



STAFF UPDATES



## STAFF REPORT

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To: SBWMA Board Members  
From: Cliff Feldman, Recycling Programs Manager  
Date: February 25, 2010 Board of Directors Meeting  
Subject: Update on Republic Contract Compliance

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### Recommendation

This is an informational report and no action is necessary.

### Analysis

Since July 2008, Republic Services (formerly Allied) has been required to submit its monthly Board packet information on the Monday (e.g., March 16, 2009 by 5:00pm) prior to the SBWMA issuing the Board packet which is one-week in advance of the Board meeting. Republic submitted its monthly information due in November and December on time.

### Assessment of Republic Monthly Operational Performance and Metric Report

If requested a verbal update will be provided at the Board meeting.

### Background

Commencing with the June 26, 2008 Board meeting, this staff report is now included as a regular update. Attached are three tables that will be used to frame Republic's contract compliance in the following areas:

- Attachment 1 - Reports Republic Services Has Agreed to Provide That Are Not Specifically Referenced in the Member Agency Franchise Agreements
- Attachment 2 – Republic Services Collection Services Franchise Agreement and Shoreway Facility Operations Agreement Contract Compliance - Quarterly Reports
- Attachment 3 - Republic Services Collection Services Franchise Agreement Contract Compliance - Public Education and Outreach

The standards that are used in Tables 1 and 2 pertaining to Republic's submittal of reports to the SBWMA and Member Agencies, include the timeliness of submittal and content of the report(s).

The contract compliance standards that are reflected in Attachment 3 pertaining to Republic's Public Education and Outreach activities will primarily be based on the timeliness of completing the activities denoted.

### **Attachments:**

- Attachment 1 – Reports Republic Has Agreed to Provide That Are Not Specifically Referenced in the Member Agency Franchise Agreements – February 2010
- Attachment 2 – Republic Services Collection Services Franchise Agreement and Shoreway Facility Operations Agreement Contract Compliance - Quarterly Reports – February 2010
- Attachment 3 – Republic Services Collection Services Franchise Agreement Contract Compliance - Public Education and Outreach – February 2010



## Attachment 1

### Reports Republic Has Agreed to Provide That Are Not Specifically Referenced in the Member Agency Franchise Agreements – February 2010

<u>Report</u>	<u>Date/Time Due</u>	<u>Date/Time Submitted</u>	<u>Submitted on Time</u>	<u>Compliant</u>	<u>Notes</u>
<b>MONTHLY BOARD PACKET INFORMATION</b>					
January					
<ul style="list-style-type: none"> <li>• Executive Summary</li> </ul>	February 12, 2010 5:00pm	February 11, 2009 11:43 am	Yes	Yes	
<ul style="list-style-type: none"> <li>• Liquidated Damages Reporting</li> </ul>	February 12, 2010 5:00pm				
<ul style="list-style-type: none"> <li>• Metrics Graphs</li> </ul>	February 12, 2010 5:00pm				
<ul style="list-style-type: none"> <li>• Commercial Recycling Monthly Progress Report</li> </ul>	February 12, 2010 5:00pm				
<ul style="list-style-type: none"> <li>• Commercial Recycling Coordinators Call Logs</li> </ul>	February 12, 2010 5:00pm				
February	March 15, 2010 5:00 pm				
March	April 12, 2010 5:00 pm				
April	May 17, 2010 5:00 pm				
May	June 14, 2010 5:00 pm				
June	July 12, 2010 5:00 pm				



### Attachment 1

#### Reports Republic Has Agreed to Provide That Are Not Specifically Referenced in the Member Agency Franchise Agreements – February 2010

