



San Luis Obispo County Integrated Waste Management Authority

EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, February 26, 2026, 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 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:

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- 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 January 23, 2026, Executive Committee Meeting Minutes.

REGULAR AGENDA

- 6. Amendment to As-Needed Professional Services Agreement for Household Hazardous Waste Consulting Services** [Page 8](#)
Recommendation: Approve First Amendment to Professional Services Agreement for As-Needed Household Hazardous Waste Consulting Services with Sweetser & Associates
- 7. Board Meeting Agenda Draft Review – March 11, 2026** [Page 12](#)
Recommendation: Review, discuss, and approve the draft March 11, 2026, IWMA Board Meeting Agenda.
- 8. 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	March 11, 2026	May 13, 2026	June 10, 2026
Executive Committee	April 30, 2026	May 28, 2026	July 30, 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 January 23, 2026, Executive Committee Meeting Minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 01-23-26 Executive Committee Meeting Minutes



SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

Friday, January 23, 2026, 9:00 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 January 23, 2026, at 9:00 AM.

2. Roll Call

Present Directors Fardanesh, Guthrie, Robert
Absent: None

3. Pledge Of Allegiance

General Public Comment Period

Ms. April Dury remarked that Hilbert's contract and engagement of work dates differed. She questioned any overlap with the prior company.

Ms. Julie Tacker commented about Executive Committee meetings not being recorded.

STAFF REPORTS

4. Executive Director's Report

Executive Director Coby Skye highlighted several items including - His recent approval of interim contract for Sweetser and Associates for support of the relocation of three HHW facilities at Morro Bay, Heritage Ranch, and Cold Canyon and development of a new facility at San Miguel. At the February EC meeting, he expects to present a longer-term RFP to support these projects for implementation. On Wednesday, January 21, staff hosted the second stakeholder group meeting involving other agencies and groups. Mr. Fardanesh and Ms. Edwards attended this event which provided constructive, focused feedback.

Ms. Tacker asked about Sweetser spelling and stakeholder participation.

Mr. Skye shared that feedback from the meetings will be posted to the iwma.com website and one of the final meetings will include outreach for general public input.

Consent Agenda Public Comment Period

No public comment received.

CONSENT AGENDA

5. Executive Committee Meeting Minutes Review – December 11, 2025

Recommendation: Approve December 11, 2025, Executive Committee Meeting Minutes.

Motion by Fardanesh

Second by Robert

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. Request for Proposals for Accounting and Bookkeeping Services

Recommendation: Approve issuing the Request for Proposals for professional services, accounting and bookkeeping services.

Ms. Dury asked about the CPA on-call requirement and fulfilling this instead with the current auditor. Ms. Tacker suggested a shorter contract and corrections to reduce need for this and said that the three different scopes (Heter, Hilbert, this) don't seem in sync.

Ms. Skye clarified that the CPA will be as needed and not someone on staff or expected as ongoing. The audit firm is focused on our previous year, not current. With this contract we do have flexibility and more outreach and concerted effort is planned.

Additional questions were asked by the executive committee members and addressed by the Executive Director.

Motion by Fardanesh

Second by Robert

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

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

- 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.

Ms. Somers Smith, legal counsel, presented an overview of new regulations effective January 1, 2026. While the JPA, like other special districts, is not subject to mandatory requirements, members could receive additional training above what will be provided by their primary agencies. A presentation overview will be shared with the full IWMA board at its next meeting.

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

Recommendation: Waive Attorney client privilege given closure of sale of real property at 870 Osos Street, San Luis Obispo.

Legal counsel shared that this consideration, if moved forward, will be presented for possible action by the full board at its next meeting.

Ms. Tacker asked to consider her request again for a copy of the appraisal.

Motion by Guthrie
Second by Fardanesh

Motion passed approving Item 8 on the following roll call vote:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

- 9. Board Meeting Agenda Draft Review – February 11, 2026**

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

Ms. Dury suggested a second board member as authorized signer, not a staff subordinate. Ms. Tacker suggested two additional signers, the deputy director and vice president.

