



San Luis Obispo County Integrated Waste Management Authority
EXECUTIVE COMMITTEE MEETING AGENDA

Friday, January 23, 2026, 9:00 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 8:00 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.

STAFF REPORTS

- 4. Executive Director’s Report**
 Led by Executive Director Coby Skye.

CONSENT AGENDA

- 5. Executive Committee Meeting Minutes Review** **Page 3**
 Recommendation: Approve the December 11, 2025, Executive Committee Meeting Minutes.

REGULAR AGENDA

- 6. Request for Proposals for Accounting and Bookkeeping Services** **Page 7**
 Recommendation: Approve issuing the Request for Proposals for professional services, accounting and bookkeeping services. **Page 18**
- 7. Consideration of Brown Act Presentation and Training For Board and Selection of Date.**
 Recommendation: Discussion and direction of Brown Act presentation and training for Board, and selection of date.
- 8. Consideration of Resolution Waiving Attorney-Client Privilege for Appraisal Report Release** **Page 19**
 Recommendation: Waive Attorney client privilege given closure of sale of 870 Osos.
- 9. Board Meeting Agenda Draft Review – February 11, 2026** **Page 20**
 Recommendation: Review, discuss, and approve the draft February 11, 2026, IWMA Board Meeting Agenda.
- 10. 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	February 11, 2026	March 11, 2026	May 13, 2026
Executive Committee	February 26, 2026	April 30, 2026	May 28, 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 December 11, 2025, Executive Committee Meeting Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 12-11-2025 Executive Committee Meeting Minutes



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

Executive Committee Meeting Minutes

Thursday, December 11, 2025, 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 December 11, 2025, at 10:00 AM.

2. Roll Call

Present Directors Fardanesh, Guthrie, Robert
Absent: None

3. Pledge Of Allegiance

General Public Comment Period

Mr. Tom Knight expressed interest in a ban on the sale of nitrous oxide for recreational use in our County. Sharing how it has negatively impacted his family, he mentioned the residual hazardous waste canisters end up in the waste stream.

Closed Session Public Comment Period

No public comment received.

CLOSED SESSION

The Executive Committee Members recessed into closed session at 10:06 AM 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. Public Employee Performance Evaluation

Pursuant to Government Code § 54957: Public Employee Performance Evaluation
Title: Executive Director

6. Conference with Labor Negotiators

Pursuant to Government Code § 54957.6: Designated Representatives: Linda Somers Smith, Legal Counsel; Unrepresented Employee: Executive Director

Time Out: 10:06 AM
Time In: 10:25 AM

Readjourn to Open Session and Closed Session Report

7. Report Out of Closed Session

Item 4: The Executive Committee requested setting a special meeting during the next week for the full board to entertain an offer.

Item 5: The Executive Committee recommends a 360 evaluation with employee feedback. Legal representative will work with employees on this.

Item 6: No reportable action on this item.

General Public Comment Period

None.

STAFF REPORTS

8. Executive Director's Report

Executive Director Coby Skye highlighted several items including - Completion of staffing with the addition of Lucy Stanus, new IWMA Deputy Director; Staff coordinated a quick response for consumer disposal options to a Pre-Thanksgiving US Consumer Product Safety Commission (CPSC) urgent safety warning to stop using lithium-ion batteries for certain Rad Power Bikes; IWMA program improvements include expanded Household Hazardous Waste collection hours/days at Cold Canyon Landfill, effective January 2, 2026. Also, the Strategic Planning Committee met and encouraged outreach to receive input from various stakeholder groups.

Consent Agenda Public Comment Period

No public comment received.

CONSENT AGENDA

9. Executive Committee Meeting Minutes Review – October 30, 2025

Recommendation: Approve the October 30, 2025, Executive Committee Meeting Minutes.

Motion by Guthrie

Second by Robert

To approve consent agenda Item 9.

Motion passed approving Item 9 on the following voice vote:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

Regular Agenda Public Comment Period

No public comment received.

REGULAR AGENDA

10. Board Meeting Agenda Draft Review – January 14, 2026

Recommendation: Review, discuss, and approve the draft January 14, 2026, IWMA Board Meeting Agenda.

Motion by Guthrie

Second by Fardanesh

To approve Item 10 as amended with the following changes requested by Mr. Skye:

- Add item for compensation increase (5%) to salary of Deputy Director
- Add item for approval of a new contract for Accounting/Bookkeeping services.

Motion passed approving Item 10 as amended on the following roll call vote:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

11. Executive Committee Member Communications

None

ADJOURNMENT 10:37 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:

The accompanying updated 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. This revised RFP for Accounting and Bookkeeping Services was recently developed and refined to identify specific areas of required expertise and support.

RECOMMENDATION:

Approve Issuing the Request for Proposals for professional services, accounting and bookkeeping services. Approval will allow staff to move forward with the process including finalizing the RFP details, advertising, setting up a review panel and reviewing proposals. After review and ranking, a recommendation 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 contract award.

