

San Luis Obispo County Integrated Waste Management Authority

**BOARD MEETING AGENDA**

Wednesday, May 8, 2024, 1:30 PM

In-Person Meeting:

**County of San Luis Obispo, Board of Supervisors Chambers**

1055 Monterey Street, Suite D430, San Luis Obispo, CA. 93408



**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:**

- Jan Marx, President, City of San Luis Obispo
- Robert Robert, Vice President, City of Grover Beach
- Charles Bourbeau, Past President, City of Atascadero
- James Gutherie, City of Arroyo Grande
- Jimmy Paulding, County of San Luis Obispo, District 4 Supervisor
- John Hamon, City of El Paso de Robles
- Laurel Barton, City of Morro Bay
- Robert Enns, Special Districts
- Scott Newton, City of Pismo Beach

**Instructions For Public Comment:**

Public Comment *before the meeting* must be submitted by 9:00 AM the day of the meeting. Community members are encouraged to submit agenda correspondence via email to Sasha Del Giorgio, Clerk of the Board at [sdelgiorgio@iwma.com](mailto:sdelgiorgio@iwma.com). Agenda correspondence received by 9:00 AM on the meeting day will be posted on the [IWMA website](#) and become part of the official record of the Board Meeting. Community members may attend the meeting in person at the San Luis Obispo County Board of Supervisors Chambers.

**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 Sasha Del Giorgio, Clerk of the Board, at least 72 hours before the meeting to enable the IWMA to make reasonable arrangements to ensure accessibility to the meeting. The IWMA Clerk of the Board can be reached at (805) 781-2192 and through email at [sdelgiorgio@iwma.com](mailto:sdelgiorgio@iwma.com).

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance

**Non-Agenda Public Comment Period**

**PRESENTATIONS**

4. Executive Directors Report  
Led by Peter Cron

**Consent Agenda Public Comment Period**

- 5. **Executive Committee Minutes Receive and File – March 1, 2024** [Page 3](#)  
Recommendation: Receive and file the March 1, 2024, Executive Committee Meeting Minutes.
- 6. **Board Minutes Review– March 13, 2024** [Page 6](#)  
Recommendation: Approve the March 13, 2024, Board Meeting Minutes.
- 7. **Monthly Financial Reports** [Page 10](#)  
Recommendation: Receive and file the attached monthly financial reports.
- 8. **County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement** [Page 20](#)  
Recommendation: Approve and authorize the Board President to sign and execute the County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement.
- 9. **Review and Approve Updated Policy F-9: Annual Auditor Selection** [Page 23](#)  
Recommendation: Approve the updated Policy F-9: Annual Auditor Selection.

**Regular Agenda Public Comment Period**

- 10. **Fiscal Year 2024/2025 Draft Revenue and Spending Plan** [Page 25](#)  
Recommendation: Review and discuss the proposed Fiscal Year Budget 2024/2025 Revenue and Spending Plan and give staff direction to return at the June 2024 board meeting with the final Fiscal Year 2024/2025 Revenue and Spending Plan.
- 11. **SB 1383 Field Outreach and Inspection Programs Agreement** [Page 38](#)  
Recommendation: Approve the agreement for SB 1383 field outreach and inspection programs and authorize the IWMA Board President to sign the agreement.
- 12. **Technical Assistance Grant Application – City of San Luis Obispo** [Page 86](#)  
Recommendation: Authorize the Executive Director to award \$10,000 in grant funds to the City of San Luis Obispo to purchase waste receptacle systems for city facilities to comply with the City’s Climate Action Plan implementation efforts.

- 
- 13. **Board Member Communications**  
Provides board members an opportunity to make an announcement and briefly report on their activities directly related to agency business.

**14. Adjournment**

2024 Upcoming Meetings and Events			
<b>Board of Directors</b>	June 12, 2024	August 14, 2024	September 11, 2024
<b>Executive Committee</b>	May 31, 2024	August 2, 2024	August 30, 2024
<b>IWMA Solid Waste Summit</b>	<i>Presented at Gatherings - May 9, 2024, 9 AM to 3 PM</i>		

Item No. 5  
May 8, 2024

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Sasha Del Giorgio, Clerk of the Board  
**RE:** Executive Committee Minutes Receive and File – March 1, 2024

---

**BACKGROUND:**

N/A

---

**RECOMMENDATION:**

Receive and file the March 1, 2024, Executive Committee Meeting Minutes.

---

**FISCAL IMPACT:**

N/A

---

**ATTACHMENTS:**

A. 03-01-24 EC Minutes



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

## Executive Committee Meeting Minutes

March 1, 2024, 10:00AM  
870 Osos Street, San Luis Obispo, CA. 93401

### Executive Committee Members:

Jan Marx, President, City of San Luis Obispo  
Robert Robert, Vice President, City of Grover Beach  
Charles Bourbeau, Past President, City of Atascadero

---

#### 1. Call To Order

President Marx called the Executive Committee to order on March 1, 2024, at 10:00 AM.

#### 2. Roll Call

Committee Members Present: Bourbeau, Robert, Marx

#### 3. Pledge Of Allegiance

### Non-Agenda Public Comment Period

No public comment submitted.

#### 4. Executive Directors Report

Presented by Executive Director, Peter Cron.

### Consent Agenda Public Comment Period

No public comment submitted.

### Consent Agenda

#### 5. Approve Executive Committee Meeting Minutes – February 2, 2024

Recommendation: That your Executive Committee approve the February 2, 2024, IWMA Executive Committee Minutes.

**Motion By** Past President Bourbeau

**Second By** Vice President Robert

To approve Item 5.

Motion approved on the following roll call vote:

Ayes: Bourbeau, Robert, Marx

CARRIED (3 to 0)

**Regular Agenda Public Comment Period**

No public comment submitted.

**Regular Agenda**

**6. Review Board Meeting Draft Agenda – March 13, 2024**

Recommendation: That your Executive Committee review, discuss, and approve the draft March 13, 2024, IWMA Board Meeting Agenda, and provide staff direction as deemed appropriate.

**Motion By** Past President Bourbeau

**Second By** President Marx

To approve Item 6.

Motion approved on the following roll call vote:

Ayes: Bourbeau, Marx, Robert

Noes: None

CARRIED (3 to 0)

**7. Request for Proposal for SB 1383 Field Outreach and Inspection Programs**

Recommendation: That your Executive Committee 1) approve the Request for Proposal for SB 1383 Field Inspection Programs and 2) grant the Executive Director authority to release the RFP and review and rank proposals to bring back to the full IWMA Board for final selection and contract award.

**Motion By** Past President Bourbeau

**Second By** Vice President Robert

To approve Item 7.

Motion approved on the following roll call vote:

Ayes: Bourbeau, Robert, Marx

Noes: None

CARRIED (3 to 0)

**Adjournment**

**10:37 AM**



---

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

**TO:** San Luis Obispo County Integrated Waste Management Authority  
**FROM:** Sasha Del Giorgio, Clerk of the Board  
**RE:** Board Minutes Review – March 13, 2024

---

**BACKGROUND:**

N/A

---

**RECOMMENDATION:**

Approve the March 13, 2024, Board Meeting Minutes.

---

**FISCAL IMPACT:**

N/A

---

**ATTACHMENTS:**

- A. 03-13-24 BOD DRAFT Minutes



## **Board Of Directors Meeting Minutes**

Wednesday, March 13, 2024, 1:30 PM  
County of San Luis Obispo Board of Supervisor Chambers  
1055 Monterey Street, Suite D430, San Luis Obispo, CA, 93408

### **Board of Directors:**

Jan Marx, President, City of San Luis Obispo  
Robert Robert, Vice President, City of Grover Beach  
Charles Bourbeau, Past President, City of Atascadero  
James Guthrie, City of Arroyo Grande  
Jimmy Paulding, County of San Luis Obispo, District 4 Supervisor  
John Hamon, City of El Paso de Robles  
Laurel Barton, City of Morro Bay  
Robert Enns, Special Districts  
Scott Newton, City of Pismo Beach

---

### **1. Call to Order**

President Marx called the Board Meeting to order on March 13, 2024, at 1:30 PM.

### **2. Roll Call**

Board Members Present: Barton (1:44 PM), Bourbeau (1:44 PM), Enns, Guthrie (1:33 PM)  
Hamon, Newton, Paulding, Robert, Marx.

### **3. Pledge of Allegiance**

### **Non-Agenda Public Comment Period**

No public comment submitted.

### **Presentations**

### **4. Executive Directors Report**

Presented by Executive Director, Peter Cron.

### **Consent Agenda Public Comment Period**

No public comment submitted.

### **Consent Agenda**

### **5. Executive Committee Minutes Receive and File – February 2, 2024**

Recommendation: That your Board receive and file the February 2, 2024, IWMA Executive Committee Minutes.

**6. Board Minutes Review – February 14, 2024**

Recommendation: That your Board approve the February 14, 2024, IWMA Board Meeting Minutes.

**7. Receive and File Monthly Financial Reports**

Recommendation: That your Board receive and file the attached monthly financial reports.

**8. Credit Card Processing Platform**

Recommendation: That your Board identifies a point of contact designee for a credit card processing platform.

**Motion By** Hamon

**Second By** Robert

To approve items 5, 6, 7, and item 8 to include “the designee be the Executive Director.”

Motion was approved on the following roll call vote:

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

Absent: Barton, Bourbeau

CARRIED (7-0)

**Regular Agenda Public Comment Period**

No public comment submitted.

**Regular Agenda**

**9. Second Quarter Budget Review Fiscal Year 2023/2024**

Recommendation: That your Board review and discuss the Second Quarter Budget, Fiscal Year 2023/2024.

No action.

**10. Creation of an Ad-Hoc Budget Committee**

Recommendation: That your Board create an Ad-Hoc Budget Committee and select members to participate pursuant to section 2 of the IWMA Rules of Procedure.

**Motion By** Hamon

**Second By** Robert

To create and Ad-Hoc Budget Committee with the following committee members:

- Bourbeau, Enns, Guthrie

Motion was approved on the following roll call vote:

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

Noes: None

CARRIED (9-0)

**11. Review and Approve Updated Policy F-8: Records Retention**

Recommendation: That your Board review and approve the updated Policy F-8: Records Retention and Destruction.



**Motion By** Marx  
**Second By** Robert

To approve item 11, with the following change to Policy F-9: Records Retention and Destruction Policy:

Policy Changes

- Sentence 2, include “with Board approval”.
- Delete the last sentence” If any changes require the addition or deletion of one page of text or more, the policy will be brought to the Board of Directors for review, commentary, and approval)

Motion was approved on the following roll call vote:

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

CARRIED (9-0)

**Adjournment :** 2:25 PM

---

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

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

---

**BACKGROUND:**

Presented below are completed financial reports for February and March 2024, and preliminary financial reports for April 2024. The attached presentation of revenues is structured upon cash inflows and outflows, providing the Board with a more comprehensive and transparent understanding of the financial position of our agency.

**February 2024**

- Revenue Received Report \$474,904.28
- Expenditure Report \$149,550.04
- Credit Card Report \$2,162.97

**March 2024**

- Revenue Received Report \$136,599.38
- Expenditure Report \$275,967.77
- Credit Card Report \$4,071.29

**April 2024**

- Preliminary Expenditure Report \$275,967.77
  - Preliminary Credit Card Report \$4,071.29
- 

**RECOMMENDATION:**

Receive and file the attached monthly financial reports.

---

**FISCAL IMPACT:**

February 2024 Revenue:	\$474,904.28
February 2024 Total Expenditures:	\$151,713.01
March 2024 Revenue:	\$136,599.38
March 2024 Total Expenditures:	\$280,039.06

---

**ATTACHMENTS:**

- A. Revenue Report – February 2024
- B. Expense Report – February 2024
- C. Credit Card Report – February 2024
- D. Revenue Report – March 2024
- E. Expense Report – March 2024
- F. Credit Card Report – March 2024
- G. Preliminary Expense Report – April 2024
- H. Preliminary Credit Card Report – April 2024

**San Luis Obispo County IWMA  
Revenue Received-Cash Basis  
February 2024**

	<b>Total</b>
<b>Income</b>	
<b>400 Non_Operation Revenue</b>	
4150000 Interest Revenue	0.34
<b>Total 400 Non_Operation Revenue</b>	<b>\$ 0.34</b>
<b>435 Operation Revenue</b>	
4350200 CESQG Payment	1,852.00
4350235 Billings to Outside Agencies	3.25
4350820 Solid Waste Management Fee	382,649.28
4350825 Landfill Tipping Fee Surcharge	82,983.48
4350955 Retail Take Back Fees	7,484.50
4450020 Hazardous Waste Credits	857.49
<b>Total 435 Operation Revenue</b>	<b>\$ 475,830.00</b>
Markup	-228.90
Services	-697.16
<b>Total Income</b>	<b>\$ 474,904.28</b>

**San Luis Obispo County IWMA  
Expense Report-Accrual Basis  
February 2024**

<b>Purchase order date</b>	<b>Vendor name</b>	<b>Brief Description</b>	<b>Amount</b>
02/01/2024	Brezden Pest Control Inc.	pest control	150.00
02/01/2024	Sasha Del Giorgio	Travel Reimbursement	40.33
02/01/2024	Rainscape	Landscape svcs	125.00
02/01/2024	Richetti Water Solutions	Reverse osmosis system rent	19.95
02/01/2024	Andrea Biniskiewicz	Social Media Management	2,560.00
02/01/2024	Mountaineer IT Inc	IT Services	1,220.10
02/01/2024	San Luis Garbage Company	--	43.69
02/01/2024	Digital West Networks Inc	#1601-1274513-01	91.14
02/01/2024	Vintage Properties	Office Space Rent/Lease	1,890.00
02/01/2024	Alexa Heter	controller services	1,500.00
02/01/2024	Clean Earth Environmental Services	HHW Disposal and Labor Services	50.00
02/02/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	2,029.67
02/02/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	128.49
02/02/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	2,337.13
02/02/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
02/02/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,254.73
02/02/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	239.34
02/04/2024	Amazon Capital Services Inc.	#A3F4KQ2PNZ0D87	92.52
02/04/2024	Marborg Industries	HHW restroom rental	109.74
02/04/2024	R&H Gatherings	Solid Waste Summit 2024	10,582.88
02/04/2024	Marborg Industries	HHW restroom rental	109.74
02/04/2024	Charter Communications/Spectrum	Spectrum Business Internet	129.99
02/04/2024	Marborg Industries	HHW restroom rental	111.39
02/04/2024	Marborg Industries	HHW restroom rental	109.74
02/04/2024	Marborg Industries	HHW restroom rental	109.74
02/05/2024	SDRMA	--	7,405.68
02/05/2024	Science Discovery	Outreach and Education	11,998.89
02/05/2024	Science Discovery	Outreach and Education	6,742.00
02/06/2024	Mountaineer IT Inc	IT Services	32.02
02/07/2024	Pacific Waste Services	E-waste collection	2,000.00
02/08/2024	Hart Impressions	Business cards	115.69
02/09/2024	UBEO West LLC	Copier Maintenance	1,029.07
02/11/2024	Cold Canyon Landfill SLO	--	2,000.00
02/14/2024	Atlas Performance Industries, Inc.	--	130.00
02/14/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	140.03
02/14/2024	Atlas Performance Industries, Inc.	--	130.00
02/14/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	309.53
02/14/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	2,579.67
02/14/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,022.51
02/14/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,367.40
02/14/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
02/14/2024	Chicago Grade Landfill & Recycling	E-Waste Collection	2,000.00
02/15/2024	Amazon Capital Services Inc.	Office Supplies	30.86
02/15/2024	Science Discovery	Outreach and Education	16,772.26
02/15/2024	SoCalGas	Utilities - Gas	16.16
02/15/2024	City of San Luis Obispo - Water	Utilities - Water	51.73
02/16/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	23.07
02/16/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	225.30
02/16/2024	Derrel's Mini Storage	Storage Services	165.60
02/20/2024	Executive Janitorial	Janitorial Services	227.00
02/21/2024	Derrel's Mini Storage	Storage Services	1,468.80
02/22/2024	Adamski Moroski Madden Cumberland & Green	Legal Services	9,740.00
02/26/2024	Charter Communications/Spectrum	Utilities - Internet	44.99
02/27/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	309.53
02/27/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,022.50
02/27/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	140.03
02/27/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	3,050.96
02/27/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
02/27/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,367.40
02/28/2024	Amazon Capital Services Inc.	Office Supplies	126.84
02/28/2024	PG&E	Utilities - Electricity	60.71
02/28/2024	Pacific Waste Services	E-Waste Collection	2,000.00
02/29/2024	Alexa Heter	Controller Services	2,000.00
02/29/2024	Mission Linen and Uniform Service	Janitorial Services	47.50
	Feb-24 Salaries, Wages, & Benefits (Less Nationwide & SDRMA Stated Above)		\$ 38,775.32
	Feb-24 Credit Card Expenses, See Credit Card Report For Detail		\$ 2,162.97
	Feb-24 Paychex Fees		\$ 702.72
	Feb-24 QuickBooks Credit Card Fees		\$ 28.96
	<b>TOTAL EXPENSES</b>		<b>\$ 151,713.01</b>

**San Luis Obispo County IWMA  
Credit Card Expense Report  
February 2024**

<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Split</b>	<b>Amount</b>
02/03/2024	Webstaurant	Order 94243879	5050255 Services and Supplies:Memberships	107.66
02/03/2024	Real World Training	Quickbooks Training Monthly	5050070 Services and Supplies:Computer Software	29.95
02/06/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
02/08/2024	High Street Deli	Agency Strategizing Luncheon	5050280 Services and Supplies:Office Supply Expenses	118.98
02/08/2024	Jotform	INV-46480012021-1707416392	5050070 Services and Supplies:Computer Software	39.00
02/08/2024	High Street Deli	Agency Strategizing Luncheon	5050280 Services and Supplies:Office Supply Expenses	30.03
02/13/2024	Trophy Hunters	Invoice 29843	5050280 Services and Supplies:Office Supply Expenses	25.01
02/15/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	513.00
02/15/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	6.00
02/16/2024	CRRA	Invoice 13827	5050370 Services and Supplies:Trainings and Seminar	775.00
02/16/2024	The Recycling Partnership	S4NX9JR6DCZ	Registration	49.00
02/24/2024	Mailchimp	Invoice MC16314316	5050070 Services and Supplies:Computer Software	20.00
02/29/2024	Waste Stickers.com	47656	5050362 Services and Supplies:Public Outreach & Education	177.34
02/29/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
<b>TOTAL CREDIT CARD CHARGES</b>				<b>\$ 2,162.97</b>

**San Luis Obispo County IWMA  
Revenue Received-Cash Basis  
March 2024**

	<b>Total</b>
<b>Income</b>	
<b>400 Non_Operation Revenue</b>	
4150000 Interest Revenue	0.41
<b>Total 400 Non_Operation Revenue</b>	<b>\$ 0.41</b>
<b>435 Operation Revenue</b>	
4350200 CESQG Payment	1,496.75
4350235 Billings to Outside Agencies	26,581.22
4350820 Solid Waste Management Fee	86,986.31
4350825 Landfill Tipping Fee Surcharge	16,951.19
4350955 Retail Take Back Fees	3,113.00
<b>Total 435 Operation Revenue</b>	<b>\$ 135,128.47</b>
<b>4550000 Other Revenue</b>	
4550065 Other Reimbursements	81.81
<b>Total 4550000 Other Revenue</b>	<b>\$ 81.81</b>
Services	1,679.55
Unapplied Cash Payment Income	-290.86
<b>Total Income</b>	<b>\$ 136,599.38</b>