Motion by Guthrie
Second by Fardanesh

To approve Item 9 as amended with the following changes requested by Mr. Skye:

- Add Budget Adjustment Resolution (BAR) on item 8
- Add item for additional authorized signers (vice president and deputy director)
- Remove Board Member Orientation item 12

Motion passed approving Item 9 as amended on the following roll call vote:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

10. Executive Committee Member Communications

None

ADJOURNMENT 9:35 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: Amendment to As-Needed Professional Services Agreement for Household Hazardous Waste Consulting Services

BACKGROUND:

On January 9, 2026, the IWMA Executive Director entered into a work authorization agreement for as-needed professional services with Sweetser & Associates, Inc. to support the following household hazardous waste (HHW) capital projects:

- Morro Bay HHW site closure and relocation
- San Miguel CSD HHW site development review
- Heritage Ranch CSD HHW site relocation
- Cold Canyon Landfill HHW site relocation

This is aligned with the IWMA Board's actions directing the development and completion of these projects on a priority basis. While a request for proposals (RFP) for more extensive professional services for these 4 projects is underway, the Executive Director's authority for expenditures related to the subject work authorization is nearly exhausted. To avoid losing momentum on progress to support development of these projects, an amendment is recommended to provide an additional \$5,000 for this as-needed agreement.

RECOMMENDATION:

Approve First Amendment to Professional Services Agreement for As-Needed Household Hazardous Waste Consulting Services with Sweetser & Associates

FISCAL IMPACT:

Additional \$5,000 allocated to this agreement, to support the efficient development of the 4 listed HHW Capital Projects, consistent with the IWMA's adopted 2025/26 budget.

ATTACHMENTS:

- A. January 2026 Professional Services Agreement for As-Needed Household Hazardous Waste Consulting Services with Sweetser & Associates
- B. First Amendment to Professional Services Agreement for As-Needed Household Hazardous Waste Consulting Services with Sweetser & Associates

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
(Household Hazardous Waste Consulting Services – As-Needed Basis)**

This First Amendment (“Amendment”) is made and entered into as of February __, 2026, by and between the **San Luis Obispo County Integrated Waste Management Authority (“IWMA”)**, and **Sweetser & Associates, Inc. (“Consultant”)**.

A. The IWMA and Consultant entered into a Professional Services Agreement dated January 9, 2026 (the “Agreement”) for Household Hazardous Waste (HHW) consulting services on an as-needed basis at an hourly rate of \$200.00 plus expenses at cost.

B. The parties now desire to amend the Agreement to establish a total not-to-exceed amount of Ten Thousand Dollars (\$10,000.00) to cover additional services through the transition to the full-scope HHW Capital Projects contract, and the Agreement may be modified by mutual written agreement of the parties;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Not-to-Exceed Amount.** The Agreement is hereby amended to include the following new provision:

“The total compensation payable to Consultant under this Agreement, including all hourly fees, expenses, travel, and reimbursements, shall not exceed Ten Thousand Dollars (\$10,000.00) without further written approval in accordance with the IWMA’s Authority to Enter into Contracts and Expend Funds policy (Document F-1).”

2. **Ratification.** All other terms, conditions, and provisions of the Agreement not inconsistent with this Amendment shall remain in full force and effect and are hereby ratified and confirmed.

3. **Counterparts and Electronic Signatures.** This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures (e.g., DocuSign) shall be deemed valid and binding.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the date first written above.

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

SWEETSER & ASSOCIATES, INC.

By: _____
Name: James Guthrie, President
IWMA Board of Directors
Date: _____

By: _____
Name: Larry D. Sweetser, Jr., President
Date: _____



Assisting you through the regulatory maze

SWEETSER & ASSOCIATES, INC.

January 8, 2026

Sasha Del Giorgio
San Luis Obispo County Integrated Waste Management Authority
555 Chorro Street, Suite D1-D2
San Luis Obispo, CA 93405

RE: Proposal for Household Hazardous Waste Consulting Services

Dear Ms. Del Giorgio:

Thank you for reaching out to request Sweetser & Associates, Inc. to assist with San Luis Obispo Integrated Waste Management Authority's (IWMA) Household Hazardous Waste (HHW) Program. Sweetser & Associates, Inc. is uniquely qualified to provide this assistance with nearly 40 years of experience with California household hazardous waste programs including design, operations, permitting and approvals, training, and compliance.