ATTACHMENTS:

- A. Request for Proposal for Accounting and Bookkeeping Services

REQUEST FOR PROPOSALS – ACCOUNTING AND BOOKKEEPING SERVICES

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.

The IWMA is requesting proposals from qualified accountants to act as a consultant to the Agency. Consultants will assist the Agency in staying in compliance with Governmental Generally Accepted Accounting Principles and provide general accounting assistance, audit preparation assistance, and advice to the Agency as well as perform regular reviews of the Agency's accounting.

All proposals must be received by, on, or before **[DATE, TIME]**. 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

INFORMATION TO BE PROVIDED BY THE AGENCY

Available for review by potential firms, the following is located on the Agency website, <https://www.iwma.com>.

- Recent Financial Audit(s)
- Past Board agendas, meeting minutes, and recordings.

B. About the IWMA

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 Agency 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.000

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 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.



SECTION II - OVERVIEW

- The Agency is requesting proposals from qualified accountants to act as a consultant to the Agency. Consultants will assist the Agency in staying in compliance with Governmental Generally Accepted Accounting Principles and provide general accounting assistance, audit preparation assistance, and advice to the Agency as well as perform regular reviews of the Agency's accounting. The Agency operates on a Fiscal Year of July 1st to June 30th.
- Firms, or persons, proposing on this RFP must be legally licensed to provide the requested services in the State of California, and must have been in business for at least 5 years. It is anticipated that the selected firm will perform the requested services both at the Agency offices and remotely.

Following is a partial list of services that the Agency anticipates that the consultant will perform, including the estimated number of hours anticipated to perform the service.

SECTION III – SCOPE OF SERVICES

C. Scope of Work

The Contractor will produce and provide the following, with a time commitment of approximately 60 to 70 hours per month:

- Review Agency policies and procedures to confirm that internal controls are in place and being followed by the Agency's personnel.
- Perform ongoing review of the Agency's accounting for accuracy and compliance.
- Perform ongoing review of the Agency's payroll data to ensure accurate reporting.
- Assist the Executive Director and internal staff with review and preparation for the Annual Independent Financial Audit.
- Assist the Executive Director and internal staff with financial forecasting to support the budget development and monitoring process.
- Provide proactive, cooperative support services to IWMA staff in the areas of bookkeeping and financial reporting including bi-weekly payroll journal entries and retirement processing.
- Reconcile and provide oversight over IWMA accounts including pooled cash, imprest, credit card, payroll, and retirement accounts.
- Prepare monthly, quarterly, mid-year, and annual financial reports and present to the Executive Director and Board of Directors as requested.
- Assist the Executive Director and internal staff with other financial matters to maintain accuracy and compliance as needed.

SECTION IV – QUALIFICATIONS

A. Qualifications of Contractor and Personnel

The ideal Contractor will have the following characteristics:

- Minimum of five (5) years' experience in government accounting.



- Experienced in Generally Accepted Accounting Principles (GAAP), ensuring consistency, transparency, and comparability in financial statements for public agencies, set primarily by the GASB (Governmental Accounting Standards Board).
- Familiarity with Fund Center government accounting and Pooled Cash accounts.
- Experience with budgetary review, development, analysis, and oversight.
- Retain a Certified Public Accountant (CPA) on staff or on contract, to ensure their expertise is readily available as needed

SECTION V – 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.

A. Proposal Format and Content Requirements

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

- **Qualifications of Contractor and Personnel (40%)**
 - Describe your staff's unique qualifications and training for this type of work.
 - The names, title, and qualifications of the proposed project manager and support staff and subcontractors, who will be conducting this work assignment, including their experience and projects in which they had "hands-on" responsibility and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
 - Describe the organizational structure of staff members and sub-consultants (if any).
 - Describe your contingency plan for unexpected interruptions in your staff's capacity to ensure IWMA deliverables are consistently met in a timely manner.
- **Client References (20%)**
 - Provide a list of current and former clients, including the 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.
- **Budget, Retainer, and/or Rates (25%)**
 - A description of the project budget itemized according to individual tasks.
 - The consultant shall present a specific fixed fee including associated fees (i.e. printing costs, attendance at meetings, travel, clerical support, overhead costs, mileage, parking and other miscellaneous items).
 - A requested payment schedule should accompany the work schedule.
 - Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.
 - The proposal should include staff hourly rates.
 - Consultant's billing rate schedule: A copy of the Consultant's hourly rate schedule and a written statement that the hourly rate schedule is part of the Consultant's quote for use in



invoicing for progress payments and for extra work incurred that is not part of this RFP.

- **Outline: Timeline and Deliverables (15%)**
 - Provide an outline of the proposed plan
 - Provide a timeline that provides an overall schedule including any milestones and potential public meetings.
 - If selected, please provide your firm’s availability to begin contract services with the IWMA.

- **Identify Existing and Potential Conflicts of Interest (Pass/Fail)**

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.

- **Disclosure of Litigation (Pass/Fail)**

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.