**San Luis Obispo County IWMA  
Expense Report-Accrual Basis  
March 2024**

<b>Purchase order date</b>	<b>Vendor name</b>	<b>Brief Description</b>	<b>Amount</b>
03/01/2024	EverBank	Copier Lease	231.43
03/01/2024	Andrea Biniskiewicz	Social Media Management	2,560.00
03/01/2024	San Luis Garbage Company	--	43.69
03/01/2024	Vintage Properties	Office Space Rent/Lease	1,890.00
03/01/2024	Digital West Networks Inc	Office Telephone Services	333.01
03/01/2024	Rainscape	Landscape Services	125.00
03/01/2024	Richetti Water Solutions	Reverse Osmosis System	19.95
03/01/2024	Mountaineer IT Inc	IT Services	1,220.10
03/02/2024	Amazon Capital Services Inc.	Office Supplies	37.43
03/03/2024	Marborg Industries	HHW Restroom Rental	109.74
03/03/2024	Marborg Industries	HHW Restroom Rental	109.74
03/03/2024	Marborg Industries	HHW Restroom Rental	109.74
03/03/2024	Marborg Industries	HHW Restroom Rental	109.74
03/03/2024	Marborg Industries	HHW Restroom Rental	109.74
03/04/2024	Charter Communications/Spectrum	Utilities - Internet	129.99
03/04/2024	Science Discovery	Outreach and Education	7,652.00
03/05/2024	Science Discovery	Outreach and Education	730.17
03/05/2024	Science Discovery	Outreach and Education	15,523.94
03/05/2024	Mountaineer IT Inc	IT Services	4,155.73
03/05/2024	SDRMA	--	9,791.40
03/05/2024	Clean Earth Environmental Services	HHW Disposal and Labor Services	48,574.00
03/06/2024	Mid-Coast Fire	HHW Fire System Maintenance	61.00
03/06/2024	Science Discovery	Outreach and Education	385.00
03/06/2024	Atlas Performance Industries, Inc.	HHW E-Waste Storage Containers	130.00
03/06/2024	Atlas Performance Industries, Inc.	HHW E-Waste Storage Containers	130.00
03/07/2024	AGP Video	Board Meeting Video Recording	400.00
03/07/2024	CPSC	--	300.00
03/11/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	338.58
03/11/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,306.19
03/11/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,367.40
03/11/2024	Michael Williams	Mileage Reimbursement	536.63
03/11/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	140.03
03/11/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	3,086.74
03/11/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
03/13/2024	CRRA	--	2,500.00
03/14/2024	Adamski Moroski Madden Cumberland & Green	Legal Services	5,033.66
03/14/2024	Clean Earth Environmental Services	HHW Disposal and Labor Services	63,661.00
03/15/2024	Integrity Systems	Office Security Monitoring	105.00
03/15/2024	City of San Luis Obispo - Water	Utilities - Water	71.04
03/18/2024	Steve Beck	Compost Rebate Program	2,169.00
03/18/2024	SoCalGas	Utilities - Gas	15.53
03/20/2024	Executive Janitorial	Janitorial Services	295.00
03/20/2024	Amazon Capital Services Inc.	Office Supplies	82.92
03/20/2024	Gaspar Soilbuilders LLC	Compost Rebate Program	7,430.30
03/21/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	0.43
03/21/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	4.22
03/23/2024	Amazon Capital Services Inc.	Office Supplies	83.23
03/25/2024	B&T Construction	Construction	4,250.00
03/26/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
03/26/2024	Charter Communications/Spectrum	Utilities - Internet	44.99
03/26/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,323.53
03/26/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	359.51
03/26/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,510.62
03/26/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	135.54
03/26/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	3,086.74
03/27/2024	Chicago Grade Landfill & Recycling	E-Waste Collection	2,000.00
03/28/2024	PG&E	Utilities - Electricity	24.94
03/31/2024	Marborg Industries	HHW Restroom Rental	109.74
03/31/2024	Marborg Industries	HHW Restroom Rental	109.74
03/31/2024	Marborg Industries	HHW Restroom Rental	109.74
03/31/2024	Mission Linen and Uniform Service	Janitorial Services	51.00
03/31/2024	Marborg Industries	HHW Restroom Rental	109.74
03/31/2024	Marborg Industries	HHW Restroom Rental	109.74
03/31/2024	Alexa Heter	Controller Services	2,000.00
	Mar-24 Salaries, Wages, & Benefits (Less Nationwide & SDRMA Stated Above)		\$ 70,649.02
	Mar-24 Credit Card Expenses, See Credit Card Report For Detail		\$ 4,071.29
	Mar-24 Paychex Fees		\$ 702.72
	Mar-24 QuickBooks Credit Card Fees		\$ 5.02
	<b>TOTAL EXPENSES</b>		<b>\$ 280,039.06</b>



San Luis Obispo County IWMA  
Credit Card Expense Report  
March 2024

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Account</b>	<b>Charge</b>
03/03/2024	Webstaurant	Order 95209558	5050255 Services and Supplies:Memberships	107.66
03/03/2024	Real World Training	Quickbooks Training Monthly Subscription	5050070 Services and Supplies:Computer Software 5050370 Services and Supplies:Trainings and Seminar	29.95
03/06/2024	The Recycling Partnership	S4NX9JR6DCZ CR	Registration	-49.00
03/09/2024	ESRI	94681632	5050070 Services and Supplies:Computer Software	875.00
03/13/2024	Staples	9919898855	5050085 Services and Supplies:Copy and Printing	2,206.67
03/13/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
03/14/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	513.00
03/14/2024	Trophy Hunters	Invoice 30027	5050280 Services and Supplies:Office Supply Expenses	26.01
03/14/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer Software	6.00
03/24/2024	Mailchimp	Invoice MC16609848	5050070 Services and Supplies:Computer Software	20.00
03/28/2024	CRRA	Invoice 14025	5050255 Services and Supplies:Memberships	200.00
<b>TOTAL CREDIT CARD CHARGES</b>				<b>\$ 4,071.29</b>

**San Luis Obispo County IWMA  
Expense Report-Accrual Basis  
APRIL PRELIMINARY**

<b>Purchase order date</b>	<b>Vendor name</b>	<b>Brief Description</b>	<b>Amount</b>
04/01/2024	Poor Richard's Press AP	Copy/Print Services	433.35
04/01/2024	Richetti Water Solutions	Reverse Osmosis System	20.25
04/01/2024	San Luis Garbage Company	Utilities - Trash Service	43.69
04/01/2024	Digital West Networks Inc	Office Telephone Services	523.13
04/01/2024	Andrea Biniskiewicz	Social Media Management	2,560.00
04/01/2024	Promotional Design Concepts	Outreach and Education	2,652.99
04/01/2024	EverBank	Copier Lease	231.43
04/01/2024	Rainscape	Landscape Services	125.00
04/01/2024	San Miguel Garbage Co	Used Oil	1,000.00
04/01/2024	Mountaineer IT Inc	IT Services	1,312.23
04/03/2024	Atlas Performance Industries, Inc.	HHW E-Waste Storage Containers	130.00
04/03/2024	Atlas Performance Industries, Inc.	HHW E-Waste Storage Containers	130.00
04/04/2024	Pacific Waste Services	E-Waste Collection	2,000.00
04/04/2024	Charter Communications/Spectrum	Utilities - Internet	129.99
04/05/2024	ASAP Reprographics	Copy/Print Services	454.25
04/05/2024	SDRMA	Employee Insurance	8,200.92
04/09/2024	Amazon Capital Services Inc.	Office Supplies	43.49
04/10/2024	CPSC	--	500.00
04/11/2024	Adamski Moroski Madden Cumberland & Green	Legal Services	2,715.00
04/11/2024	Hart Impressions	Business Cards	63.78
04/11/2024	Science Discovery	Outreach and Education	6,150.00
04/11/2024	Vintage Properties	Office Space Rent/Lease	1,890.00
04/11/2024	Science Discovery	Outreach and Education	16,338.52
04/11/2024	Science Discovery	Outreach and Education	508.76
04/12/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
04/12/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	380.78
04/12/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,718.21
04/12/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	140.03
04/12/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,367.40
04/12/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	3,086.74
04/14/2024	Amazon Capital Services Inc.	Office Supplies	16.29
04/15/2024	City of San Luis Obispo - Water	Utilities - Water	71.04
04/16/2024	SoCalGas	Utilities - Gas	16.75
04/16/2024	Derrel's Mini Storage	Storage Services	1,468.80
04/17/2024	Mid-Coast Fire	HHW Fire System Maintenance	275.34
04/18/2024	Vintage Properties	Office Space Rent/Lease	1,890.00
04/22/2024	Executive Janitorial	Janitorial Services	295.00
04/23/2024	Amazon Capital Services Inc.	Office Supplies	718.56
04/25/2024	Chicago Grade Landfill & Recycling	E-Waste Collection	2,000.00
04/26/2024	Paso Robles Waste Disposal	Curbside Oil Pickup	1,500.00
04/26/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	3,773.68
04/26/2024	Amazon Capital Services Inc.	Office Supplies	57.75
04/26/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	3,086.74
04/26/2024	Nationwide Retirement Solutions Standard 457	EE Retirement - 457	1,038.00
04/26/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	386.46
04/26/2024	Nationwide Retirement PEHP	EE Retirement - PEHP	140.03
04/26/2024	Mid-Coast Fire	HHW Fire System Maintenance	565.80
04/26/2024	Nationwide Financial Private Sector Retirement (401A)	EE Retirement - 401A	1,367.40
45383	Cambria Invoice Previously Stated in Prior Month Expenses		-20,568.08
45406	Salaries, Wages, & Benefits (Less Nationwide & SDRMA Stated Above)		52,129.90
	Apr-24 Credit Card Expenses, See Credit Card Report For Detail		\$ 5,062.19
	Apr-24 Paychex Fees		\$ 351.36
	Apr-24 QuickBooks Credit Card Fees		\$ 78.44
<b>TOTAL EXPENSES</b>			<b>\$ 113,609.39</b>

**San Luis Obispo County IWMA  
Credit Card Expense Report  
APRIL PRELIMINARY**

<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Split</b>	<b>Amount</b>
04/03/2024	Webstaurant	Order 96305633	5050255 Services and Supplies:Memberships	107.66
04/03/2024	Real World Training	Quickbooks Training Monthly	5050070 Services and Supplies:Computer	29.95
04/05/2024	USPS	Stamps + Shipping	5050335 Services and Supplies:Postage	146.88
04/10/2024	Webstaurant	Order 96373439	5050255 Services and Supplies:Memberships	2,386.67
04/11/2024	SWANA Legislative Task Force	2024 Full Membership	5050255 Services and Supplies:Memberships	950.00
04/11/2024	SWANA Legislative Task Force	Member Dues + CCA	5050255 Services and Supplies:Memberships	245.00
04/14/2024	Microsoft	Microsoft 365	5050070 Services and Supplies:Computer	513.00
04/15/2024	Microsoft	Microsoft 365	Software	6.00
04/19/2024	USPS	Stamps	5050335 Services and Supplies:Postage	136.00
04/20/2024	Custom Ink	Order 73310075	5050270 Services and Supplies:Misc Expense	541.03
<b>TOTAL CREDIT CARD CHARGES</b>				<b>\$ 5,062.19</b>

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

**FROM: Jordan Lane, Deputy Director**

**RE: County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement**

---

**BACKGROUND:**

The San Luis Obispo County Integrated Waste Management Authority (IWMA) Joint Powers Agreement (JPA) designates the County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector's (ACTTC) Office to act as the IWMA's Auditor/Treasurer. Government Code 6505.5 specifies that the cost for services shall be determined by the entity performing the services. IWMA staff has received and reviewed the County of San Luis Obispo ACTTC Agreement and found the scope of services consistent with the prior years' service agreement.

---

**RECOMMENDATION:**

Approve and authorize the Board President to sign and execute the County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector Agreement.

---

**FISCAL IMPACT:**

\$8,930.00

---

**ATTACHMENTS:**

- A. San Luis Obispo County – IWMA ACTTC Agreement



**Michael Stevens, Deputy**  
**Justin Cooley, Deputy**

April 1, 2024

To the Board of Directors and Management  
Integrated Waste Management Authority (IWMA)

We are pleased to confirm our understanding of the terms and costs of our services under this agreement for the 2024-2025 fiscal year.

Scope of Services

We will provide the following services:

1. **General Accounting** - includes use of the County's centralized accounting system and recording of financial system entries submitted by the agency. Transactions will be reviewed for authorization by appropriate agency personnel prior to processing. In addition, access to the accounting system's financial reports will be available to the agency as needed.
2. **Accounts Payable** - includes processing payment claims by warrant or ACH. Claims will be reviewed to validate two authorized agency signers have approved the payment prior to processing, recording and mailing payments. Any invoices submitted with payment claims will be scanned and archived for retention. Review of invoices for mathematical accuracy and appropriateness of expenditure is not part of this service agreement.
3. **Accounting Support** - includes recording your Agency's budget, ensuring expenditures do not exceed authorized budget, responding to routine inquiries, working with external auditors, and replying to bank confirmations.
4. **Term** - Our services and responsibility end on June 30, 2025.

Our Responsibilities

Our responsibility is to perform the services enumerated above. We will not audit accounting entries, payment claims or budget transactions, nor will we validate the appropriateness of accounting transactions or claims for payment. Our service does not include annual preparation of 1099's or preparation of payroll reports.

Our services are not designed to detect instances of fraud, noncompliance with laws or regulations or significant errors; however, we will communicate to you any known and suspected fraud, noncompliance with laws or regulations or significant errors that come to our attention.

Your Responsibilities

You are responsible for (1) ensuring all transactions are submitted and/or approved by authorized staff, (2) reviewing all transactions prior to submittal to ensure appropriateness of the expenditure, compliance with laws or regulations and to check for significant errors and fraud, (3) retaining all source documents, and (4) providing all Board authorized budgets and budget amendments. You are encouraged to routinely provide accounting reports and payment registers to your Board for review.

You agree to inform us of significant noncompliance, fraud and/or errors immediately upon discovery.

For all services we provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, and/or experience to understand the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Annual Cost and Billing

The annual cost for the services identified above is \$8,930. The cost increase over the prior year is attributed to a change in the Consumer Price Index (CPI-U) of 2.7%, based on the Los Angeles-Riverside-Anaheim region and using July as a base month. Your agency will be billed by journal entry during the first quarter of the fiscal year for the entire annual costs. A copy of the journal entry will be provided to your agency.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarized the significant terms of our agreement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements.

Sincerely,



James W. Hamilton, CPA  
Auditor-Controller-Treasurer-Tax Collector

Authorized Signature Director  \_\_\_\_\_ Date 4/24/2024

Authorized Signature Board Chair \_\_\_\_\_ Date \_\_\_\_\_

---

County of San Luis Obispo Government Center

1055 Monterey Street, Room D290 | San Luis Obispo, CA 93408 | (P) 805-781-5831 | (F) 805-781-5362

ttc@co.slo.ca.us | http://sloacttc.com

**TO: San Luis Obispo County Integrated Waste Management Authority**  
**FROM: Jordan Lane, Deputy Director**  
**RE: Review and Approve Updated Policy F-9: Annual Auditor Selection**

---

**BACKGROUND:**

On January 9, 2019, the Board adopted F-9: Annual Auditor Selection Policy. The policy states:

3.0 Policy Score

It shall be the IWMA's policy to ensure compliance with annual audit finding and corrective actions(s) from the Forensic Audit Report. To that end, the Annual Auditor will prepare Annual Reports for each year but not more than three (3) years in a row. The Annual Auditor will not be selected for consecutive terms but will be allowed to bid on future work.

A financial audit is an unbiased examination and evaluation of the financial statements of an organization that takes months to develop. Retaining auditing services beyond the current three (3) year term may create consistency and a more efficient work flow for the agency. A revised F-9: Annual Auditor Selection Policy proposes extending the possible length of a contract for auditing services by up to two one-year extensions for a full contract term of up to five years (Attachment A).

The State of California requires that a public entity must rotate its audit firm at least every six years.

---

**RECOMMENDATION:**

Approve the updated Policy F-9: Annual Auditor Selection.

---

**FISCAL IMPACT:**

N/A

---

**ATTACHMENTS:**

A. Revised F-9: Annual Auditor Selection Policy

Document Number: F-9  
Document Name: ANNUAL AUDITOR SELECTION POLICY  
Effective Date: ~~January 9, 2019~~ TBD  
Document Status: ~~Adopted~~ Draft

## 1.0 Purpose

To ensure that IWMA Management and staff comply with Government Code and institute best practices, the IWMA shall contract with an outside Audit Firm to conduct annual audits. Annual audits are required to ensure that financial statements produced by the IWMA are fairly stated and adhere to generally accepted auditing practices. Every three ~~(3)~~ to five years, a Request for Proposal IWMA Annual Audit will be released to ensure that the IWMA allow all qualified financial auditing firms to bid.

## 2.0 Policy Details

The IWMA shall contract with a qualified financial auditing firm to conduct audits for a three (3) year period. The audit shall include enhanced testing to ensure that IWMA policies and procedures are followed by IWMA Management and staff. Additionally, audit will confirm IWMA Manager and staff adherence to recommended corrective action(s) from the IWMA Annual and Forensic Audit Report(s). At the end of the three year period, the firm and Executive Director may agree to extend the contract 12 – 24 months.

## 3.0 Policy Scope

It shall be the IWMA's policy to ensure compliance with annual audit finding and corrective action(s) from the Forensic Audit Report. To that end, the Annual Auditor will prepare Annual Reports for each year ~~but not more than three (3) years in a row~~ for a three year term with the option to extend for two 12-month periods at the discretion of the Executive Director. The Annual Auditor will not be selected for consecutive terms but will be allowed to bid on future work.

## 4.0 Related Policies

Board Directive: November 14, 2018 IWMA Board Meeting

## 5.0 Policy Owner

Manager IWMA



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

**FROM: Peter Cron, Executive Director**

**RE: Fiscal Year 2024/2025 Draft Revenue and Spending Plan**

---

**BACKGROUND:**

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is continuing to focus on the mission of providing coordinated efforts to comply with state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support. This fiscal year, the IWMA continues to evaluate and refine the agency approach to meeting mandates of the state including those under SB 1383 and the forty-four programs defined in the IWMA Integrated Waste Management Plan.

Under the Fiscal Year 2023/2024 Budget, the IWMA accomplished the following:

- Completed County Joinder Agreement bringing the County back to the JPA
- Met substantial compliance with SB 1383, AB 1826, AB 341, and AB 939
- Temporarily reduced Solid Waste Management Fee from 5.4% to 4.4%
- Updated Employee Handbook
- Completed RFP for SB 1383 Education and Outreach
- Completed RFP for E-Waste Services
- Completed RFP for Household Hazardous Waste Services
- Updated Records Retention Policy
- Secured over \$1.5 million in grant funding for SB 1383 Compliance

Remaining in Fiscal Year 2023/2024 Budget, the IWMA is in progress with:

- Introducing an ARC GIS mapping system for community use
- Updating Annual Auditor Selection Policy
- Completing RFPs for SB 1383 Field Outreach and Inspections Programs, Social Media Services, and Annual Auditor Services
- Administering two Technical Assistance Grants
- Hosting a second annual Countywide Solid Waste Summit
- Filling all staffing vacancies

Per Budget Policy F-14, staff developed the attached Revenue and Spending Plan for Board review.

Revenue in Fiscal Year 2023/2024 continues to outpace expenses as solid waste collection rates increased at a greater rate than planned. As a result of the overearning, Fiscal Year Budget 2024/2025 Draft Revenue and Spending Plan (Revenue and Spending Plan) reflects a proposed temporary decrease in the IWMA's Solid Waste Management Fee from 5.4% to 3.2%. The fee reduction will be reflected on ratepayers' garbage bills, will decrease earnings, and will better stabilize the agency's revenue-to-expense balance.

