



# EXECUTIVE DIRECTOR'S REPORT



## STAFF REPORT

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To: SBWMA Board Members  
From: Joe La Mariana, Executive Director  
Date: November 19, 2020 Board of Directors Meeting  
Subject: Executive Director's Report

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Staff and Agency partners continue to be hard at work supporting numerous critical path projects, programs, and facility initiatives in these unprecedented times. Here are the highlights:

### 1. COVID-19/Shelter-In-Place (SIP) Update:

As previously reported, the SBWMA and its primary partners have taken extreme measures to protect our colleagues while continuing with high-quality services, as follows:

a. Recology Operations:

All Residential, Commercial, and Multi-Family Dwelling collection services continue at our homes, multi-family dwellings, and businesses that are open as regularly scheduled. Note that there is NO collection service by Recology on Christmas Day (Friday) and New Year's Day (Friday) only and collection will be delayed to the following day.

b. South Bay Recycling (SBR) Operations:

All franchised supported operations at the Shoreway Transfer Station and MRF continue uninterrupted.

Preceding the SIP order, both Recology and SBR implemented numerous safety practices for their field and office-based work force, which appears to be paying off with their ability to provide uninterrupted services to our ratepayers.

SBWMA Administrative Program Staff Ops:

All Staff continues to work remotely from home or, when needed, at Shoreway as our administrative offices remain closed at least through December 2020. Based on the current COVID status, this period of closure appears to be continued through spring 2021. All regular meetings continue to occur, and Staff remains in continued contact with the Executive Committee, all Board and TAC members, contractors, and Agency/industry partners, as needed.

### 2. Administration & Finance:

a. CY 2021 Budget and Capital Improvement Plan (CIP) Budget

A Calendar Year FY 2021 budget has been developed by Staff and awaits Board approval at

today's meeting as agenda item 8C. The core elements of the DRAFT FY 2021 Budget and CIP were reviewed in depth by the SBWMA Board and TAC at the joint study session held on October 15<sup>th</sup>. Remember, this is the Agency's very first calendar-year budget as we transition from our historical July 1<sup>st</sup> through June 30<sup>th</sup> fiscal year format to better align with all major contracts and the member agency's rate setting calendars.

b. **Staffing**

Public Spaces Fellow Juan Miranda left the SBWMA on October 30<sup>th</sup> to accept a sustainable procurement position at the San Mateo County Community College District. Another SBWMA Fellow makes good! This program continues to deliver quality opportunities for our participants and great results for our community. Juan's position will remain temporarily vacant through the start of the next Fellowship cycle which begins on September 1<sup>st</sup>, 2021 due to COVID workloads.

3. **Committee Updates:**

a. **Finance Committee Meeting** (October 6)

The Finance Committee reviewed the DRAFT FY 2021 Budget and Capital Improvement Plan (CIP). Supporting assumptions were also discussed prior to being presented to the SBWMA Board and TAC. The Committee also discussed significant financial factors relating to the planned replacement of the 140 collection vehicle fleet between 2021-2026 with consideration to California Air Resources Board (CARB) mandates to transition commercial vehicle fleets to Zero Emission Vehicles (ZEVs).

b. **Legislative/Regulatory Committee** (October 6)

EEC's Principal, Reed Addis, provided the Board's Leg/Reg Committee (Chair Benton, Vice Chair Aguirre) with a comprehensive recap of the 2020 Legislation session. EEC's contract with the SBWMA expires on December 31, 2020 so an expanded scope of work for a proposed new contract was discussed. A proposed new EEC 2-year contract for the upcoming new 2021-2022 Legislative session is presented for Board consideration in today's Board meeting agenda packet (item 7D).

c. **Pub Ed/Outreach Subcommittee** (no meeting held)

d. **Technical Advisory Committee** (October 15)

The TAC participated in a joint SBWMA Board/TAC study session reviewing the DRAFT FY 2021 Budget/CIP.

e. **Zero Waste Committee** (no meeting held)

