



San Luis Obispo County Integrated Waste Management Authority

EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, October 30, 2025, 10:00 AM

Location of In-Person Meeting:

555 Chorro Street, Suite D2, San Luis Obispo, CA 93405

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.

EXECUTIVE COMMITTEE MEMBERS:

President, James Guthrie, City of Arroyo Grande

Vice President, Navid Fardanesh, Special Districts

Past President, Robert Robert, City of Grover Beach

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. 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) 781-2191 and through email at 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 but are 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.

Closed Session Public Comment Period

CLOSED SESSION

The Board of Directors will recess into closed session pursuant to the Ralph M. Brown Act on the following items:

4. Conference with Real Property Negotiators

Pursuant to Government Code § 54956.8: Conference with Real Property Negotiators regarding: APN 002-323-003, 870 Osos Street, San Luis Obispo, CA 93401. Agency Representative: Adamski Moroski Madden Cumberland & Green LLP, Legal Counsel.

5. Conference with Labor Negotiators

(Gov. Code § 54957.6) Designated Representatives: Coby Skye Executive Director, Linda Somers Smith, Legal Counsel; Employee Organization: SEIU.

Readjourn to Open Session and Closed Session Report

6. Report Out of Closed Session

STAFF REPORTS

7. Executive Director's Report

Led by Executive Director Coby Skye.

CONSENT AGENDA

8. Executive Committee Meeting Minutes Review

Recommendation: Approve the August 28, 2025, Executive Committee Meeting Minutes. **3**

9. Request for Proposals for professional services

Recommendation: Approve Issuing the Request for Proposals for professional services. **7**

REGULAR AGENDA

10. Board Meeting Agenda Draft Review – November 12, 2025

Recommendation: Review, discuss, and approve the draft November 12, 2025, IWMA Board Meeting Agenda. **19**

11. Executive Committee Member Communications

Provides Executive Committee members an opportunity to make an announcement and briefly report on their activities directly related to agency business.

ADJOURNMENT

Upcoming Meetings and Events			
Board of Directors	November 12, 2025	January 14, 2026	February 11, 2026
Executive Committee	December 11, 2025	January 29, 2026	February 26, 2026

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

BACKGROUND:

N/A

RECOMMENDATION:

Approve the August 28, 2025, Executive Committee Meeting Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 08-28-25 Executive Committee Meeting Minutes



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

Executive Committee Meeting Minutes

Thursday, August 28, 2025, 10:00 AM
870 Osos Street, San Luis Obispo, CA 93401

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 August 28, 2025, at 10:01 AM.

2. Roll Call

Present: Directors Fardanesh, Guthrie, Robert
Absent: None

3. Pledge Of Allegiance

Non-Agenda Public Comment Period

No public comment received.

Closed Session Public Comment Period

No public comment received.

CLOSED SESSION

The Executive Committee Members recessed into closed session at 10:01 AM pursuant to the Ralph M. Brown Act on the following items:

4. Conference with Legal Counsel

Pursuant to Gov. Code § 54956.9 (d)(2): CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (one case).

5. Conference with Real Property Negotiators

Pursuant to Govt. Code Section 54956.8: Conference with Real Property Negotiators regarding APN:002-323-003, 870 Osos Street, San Luis Obispo, CA 93401. Agency Representative Molly Wilson, Adamski Moroski Madden Cumberland & Green LLP, Legal Counsel. Derek Senn, Realtor

Readjourn to Open Session and Closed Session Report

6. Report Out of Closed Session

The Executive Committee reconvened in open session at 10:05 AM.
No reportable action.

STAFF REPORTS

7. Executive Director's Report

Executive Director Coby Skye reported updates on staffing – new social media intern joined; the posting to fill open position of administrative analyst has generated many applications; and interviews are being held for the Deputy Director position. Ms. Kuder and Mr. Williams have observed Cal Recycle's recent enforcement visits to waste service providers in our county. SDRMA President's Special Acknowledgement Awards to IWMA were received noting no claims and resulting in lower insurance rates going forward. The search for a replacement location for the Morro Bay site is underway. Staff have started a comprehensive review of all IWMA programs.

Consent Agenda Public Comment Period

No public comment received.

CONSENT AGENDA

8. Executive Committee Meeting Minutes Review

Recommendation: Approve the July 31, 2025, Executive Committee Meeting Minutes, and approve the amended May 27, 2025, Executive Committee Meeting Minutes.

