



# INFORMATIONAL ITEMS ONLY



## STAFF UPDATE

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To: SBWMA Board Members  
From: Farouk Fakira, Finance Manager  
Date: July 25, 2015 Board of Directors Meeting  
Subject: 2015 Finance and Rate Setting Calendar

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### Recommendation

This is an informational report and no action is necessary.

### Summary

The purpose of this staff report is to keep the Board and Member Agency staff informed on the schedule of important financial and rate setting events in 2015. This staff report is updated as necessary and included in the Board packet each month.

### Schedule of Finance, Contractor Compensation and Rate Adjustment Activities in 2015:

#### January 2015

- Approval of FY1314 audited Financial Statement. **Completed.**
- Mid-Year review of FY1415 Operating Budget. **Completed.**

#### March 2015

- Recology submittal of the 2014 Revenue Reconciliation Report (*March 31*). **Received – audit completed.**

#### April 2015

- Discussion on preliminary FY1516 SBWMA Operating Budget at April 23, 2015 Board meeting. **Completed.**
- Approval of unaudited calendar year financial statement for bond reporting requirements. **Completed.**

#### May 2015

- Additional Review of FY1516 detailed SBWMA Operating Budget at May 28, 2015 Board meeting. **Completed.**

#### June 2015

- Approval of final FY1516 SBWMA Operating Budget at June 25, 2015 Board meeting.
- Recology's 2016 Compensation Application due to the SBWMA and Member Agencies (*June 15*). SBWMA and Member Agency comments are due to Recology on its 2016 Compensation Application (*June 29*).
- SBWMA issued a letter requesting feedback from all Member Agencies on estimated 2016 Member Agency fees (e.g., franchise fees) to be included in their 2016 solid waste rates. **Completed.**
- Approval of Financial Systems audit report on Recology and SBR. **Completed.**

#### July 2015

- SBR's 2016 Compensation Application due to the SBWMA (*July 7*). **Received.**
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
  - 1) estimated 2015 and 2016 residential and commercial base revenue,
  - 2) estimated collected tonnage for 2015 and 2016,
  - 3) residential rates vs cost analysis,
  - 4) estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2014, and
  - 5) Summary of 2016 Member Agency fees to be used in the 2016 cost projections based on Member Agency feedback.
- Recology revised 2016 Compensation Application due to the SBWMA and Member Agencies (*July 24*).

#### August 2015

- SBWMA issues the Draft Report Reviewing Recology's 2016 Compensation Application, recommended total Revenue Requirement and rate adjustment(s) (*August 14*).
- SBWMA issues the Draft Report Reviewing SBR's 2016 Compensation Application.
- Comments due back from Member Agencies on draft Reports Reviewing Recology's 2016 Compensation Application and SBR's 2016 Compensation Application (*August 28*)

#### September 2015

- SBWMA issues Final Report Reviewing Recology's 2016 Compensation Application including the recommended total collection rate adjustment for 2016. (*September 17 BOD Packet*)
- SBWMA issues Final Report Reviewing SBR's 2016 Compensation Application. (*September 17 BOD Packet*)
- Approval of the SBR 2016 Compensation Application. (*September 24 BOD Meeting*)
- Approval of the Recology 2016 Compensation Application and total recommended Revenue Requirement. (*September 24 BOD Meeting*)

#### September – December 2015

- Member Agencies issue Prop. 218 notice and approve final 2016 solid waste rates.

#### November 2015

- SBWMA issues report to Board on recommended January 1, 2016 Shoreway tip fee adjustments including calendar year 2016 SBWMA financial projection with assumed tip fee and cash reserve balances.
- Approval of 2016 Investment Policy



## STAFF REPORT

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To: SBWMA Board Members  
From: Marshall Moran, Finance Manger  
Date: July 23, 2015 Board of Directors Meeting  
Subject: Check Register for June 2015

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### Recommendation

This is an informational item only and no action is required. This report was requested by the Board members.

### Summary

The purpose of this report is to provide transparency to the Board and the public on the actual spending by the SBWMA. All payments made by check issued in June 2015 are listed on the attached report for review.

### Analysis

The SBWMA has a contract with the City of San Carlos for accounting services including the issuing of all payments and deposit of all receipts. In accordance with the City of San Carlos' policies, checks are normally issued every two weeks. All SBWMA invoices are approved for payment by the program manager and then by the Executive Director or Finance Manager. Total A/P spending for June 2015 was \$2,842,996.07 as detailed in **Attachment A**. Certain ACH transactions such as payroll and some benefit payments are drawn directly from the bank and are therefore not included in these A/P reports.

