



A Public Agency

# SBWMA BOARD OF DIRECTORS MEETING

THURSDAY, APRIL 25, 2024 at 2:00 p.m.

**In Person Location:**  
San Mateo County Transit District Offices  
Second Floor Auditorium  
1250 San Carlos Ave.  
San Carlos, CA 94070

**Teleconference Location\***  
Board Member Al Roysse  
Hillsborough Town Hall  
1600 Floribunda Ave  
Hillsborough, CA 94010

The public may observe/participate in Board meetings using remote public comment options or attending in person. Board members shall attend in person unless remote participation is permitted by law.

### TO ADDRESS THE BOARD IN PERSON

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectively request that people NOT attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

To address the Board on any item – whether on the posted agenda or not – please fill out a Request to Speak Form and submit it to the Board Clerk. Speakers are not required to submit their name or address.

### REMOTE PARTICIPATION

Members of the public may participate in public Agency meetings by logging into the Zoom:

<https://us02web.zoom.us/j/84385789355?pwd=NzVYeVBnc0E5dVlKUnhBdjU5dGFwZz09>

Meeting ID: 843 8578 9355

Passcode: 518231

Written public comments for the record may be submitted in advance by 12:00 p.m. on the meeting date by email to: [rethinker@rethinkwaste.org](mailto:rethinker@rethinkwaste.org) and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following: 1) Clearly indicate the Agenda Item No. or specify “Public” in the Subject Line for items not on the agenda and 2) Include the submitter’s full name. You may also use the raise hand feature on Zoom to enter a verbal public comment.

\*Pursuant to Ralph M. Brown Act, government code section 54953, all votes shall be by roll call if any members of the board of directors are participating by teleconference and/or video conference.

## AGENDA

1. Call to Order/Roll Call
2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so. Each speaker is limited to three 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. *Speakers may also submit comments via email prior to the meeting by sending those comments to [rethinker@rethinkwaste.org](mailto:rethinker@rethinkwaste.org).*

### MEMBER AGENCIES

BELMONT \* BURLINGAME \* EAST PALO ALTO \* FOSTER CITY \* HILLSBOROUGH \* MENLO PARK \* REDWOOD CITY  
\* SAN CARLOS \* SAN MATEO \* COUNTY OF SAN MATEO \* WEST BAY SANITARY DISTRICT

April 19, 2024

### 3. Executive Director's Report

p. 5

### 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 Minutes from the February 22, 2024 Board of Directors Meeting **ACTION p. 15**
- B. Approval of the Minutes from the March 28, 2024 Board/TAC Retreat **ACTION p. 23**
- C. Resolution Approving a contract amendment number one with Ascent Environmental to add San Mateo County's Franchised Areas to the CalRecycle Electronic Annual Report preparation for a total not to exceed amount of \$126,000 **ACTION p. 31**
- D. Resolution Authorizing the Execution of a Two-Year Contract with The City of Redwood City for Finance and Accounting Services **ACTION p. 37**
- E. Resolution Approving Appointing Board Member Betsy Nash to the Public Education and Outreach Committee **ACTION p. 65**
- F. Resolution Approving of Sale of SBWMA Owned Surplus Trailers **ACTION p. 69**
- G. Approval of Quarterly Investment Report for the Quarter Ended December 31, 2023 **ACTION p. 71**

### 5. Administration and Finance

- A. Administration Office Tenant Improvement Project Update, and Resolution 2024-13 Allocating an Additional \$38,000 to the Project Contingency Fund for Change Orders and Authorizing Contract Amendment No. 1 in the Amount of \$14,500 With Gelfand Partners Architects for Additional Design Services Associated with Bid Alternates 1 and 2 **ACTION p. 79**
- B. Resolution Allocating Funds for the Purchase of Furniture, Fixtures, and Equipment for the SBWMA Administration Office Tenant Improvement Project in a not-to-exceed amount of \$237,402, and Authorizing the Executive Director to Execute Purchase Contracts **ACTION p 85**

### 6. Collection and Recycling Program Support and Compliance

No Items

### 7. Shoreway Operations and Contract Management

- A. Resolution Approving a Contract with Fike Corporation In A Not to Exceed Amount of \$627,105 and establishment of a 10% contingency to use, if necessary, to Purchase and Install the Fike Water Monitor Fire Suppression System **ACTION p. 91**

### 8. Public Education Outreach and Legislation

- A. Presentation of the 2023 Annual Report **p. 111**

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

- A. 2024 Legislative and Regulatory Update **p. 141**
- B. 2024 Finance and Rate Setting Calendar **p. 165**
- C. Check Register Detail for February and March 2024 **p. 167**
- D. 2024 Meeting Planning Guide **p. 181**

### 10. Board Member Comments

Next Meeting Thursday, May 23, 2024 San Mateo County Transit District  
No July or August Meeting

### 11. Adjourn

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