund balance with our target levels through a multi-year, temporary reduction in the Solid Waste Management Fee. This Budget makes recommendations to adjust the Solid Waste Management Fee rate structure in light of recent developments and stakeholder feedback.

Lastly, the Budget puts into action the 2026-2030 Strategic Plan, as adopted by your Board on May 13, 2026. The investments and priorities outlined in this Budget reflect the Mission, Vision and Values of our agency and maintain our course to reduce waste and comply with waste and recycling policy. This is evident in the programmatic priorities as well as operational priorities detailed in this document.

Coby Skye



Executive Director

SLO IWMA

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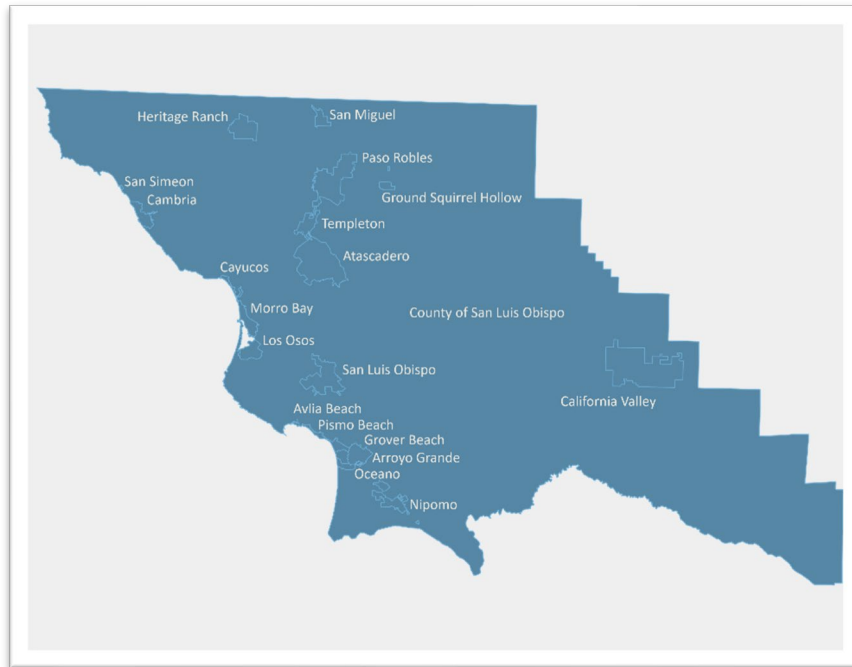
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# Introduction

## Background

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is a Joint Powers Authority (JPA) formed by the County, the Cities, and the Community Service Districts (CSDs) within San Luis Obispo County. The JPA was formed in 1994 in response to AB 939, which required communities to divert 50% of their waste from the landfill.

The IWMA represents 20 member jurisdictions and serves a population of around 280,000 community members. The IWMA works collaboratively with our member agencies, waste haulers, and community partners to implement cost-effective solid waste, recycling, and hazardous waste programs that benefit our constituents and communities.



The total population that the SLO IWMA serves has remained relatively stable over the past 10 years, with slight population shifts amongst different communities in the region.

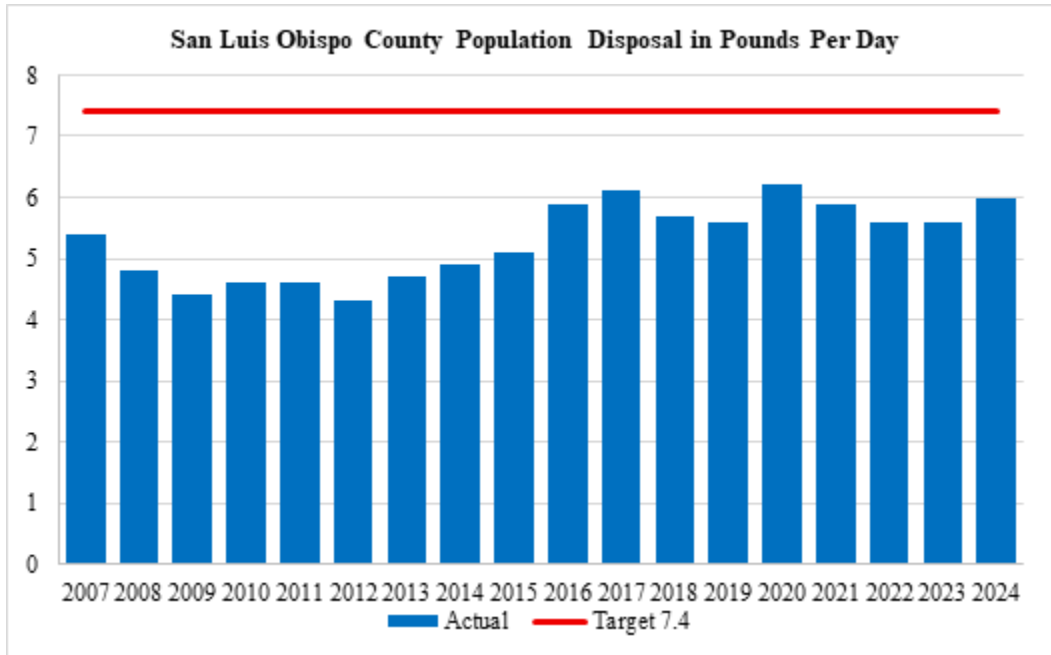
Table 1: Changes in San Luis Obispo County Population

<b>Population</b>							
<b>Year</b>	<b>4/1/1996</b>	<b>4/1/2001</b>	<b>4/1/2006</b>	<b>4/1/2011</b>	<b>4/1/2016</b>	<b>4/1/2021</b>	<b>1/1/2025</b>
<b>Population</b>	228,546	251,619	260,551	271,058	280,024	283,111	279,337
<b>% Increase/Decrease</b>		10.09%	3.54%	4.03%	3.30%	1.10%	-1.33%

