



DRAFT MINUTES

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY
 MEETING OF THE TECHNICAL ADVISORY COMMITTEE &
 FRANCHISE AGREEMENT EXTENSION COMMITTEE
 January 5, 2017 – 1:00 p.m.
 Belmont City Hall EOC Room

Call to Order: 2:04PM

1. Roll Call

Agency	Present	Absent	Agency	Present	Absent
Atherton	X		Menlo Park	X	
Belmont	X		Redwood City	X	
Burlingame	X		San Carlos	X	
East Palo Alto	X		San Mateo	X	
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.

Executive Director La Mariana announced that the Materials Recovery Facility reopened today after the fire. He acknowledged Hilary Gans for all of his work in getting the facility reopened in such a short time frame, and Thanked Dwight Herring of Recology as well. He also noted that 35 people who were furloughed due to the fire returned to work today. He then introduced the HF&H team, and the process for getting Member Agency Staff feedback at today's meeting.

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. Approval of the September 8, 2016 TAC Meeting Minutes
 - Member Murray made a motion to approve the minutes
 - Member Gibbons seconded the motion
 - Voice Vote: All in favor

- B. Approval of the 2017 TAC Meeting Calendar
Member Murray made a motion to approve the 2017 TAC Meeting Calendar
Member Abrams seconded the motion
Voice Vote: All in Favor

4. TAC/FAX Workshop on Franchise Agreement Extension Process Facilitated by HF&H

- A. Overview of franchise negotiations process

Bob Hilton of HF&H noted that the objective for today's meeting is to come away from the process with a clear sense of what the Agency Staff is looking for in the future contract, so that they can be achieved in the model agreement.

- B. Development of a "Context Map" to understand the context in which the future franchise agreements are being negotiated and changing conditions and trends that need to be contemplated in development of the Model Agreement

Bob Hilton explained the context map noting topics that would affect the next contract. Those topics included: social trends, regulatory and legal trends, program and technology trends, customer needs, Agency needs, environmental factors, political factors, economic factors, and uncertainties.

The group identified contract issues that went into each of the above categories, and electronic version of the context map is attached to these minutes.

- C. Goal identification process to identify desired changes for the future franchise agreements and to distinguish between goals that are desired by the majority of Member Agencies and goals that are unique to one Member Agency or a small group of Member Agencies.

Tracy Swanborn facilitated a process in which group shared their goals using a "Mandala" wall chart to organize the goals into eight categories related to the franchise services and contract terms and conditions. An electronic version of the mandala chart is attached to these minutes. Each agency then identified their top five priority areas through a dot voting process. The results of the dot voting process showed the top five priority goals for the Member Agencies for the next contract include the following:

1. Cost control and predictability (9 votes)
2. Simplify Rate Process (9 votes)
3. Bulky Item collection for MFD and mixed use (6 votes)
4. Longer term rate projections (5 votes)
5. Clear performance measures (3 votes)

5. TAC Member Comments

6. Adjourn 3:58PM