The Revenue and Spending Plan focuses on the following items:

- Achieve compliance with state mandates through minimum measures.
- Perform deferred capital expense projects.
- Increase one-time expenses under SB 1383 Local Assistance Grant.
- Continue to identify and correct program gaps.
- Make necessary updates to IWMA policies and procedures.
- Conduct a third-party cost-of-service fee analysis.
- Conduct Capacity Planning for Edible Food Recovery.
- Conduct Capacity Planning for Organic Waste Processing.
- Improve IWMA engagement through new methods of outreach.

#### Budget Assumptions:

The proposed Revenue and Spending Plan includes a one-time increase from SB 1383 Local Assistance Grant Funding and costs associated with again serving County Unincorporated areas. These impacts provide us with the opportunity to offer another temporary reduction of the IWMA Solid Waste Management Fee.

The IWMA Board first approved a temporary fee reduction from 5.4% to 4.4% on July 1, 2023. The current fee reduction adopted under Resolution No. 2023-06-03 expires July 1, 2024.

The Fiscal Year 2024/2025 Draft Revenue and Spending Plan proposes temporarily reducing the Solid Waste Management fee from 5.4% to 3.2%. The temporary reduction of the IWMA Fee will reduce total revenue until a third-party rate review can be conducted to permanently stabilize rates.

Revenue and Expense Summary:

	Approved Budget FY 2023/2024	Estimated Actual FY 2023/2024	Draft Budget FY 2024/2025
<b>Total Revenue</b>	<b>\$3,847,501</b>	<b>\$4,502,242</b>	<b>\$5,227,431</b>
Operating Expenses			
Labor and Benefits	1,048,952	1,025,261	1,215,632
Administration	336,225	358,596	342,780
Programs and Outreach	1,895,591	1,431,948	2,601,524
<b>Total Operating Expenses</b>	<b>\$3,280,768</b>	<b>\$2,815,805</b>	<b>\$4,159,936</b>
<b>Total Capital Expenses</b>	<b>\$497,843</b>	<b>\$0 -</b>	<b>\$497,843</b>
Change in Net Position	\$68,890	\$1,686,437	\$569,652

**RECOMMENDATION:**

Review and discuss the proposed Fiscal Year Budget 2024/2025 Revenue and Spending Plan and give staff direction to return at the June 2024 board meeting with the final Fiscal Year 2024/2025 Revenue and Spending Plan.

---

**FISCAL IMPACT:**

Total Projected Revenue \$5,227,431  
Total Projected Expenses \$4,159,936

---

**ATTACHMENTS:**

- A. Fiscal Year 2024 2025 Revenue and Spending Plan Statement
- B. Fiscal Year 2024 2025 Draft Revenue and Spending Plan
- C. Fiscal Year 2024 2025 Comparison to Previous Years



## MISSION

Our Mission is to provide coordinated efforts to comply with State waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

## VISION

We will make continuous progress towards reducing waste in San Luis Obispo County.

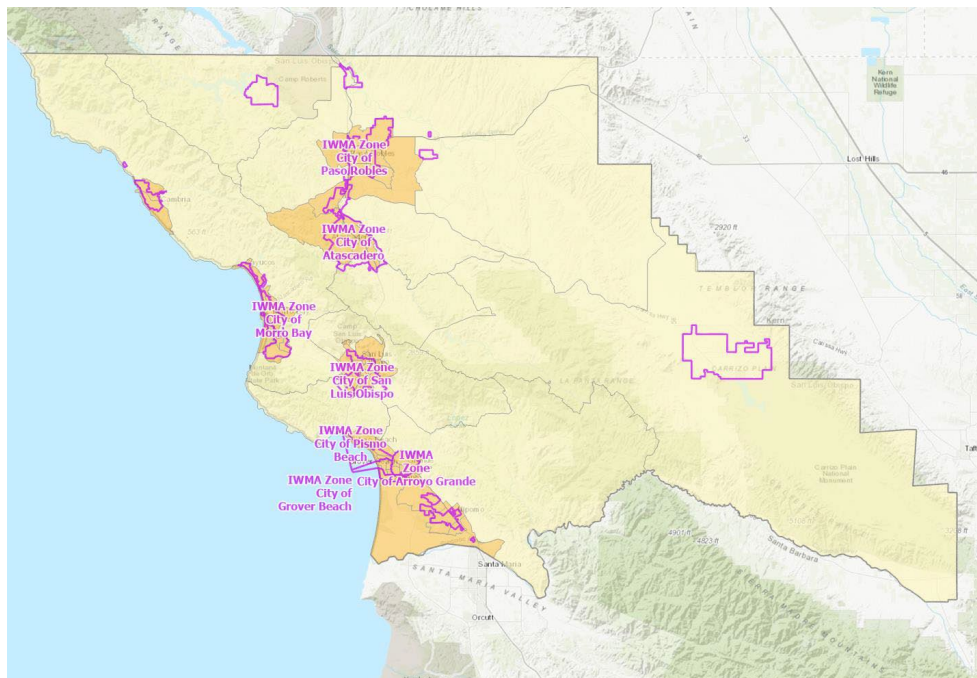
## VALUES

Community Education  
Stewardship  
Cost-Effectiveness  
Transparency  
Professionalism

## BACKGROUND

The San Luis Obispo County Integrated Waste Management Authority (SLO CO IWMA) was established in 1994 through a Joint Powers Agreement between the County of San Luis Obispo, and the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo, and the Special Districts of San Luis Obispo County. The purpose of the JPA was to utilize the combined resources of the member jurisdictions to provide a cost-effective approach to compliance with the state solid waste requirements as defined by AB 939, the Integrated Waste Management Act. This California law made all California cities, counties and approved regional solid waste management agencies responsible for enacting plans and implementing programs to divert 25 percent of their solid waste by 1995 and 50 percent by year 2000.

The IWMA has provided support and technical assistance to its member jurisdictions to comply with the solid waste and recycling requirements as required by AB 939. The agency implemented programs outlined in a regional Source Reduction and Recycling Element (SRRE). The SRRE was filed with the California Integrated Waste Management Board (now “CalRecycle”) in 1991, and acts as the road map to compliance with the state’s solid waste and recycling mandates. This document serves as the Integrated waste management plan for the County of San Luis Obispo IWMA and the member jurisdictions.



The JPA was amended to reflect membership changes over time, but once again the JPA encompasses all of the residents of San Luis Obispo County and their respective jurisdictions.

San Luis Obispo County has a population of 282,181 and is comprised of both rural and urban areas.

## CORE OBJECTIVES

AB 939 identified the following hierarchy of goals for local agencies: (1) source reduction, (2) recycling and composting, (3) environmentally safe transportation and land disposal.

The Integrated Waste Management Plan that was adopted and accepted by CalRecycle identifies 44 different programs that are reported upon annually in the agency's Electronic Annual Report. Maintaining and reporting these programs is a requirement of CalRecycle. This Integrated Waste Management Plan is subject to a review process every 5 years to determine adequacy and compliance. The most recent review was conducted in 2021.

The 44 programs identified in the Integrated Waste Management Plan are:

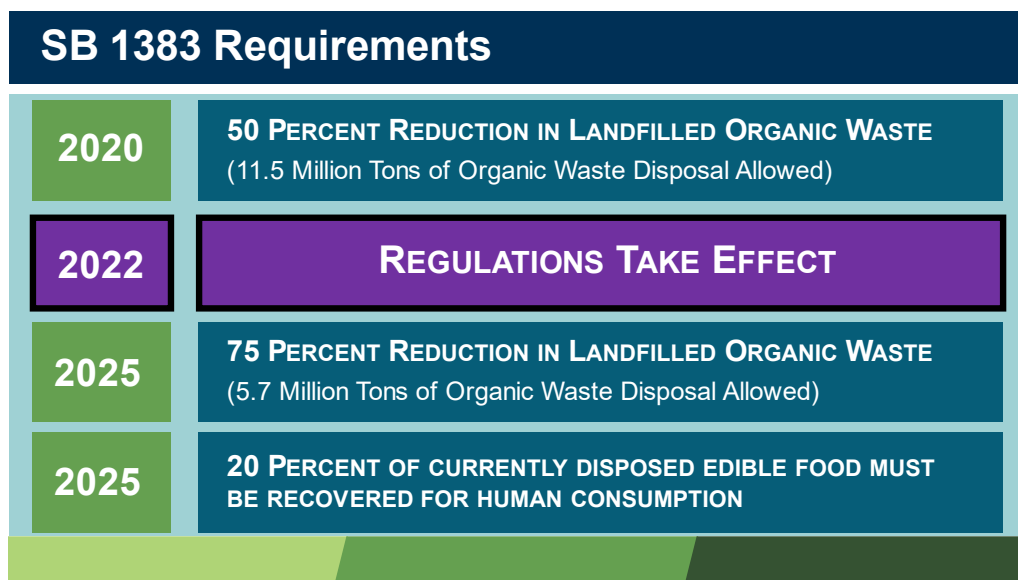
Alternate Daily Cover	Other Recycling
Backyard and Onsite Composting	Outreach (Technical Assistance, Presentations, Field Trips)
Business Waste Reduction Programs	Permanent Facility
Commercial On-site Organics Collection	Print (Radio, TV, Website, social media)
Commercial On-Site Pickup	Procurement
Commercial Organics Recycling	Product and Landfill Bans
Commercial Self-Haul	Residential Buy-Back
Commercial Self-haul of Organics	Residential Curbside
Composting Facility	Residential Curbside Organics Collections
Concrete/Asphalt/Rubble	Residential Drop-Off
Economic Incentives	Residential Self-haul of organics
Education Programs	School Recycling Programs
Electronic	Schools (Education and Curriculum)
Electronic Waste	Scrap Metal
Food Waste Composting	Sludge (sewage/industrial)
Government Recycling Programs	Special Collection Events
Government Source Reduction Programs	Special Collection Seasonal
Landfill	Tires
Material Exchange, Thrift Shops	Waste Exchange
Materials Recovery Facility	White Goods
Mobile of Periodic Collection	Wood Waste
Ordinances	Xeriscaping/Grasscycling

There have been numerous amendments to California solid waste law over the past 35 years adding responsibilities to local jurisdictions in meeting ambitious waste reduction goals. The statutory requirements are codified in the Public Resources Code. CalRecycle enforces for adequacy in the following areas of responsibility:

- Source Reduction and Recycling Element
- Household Hazardous Waste Element
- Non-disposal Facility Element
- County Siting Element
- Countywide Integrated Waste Management Plan

In addition to these requirements, the State of California has enacted the most aggressive waste reduction law to be adopted in California for the past 30 years - SB 1383. On January 1<sup>st</sup> of 2022, new regulations state a:

- 75% reduction of organics disposed in landfills from the 2014 level
- 20% increase in edible food rescue



There are two specific changes of significant impact:

- Local governments will be responsible for enforcement of the regulations or be subjected to fines from CalRecycle.
- SB 1383 defines Special Districts with Solid Waste Authority as jurisdictions, previous legislation did not.

The new branch of CalRecycle, Jurisdiction & Agency Compliance & Enforcement, will be reviewing information submitted through the Electronic Annual Report and addressing any non-compliance. Their primary goal will be to identify any program gaps or refer the agency to the Office of Administrative Law for enforcement action. This enforcement is not only directed at SB 1383 compliance but includes the programs identified in the Integrated Waste Management Plan.

The following budget document is the guide for the Authority to make sure member jurisdictions stay in compliance with all the mandates handed down by the State.

## BUDGET OVERVIEW

The Budget for Fiscal Year 2024 – 2025 is presented for Board approval. This budget guides the agency in meeting the goals and priorities that enable management of the San Luis Obispo County Waste Management Authority to effectively carry out the activities that ensure compliance with state mandates. The budget is designed to facilitate meeting the requirements of the SLO County Integrated Waste Management Plan in a cost-effective fashion that aligns with our mission statement and core objectives.

- The budget is the plan and the resource allocation program that guides the implementation of Board approved policy and priorities in meeting state mandates.
- The budget provides a broad description and objective of the programs and services provided by the Authority.
- The budget serves as a resource about the IWMA and its priorities to the public and our member agencies.
- IWMA Staff utilize the adopted budget as a working document guide polices, programs and monitor expenditures consistent with Board adopted policies.

This document includes a narrative of program budgets and activities grouped together to allow the reader to readily understand SLO CO IWMA's operational structure, activities, and priorities. This budget includes a presentation representing all projected revenue(s), expenditures, and key program accomplishments achieved during FY 2023-2024, and objectives for the upcoming fiscal year.

## KEY ACCOMPLISHMENTS FY 2023-2024

Under the Fiscal Year 2023/2024 Budget, the IWMA has accomplished the following:

- Completed County Joinder Agreement Bringing the County Back to the JPA
- Met substantial compliance with SB 1383, AB 1826, AB 341, and AB 939
- Temporarily reduced Solid Waste Management Fee from 5.4% to 4.4%
- Updated Employee Handbook
- Completed RFP for SB 1383 Education and Outreach
- Completed RFP for E-Waste Services
- Completed RFP for Household Hazardous Waste Services
- Updated Records Retention Policy
- Secured over \$1.5 million in grant funding for SB 1383 Compliance



## GOALS FOR FY 2024-2025

The Focus for the SLO CO IWMA for this coming fiscal year will be to keep the programs mandated by the Integrated Waste Management Plan in place focusing on cost-effective implementation. Continue with the implementation of SB1383 looking to identify program gaps and solutions.

- Achieve compliance with state mandates through minimum measures.
- Perform differed capital expense projects.
- Increased on time expenses from SB 1383 Local Assistance Grant
- Continue to identify and correct program gaps.
- Make necessary updates to IWMA policies and procedures.
- Conduct a third-party cost-of-service fee analysis.
- Conduct Capacity Planning for Edible Food Recovery.
- Conduct Capacity Planning for Organic Waste Processing.
- Improve IWMA engagement through new methods of outreach.

## KEY BUDGET ASSUMPTIONS

1. The Unincorporated County has rejoined the JPA.
2. Solid Waste Management fees will be decreased from 4.4% to 3.2%.
3. Landfill amounts will remain consistent with past years.
4. One-time expenses from SB 1383 Local Assistance Grant will impact FY 24-25 and FY 25-26.
5. The TAG Program and Compost Rebate Program will be fully funded and utilized during the fiscal year.
6. SB 1383 Outreach and Educations costs increase with new contract.
7. Curbside oil pickup program will continue unhindered.

**San Luis Obispo County IWMA**  
**Budget Overview: Fiscal Year 2024-2025 Program Breakout**  
 July 2024 - June 2025

	Administration	Battery Recycling	Business Outreach (Non-SB1383)	Capital Outlay	CESQG	Classroom Education	Curbside Oil Pickup	Electronic Device Disposal	HHW	TAG	Public Outreach	Retail Take Back	SB 1383	TOTAL
<b>Income</b>														
400 Non_Operation Revenue														\$ 0
4150000 Interest Revenue	\$ 37,397													\$ 37,397
4200105 Grants						\$ 48,229	\$ 37,031						\$ 1,430,723	\$ 1,515,983
<b>Total 400 Non_Operation Revenue</b>	<b>\$ 37,397</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 48,229</b>	<b>\$ 37,031</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,430,723</b>	<b>\$ 1,553,380</b>
<b>435- Operation Revenue</b>														
4350200 CESQG Payment					\$ 25,196									\$ 25,196
4350235 Billings to Outside Agencies									\$ 18,000					\$ 18,000
4350820 Solid Waste Management Fee	\$ 2,644,436													\$ 2,644,436
4350825 Landfill Tipping Fee Surcharge	\$ 937,853													\$ 937,853
4350955 Retail Take Back Fees												\$ 43,566		\$ 43,566
4550065 Other		\$ 2,500						\$ 2,500						\$ 5,000
<b>Total 435- Operation Revenue</b>	<b>\$ 3,582,289</b>	<b>\$ 2,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,196</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,500</b>	<b>\$ 18,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 43,566</b>	<b>\$ 0</b>	<b>\$ 3,674,051</b>
<b>Total Income</b>	<b>\$ 3,619,686</b>	<b>\$ 2,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,196</b>	<b>\$ 48,229</b>	<b>\$ 37,031</b>	<b>\$ 2,500</b>	<b>\$ 18,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 43,566</b>	<b>\$ 1,430,723</b>	<b>\$ 5,227,431</b>
<b>Gross Profit</b>	<b>\$ 3,619,686</b>	<b>\$ 2,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,196</b>	<b>\$ 48,229</b>	<b>\$ 37,031</b>	<b>\$ 2,500</b>	<b>\$ 18,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 43,566</b>	<b>\$ 1,430,723</b>	<b>\$ 5,227,431</b>
<b>Expenses</b>														
<b>500- Salaries, Wages, &amp; Benefits</b>														
5001210 Annual Wages	\$ 744,530													\$ 744,530
5001507 Taxes	\$ 58,098													\$ 58,098
5001522 Retirement Benefits	\$ 239,175													\$ 239,175
5001557 Workers Compensation Insurance	\$ 4,234													\$ 4,234
5001561 Employee Insurance Benefit	\$ 165,361													\$ 165,361
5001700 Cell Phone Stipends	\$ 4,234													\$ 4,234
<b>Total 500- Salaries, Wages, &amp; Benefits</b>	<b>\$ 1,215,632</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,215,632</b>
<b>5050 Services and Supplies</b>														
5050015 Advertising											\$ 35,020		\$ 50,000	\$ 85,020
5050070 Computer Software	\$ 15,500										\$ 5,388		\$ 52,390	\$ 73,278
5050075 Computer Hardware	\$ 14,049													\$ 14,049
5050085 Copy and Printing	\$ 5,440		\$ 27,420										\$ 50,000	\$ 82,860
5050095 Credit Card Fees					\$ 618									\$ 618
5050145 Hazardous Waste Disposal		\$ 61,800			\$ 26,649		\$ 26,000	\$ 70,665	\$ 480,119			\$ 46,143		\$ 711,376
5050160 Insurance Property and Liability	\$ 39,001													\$ 39,001
5050167 Rebates													\$ 150,000	\$ 150,000
5050169 Janitorial Services & Supplies	\$ 4,080													\$ 4,080
5050190 Building Maintenance	\$ 1,500													\$ 1,500
5050210 Maintenance-Equipment									\$ 12,500					\$ 12,500
5050255 Memberships	\$ 18,250													\$ 18,250
5050260 Mileage Reimbursement - Employee	\$ 664												\$ 2,500	\$ 3,164
5050265 Mileage Reimb-Nonemployee						\$ 5,807							\$ 4,033	\$ 9,840
5050280 Office Supply Expenses	\$ 5,000													\$ 5,000