<u>Report</u>	<u>Date/Time Due</u>	<u>Date/Time Submitted</u>	<u>Submitted on Time</u>	<u>Compliant</u>	<u>Notes</u>
July	August 16, 2010 5:00 pm				
August	September 13, 2010 5:00 pm				
September	October 18, 2010 5:00 pm				
October	November 8, 2010 5:00 pm				
November	December 13, 2010 5:00 pm				
December	January 14, 2011 5:00 pm				
<b>MONTHLY BATTERY AND CELL PHONE COLLECTION PROGRAM UPDATE</b>					
January	February 8, 2010 5:00pm	February 8, 2010 9:01 am	Yes	Yes	
February	March 8, 2010 5:00 pm				
March	April 12, 2010 5:00 pm				
April	May 10, 2010 5:00 pm				
May	June 7, 2010 5:00 pm				



### Attachment 1

#### Reports Republic Has Agreed to Provide That Are Not Specifically Referenced in the Member Agency Franchise Agreements – February 2010

<u>Report</u>	<u>Date/Time Due</u>	<u>Date/Time Submitted</u>	<u>Submitted on Time</u>	<u>Compliant</u>	<u>Notes</u>
June	July 12, 2010 5:00 pm				
July	August 9, 2010 5:00 pm				
August	September 13, 2010 5:00 pm				
September	October 11, 2010 5:00 pm				
October	November 8, 2010 5:00 pm				
November	December 13, 2010 5:00 pm				
December	January 10, 2011 5:00 pm				
<b>QUARTERLY COMMERCIAL TOP GENERATORS LIST</b>					
Q1-2010	March 15, 2010 5:00 pm				
Q2-2010	June 15, 2010 5:00 pm				
Q3-2010	September 15, 2010 5:00 pm				
Q4-2010	December 15, 2010 5:00 pm				



## Attachment 2

### Republic Services Collection Services Franchise Agreement and Shoreway Facility Operations Agreement Contract Compliance - Quarterly Reports – February 2010

<u>Report</u>	<u>Date/Time Due</u>	<u>Date/Time Submitted</u>	<u>Submitted on Time</u>	<u>Compliant</u>	<u>Current Disposition</u>
<b>QUARTERLY MIS REPORT</b>					
Q4-2009	February 14, 2010 5:00pm	February 15, 2010 9:52 am	Yes**	*	* Pending Review
Q1-2010	May 15, 2010 5:00pm				
Q2-2010	August 14, 2010 5:00pm				
Q3-2010	November 14, 2010 5:00pm				
<b>QUARTERLY SRDC LIQUIDATED DAMAGES REPORT</b>					
Q4-2009	February 14, 2010 5:00pm	February 15, 2010 8:36 am	Yes**	Yes	
Q1-2010	May 15, 2010 5:00pm				
Q2-2010	August 15, 2010 5:00pm				
Q3-2010	November 15, 2010 5:00pm				

\*\*Both Q4 reports were technically submitted after the due date and time, however Staff is reporting them "On Time" due to the due date falling on Sunday and the Presidents' Day holiday.



Attachment 3							
Republic Services Collection Services Franchise Agreement Contract Compliance - Public Education and Outreach - February 2010							
<u>Residential Outreach</u>	<u>Frequency and Date Required</u>	2009			2010		
		<u>Date Issued</u>	<u>Compliant</u>		<u>Date Issued</u>	<u>Compliant</u>	
			Yes	No		Yes	No
Residential Collection Services Brochure	Annually each Summer	August	X				
Recycling Day Postcard Calendars	Annually each December	December & January**	X				
Twice Annual On-Call Bulky Item Collection Service notice - "Spring and Fall Cleanups"	Twice Annually						
	• Spring Events	January* & April	X				
	• Fall Events	September/October	X				
<u>Commercial Outreach</u>							
Commercial Recycling Guidelines	Annually <sup>1</sup>	Not Issued***	X		February***	X	
Commercial Recycling Bill Inserts	Four Per Year <sup>2</sup>						
	• Q1	March	X				
	• Q2	Discontinued <sup>3</sup>					
	• Q3	Discontinued <sup>3</sup>					
	• Q4	Discontinued <sup>3</sup>					

\*The January mailing was a hold over from 2008 (approved by SBWMA Staff) due to other mailings also going out at the same time in September.

