



ADMINISTRATION AND FINANCE

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Jean B. Savaree, Agency Counsel
Date: April 28, 2022 Board of Directors Meeting
Subject: Resolution Adopting New Quorum Requirements for SBWMA Committees to be met by 50% Committee Attendance

Recommendation

It is recommended that the SBWMA Board of Directors review and approve changes to the quorum requirement for Board appointed Finance, Legislative, Public Education/Outreach and Zero Waste Subcommittees. Resolution 2022-24 approves a new Quorum requirement for SBWMA Board appointed Ad Hoc and Standing Committees to be met by 50% Committee attendance is attached to this report for the Board's review.

Background

SBWMA currently has Board appointed Finance, Legislative, Public Education/Outreach and Zero Waste Subcommittees. The Finance and Legislative Subcommittees are subject to the Brown Act because they were established by Board action, are standing in nature as opposed to adhoc and they meet on a regularly set schedule.

SBWMA Finance Committee:

Board members Brownrigg and Royce currently serve on the SBWMA Finance Committee along with former Board member Benton acting as an ex-officio member. Rebecca Mendenhall (Administrative Services Director) from San Carlos and Richard Lee (Finance Director) from San Mateo also serve on the Subcommittee. Executive Director La Mariana, along with staff member John Mangini and Agency Counsel Jean Savaree support and attend meetings of this Subcommittee.

SBWMA Legislative Subcommittee:

The SBWMA Legislative Subcommittee is currently comprised of Board members Groom, Rak, Dehn and Brownrigg. Meetings of this Subcommittee are supported and attended by Executive Director La Mariana, along with staff member Julia Au, Agency Counsel Jean Savaree and SBWMA's legislative lobbyist (EEC).

SBWMA Public Outreach/Education Subcommittee:

The SBWMA Public Education/Outreach Subcommittee is ad hoc in nature and comprised of Board members Froomin and Abrica. TAC members Lorenz (Foster City Management Analyst), Gordon Tong (County of San Mateo Reduction Program Manager), Vicki Sherman (Redwood City Environmental Initiatives Coordinator) and Mia Rossi (Recology Waste Zero Manager) also serve on this Subcommittee. Two positions, one Board and one TAC member, are currently vacant. This Subcommittee is supported, and meetings are attended by Executive Director La Mariana, as well as by staff members Emi Hashizume, Joanna Rosales-Jose and Julia Au.

The SBWMA Zero Waste Committee:

The Zero Waste Subcommittee is ad hoc in nature and comprised of Board member Brownrigg, Bonilla, Rak and Dehn. One Subcommittee position is currently vacant. Executive Director La Mariana along with staff members Hilary Gans, Matt Southworth, John Mangini, Joanne Nghiem and Agency Counsel Jean Savaree support this Subcommittee and attend these meetings.

Over the last year, on several occasions, meetings of several of these Subcommittees have been cancelled due to a lack of quorum. The work of these Subcommittees is important and often time sensitive and so the lack of quorum can be problematic. In order to allow for the important and time sensitive work of these Subcommittees to proceed, staff is recommending that the Board reduce the quorum requirement for each of these Subcommittees to 50% of the appointed members.

If the Board agrees with this recommendation the attached Resolution should be approved. If approved, it will take effect immediately and the quorum for each of these Subcommittees will be 50% of the total membership of the Subcommittee.

Attachments:

Resolution 2022-24



RESOLUTION NO. 2022-24

RESOLUTION APPROVING NEW QUORUM POLICY FOR SBWMA BOARD APPOINTED AD HOC AND STANDING COMMITTEES TO BE MET BY 50% COMMITTEE ATTENDANCE

WHEREAS, the Board has established both standing and ad hoc subcommittees to review, analyze and make recommendations to the Board on a number of specific issues;

WHEREAS, these subcommittees are comprised of Board members working in conjunction with Technical Advisory Committee members and or staff from Member Agencies;

WHEREAS, from time to time it has been difficult to obtain a quorum for subcommittee meetings;

WHEREAS, the work of these subcommittees is often time sensitive and so the lack of quorum presents a problem for the Agency because timely recommendations cannot then be made to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the SBWMA Board of Directors hereby approves reducing the quorum for the current and future Board appointed subcommittees to 50% of the subcommittee.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 28th day of April 2022, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary Dist.				
Menlo Park									

I HEREBY CERTIFY that the foregoing Resolution No. 2022-24 was duly and regularly adopted at a meeting of the South Bayside Waste Management Authority on April 28th, 2022.

Alicia Aguirre, Chairperson of SBWMA

ATTEST:

Cyndi Urman, Board Secretary

STAFF REPORT

To: SBWMA Board Members
From: Cyndi Urman, Clerk of the Board
Date: April 28, 2022 Board of Directors Meeting
Subject: Approval of a Resolution Amending Resolution 2021-09 to fill vacant Board Member position on the Zero Waste Committee

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No 2022-25 authorizing the following action:

Amend Resolution 2021-09 to fill a vacant Board Member Position on the Zero Waste Committee.