5050290 Other Minor Equipment			\$ 49,987			\$ 5,000	\$ 8,420							\$ 175,000	\$ 238,407
5050310 County Services	\$ 8,930														\$ 8,930
5050320 Legal	\$ 90,000														\$ 90,000
5050335 Postage	\$ 474													\$ 9,360	\$ 9,834
5050340 Contracted Services	\$ 57,878	\$ 227,249		\$ 13,032		\$ 5,472	\$ 4,400			\$ 31,250	\$ 53,075	\$ 281,000		\$ 673,356	
5050362 Public Outreach & Education		\$ 126,000			\$ 85,000					\$ 40,000		\$ 278,445		\$ 529,445	
5050370 Registration/Training/Seminars	\$ 14,500													\$ 14,500	
5050380 Rent and Lease Expense	\$ 20,901								\$ 6,782			\$ 7,000		\$ 34,683	
5050400 Rent and Lease - Structures	\$ 0						\$ 2,000		\$ 6,000					\$ 8,000	
5050405 Rent and Lease - Equipment	\$ 8,400													\$ 8,400	
5050425 Board of Directors Stipends	\$ 13,200													\$ 13,200	
5050430 Special Dept Exp										\$ 80,000				\$ 80,000	
5050440 Telephone and Internet	\$ 6,700													\$ 6,700	
5050450 Travel	\$ 11,000													\$ 11,000	
5050475 Utilities	\$ 5,150													\$ 5,150	
<b>Total 5050 Services and Supplies</b>	<b>\$ 340,617</b>	<b>\$ 61,800</b>	<b>\$ 430,656</b>	<b>\$ 0</b>	<b>\$ 40,299</b>	<b>\$ 95,807</b>	<b>\$ 39,892</b>	<b>\$ 77,065</b>	<b>\$ 505,401</b>	<b>\$ 80,000</b>	<b>\$ 111,658</b>	<b>\$ 99,218</b>	<b>\$ 1,059,728</b>	<b>\$ 2,942,141</b>	
515- 515-Lease Expenses															\$ 0
5153400 Lease Amortization Expense	\$ 2,105														\$ 2,105
5160400 Interest Expense	\$ 58														\$ 58
<b>Total 515- 515-Lease Expenses</b>	<b>\$ 2,163</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,163</b>
550 Capital Outlay															\$ 0
5500092 Capital Outlay Building			\$ 438,000												\$ 438,000
5500093 Capital Outlay Equipment			\$ 59,843												\$ 59,843
<b>Total 550 Capital Outlay</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 497,843</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 497,843</b>
<b>Total Expenses</b>	<b>\$ 1,558,412</b>	<b>\$ 61,800</b>	<b>\$ 430,656</b>	<b>\$ 497,843</b>	<b>\$ 40,299</b>	<b>\$ 95,807</b>	<b>\$ 39,892</b>	<b>\$ 77,065</b>	<b>\$ 505,401</b>	<b>\$ 80,000</b>	<b>\$ 111,658</b>	<b>\$ 99,218</b>	<b>\$ 1,059,728</b>	<b>\$ 4,657,779</b>	
<b>Net Operating Income</b>	<b>\$ 2,061,274</b>	<b>-\$ 59,300</b>	<b>-\$ 430,656</b>	<b>-\$ 497,843</b>	<b>-\$ 15,103</b>	<b>-\$ 47,578</b>	<b>-\$ 2,861</b>	<b>-\$ 74,565</b>	<b>-\$ 487,401</b>	<b>-\$ 80,000</b>	<b>-\$ 111,658</b>	<b>-\$ 55,652</b>	<b>\$ 370,995</b>	<b>\$ 569,652</b>	
<b>Net Income</b>	<b>\$ 2,061,274</b>	<b>-\$ 59,300</b>	<b>-\$ 430,656</b>	<b>-\$ 497,843</b>	<b>-\$ 15,103</b>	<b>-\$ 47,578</b>	<b>-\$ 2,861</b>	<b>-\$ 74,565</b>	<b>-\$ 487,401</b>	<b>-\$ 80,000</b>	<b>-\$ 111,658</b>	<b>-\$ 55,652</b>	<b>\$ 370,995</b>	<b>\$ 569,652</b>	

## Budget Overview: Fiscal Year 2024 - 2025 Budget to Previous Years

GL Number	GL Account Name	Actual FY2021/2022	Actual FY 2022/2023	Current Budget FY2023/2024	Projected FY 2023/2024	Projected Budget to Actual	Next Budget FY 2024/2025	
<b>Total Non-Operating Revenue</b>		\$ 489,969	\$ 172,212	123,268	125,721		\$ 1,553,380	(a)
4350820	AB939-Waste Tipping Fees (Haulers)	\$ 922,953	\$ 3,107,923	2,652,840	\$ 3,396,472	\$ 743,632	\$ 2,644,436	(b)
4350825	Site Waste Tipping Fees (Landfills)	\$ 783,864	\$ 752,570	813,450	854,894	\$ 41,444	\$ 937,853	
4350235	Billings to Outside Agencies	\$ 80,415	\$ 160,301	185,450	146,604	\$ (38,846)	\$ 18,000	
4350200	Hazardous Waste & Oil Fees (CESQG)	\$ 17,638	\$ 25,124	25,196	42,232	\$ 17,036	\$ 25,196	
4350955	Hazardous Waste Revenue (Retail TB)	\$ 45,979	\$ 44,535	42,297	48,636	\$ 6,339	\$ 43,566	
<b>Total Operating Revenue</b>		\$ 1,858,444	\$ 4,090,453	3,724,233	4,502,242	778,009	\$ 3,674,051	
<b>** TOTAL REVENUE</b>		\$ 2,348,414	\$ 4,262,665	3,847,501	4,627,963	780,462	\$ 5,227,431	
5001210	Regular Hours-Permanent	\$ 499,695	\$ 634,397	659,140	728,020	\$ 68,880	\$ 744,530	
5001507	Payroll Taxes	\$ 41,545	\$ 59,323	53,693	68,899	\$ 15,207	\$ 58,098	
5001700	Cell Phone Stipend	\$ 2,639	\$ 3,464	3,480	4,242	\$ 762	\$ 4,234	
5050035	Auto Allowance	\$ 450	\$ -	-	-	\$ -	\$ -	
5001561	Employee Health Coverage	\$ 97,328	\$ 72,989	115,933	113,437	\$ (2,496)	\$ 165,361	
5001557	Work Comp Insurance	\$ 2,485	\$ -	4,043	6,931	\$ 2,888	\$ 4,234	
5001522	Retirement	\$ 108,412	\$ 208,561	212,663	201,100	\$ (11,563)	\$ 239,175	
<b>* 500 - SALARIES, WAGES &amp; BENEFITS</b>		\$ 752,553	\$ 978,733	1,048,952	1,122,629	73,677	\$ 1,215,632	(c)
5050015	Advertising	\$ 38,023	\$ 16	34,000	34,000	\$ -	\$ 85,020	
5050045	Cell Phone Charges	\$ 2,532	\$ 3,168	-	-	\$ -	\$ -	
5050055	Clothing and (Safety Equipment)	\$ -	\$ -	-	-	\$ -	\$ -	
5050065	Common Carrier Chargers	\$ (0)	\$ -	-	-	\$ -	\$ -	
5050070	Computer Software	\$ 69,810	\$ 59,414	68,103	97,884	\$ 29,781	\$ 73,278	
5050075	Computer Equipment	\$ 1,416	\$ 7,319	13,640	13,640	\$ -	\$ 14,049	
5050085	Copying-Printing	\$ 6,052	\$ 24,989	80,440	45,708	\$ (34,732)	\$ 82,860	
5050095	Credit Card Fees	\$ 655	\$ 731	600	250	\$ (350)	\$ 618	
5050145	Hazardous Waste Disposal	\$ 526,655	\$ 405,026	697,793	645,461	\$ (52,332)	\$ 711,376	
5050160	Insurance	\$ 24,428	\$ 36,985	37,154	36,824	\$ (330)	\$ 39,001	
5050167	Rebate	\$ -	\$ 61,198	125,000	101,754	\$ (23,246)	\$ 150,000	
5050169	Janitorial Supplies	\$ 3,807	\$ 3,886	4,080	4,736	\$ 656	\$ 4,080	
5050190	Maint Contracts	\$ 5,381	\$ 6,025	1,500	2,000	\$ 500	\$ 1,500	
5050210	Maintenance-Equipment	\$ 25,559	\$ 6,025	12,000	11,500	\$ (500)	\$ 12,500	
5050220	Maintenance Structures	\$ 5,594	\$ -	-	4,800	\$ 4,800	\$ -	
5050255	Memberships	\$ 11,017	\$ 8,216	17,685	16,750	\$ (935)	\$ 18,250	
5050260	Mileage Reimb-Co Employee	\$ 564	\$ 548	3,000	2,264	\$ (736)	\$ 3,164	
5050265	Mileage Reimb-Nonemployee	\$ 6,817	\$ 11,856	9,629	9,809	\$ 180	\$ 9,840	
5050269	Misc Expense	\$ 44,670	\$ -	-	-	\$ -	\$ -	
5050280	Office Expense	\$ 4,858	\$ 7,431	5,000	7,402	\$ 2,402	\$ 5,000	
5050290	Other Minor Equipment	\$ 24,708	\$ 61,996	182,920	65,000	\$ (117,920)	\$ 238,407	(d)
5050310	Other Purch Svc-Co Agency	\$ 7,770	\$ 8,073	8,695	8,695	\$ -	\$ 8,930	
5050320	Outside Legal Counsel Srv	\$ 160,063	\$ 48,542	90,000	84,664	\$ (5,336)	\$ 90,000	
5050335	Postage	\$ 3,025	\$ 1,894	9,548	1,899	\$ (7,649)	\$ 9,834	
5050340	Prof & Spec Svcs	\$ 548,861	\$ 285,387	225,006	553,305	\$ 328,299	\$ 673,356	(d)
5050360	Publication & Legal Notices	\$ -	\$ -	-	5	\$ 5	\$ -	
5050362	Public Outreach & Education	\$ 298,431	\$ 287,867	481,500	358,460	\$ (123,040)	\$ 529,445	(d)
5050370	Registratr, Semnr, Trn	\$ 5,120	\$ 5,020	13,035	8,200	\$ (4,835)	\$ 14,500	
5050380	Rental/Lease Costs	\$ (5,959)	\$ 23,957	34,683	50,469	\$ 15,786	\$ 34,683	
5050400	Rents & Leases-Equipment	\$ 4,475	\$ 17,446	-	-	\$ -	\$ 8,000	
5050405	Rents&Leases-Struc	\$ 16,819	\$ 546	-	-	\$ -	\$ 8,400	
5050410	Safety Equipment	\$ -	\$ -	-	-	\$ -	\$ -	
5050425	Board of Directors Stipened	\$ 12,300	\$ 13,950	13,200	9,100	\$ (4,100)	\$ 13,200	
5050430	Special Department Expense	\$ -	\$ -	40,000	30,000	\$ (10,000)	\$ 80,000	(e)
5050440	Telephone	\$ 4,602	\$ 5,935	6,440	7,132	\$ 692	\$ 6,700	
5050450	Travel Expenses	\$ 2,278	\$ 2,109	10,000	8,900	\$ (1,100)	\$ 11,000	
5050475	Utilities-Other	\$ 3,820	\$ 1,712	5,000	3,182	\$ (1,818)	\$ 5,150	
5100030						\$ -	\$ -	
5100080						\$ -	\$ -	
5100190						\$ -	\$ -	
5102010						\$ -	\$ -	
<b>* 505-510 - SERVICE AND SUPPLIES</b>		\$ 1,864,149	\$ 1,407,267	2,229,651	\$ 2,223,793	\$ (5,858)	\$ 2,942,141	
5153400	Amortization Expense	\$ 22,572	\$ 32,920	2,105	\$ 2,105		\$ 2,105	
5160400	Interest Expense	\$ 1,773	\$ 1,773	59	\$ 59		\$ 58	
<b>* 515- Lease Expenses Total</b>		\$ 24,345	\$ 34,693	2,164	\$ 2,164		\$ 2,163	
5500092	Cap Out-Ext-S&I			497,843	\$ 497,843		\$ 497,843	
<b>* 550 - CAPITAL OUTLAY (Modified)</b>		\$ -	\$ -	497,843	\$ 497,843		\$ 497,843	
<b>** TOTAL EXPENSE</b>		\$ 2,641,046	\$ 2,420,693	3,778,610	\$ 3,846,429		\$ 4,657,779	
<b>*** TOTAL Change in Net Position</b>		\$ (292,633)	\$ 1,841,973	68,891	\$ 781,534		\$ 569,652	(f)
(a)	One time increase from SB 1383 Local Assistance Grant Funding							
(b)	Reduction in Solid Waste Management Fee from 4.4% to 3.2%							
(c)	Full Staffing							
(d)	One time increase from SB 1383 Local Assistance Grant Funding							
(e)	Increase to assist member jurisdictions in recycling infrastructure							
(f)	Carryover from SB 1383 Local Assistance Grant to FY 25/26							

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

**FROM: Peter Cron, Executive Director**

**RE: SB 1383 Field Outreach and Education Inspection Programs Agreement**

---

**BACKGROUND:**

To meet the requirements of SB 1383, the Board entered into a month-to-month agreement with Science Discovery to provide SB 1383 Field Outreach and Inspection Services starting in June of 2022.

As part of the continued effort to increase transparency, Staff prepared a Request for Proposal (RFP) to solicit responses from interested firms to develop, implement, and maintain SB 1383 field outreach and inspection programs consistent with the State of California’s evolving solid waste and recycling mandates and supportive of the IWMA’s ongoing work efforts.

The Executive Committee approved the RFP for SB 1383 Field Outreach and Inspection Programs on March 1, 2024. The RFP was posted to the IWMA’s and the California Resource Recovery Association Open Bids website pages. The bid remained open for 30 days and the closing date to receive a proposal was April 5, 2024.

Despite availability of the RFP to interested vendors, only Science Discovery submitted a proposal. The proposal was qualified through review by IWMA Staff, and the proposed scope of work meets the needs of the agency as described in the RFP.

---

**RECOMMENDATION:**

Approve the agreement for SB 1383 field outreach and inspection programs and authorize the IWMA Board President to sign the agreement.

---

**FISCAL IMPACT:**

Approximately \$385,002.30 annually.

Expense Category	Labor	Expense	Total
<b>Direct: Generator Outreach</b>	\$291,210.00	\$-	\$291,210.00
<b>Indirect: Outreach Support</b>	\$73,918.00	\$-	\$73,918.00

<b>Equipment and Miscellaneous</b>	\$-	\$19,874.30	\$19,874.30
		<b>TOTAL</b>	<b>\$385,002.30</b>

The proposal is based on hourly billing of 2.5 full-time employees, administrative support, and outside services. Labor costs are expected to increase by 3% or the year-over-year percentage of CPI (whichever is greater).

**ATTACHMENTS:**

- A. Science Discovery Proposal for SB 1383 Field Outreach and Education Inspection Programs
- B. Draft Agreement for SB 1383 Field Outreach and Education Inspection Programs

Request for Proposals

# SB 1383 Field Outreach & Inspection Programs



April 3, 2024

Proposed to:

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

Proposed by:

Science Discovery  
265 Prado Road #6  
San Luis Obispo, CA 93401

**C O N T E N T S**

**Cover letter**

- 1 Qualifications of Contractor and Personnel** ..... 4
  - a. General Information ..... 5
  - b. Technical Experience of Key Personnel ..... 6
  - c. Training Requirements of Staff ..... 8
  - d. Subcontractors and Ability to work in San Luis Obispo County ..... 9
  - e. Permits, Certifications, and Registrations ..... 10
  - f. Managerial Flowchart ..... 12
- 2 Technical Work Plan** ..... 13
  - a. SB 1383 Procedure for Outreach and Inspections ..... 13
    - Responsibilities of Staff ..... 14
  - b. Scope of Services and How Each Task Will Be Accomplished ..... 15
  - c. Supplies ..... 20
  - d. Determining and Verifying Compliance for Commercial Generators ..... 21
  - e. Residential Route Reviews ..... 22
  - f. Sample Invoice and Report ..... 23
- 3 Budget and Rates** ..... 25
- 4 Client References** ..... 26
- 5 Identify Existing and Potential Conflicts of Interest** ..... 29
- 6 Disclosure of Litigation** ..... 30
- 7 Appendix** ..... 31





Connecting People With Their Environment

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

Dear Selection Committee:

Science Discovery is submitting its proposal for SB 1383 Field Outreach and Inspection Programs.

The Science Discovery team understands the challenges of implementing an effective outreach and inspection program to comply with SB 1383 and other California-adopted solid waste and recycling mandates. We have decades of experience helping our clients meet legislative mandates for school education, public outreach, and commercial recycling in San Luis Obispo County and the City of Santa Maria. Science Discovery will leverage this experience to provide a cost-effective, goal-oriented, measurable approach to SB 1383 implementation and compliance for the San Luis Obispo County Integrated Waste Management Authority.

Benefits of the Science Discovery Approach:

- A multi-decade track record of developing and implementing public and business outreach
- Organizational leadership with over 30 years of experience in solid waste and recycling in California
- A team of local recycling specialists dedicated to their mission
- Collaboration with other industry professionals to leverage experience in similar regions
- Centrally located office and storage
- Quick response time to client requests

Science Discovery looks forward to crafting an SB 1383 Field Outreach and Inspection program consistent with the IWMA's updated strategic plan and member jurisdiction goals.

Sincerely,

A handwritten signature in blue ink that reads "Michael di Milo".

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

## Qualifications of Contractor and Personnel

### Understanding of San Luis Obispo County IWMA, Member Jurisdictions, and Franchise Agreements

The Science Discovery team has a detailed understanding of Joint Powers Authorities (JPA's) and how they work. Since IWMA's inception in 1994, Science Discovery's Principal Michael di Milo has followed the organization's evolution and accomplishments in San Luis Obispo County.

We fully comprehend the challenge of serving a large geographic territory with almost two dozen cities, community service districts, and special districts, further enhancing the task of helping implement SB 1383 and other legislation is that four haulers serve the above-mentioned jurisdictions.

In our scope of work, providing public education and outreach for solid waste management, we regularly speak with community members from all over San Luis Obispo County. This includes Rotary, Kiwanis, Multi-Family tenants and HOAs, garden clubs, and public programs at libraries and community centers. Furthermore, we connect with members of community service districts, city councils, and other agencies as needed.

The Science Discovery commercial recycling outreach team understands the importance and relevance of local franchise agreements. We keep a copy of each jurisdiction's franchise agreement in our office for quick reference and clarification of hauler responsibilities and policies.

### Transparency in Contracted Operation

Science Discovery provides contractual transparency to all its clients. This transparency is accomplished through various operational procedures that ensure efficiency and accuracy in achieving client goals and objectives.

Time Tracking Software allows all Science Discovery employees to enter work hours on their phone, tablet, or desktop computer throughout the workday. The software allows staff to enter hours separately for each client or project, ensuring that hours are tracked accurately.

Science Discovery's Open Office Policy allows clients to inspect inventories and meet with Science Discovery personnel at any time.

Detailed documentation on invoices includes receipts for all expenditures, signed mileage logs for each vehicle/driver, and labor hours listed for each staff member.

We are glad to accommodate clients in developing improved or expanded methods to measure our efficiency and productivity for them.

**a. General Information****i. Exact name and address of company****Science Discovery****265 Prado Road, #6****San Luis Obispo, CA 93401****ii. Experience related to conducting SB 1383 Compliance and Outreach****8 years experience****iii. Number of years the company has been in business under the present name****28 years****iv. The name, title, email address, phone number, and fax number/website of the primary contact****Michael di Milo****Principal/Owner****Mike@MyScienceDiscovery.com****805.781.8341****MyScienceDiscovery.com**

## b. Technical Experience of Key Personnel

Science Discovery has conducted commercial and residential recycling outreach since 2016. From 2018 to the present, our team has touched over 17,000 commercial and multi-family generators across San Luis Obispo County. This has resulted in a 10% increase in recycling and a 47% increase in organics collection.

Science Discovery outreach focuses on supporting business generators by providing educational materials, containers, and troubleshooting tailored to each entity's specific needs. Most importantly, our commercial recycling outreach team works on the principle of helping business owners, managers, and employees dovetail SB 1383 requirements into their operations with as minor inconvenience as possible and always with the heart of a teacher.