Motion by Fardanesh
Second by Robert
To approve Item 8.

Motion passed approving Item 8 on the following voice vote:

Ayes: Fardanesh, Robert, Guthrie

Noes: None

Abstain: None

CARRIED (3-0)

Regular Agenda Public Comment Period

No public comment received.

REGULAR AGENDA

9. Board Meeting Agenda Draft Review – September 10, 2025

Recommendation: Review, discuss, and approve the draft September 10, 2025, IWMA Board Meeting Agenda.

Motion by Guthrie
Second by Fardanesh

Motion passed approving Item 9 on the following roll call vote: Edits to draft agenda include , removing reference to August 28, 2025 on item 6 and adjusting item 15 during closed session to reference one, not two, potential cases:

Ayes: Fardanesh, Robert, Guthrie
Noes: None
Abstain: None

CARRIED (3-0)

10. Executive Committee Member Communications

None.

ADJOURNMENT 10:26 AM

Janet Weldon, 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: Request for Proposals for professional services

BACKGROUND:

As the IWMA considers its upcoming operational needs, one area was identified as requiring contractual support.

The accompanying RFP is for Accounting and Bookkeeping Services and requests support for the IWMA as it seeks to ensure strong internal controls, regulatory compliance, and transparent financial management consistent with California special district standards. The RFP for Accounting and Bookkeeping Services was developed and reviewed by staff to identify required expertise and support.

RECOMMENDATION:

Approval will allow staff to move forward with the process including finalizing the RFP details, advertising, setting up review panels and reviewing proposals. After review and ranking, recommendations will be brought to the Board for its approval.

FISCAL IMPACT:

This Committee action does not have a direct financial impact. However, contracting based upon the RFP process will have financial considerations. Fiscal impact will be discussed with the full Board during consideration of the final scope of and contract award.

ATTACHMENTS:

- A. Request for Proposal for Accounting and Bookkeeping Services

ATTACHMENT A

SECTION I - Introduction and Background

A. Introduction

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is requesting proposals from qualified Contractors to produce **ACCOUNTING AND BOOKKEEPING SERVICES**

All proposals must be received by, on, or before **Monday, December 8, 2025**. The preferred method for proposal submission is electronic via email to clerk@iwma.com. However, if you wish to submit a paper copy, please submit it in a sealed envelope to:

SLO County IWMA
Attn: CLERK OF THE BOARD
555 Chorro Street, Suite D2
San Luis Obispo, CA 93405

B. Background

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

The Executive Director reports directly to the Board of Directors and performs all duties necessary for proper and efficient management of the IWMA, as determined by the Board, state and federal law. The IWMA has a professional staff of seven full-time employees working under the direction of the Executive Director. The IWMA serves a unique area that is comprised of over 3,616 square miles with over 8,800 commercial waste generators. This area is a combination of urban and rural landscape served by 5 unique hauling companies operating under over 24 franchise agreements.

Through issuance of this Request for Proposal (RFP), IWMA seeks proposals from experienced and qualified professionals ("Proposers") to provide independent, comprehensive, accurate, cost-effective, and timely professional accounting and financial support services to the IWMA.

The IWMA is a government agency. All materials produced in response to this RFP should be based in fact and show how services will support the IWMA's mission of promoting responsible resource management.

SECTION II –SCOPE OF SERVICES

C. Project Scope

The Contractor will complete, the following tasks on a monthly basis, unless otherwise specified:

1. FINANCIAL SUPPORT

- Provide proactive, cooperative support services to IWMA staff in the area of bookkeeping and financial reporting;
- Review and evaluate internal financial controls;
- Input the approved Budget prepared by IWMA into IWMA accounting systems
- Provide detailed general ledger reporting (i.e., by Account, by Comparison to Budget, other);
- Preparation and presentation of quarterly, mid-year, and annual financial reports
- Provide advice and recommendations and Business Management Platforms (BMPs) for accounting practices;
- Collaborate with Auditor Controller Treasurer Tax Collector (ACTTC);
- Perform Draw Warrant processing as assigned;
- Other financial support required to ensure transparent fiscal reporting required by IWMA.

