



A Public Agency

EXECUTIVE DIRECTOR'S REPORT

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Date: April 25, 2024 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. Administration & Finance:

a. **RethinkWaste's New Administrative Office: 1245 San Carlos Avenue, Suite E Project Update**

Exciting News to report--Foundry Construction (Oakland) has now completed 50% of our new office project build-out. There are 8-10 workers on site on a daily basis and the new workspace is really taking shape. The second floor is installed and all interior walls will be installed within the next few days. Installation of stairs, plumbing and electrical will be completed within the next three weeks.

Project manager, Rob Kalkbrenner (Common Ground Consultants (San Mateo) serves as our primary liaison between Foundry, Gelfand Partners Architects (SF), the City of San Carlos' Planning and Building departments and our staff to ensure the project design standards, timeline commitments and budget are being met. NOTE: Although our current office lease expires on June 30th, San Carlos' City Manager, Jeff Maltbie, has graciously extended our lease through August 31st to accommodate our move schedule. Special thanks to Chair Adam Rak for also helping to make this new move date a reality!

See Attachment A for recent office build-out project photos.

b. **FEMA/Cal OES Claim Status** *(Claim#081-4XWS-00)*

Quick refresh: This claim resulted from flooding and storm damage to the agency-owned 225 Shoreway building (Recology's admin offices) that was incurred during the significant storms of late December 2022/early January 2023. Due to the serious storm impacts to our site, I declared an emergency which, among other things, allowed us to submit a claim for reimbursement. This FEMA/OES request has since been a long journey to reimbursement. We just completed final verification of the requested reimbursement amount (\$201,933.86) and expect a payment distribution in the very near future. I thank Engineer Joanne Nghiem for her perseverance during this claims process.

c. **Organics Processing Contract Request for Proposal (RFP) Status**

Our Newby Island organics processing agreement expires on December 31, 2024. Therefore, we issued a RFP to secure a new agreement for this significant portion of our organic materials (about 50,000 tons) for the next five years. The RFP closed April 18 and we received multiple bids. The evaluations and selection process now begins, and the Board appointed the TAC as the evaluation committee for the RFP responses. At their March 14 meeting, the TAC appointed Members Gordon Tong (San Mateo County), Jack Johnson (City of San Mateo) and Sergio Ramirez (West Bay Sanitary District) as the ad-hoc technical review committee.

d. **Staffing Update**

On April 8th, we welcomed our new Recycling and Compliance Program Manager, Reagan Chung. Reagan comes to the agency with many years of experience in the solid waste field, most recently having spent 10 years with Republic Services of West Contra Costa County.

The recruitment process continues for our vacant Administrative Associate II/III position that closed on April 5. We received strong application responses prior to the closing date. Panel interviews will be conducted later this month.

2. **Committee Updates:**

a. **Finance Committee Meeting** (no meeting held)

b. **Legislative Committee** (next meeting is May 7)

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

d. **Technical Advisory Committee** (March 14)

The TAC met to discuss the creation of an ad-hoc committee to review the organics RFP. Three TAC member signed up to be on the ad-hoc committee. The TAC also met to discuss SB 1383 updates, including a presentation by Recology on their updates and a procurement discussion lead by San Mateo County.

e. **Zero Waste Committee** (April 11)

The committee discussed followed up on topics presented at the 2024 Board Retreat. This included MRF phase II projects that includes automation upgrades to the container sort system totaling approximately \$6M and fire risk reduction installations that total approximately \$2M. The container sort automation involves a combination of replacing obsolete technology, initially installed in 2010, and new automation with the goal of capturing more recyclables. The fire reduction systems are targeting battery's fire risks on the tip floor and in the sort system. It is anticipated that these investments will reduce insurance premiums. The committee also discussed an Organics-to-Energy project restart centered around the needs of the SBWMA to obtain long term agreements with wastewater treatment plants to receive food waste slurry.