**Michael di Milo** is a seasoned professional with decades of experience in the fields of solid waste, organics, and recycling in California. His journey began in 1977 when he attended the first annual California Resource Recovery Conference in Montecito, CA. Today, in 2024, he continues to play a pivotal role in source reduction, resource recovery, and public education about California's solid waste management framework.

Michael has worked in San Luis Obispo County for the San Luis Obispo County IWMA and in Santa Barbara County for the City of Santa Maria Utilities Department. Scope of work for these agencies includes:

- Implementation and outreach for: SB 1383, AB 341, AB 1826, AB 939, AB 1276
- Route reviews of residential neighborhoods
- Site inspections at business locations: food, retail, and wholesale sites
- Multi-family outreach, including programs for tenants
- Outreach for County of San Luis Obispo Retail Take-Back Programs
- Development of cart tags, cart stickers, and outreach materials for business owners

**Nicole Yerena** holds a Bachelor of Science in Earth Sciences from the University of California, Santa Cruz. Nicole began working for Science Discovery in 2023 as part of the education team but has transitioned to working on the commercial recycling team. She is passionate about data science and the fine details that come with working for multiple jurisdictions in the county. Her goal when working with commercial and multi-family generators is to evaluate and validate their concerns and then implement a plan of action that best suits their individual needs. In her spare time Nicole is an active member of the Santa Lucia Rockhounds, serving as both the Merchandise Chair and Junior Director. Nicole often teaches programs for the Junior Rockhounds (aged 4-18) on topics related to the Earth Sciences.

**Clay Kim** has a B.S. in Business Administration with a focus on Information Systems. His previous experience at MindBody and iFixit, have equipped him with a diverse skill set that he brings to his role as a commercial recycling specialist at Science Discovery. While working at MindBody, Clay spearheaded an e-waste collection project which aimed to both reduce and find alternative ways to recycle e-waste. His experience in software and customer support roles has prepared him to effectively assist clients in navigating the challenges of getting businesses compliant with SB 1383 and other state mandates. Clay's unique blend of technical knowledge, customer service experience, and passion for eco-conscious work make him a valuable asset to the Science Discovery team.

**Antonio Delacruz** helps businesses and multi-family locations in Santa Maria and San Luis Obispo County with their recycling and organics outreach efforts. He joined the team in 2022 and is passionate about making a positive impact in local communities. With his fluency in Spanish, Tony also provides valuable translation assistance for recycling programs to ensure effective communication with residents and businesses. Prior to his current role, Tony was involved in fire disaster recovery efforts, showcasing his dedication to assisting communities in times of need. In addition to his professional work, Tony enjoys working on and fixing computers in his spare time. However, his favorite pastime is playing soccer with his two daughters, highlighting his commitment to family and staying active. Tony's diverse interests and dedication to community service make him a valuable asset to the Science Discovery team.

**Mike Bender** is a dedicated and passionate commercial recycling specialist with 1.5 years of experience. He holds A.S degrees in Business and Construction Technology, showcasing his knowledge and expertise in the field. In addition to his professional work, Mike also volunteers for a local non-profit, demonstrating his commitment to giving back to the community. In his free time, he enjoys spending time with his dog and watching his favorite ice hockey team. Mike's hard work and dedication make him a valuable asset to Science Discovery.

**Stacey Beveridge** is a dedicated employee at Science Discovery, with 17 years of experience providing a multitude of important services for our staff and clients. She has a BS in education from Eastern Michigan University and a California teaching credential. Stacey is the education program manager and teaches all programs that Science Discovery offers. In addition to her teaching responsibilities, Stacey plays a key role in coordinating schedules and projects for the commercial recycling outreach team. Her involvement in the Cambria Cart Stickers Project showcases her organizational skills and attention to detail in organizing staffing, maps, and data collection for 2,500 residences. When she catches her breath from teaching and scheduling, Stacey loves editing the many beautiful videos we put out for teachers and students. Stacey is an avid trail runner and enjoys cardio kickboxing. She also enjoys going to her son Bodhi's roller hockey games and supporting his interest in sports.

### c. Training Requirements of Staff

All new outreach team members undergo a two-week training process to learn the ins and outs of commercial recycling in San Luis Obispo County. This training involves shadowing the Lead Commercial Recycling Specialist for site visits and route reviews, as well as comprehensive phone training. The Lead Commercial Recycling Specialist maintains a knowledge database for all team members with information on how to conduct successful outreach attempts, outreach materials, and email templates.

Team members are assigned to specific jurisdictions and are required to know the following for each jurisdiction that they work in:

1. Can the Outreach Team add guide labels to the bins?
2. Can the Outreach Team order service for a generator, or must they call in?
3. What are the included service levels per the franchise agreement?
4. Can the Outreach Team contact the hauler directly?
5. What phone number should a generator call to reach their hauler?
6. Where does a generator's waste streams go?
7. Are there restrictions or exceptions for particular recyclables (pallet wrap, clear bags for shredded paper)?

The outreach team is trained to accurately track their outreach attempts through the Recyclist Program Tracker. The team also maintains and updates an inventory of all containers, flyers, stickers, and other outreach materials.

The commercial recycling team meets regularly to discuss compliance progress in their jurisdictions and upcoming projects and troubleshoot outreach plans for generators. We stay informed on recycling news in both the county and state.

#### d. Subcontractors and Ability to Work in San Luis Obispo County

Science Discovery has a business license with the City of San Luis Obispo, certificate #010456.

Science Discovery has a fictitious business name statement (20231270) registered with the San Luis Obispo County Clerk Recorder, which is good through 5-22-2028.

e. Permits, Certifications, and Registrations

**BUSINESS LICENSE AND TAX CERTIFICATE**

This license does not constitute proof of compliance with other city, county, state, and federal regulations. Possession of this business license and tax certificate does not authorize, permit, or allow the bearer to do any act which bearer would not otherwise be lawfully entitled to do. This license is issued without verification that the business is subject to or exempt from licensing by the State of California.

**Business Name:** Science Discovery

**Business Location:** 265 PRADO RD STE 6  
SAN LUIS OBISPO, CA 93401-7312

**1st Owner Name:** Michael Paul Di Milo

**2nd Owner Name:**

**City of San Luis Obispo**  
990 Palm St., San Luis Obispo, CA 93403-8112  
**(805) 781-7134**

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>

**CERTIFICATE NO.** 010456  
**Business Type:** 107  
**Description:** Education Consultant

**Effective Date:** July 01, 2023  
**Expiration Date:** June 30, 2024

SCIENCE DISCOVERY  
MICHAEL PAUL DI MILO  
265 PRADO RD STE 6  
SAN LUIS OBISPO, CA 93401-7312

**THIS BOX IS FOR THE BUSINESS TYPE MESSAGE**  
Restricted to license holder only

**PLEASE POST IN A CONSPICUOUS PLACE**

**NOT TRANSFERABLE**



e. Permits, Certifications, and Registrations

**PLEASE RETURN FILED COPIES TO:**

SCIENCE DISCOVERY  
NAME

265 PRADO RD. #6  
MAILING ADDRESS

SAN LUIS OBISPO CA 93401  
CITY STATE ZIP

PHONE NUMBER: (805) 781-8341

Filed in County Clerk's Office

Elaina Cano  
San Luis Obispo County - County Clerk-Recorder

20231270

05/23/2023  
FBN  
Pages: 1  
Fee: \$62.00  
Exp: 05/23/2028  
By atrujillo, Deputy

**FICTITIOUS BUSINESS NAME STATEMENT**

TYPE OF FILING:  NEW  RENEWAL (ONLY ALLOWED IF FILED WITHIN 40 DAYS OF THE EXPIRATION DATE AND THERE ARE NO CHANGES IN THE FACTS ON THE ORIGINAL FILING.)

\* THE FOLLOWING PERSON (PERSONS) IS (ARE) DOING BUSINESS AS:

SCIENCE DISCOVERY

\*\* STREET ADDRESS, CITY, STATE AND ZIP OF PRINCIPAL PLACE OF BUSINESS: (NO PO BOXES/POSTAL FACILITIES/PMB); COUNTY OF PRINCIPAL PLACE OF BUSINESS:

265 PRADO RD. #6, SAN LUIS OBISPO, CA 93401

SAN LUIS OBISPO

\*\*\* NAME AND ADDRESS OF REGISTRANT(S): (NO P.O. BOXES, POSTAL FACILITIES, PMB)

1) NAME OF REGISTRANT MICHAEL PAUL DI MILO	2) NAME OF REGISTRANT
RESIDENCE/LLC/CORP ADDRESS 2060 VALLE SITA PL CITY, STATE, ZIP SAN LUIS OBISPO CA 93405	RESIDENCE/LLC/CORP ADDRESS CITY, STATE, ZIP
IF CORPORATION OR LLC - PRINT STATE OF INCORPORATION/ORGANIZATION	IF CORPORATION OR LLC - PRINT STATE OF INCORPORATION/ORGANIZATION
3) NAME OF REGISTRANT	4) NAME OF REGISTRANT
RESIDENCE/LLC/CORP ADDRESS	RESIDENCE/LLC/CORP ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
IF CORPORATION OR LLC - PRINT STATE OF INCORPORATION/ORGANIZATION	IF CORPORATION OR LLC - PRINT STATE OF INCORPORATION/ORGANIZATION



\*\*\*\* THIS BUSINESS IS CONDUCTED BY:

- AN INDIVIDUAL  A MARRIED COUPLE  A LIMITED LIABILITY COMPANY
- A CORPORATION  JOINT VENTURE  A LIMITED LIABILITY PARTNERSHIP
- A TRUST  A GENERAL PARTNERSHIP  STATE OR LOCAL REGISTERED DOMESTIC PARTNERSHIP
- COPARTNERHIP  A LIMITED PARTNERSHIP  AN UNINCORPORATED ASSOCIATION OTHER THAN A PARTNERSHIP

\*\*\*\*\* THE REGISTRANT COMMENCED TO TRANSACT BUSINESS UNDER THE FICTITIOUS BUSINESS NAME OR NAMES LISTED ABOVE ON:

03/15/1996  
MONTH /DAY / YEAR

"I DECLARE THAT ALL THE INFORMATION IN THIS STATEMENT IS TRUE AND CORRECT." (A REGISTRANT WHO DECLARES AS TRUE ANY MATERIAL MATTER PURSUANT SECTION 17913 OF THE BUSINESS & PROFESSIONS CODE THAT THE REGISTRANT KNOWS TO BE FALSE IS GUILTY OF A MISDEMEANOR PUNISHABLE BY A FINE NOT TO EXCEED ONE THOUSAND DOLLARS (\$1,000)).

MICHAEL DI MILO

PRINT NAME OF REGISTRANT, CORPORATION OR LLC IF CORPORATION, NAME & CORPORATE TITLE OF OFFICER. IF LLC, NAME & TITLE OF OFFICER OR MANAGER

*Michael Di Milo*  
SIGNATURE OF REGISTRANT. IF CORPORATION, SIGNATURE OF CORPORATE OFFICER. IF LLC, SIGNATURE OF OFFICER OR MANAGER

THIS STATEMENT WAS FILED WITH THE COUNTY CLERK OF SAN LUIS OBISPO ON THE DATE INDICATED IN THE UPPER RIGHT CORNER OF THIS STATEMENT

NOTICE - IN ACCORDANCE WITH SUBDIVISION (A) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (B) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).

**CERTIFICATION**

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN THE OFFICE OF THE COUNTY CLERK RECORDER

BY: *Anthony Atrujillo*  
DEPUTY CLERK

ID CHECKED  RECEIVED BY MAIL

*Bank*

f. Managerial Flowchart



SB 1383 Field Outreach and Inspection Program Team Organization



### a. SB 1383 Procedure for Outreach and Inspections

To successfully provide SB 1383 outreach and inspections, a systematic plan and implementation must take place. The following four steps outline our procedures, which have produced positive results over the past years' outreach campaigns.

#### 1. Research:

- Business Location, Type, and Main Point of Contact
- Service levels and days of service for waste streams
- Past outreach attempts, any noted issues from the hauler

#### 2. Initial Site Inspection:

- Arrive on site and make note of the layout of the facility noting the type of landscaping, organization of garbage enclosure, and type of business
- Conduct a Visual Inspection (VI) of the waste stream and photo documentation
- Make note of contamination, service issues, and any recommendations for the generator in regards to service

#### 3. Contact

- The team member locates the appropriate Point of Contact for the property
- Explain SB 1383 and the requirements of the business to become compliant
- Offer recommendations based on inspection, facilitate waivers for eligible generators (by sending a link to the waiver to the generator or by filling out a waiver on site with the generator), and provide outreach materials including flyers and sorting labels for containers



#### 4. Continual Monitoring and Support

- The team member follows up with the generator until compliance has been met
- Once compliance is met, the team member offers indoor containers to facilitate better sorting, more outreach materials, and training for staff as requested
- The team member follows up until proper sorting is achieved and then periodically based on availability

### Responsibilities of Staff and Subcontractors

Each member of the Commercial Recycling Team (CR Team) is responsible for conducting SB 1383 Outreach and Inspections for the generators located in the Jurisdictions they have been designated. The CR Team works collaboratively to determine which Jurisdictions will be handled by which team member based on a few factors:

- Geographic Location of the Team Member
- Number of non-compliant generators in a Jurisdiction
- Current workload of the Team Member

We aim to maximize our outreach efforts by having Team Members work in Jurisdictions that they are familiar with both in terms of technical procedures as well as culture of our generators.

Below is the current division of Jurisdictions and duties:

#### **Nicole Yerena- General Outreach and Edible Food Recovery for SB 1383**

- North County: San Miguel, Paso Robles, Templeton, and Atascadero.
- North Coast: Morro Bay
- County unincorporated areas.
- Edible Food Recovery: North County

#### **Mike Bender- General SB 1383 Outreach**

- South County: Nipomo, Arroyo Grande, Oceano, Grover Beach, Pismo Beach
- North Coast: Los Osos and Morro Bay

#### **Clay Kim- General SB 1383 Outreach**

- San Luis Obispo
- North Coast: Cambria and Cayucos

#### **Tony Delacruz- Edible Food Recovery for SB 1383**

- Edible Food Recovery: South County, SLO, and North Coast

**Mike di Milo- SB 1383:** Outreach Presentations, Administration, Client Liaison

**Stacey Beveridge:** Administration, Client Liaison

**Barbara Odza- Outside Services:** Outreach Material Creation

## b. Scope of Services and How Each Task Will Be Accomplished

### Ways to identify Commercial generators of organic and recyclable materials for compliance

Every quarter we request data from the haulers in San Luis Obispo County relating to commercial and multi-family accounts that the haulers service. This data is sent to Routeware and uploaded into Program Tracker. Using this data we sort generators by type, either commercial or multi-family, and then use the parameters set by CalRecycle to determine if they are in or out of compliance. Generators that are not in compliance with AB 341, AB 1826 or SB 1383 are compiled into a list and then divided up geographically within the outreach team.

Oftentimes the data received from haulers is inaccurate or incomplete, the Science Discovery team does their own quality control on the data and makes changes to Program Tracker as needed. Examples of quality control changes we make include: updating services to reflect the generator's account by working with the hauler, updating multi-family residences that are under 5 units to no longer show up as commercial accounts, and updating compliance if a generator has an alternative method of recycling on file such as backhauling, having a roll-off service through a hauler, or self recycling.

### Conduction of site visits to targeted generators and site-specific outreach and education

The Science Discovery outreach team prioritizes outreach to generators out of compliance with the California recycling laws SB 1383 and AB 341. Our tracking program through Routeware allows us to search for generators that are out of compliance with either law. We also respond to complaints received from a generator's hauler, the tenants, or the general public in relation to proper sorting.

During a site visit we conduct a visual inspection, make notes of the layout of the property, and make notes on any areas of concern. We talk to the generator's main point of contact which could be a manager, business owner, or landlord to develop an outreach plan based on the site's specific needs and concerns.

This plan often includes:

- Flyers for staff/tenants
- Sorting labels for outdoor containers
- Indoor containers to facilitate sorting
- "Right Sizing" of containers to match the output of waste from the generator
- Staff training or residential outreach programs
- Door to door outreach for tenants in Multi-family complexes with less than 25 units

### **Development and presentation of site-specific work plans to assist commercial waste generators in meeting state-mandated goals**

Our outreach team uses several methods to help generators become compliant with California recycling laws. We conduct site visits, make phone calls, and send emails to generators. Our goal is to relate to a generator, understand their needs and concerns, and work with them to establish a successful recycling program. We accomplish this by suggesting options for service or waiver if applicable, providing outreach materials, including flyers, stickers, and free indoor containers, and providing free staff training. We provide support and continual monitoring until the program is successful. We leave our contact information with businesses so that they can reach out in the future if they have further needs.

We work with haulers, community members, and jurisdictions to identify generators that need more support and develop plans of action with those generators. We work with stakeholders to come up with solutions to issues like public dumping, interference by the homeless population, reduction in food waste through food recovery, compliance with the single use plastics law, AB 1276, and correcting improper sorting.

### **Regular follow-up with businesses to ensure continued program participation and compliance**

Our team leaves contact information with every generator that we work with so that they may reach out with any future concerns.

Our indoor containers have contact information so that generators may request replacements in the future.

The outreach team regularly follows up with generators in their assigned jurisdiction. By assigning team members to jurisdictions in their community we allow them to have “ears on the ground” and are better able to respond to issues within that community and build relationships with generators.

The Science Discovery outreach team works with haulers to identify generators that are no longer participating in the organics or recycling program and works with those generators to re-establish program participation.

### **Collaboration with the IWMA in developing outreach materials**

Through continual work with the generators in San Luis Obispo County our team makes note of topics where there are gaps in education and makes recommendations for future outreach materials such as flyers or labels.

Our team is in charge of developing email templates for generator outreach related to:

- SB 1383
- AB 341
- AB 1276
- Contamination issues

### Contamination monitoring and addressing of service issues

When establishing service, we work with a generator to notify them of their pick-up days and any special requirements of their hauler for service. After service has been established we follow up over the next few weeks to ensure containers are being serviced and that generators are sorting properly. If there are service issues, we work with the generator and their hauler to resolve said issues as quickly as possible.

If contamination is noted by a team member or a hauler we conduct outreach to the generator and make site specific suggestions for better sorting. This includes providing photographic evidence of contamination, pointing out the specific contaminants, and recommendations for proper disposal.

We have a large library of educational resources relating to multiple recycling topics which can be sent as needed to a generator:

- Household Hazardous Waste
  - Residential E-waste disposal
- Recycling
  - How to Handle Cardboard
  - Keep Recycling Loose
- Green and Food Waste
  - Landscape Waste - specific to landscaping companies
  - How to use the Food Pails
  - How to use the Green Cart
- Sorting guides for all 3 waste streams

If requested, we provide indoor sorting containers to generators to facilitate proper sorting.

### Performing route reviews specific to SB 1383

Our team performs 48 Residential Route Reviews per calendar year. We visit every residential route per jurisdiction and audit a minimum of 50 houses per route. On average we audit 2,500 individual addresses throughout the county providing residents with specific guidance tailored to their recycling needs.

Our team is trained to answer specific recycling questions our generators may have ranging from what can be recycled, to where their waste streams go once they're picked up by the hauler.

For generators that need more guidance with proper sorting, our team will leave detailed notes on contamination and follow up as necessary to ensure improvement in recycling.

**Communicating with IWMA staff on an as-needed basis including through weekly in person meetings**

Our team will keep in regular contact with the IWMA by attending weekly meetings and providing updates related to our compliance efforts, hauler complaint resolution, and outreach throughout SLO County.

Our team will respond to phone and email requests promptly throughout the week as needed.