2. PAYROLL

- Bi-weekly payroll journal entries in Systems, Applications, and Products in Data Processing (SAP) and QuickBooks Online (QBO);
- Ensure accuracy of paystubs, payroll data and benefit withholdings;
- Process Employee Retirement Contributions.

3. RECONCILIATION AND OVERSIGHT of IWMA Accounts– COMPREHENSIVE

- Pooled Cash Account
- Checking Account
- CAL Card (Credit Card)
- Payroll and Retirement Accounts

4. REPORTING

- Prepare monthly, quarterly, and annual Financial Reports File annual informational returns (Forms 1099/1096)
- Prepare and file financial transactions and government compensation reports with the California State Controller's Office (SCO)
- Assistance with annual and other audits, including preparation of schedules, MD&A drafts, and work schedules
Financial Presentations to the IWMA Board of Directors, when requested;
- Respond to and work with assigned audit firm.

SECTION III – QUALIFICATIONS

D. Qualifications of Contractor and Personnel

The ideal Contractor will have the following qualifications:

- Understanding of the IWMA's operations, mission, and goals;
- Familiarity public agency reporting requirements;
- Proficient in Generally Accepted Accounting Principles (GAAP);
- Experience with standard municipal government accounting procedures guided by GAAP as established by the Governmental Accounting Standards Board (GASB)

SECTION IV – PROPOSAL REQUIREMENTS AND TIMELINE

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

E. Proposal Format and Content Requirements

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

1. Qualifications of Contractor and Personnel (45%)

- Statement of Qualifications: briefly describe how your firm meets or exceeds the desired qualifications defined in Section III(D), Qualifications of Contractor and Personnel.
- Describe your expectations of IWMA staff
- Resumes of and duties assigned to relevant personnel.

2. Outline: Timeline and Deliverables (35%)

3. Budget, Retainer, and/or Rates (20%)

The cost proposal shall provide a specific cost estimate and a “not to exceed” cost ceiling.

- Include a cost estimate for all monthly/routine services.
- Include all anticipated hourly rates, fees, and reimbursable costs for non-routine services.

4. Client References

Provide a list of current and former clients, including any governmental agencies you have serviced. Include client name, contact person and title, complete address, telephone number, type of organization, and a brief description of work performed

5. Identify Existing and Potential Conflicts of Interest

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

6. Disclosure of Litigation

Contractor must include in its Proposal a complete disclosure of any civil or criminal litigation or indictment involving the Contractor. Contractor must also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime Contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Contractor has submitted a Proposal under this RFP must be disclosed to the IWMA in writing within five (5) days after the litigation has commenced.

7. Additional Information

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

F. Timeline

DATE – 2025-2026	EVENT
October 30, 2025	EC approval / RFP release date
TBD	Optional pre-proposal phone conference at 2:30 PM (PST)
December 1, 2025	Deadline to submit written questions due by 12:00 PM (PST)
December 8, 2025	Proposals due by 12:00 PM (PST)
TBD	Preliminary screening process complete, including reference checks
TBD	Board consideration and approval of staff recommended Contractor (including proposer presentation, if requested)
TBD	Negotiate and finalize contract
TBD	IWMA Executive Director or Board President signs contract (if applicable)

G. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to EMAIL with the email subject line of **QUESTIONS – ACCOUNTING AND BOOKKEEPING SERVICES by December 1, 2025 at 12:00 PM**. Requests submitted after said date

may not be considered. Questions will receive a response within five (5) business days. Questions and responses will be posted anonymously on the IWMA website: <https://www.iwma.com/open-bids-rfps>. The IWMA reserves the right to determine the appropriateness of comments/questions that will be posted on the IWMA website.

H. Submittal Instructions

If you are interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe (.pdf) format, to EMAIL with the email subject line of **PROPOSAL – ACCOUNTING AND BOOKKEEPING SERVICES by December 8, 2025 at 12:00 PM. Submission must be in Adobe (pdf) format.**

SECTION V - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

I. Criteria Weight

The proposals shall be reviewed based on the criteria and scale in Section IV above. The goal is to contract with a Contractor that is qualified to help the IWMA produce a high-quality video outreach campaign.

Proposals will be reviewed upon receipt and the most qualified firms may be requested to make a presentation to the IWMA Executive Committee and/or Board of Directors.

