



A Public Agency

EXECUTIVE DIRECTOR'S REPORT

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Date: June 22, 2023 Board of Directors Meeting
Subject: Executive Director's Report

Staff and agency partners continue to be hard at work supporting a variety of projects, programs, and facility initiatives. Here are the highlights:

1. Contractor Updates:

a. Recology San Mateo County (Recology)

Recology submitted their annual compensation application for FY 2024 on June 15. Per agency protocol, staff will review the report and submit questions to Recology on June 30 and responses from Recology are due July 15. A final Member Agency comment period will occur in August prior to staff preparing these documents for Technical Advisory Committee (TAC) review on September 14th and final Board consideration on September 28th. As in the past, senior staff is, by invitation, available to provide technical expertise/support by joining Member Agency study sessions, committee discussions and council/BOS meetings on this topic.

b. South Bay Recycling (SBR) Operations

Unlike the past 14 years, SBR will not submit a FY 2024 contractor's compensation application in July as there is a transition between contractors. Please note that the FY 2024 facility operations costs have already previously been finalized by the Board on November 17th, 2022.

2. Administration & Finance:

a. Mid-Year Budget

Staff has been hard at work on the 2023 Mid-Year Budget and are projecting anticipated tip fee increases in 2024. Early projections for the Transfer Station Tip Fee adjustments on January 1st, 2024 look significant. They are mostly due to the expected step-up in cost basis that will occur as the new facility operation adjusts to market conditions at that time. Key cost drivers include: an overall labor wage and benefits reset to market and the acquisition of an entire new vehicle fleet by the new contractor, South Bayside Industries (SBI). Public gate revenues were also down this spring, but staff believes that this was a one-time occurrence due to multiple Shoreway Road closures due to Silicon Valley Clean Water's final phase of pipe replacement. After four long years, this project is finally complete and Shoreway Road is, once again, wide open for full traffic. Staff will provide final tip fee recommendations for Finance Committee and Board review and consideration in October, with action

to be taken at the November Board meeting. Approval of the Mid-Year budget adjustments is in today's meeting as agenda item 5A.

3. Committee Updates:

a. Finance Committee Meeting (June 13)

The Finance Committee met to review and approve the agency's Mid-Year budget. The Committee also reviewed the proposal for property insurance coverage and convened a closed session on the agency's future office space.

b. Legislative Committee (June 5)

The Legislative Committee met to discuss current legislation and statuses, including discussion about legislation to amend the Brown Act. The Committee also discussed the Little Hoover Commission's report on SB 1383 implementation.

c. Pub Ed/Outreach Committee (June 5)

The Pub Ed and Outreach Committee met to receive updates from staff and discussed future outreach opportunities. The Committee also discussed the upcoming 2024-2026 Public Education and Outreach Plan which staff will send a draft to the Committee in early August. Staff also gave a summary of the responses received to the recent agency branding survey sent to Board, TAC, staff and contractors in May.

d. Technical Advisory Committee (May 11)

The TAC met to receive updates and discuss SB 1383 implementation and the upcoming 2022 Electronic Annual Reports (EAR) that are due August 1.

e. Zero Waste Committee (no meeting held)

4. Collection and Recycling Program Support and Compliance:

a. SB 1383 - Contamination Monitoring Route Reviews

SB 1383 requires jurisdictions to conduct annual contamination monitoring of all three containers to keep the organics waste stream clean. RethinkWaste, with the help of SCS Engineers, will lead and conduct this review through lid flips of randomly selected containers on each collection route for landfill, recyclable materials, and organic materials for both residential and commercial routes in every Member Agency jurisdiction.

RethinkWaste recognizes that there may be privacy concerns related to monitoring of containers and has identified a number of protocols to increase safety and trust in the community during contamination monitoring. This includes SCS Engineers team members wearing vests and name tags and carrying letters detailing the contamination monitoring efforts on behalf of the jurisdiction.

RethinkWaste will formally contact designated Member Agency's elected officials, city manager and key city staff, including law enforcement departments, ahead of contamination monitoring reviews and is providing template language about the efforts in bill inserts, newsletters, and social media.

More information is included in the informational items update on the Status of SB 1383 Implementation and Compliance in agenda item 9A.

b. Community Outreach and Environmental Education

i. Outreach Updates

In celebration of Earth Day, staff hosted its 12th annual Earth Day celebration in-person at the Shoreway Environmental Center on April 29. With facility tours, a community swap of clothing, books, and puzzles, and recognition of the 2023 Trash to Art winners, the event saw nearly 160 community members attend.