If you have any questions on this, please contact Cyndi Urman or Farouk Fakira. The format of the check registers is limited to what is available from the city's MUNIS accounting system.

### Attachments:

Attachment A - June 2015 Check Registers

06/10/2015 12:05  
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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S061215

PG 1  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

| CHECK NO | CHK DATE   | TYPE | VENDOR NAME                            | INVOICE                        | INV DATE                            | PO   | CHECK RUN                 | NET       |
|----------|------------|------|--|--------------------------------|-------------------------------------|------|---------------------------|-----------|
| 6527     | 06/12/2015 | WIRE | 3622 WELLS FARGO PAYMENT REMITTANCE CT | 052715                         | 05/27/2015                          |      |                           | 2,792.06  |
|          |            |      | Invoice: 052715                        |                                | MAY 2015 STATEMENT                  |      |                           |           |
|          |            |      |  | 9.99 S0113010 520608           |                                     |      |                           |           |
|          |            |      |  | 145.77 S0113010 520604RES01    |                                     |      |                           |           |
|          |            |      |  | 5.45 S0113010 522718           |                                     |      |                           |           |
|          |            |      |  | 10.88 S0113010 522718          |                                     |      |                           |           |
|          |            |      |  | 54.00 S0113010 522718          |                                     |      |                           |           |
|          |            |      |  | 8.06 S0113010 522718           |                                     |      |                           |           |
|          |            |      |  | 151.72 S0113010 520503         |                                     |      |                           |           |
|          |            |      |  | 1,237.61 S0113010 520107       |                                     |      |                           |           |
|          |            |      |  | 9.09 S0113010 520201           |                                     |      |                           |           |
|          |            |      |  | 82.28 S0113010 520201          |                                     |      |                           |           |
|          |            |      |  | 154.98 S0113010 520328         |                                     |      |                           |           |
|          |            |      |  | 380.00 S0113010 520905         |                                     |      |                           |           |
|          |            |      |  | 18.12 S0113010 522718          |                                     |      |                           |           |
|          |            |      |  | 524.11 S0113010 522718         |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | CHECK 6527 TOTAL:         | 2,792.06  |
| 6528     | 06/15/2015 | EFT  | 3 AARONSON DICKERSON COHN & LANZONE    | 55015202-SB.R                  | 05/25/2015                          |      | S061215                   | 1,552.50  |
|          |            |      | Invoice: 55015202-SB.R                 |                                | MAY 2015 LEGAL SVS                  |      |                           |           |
|          |            |      |  | 1,552.50 S0113010 520312       |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | CHECK 6528 TOTAL:         | 1,552.50  |
| 6529     | 06/15/2015 | EFT  | 1278 LOCAL GOVERNMENT SERVICES         | ADV7-2015                      | 05/25/2015                          |      | S061215                   | 14,500.00 |
|          |            |      | Invoice: ADV7-2015                     |                                | JULY 2015 ADVANCE                   |      |                           |           |
|          |            |      |  | 14,500.00 S0113010 520306      |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | CHECK 6529 TOTAL:         | 14,500.00 |
| 6530     | 06/15/2015 | EFT  | 1419 THE OFFICE CITY                   | IN-1284708                     | 06/04/2015                          |      | S061215                   | 203.90    |
|          |            |      | Invoice: IN-1284708                    |                                | OFFICE SUPPLIES                     |      |                           |           |
|          |            |      |  | 203.90 S0113010 520201         |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | CHECK 6530 TOTAL:         | 203.90    |
| 6531     | 06/15/2015 | EFT  | 7176 ONEWORLD COMMUNICATIONS INC       | SBWMA0515                      | 05/29/2015                          |      | S061215                   | 11,826.65 |
|          |            |      | Invoice: SBWMA0515                     |                                | 10/27/14-5/29/15 PUBLIC ED CONTRACT |      |                           |           |
|          |            |      |  | 11,826.65 S0113010 520604RES01 |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | CHECK 6531 TOTAL:         | 11,826.65 |
| 6532     | 06/15/2015 | EFT  | 3089 R3 CONSULTING GROUP INC           | 7547                           | 05/01/2015                          | 2466 | S061215                   | 19,550.00 |
|          |            |      | Invoice: 7547                          |                                | SBWMA ANNUAL REPORT AUDIT           |      |                           |           |
|          |            |      |  | 19,550.00 S0113010 520309HCS02 |                                     |      |                           |           |
|          |            |      |  |                                |                                     |      | BUSINESS CONSULTANT (HPH) |           |