\*\*Some calendars were mailed in early January (approved by SBWMA Staff) due to other mailings also going out at the same time in December.

\*\*\*The February mailing was a hold over from 2009 (approved by SBWMA staff) due Commercial Recycling Coordinator staffing changes being finalized.



**Attachment 3 (continued)**

**Republic Services Collection Services Franchise Agreement  
Contract Compliance - Public Education and Outreach – February 2010**

The SBWMA is working collaboratively with Republic to produce and disseminate several other collateral pieces not provided in the above list of contractually required items. The following is a list of the public education and outreach collateral that is produced by Republic but not specifically required in the franchise agreements:

- On-Call Bulky Item Collection Service Appointment Card
- Resident's Guide to Recycling and Disposal Services
- Recycle Your Tree flyer (provided to tree lots)
- MFD On-Call Bulky Item Collection Service Program Brochure
- Ghost Compost Flyer for pumpkin recycling distributed to retailers

<sup>1</sup> The Franchise Agreements do not specify a date.

<sup>2</sup> No specific dates are specified in the Franchise Agreements. The Franchise Agreements state "at least four (4) bill inserts a year."

<sup>3</sup> Discontinued per the 2008 Performance Hearing recommendations.





## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Cliff Feldman, Recycling Programs Manager  
Monica Devincenzi, Recycling Outreach & Sustainability Manager  
**Date:** February 25, 2010 Board of Directors Meeting  
**Subject:** Recycling and Outreach Programs Update

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### Future Collection Services Public Education and Outreach

Public education coordination meetings with Recology San Mateo County are ongoing and will continue throughout the transition to the future services. Staff is also continuing its work with Jeffrey/Scott Agency (JSA), the firm selected to develop the RethinkWaste's public outreach strategy and materials, on finalizing the plans and begin collateral development.

All public education and outreach plans and materials will be reviewed by a Public Education Subcommittee comprised of Brian Moura (San Carlos), Laura Galli (Foster City), Lillian Clark (San Mateo County RecycleWorks), Roxanne Murray (San Mateo), and RethinkWaste staff Monica Devincenzi. As appropriate, final draft plans and materials will then be brought before the Board of Directors for final approval. Staff encourages other Member Agencies who would like to be involved in the initial drafting and review of the materials to appoint staff from their jurisdiction to the Public Education Subcommittee.

### Mandatory Commercial Recycling Ordinance

The cities of San Carlos and San Mateo are participating in this pilot program to assist with the development of required or mandatory commercial recycling ordinances. Staff concluded the Phase I initial stakeholder engagement process in September and the Phase II stakeholder engagement public meetings in January and early February. In addition, we now have a mandatory commercial recycling webpage which can be found at: <http://www.rethinkwaste.org/businesses/mandatory-commercial-recycling>.

The next steps include providing both cities with updates on our stakeholder engagement process and sharing the recommendations to structure their ordinance(s). The Board will be provided updates on our progress in the coming months as the governing bodies of these Agencies provide further direction to staff.

### Household Battery and Cell Phone Curbside Recycling Collection Program

The monthly average of batteries and cell phones collected through the curbside recycling program in 2008 and 2009 was 3,750 and 4,778 pounds, respectively. A total of 5,151 pounds was collected in January 2010.

### RethinkWaste Website

The RethinkWaste website will also undergo some significant changes in the coming months to reflect RethinkWaste's new logo, future services updates and other information. Staff's goal is to make the website the go-to source for information on future collection services.

The site averaged approximately 332 visits per week since the last Board meeting, of which over 59% were new visits. There is a noticeable increase in the number of visitors to the site following the release of the Board packets, residents receiving the rethinker Newsletter, or other SBWMA outreach promotion (i.e., E-Scrap Events). The most commonly visited sections of the site are "RFPs/RFOs," "Residents" and "Board Meetings."

