



CONSENT CALENDAR

DRAFT MINUTES

**SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
February 23, 2012 – 2:00 p.m.
San Carlos Library Conference Room A/B**

1. Roll Call:

CTO 2:04 p.m.

Roll Call Attendance:

Agency	Present	Absent	Agency	Present	Absent
Atherton		X	Menlo Park	X	
Belmont	X (late)		Redwood City	X	
Burlingame	X		San Carlos	X (late)	
East Palo Alto	X		San Mateo	X (late)	
Foster City	X		County of San Mateo	X	
Hillsborough		X	West Bay Sanitary District	X	

2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so.

Each speaker is limited to two 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.

None

3. 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. Adopt the January 26, 2012 BOD Meeting Minutes
- B. Approval of Quarterly Investment Report as of 12/31/11
- C. Receipt of Recology and SBR Monthly Reports

M/S: Hardy/Gibbons

Voice Vote: All in Favor with Atherton, Belmont, Hillsborough, San Carlos, and San Mateo Absent

4. New Business:

- A. Discussion Mid-Year Review of FY2012 Annual Operating Budget

Executive Director McCarthy stated there were no changes requested by the Board so there is no action to take, and gave a summary of the mid-year budget discussion at the January 2012 meeting.

San Mateo now present
Belmont Now Present

5. **Old Business:**

A. Update on Shoreway Remediation Project

Staff Gans stated that this has been an ongoing project at the Shoreway Environmental Center, reminding the Board that prior to the change of contractors in 2011, there was a settlement with Allied waste for \$1.5 million. Out of the settlement money the Agency has been working with Iris Environmental to close the remediation sites.

In 2011 through the work that Iris Environmental did, the SBWMA has submitted closure requests with the County Health Department for all of the remediation sites except one.

In 2012, there is an underground storage tank site, under the slab of the transfer station floor that the county is requiring additional sampling on. There will be additional vapor sampling work between the Transfer Station, and the Admin Building, and then requesting that the County allow for natural attenuation process to close that site.

Counsel Lanzone added that the good news is there is likely to be left over money from the settlement.

Executive Director McCarthy noted that there are still underground storage tanks at Shoreway, and long term it would be ideal to move the tanks above ground, so that we don't have to deal with this issue again in the future.

Vice Chair Nava asked how the \$1.5M settlement was reached, and if the City of San Carlos or the County Environmental Health Department could come back to us and reopen the case.

Counsel Lanzone answered that the \$1.5M settlement was reached because that was the outside limit to what the total remediation would cost. He added that the only way the county or city could ask the Agency to retest would be if we open the ground again.

Chair Porter added that as long as the site is holding to attenuation, then the Agency is in a good spot.

Member Oskoui asked if there are any ground water issues at the site.

Staff Gans answered that there is a municipal storm drain through the property, where there will be additional testing, but because of the clay soil at Shoreway, the water moves very slowly and there haven't been ground water issues.

B. RSMC Franchise Agreement Operational and Contract Administration Update

Gino Gasparini of Recology reported that customer service calls are at ½ of what they were at this time last year and that they have reconfigured the customer service area into pods and it is working really well.

He also asked Board Members to get their Attachment C events into them as soon as possible.

Vice Chair Nava shared concern over volunteer lead events that do not have dates set yet.

Gino Gasparini answered Recology would still service those events, but to get the dates to them as soon as they are set.

C. SBR Shoreway Operational and Contract Administration Update

Dwight Herring announced that the new site manager they announced at the January meeting, left SBR, and that they are conducting final interviews with the new candidates as well as with MRF Supervisor candidates next week.

San Carlos now present

6. **Staff Updates**

a) Update on Recology Commercial Recycling Outreach Efforts

b) Recycling and Outreach Programs Update

c) Shoreway Construction Update

Member Hardy questioned the additional \$40 to \$50 K, in additional unbudgeted items for extra security around the skylights on the roof of the Transfer Station. He asked if there was a way the SBWMA could appeal.

Staff Gans said that he had been contact by the City of San Carlos building department, regarding this and they are insisting on this matter.

Counsel Lanzone noted he will look into the issue and bring it up with San Carlos' city attorney.

d) Update on 2012/2013 Franchise Rate Setting Process

Executive Director McCarthy wanted to bring the specific schedule for the rate setting process to the Board's attention.

He noted that there will likely be a lengthy presentation at the April Board meeting going back through the whole rate setting process.

He also noted that there was a sheet included in the packet on each jurisdiction's approved rate increase, noting that San Carlos' rate is incorrect.

Member Galli announced that Foster City's rate increase was also wrong on the table; it is 6.4%, but the dollar amounts look right.

Member Fotu questioned if through the Recology reconciliation process if a jurisdiction has a surplus, could they get the money back instead of applying to the next year. She also asked if there was any forecasting that will happen, to be better able to determine rates in the future.

Executive Director McCarthy answered that the intent of the Franchise Agreement is that it just rolls back into the Franchise Agreement, but noted that staff would research the question further. He also added that there is a rate projection model that Marshall Moran is currently working on building that will include many assumptions like index adjustment and CBA adjustment. He noted that staff couldn't include disposal and processing projections without more numbers from this year. He added that staff can't project commercial short fall or cart migration.

Member Oskoui asked why Belmont wasn't listed on the rate setting schedule, and noted that Belmont's rate increase was 11.6% and is wrong on the sheet provided.