Source: <https://dof.ca.gov/Forecasting/Demographics/Estimates/>

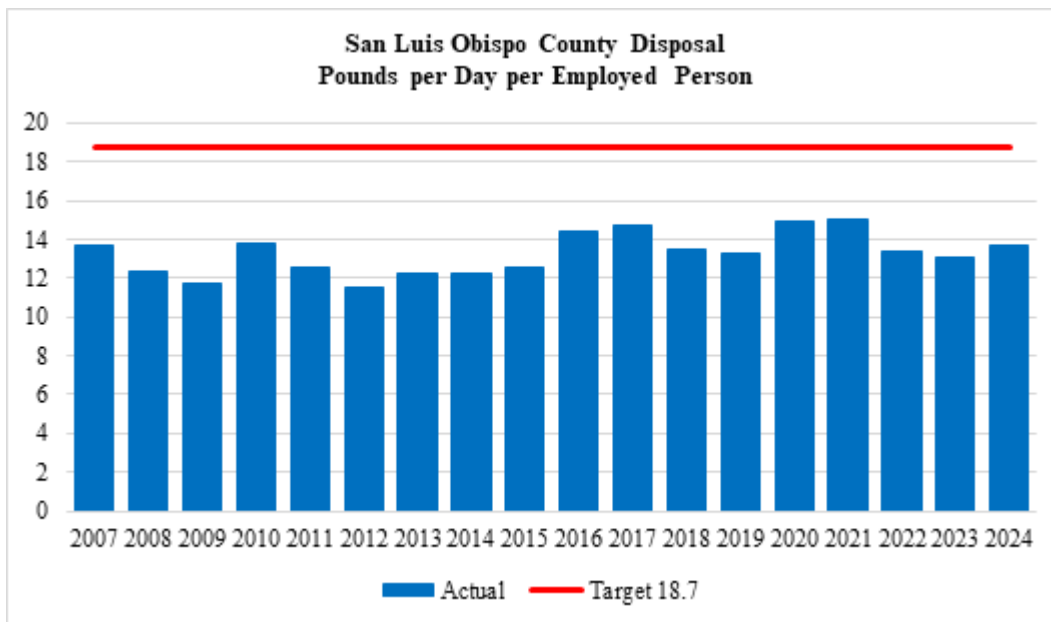
The State of California utilizes per capita disposal rates as one indicator of compliance with AB939. San Luis Obispo County continues to meet its disposal targets set by CalRecycle, demonstrating the success of the region’s waste diversion programs.

Figure 1: San Luis Obispo County Disposal at Landfills, in Pounds per Person per Day



Source: <https://www2.calrecycle.ca.gov/LGCentral/AnnualReporting/DiversionDisposal>

Figure 2: San Luis Obispo County Disposal at Landfills, in Pounds per Employed Person per Day



Source: <https://www2.calrecycle.ca.gov/LGCentral/AnnualReporting/DiversionDisposal>

## **IWMA Board**

The IWMA is governed by a nine-member Board of Directors, elected to represent each of the twenty member agencies that formed the IWMA through the joint powers agreement.

**Special thanks to all the IWMA Board members for their contributions to the FY26/27 budget and their dedication to advancing the IWMA’s mission!**

At the time of this budget’s adoption, the following members served on the IWMA Board:

<b>City of Arroyo Grande</b>	<b>Jim Guthrie, President</b>
<b>Special Districts</b>	<b>Navid Fardanesh, Vice President</b>
<b>City of Grover Beach</b>	<b>Robert Robert, Past President</b>
<b>City of Atascadero</b>	<b>Charles Bourbeau</b>
<b>City of Morro Bay</b>	<b>Cyndee Edwards</b>
<b>City of Paso Robles</b>	<b>John Hamon</b>
<b>City of Pismo Beach</b>	<b>Scott Newton</b>
<b>City of San Luis Obispo</b>	<b>Michelle Shoresman</b>
<b>County of San Luis Obispo</b>	<b>Heather Moreno</b>

The following Board members served on the **Ad-hoc Budget Committee**, and led the development of the IWMA Fiscal Year 2026/2027 Budget:

- **Navid Fardanesh**, IWMA Vice President, Templeton Community Services District
- **Heather Moreno**, County of San Luis Obispo
- **Michelle Shoresman**, City of San Luis Obispo

## Strategic Plan (2026 – 2030)

During FY25/26, the IWMA engaged with stakeholders from member jurisdictions, public agencies, waste haulers, facility operators, educational institutions, businesses, and the public to seek feedback on the development of a new five-year strategic plan. The IWMA Board of Directors adopted the IWMA Strategic Plan (2026-2030) on May 13, 2026.

During FY26/27, IWMA staff are tasked with implementation of the goals and objectives outlined in the Plan, and have aligned programmatic and budget priorities accordingly.

[To view the full IWMA Strategic Plan \(2026 – 2030\), please visit the IWMA website.](#)

Our **Mission** is to make continuous progress towards reducing waste in San Luis Obispo County, to ensure our member agencies fully comply with state waste and recycling policy. We achieve our mission through practical, cost-effective programs, education, and technical support in collaboration with our member agencies.

### Values:

- Community Education
- Fiscal Responsibility
- Collaboration and Empowerment
- Stewardship
- Transparency
- Innovation

### Goal #1: Maintain Compliance

- ❖ Proactively support all member agencies in achieving and maintaining compliance with state waste and recycling regulations, with an emphasis on prevention.

### Goal #2: Plan for Regional Programs and Infrastructure

- ❖ Ensure the region has ample and sustainable capacity to meet the long-term waste diversion and disposal needs, through coordinated infrastructure planning and strategic implementation of waste reduction programs.

### Goal #3: Provide Technical Support and Resources to Members

- ❖ Strengthen member capacity through shared data, reporting tools, training, and equitable technical assistance tailored to agency size and resources.

### Goal #4: Empower through Outreach and Education

- ❖ Deliver inclusive, multidisciplinary outreach and education that fosters a culture of stewardship by building public trust, increasing participation, reducing contamination, and increasing the resiliency of local waste systems.

### Goal #5: Maximize Grant Funding to our Region

- ❖ Prioritize, secure, and successfully administer targeted and regional funding opportunities that equitably benefit all member agencies and align with our mission.