**Maintaining electronic records on IWMA approved platform relating to compliance for SB 1383, AB 341, and AB 1826 reporting**

We currently use the Recyclist Program Tracker (Tracker) system by Routeware to log all outreach related to SB 1383, AB 341, and AB 1826. The Tracker software is updated quarterly with information from the garbage haulers in the county and has the ability to run reports related to compliance for all 3 recycling laws.

Our team updates our electronic records to reflect changes in service, contact information, and outreach conducted. All outreach attempts including site visits, phone communications, emails, and distribution of outreach materials are logged on Tracker.

All data in Tracker is viewable by IWMA staff at any time.

**Maintain an inventory of approved back of house and front of house containers for commercial generators**

The outreach team keeps a detailed inventory of all containers in stock and makes recommendations on restocking as needed. The team also maintains a log of all generators that have received containers with information on which team member delivered the container, on what date, and in what quantity.

Science Discovery has both on site storage as well as a storage unit for all approved indoor containers. We keep 15 different containers, lids, and dollies to meet the needs of our generators.

The outreach team receives shipments from vendors of indoor containers, processes them by breaking down shipments, checking container quality, and adding sorting labels.

**All labor associated with this scope of work including assembly of containers and stickering**

All containers in our inventory are blank on arrival and must be labeled by the outreach team. Adding guide labels to these containers facilitates easier sorting for the staff that use the containers.

Our team assembles all dollies used for our 23-gallon containers. This includes rethreading parts on defective dollies as needed.

Science Discovery has the benefit of asking for assistance in preparing outreach materials from our Education Team. The Education Team is available to prepare outreach materials to maximize the Commercial Team's availability in the field.



### Special projects as required by the IWMA

Our team is adaptable to the needs of the IWMA and its member jurisdictions. In the past we've worked on special projects such as:

- Relabeling all residential carts in Cambria and providing additional public outreach as requested by the Jurisdiction in 2024
- Relabeling residential carts in Los Osos, San Luis Obispo, and Pismo Beach in 2020
- Providing yearly outreach to businesses selling live Christmas Trees and providing flyers on how customers can recycle their trees after the season
- Supporting Take Back programs for pharmaceuticals
- Educating businesses on their responsibilities in regards to Take Back programs for Household Hazardous Waste such as fluorescent lights, batteries, and e-waste
- Providing education to generators on the San Luis Obispo County polystyrene ordinance 2021-22
- Outreach on AB 1276 to food businesses across San Luis Obispo County
- Outreach related to AB 827 to food businesses across San Luis Obispo County

### Ability to adjust and adapt to changing state laws and regulations

Science Discovery stays updated on California solid waste management laws and regulations via the California Department of Resources Recycling and Recovery (CalRecycle). The CalRecycle website provides a wealth of current information and tools, allowing stakeholders such as us to stay updated on California's ever-changing waste management landscape.

Additionally, Science Discovery maintains a membership at its own cost with the California Resource Recovery Association (CRRRA), California's statewide non-profit recycling association. At least one Science Discovery staff member attends CRRRA's annual conference. The conference allows Science Discovery to speak directly with CalRecycle staff and meet with cohorts from nearby jurisdictions to share challenges and solutions to implementing the web of mandates that SB 1383 imposes.

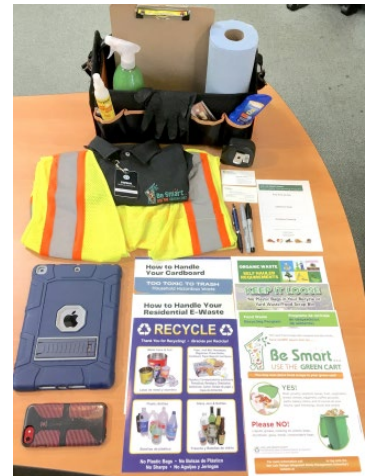
Science Discovery operates independently, not as a division of a large company or a non-profit. This structure allows us to make decisions, implement strategies, and manage staffing levels swiftly and efficiently without the red tape, committee approvals, or bureaucracy that often hinders other businesses.

### c. Supplies

In order to conduct successful outreach to San Luis Obispo County generators every member of our team has their own PPE, tech, and set of outreach materials. We use Outlook for email communication and Google Drive for our database/ internal record keeping. We have both Microsoft Teams and Zoom installed on all computers to meet with generators and clients virtually. Below is a list of all of the materials we use regularly.

Each outreach specialist is equipped with a tote which has the following items:

- A cell phone for contacting generators and performing visual inspections
- An iPad for accessing tracker data, processing waivers, and looking up information
- A clipboard, notepad, and writing utensils
- Flyers and stickers related to California recycling laws
- Business cards
- An identification badge that contains a hauler directory on the back
- A high-visibility vest
- Gloves and hand sanitizer
- A scraper for removing old and outdated bin stickers
- Paper towels and spray disinfectant



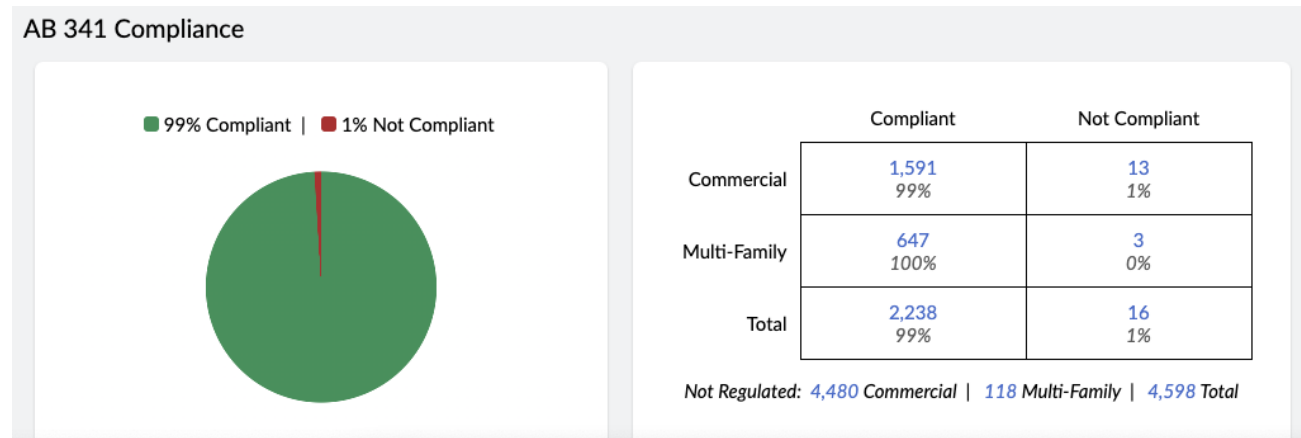
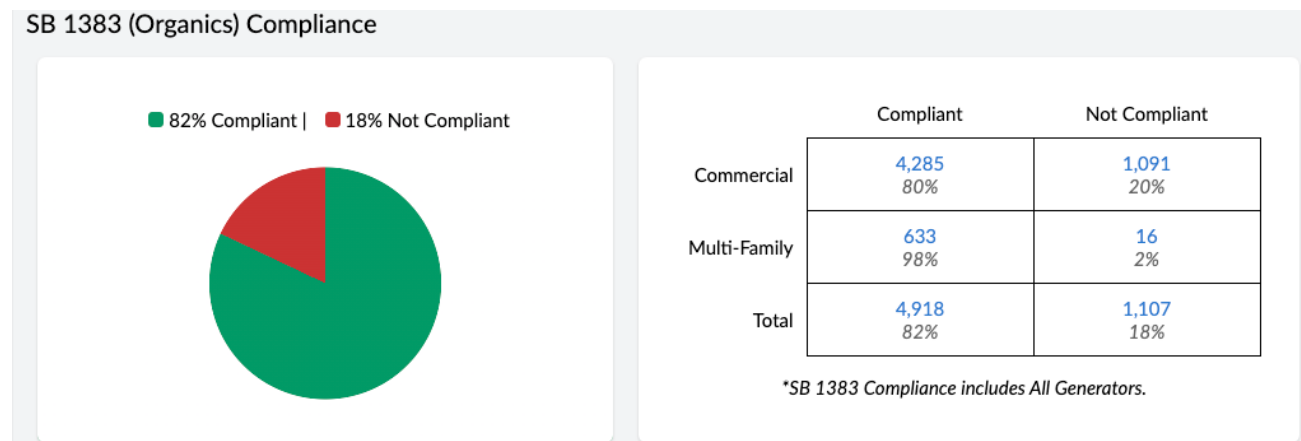
In the Science Discovery office each outreach specialist has their own dedicated workspace which includes:

- A computer which has
  - Tracker software
  - Cloud sharing for logging Visual Inspections
  - Access to an extensive database of email templates, outreach protocols, inventory tools, and hauler information, including franchise agreements for all jurisdictions
- Printer
- Filing cabinets
- An extensive library of physical and digital outreach materials with flyers and stickers relating to multiple recycling topics.
- Multiple containers to help generators facilitate better recycling practices

### d. Determining & Verifying Compliance for Commercial Generators

Our database is updated quarterly with new information from the garbage haulers in San Luis Obispo County. The Tracker software allows us to run reports on compliance for all three recycling laws: AB 341, AB 1826, and SB 1383. We work with generators and their haulers to establish missing services and can remotely verify if service has been established for recycling or organics.

We explain the waiver process and help them complete a waiver if requested. Our database is updated to reflect compliance once we have visually verified that service is on-site or the generator has an applicable organics waiver. This data is merged with our quarterly data updates from the haulers.



The above charts illustrate current compliance progress information for SB 1383 and AB 341:

**47% increase in compliance with SB 1383**, from 35% to 82%

**10% increase in compliance with AB 341**, from 89% to 99%

### e. Residential Route Reviews

We perform a residential route review for every residential route in the IWMA member jurisdictions, this is just under 50 routes per year currently. For each route we aim to audit 50 residential homes. Our team carries physical logs during the review and makes note of:


- Address
- Waste streams that are out for service
- The contamination level in each cart
- Notes on the contaminants found

Our team carries cart tags that relate to the contamination level found in the carts. These tags have information on proper sorting and a section to leave specific notes for the resident on any contaminants.

Our team wears high-visibility vests and has identification badges while on reviews. It is common to interact with at least one resident while on a residential route review. We make sure to listen to any concerns residents may have and to answer any questions they bring up.

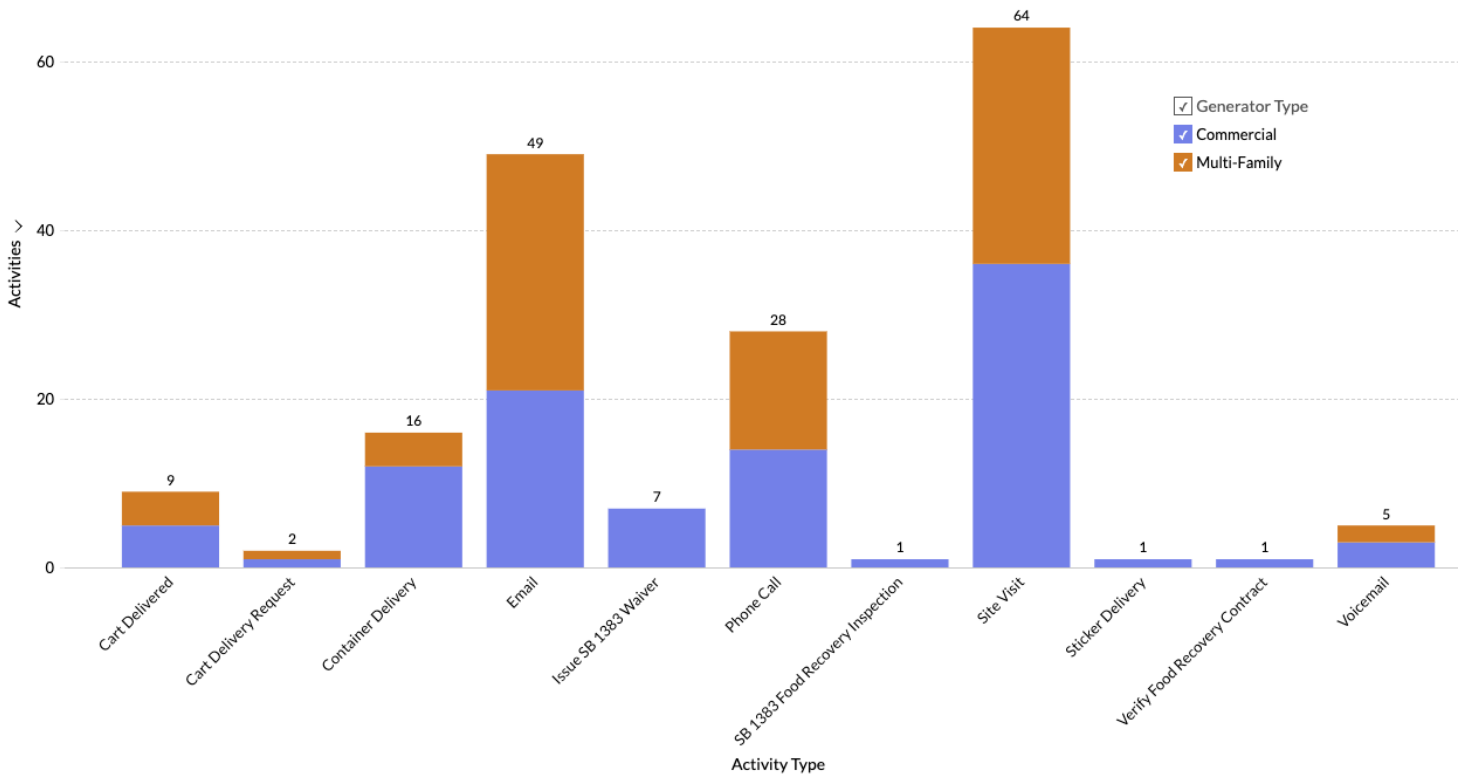
After the review our team sends a digital copy of the route logs to the IWMA office. We note any severely contaminated carts (contamination level = >50%, called Red Tags) and make a plan to follow up in the next few weeks to see if sorting has improved. The original logs are given to the IWMA at the next team meeting.

f. Sample Invoice and Report

265 Prado Road, #6 San Luis Obispo, CA 93401 Phone: 805-781-8341 E-mail: Mike@mysciencediscovery.com  Federal ID # 77-0117609		 <p><b>Science Discovery</b> Connecting People With Their Environment</p> <p><b>SB 1383</b> <b>Field Outreach and Inspection Programs</b></p>		Invoice: <b>SAMPLE</b> Invoice Date: <b>SAMPLE</b>	
<b>Bill To:</b> San Luis Obispo County Integrated Waste Management Authority 870 Los Osos Street San Luis Obispo, CA 93401		<b>For Work Completed: SAMPLE</b>			
Item	Description	Qty	Unit Price	Price	
<b>Labor</b>					
<u>Labor</u>	Michael di Milo - Meetings with IWMA, planning meetings with recycling specialists	16.00	\$ 90.00	\$ 1,440.00	
<u>Labor</u>	Nicole Yerena * See additional notes below	152.00	\$ 75.00	\$ 11,400.00	
<u>Labor</u>	Michael Bender * See additional notes below	91.00	\$ 63.00	\$ 5,733.00	
<u>Labor</u>	Clay Kim * See additional notes below	159.00	\$ 63.00	\$ 10,017.00	
<u>Labor</u>	Tony DeLacruz * See additional notes below	16.00	\$ 63.00	\$ 1,008.00	
<u>Labor</u>	Stacey Beveridge * See additional notes below	9.50	\$ 75.00	\$ 712.50	
<u>Labor</u>	Barbara Odza, Outside Services Graphic Design of Outreach Materials	1.00	\$ 100.00	\$ 100.00	
<b>Labor Total</b>			\$ 30,410.50	\$ -	
<b>Communication Devices</b>					
(Receipt Attached)					
<u>Verizon</u>	Tablet/Phone/Data	1	\$ 542.00	\$ 542.00	
<b>Communication Devices Total</b>			\$ 542.00		
<b>Materials/Outside Services</b>					
(Receipt Attached)					
<u>Materials/Supplies</u>	PPE/ Supplies: spray cleaner, nitrile gloves, hand sanitizer, shop towels	1	\$ 25.00	\$ 25.00	
<u>Outside Services</u>	San Luis Mini Storage	1	\$ 440.00	\$ 440.00	
<u>Photocopy, In-house</u>	Color/B&W Copies	50	\$ 0.15	\$ 7.50	
<b>Materials/Outside Services Total</b>			\$ 472.50	\$ -	
<b>Mileage</b>					
(Logs Attached)					
<u>Mileage</u>	Science Discovery Vans 1, 2, 3	25	\$ 0.67	\$ 16.75	
<u>Mileage</u>	Mike di Milo	6	\$ 0.67	\$ 4.02	
<u>Mileage</u>	Nicole Yerena	375	\$ 0.67	\$ 251.25	
<u>Mileage</u>	Mike Bender	375	\$ 0.67	\$ 251.25	
<u>Mileage</u>	Clay Kim	167	\$ 0.67	\$ 111.89	
<u>Mileage</u>	Tony DeLacruz	34	\$ 0.67	\$ 22.78	
<u>Mileage</u>	Stacey Beveridge	2	\$ 0.67	\$ 1.34	
<b>Mileage Total</b>			\$ 659.28	\$ -	
Total due upon receipt			<b>TOTAL</b>	<b>\$ 32,084.28</b>	

\* See Program Tracker for site visits, container deliveries, and other associated tasks. Other Tasks: Route Reviews, Assembly of dollies for "Slim Jim" containers, sticker containers, moving containers from San Luis Mini Storage to S.D. office, answer calls from commercial generators, AB1826 Container Deliveries to businesses. Multi-family visits, onboarding for organics recovery, and SB1383 phone calls for compliance.

f. Sample Invoice and Report



The above chart shows a sample report run in Tracker for the month of March. Orange is outreach to Multi-family sites, Blue is to Commercial sites.

This report reflects 1.5 full time employees.

Data in Tracker is available to IWMA staff at any time. Each activity listed has an individual report which allows the IWMA to see which team members are conducting the activities, the frequency of outreach, and any specific notes or details about the activities.

Science Discovery also keeps records of containers delivered, mileage logs, route reviews, and inventory. These records are not kept in Tracker but are shared with the IWMA both routinely and by request.

Budget and Rates

Based on the scope of work for this RFP, Science Discovery does not require a retainer. Science Discovery proposes to bill at hourly rates and costs stated in the proposed budget below.

We anticipate annual labor rate increases of either 3% or the year-over-year percentage of the California Consumer Price Index (CPI), whichever is greater. Our cost structure, as outlined below, includes details of all anticipated expenses. The cost of containers and printing of flyers/ labels is not included in this proposal.

This budget is based on 2.5 full-time employees, administrative support, and outside services.

We are sensitive to your budget concerns and can modify the proposed elements, as necessary, to meet your budget criteria.