RethinkWaste's bi-annual newsletter was mailed directly to residents in apartments and condominiums in the RethinkWaste service area reaching nearly 60,000 residents. The newsletter focused on tips to reduce waste, the Bulky Item Collection program, and general program information.

Staff updated and refreshed the Shoreway Environmental Center brochure, which includes information such as accepted items, compost giveaway, and hours and locations of the Public Recycling Center and the Transfer Station. Please reach out to Julia Au if you'd like a bundle for your staff or to have at your public offices.

In collaboration with a marketing contractor and Recology, staff is in the process of planning a service area-wide proper sorting campaign. Using the SB 1383 route reviews to inform the campaign, staff will use strategies such as digital advertising on streaming applications, bus ads, social media, and newsletter content to reach the public. Staff also plans on sending media kits to Member Agency staff to disseminate across their outreach channels.



ii. **School Green Teams Celebration**

To close out the 2022-2023 School Year, the Environmental Education team organized a Green Teams Celebration on May 25 to celebrate the hard work of local green teams and school environmental clubs. The team partnered with the San Mateo County Office of Education and San Mateo County Office of Sustainability. The celebration featured low-waste food, presentations by students, and earth-themed activities like learning about compost, poster-making, and building planters out of single-use plastic water bottles. Over 40 people attended the event and similar events will be planned for the future!



iii. **In-Schools Program Update**

In the last two months, the Environmental Education Team provided lunch bin monitoring support at Mariposa Elementary (San Carlos) and returned to Costaño Elementary School (East Palo Alto) to update their existing waste infrastructure paired with bin monitoring during lunches. The team also gave presentations at Crystal Springs Upland (Belmont) and Peninsula School (Menlo Park) about bin sorting and the negative effects of littering.

The team continues to celebrate the Trash to Art contest winners through class pizza parties and recognition at city council meetings. The Environmental Education team will be working with the San Mateo County Office of Education to support their Environmental Solutionary Fellowship program for teachers and educators this summer.

iv. **Shoreway Tours**

The tours program has remained active this spring! We hosted many schools, including Woodside High School, West Elementary School, and Costaño Elementary School, along with several schools outside of our service area and a homeschool group. In June, we hosted groups from Amazon and the San Jose Conservation Corps + Charter School for in-person business tours.

Additional in-person public tours will be offered during July on alternating Tuesdays and Thursdays to accommodate increased demand during the summer months. For specific details on these public tours visit: <https://rethinkwaste.org/shoreway-environmental-center/tours/in-person-public-tours/>

5. Shoreway Operations, Capital Projects, and Contract Management

a. **FEMA insurance application process update**

Due to the California severe winter storms, flooding, landslides, and mudslides that occurred between December 27, 2022 and January 31, 2023, the agency-owned Shoreway Environmental Center (SEC) sustained damage to multiple locations on the site due to extreme flooding, most notably to the Transfer Station tunnel and the Recology administration building located at 225 Shoreway Road.

These damages are eligible for assistance for emergency work and the repair or replacement of disaster-damaged facilities from the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (OES). Staff has attended weekly meetings with FEMA and OES and is in the process of applying for reimbursement of approximately \$200,000, 75% of which will be covered by FEMA and 18 ¾% will be covered by OES. This means that the SBWMA is responsible for the remaining 6 ¼%, which will be approximately \$12,000.

b. Capital Projects Updates

- **Underground Storage Tank (UST) RFP** - The RFP process was conducted over the month of May and proposals were due to the agency on June 5. There was one proposal received by CIC that is an affiliate of TecAccutite that has been providing inspection and maintenance services to the UST fueling system through Recology for over a decade. Staff believes that they have a familiarity with the current fuel system and the local regulators that are important to a successful project. Consideration of this proposal is included in the Board packet under Agenda item 7A.
- **Material Handler** - Staff has been researching the potential of utilizing a different system of loading the MRF materials into the sort system using a material handler rather than a wheel loader. The advantages include reduced fire risk, operating costs and reduced indoor air pollution. Staff is analyzing different equipment vendors and configurations.
- **Organics-to-Energy (O2E) System** – Anaergia service technicians were onsite in May to perform service to the O2E equipment and to 'Mothball' the system until the point it will be restarted.
- **MRF Automation** – Staff will begin informational meetings with MRF equipment vendors in June and July to learn more about the technologies and recommendations available for enhancing the existing sorting system.

Respectfully submitted,



Joe La Mariana
Executive Director