## **FY26-27 Priorities**

### **Programmatic Priorities**

The FY26/27 budget reflects the following priority initiatives, identified in the Strategic Plan, which will advance the IWMA's mission:

➤ **Navigate the implementation of SB54 regulations, in effect as of May 1, 2026**

*Objective 1.2: New Regulatory Analysis – Track new laws and communicate regulatory changes to member agencies and the public through technical assistance and awareness campaigns. This includes new initiatives for reducing plastic packaging (SB 54, 2022) and diverting waste at restaurants and special events.*

*Objective 2.5: Leverage SB 54 Resources – Lead the region's engagement in navigating SB 54 (2022, the Plastic Pollution Prevention and Packaging Producer Responsibility Act) to maximize infrastructure and program funding allocated to our region, as the Producer Responsibility Organization implements the law to reduce plastic packaging and promote source reduction and reuse/refill for packaging.*

➤ **Site improvements and expansion of HHW collection services county-wide**

*Objective 2.2: Hazardous Waste Management – Maintain an efficient and cost-effective network of facilities and programs that allows residents to properly dispose of household hazardous waste. Provide a convenient option for small businesses and public agencies to leverage this network to cost effectively dispose of small quantities of hazardous waste. Maximize opportunities to provide convenient retail take back options for these products, facilitate safe reuse of products, and encourage product manufacturers to actively participate in the collection and recycling of their products.*

➤ **Develop a plan to mitigate illegal dumping and other misplaced waste**

*Objective 2.4: Quality of Life – Provide coordination and support for infrastructure, programs and policies that prevent illegal dumping and litter and otherwise fosters the region's high quality of life.*

➤ **Implement task force recommendations to improve technical support and resources to member agencies**

*Objective 3.4: Implementation Resources – Establish a task force to develop recommendations for dedicated support and resources for member agencies to implement proven and effective programs and projects.*

➤ **Improve key outreach messaging through targeted advertising, business outreach, and special event support**

*Objective 4.1: Diversify Outreach – Use a variety of outreach channels to engage with a broader audience of SLO County residents and visitors by increasing their exposure to key messaging and connecting with their community priorities and values.*

➤ **Boost professional development on behavior-change marketing and outreach**

*Objective 4.2: Marketing and Communications – Increase IWMA staff expertise in behavior-change marketing and seek out technical support to improve the efficacy of outreach campaigns and initiatives, particularly with hard-to-reach customers such as visitors, students, part-time residents and multi-family residents.*

➤ **Build on TK-12 and higher education partnerships**

*Objective 4.3: Engage with TK-12 Schools – Establish regular communication and collaboration channels between the IWMA and TK-12 schools to support district-level diversion efforts.*

*Objective 4.4: Engage with Higher Education – Increase communication and collaboration with higher education institutions to support research, economic and workforce development, and consistent outreach messaging.*

➤ **Establish a SLO IWMA brand toolkit with updated creative assets**

*Objective 4.5: Branding – Establish an IWMA brand for ease of communication and implement an updated brand toolkit to increase recognition and awareness among SLO County residents/visitors.*

➤ **Secure and administer non-competitive and competitive grants for the region**

*Objective 5.1: Maximize Non-Competitive Grants – Ensure IWMA and member agencies receive and make full use of all non-competitive grant funds available to our region.*

*Objective 5.2: Target Discretionary Grants – Identify the most well-aligned competitive grants to pursue that would advance IWMA’s mission and support our member agencies while minimizing commitments that may detract from the benefits of a grant program.*

## **Operational Priorities**

The FY26/27 budget reflects the following operational initiatives, intended to strengthen organizational efficiencies:

- Maintain full staffing levels throughout the fiscal year through increased employee retention and a quick turn-around time for filling any vacancies, while augmenting staffing with Climate Fellow\College Corps volunteers where optimal
- Fully onboard Price Paige & Company, the IWMA’s external accounting firm, to further improve internal controls, procedures, and financial reporting
- Update IWMA policies to improve efficiencies, and document current practices
- Complete the FY25/26 audit on time and institutionalize prior years’ findings
- Make capital improvements at the IWMA office, including interior improvements and required upgrades, to ensure a comfortable, collaborative, and accessible work environment for IWMA staff, community partners, and members of the public

## Revenues

### Funding Sources

The two largest revenue sources for the IMWA are the Solid Waste Management Fee, collected from residential and commercial customers on their waste hauling bill, and the Landfill Tipping Fee Surcharge, which is collected based on landfill disposal tonnage.

The IWMA also receives funding from various other revenue sources, including interest accrued from the IWMA reserve funds, non-competitive and competitive grants from CalRecycle, and hazardous waste collection charges for businesses to offset costs related to the Very Small Quantity Generator, Retail Take Back, and e-waste collection programs.

The anticipated grant revenue for FY26-27 includes funds from the Used Oil Payment Program, Beverage Container Recycling City/County Payment Program, and Household Hazardous Waste Grant Program, all administered by CalRecycle.

Table 2: Budget Summary for FY 25/26 vs. 26/27

	FY25-26	FY26-27
Interest Revenue	\$268,524	<b>\$210,000</b>
Grants	\$110,998	<b>\$119,000</b>
VSQG Payment	\$52,044	<b>\$84,000</b>
Solid Waste Management Fee	\$1,449,833	<b>\$3,700,000</b>
Landfill Tipping Fee Surcharge	\$937,853	<b>\$750,000</b>
Retail Take Back Fees	\$43,566	<b>\$170,000</b>
E-waste Revenue	\$5,000	<b>\$34,000</b>
Sale-Fixed Assets	\$880,000	-
<b>Total Revenue</b>	<b>\$3,747,818</b>	<b>\$5,067,000</b>

Revenue in FY26/27 is projected to increase compared to the FY25/26 budget. This revenue increase is based on the following assumptions:

- Business charges for HHW were adjusted to reflect actual disposal costs
- The Solid Waste Management Fee will be adjusted, in alignment with past Board direction and as described in more detail below

### **Solid Waste Management Fee (SWMF)**

The IWMA Board adopted Resolution 2025-06-01 to temporarily reduce the Solid Waste Management Fee for a period of one year on June 11, 2025. This temporary reduction was guided by a fee study conducted by R3 Consulting Group, Inc., providing recommendations to adjust the SWMF over the next five years to gradually draw down the IWMA's reserve fund balance to ultimately reach the target in the IWMA's Reserve Fund Policy, and to align the fees charged to different types of customers to the services they receive.

During FY 25/26, IWMA staff further reviewed program expenses compared to revenue projections, and found that charging a lower rate on gross receipts for customers that are exempted from SB 1383 compliance compounds the reduction in revenue since customers who do not receive organic waste collection services are already billed at a lower rate.

Additionally, concerns were raised by waste haulers, which apply the SWMF to customers as part of their billing and remit the collected revenue to the IWMA, on the complexity of the temporary rate structure due to the administrative burden required to properly implement the fee.

For the reasons mentioned above, a simplified rate structure was proposed for Fiscal Year 2026/2027, as follows:

- 2.0% of gross receipts on all residential customers.
- 2.2% of gross receipts on all commercial customers.