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

a. **SB 1383 Update**

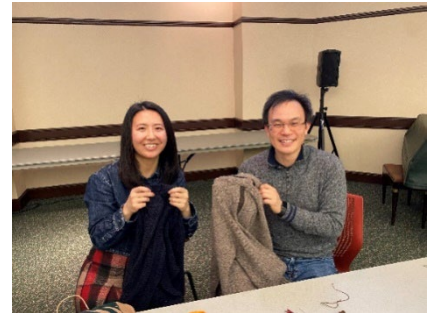
Staff will meet with Recology the week of April 22 to discuss processes related to route reviews, waivers and recordkeeping. SBWMA staff continues to work on sending out waiver decision letters monthly. In the last two months, 151 waiver decision letters have been sent while 56 waiver requests have been made by businesses that have been sent to Recology to review and make recommendations on. Thus far into 2024, Recology reports 173 new organics starts.

b. **Community Outreach and Environmental Education**

i. **Outreach Updates – Earth Day at Shoreway is April 27th!**

For Earth Day, staff is hosting its **13th annual Earth Day celebration on Saturday, April 27th in-person at the Shoreway Environmental Center** from 10 a.m. – 2 p.m. There will be facility tours, a plant swap, local vendors/community partners, a reptile and amphibian sanctuary, tile painting to decorate our new office, and recognition of the 2024 Trash to Art winners. For more information including how to sign up, visit RethinkWaste.org/EarthDay2024. Staff will reach out to select Board Members about Trash to Art recognition, but we encourage all to attend the event and celebrate with us!

In February, staff collaborated with the Burlingame Library to co-host a Mending Workshop (pictured right). Recology also attended and volunteered their staff as sewing experts for the event. It was the perfect opportunity to hand out our recently purchased Agency-branded emergency sewing kits to the participants.



Staff is also already out in the community tabling at Member Agency events, providing resources, information, and giveaways. Recently, staff tabled at Menlo Park and West Bay Sanitary District's Spring Fest (pictured left), where they spoke to nearly 120 community members about proper sorting, no-cost compost at Shoreway, and items that can be brought to the Public Recycling Center.

Staff is also gearing up for large mailings to take place from the Spring to Summer. Specifically, the Service Guide for single-family residents, which provides a detailed overview of the programs our Agency and our contracting partners offer including information on proper sorting, Bulky Item Collection, drop-off at the Shoreway Environmental Center, and more. Additionally, the annual Spring/Summer Rethinker newsletter will also be mailed to multi-family residents, with information regarding shred, e-scrap, and compost giveaway events, and proper recycling and battery disposal tips. In the Fall, we switch audiences for each mailing (i.e. Service Guide will then go to multi-family residents and the Rethinker newsletter will go to single-family residents).

ii. **In-Schools Program Update**

The Environmental Education (EE) Team has been keeping busy with a full schedule of schools programming throughout the spring semester working in four different Member Agencies and seven schools.

In late February, the EE Team returned to San Mateo Park Elementary (San Mateo) to reinforce utilizing the three-bin sorting system during lunch time. They also partnered with San Mateo County Environmental Health Services to establish a food share table so the students can safely exchange uneaten food with their peers and prevent edible food from entering the waste stream. During March, the team visited both Mariposa Upper Elementary and Tierra Linda Middle School (San Carlos) to educate students about the importance of bin sorting and practicing the 4 Rs via assemblies for all classes and multiple sessions of lunch bin monitoring. The team also trained the student green team at College Park Elementary School (San Mateo) about best practices for effectively leading their peers in waste diversion efforts. So far this April, the EE team has presented at both Oak Knolls Elementary (Menlo Park) and North Shore Montessori School (San Mateo), and taught students how to divert waste during lunch periods at McKinley Elementary (Burlingame).