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S061215

PG 2  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO                     | CHK DATE   | TYPE | VENDOR NAME                    | INVOICE    | INV DATE   | PO          | CHECK RUN  | NET       |
|------------------------------|------------|------|--------------------------------|------------|------------|-------------|--|-----------|
| ----- INVOICE DTL DESC ----- |            |      |                                |            |            |             |  |           |
| Invoice: 7579                |            |      | R3 CONSULTING GROUP INC        | 7579       | 06/01/2015 | 2467        | S061215  | 24,098.75 |
|                              |            |      |                                | 24,098.75  | S0113010   | 520309HCM01 | 2014 FINANCIAL SYS AUDIT<br>BUSINESS CONSULTANT (HPH)              |           |
|                              |            |      |                                |            |            |             | CHECK 6532 TOTAL:  | 43,648.75 |
| 6533                         | 06/15/2015 | EFT  | 5446 RECOLOGY SAN MATEO COUNTY | 05202015C  | 05/29/2015 |             | S061215  | 135.40    |
|                              |            |      |                                | 135.40     | S0113010   | 522718      | BOWDITCH SCHOOL COMPOST<br>EDUCATION CENTER OPERATIONS             |           |
|                              |            |      |                                |            |            |             | CHECK 6533 TOTAL:  | 135.40    |
| 6534                         | 06/15/2015 | PRTD | 147 ARC DOCUMENT SOLUTIONS     | 1193191    | 05/11/2015 |             | S061215  | 100.91    |
|                              |            |      |                                | 100.91     | S2251000   | 570300SF061 | PW DOCUMENT MGMT<br>FACILITIES IMPROVEMENTS                        |           |
|                              |            |      |                                |            |            |             | CHECK 6534 TOTAL:  | 100.91    |
| 6535                         | 06/15/2015 | PRTD | 1428 THE COVELLO GROUP INC     | 2015.001-4 | 06/01/2015 | 1905        | S061215  | 2,796.00  |
|                              |            |      |                                | 2,796.00   | S0113010   | 520308      | PRE-CONSTRUCT WK - MRF CANOPY<br>FACILITIES AND OPS CONSULTANT     |           |
|                              |            |      |                                |            |            |             | CHECK 6535 TOTAL:  | 2,796.00  |
| 6536                         | 06/15/2015 | PRTD | 7504 E-RECYCLING OF CALIFORNIA | 57723      | 05/08/2015 |             | S061215  | 143.32    |
|                              |            |      |                                | 143.32     | S0113010   | 522719      | 5/2/15 COLLECTION EVENTS-PASS THRU<br>SHRED EVENT SVCS (PASS THRU) |           |
| Invoice: 57732               |            |      | E-RECYCLING OF CALIFORNIA      | 57732      | 05/15/2015 |             | S061215  | 222.67    |
|                              |            |      |                                | 222.67     | S0113010   | 522719      | 5/9/15 COLLECTION EVENT-PASS THRU<br>SHRED EVENT SVCS (PASS THRU)  |           |
| Invoice: 57315               |            |      | E-RECYCLING OF CALIFORNIA      | 57315      | 04/30/2015 |             | S061215  | 219.78    |
|                              |            |      |                                | 219.78     | S0113010   | 522719      | 4/25/15 COLLECTION EVENT-PASS THRU<br>SHRED EVENT SVCS (PASS THRU) |           |
|                              |            |      |                                |            |            |             | CHECK 6536 TOTAL:  | 585.77    |
| 6537                         | 06/15/2015 | PRTD | 7505 KIMMEL & ASSOCIATES       | 14605      | 06/01/2015 |             | S061215  | 36,456.00 |
|                              |            |      |                                | 36,456.00  | S0113010   | 520328      | EXECUTIVE SEARCH SVS<br>EMPLOYEE RECRUITMENT/HR SUPPO              |           |
|                              |            |      |                                |            |            |             | CHECK 6537 TOTAL:  | 36,456.00 |