This rate structure is anticipated to generate approximately \$3,700,000 in total SWMF revenue for FY 2026/27, nearly the same total amount of revenue that the recommended rates from the R3 Consulting Group would have generated with less administrative burden.

### **Reserves and Total Net Position**

As of the completed FY2024/2025 audit, the IWMA cash reserve totaled **\$7,428,939**.

Per *Board Policy F-13: Reserve Policy*, the IWMA is required to maintain 1. three months of planned operations budgeted expenses including capital expenses, 2. an emergency reserve of \$300,000 for use during operational or financial emergencies, and 3. restricted reserves of \$1,000,000 earmarked for HHW facilities.

Based on the expenditures outlined for FY26/27, the IWMA reserve target is **\$2,827,924**.

The IWMA Board temporarily reduced the Solid Waste Management Fee in FY25/26, and this Budget assumes the Board will do so again in FY26/27, as a means to draw down the IWMA reserves and achieve a healthy reserve fund balance.

Table 3: IWMA Reserve Fund Balance vs. Projected Cash Reserve Balance

FY24/25 End – Audited Cash Reserves*	\$7,428,939
FY25/26 End – Projected Cash Reserves*	\$5,863,084
<b>FY26/27 End – Projected Cash Reserves*</b>	<b>\$4,848,364</b>
<b>IWMA Reserve Target**</b>	<b>\$2,827,924</b>

\* Cash Reserves include Cash and Cash Equivalentents

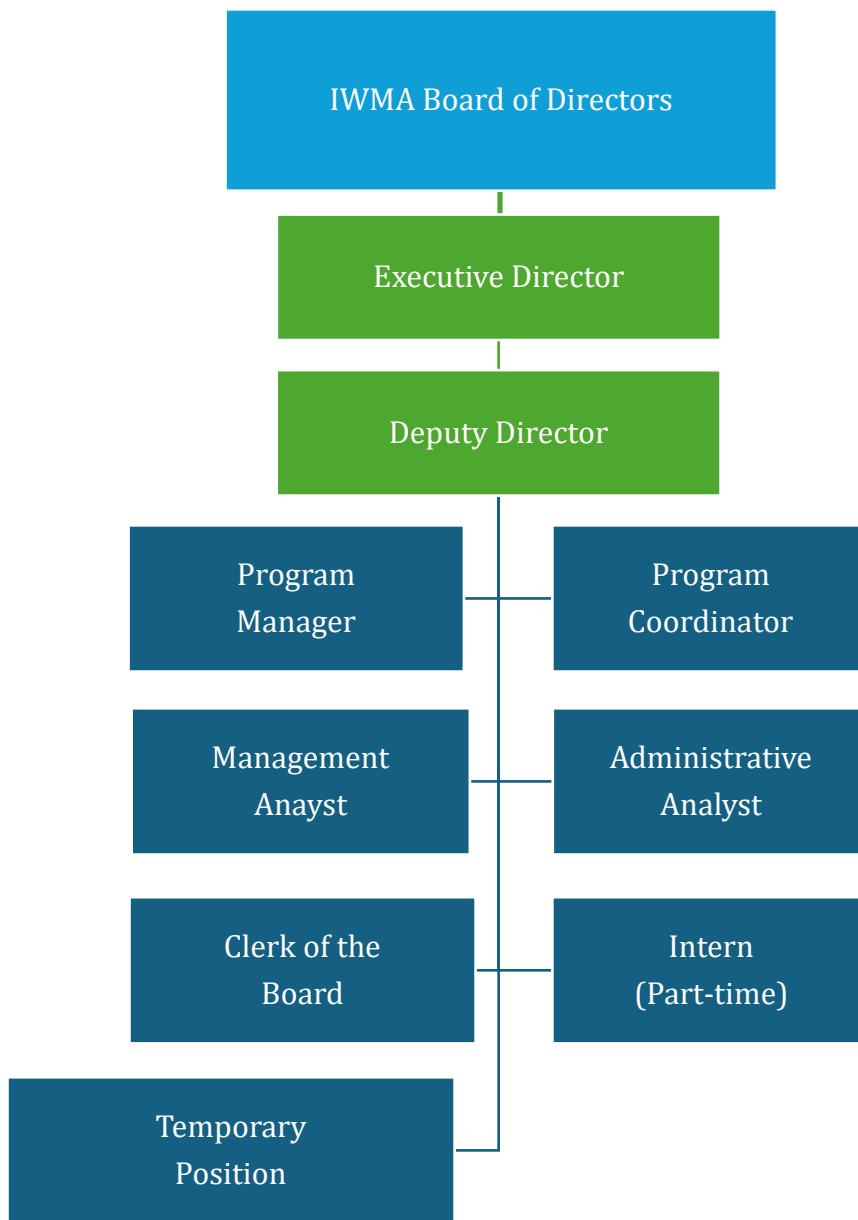
\*\*The IWMA Reserve Target will shift from year to year based on projected expenditures.

# Expenditures

## Salaries, Wages and Benefits

The FY 2026/2027 budget reflects current salaries, wages, and benefits for existing IWMA staff positions (7 full-time staff, 1 part-time intern, and 1 temporary position), adjusted by anticipated changes in cost-of-living costs and increased health insurance rates.

Figure 3: IWMA Organizational Chart



The FY26/27 budget reflects a cost-of-living adjustment (COLA) of 3.0% for all IWMA staff, based on the based on CA Department of Industrial Relations Statewide Consumer Price Index (CPI) report for the 12-month period ending on March 31.

Additionally, the budget reflects an estimated 14% increase in health insurance costs for 2027, based on input from the IWMA’s health benefits provider (Special District Risk Management Authority, SDRMA) and external human resources team (Your People Professionals, YPP).