San Luis Obispo IWMA has many challenges ahead in revamping your HHW facilities and requires general HHW assistance on an as needed basis but specifically with the following projects:

- Morro Bay HHW site closure and relocation
- San Miguel CSD HHW site development review
- Heritage Ranch CSD HHW site relocation
- Cold Canyon Landfill HHW site relocation

Attached is a proposed scope of work for the services we discussed.

Please contact me if you have any questions.

Sincerely

Larry D. Sweetser, Jr.
President

Enclosure

San Luis Obispo County Integrated Waste Management Authority Scope of Work for Professional Services

Services to be Performed:

Sweetser & Associates, Inc. agrees to perform the following consulting services as an independent contractor, on behalf of San Luis Obispo County Integrated Waste Management Authority (IWMA):

Household Hazardous Waste (HHW) Consulting Services

Expectations:

Sweetser & Associates, Inc. will provide the following services on an as needed basis:

- Provide guidance with planning for relocation and development of facilities.
- Assist with permitting and approvals required for HHW program changes including facility closure.
- Facilitate meetings with regulators and contractors for HHW Facility approvals.
- Respond to requests about general HHW inquiries.

San Luis Obispo County IWMA will:

- Provide access to personnel and contractors affiliated with the projects.
- Provide documentation to complete the tasks.
- Arrange services with engineers and construction needed for approved work.

Budget and Terms:

In consideration for the services to be performed by Sweetser & Associates, Inc., San Luis Obispo County IWMA agrees to pay Sweetser & Associates, Inc. at an hourly rate of **\$200.00** plus expenses at cost. Travel will be reimbursed on a time and cost basis with mileage at the current IRS rate at time of travel. Payments are to be completed 30 days after submittal of each invoice. This agreement may be modified by mutual written agreement of the parties. This is the entire Agreement between San Luis Obispo County Integrated and Sweetser & Associates, Inc.



San Luis Obispo County Integrated Date January 9, 2026



Larry Sweetser, President, Sweetser & Associates, Inc. January 8, 2026
Date

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

BACKGROUND:

N/A

RECOMMENDATION:

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

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. 03-11-2026 BOD Agenda DRAFT

San Luis Obispo County Integrated Waste Management Authority

BOARD MEETING AGENDA

Wednesday, March 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

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STAFF REPORTS

- 4. Executive Director's Report**
Coby Skye, IWMA Executive Director

CONSENT AGENDA

- 5. Board Meeting Minutes Review – February 11, 2026, Meeting Minutes**
Recommendation: Approve February 11, 2026, Board of Directors Meeting Minutes.
- 6. Executive Committee Meeting Minutes Receive/File**
Recommendation: Receive and file January 23, 2026, Executive Committee Meeting Minutes.
- 7. Monthly Financial Reports**
Recommendation: Receive and File the Monthly Financial Reports for January 2026.

REGULAR AGENDA

- 8. Agreement for Accounting and Bookkeeping Services**
Recommendation: Approve Agreement with XXXX for Professional Accounting and Bookkeeping Services
- 9. Agreement Professional Household Hazardous Waste Facility Consulting Services**
Recommendation: Approve Agreement with XXXX for Professional Consulting Services to Support Household Hazardous Waste Facility Site Development, Remediation and Closure
- 10. Facilities Use Agreement with San Miguel Community Services District for Household Hazardous Waste Facility**
Recommendation: Approve Facilities Use Agreement Between the San Miguel Community Services District and San Luis Obispo County Integrated Waste Management Authority for Purposes of Locating a Household Hazardous Waste Facility at the Machado Wastewater Treatment Facility
- 11. Creation of an Ad-Hoc Budget Committee**
Recommendation: Create an Ad-Hoc Budget Committee and select members to participate pursuant to section 2 of the IWMA Rules of Procedure.
- 12. Update IWMA Policy F-1: Authority to Enter Into Contracts and Expend Funds**
Recommendation: Approve proposed revisions of IWMA Policy F-1, Authority to Enter Into Contracts and Expend Funds, to eliminate potentially conflicting authorities

13. 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	May 13, 2026	June 10, 2026	August 12, 2026
Executive Committee	April 30, 2026	May 28, 2026	July 30, 2026

DRAFT