4. **Collection and Recycling Program Support and Compliance:**

a. **Town of Atherton Update**

At its September 16, 2020 Council Meeting, The Town of Atherton voted to approve withdrawal from the SBWMA and the payment of the \$2,203,016 exit costs that were approved by the SBWMA Board at its August BOD meeting. With the SBWMA's receipt of Atherton's final payment noted above, Atherton will have satisfied all items identified under Article 15.1.a and b of the *Second Amended and Restated Joint Exercised of Powers Agreement of the South Bayside Waste Management Authority*. The final procedural step for exit (Article 15.1.c) requires Atherton to secure "The approval of such withdrawal by a 4/5 affirmative vote of the equity members".

At of this writing of this report, 8 Member Agencies have voted to approve the Town of Atherton's withdrawal from the SBWMA, as follows: Atherton (9/16); West Bay SD (10/14); Redwood City (10/26); Belmont (10/27); Foster City (11/2); City of San Mateo (11/2); Hillsborough (11/9); and Menlo Park (11/10). Remaining member agency's are scheduled as follows: Burlingame (11/16); San Carlos (11/23); San Mateo County (12/8); East Palo Alto (tbd).

**b. SB 1383 Update**

On November 10<sup>th</sup>, CalRecycle announced the statutory review process for SB 1383's regulations has (finally!) been completed having been officially approved by Office of Administrative Law. No significant changes emerged from the last version that the HF&H SB 1383 Compliance Plan was based on. This plan will be discussed today during agenda item 8B.

**c. Community Outreach and Environmental Education**

**i. Environmental Education Update**

Throughout October and November, the Environmental Education (EE) team held virtual presentations for classes and community center student groups to encourage waste reduction efforts at home.

The EE team continues to collaborate with San Mateo County's Office of Education (SMCOE) and other community partners and agencies on a range of projects. The group is currently focused on planning a series of webinars for school administrators, educators, and parents to share the wealth of learning opportunities offered by all local community partners.

**ii. Virtual Shoreway Tours**

Virtual tours of the Shoreway for schools, business groups, and the general public are underway and growing in popularity. Tour staff hosted 16 tours in October and at the writing of this report, have 14 scheduled for November. Tours in October included ones for Board Member Bill Widmer's Menlo College classes and 7 elementary school tours.

**iii. Public Spaces Update**

The Public Spaces Program is currently expanding its work to the City of Foster City and City of San Mateo. Previously these cities lacked signage on public receptacles in many of their parks. As parks have been an important open space for residents to get fresh air and exercise, these cities saw the importance to add signage to help park-goers sort properly and improve consistency in signage across our service area. SBWMA staff completed 30 waste audits over a 3-month period this summer/fall in Foster City and San Mateo to gather baseline data before adding new signage. New signage is projected to be ready for installation by the end of 2020.

**iv. School Poster Contest and Rethink Recycling Days!**

The annual Fall Poser Contest held during October yielded 30 wonderful submissions by student artists in the service area. Winners will be announced on Saturday, November 14th, during the final session of the 2-day "Rethink Recycling Days" event. Each day of the event includes six offerings of informational workshops, with themes ranging from food waste reduction to climate change and mental health! At the time of this report, over 250 participants have signed-up to join a "Rethink Recycling Days" session.

## 5. Shoreway Operations and Contract Management

Work activity, site traffic and most material volumes at the Shoreway facility are at pre-COVID levels. Our technical team will provide an update on key site planning projects today under agenda item 10A.

- a. Zero Emission Vehicles (ZEVs) – Project Status Update  
An update is provided in today's agenda item 10A, including a brief PPT presentation that was continued from the October 15<sup>th</sup> meeting due to time constraints.
- b. Airport Land Acquisition Project  
An update for this project is provided in today's agenda item 10A staff report.
- c. Shoreway Facility/Site Needs Assessment Project  
An update for this project is provided in today's agenda item 10A staff report.

Respectfully submitted,



Joe La Mariana  
Executive Director