Table 4: FY26/27 Salaries, Wages and Benefits Summary

Annual Wages	\$987,114.00
Taxes	\$83,051.82
Retirement Benefits	\$285,763.02
Workers’ Compensation Insurance	\$9,975.00
Employee Insurance Benefit	\$189,400.27
Cell Phone Stipends	\$4,860.00
<b>Total Salaries, Wages, and Benefits</b>	<b>\$1,559,984.11</b>

Table 5: FY26/27 IWMA Salary Schedule

Position Title		Step 1	Step 2	Step 3	Step 4	Step 5
<b>Salary Exempt Employees</b>						
Executive Director	Salary	\$206,875.50	Contracted Annual Salary			
Deputy Director	Salary	\$134,255.93	\$140,968.73	\$148,017.16	\$155,418.02	\$163,188.92
Program Manager	Salary	\$97,261.89	\$102,124.98	\$107,231.23	\$112,592.79	\$118,222.43
<b>Non-Exempt Employees</b>						
Management Analyst	Hourly	\$42.21	\$44.32	\$46.53	\$48.87	\$51.31
	Annualized Salary	\$87,796.07	\$92,185.87	\$96,795.16	\$101,634.93	\$106,717.23
Clerk of the Board	Hourly	\$39.31	\$41.23	\$43.30	\$45.45	\$47.73
	Annualized Salary	\$81,770.05	\$85,762.28	\$90,050.40	\$94,552.91	\$99,280.56
Administrative Analyst	Hourly	\$39.18	\$41.14	\$43.20	\$45.35	\$47.62
	Annualized Salary	\$81,491.56	\$85,566.14	\$89,844.45	\$94,336.66	\$99,053.50
Program Coordinator	Hourly	\$35.61	\$37.39	\$39.26	\$41.23	\$43.29
	Annualized Salary	\$74,088.71	\$77,769.57	\$81,658.04	\$85,751.70	\$90,027.99
Intern	Hourly	\$20.60	Part-time Position			
Temporary Staff	Hourly	\$61.80	Part-time Position			

Table 6: IWMA Employee Benefit Chart

<b>IWMA BENEFIT</b>	<b>RATE</b>	<b>DESCRIPTION</b>
401(a) Retirement Contribution	19.53%	Applied to gross salary.
457(b) Matching Contribution	Match	Employer match up to IRS maximum
FICA Employer	6.20%	2015 FICA wages up to \$118,500 max
FICA Employee	6.20%	2015 FICA wages up to \$118,500 max
Medicare Employer/Employee	1.45%	Per State/Federal guidelines.
Unemployment	0.08%	IWMA Pays 0.075%.
Worker's Compensation	Varies	Per California requirement.
Health, Dental and Vision Insurance	100% covered	Contribution to health including dental and vision, for Employee +1 (cafeteria benefit).
Post-Employment Health Plan (PEHP)	2%	2% of employee salary to PEHP to support post-employment healthcare expenses
Life Insurance	-	\$50,000 coverage provided by IWMA
Long Term Disability	0.298% x salary	On first \$13,500/mo. of salary. Pays 66 2/3% of salary.
Mileage Reimbursement	Varies	Set annually according to State reimbursement rate.
Sick Leave	96 hours/year	3.69 hrs per pay period; 400 hour max accrual
Holiday	15 days/year	13 holidays, 1 floating holiday
Administrative Leave	40 hrs/year	For exempt employees. No carryover/payoff for unused time.
Vacation Leave	Incremental	320 hours maximum accrual
	10 days/year	Years of service: 0 – end of 2nd
	13 days/year	Years of service: 3 – end of 4th
	16 days/year	Years of service: 5 - end of 9th
	22 days/year	Years of service: 10+
Jury Leave	Paid	Regular pay while on jury duty, cannot claim jury pay.
Paid Military Leave	20 days/fiscal year	20 working days or 1 month's salary max - called to active duty
Bereavement Leave	Unpaid	Unpaid leave, up to five days per event
Longevity Pay	Incremental	Bonus compounds, up to 5%
	1.5%	10 years of service
	1.5%	15 years of service
	2%	20 years of service
Cell Phone Reimbursement	\$50/mo	Stipend for use of personal devices for work purposes
Wellness Benefit	\$50/mo	Monthly wellness stipend for gym or wellness memberships
Logo apparel	Up to \$275	IWMA provides logo apparel for employees, with up to \$275 provided for initial order, up to \$175 for annual refresh

## Services and Supplies

For the FY26/27 budget, reasonable assumptions were made for escalation in costs for goods and services and service usage, aligned with approved contracts and agreements.

In collaboration with the IWMA's new external accounting firm, a revised Chart of Accounts was developed for the Services and Supplies category as shown below, to better monitor expenses. These categorical changes will provide better clarity to the nature of expenses, minimize coding errors, and improve the efficiency of budget monitoring functions.

Table 7: FY 26/27 Services and Supplies Expenses

Advertising	\$220,000.00
Audit	\$21,525.00
Computer Software	\$78,500.00
Computer Hardware	\$12,000.00
Copy and Printing	\$30,000.00
Payment Processing	\$1,800.00
Hazardous Waste	\$1,500,000.00
Insurance Property and Liability	\$56,754.00
Janitorial Services and Supplies	\$10,400.00
Building Maintenance	\$15,000.00
Maintenance-Equipment	\$12,000.00
Memberships	\$15,000.00
Mileage Reimbursement-Employee	\$6,000.00
Misc. Expense	\$12,000.00
Office Supply Expenses	\$12,000.00
Other Minor Equipment	\$60,000.00
County Services	\$9,529.00
Legal	\$192,000.00
Postage	\$8,000.00
Contracted Services	\$180,500.00
Public Outreach and Education	\$820,000.00
Trainings and Seminar Registration	\$17,500.00
Rent and Lease Expense	\$39,000.00
Board of Directors Stipends	\$11,000.00
Special Dept. Expense	\$70,000.00
Telephone and Internet	\$5,400.00
Travel	\$18,000.00
Utilities	\$14,760.00
Rebate Program Expense	\$150,000.00
<b>Total Services and Supplies</b>	<b>\$3,598,668.00</b>

Increases to the budget for services and supplies are aligned with the IWMA Strategic Plan objectives and FY26-27 priorities listed on pages 8-9.

Most notably, HHW services have increased to account for additional disposal and labor costs for this year. This reflects enhancements to the accessibility of the HHW program to residents, with expanded hours at Cold Canyon Landfill and capital improvements at HHW facilities countywide.

Another priority identified in the Strategic Plan was increased and targeted advertising to educate residents and businesses before compliance violations and fees are mandated by the State of California. This is primarily accounted for in the *Advertising and Public Outreach and Education* budget line items.

Finally, the Strategic Plan outlined the need to provide technical support and resources to member agencies. \$50,000 of the budget is allocated for implementation of this activity, pending further direction on the scope by a board-appointed Task Force.

## Capital Outlay

In addition to the administrative office at 555 Chorro Street, the IWMA owns and operates six Household Hazardous Waste facilities across San Luis Obispo County to prevent harm to human health and the environment by ensuring hazardous waste is properly disposed.