### Shoreway Construction Webcams

The public can view the ongoing demolition and construction of the Shoreway facility through webcams hosted on the RethinkWaste.org website. There are two cameras that are currently directed at the Materials Recovery Facility. The cameras will be repositioned when construction begins on the transfer station.

The webcam link can be found at:

<http://www.rethinkwaste.org/shoreway-facility/construction-webcam>.

### rethinker Newsletter

Staff is currently working on the development of the Spring 2010 rethinker newsletter, which will focus on home composting, the new door-to-door household hazardous waste collection program and profile of the 2<sup>nd</sup> Annual Green Lifestyle winner. The issue will be sent out the first week of April.

### Spring Compost Giveaway

Spring Compost Events are scheduled for March 13<sup>th</sup> and April 10<sup>th</sup>. Please submit your participation form as soon as possible. Please contact Jeannene Minnix Kingston for further information. [jminnix@rethinkwaste.org](mailto:jminnix@rethinkwaste.org).

Each Member Agency is entitled to 1 cubic yard of loose finished compost per ton of commercial organic material delivered to Newby Island or 1 cubic foot of bagged compost per 2 tons of commercial organic material delivered. Additional bagged compost can be obtained for \$1.58 per bag. Please see the table below:

Member Agency	Tons of Commercial Organic Material Delivered in 2009	Based on 2009 Materials, Average Amt of Compost Available in 2010	OR Average Compost BAGGED Allowance for 2010
Atherton	242	242	121
Belmont	458	458	229
Burlingame	1,280	1,280	640
East Palo Alto	117	117	59
Fair Oaks	500	500	250
Foster City	1,355	1,355	678
Hillsborough	325	325	163
Menlo Park	2,294	2,294	1,147
Redwood City	2,638	2,638	1,319
San Carlos	580	580	290
San Mateo	2,995	2,995	1,498
West Bay Sanitary District	44	44	22
<b>TOTAL JPA</b>	<b>12,828</b>	<b>12,828</b>	<b>6,414</b>

### C&D Recycling Update

Staff released a model staff report and recommendations to revise Member Agencies C&D ordinances on February 6, 2009. The goal of the revisions is to set high standards for all of the ordinances in an effort to increase C&D diversion throughout the RethinkWaste service area. Addressing the issue of C&D recycling regionally will likely be the most effective strategy to ensure high levels of diversion, even though Member Agencies are responsible for administering and enforcing their respective C&D ordinances. A variety of recommendations were submitted to Member Agencies; however, one overarching recommendation that has proven to be effective in other communities (e.g., San Jose) is to require contractors to deliver material to certified C&D recycling facilities. If Member Agencies include this requirement, RethinkWaste will annually publish a list of approved C&D processing facilities that are certified to accept material.

Member Agencies were requested to respond to RethinkWaste in February 2009 to convey their intentions of upgrading C&D ordinances. **Thus far, only Atherton, Foster City, San Mateo, and more recently Redwood City have expressed an interest in the recommendations.** The FY09/10 budget includes only limited funding to support this effort this fiscal year.

### Schools Recycling Program Update

Staff has purchased 32 gallon recycling carts for distribution to schools in the RethinkWaste service area. The program is implemented with assistance from RecycleWorks staff who has delivered 129 carts on behalf of RethinkWaste. The table on the following page provides a list of schools that have received carts to date.

**List of Schools Provided Recycling Containers**

<b>School</b>	<b>City</b>	<b>Total Number of Carts Delivered</b>
St. Timothy School	San Mateo	2
Arundel School	San Carlos	5
San Carlos Charter Learning Center	San Carlos	6
Tierra Linda Middle School	San Carlos	2
Adelante School	Redwood City	2
Aragon High School	San Mateo	32
Franklin Elementary School	Burlingame	6
Charles Armstrong School	Belmont	3
Burlingame Intermediate School	Burlingame	13
Cipriani Elementary School	Belmont	3
Central Elementary School	Belmont	1
Burlingame High School	Burlingame	11
Redwood High School	Redwood City	4
Summit Prep. High School	Redwood City	4
Nesbit School	Belmont	2
St. Matthew School	San Mateo	3
Menlo Atherton High School	Atherton	25
Red Morton Park (AYSO Program)	Redwood City	3
Laurel Elementary School	San Mateo	2