Background

In March of 2021 the SBWMA Board of Directors approved resolution 2021-09 appointing Board Members to the two standing committees, and two ad-hoc committees that board members serve on. In January 2021, Board Member Davina Hurt (Belmont) stepped off the RethinkWaste Board, which left a vacancy on the Zero Waste Committee.

Analysis

In March of 2021, SBWMA staff looked at the historical process for appointing committee members, and determined that there was no formal process for appointing committee members which resulted in different approaches to addressing this issue for each committee. Legal Counsel recommended a resolution be approved to formalize the process of appointing committee members going forward. In accordance with the formalized process vacant committee positions held by board members will be approved by Board resolutions.

Recommendation

Staff recommends the appointment of a Board Member to replace the vacant position on the Zero Waste Committee.

Fiscal Impact

There is no fiscal impact associated with appointment of appointing a Board Member to the Zero Waste Committee

Attachments:

Resolution 2022-25

Attachment A – Resolution 2021-09 to be amended by resolution 2022-25



RESOLUTION NO. 2022-25

RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS AMENDING RESOLUTION 2021-09 AND APPOINTING A BOARD MEMBER TO FILL THE VACANT ZERO WASTE COMMITTEE MEMBER POSITION

WHEREAS, on March 25, 2021, the Board approved a Resolution 2021-09 formally appointing board members to the SBWMA committees; and

WHEREAS, that resolution formalized the process for appointing Board Members to the SBWMA committees, and

WHEREAS, the SBWMA Zero Waste Committee currently has a vacancy, and

WHEREAS, the Board wishes to appoint _____ to the Zero Waste Committee to fill that vacancy.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the appointment of _____ to the Zero Waste Committee in addition to Members Michael Brownrigg (Burlingame), Rick Bonilla (San Mateo), Adam Rak (San Carlos) and Fran Dehn (West Bay Sanitary District) that were appointed on March 25, 2021.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the April 28, 2022, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary Dist				
Menlo Park									

I HEREBY CERTIFY that the foregoing Resolution No. 2022-25 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on April 28, 2022.

ATTEST:

Alicia Aguirre, Chairperson of SBWMA

Cyndi Urman, Clerk of the Board



RESOLUTION NO. 2021-09
**RESOLUTION OF THE SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY BOARD OF DIRECTORS
TO FORMALIZE THE PROCESS OF APPOINTING SBWMA COMMITTEE MEMBERS**

WHEREAS, In January of 2021 there were several vacancies on SBWMA standing and Adhoc Committees' and

WHEREAS, there was previously no formal and uniform system in place to appoint Board Members as members of the standing and adhoc SBWMA committees

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the appointment of these Board Members to the following committees and formalizes the process for appointing committee members:

Finance Committee (Standing Committee of Board and TAC Members)

- Michael Brownrigg - Board Member, Burlingame City Council
- Al Royse - Board Member, Hillsborough City Council
- Carol Augustine - TAC Member, Burlingame Finance Director
- Brenda Olwin - TAC Member, East Palo Alto Finance Director
- Jay Benton - Ex-Officio Board Member
- SBWMA Staff: John Mangini (Lead); Grant Ligon; Joe La Mariana

Legislative Committee (Standing Committee of Board Members)

- Carole Groom – Board Member, County of San Mateo Supervisor
- Adam Rak – Board Member, San Carlos City Council
- Fran Dehn – Board Member, West Bay Sanitary District Board
- SBWMA Staff: Julia Au (Lead); Joe La Mariana

Public Education/Outreach Committee (Adhoc Committee of Board and TAC Members)

- Davina Hurt – Board Member, Belmont City Council
- Jon Froomin – Board Member, Foster City City Council
- Ruben Abrica – Board Member, East Palo Alto City Council
- Gordon Tong – TAC Member, County of San Mateo Office of Sustainability
- Andra Lorenz – TAC Vice-Chair, Foster City Management Analyst
- Roxanne Murray – TAC Chair, San Mateo Environmental Programs Manager
- Vicki Sherman City Staff, Redwood City Public Works

- Mia Rossi - Waste Zero Manager, Recology SMC
- SBWMA Staff: Emi Hashizume (Lead); Julia Au; Joanna Rosales; Joe La Mariana

Zero Waste Committee (Adhoc Committee of Board Members)

- Davina Hurt – Board Member, Belmont City Council
- Michael Brownrigg - Board Member, Burlingame City Council
- Rick Bonilla – Board Member, San Mateo City Council
- Adam Rak – Board Member, San Carlos City Council
- Fran Dehn – Board Member, West Bay Sanitary District Board
- SBWMA Staff: Hilary Gans (Lead); Matt Southworth; John Mangini; Grant Ligon; Joe La Mariana

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 25th day of March, 2021, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
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 Dist	X			
Menlo Park	X								

I HEREBY CERTIFY that the foregoing Resolution No. 2021-09 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on March 25, 2021.

ATTEST:

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 Alicia Aguirre, Chairperson of SBWMA

DocuSigned by:

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 Cyndi Urman, Clerk of the Board

Agenda Item 5C

Annual Retreat Feedback

No Staff Report Discussion item only at the April 28, 2022 Board Meeting