Figure 4: Location of IWMA HHW Facilities



The proposed budget includes funding for the following capital projects, which account for the vast majority of one-time expenditures within the FY26-27 budget:

- Household Hazardous Waste site developments and/or improvements at the Morro Bay, San Miguel, and Cold Canyon collection sites
- Capital improvements at the IWMA office including interior improvements and necessary upgrades to ensure a comfortable, collaborative, and accessible work environment for IWMA staff, community partners, and members of the public (estimated to total \$150,000).

Table 8: FY 26/27 Capital Expenses

Capital Outlay Building	\$763,068
Capital Outlay Equipment	\$160,000
<b>Total Capital Expenses</b>	<b>\$923,068</b>

## **Conclusion**

The IWMA Board of Directors recently adopted the IWMA Strategic Plan (2026 – 2030). IWMA staff are tasked with implementation of the newly updated Strategic Plan, starting in Fiscal Year 2026/2027. The FY26/27 IWMA Budget was developed in alignment with the new Strategic Plan in order to advance the Authority’s mission, goals, and objectives.

The implementation of SB1383 continues to be a priority for the IWMA, with an emphasis on preventing future compliance violations to businesses and members of the public through targeted outreach and education. Navigating SB54 regulations will also be a high priority for IWMA staff this fiscal year, as regulations went into effect on May 1, 2026.

Capital investments at both the IWMA office and Household Hazardous Waste facilities will improve the operations of the Authority and expand public access to essential services.

The FY26/27 Budget outlines an increase in total expenditure compared to FY25/26, partially offset by a projected increase in total revenue. This offset will mitigate the impact on the IWMA reserve fund while maintaining consistency with the Board’s direction to stabilize the IWMA’s reserves.

# **Appendices**

## **Appendix A: SLO IWMA Fiscal Year 2026/2027 Budget**

### **Revenue**

#### **400 Non-Operation Revenue**

4150000 Interest Revenue 210,000.00

4200105 Grants 119,000.00

**Total 400 Non-Operation Revenue \$329,000.00**

#### **435 Operation Revenue**

4350200 VSQG Payment 84,000.00

4350820 Solid Waste Management Fee 3,700,000.00

4350825 Landfill Tipping Fee Surcharge 750,000.00

4350955 Retail Take Back Fees 170,000.00

4450020 Hazardous Waste Revenue (E-Waste) 34,000.00

**Total 435 Operation Revenue \$4,738,000.00**

### **Total Income**

**\$5,067,000.00**

### **Expenditures**

#### **500- Salaries, Wages, & Benefits**

5001210 Annual Wages 987,114.00

5001507 Taxes 83,051.82

5001522 Retirement Benefits 285,763.02

5001557 Workers Compensation Insurance 9,975.00

5001561 Employee Insurance Benefit 189,400.27

5001700 Cell Phone Stipends 4,860.00

**Total 500- Salaries, Wages, & Benefits \$1,559,984.11**

#### **5050 Services and Supplies**

5050015 Advertising 220,000.00

5050030 Audit 21,525.00

5050070 Computer Software 78,500.00

5050075 Computer Hardware 12,000.00

5050085 Copy and Printing 30,000.00

5050095 Payment Processing 1,800.00

5050145 Hazardous Waste 1,500,000.00

5050160 Insurance Property and Liability 56,754.00

<b>5050169 Janitorial Services &amp; Supplies</b>	10,400.00
<b>5050190 Building Maintenance</b>	15,000.00
<b>5050210 Maintenance-Equipment</b>	12,000.00
<b>5050255 Memberships</b>	15,000.00
<b>5050260 Mileage Reimbursement - Employee</b>	6,000.00
<b>5050270 Misc. Expense</b>	12,000.00
<b>5050280 Office Supply Expenses</b>	12,000.00
<b>5050290 Other Minor Equipment</b>	60,000.00
<b>5050310 County Services</b>	9,529.00
<b>5050320 Legal</b>	192,000.00
<b>5050335 Postage</b>	8,000.00
<b>5050340 Contracted Services</b>	180,500.00
<b>5050362 Public Outreach &amp; Education</b>	820,000.00
<b>5050370 Trainings and Seminar Registration</b>	17,500.00
<b>5050380 Rent and Lease Expense</b>	39,000.00
<b>5050425 Board of Directors Stipends</b>	11,000.00
<b>5050430 Special Dept Expense</b>	70,000.00
<b>5050440 Telephone and Internet</b>	5,400.00
<b>5050450 Travel</b>	18,000.00
<b>5050475 Utilities</b>	14,760.00
<b>5050499 Rebate Program Expense</b>	150,000.00
<b>Total 5050 Services and Supplies</b>	<b>\$3,598,668.00</b>
<b>550 Capital Outlay</b>	
<b>5500092 Capital Outlay Building</b>	763,068.00
<b>5500093 Capital Outlay Equipment</b>	160,000.00
<b>Total 550 Capital Outlay</b>	<b>\$923,068.00</b>
<b>Total Expenses</b>	<b>\$6,081,720.11</b>
<b>Total Change in Net Position</b>	<b>\$(1,014,720.11)</b>

## Appendix B: Annual Budget Comparison

	<b>FY23/24 Actuals</b>	<b>FY24/25 Actuals</b>	<b>FY25/26 Budget</b>	<b>FY26/27 Budget</b>
<b>Total Revenue</b>	<b>\$6,220,512</b>	<b>\$4,116,531</b>	<b>\$3,747,818.00</b>	<b>\$5,067,000.00</b>
Salaries, Wages, Benefits	\$937,102	\$1,135,707	\$1,467,396.43	\$1,559,984.11
Services and Supplies	\$1,855,084	\$ 2,409,564	\$3,348,682.52	\$3,598,668.00
Lease Expenses	-	-	\$2,163.00	\$0.00
Capital Outlay	-	\$ 908,452	\$495,431.00	\$923,068.00
<b>Total Operating Expenditures</b>	<b>\$2,792,186</b>	<b>\$3,545,271</b>	<b>\$5,313,672.95</b>	<b>\$6,081,720.11</b>
<b>Total Change in Net Position</b>	<b>\$3,456,580</b>	<b>\$571,260</b>	<b>(\$1,565,854.95)</b> <i>Projected</i>	<b>(\$1,014,720.11)</b> <i>Projected</i>
<b>FY End – Net Position</b>	<b>\$8,509,383</b>	<b>\$9,080,643</b>	<b>\$7,514,788.05</b> <i>Projected</i>	<b>\$6,500,067.94</b> <i>Projected</i>

## **Appendix C: Glossary of Terms**

**San Luis Obispo County Integrated Waste Management Authority (SLO IWMA)** = a Joint Powers Authority formed in 1994 by the County, the Cities, and the Community Services Districts within San Luis Obispo County to support compliance of solid waste regulations.

