



# ADMINISTRATION AND FINANCE



## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Bill Widmer, Board Chair  
**Date:** September 24, 2015 Board of Director's Meeting  
**Subject:** Consideration of Approval of Executive Director's Goals for FY1516

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### Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2015-24 attached hereto authorizing the following action:

Approval of Executive Director's Goals for FY1516 as detailed in **Exhibit A**

### Analysis

The Executive Director's goals were developed through a collaborative, multi-step process that captured feedback from the Board Members during the FY1415 performance review process. These were discussed with the Executive Director resulting in minor adjustments for clarity but in keeping with the Board's input. These modifications were made through discussions with the Executive Director and the Board Chair, and both agree these goals represent key focus areas for the coming year.

The goals cover the full scope of the JPA's legal obligations and responsibilities to manage a nearly \$100 million per year recycling, composting and solid waste collection system including ownership of the nationally recognized Shoreway Environmental Center in San Carlos. The goals also address forward-looking planning efforts, a review of major policies, and improved Board communications.

### Fiscal Impact

There is no fiscal impact associated with this item.

### Attachments:

Resolution 2015-24

Exhibit A – Executive Director FY1516 Goals



## RESOLUTION NO. 2015-24

### RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS APPROVING THE EXECUTIVE DIRECTOR'S GOALS FOR FY1516

**WHEREAS**, input for the Goals were provided during the FY1415 Executive Director's performance review process, and whereas the Board Chair and the Executive Director have discussed these and agree that they are appropriate goals which improve Board communication, focus on near term planning activities and build on the approved Long Range Strategic Plan.

**NOW, THEREFORE BE IT RESOLVED** that the South Bayside Waste Management Authority hereby approves the Executive Director's Goals for FY1516 as detailed in **Exhibit A**.

**PASSED AND ADOPTED** by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 24<sup>th</sup> day of September, 2015, 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. 2015-24 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on September 24, 2015.

ATTEST:

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Bill Widmer, Chairperson of SBWMA

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Cyndi Urman, Board Secretary

## **FY1516 Executive Director Goals**

1. Further streamline the Budget and mid-year adjustment documents and incorporate an update on the Long Range Plan as part of budgeting process which should begin no later than March with a status update on the Long Range Plan projects and any proposed new capital projects.
2. Evaluate current and any proposed new outreach programs in terms of their value in supporting existing and/or new proposed programs. All programs, inclusive of outreach programs, should have identified performance metrics (e.g., diversion, cost effectiveness, etc.) and such programs are to be measured against the performance metrics. Adjust the budget plan in concert with the performance results to increase/decrease program expenditures as influenced by the diversion impact.
3. Work with the Board to begin the plan for assisting Member Agencies with renewing and modifying the existing franchise agreements or deciding to conduct a competitive procurement process. Prepare and present the baseline performance data. Identify required (by law) services, including services that support meeting the Board adopted 75% diversion goal, and optional items as applicable. Initiate activities to identify what alternatives and costs we can expect with the new agreements, including a revenue requirement projection model, and timeline for Member Agency decision points.
4. Provide more concise staff reports. Provide more cost benefit analysis alternatives within items for action for Board analysis and consideration as applicable. Include explanation as to the rationale for the selected action.
5. Work with Recology on development of cost savings suggestions for inclusion in the current contract as well as potential next generation contract consideration.
6. Provide staff support for the Zero Landfill Working group, including developing and hosting a one-day workshop on emerging technologies with input from the Working Group.
7. Obtain Board input on HHW contact renewal and initiate new contract discussions with a Board approved list of must have and nice to have requirements in preparation for upcoming negotiations and/or RFP development.
8. Complete and report on the research work with the Silicon Valley Clean Water Organics-to-Energy project. If results are positive prepare follow-on budget projections.
9. Continue management of the RethinkWaste Team to ensure efficient operation of the organization, applicable project coordination and execution and budget control. Manage the Shoreway facility; Recology contract and other major contracts. Continue to review SBWMA procedures including, at a minimum, the purchasing policy.