## STAFF REPORT

**To:** SBWMA Board Members  
**From:** Hilary Gans, Facility Operations Manager  
**Date:** February 25, 2010 Board of Director's Meeting  
**Subject:** Facility Operations Update

### Shoreway Masterplan Update

MRF foundation earth work was completed in the middle of January and work on the foundation pile driving has been ongoing throughout the month of February. Based on the current rate of production, pile driving for the MRF is expected to finish by the first week in March.

In January, the SBWMA approved a change order for the lime stabilization of the soil to provide assurance that the project would not incur substantial weather delays. With the heavy rains that occurred in late January, this proved to be a very good investment that has allowed pile driving to continue without substantial rain delays. In fact, the smooth lime treated surface has improved the speed at which piles can be driven which has had a positive impact on the construction schedule (for example, 33 work days were budgeted by the contractor for pile driving, yet the improved pile production has shortened this stage of work by roughly one week).

As a result of numerous comments from the City of San Carlos Building Department comments, BHS equipment design changes, and operator requested changes to the MRF building JRMA has had to make many changes to the original bid-set drawings. Since these changes were made to the drawings after the construction bidding and award of the construction work to S.J. Amoroso, there will be several change orders that will be required an that will increase the cost of the project. Staff is currently waiting for SJ Amoroso to provide cost quotes and estimates for necessary change orders. During March, Staff will be working to capture all cost change orders and revise the budget so that a revised MRF construction cost estimate can be presented at the March and April Board meetings.

### SHOREWAY ENVIRONMENTAL CENTER Construction Cost Change Summary Report

Updated: 02/17/2010

Constr Phase	#	Date Added Updated	Item	Cost*	Reason / Comment
<u>Demolition</u>	D-1		Additional foundation demolition	\$ 50,000	Old MRF slab had sunken pits that were larger than anticipated and required additional demo and filling.
	D-2		Additional asphalt grinding needed	\$ 50,000	MRF perimeter asphalt was thicker than expected in areas requiring more grinding.
	D-3		Removal of reservoirs containing hazardous materials	\$ 20,000	Three unanticipated subsurface reservoirs were found that needed testing and removal.
	D-4		Construction of interim site entry	\$ 60,000	Wet conditions prohibited the pouring of concrete at the Gate I entrance and a interim asphalt entry needed to be constructed in order to switch over site traffic so demolition could proceed.
<u>Foundation</u>	F-1	1/6/2010	Lime-treat of foundation soils	\$ 58,200	Risk of job shut-down due to wet conditions was mitigated by solidifying MRF foundation soils so that foundation construction can proceed unhindered by weather.
	F-2	1/15/2010	Additional piles in foundation	\$ 113,800	After the MRF equipment design was final, the building foundation needed additional pile support at the slab pits and baler pad areas.
<b>Total Cost Change</b>				<b>\$ 352,000</b>	
<b>Phase II-Construction Contingency</b>				<b>1,620,900</b>	
<b>Remaining</b>				<b>\$ 1,268,900</b>	

\* Italicized costs are estimates



## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Kevin McCarthy, Executive Director  
**Date:** February 25, 2010 Board of Director's Meeting  
**Subject:** Summary of Agency Milestones

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### Recommendation

This is an informational report and no Board Action is required.

### Background

Staff has prepared the attached summary of key agency milestones for the past three years. The start of 2010 signifies a three anniversary since work was initiated on the agency's three key initiatives:

- Collection Services RFP development, RFP evaluation, selection of a contractor, and final franchise agreements
- Shoreway facility operations RFP development, RFP evaluation, selection of a contractor, and final agreement
- Shoreway masterplan development and approval, financing plan approval, sale of bonds, and initiation of construction activities

When you review the attached document I hope you feel the same way as my staff that a remarkable amount of high quality work has been completed resulting in achievement of all key agency milestones. The Board, Member Agencies, staff, our consultants, contractors and ultimately the ratepayers should all be exceptionally proud of what has been accomplished in such a relatively short period of time.