**Joint Powers Authority (JPA)** = a public entity formed by mutual agreement of two or more local governments to collaborate on efforts to perform governmental functions

**Community Services District (CSD)** = a special district in California that provides multiple local public services, most commonly in unincorporated or more rural areas

**California Department of Resources Recycling and Recovery (CalRecycle)** = the state agency that oversees waste management, recycling, and waste reduction regulations

**Fiscal Year (FY)** = a 12-month accounting period; July 1 to June 30 for the SLO IWMA

**Municipal Solid Waste (MSW)** = non-hazardous waste collected for disposal from communities

**Household Hazardous Waste (HHW)** = waste generated by residents that is toxic, flammable, corrosive, or reactive and requires special disposal to protect human health and the environment

**Waste Hauler** = an entity that collects, transports, and manages the proper disposal of waste

**Extended Producer Responsibility (EPR)** = a policy that assigns responsibility for the proper disposal and waste management of items to the companies that produce the items

**Solid Waste Management Fee (SWMF)** = an IWMA fee collected by waste haulers on their customers' bills; the SWMF was temporarily reduced from 5.4% for Fiscal Year 2026/2027

**Landfill Tipping Fee** = an IWMA fee collected by landfills on each ton of waste disposed

**Very Small Quantity Generators (VSQG)** = commercial generators of less than 100kg of non-acute hazardous waste and less than 1 kg of acutely hazardous waste in a calendar month

**Retail Take Back** = retailers that sell household batteries, compact fluorescent bulbs (CFLs), fluorescent tubes, mercury-added thermostats, paint, sharps or medication are required to collect them for proper disposal

**AB 939** = a 1989 law that requires diversion of at least 50% of the waste stream away from landfills

**SB 1383** = a 2016 law that requires green organics containers for the collection of organic waste, contamination monitoring, and the procurement of recovered organic waste products

**SB 54** = a 2022 law that establishes an extended producer responsibility program to manage packaging and single-use plastic food service ware, and mitigates the impacts of plastic pollution

**AB 341** = a 2011 law that requires recycling for commercial and multi-family residential dwelling

**AB 1826** = a 2014 law that requires organics recycling for commercial and multi-family residential customers

**RESOLUTION NO. 2026-06-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN LUIS  
OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY  
ADOPTING THE BUDGET FOR FISCAL YEAR 2026/2027**

**WHEREAS**, Section 10.7 of the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) Second Amended and Restated Joint Powers Agreement provides that a line item and program budget shall be adopted prior to June 30 of each year; and

**WHEREAS**, the IWMA Budget Policy, approved June 8, 2022, provides that the purpose of adopting a preliminary budget is to establish the revenue and expenditure plans for the upcoming fiscal year and to provide staff direction on reserves; and

**WHEREAS**, the 2026/27 Fiscal Year Budget was developed to meet the goals and policies established by the local jurisdictions as well as legislative requirements; and

**WHEREAS**, the 2026/27 Fiscal Year Budget is based on funding derived from the tipping fee surcharges collected from the County area landfills, solid waste management fees, and other revenue sources; and

**WHEREAS**, the IWMA desires to make known its planned activities and associated costs for the 2026/27 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the San Luis Obispo County Integrated Waste Management Authority, as follows:

1. That the proposed 2026/27 Fiscal Year Budget, attached as Exhibit “A” be adopted.
2. That the proposed budget be administered as established by past policies and practices.

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_

**PASSED, APPROVED, and ADOPTED** by the Board of San Luis Obispo County Integrated Waste Management Authority this 10th day of June 2026, by the following vote:

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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Board President  
San Luis Obispo County Integrated Waste Management Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

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Legal Counsel  
Adamski Moroski Madden Cumberland & Green LLP

ATTEST:

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

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Coby Skye, Executive Director  
**RE:** Election of IWMA Board Officers

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**BACKGROUND:**

Officers of the IWMA Board consist of a President and Vice President.

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**RECOMMENDATION:**

Conduct the Election of Officers as required by the IWMA Joint Powers Agreement, Section 9.4 Officers.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

A. Joint Powers Agreement, Section 9.4 Officers

## **SECTION 9. Organization.**

9.1 The Board. The Authority shall be governed by the Board, which shall exercise or oversee the exercise of all powers and authority on behalf of the Authority.

### 9.2 Participating Agencies.

(a) Cities. City membership in the Authority shall be voluntary, but only the cities incorporated in the County of San Luis Obispo presently or in the future, are declared eligible for membership in the Authority as a regional agency. City representatives to the Authority shall consist of one (1) member from the governing body of each incorporated City within the boundaries of the County of San Luis Obispo which is a party to this Agreement. The Cities may elect to have an alternate member(s) in addition to any official member, but said alternate shall be an elected or appointed official and shall be able to vote only in the absence of the official representative.

(b) Authorized Districts. The Authorized Districts shall be collectively represented on the Board by one (1) representative and one (1) alternate elected or appointed by and among themselves. The Authorized District Representative shall have all rights, power, and authority granted to a City representative. The Authorized District alternate shall be elected or

appointed officials and entitled to vote only in the absence of the official Authorized District Representative.

- (c) Representatives of the shall be appointed to serve on the Board in accordance with procedures established by each of the governing bodies of their respective agencies, except that the Authorized District Representative and alternate shall be elected or appointed pursuant to Section 4. Representatives shall serve so long as they hold office with their member agency, until they shall resign or are removed by a majority vote of their member agency, or pursuant to a set term established by their member agency. Vacancies among representatives or alternates shall be filled in the same manner as the first appointment.
- (d) Designation of the official representative or alternate(s), or changes thereto, shall be transmitted in writing to the Executive Director of the Authority by the appointing agency.
- (e) In addition to the incorporated Cities and Authorized Districts presently a party to this Agreement, any other city or qualified special district which may desire to participate in the activities of the Authority may do so by executing this Agreement without prior

approval or ratification of the named parties to this Agreement and shall thereafter be governed by all the terms and provisions of this Agreement as of the date of execution.

