

**MINUTES**  
SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY  
MEETING OF THE BOARD OF DIRECTORS  
November 15, 2018– 2:00 p.m.  
San Carlos Library Conference Room A/B

**Call To Order: 2:00PM**

**1. Roll Call**

Agency	Present	Absent	Agency	Present	Absent
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. Adjourn to Closed Session – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) Title: Executive Director**

**4. Call to Order/Roll Call (Public Session)**

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

Agency	Present	Absent	Agency	Present	Absent
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	

**5. Public Comment (Public Session)**

None

No Report from closed session

## 6. Executive Director's Report

Executive Director La Mariana thanked the Board and TAC Members for their time this year and especially in the last few months since there have been an unusual amount of requests for demands on your time. He noted a few updates:

- The FAX Committee will meet on November 29 to discuss the Franchise Agreement Amendment One options, and provide final recommendations for Board consideration on the January Agenda.
- RFPs and RFQs currently out:
  - The RFQ for Municipal Finance Advisor Services to help with the Bond Refunding went out to 9 different firms. Thomas Fil from Belmont (City Finance Director) and TAC Member Carol Augustine (City Finance Director) will serve as the Advisory Committee in choosing which firm to award the contract to.
  - Phase II responses to the Disposal RFP are due November 28 from the proposers who were asked to respond with additional services.
  - There is a joint RFQ out with StopWaste for legislative and regulatory support services (registered lobbyist). At this point there is a finalist that staff will work with the Executive Committee on, and he would like to have them in place by January because February starts the new 2-year legislative cycle.
- Public Education and Outreach Activities
  - The 2017 Annual Report has been completed and is now on posted on the agency's website (in digital format only).
  - The Holiday Rethinker Newsletter distributes next week.
- There is an updated battery count happening at the Shoreway MRF facility now and will last for 6 weeks. There will be an update at the January meeting on battery numbers.
- Commodity Market update:
  - Beverage and containers markets are domestic and are not affected by global crisis.
  - Fiber has been affected, and recently Taiwan and Vietnam which are two of the alternate markets have banned low grades of mixed paper.
- He noted that on today's agenda there is a recommendation to approve new equipment in the MRF that will take about half of the mixed paper and upgrade it to a much more marketable material in the global market place.
- Staff Member Hilary Gans was a keynote speaker at the CalRecycle workshop on Lithium Ion Batteries.
- The Solid Waste Association of North America had their legislative task force work session and a lot of the organization's priorities align with our Agencies, including
  - Organics Infrastructure
  - Plastics extended producer responsibility
  - Lithium Ion Batteries extended producer responsibility
  - Building domestic processing capacity

Mike Kelly, general manager of Recology, noted the Holiday schedule collection change should Board Members get asked. He noted Thanksgiving will be a normal collection day with regular service. The week of Christmas and New Year's the collection schedule is the following:

- Monday customer's service day will remain Monday
- Tuesday customer's service day will be Wednesday
- Wednesday customer's service day will be Thursday
- Thursday customer's service day will be Friday
- Friday customer's service day will be Saturday

He noted that tree collection will begin December 26, and go through January. There is an 8ft limit.

## 7. 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 Minutes from the October 25, 2018 Board of Directors Meeting
- B. Resolution Approving 2019 Merit Pool Increase for unrepresented employees
- C. Resolution Authorizing the Executive Director to Execute a Contract for Municipal Finance Advisor Services To Manage the SBWMA's 2009A Series Bond Refunding Process in 2018/19 in An Amount Not-to-Exceed \$75,000
- D. Resolution to Authorize Funding for an Unbudgeted Management Analyst III Position to be filled on January 1, 2019, or beyond
- E. Approval of 2019 Board of Directors Meeting Calendar
- F. Approval of Quarterly Investment Report

Member Widmer commented on item 7D that it should not have been on consent, since it was an out of sequence request but he spoke to Joe and he agrees and understands the issue.

Motion/Second: Bonilla/Brownrigg

Roll Call Vote: 9-0-0-3

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
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			

## 8. Administration and Finance

- A. Resolution approving Revised Reserve Policy

Staff Mangini presented the item and noted that staff recommends a revised reserve policy that:

1. Establishes a capital reserve that is a cumulative fund that is built on each year to be used for capital only
2. Sets priority for funding each of the reserves
3. Establishes how each reserve fund can be spent, and how the spend can be initiated
4. Establishes a methodology for replenishing a reserve that has been utilized over a three year period.

