

**MINUTES**

**SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY  
SPECIAL MEETING OF THE TECHNICAL ADVISORY COMMITTEE  
March 14, 2019 – 2:00PM.  
San Carlos Library Conference Room A**

**Call to Order: 2:10PM**

**1. Roll Call**

<b>Agency</b>	<b>Present</b>	<b>Absent</b>	<b>Agency</b>	<b>Present</b>	<b>Absent</b>
Atherton	X		Menlo Park	X	
Belmont	X		Redwood City	X	
Burlingame	X		San Carlos	X	
East Palo Alto		X	San Mateo		X
Foster City		X	County of San Mateo	X	
Hillsborough	X		West Bay Sanitary District		X

**2. Public Comment**

Persons wishing to address the Board on matters NOT on the posted agenda may do so.

Each speaker is limited to two minutes. If there are more than five individuals wishing to speak during public comment, the Chairman will draw five speaker cards from those submitted to speak during this time. The balance of the Public Comment speakers will be called upon at the end of the Board Meeting.

If the item you are speaking on is not listed on the agenda, please be advised that the Board may briefly respond to statements made or questions posed as allowed under The Brown Act (Government Code Section 54954.2). The Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report and formal public discussion and input at that time.

None

**3. Executive Director's**

Executive Director La Mariana welcomed everyone to the meeting and announced that the current long-range plan was approved in 2015 and was a 5-year long range plan. That long range plan was 250 pages, the goal of the 2020-2024 long range plan refresh is to be 10% that size and the main topic at today's TAC meeting is to get TAC member feedback on initiatives the TAC would like to see the agency focus on in the coming 5 years..

Executive Director La Mariana also invited TAC members to attend the March 27, 2019 workshop on plastics.

**4. Approval of Consent Calendar:**

Consent Calendar item(s) are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items be removed for separate action. *Items removed from the Consent Calendar will be moved to the end of the agenda for separate discussion.*

A. Approval of the September 13, 2018 TAC Meeting Minutes

Motion/Second: Rodericks/Cooke  
Voice Vote: All in Favor

## **5. Staff Updates**

### **A. Staff Update and Discussion on Bond Refunding process**

Executive Director La Mariana noted that the approval of the plan of finance will be on the March 28 board agenda. Staff is recommending refunding the bonds which will yield an estimated \$10M in savings due to more favorable interest rates. As well as pulling out an additional \$10M in new money but extending the term of the lease to minimize debt service impacts. This coupled with the \$5M equipment reserve will yield an additional \$25M for the proposed capital projects. The full package will all of the bond documents would be on the April 25 Board Agenda for approval, and assuming Board approval would then go to each of the Member Agencies during the first two weeks of May for their approval. He noted that the calendar of individual Member Agency council approval dates was included in the TAC packet.

Member Lee asked if the bonds would be marketed as Green Bonds

Executive Director La Mariana noted that green bonds are on the list, and that the Bond refunding team will be making a recommendation based on what is most favorable.

### **B. Staff Update on Strategic Communications RFP/Project**

Staff Au noted that on February 8, the SBWMA issued an RFQ for Public Education and Outreach. Responses were due March 8, and there were two responses. Interviews will be conducted, but the time line in the RFQ has changed. She noted that the campaigns the firm will focus on are batteries and re-education of the SBWMA services. She also noted that staff just finished the RFQ for redesign of the SBWMA website and there is a website kick off meeting tomorrow.

Member Rodericks asked what two firms responded, and Staff Au answered that Time Lapse and S. Groner an Associates were the two firms that responded to the RFQ.

Chair Oskoui suggested that storm water/liter be considered as part of the outreach campaign.

### **C. Staff Update on the 2015 Long Range Plan**

Member Rodericks now absent

Agenda item 5C was discussed during the Executive Director's Report.

## **6. Long Range Plan Refresh Input Session TAC Priorities**

Staff Ligon gave a power point overview of the Long Range Plan Refresh Project.

Executive Director La Mariana added that the ambitious timeline for the project is related to the FY19/20 budget and the bond refunding process.

The TAC broke into two break out sessions to discuss the different realms in the Long Range plan and for TAC to give feed back in each realm. The groups switched 2/3s of the way through so that all TAC Members

gave feedback in both groups. The realms included:

- Group 1: Realms 1 (Collection), 2 (Processing/Transfer), and 4 (Waste Prevention)
- Group 2: Realms 3 (Operations/Risk), 5 (Policy), 6 (Ed/Outreach) and 7 (Admin/Finance)

Based on the feedback at the TAC meeting it was concluded that staff would send a survey monkey to get additional Member Agency feedback and rate prioritization of topics.

**7. TAC Member Comments**

**8. Adjourn 3:47PM**