Now we are now entering the final phases of our key initiatives in partnership with our contractors to plan for and execute the rollout of new collection services, start new facility operations, and complete the masterplan construction activities.

Feel welcome to share your thoughts and ideas on how we can collectively celebrate our successes to date.

### *Attachment:*

Key Agency Milestones (January 2007 – January 2010)



**KEY AGENCY MILESTONES (January 2007 - January 2010)**

**1. Contractor Selection Process**

Collection Services

- Draft, Review, Approve and Issue Collection Services RFP COMPLETE
- Evaluate RFP Responses and Recommend Contractor COMPLETE
- Select Collection Services Contractor COMPLETE
- Draft and Negotiate Final Uniform Franchise Agreement COMPLETE
- Final Franchise Agreements Approved by Member Agencies *IN PROGRESS*
- Commence Services Transition Planning Activities *IN PROGRESS*

Shoreway Operations

- Draft, Review, Approve and Issue Shoreway Facility Operations RFP COMPLETE
- Evaluate RFP Responses and Recommend Contractor(s) COMPLETE
- Select Shoreway Facility Operations Contractor COMPLETE
- Draft, Negotiate, Approve and Execute Final Operations Agreement COMPLETE
- Draft, Negotiate, Approve and Execute MRF Processing Equipment Design, Build and Install Contract with Selected Vendor COMPLETE
- Evaluate Transfer Station Processing System Feasibility *IN PROGRESS*

Offsite Materials Processing

- Draft, Approve and Issue Organics Processing RFP COMPLETE
- Evaluate Organics RFP Responses and Recommend Contractor *IN PROGRESS*
- C&D Material Processing Contract Extension COMPLETE

## 2. Shoreway Facility Master Plan

### Master Planning

- Draft, and Approve Conceptual Master Plan COMPLETE
- Design and Approve Final Master Plan COMPLETE
- Secure Revised Conditional Use Permit COMPLETE
- Renew San Carlos Franchise Agreement COMPLETE
- Analysis of Onsite Solar Installation *IN PROGRESS*

### Plan of Finance and Bond Issuance

- Develop and Approve Plan of Finance for Master Plan Improvements COMPLETE
- Issue New Debt COMPLETE
- Invest Bond Proceeds COMPLETE
- Monitor Bond Financing Proforma Metrics ONGOING
- Implement Tipping Fee Adjustments ONGOING

### Construction Management Services

- Draft, Review, Approve, and Issue Construction Management RFP COMPLETE
- Evaluate RFP Responses and Recommend Contractor COMPLETE
- Execute Final Construction Management Services Agreement COMPLETE

### Construction

- Issue Construction Bid and Award Construction Contract for Master Plan Phase 1 Scale house and Traffic Improvements COMPLETE
- Finish Phase 1 Scale house and Traffic Improvements Construction COMPLETE
- Issue Construction Bid and Award Construction Contract for Master Plan Phases 2 and 3 (MRF and Transfer Station Improvements) COMPLETE
- Secure Building Permits in Phased Approach *IN PROGRESS*
- Start and Finish Phase 2 Construction, New MRF Building and Public Recycling Center *IN PROGRESS*

- Start and Finish Phase 2 Construction, Transfer Station Expansion *PENDING*
- Review and Sign-Off on Final MRF Processing System Equipment Design *COMPLETE*
- Finish Phase 3 Installation of MRF Processing Equipment *IN PROGRESS*

Facility Interim Operations Plan

- Draft, Approve and Issue Offsite MRF Processing RFP *COMPLETE*
- Evaluate RFP Responses and Recommend Contractor(s) *COMPLETE*
- Select Offsite Processing Contractor *COMPLETE*
- Negotiate and Execute Contract *COMPLETE*
- Relocate Buyback Center and Recyclable Transfer *COMPLETE*
- Secure Short Term Lease with Hatcher Press *COMPLETE*