B. Timeline

DATE – 2026	EVENT
TBD	RFP release date
TBD	Optional pre-proposal phone conference at 2:30 PM (PST)
TBD	Deadline to submit written questions due by 12:00 PM (PST)



TBD	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 Board President signs contract (if applicable)

C. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to CLERK@IWMA.COM with the email subject line of **QUESTIONS – ACCOUNTANCY AND BOOKKEEPING SERVICES RFP** by **Weekday, Month and Date 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.

D. Submittal Instructions

If you are interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe (.pdf) format, to CLERK@IWMA.COM with the email subject line of **PROPOSAL – ACCOUNTING AND BOOKKEEPING SERVICES RFP**, by **Weekday, Month and Date by 12:00 PM**.

SECTION VI - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

A. Criteria Weight

The proposals shall be reviewed based on the criteria and scale in Section V above. The goal is to contract with a Contractor that is qualified to provide services to the IWMA for accounting and bookkeeping services.

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.



B. 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.

C. Contract Award and Execution

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

The contract awarded for this request will be written by the IWMA.

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.
- 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.

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 VII - GENERAL CONDITIONS

A. 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** in Adobe (.pdf) format **by Weekday, Month and Date by 12:00 PM.**

- 1) All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
- 2) This RFP does not constitute an offer of employment or contract for services.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
- 8) All proposals shall remain active for one hundred twenty (120) days, following the closing date for receipt of proposals.
- 9) 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.



The term of the contract will be three years with a start date of TBD. 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.

B. 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.

C. Communications

All communications concerning this RFP shall be directed to CLERK@IWMA.COM with the email subject line of: **QUESTIONS – ACCOUNTING AND BOOKKEEPING SERVICES RFP**. All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

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

D. Insurance

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

INSURANCE REQUIRED	COVERAGE LIMITS
Commercial General Liability & Property Damage	\$1,000,000 Per Occurrence



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

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

E. Exceptions and Deviations

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

F. Award

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

Thank you for your consideration!



TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

**RE: Consideration of Brown Act Presentation and Training For Board
and Selection of Date**

BACKGROUND:

Senate Bill 707 was signed into law in October 2025, and introduces several updates to the Brown Act, effective January 1, 2026. Staff and legal counsel recommend presenting these updates and providing Brown Act training for all Board members.

RECOMMENDATION:

Discussion and direction of Brown Act presentation and training for Board, and selection of dates.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Consideration of Resolution Waiving Attorney-Client Privilege for Appraisal Report Release

BACKGROUND:

The recently concluded sale of real property at 870 Osos Street, San Luis Obispo, CA, provides an option for the Board to release the confidential appraisal developed for the Board's internal use.

RECOMMENDATION:

Recommend waive Attorney-client privilege given closure of sale of 870 Osos Street, San Luis Obispo, CA.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Coby Skye, Executive Director
RE: Board Meeting Agenda Draft Review – February 11, 2026

BACKGROUND:

N/A

RECOMMENDATION:

Review, discuss, and approve the draft February 11, 2026, IWMA Board Meeting Agenda.

FISCAL IMPACT:

N/A

ATTACHMENTS:

A. 02-11-2026 BOD Agenda DRAFT

BOARD MEETING AGENDA

Wednesday, February 11, 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. 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.

Administration of OATH OF OFFICE – newly appointed Directors

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 – January 14, 2026 Meeting Minutes

Recommendation: Approve January 14, 2026, Board of Directors Meeting Minutes.

6. Executive Committee Meeting Minutes Receive/File

Recommendation: Receive and file December 11, 2025, Executive Committee Meeting Minutes.

7. Monthly Financial Reports

Recommendation: Receive and File the Monthly Financial Reports for October, November, and December 2025.

REGULAR AGENDA

8. FY 25/26 Financials Update and Review for 26/27 Budget Preparations

Recommendation: Discuss, review and approve FY 2025/26 Budget Adjustment recommendation, and receive and file financial update for FY 25/26 and 26/27.

9. Approve Agreements for Design of Household Hazardous Waste (HHW) Facilities

Recommendation: Approve agreements for the design of HHW Collection Facilities developed in concert with the San Miguel and Heritage Ranch Community Services Districts.

10. Approve Agreement for Special Marine Flare Collection and Education Campaign

Recommendation: Approve agreement with the California Product Stewardship Council to implement a special campaign for the safe collection and disposal of marine flares and education and promotion of safe alternatives, funded by a grant from CalRecycle.

11. Welcoming Director Michelle Shoresman, and Resolution No. 2026-02-XX Recognition of Director Jan Marx

Recommendation: Approve Resolution No. 2026-02-XX, Recognizing Director Jan Marx for her service to IWMA, and welcome Director Michelle Shoresman to the Board.

12. Board Member Orientation

Recommendation: Review reference materials and reminders for new and continuing directors.

13. Consideration of Resolution Waiving Attorney-Client Privilege for Appraisal Report Release

Recommend Waive Attorney client privilege given closure of sale of 870 Osos.

14. Board Member Communications

Provides Board 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	March 11, 2026	May 13, 2026	June 10, 2026
Executive Committee	February 26, 2026	April 30, 2026	May 28, 2026

DRAFT