J. Final Selection

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

K. Contract Award and Execution

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

The contract awarded for this request will be written by the IWMA. A sample agreement is attached as Attachment 1-A.

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

- Failure to properly respond to the RFP.
- Evidence of collusion among the proposers submitting the proposals.
- Failure to comply with the specification requirements of the RFP.

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

The RFP document and the successful proposal, as amended by agreement between the IWMA and the successful proposer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the IWMA may verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.

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

The IWMA expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter into a contract with the IWMA. If the successful proposer fails to sign a contract within fourteen (14) calendar days, unless the IWMA grants an extension following the delivery of the contract documents, the IWMA may elect to negotiate a contract with the next-highest ranked proposer.

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

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

SECTION VI - GENERAL CONDITIONS

L. IWMA Rights & Options

All proposals must be submitted to the IWMA email address: clerk@iwma.com with the email subject line of: **PROPOSAL – ACCOUNTING AND BOOKKEEPING SERVICES by December 8, 2025 at 12:00 PM. Submission must be in Adobe (pdf) format.**

All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.

- 1) This RFP does not constitute an offer of employment or contract for services.

- 2) The IWMA may, in its sole and absolute discretion, accept or reject all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, if the IWMA determines such action to be in its best interests.
- 3) The IWMA reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
- 4) The issuance of this RFP does not constitute an agreement by the IWMA that any subsequent selection process will occur, or that any contract will be entered into by the IWMA. Proposals and other materials will not be returned.
- 5) The IWMA has the right to use any or all ideas or concepts presented in any proposal or interview without restriction and without communication to all applicants.
- 6) All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
- 7) All proposals shall remain active for one hundred twenty (120) days, following the closing date for receipt of proposals.
- 8) The IWMA reserves the right to award the contract to the Contractor who presents the proposal which, in the judgment of the IWMA, best accomplishes the desired results.
- 9) The term of the contract will be two years with a start date of August 2, 2024. The contract may be renewed at the discretion of IWMA for up to one twelve-month period. Any request by the Contractor to increase pricing may not exceed national or regional CPI and must align with the IWMA's budget cycle.
- 10) Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in the proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the IWMA during subsequent negotiations.

Under the provisions of the California Public Records Act (the "Act"), Government Code section 6250 et seq., all "public records" (as defined in the Act) of a local agency, such as the IWMA, must be available for inspection and copying upon the request of any person. Under the Act, the IWMA may be obligated to provide a copy of all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial, or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer **MUST** specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

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

- 11) The IWMA will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless the IWMA in any action arising out of such dispute, lawsuit, claim, or demand.
- 12) The proposer warrants that no official or employee of the IWMA has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the IWMA.
- 13) Contractors submitting proposals shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, Contractor or corporation submitting a separate proposal for the same service and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals which are submitted by Contractors who have partnered with others to submit a cooperative proposal that clearly identifies a primary Contractor and the associated sub-Contractors.
- 14) Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code, § 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations, § 7285, et seq.).
- 15) Nondiscrimination: The proposer, regarding the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of any potential subcontractors.
- 16) Unforeseen additional items and/or services may be required. The IWMA therefore reserves the right to negotiate with the successful proposer for additional items and/or services beyond what is described in the final contract.

M. Changes to the RFP

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

corrections, may remove and replace their proposal up to the date and time for which this RFP closes.

N. Communications

All communications concerning this RFP shall be directed to EMAIL with the email subject line of: **ACCOUNTING AND BOOKKEEPING SERVICES as previously noted.**

All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

After the solicitation has closed, proposers can view the RFP on the IWMA website where any available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to EMAIL with the email subject line of: **QUESTIONS – ACCOUNTING AND BOOKKEEPING SERVICES.**

O. Insurance

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

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

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

P. Exceptions and Deviations

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

Q. Award

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

R. Protest

Protests must be submitted in writing to the IWMA Executive Director via email to _____ with the subject line "RFP PROTEST - ACCOUNTING AND BOOKKEEPING SERVICES."

1.. Protests Regarding RFP Specifications or Procedures. Any protest alleging that the RFP specifications, terms, conditions, or procedures are unclear, anti-competitive, or otherwise defective must be received no later than five (5) business days prior to the proposal submission deadline. The protest must clearly identify the specific section(s) of the RFP in question, explain the grounds for the protest, and include any supporting documentation or evidence. The IWMA Executive Director or designee will review the protest and respond in writing within five (5) business days. If necessary, the IWMA may issue an addendum to the RFP to address the issue.