**3. Contractor Implementation Plans**

Collection Services

*Public Education Campaign for the Rollout*

- Draft, Approve and Issue Public Education Rollout RFQ *COMPLETE*
- Evaluate RFQ Responses and Recommend Contractors for Public Education Design Competition *COMPLETE*
- Complete Public Education Design Competition and Select Final Contractor *COMPLETE*
- Negotiate and Execute Agreement *COMPLETE*
- Develop and Approve SBWMA Rebranding *COMPLETE*

*Recology Implementation Plan*

- Review and Monitor Implementation Plan in Franchise Agreements *IN PROGRESS*



Shoreway Operations

*SBR Implementation Plan*

- Review and Monitor Implementation Plan in Operations Agreements *IN PROGRESS*

**4. AB 939 Program Planning and Public Outreach**

Curbside Battery Program

- Design, Approve and Rollout New Curbside Battery and Cell Phone Recycling Program COMPLETE
- Review and Update Website COMPLETE
- Review all C&D Ordinances and Make Recommendations to Improve COMPLETE
- Develop Public Education Campaign and Oversee Rollout of New Weekly Residential Organics Collection Program in San Carlos COMPLETE
- Negotiate, Approve and Execute C&D Contract Extension COMPLETE

Door to Door HHW Program

- Draft, Approve and Issue RFP for Door to Door HHW, Universal Waste and Sharps Collection Program COMPLETE
- Evaluate RFP Responses and Recommend Contractor COMPLETE
- Select Contractor, Negotiate Contract, and Execute Contract COMPLETE
- Develop Public Education Campaign and Oversee Rollout of Program *IN PROGRESS*

San Carlos Weekly Compostables/Food Scraps Program

- Assisted City with soliciting and evaluating the proposal. COMPLETE
- Assisted with planning and roll-out of new service. COMPLETE
- Developed and implemented the award winning public education campaign COMPLETE
- Conducting follow-up survey Monica *IN PROGRESS*
- Compostable materials diversion increased 38%!

Mandatory Commercial Recycling Program

- Design and Implement a Project to Develop Mandatory Commercial Recycling Ordinances COMPLETE
- Conduct a Stakeholder Engagement Process for Two Agencies COMPLETE
- Document the Stakeholder Engagement Process *IN PROGRESS*
- Draft Mandatory Commercial Recycling Ordinances for Two Agencies *IN PROGRESS*
- Assist with Implementation of Mandatory Recycling Policies *IN PROGRESS*

**5. Organizational Development**

- Develop, Approve and Issue RFP for PEO Services (HR and Payroll) COMPLETE
- Select Contractor, Negotiate Contract and Execute Contract with PEO COMPLETE
- Become Employer of Record and Secure Contracts with Benefits Broker and Retirement Service Providers COMPLETE
- Develop and Approve Employee Policies and Benefits Plan COMPLETE
- Develop and Approve Employee Compensation Policy COMPLETE



**MARCH - JUNE 2010 BOARD AGENDA ITEMS  
(SUBJECT TO CHANGE)**

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**March 25, 2010**

- Resolution Approving Shoreway License Agreement with Recology San Mateo County
- Resolution Approving Agreement for Plant and Organics Materials Processing Services
- Quarterly Update on Bond Proforma Key Financial Metrics
- Update on Public Education Campaign for Rollout of New Collection Services

**April 22, 2010**

- Resolution Accepting the Calendar Year 2009 Annual Financial Statements

**May 27, 2010**

- Draft FY1011 Budget
- Quarterly Update on Bond Proforma Key Metrics
- Approval of Quarterly Investment Report as of 3/31/10

**June 24, 2010**

- Approval of FY1011 Operating and Capital Budget
- Approval of Tipping Fee Adjustments