The EE team is currently planning its 2nd Annual Green Teams Celebration, which will take place at Beresford Elementary (San Mateo) on May 22nd, 2024. The event will highlight the important work of the dedicated students who take the extra time to help manage their schools' waste, as well as welcome any prospective students, teachers, or parents who are contemplating starting a green team at their school(s).

iii. **Shoreway Tours Program**

Over the past two months, the team hosted eight school tours with classes from Belmont, Menlo Park, San Mateo, Daly City, San Jose, and Saratoga. A few special business tours were held by Executive Director Joe La Mariana for employees from the Redwood City Fire Department in addition to the regular monthly in-person and virtual public tours. On top of tours programming, the team is consistently working to upgrade the Shoreway Environmental Center and tours processes. Recently, two signs (see one on the right) were installed in the Shoreway native garden to highlight the importance of native plants and pollinators. The monitors in the Education Center are also being replaced so relevant information can be streamed.



iv. **2024 Trash to Art winners announced**

The winners of this year's Trash to Art winners were announce in early April. You can find a list and the artwork from all the winners on our website here: bit.ly/2024TTAwinners. The first place class winner is pictured here, from Ms. Martin's 3rd grade class at White Oaks Elementary (San Carlos). Overall, we received 45 unique pieces from 3rd to 5th grade students and classes across seven Member Agencies covering 14 schools and one homeschool. A ceremony will be held for the winners at our upcoming Earth Day event hosted at the Shoreway Environmental Center on April 27th.



4. Shoreway Operations and Capital Projects

Staff and contracting partners continue to work diligently on identifying and scoping necessary capital improvement projects throughout the site with strong thought being given to future planning considerations. More details will follow on specific projects as they take shape, and their proposed benefits to our operations and ratepayers. Two projects on the immediate horizon include 1) The mandated underground fuel storage tank replacement technical contract that received Board approval in 2023 and was awarded immediately thereafter. The planning/design and permitting work is almost done and we expect to break ground in the yard in mid-to-late summer and be completed by mid-to-late fall; and 2) The southern workforce parking area reconfiguration to accommodate the entire SBI long-haul fleet. Staff anticipates that this project will be presented for Board consideration at the June Board meeting.

5. Contractor Updates:

a. Recology San Mateo County (Recology)

Recology advises us that their IT systems are fully back on line and their operations remain at full throttle. This is welcome news as we understand that the data breach that targeted them in November 2023 was incredibly distracting for their team and consumed extraordinary divisional and corporate resources. Great job folks!

b. South Bayside Industries (SBI) operations

The SBI team continues to fill out their management team and establish their operational systems. SBI management and SBWMA staff are working closely to identify and scope numerous improvement projects (as noted above) to get our buildings and grounds to the next level. We appreciate their expertise and enthusiasm during this process.

Respectfully submitted,

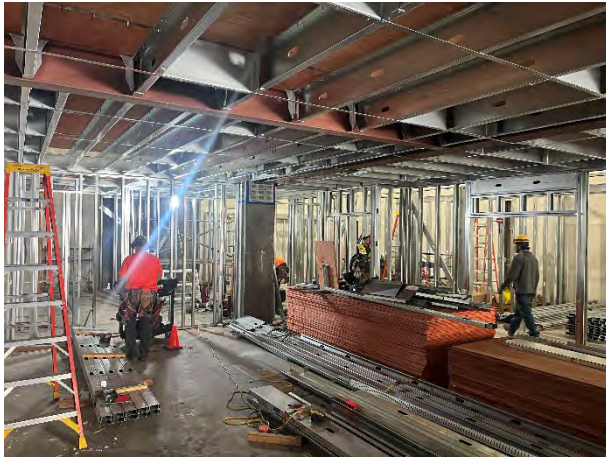


Joe La Mariana
Executive Director

Attachments:

Attachment A – Progress Photos of RethinkWaste’s New Administrative Office

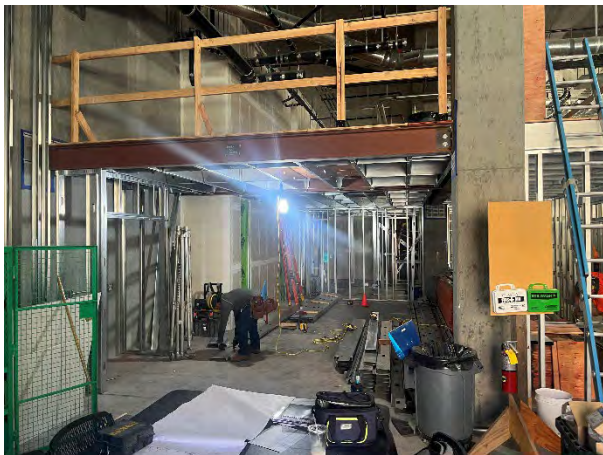
Attachment A – Progress Photos of RethinkWaste’s New Administrative Office



