



**A Public Agency**

## **SBWMA BOARD OF DIRECTORS MEETING**

**THURSDAY, SEPTEMBER 26, 2024 at 2:00 p.m.**

San Mateo County Transit District Offices  
Second Floor Auditorium  
1250 San Carlos Ave.  
San Carlos, CA 94070

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=NzVYeVBnc0E5dVlKUUhBdjU5dGFwZz09>

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).*

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#### 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

September 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 June 27, 2024 Board of Directors Meeting **ACTION p. 13**
- B. Resolution Accepting the Findings from the Annual Operational and Financial Systems Audit for 2023 **ACTION p. 23**
- C. Resolution Approving an Updated Conflict of Interest Code **ACTION p. 37**
- D. Resolution Authorizing the Execution of a Two-Year Contract with The City of Redwood City for Finance and Accounting Services **ACTION p. 47**
- E. Approval of Quarterly Investment Report for the Quarter Ending June 30, 2024 **ACTION p. 61**
- F. Arbitrage Report and IRS Liability **p. 67**

### **5. Administration and Finance**

- A. Resolution Approving the FY2025 Budget Forecast with 2025 Member Agency Tip Fees **ACTION p. 105**
- B. Resolution Approving Agency’s Responses to 2023-2024 Civil Grand Jury Reports titled “Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts” and “The State of Compost Compliance in San Mateo County” **ACTION p. 109**

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

- A. Resolution Approving the SBWMA Final Report Reviewing the 2025 Recology San Mateo County Compensation Application **ACTION p. 119**

### **7. Shoreway Operations and Contract Management**

- A. Resolution Approving the SBWMA Final Report Reviewing the 2025 South Bayside Industries Compensation Application **ACTION p. 145**
- B. Resolution Approving the MRF Sort System Infeed Refurbishment Project for a not-exceed amount of \$310,7885t **ACTION. p. 173**

### **8. Public Education, Outreach and Legislation**

- A. Staff Update on the Climate Bond **p. 179**

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

- A. Staff Update on the Administration Office Tenant Improvement Project Construction, and Furniture, Fixture, & Equipment Update **p. 183**
- B. 2024 Bay Area Solid Waste Rates and City Fees Survey **p. 187**
- C. Maze & Associates’ Memorandum of Internal Controls **p. 193**
- D. 2024 Legislative and Regulatory Update **p. 205**
- E. Update on SB 1383 Compliance Program on behalf of RethinkWaste Member Agencies **p. 215**
- F. 2024 Finance and Rate Setting Calendar **p. 219**
- G. Check Register Detail for June, July, and August 2024 **p. 221**
- H. 2024-2025 Meeting Planning Guide **p. 237**

### **10. Board Member Comments**

Next Meeting Thursday, October 24, 2024 Study Session: 1245 San Carlos Ave. Suite E, San Carlos, CA 94070

### **11. Adjourn**

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