Direct: Generator Outreach (Hours)	Program Director M. di Milo \$90/hr	Program Manager S. Beveridge \$75/hr	Lead Commercial Recycling Specialist N. Yerena \$75/hr	Commercial Recycling Specialist C. Kim \$63/hr	Commercial Recycling Specialist M. Bender \$63/hr	Commercial Recycling Specialist T. DeLacruz \$63/hr	Outside Services- B. Odza \$100/hr	Labor Hours	Labor \$	Expense	Total \$
Residential Route Reviews	0	2	60	60	60	0	0	182	12,210		12,210
CA Recycling Laws Outreach	12	4	1,400	1,700	900	140	0	4,156	279,000		279,000
<small>SB 1383, AB, 341, AB 1276, AB 827, AB939, Multi-Family</small>											
<b>Subtotal: Direct Generator Outreach</b>	<b>12</b>	<b>6</b>	<b>1460</b>	<b>1760</b>	<b>960</b>	<b>140</b>	<b>0</b>	<b>4,338</b>	<b>291,210</b>	<b>0</b>	<b>291,210</b>
Indirect: Outreach Support (Hours)	M. di Milo \$90/hr	S. Beveridge \$75/hr	N. Yerena \$75/hr	C. Kim \$63/hr	M. Bender \$63/hr	T. DeLacruz \$63/hr	B. Odza \$100/hr	Labor Hours	Labor \$	Expense	Total \$
Administration	90	40	220	0	0	0	0	350	27,600		27,600
Internal Team Mtgs	40	12	80	80	80	40	0	332	23,100		23,100
Weekly IWMA Mtgs	50	12	50	50	50	12	0	224	16,206		16,206
Preparation/Creation of Outreach Materials	0	45	15	15	7	2	10	94	7,012		7,012
<b>Subtotal: Indirect Outreach Support</b>	<b>180</b>	<b>109</b>	<b>365</b>	<b>145</b>	<b>137</b>	<b>54</b>	<b>10</b>	<b>1,000</b>	<b>73,918</b>	<b>0</b>	<b>73,918</b>
Equipment and Miscellaneous (\$)	M. di Milo	S. Beveridge	N. Yerena	C. Kim	M. Bender	T. DeLacruz	B. Odza	Labor Hours	Labor \$	Expense	Total \$
Communication Devices/Verizon	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6,500	6,500
PPE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	300	300
Additional Storage for Materials	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5,280	5,280
Photocopy, In-house										96	96
Auto Mileage Reimbursement (\$0.67/mile)	75 mi	15 mi	4,500 mi	2,000 mi	4,500 mi	400 mi				7,698.30	7,698.30
<b>Subtotal: Equipment and Miscellaneous</b>	<b>75 mi</b>	<b>15 mi</b>	<b>4,500 mi</b>	<b>2,000 mi</b>	<b>4,500 mi</b>	<b>400 mi</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,874.30</b>	<b>19,874.30</b>
										<b>TOTAL</b>	<b>385,002.30</b>

## Client References

Agency	Contact	Contract Scope
<b>Santa Barbara County Resource Recovery &amp; Waste Management Division</b>  130 East Victoria Street, Ste. 100 Santa Barbara, CA 93101  <b>Description</b> Science Discovery provides school education programs about recycling, organics recovery, and waste reduction to schools within the Santa Barbara County solid waste management area. Leading field trips to the Santa Maria Regional Landfill and distribution of food pails are also included in this scope of work.	<b>Mackie Forgey</b> Program Specialist Mforgey@countyofsb.org (805) 882-3613	Waste Reduction Environmental Education Services for Schools in the Lompoc and Santa Maria Valley Unincorporated Areas

Agency	Contact	Contract Scope
<b>City of Santa Maria Utilities Department</b>  2065 East Main St. Santa Maria, CA 93454  <b>Description</b> We provide commercial recycling outreach services to businesses within the City of Santa Maria. This includes commercial businesses and multi-family onboarding for SB 1383 compliance. Additionally, we provide follow-up on driver reports to address generator contamination issues. Edible food recovery compliance is another aspect of this scope of work, which includes Tier I and Tier II businesses. Science Discovery also provides monthly residential route reviews for the City of Santa Maria. Science Discovery provides school education programs about recycling, organics recovery, and waste reduction to grades K-12 in all City of Santa Maria Schools. Leading field trips to the Santa Maria Regional Landfill is also included in this scope of work.	<b>Maia Hoffman</b> Regulatory Compliance School Education Specialist II mhoffman@CityofSantaMaria.org (805) 925-0951 Ext. 1963	Commercial Recycling

Agency	Contact	Contract Scope
<b>City of Santa Maria Utilities Department</b>  2065 East Main St. Santa Maria, CA 93454  <b>Description</b> Science Discovery provides outreach and education to schools within the City of Santa Maria about water conservation and stormwater pollution prevention to grades K-6 in all City of Santa Maria Schools. Leading Stormwater Quality Field Trips to the Jim May Park is also included in this scope of work.	<b>Sean Casey</b> Regulatory Compliance Specialist II-Water Resources secasey@countyofsb.org (805) 925-0951 Ext. 7246	Stormwater Pollution and Water Conservation Education Outreach to Schools



## Client References

Agency	Contact	Contract Scope
<b>County of San Luis Obispo Public Works Waste Management Division</b>  976 Osos St., Ste 207 San Luis Obispo, CA 93408	<b>Mladen Bandov</b> Solid Waste Division Manager Mbandov.co.slo.ca.us (805) 781-5116	School Education
<p><b>Description</b></p> <p>Science Discovery provides school education programs about recycling, organics recovery, and waste reduction to schools within the County of San Luis Obispo’s solid waste management area. Food Waste assemblies and lunchtime assistance in composting and recycling are also in this scope of work.</p>		

Agency	Contact	Contract Scope
<b>San Luis Obispo County Integrated Waste Management Authority</b>  870 Osos St. San Luis Obispo, CA 93401	<b>Peter Cron</b> Executive Director pcron@iwma.com (805) 781-2192	Commercial Recycling School Education Public Outreach Education
<p><b>Description</b></p> <p>Science Discovery provides commercial recycling outreach services to businesses within San Luis Obispo County. This includes commercial businesses and multi-family onboarding for SB 1383 compliance. Additionally, we provide follow-up on driver reports to address generator contamination issues. Science Discovery also provides residential route reviews for the IWMA.</p>		
<p><b>Description</b></p> <p>Science Discovery provides school education programs about recycling, organics recovery, and waste reduction to all schools within the San Luis Obispo County IWMA’s solid waste management area. Food Waste assemblies and lunchtime assistance in composting and recycling are also in this scope of work.</p>		
<p><b>Description</b></p> <p>Science Discovery provides public outreach education about recycling, organics recovery, and waste reduction. Tabling events and delivering programs for public groups are included in this scope of work.</p>		

## Client References

Agency	Contact	Contract Scope
<b>City of Paso Robles</b>  3200 Sulphur Springs Rd. Paso Robles, CA 93446	<b>Casey Shepherd</b> Wastewater Resources Manager cshepherd@prcity.com (805) 237-3865 Ext. 6708	School Education, Water Conservation Stormwater Pollution Prevention
<b>Description</b> Science Discovery provides school education programs about water conservation and stormwater pollution prevention to grades K-6 in all City of Paso Robles Schools. Leading Wastewater Facility Field Trips and Stormwater Field Trips is also included in this scope of work.		
Agency	Contact	Contract Scope
<b>Atascadero Mutual Water Company</b>  5005 El Camino Real Atascadero, CA 93422	<b>Jaime Hendrickson</b> Conservation Manager Jhendrickson@amwc.us (805) 466-2428	School Education, Water Conservation
<b>Description</b> Science Discovery provides school education programs about water conservation to grades K-6 in Atascadero and Santa Margarita. Leading Water Quality Field Trips to the Salinas River is also included in this scope of work.		
Agency	Contact	Contract Scope
<b>City of San Luis Obispo Utilities Department</b>  879 Morro St. San Luis Obispo, CA 93401	<b>Nick Teague</b> Water Resources Program Manager nteague@slocity.org (805) 781-7217	School Education, Water Conservation School Education, Stormwater Pollution Prevention
<b>Description</b> Science Discovery provides school education programs about water conservation and stormwater pollution prevention to grades K-6 in all City of San Luis Obispo Schools. Leading Wastewater Facility Field Trips and Stormwater Field Trips is also included in this scope of work.		

### Identify Existing and Potential Conflicts of Interest

No apparent conflicts of interest have been identified at the date of the submission of this proposal. Science Discovery staff are keenly aware of which client(s) their work output is directed to daily. Our work is transparent to each respective client. Furthermore, if a client asks for information about another of our clients, we always seek approval before sharing information among client agencies.

## Disclosure of Litigation

Science Discovery has not faced any legal issues, lawsuits, enforcement actions, or violations since its inception in 1996. No enforcement agency has ever had communications with Science Discovery.



## MIKE DI MILO

## RESUME

### EDUCATION:

Bachelor of Science: Natural Resources Management, California Polytechnic, San Luis Obispo 1982

### WORK EXPERIENCE:

#### Founder

Science Discovery, San Luis Obispo, CA  
September 1996—Present

- Created to fill the need by IWMA for solid waste education on the Central Coast.
- Collaborated with multiple governmental agencies to provide public and school education along the Central Coast Maintained strong working relationships with multiple entities as a main point of contact for Science Discovery. Worked with IWMA, SLO County Public Works Department, City of Paso Robles Wastewater/Stormwater/Water Conservation, City of San Luis Obispo, Atascadero Mutual Water Company, and the City of Santa Maria
- Developed programs based on stakeholder interest to meet state regulations and requirements. Used input to create programs that met and exceed the requirements by law while presenting information in an engaging manner for the audience
- Used feedback from stakeholders and Jotform to improve on programs
- Worked with artists and contractors to create physical and digital media that has been used to educate teachers, students, and members of the public for almost 27 years. These art pieces, handouts, videos, and virtual game have been tailored to fit the needs of the audience exactly and have brought programs to another level, allowing staff to engage with students using verbal, visual, and tactile learning

Executive Director, Earth Inspired  
July 2017—Present

Earth Inspired is a local non-profit dedicated to promoting environmental literacy among learners of all ages along the California Central Coast. Through our mission we inspire people of all ages to enjoy and understand science, nature, and how these subjects impact our community and the world. Earth Inspired leads field trips, hosts litter clean-ups, and helps distribute compost to local residents twice each year.

### PROFESSIONAL DEVELOPMENT AND AWARDS

#### Presenter: California Resource Recovery Association

- Attendee of annual state-wide conferences since 1976 with other solid waste and sustainability professionals from government, private sector and non-governmental organizations.
- Presented sessions about starting and expanding school education programs that promote recycling and waste reduction.

**Award:** Outstanding School Recycling Program  
Received for Science Discovery, 2021

### MEMBERSHIPS

California Resource Recovery Association / K-12 Technical Council  
Container Recycling Institute  
California Association of Science Educators  
National Recycling Coalition  
National Association for Interpretation



## NICOLE YERENA

## RESUME

### EDUCATION:

Bachelor of Science in Earth Sciences, University of California-Santa Cruz  
June 2021

### WORK EXPERIENCE:

**Environmental Education and Lead Commercial Recycling Specialist, Science Discovery, San Luis Obispo, CA**  
January 2023—Present

- Conducted outreach to generators across SLO County in relation to California's recycling laws.
- Created site specific plans for generators that met and addressed their specific concerns
- Responded to and addressed complaints from generators, haulers, tenants, and members of the general public relating to issues such as public dumping, improper sorting, and collection issues
- Developed internal procedures and training materials for onboarding new staff and streamlining current outreach processes
- Maintained non-compliance lists relating to SB 1383 and AB 341 and helped to designate outreach efforts accordingly
- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Led field trips to various waste management facilities including the Wastewater Treatment Facility in Paso Robles
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds

**Mentor and Web Developer, Data in Geosciences Camp, Santa Cruz CA**  
July 2022—Present

- Student mentor for 18 high schoolers at residential 10-day summer camp focused on physical sciences
- Led small group activities and assisted on their final research projects
- Presented on science topics and shared my science journey with students
- Developed and update webpage for the program as a resource for students and parents website found at: <https://sites.google.com/ucsc.edu/digcamp/home>

**Lab Assistant, Moss Landing Marine Labs, Moss Landing CA**  
June—December 2021

- Analyzed sediment from U1545 core taken from Guaymas Basin
- Ran analyses for particle size, X-ray Diffraction, and  $\delta^{15}\text{N}$
- Presented at the American Geophysical Union (AGU) Fall Meeting in 2021, explaining the science topic in both layman's and expert's terms based on audience

**Stakeholder Researcher for NERR, UCSC, Santa Cruz, CA**  
March—June 2021

- Developed research project for stakeholders from National Estuarine Research Reserve (NERR)
- Final project had of 1.5 million data points focusing on water quality in the California Estuaries during El Nino cycles
- Final presentation synthesized data in clear and concise graphics to convey change over time



## STACEY BEVERIDGE

## RESUME

### EDUCATION:

Bachelor of Science: Education, Cum Laude, Eastern Michigan University, 2001

California Preliminary Multiple Subject Teaching Credential & Oregon State Transitional License

\*Endorsed Concentrations in Language Arts K-8, and Early Childhood Education

Outstanding Service to Education – Presented by Kern County Superintendent of Schools, 2019

Howard Bell Award for Outstanding Contributions in the Field of Environmental Education – Presented by Association of Environmental and Outdoor Educators, 2012

### WORK EXPERIENCE:

#### Program Manager, Science Discovery, San Luis Obispo, CA

September 2008—Present

- Presented solid waste management and recycling programs to K-12 students along the Central Coast
- Communicated effectively and efficiently with students of different age groups and knowledge backgrounds.
- Scheduled programs and field trips during the school year by communicating effectively with teachers and staff and finding times that fit the schedules for both parties. Kept track of staff absences and availability to maximize the number of programs offered during the year.
- Lead field trips to various waste facilities including: Cold Canyon Landfill and MRF, Santa Maria Landfill, Anaerobic Digester Facility (Virtual), and Wastewater Treatment Facilities along the Central Coast. Presented information on these facilities in an engaging and safe manner for students, teachers, and community members that met them at their knowledge level.
- Supported Science Discovery staff by ensuring that materials needed for programs were always stocked and available.
- Maintained and developed concepts for program materials.
- Worked on teams to develop new education programs: Hidden Hazards (HHW) and Be Smart Use the Green Cart (Food Waste).
- Worked on teams to convert all education programs to Virtual Programs during Covid pandemic.
- Served as a client liaison communicating and gathering data for various projects.
- Worked with graphic designers to produce teacher newsletters to promote recycling programs.
- Video editing for teaser videos, teacher communication, and staff training.

#### Naturalist, Exploring New Horizons Outdoor School, Loma Mar, CA

September 2001—June 2004

- Planned and conducted hands-on environmental education activities for 5th and 6th grade week-long residential students during hikes at a saltwater marsh, tide pools, oak woodlands, and redwood forest
- Facilitated a positive learning environment for students to develop a strong self-concept and team building skills; nature appreciation and understanding; and self-empowerment in citizenship and action taking



## MICHAEL BENDER

## RESUME

### EDUCATION:

Associate of Science- General Business from Los Angeles Valley College

Associate of Science- Construction Technology from Los Angeles Trade Technical College (LATTC)

### WORK EXPERIENCE:

**Commercial Recycling Specialist,  
Science Discovery, San Luis Obispo, CA**  
June 2022—Present

- Work with both businesses and multi-family properties in SLO County to help them become compliant with California's recycling laws
- Worked with generators and their haulers to develop site specific outreach plans relating to waste sorting
- Used past experience as a Property Maintenance Specialist to help multi-family properties troubleshoot issues related to their service levels, enclosures, and effective tenant outreach.
- Conducted residential route reviews across SLO County and educated residents on proper sorting

**Owner/Business Manager/Organizer  
Bulldog Organizing**  
2010—2019

- Operated a professional service specializing in organizing, decluttering, and repairing clients' home and storage areas
- Assisted clients with relocation preparation
- Secured clients and managed business operations including customer relations, project coordination, and financial functions

**Property Repair and  
Maintenance Specialist  
Howard Management Group**  
2000—2010

- Performed skilled repair work for apartment tenants as well as facility maintenance and repair for common areas
- Completed over 250 successful apartment turnovers
- Served as quality control inspector for various apartment buildings





## CLAY KIM

## RESUME

## EDUCATION:

Cal Poly SLO, CA - B.S. Business Administration |

Concentration: Information Systems

Sep 2018 - Jun 2020

- Cumulative GPA: 3.34 | Cal Poly GPA: 3.46 | Major GPA: 3.6

Cuesta College, CA - Associate Degree for Transfer

Aug 2015 - May 2018

## WORK EXPERIENCE:

**Recycling Specialist, Science Discovery,  
San Luis Obispo, CA**

March 2024—Present

- Conduct outreach to SLO County Businesses relating to California recycling laws
- Conduct route reviews and educate residents on proper sorting
- Troubleshoot issues for commercial generators and devise work plans specific to their site and needs
- Use technical skills and SQL to streamline data processing through Tracker

**Delmiaworks User Success  
Engineering Associate, EDI  
Dessault Systems, Paso Robles, CA**

September 2022—March 2024

- Resolved 250+ support tickets pertaining to EDI-related issues
- Wrote and edited dozens of SQL Scripts in order to fix user issues and create workarounds to support functionality beyond the base software's limitations
- Wrote and updated Knowledge Base articles and SOPs to further team knowledge and understanding of specific and diverse issues

**Parts Tester  
iFixit, San Luis Obispo, CA**

February 2021—February 2022

**Jr. Technical Writer**

**iFixit, San Luis Obispo, CA**

February 2022—June 2022

- Performed visual hardware quality assurance on all products sold by iFixit
- Created dozens of repair guides for products like the Steam Deck, Motorola Moto G7 Power, and PlayStation 5
- Collaborated with Google engineers to rework our Google Pixel repair guides
- Worked as the sole engineer during iFixit's initial teardown of the iPhone SE 2022

**Corporate IT Intern  
MindBody Inc., San Luis Obispo, CA**

April 2019—August 2019

- Utilized ServiceNow, Saba, and JAMF software/databases to manage internal IT assets and over 200 tickets. Coordinated and executed workstation setups and retrievals
- Revised company E-waste protocol and researched alternative methods of disposal
- Streamlined the current storage and disposal process and recommended a more compatible E-waste recycling company



## ANTONIO DELACRUZ

## RESUME

### EDUCATION:

Game Design and Programming, Norco College, 2017  
Solid Works Design, Cerritos College, 2016  
General Education, Allan Hancock College 2010

### CERTIFICATIONS:

40 Hour HAZWOPER & 8 Hour HAZWOPER Refresher  
OSHA 10 Construction  
OSHA 30 Construction  
ICS-100  
ICS-200  
Bilingual Spanish/English

### WORK EXPERIENCE:

**Recycling Specialist, Science Discovery,  
San Luis Obispo, CA**  
September 2022—Present

- Works with Commercial Recycling Team to educate businesses in the area on recycling and composting. Presents to food-based businesses to reduce food waste and bin contamination
- Performed audits of trash, compost, and recycling bins to determine business compliance with waste management
- Interacted with public and commercial audiences and provided presentations conducted in Spanish in order to reach a wider audience
- Provides Edible Food Recovery compliance assistance with tier one and two generators

**Field Technician-Pre-inspector/ Tetra  
Tech, Chico, CA**  
November 2018—January 2019

- Supervised cutting crews for vegetation project on PG&E Paradise Camp Fire.
- Made sure the crews were using the equipment correctly and safely. Did all the paperwork for each worksite with accurate info for state and federal agencies.

**Hazardous Waste Technician,  
Stericycle, San Luis Obispo, CA**  
May—November 2018

- Opened up hazardous waste facility. Waited for the public to come drop off household hazardous materials. Collected all and sorted them in specific areas or bins.
- Used ID scanner to collect data. Did all the paperwork for each worksite with accurate info for the state agency

**Agriculture Tech 1, State of California  
Department of Food and Agriculture,  
Lompoc, CA**  
April—August 2018

- Worked in the pest detection area of work with CDFA. Did routes 3 that Goleta area.
- Contacted homeowners before setting up the traps. Also log in accurate data in the route books.

**Task Force Leader, Tetra Tech,  
Ventura, CA**  
January—April 2018

- Dealt with day to day operations project on Thomas Fire. Contact homeowners and made sure the homeowners interested and property were protected.
- Was in charge of a crew that demo the burn structure made sure the operator and dump truck were loaded with the correct debris class.
- Issue collection ticket for the disposal site records. Did all the paperwork for each worksite with accurate info for state and federal agencies.