Executive Director stated that the SBWMA doesn't work on Belmont's numbers, they have their own agreement, and that is why that City isn't included in the schedule.

e) Preview of Upcoming Board meetings

Executive Director McCarthy called attention to these items, as the Commercial Recycling Workshop is scheduled for 3/29/12 at the San Carlos Library, the Long Range Planning Retreat is scheduled for 2/29/12 in the Foster City Library, and an Elected Official briefing session will be scheduled sometime in May.

7. Board Member Comments

Staff Gans introduced Heather Co who joined the SBWMA staff in December and is working 20 hours per week as the Environmental Education Associate.

Jesus Nava introduced Diana Truong, the Assistant Financial Services Director, and noted she would be attending meetings on behalf of Burlingame.

Chair Porter asked Board Members to read through the JPA and their Franchise Agreements and come to the retreat prepared.

8. Adjourn: 2:48 PM

Next Regular meeting scheduled for March 22, 2012, San Carlos Library at 2 pm



STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Facility Operations Contract Manager
Date: March 22, 2012 Board of Director's Meeting
Subject: Resolution Approving Release of Bid Documents for Transfer Station Floor Repair and Authorizing Executive Director to Accept Bids and Enter into a Contract

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2012-03 attached hereto authorizing the following action:

Issuance of a Request for Bids for repairs to the transfer station floor and authorize the Executive Director to accept a bid from the low-bidder and enter into contract for the described transfer station floor repair work for a not to exceed amount of \$150,000 for work consisting of recoating repairs to approximate 3,000 square feet.

Background

The abrasive nature of solid waste has required periodic repair to the concrete floor of the transfer station. In heavy wear areas near the load-out ports on the north (old) side of the transfer station, the floor topping layer has worn through and the structural floor and rebar are being abraded. The Local Enforcement Agent (LEA) has noted the floor wear on his past inspection reports as an "area of concern" that needs to be remedied to avoid a possible violation. This repair will re-cover the exposed rebar and will protect the structural elements of the transfer station floor.

Since purchasing the facilities in 2000 the SBWMA has taken responsibility for repairs at the transfer station. The transfer station floor repairs are typically annual repairs with the cost ranging from \$100,000 to \$200,000. Such repairs will continue into the future on an annual or every-other year basis.

Specifications and bid documents for this repair will be essentially identical to previous bid sets, except that the drawings will identify the new portions of the floor to be repaired (the documents are available for review at the SBWMA offices).

Fiscal Impact

This routine repair was anticipated and \$150,000 was budgeted for FY 2012 to cover the cost of transfer station tip floor repairs.

Attachments:

Resolution 2012-03



RESOLUTION NO. 2012-03

RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS APPROVING RELEASE OF BID DOCUMENTS FOR TRANSFER STATION FLOOR REPAIR AND AUTHORIZING EXECUTIVE DIRECTOR TO ACCEPT BIDS AND ENTER INTO A CONTRACT

WHEREAS, the SBWMA is responsible for maintaining the Facilities in good working order and in compliance with regulations.

WHEREAS, the transfer station tipping floor is in need of repair and maintenance.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the issuance of a Request for Bids for repairs to the transfer station floor and authorizes the Executive Director to accept a bid from the low-bidder and enter into contract for the described transfer station floor repair work for a not to exceed amount of \$150,000 for work consisting of repairs to approximate 3,000 square feet.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the this 22nd day of March, 2012, by the following vote:

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

I HEREBY CERTIFY that the foregoing Resolution No. 2012-03 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on March 22, 2012.

ATTEST:

Jim Porter, Chairperson of SBWMA

Cyndi Urman, Board Secretary



STAFF REPORT

To: SBWMA Board Members
From: Cliff Feldman, Recycling Programs Manager
Hilary Gans, Facility Operations Contracts Manager
Date: March 22, 2012 Board of Directors Meeting
Subject: Receipt of Recology and SBR Monthly Reports

Recommendation

This is an informational report and no action is necessary.

Analysis

Recology San Mateo County (Recology) and South Bay Recycling (SBR) are required to submit monthly reports. Both companies submitted their Monthly Reports on time. These Monthly Reports are due 15 days after the end of each month. Recology's and SBR's reports for the month of February 2012 are attached.

It's important to note that the tonnage information presented in Recology's Monthly Report is derived from data compiled by SBR as the Shoreway Environmental Center facility operator. Therefore, regarding the reporting of tonnage, the Recology and SBR reports are redundant. In addition, the SBR report provides details on the transfer station and buy-back center activities and therefore includes more facility tonnage data than the Recology Monthly Report. Recology's report includes collection data, monthly updates on various operations, and call center complaint/inquiry related metrics.

Background

Article 9, section 9.05 of the Member Agencies Franchise Agreement(s) with RSMC require the company to prepare and submit a monthly report. Similarly, Article 8, section 8.07 of the Operations Agreement between the SBWMA and SBR requires the company to submit a monthly report. The guidelines and reporting requirements for each company are specified in their respective Agreements.

Attachments:

Attachment A - Recology February 2012 Monthly Report
Attachment B - SBR February 2012 Monthly Report



Agenda Item 3C
Receipt of Recology and SBR Monthly Reports

Attachments:

A - Recology February 2012 Report

B - SBR February 2012 Report

- ◆ Recology February 2012 Report
- ◆ SBR February 2012 Report
File too large to include with Packet

Posted on Website: www.rethinkwaste.org