1st floor - Conference Room
(Conference Room: 21'7" x 26'10" = 575 sq ft
with 40 people max capacity)



1st floor - 3 Offices (Julia/Joe/John)



1st floor - from Flex area into conference room +
2nd floor (Flex area = 19' X 18' = 326 sq ft with
22 people max capacity)



2nd floor - Deck



2nd floor - Deck looking at mini-conference room



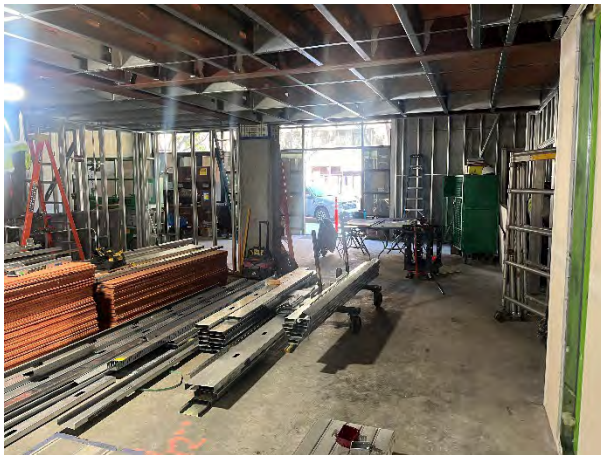
2nd floor – Deck/Looking down



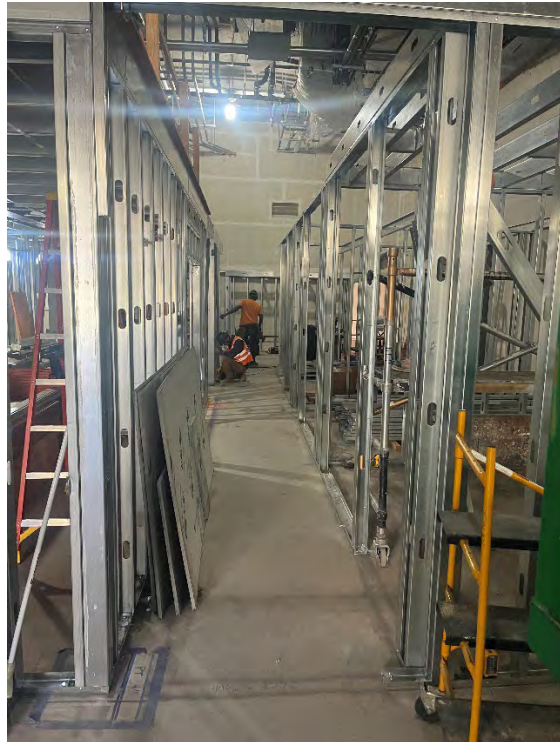
1st floor - Flex area



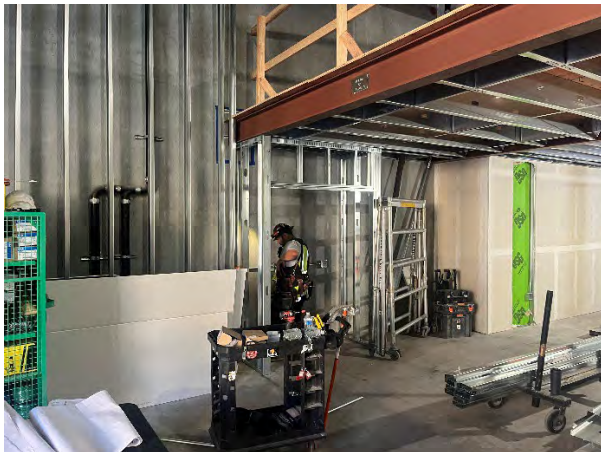
1st floor – Kitchenette built-in wall



1st floor - Conference Room



1st floor - Hallway between conference room and 3 offices looking down to kitchenette



1st floor - from flex room into conference room opening



1st floor - exterior street front door into flex area