1012 Maggie Lane Nipomo CA 93444  
 Cell 310.570.3999  
 Email barbara@odzadesign.com

## Barbara Odza Design, Inc.

### Resume

---

#### Professional Experience:

Barbara Odza Design, Inc. 4.03 - Present	I provide creative services for a diverse group of clients, including Mattel Visual Merchandising, 20th Century Fox, Universal Pictures, UCLA, and Nestle.
California Polytechnic State University 2015 - Present	Part-time Lecturer Computer Graphics, Graphic Design III-Packaging, Typography III
California State University Northridge 2002 - 2012	Part-time Lecturer Graphic Design 1, Graphic Design 2, Typography, Computer Graphics, Computer Publishing Design, Packaging, and Production
Hamagami/Carroll, Inc. Design Director 3.93 - 4.03	I was employed at Hamagami/Carroll, Inc. for ten years, and as Design Director was involved in all aspects of the strategic and creative process from concept development to project management to production. I have provided creative leadership for such clients as DirecTV, Disney, Mattel, Kinko's, 20th Century Fox, and Amgen. For more than four years, I maintained ownership of the Mattel Retail Merchandising account, focusing on the Barbie and Hot Wheels family of brands and sub-brands.
Boyd Communications Senior Designer 7.91 - 3.93	Prior to joining HCA, I was a designer for Boyd Communications, specializing in corporate design projects for clients such as the Los Angeles County Museum of Art, Paine Webber, TRW, and Hyatt Hotels.
Sussman/Prejza & Company Junior Designer 8.90 - 7.91	Previous to my tenure at Boyd, I was with Sussman/Prejza as part of the team that created the much acclaimed branding system for The Gas Company.

#### Education:

I graduated in 1990 with distinction from the Art Center College of Design, earning a BA in Graphics and Packaging.



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

March 29, 2024

For Informational Purposes  
265 PRADO RD STE 6  
SAN LUIS OBISPO CA 93401-7312

**Account Information:**

<b>Policy Holder Details :</b>	<b>MICHAEL DI MILO DBA SCIENCE DISCOVERY</b>
--------------------------------	--



**Contact Us**

**Need Help?**

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,  
Your Hartford Service Team

---

WLTR005



**SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE MANAGEMENT AUTHORITY  
PURCHASE AGREEMENT FOR SB 1383 FIELD OUTREACH  
AND INSPECTION PROGRAMS**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY** (hereafter “IWMA”) and **SCIENCE DISCOVERY** (hereafter “Contractor”). IWMA and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

**WITNESSETH:**

**WHEREAS**, on Wednesday, May 8<sup>th</sup> 2024, the IWMA Board of Directors authorized the Executive Director to negotiate agreement terms with the Contractor for SB 1383 Field Outreach and Inspection Programs, pursuant to Science Discovery’s response to the IWMA Request for Proposal for such services; and

**WHEREAS**, the Contractor is familiar with the function and purpose of the IWMA, has experience in SB 1383 Field Outreach and Inspection Programs, and is otherwise qualified to provide such services; and

**WHEREAS**, the Parties enter into a three-year agreement on \_\_\_\_\_, 2024, with options for up to two extensions of one- to two- years each, pending Executive Director approval.

**NOW, THEREFORE**, in consideration of their mutual covenants, the Parties hereto agree as follows:

**SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANGEMENT AUTHORITY**  
**STANDARD TERMS AND CONDITIONS**

- 1. General.** These Standard Terms and Conditions are intended to supplement the Purchase Agreement and shall be read with the Purchase Agreement. All defined terms in these Standard Terms and Conditions shall apply to the Purchase Agreement. If there is a conflict between these Standard Terms and Conditions and the Purchase Agreement, the terms of the Purchase Agreement shall govern.
- 2. Services.** Pursuant to the terms and subject to the conditions set forth in these Standard Terms and Conditions and the Purchase Agreement, Client hereby engages Contractor to provide the Services set forth in the attached Contractor Proposal beginning on the effective date specified in the Purchase Agreement (“Effective Date”).
- 3. Effective Date.** The effective date of this Agreement is \_\_\_\_\_, 2024.
- 4. Fees and Payment.** Fees and payments are set forth in the attached Contractor Proposal.
- 5. Conditions.** Contractor represents and warrants that it is and at all times during the Agreement will be in full compliance with applicable state, federal and local laws including, without limitations, the guidelines and regulations set forth by the California Environmental Protection Agency and the Department of Toxic Substance Control.
- 6. Term; Termination.**

  - A. Term. The term of the Agreement shall commence on the Effective Date and, unless earlier terminated in accordance with the Agreement, shall continue for that period specified in the Agreement. Unless otherwise specified, the Agreement may be renewed by mutual written agreement of the Parties.
  - B. Termination. Notwithstanding any other provision in the Agreement, either Party may terminate the Agreement at any time on sixty (60) days prior written notice.
- 7. Authority; Representations.** Each of the Parties hereto represents to the other that: (A) it has the authority or other requisite power and authority to execute, deliver and perform the Agreement, (B) the execution, delivery and performance of the Agreement by it have been duly authorized by all necessary corporate or agency actions, (C) it has duly and validly executed and delivered the Agreement, and (D) the Agreement is a legal, valid and binding obligation, enforceable against it in accordance with its terms subject to applicable bankruptcy, insolvency, reorganization, moratorium or other similar laws affecting creditors' rights generally and general equity principles.
- 8. Relationship of the Parties.** Nothing in the Agreement shall constitute or be deemed to constitute a partnership or joint venture between the Parties hereto or constitute or be deemed to constitute any Party the agent or employee of the other Party for any purpose whatsoever, and that the Parties are independent contractors and neither Party shall have authority or power to bind the other Party or to contract in the name of, or create a liability against, the other Party in

any way or for any purpose. In accepting the Agreement, Contractor covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which could conflict in any manner or degree with the performance of the Agreement. Contractor further covenants that, in the performance of the Agreement, it will not employ any subcontractor or person having such an interest.

**9. Indemnity.** To the fullest extent allowed by law, Contractor shall defend, indemnify and save harmless the IWMA, and each of its constituent agencies, and each of their officers, board members, council members, officers, and all agents and employees of the IWMA and agencies from any and all claims, demands, damages, costs, expenses, judgments or liability (including attorneys and other legal fees and costs) arising out of the Agreement or performance of the Services including, without limitation, predicated upon theories of violation statute, ordinance, or regulation, professional malpractice, negligence, or recklessness, including negligent or reckless operation of motor vehicles or other equipment, furnishing of defective or dangerous products or completed operations, employment claims (including, without limitation, wage and hour, improper employee classification, harassment, discrimination, state and federal and state income or employment tax withholding, failure to comply with workers' compensation laws) and or any act or omission to act, whether willful, intentional or actively or passively negligent on the part of Contractor or his agents, employees or other Contractors directly responsible to Contractor and providing further that the foregoing shall apply to any wrongful acts or any active or passively negligent acts or omissions to act, committed jointly or concurrently by Contractor or Contractor's agents, employees or other independent Contractors and the IWMA its agents, employees or independent contractors. Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims, demands, damages, costs, expenses, or judgments resulting solely from the intentional or active negligence of the IWMA.

**10. Insurance.** Contractor shall obtain and maintain for the entire term of the Agreement at the Contractor's expense, and Contractor shall not perform any work under the Agreement until after Contractor has obtained comprehensive general public liability insurance with companies acceptable to the IWMA, and which are authorized to issue such insurance in the State of California, including:

- A. Liability Insurance. Contractor shall maintain at all times during the entire term of the Agreement, bodily and personal injury, including death resulting therefrom, and property damage insurance. This liability insurance shall include, but not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of Contractor's operations in the performance of the Contract in the amount of \$1,000,000/occurrence \$2,000,000/aggregate, with IWMA listed as additional insured - Form CG 20 10, with coverage for Automobile Liability with \$5000,000 combined single limit per accident for "any auto" and IWMA listed as additional insured. The policies shall also provide:
- i. A certificate alone is not acceptable.
  - ii. Contractor's insurance shall be primary and IWMA insurance not contributory;
  - iii. Should any of the requested policies be canceled before the expiration date, notice will be provided in accordance with Contractor's policy provisions;



- iv. Approval of the insurance by IWMA shall not relieve or decrease the extent to which the Contractor may be held responsible for payment or damages resulting from Contractor's Services or operations pursuant to the Agreement.
- B. Workers' Compensation as required by the State of California. The Workers' Compensation policy shall contain or be endorsed to contain a waiver of subrogation against the IWMA, its officers, officials, employees, representatives, or agents.
- C. Employer's Liability. Contractor shall maintain Employer's liability insurance in the amount of \$1,000,000 per accident for bodily injury or disease.
- D. Termination for Failure to Comply. If Contractor fails or refuses to procure or maintain the insurance required by this paragraph or fails or refuses to furnish IWMA with required proof that insurance has been procured and is in force and paid for, IWMA shall have the right, without obligation, to terminate the Agreement, without prejudice to its rights of indemnification under the Agreement.

**11. Faithful Performance/Security Instrument.** The IWMA reserves the right to require the Contractor to furnish a Faithful Performance Security Instrument, in the form of a performance bond up to \$1,000,000 to cover any clean up, waste hauling, waste disposal, and fines levied against the IWMA arising from non-performance by Contractor, its subcontractors, handlers or transportation contractors. Contractor must furnish said instrument within ten (10) working days upon receipt of written notice by the IWMA. Any bond or letter of credit must be executed by a responsible surety that is authorized to transact business in the State of California. If the Contractor should fail to furnish the security instrument for the full amount within ten (10) working days, the Agreement may be terminated by the IWMA at its election.

**12. Public Records Act Disclosure.** Contractor is advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by the Contractor, or any of its subcontractors, and provided to the IWMA may be subject to public disclosure as required by the California Public Records Act (Government Code Section 6250 *et seq.*). Exceptions to public disclosure may exist for those documents or other information that qualify as trade secrets, as that term is defined in Government Code Section 6254.7. The IWMA will, to the extent otherwise permitted by applicable laws, including but not limited to the California Public Records Act, endeavor to maintain as confidential all information obtained by it from the Contractor that the Contractor has reasonably designated in writing to the IWMA as a trade secret. The IWMA shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked or marked by the Contractor if disclosure is deemed by the IWMA to be required by law or by court order.

**11. Nondiscrimination.** In providing the Services pursuant to the Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation, medical condition or other protected class identifier. Contractor shall take affirmative action to ensure applicants are employed and that employees are treated during their employment without regard to any protected class under state or federal law. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training. Contractor must comply

with all applicable federal, State and local laws and regulations including all applicable policies concerning nondiscrimination and equal opportunity in contracting.

**12. Drug-Free Workplace Policy.** Contractor acknowledges that the IWMA agencies adhere to policies regarding a drug free workplace.

**13. Prevailing Wage.** Contractor acknowledges the requirements of Labor Code Section 1720, *et seq.*, and 1770, *et seq.*, as well as Code of Regulations, Title 8, Section 16000, *et seq.*, (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance.” Contractor shall defend, indemnify, and hold IWMA, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Contractor to comply with the Prevailing Wage Laws.

**14. Violation Notification.** Contractor must agree to notify the IWMA’s Executive Director within five (5) working days if any of the following occur between now and termination of the Agreement:

A. The Contractor or its subcontractors are served with a notice of violation of any laws, regulations or permits that relates to or impacts Contractor’s performance under the Agreement.

B. Proceedings are commenced against the Contractor, its subcontractors, its shipping or e-waste management facilities or other handlers that could lead to revocation of permits or licenses that relate to the Services specified in the Purchase Agreement.

**15. Entire Agreement; Amendments.** The Agreement contains the entire terms and conditions agreed upon by the Parties. All prior negotiations, written agreements, and oral agreements between the parties with respect to the subject matter of the Agreement are merged into the Agreement. The Agreement may be amended only by an instrument signed by the Parties. Adjustments in compensation, if any, shall be determined through negotiation between the parties to the Agreement and subject to the IWMA budget and funding.

**16. Severability.** If any provision of the Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of the Agreement.

**17. Waiver.** No delay or failure to require performance of any provision of the Agreement will constitute a waiver of that provision as to that or any other instance. Any waiver granted by a Party must be in writing and will apply only to the specific instance expressly stated.

**18. Governing Law and Venue.** The Parties hereto agree that the provision of the Agreement will be construed pursuant to the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of this Agreement shall be in San Luis Obispo County, California.

**19. Counterpart and Digital Signatures.** The Agreement may be executed in multiple counterparts which, when combined, shall constitute the same instrument. The Agreement may be executed, and any executed copy deemed enforceable as to such signature, when executed by Electronic Signature and delivered by any means and verifiable digital/electronic signature that complies with the Electronic Signatures in Global and National Commerce Act (“E-SIGN”), and Uniform Electronic Transactions Act (“UETA”), unless a handwritten signature is required by law. “Electronic signature” for the purposes of this Section 19, shall have the meaning as stated in Section 1633.2(h) of the Civil Code, or as may be amended.

**20. Limitation of Liability.** In no event shall either Party be liable under the Agreement for consequential, indirect, incidental, special, liquidated, exemplary, punitive or enhanced damages, lost profit or revenues, or diminution in value, arising out of, relating to, or in connection with any breach of the Agreement, regardless of (A) whether such damages were foreseeable, (B) whether it was advised of the possibility of such damages and (C) the legal or equitable theory (contract, tort or otherwise) upon which the claim is based.

**21. Notices.** Any notice, request, or other communication to any party by any other Party as provided for herein shall be given in writing and shall be deemed given on the earlier of the date: (i) actually received and acknowledged; (ii) five (5) days after mailing by certified or registered mail, return receipt requested; or (iii) immediately following its delivery, evidenced by receipt, to any reputable overnight carrier or transmission via facsimile or email, in each case properly addressed to the intended recipient at its address (or facsimile transmission number or email address) set forth in the Purchase Agreement.

**22. Assignment.** The Client may assign the Agreement to its constituent agencies, provided they assume the obligations set forth herein. The Agreement shall not be assignable in whole or in part by Contractor without the prior written consent of Client, except that Contractor may assign any of its rights pursuant to the Agreement to its affiliates or successor, if any. Additionally, but not by way of limitation, the services and performance under the Agreement by Contractor may be performed by one or more subsidiaries, affiliates and/or subcontractors, at Contractor's discretion, provided Contractor remains obligated to comply with the terms of the Agreement.

**23. Interpretation.** The section/paragraph headings contained in the Agreement are solely for the purpose of reference, are not part of the agreement of the Parties and shall not in any way affect the meaning or interpretation of the Agreement.

**24. Counterparts; Signatures.** The Agreement may be signed in counterparts, each of which shall constitute an original. The Agreement may be executed, and any executed copy deemed enforceable as to such signature, when executed by Electronic Signature and delivered by any means and verifiable digital/electronic signature that complies with the Electronic Signatures in Global and National Commerce Act (“E-SIGN”), and Uniform Electronic Transactions Act (“UETA”), unless a handwritten signature is required by law. “Electronic signature” for the purposes of this Section 24, shall have the meaning as stated in Section 1633.2(h) of the Civil Code, or as may be amended.

**IN WITNESS WHEREOF**, IWMA and Contractor execute this Agreement on the day and year first above written.

SAN LUIS OBISPO COUNTY  
INTEGRATED WASTE  
MANAGEMENT AUTHORITY

SCIENCE DISCOVERY

\_\_\_\_\_  
Jan Marx, President

\_\_\_\_\_  
Mike di Milo, Principal

ATTEST

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

APPROVED AS TO FORM

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

DRAFT

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

**FROM: Peter Cron, Executive Director**

**RE: Technical Assistance Grant Application – City of San Luis Obispo**

---

**BACKGROUND:**

The San Luis Obispo County Integrated Waste Management Authority (IWMA) has established a Technical Assistance Grant (TAG) Program. The TAGs can be awarded to businesses, government agencies, nonprofit groups, and institutions that want to promote, start and/or expand waste reduction and landfill diversion efforts.

The TAG Program is designed to empower local groups/change agents to develop community-based strategies for the prevention, separation, diversion, recycling, and composting of material. Applicants typically act as a catalyst for reducing waste, promoting zero waste strategies, demonstrate circular economy practices in order to eliminated waste and maximize material resources. Applicants should increase community awareness about the negative health effects of improper waste disposal and promote best management practices/alternatives.

On April 15, 2024, the IWMA received a TAG application from the City of San Luis Obispo with the following project description:

This grant request is for the purchase cost of indoor two and three stream recycling, trash, and organics receptacle systems to be installed at various locations throughout City facilities in order to maximize landfill diversion opportunities in accordance with the City's Climate Action Plan implementation efforts.

As an ongoing effort to support community groups working to further the goals of the IWMA, the agency continues to administer and budget for Technical Assistance Grants.

---

**RECOMMENDATION:**

Authorize the Executive Director to award \$10,000 in grant funds to the City of San Luis Obispo to purchase waste receptacle systems for city facilities to comply with the City's Climate Action Plan implementation efforts.

---

**FISCAL IMPACT:**

\$10,000.00

---

**ATTACHMENTS:**

A. 2024 TAG Application – City of San Luis Obispo



## TECHNICAL ASSISTANCE GRANT (TAG) APPLICATION

### Applicant Information

<b>Organization:</b>			
<b>Applicant Name</b>		<b>First:</b>	<b>Last:</b>
<b>Applicant Physical Address</b>		<b>Street:</b>	
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Applicant Mailing Address</b>		<b>Street:</b>	
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Primary Contact Name</b>		<b>First:</b>	<b>Last:</b>
<b>Title</b>			
<b>Work Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>		<b>Total TAG Funding Requested:</b>	

### Brief Project Description (1-3 sentences)

### Certification:

I declare, under the penalty of perjury, that all information submitted for the San Luis Obispo County Integrated Waste Management Authority's (IWMA's) consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief: ***If applicant is not Officer/Principal, have form signed before returning to IWMA.***

<b>Company Officer or Principal Name</b>		<b>First:</b>	<b>Last:</b>
<b>Title:</b>		<b>Phone:</b>	
<b>Email:</b>			
<b>Signature</b>			

# TECHNICAL ASSISTANCE GRANT (TAG) APPLICATION QUESTIONS

*Please provide the following information in the order requested. Additionally, limit your response to no more than (3) three pages.*

<b>Applicant Name</b>	<b>First:</b>	<b>Last:</b>
-----------------------	---------------	--------------

1. Provide a description of the project including project goals.

2. Describe how the grant money will be used to purchase, lease, or rent equipment or pay for services/supplies needed to start and/or expand landfill diversion or source reduction efforts.



<b>Applicant Name</b>	<b>First:</b>	<b>Last:</b>
-----------------------	---------------	--------------

3. Provide an itemized projected budget (revenues and costs) for the next (3) three years. Included the project's proposed in-kind contribution. In-kind contributions can be any services or equipment being provided by the applicant such as time, matching funding, etc.

4. Describe how your program will reduce waste, divert waste, and/or conserve landfill space. Also, describe how you will track/measure project milestones in order to meet intended goals.

<b>Applicant Name</b>	<b>First:</b>	<b>Last:</b>
-----------------------	---------------	--------------

5. How does this project provide new or expanded landfill diversion and/or source reduction opportunities for San Luis Obispo County?

6. What resources and expertise do you have to complete this project?

**Note: In addition to responding to the above (6) six items, applicants may provide up to (10) ten pages of supplemental information such as brochures, equipment flyers, etc. Print application and submit the complete packet by US Postal Service. Applications must be date stamped by the application deadline.**