- (f) Membership and/or participation of any Participating Agency shall be contingent upon the execution of this Second Amended and Restated Joint Powers Agreement, as same may be further amended from time to time, with no requirement to execute the Original JPA or any prior amendments thereto.

9.3 Principal Office. The principal office of the Authority shall be located at 870 Osos Street, San Luis Obispo, CA 93401. The Board may change that principal office upon giving at least 15 days' notice to each Participating Agency and to CalRecycle.

9.4 Officers.

- (a) The officers of the Board shall consist of a President and Vice President elected for a term of one year by a majority vote of the Board.
- (b) Both the President and Vice President of the Board shall be elected at the last meeting preceding July of each year.
- (c) The officers shall serve until their successors are elected.
- (d) The duties of the officers shall be as follows:
  - 1) President

- a) Shall preside over all meetings of the Board.
- b) Shall appoint all ad hoc committees subject to ratification by the Board.
- c) Shall be an ex-officio member of all committees.
- d) Shall execute all contracts and legal documents on behalf of the Authority except those that have been delegated to the Executive Director through purchasing policies or other actions of the Board of Directors.

2) Vice President

- a) Shall serve as President pro-tem in the absence of the President.
- b) Shall give whatever aid necessary to the President.
- c) Shall be an ex-officio member of all committees.
- d) In the event of a vacancy occurring in the office of either the President or Vice President upon said officer's death, resignation, removal or his/her ceasing to be an official representative of a member agency, such vacancy will be

filled by majority vote of the Board, the officer elected to serve for the balance of the unexpired term.

9.5 Executive Director. The Board shall employ or contract for the services of a general manager (the “Executive Director”) who shall be the chief administrative officer of the Authority. The Authority shall select a qualified Executive Director using professional personnel standards and an open competitive process. The Executive Director shall plan, organize and direct the administration and operations of the Authority, either directly or by means of delegation to IWMA staff, 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 implement Board policy, shall carry out such other duties that may be assigned to the Executive Director by the Board from time to time, and shall attend meetings of the Board and committees as directed.

9.6 Committees.

- (a) Committees, subcommittees, and advisory committees may be established as the Board may deem appropriate.
- (b) Membership on “ad-hoc” policy committees shall be at the discretion of the President, subject to ratification by the Board, and consisting of less than a quorum of the Board. Nothing herein shall be construed to limit membership on these aforesaid

committees to officials of the member agencies. The President may appoint any individual deemed qualified to serve on a committee.

- (c) Standing Committees shall include an Executive Committee and other committees as established by the Board. The composition and bylaws of the standing committees shall be established by the Board by resolution. All Standing Committee meetings shall be held subject to the provisions of the Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.

**SECTION 10. Meetings of the Board.**

10.1 Notice of Meetings. All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.

10.2 Regular Meetings. The Board shall hold at least four regular meetings each year. The date upon which, and the hour and place at which, each regular meeting shall be fixed by resolution of the Board.

10.3 Special Meetings. Special meetings of the Board may be called in accordance with the provisions of the California Government Code.

10.4 Notice of Meetings. All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.

10.5 Minutes. The Executive Director shall cause minutes of all meetings of the Board and any standing committees of the Board to be kept and shall, after each meeting and approval of the Board, cause a copy of the minutes to be forwarded to each Participating Agency.

10.6 Quorum and Voting. For purposes of conducting business, there shall be present a quorum consisting of a majority of the Board. Each director shall have one vote. No action shall be effective without the affirmative votes of a majority of those present. The Board shall adopt such procedures as are consistent with this Agreement and applicable law and are necessary or helpful in conducting the business of the Authority in an orderly manner.

10.7 Budget. The Cities and the County have entered into a *Memorandum of Agreement among the County of San Luis Obispo and the Cities of Arroyo Grande, Atascadero, El Paso de Robles, Grover Beach, Morro Bay, Pismo Beach, and San Luis Obispo for the Establishment and Payment of Landfill Tipping Fee Surcharges To Support The San Luis Obispo Integrated Waste Management Authority* (the "MOA"). Pursuant to the MOA, those members of the Authority having jurisdiction over such matters have agreed to establish tipping fee surcharges (the "Tipping Fee Surcharges") which shall be paid into a Solid Waste Authority—Trust Fund (as defined in the MOA) for the purposes therein.

- (a) A line item and program budget for the Authority's operations shall be adopted by the Board for the ensuing Fiscal Year prior to June 30 of each year. All costs incurred by the Authority shall be set forth in the budget and shall be paid out of the solid waste

fund derived from tipping fee surcharges and other sources as approved by the Board.

The line item and program budget shall be submitted in draft form to all Participating Agencies for review and comment prior to adoption.

The line item and program budget shall include sufficient detail to constitute an operating guideline, the anticipated sources of funds, and the anticipated expenditures to be made for the operations of the Authority and the administration, maintenance and operating costs of the facilities identified in Paragraph 6.1 herein. Any budget for Sole Use Facilities shall be maintained separately. Approval of the line item and program budget by the Board shall constitute authority for the Executive Director to expend funds for the purposes outlined in the approved budget, subject to the availability of funds.

- (b) A budget for the acquisition, construction, or operation of facilities, or for contracting for the acquisition, construction, or operation of facilities, identified in Paragraph 6.1 herein shall be adopted by the Board before the Authority commits any acquisition or construction funds or contracts. It may be amended if and when determined by the

Board. Approval of the budget(s) for the facilities identified in Paragraph 6.1 herein shall constitute authority for the Executive Director (or any trustee or other fiduciary appointed by the Authority) to receive state or federal grant funds and proceeds of Revenue Bonds and to expend funds for the acquisition, construction, or operation of the facilities identified in Paragraph 6.1 herein.

- (c) A budget(s) governing the acquisition, construction, or operation of Sole Use Facilities may be adopted by the affected Participating Agency or Agencies. When such budgets are adopted by affected parties, appropriate accounts shall be established by the Authority and designated as such participant or participant's fund. Disbursement of such funds by the Authority shall be made only upon receipt of written authorization from the designated finance officer of the affected Participating Agency or Agencies. Receipts and disbursements for the acquisition or construction of Sole Use Facilities may also be made directly by the affected Participating Agency or Agencies, in which case such budgets shall not be a part of the budget of the Authority.

10.8 Rules of Procedure. The Board shall from time to time, establish written rules and procedures for the conduct of their meetings.

End