2. Protests Regarding Proposed Award. The IWMA will post a Notice of Intent to Award on its website _____ and notify all proposers via email. Any protest regarding the evaluation process, the proposed award, or the qualifications of the selected proposer must be received within five (5) business days after the posting of the Notice of Intent to Award.

The protest must specify the grounds (e.g., failure to follow RFP procedures, arbitrary evaluation, or bias), include supporting evidence, and explain how the protester was harmed. The IWMA Executive Director or designee will review the protest, may request additional information from parties involved, and issue a written decision within ten (10) business days. This decision shall be final and binding, unless otherwise provided by law. During the protest period, the IWMA may proceed with contract negotiations or award unless it determines that doing so would not be in its best interest. Failure to comply with these procedures may result in the protest being denied.

Thank you for your consideration!



TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Janet Weldon, Clerk of the Board
RE: Board Meeting Agenda Draft Review – November 12, 2025

BACKGROUND:

N/A

RECOMMENDATION:

Review, discuss, and approve the draft November 12, 2025, IWMA Board Meeting Agenda.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 11-12-25 BOD Agenda DRAFT

San Luis Obispo County Integrated Waste Management Authority

BOARD MEETING AGENDA

Wednesday, November 12, 2025, 1:30 PM

In-Person Meeting:

City of San Luis Obispo Council Chambers

990 Palm Street, San Luis Obispo, CA 93401



Mission Statement:

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

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

Jan Marx, City of San Luis Obispo

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

Scott Newton, City of Pismo Beach

Public Comment:

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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.

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 but are 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

Coby Skye, IWMA Executive Director

CONSENT AGENDA

5. Board Meeting Minutes Review – September 10, 2025

Recommendation: Approve the September 10, 2025, and October 1, 2025 Board of Directors Meeting Minutes.

6. Executive Committee Meeting Minutes Receive/File

Recommendation: Receive and file the August 28, 2025 Executive Committee Meeting Minutes.

7. IWMA 2026 Calendar Receive/File

Recommendation: Receive and File the IWMA 2026 Calendar

8. Agreement for Consultant Services – Peter Cron

Recommendation: Approve the agreement for Consultant Services as outlined in attached.

REGULAR AGENDA

9. Presentation from San Luis Obispo Food Bank

10. Update on Non-Disposal Facility Element (NDFE) for the Kanadevia

Inova U.S.A. LLC anaerobic digestion facility for the County of San Luis Obispo

11. Update on FY 2023/24 Audit follow up and FY 2024/25 Audit preparation

12. Memoranda of Understanding between SEUI Local 620 and SLO IWMA

Recommendation: Approve MOU between SEIU Local 620 and SLO IWMA

13. Updated IWMA Employee Handbook

Recommendation: Approve Updated IWMA Employee Handbook to reflect revisions.

14. Assignment of Science Discovery Center Contract(s)

Recommendation: Approve process for assignment of contract(s) with Science Discovery Center to reflect sale of the company from current owner Michael Di Milo to Nathan Kapusta upon close of the purchase.

15. Ad Hoc Strategic Planning Committee 2026-2030

Recommendation: Update membership of Ad Hoc Strategic Planning Committee.

16. Board Member Communications

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

CLOSED SESSION

The Board of Directors will recess into closed session pursuant to the Ralph M. Brown Act on the following items:

17. Conference with Labor Negotiators

Pursuant to California Government Code §54957.6.

Agency designated representatives: Coby Skye, Executive Director; Linda Somers Smith, Legal Counsel.

Employee Organization: Service Employees International Union (SEIU) Local 620.

18. Conference with Real Property Negotiators

Pursuant to Government Code § 54956.8: Conference with Real Property Negotiators regarding: APN 002-323-003, 870 Osos Street, San Luis Obispo, CA 93401.

Agency Representative: Linda Somers Smith, Legal Counsel.

Readjourn to Open Session and Closed Session Report

19. Report Out of Closed Session

ADJOURNMENT

Upcoming Meetings and Events			
Board of Directors	January 14, 2026	February 11, 2026	March 11, 2026
Executive Committee	December 11, 2025	January 29, 2026	February 26, 2026