Motion/Second: Grassilli/Bonilla

Roll Call Vote: 9-0-0-3

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
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			

- B. Discussion on Discontinuing Ordinance No. 002 (2014), Regarding Reporting Requirements for Non-Franchised Recycling Haulers

Executive Director La Mariana noted that as the staff report notes due to current state law, this a previous ordinance that is no longer needed and staff would like Board feedback today to consider discontinuing the ordinance.

There were no comments and it was recommended to put this item on the January agenda for action.

**9. Collection and Recycling Program Support and Compliance**

No Items

**10. Shoreway Operations and Contract Management**

A. Resolution Approving Glass Loadout and Public Recycling Center Modifications Projects

Staff Gans noted that this is one of the items that was talked about at the October study session, there was an update to the staff report in removing the shredder from this portion of the project and it will come back for future consideration. The project contains two contracts with a combined not to exceed amount of \$522,000. The budget for this item in the FY18/19 was \$350,000 the remaining \$172,000 will be drawn from the newly established capital reserve fund.

Member Bonilla asked why there was only one bidder. Staff Gans noted that the construction management firm worked very hard to try and get additional bidders, but for small projects it is hard to get interest and this situation is a function of our current marketplace.

Member Brownrigg commended staff for continually looking at ways to upgrade the facility and pull more items out for useful end products and do it more efficiently, is a win-win.

Motion/Second: Widmer/Bonilla

Roll Call Vote: 9-0-0-3

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
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			

B. Resolution Approving Organics to Energy Pilot Project

Staff Gans noted this project was discussed in detail at the October meeting. There is \$2,250,000 of SBWMA money being put toward this \$5M project, with the balance coming from a CalRecycle grant. He noted that the purpose of turning food waste into energy has been done before, but the partnership with the waste water treatment plant is new. He noted that staff is looking forward to proving the concept and finances, and that the project wouldn't move forward until the CalRecycle grant funding is received.

Yaniv Scherson from Anaergia (Managing Director, Western USA) introduced himself and the company. Anaergia is the technical partner for the organics to energy pilot the manufacturer of the Orex press.

Member Dehn commented that in South San Francisco they are processing food waste, but in this project we were told there is not enough moisture content in food waste. Staff Gans answered that the food waste is the part that is making the gas, and the facilities that are processing are ending up taking the food waste out of the final product and paying to compost it, which leads to double to the cost because it's processed twice.

Member Benton suggested that there be a Board tour of the San Jose and/or South San Francisco site to see the other facilities working.

Chair Bronitsky thanked Staff Gans for his hard work, and out of the box technical thinking.

The Zero Landfill Committee Members all thanked staff and each other for getting the SBWMA ready to take this step and Anaergia for partnering with the SBWMA.

Motion/Second: Widmer pending receipt of grant funding/Hurt

Roll Call Vote: 9-0-0-3

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
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			

### 11. Informational Items Only (no action required)

- A. Update on Civil Grand Jury Action Item; 2017 RethinkWaste Annual Report

Regarding the 2017 annual report, Vice Chair Benton asked why the MRF tonnage went down in 2017 compared to 2016. Staff Gans answered that, yes, the tonnage at the MRF has gone down, partially because Recology is no longer bringing the 3<sup>rd</sup> party tons, and the fire closed the facility for 3 months at which point there was no material coming in. Staff Au noted she would note the reasons for the decrease in the Annual Report.

Member Aguirre noted that it's a great report and everyone should share it with their councils.

- B. Informational Update: Tipping Fee Increases Effective 1/1/19
- C. Final 2018 Legislative Update
- D. Check Register Detail for October 2018
- E. Potential Future Board Agenda Items

### 12. Board Member Comments

Vice Chair Benton announced that 3 Board Members would be stepping down: Donna Rutherford, Bob Grassilli, and Board Chair Charlie Bronitsky.

Executive Director presented a certificate of appreciation and gift to the 3 Board Members.

Member Grassilli thanked the Board and noted he liked spending time on this Board because the Board is willing to spend money and work hard and get things done.

Chair Bronitsky thanked all including the Contractors, and thanked the Board members for the honor of working with them and level of commitment to public service.

### 13. Adjourn 3:04PM