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PG 3  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO                     | CHK DATE   | TYPE | VENDOR NAME                        | INVOICE        | INV DATE             | PO  | CHECK RUN   | NET       |
|------------------------------|------------|------|------------------------------------|----------------|----------------------|---|-------------|-----------|
| ----- INVOICE DTL DESC ----- |            |      |                                    |                |                      |   |             |           |
| 6538                         | 06/15/2015 | PRTD | 6667 RG CREATIONS INC              | 13850          | 04/20/2015           |   | S061215     | 10,111.05 |
|                              |            |      | Invoice: 13850                     |                |                      |   |             |           |
|                              |            |      |                                    | 10,111.05      | S2251000 570300SF060 | TILE MURAL PROJ<br>FACILITIES IMPROVEMENTS              |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6538 TOTAL: | 10,111.05 |
| 6539                         | 06/15/2015 | PRTD | 1260 RICOH AMERICAS CORPORATION    | 19765341       | 05/15/2015           |   | S061215     | 1,585.58  |
|                              |            |      | Invoice: 19765341                  |                |                      |   |             |           |
|                              |            |      |                                    | 1,585.58       | S0113010 520215      | JUNE 2015 COPIER LEASE<br>OFFICE EQUIPMENT COSTS        |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6539 TOTAL: | 1,585.58  |
| 6540                         | 06/15/2015 | PRTD | 7177 S GRONER ASSOCIATES INC       | 1631           | 05/29/2015           |   | S061215     | 1,690.00  |
|                              |            |      | Invoice: 1631                      |                |                      |   |             |           |
|                              |            |      |                                    | 1,690.00       | S0113010 520604HHWUW | APR 2015 HHW OUTREACH<br>PUBLIC EDUCATION/OUTREACH/WORK |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6540 TOTAL: | 1,690.00  |
| 6541                         | 06/15/2015 | PRTD | 5875 SCAPES INC                    | 15144          | 05/31/2015           |   | S061215     | 315.00    |
|                              |            |      | Invoice: 15144                     |                |                      |   |             |           |
|                              |            |      |                                    | 315.00         | S0113010 522714      | MAY 2015 SHOREWAY MAINT<br>SHOREWAY FACILITY COST       |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6541 TOTAL: | 315.00    |
| 6542                         | 06/15/2015 | PRTD | 5443 SPECIALTY'S CAFE & BAKERY INC | T2423-11167754 | 05/31/2015           |   | S061215     | 89.36     |
|                              |            |      | Invoice: T2423-11167754            |                |                      |   |             |           |
|                              |            |      |                                    | 89.36          | S0113010 520300      | REFRESHMENTS-BOARD MEETING<br>BOARD ADMINISTRATION      |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6542 TOTAL: | 89.36     |
| 6543                         | 06/15/2015 | PRTD | 5648 SBWMA PETTY CASH/CYNDI URMAN  | 60515          | 06/05/2015           |   | S061215     | 467.39    |
|                              |            |      | Invoice: 60515                     |                |                      |   |             |           |
|                              |            |      |                                    | 188.09         | S0113010 520201      | REIMB- PETTY CASH ACCOUNT<br>OFFICE SUPPLIES            |             |           |
|                              |            |      |                                    | 204.56         | S0113010 522718      | EDUCATION CENTER OPERATIONS                             |             |           |
|                              |            |      |                                    | 26.29          | S0113010 520503      | CONFERENCES & MEETINGS                                  |             |           |
|                              |            |      |                                    | 48.45          | S0113010 520300      | BOARD ADMINISTRATION                                    |             |           |
|                              |            |      |                                    |                |                      | CHECK   | 6543 TOTAL: | 467.39    |

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S061215

PG 4  
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NUMBER OF CHECKS 17 \*\*\* CASH ACCOUNT TOTAL \*\*\* 128,856.32

|                      | COUNT | AMOUNT    |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 10    | 54,197.06 |
| TOTAL WIRE TRANSFERS | 1     | 2,792.06  |
| TOTAL EFT'S          | 6     | 71,867.20 |

|       |   |
|-------|---|
| CP    | / |
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| Email |   |

\*\*\* GRAND TOTAL \*\*\* 128,856.32

PREPARED BY: *Ryda* DATE: *6/10/15*

APPROVED BY: *J* DATE: *6/10/15*

FUNDS TRANSFERRED BY: *J* DATE: *6/10/15*

ACCTS 6101 0001, tot  
*Marilyn* *6/11/15*



06/29/2015 15:54  
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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S062915

PG 1  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO                     | CHK DATE   | TYPE | VENDOR NAME                    | INVOICE        | INV DATE    | PO | CHECK RUN                           | NET          |
|------------------------------|------------|------|--------------------------------|----------------|-------------|----|-------------------------------------|--------------|
| ----- INVOICE DTL DESC ----- |            |      |                                |                |             |    |                                     |              |
| 6545                         | 06/29/2015 | EFT  | 152 BROWNING FERRIS IND OF CA  | 4278-100001274 | 05/31/2015  |    | S062915                             | 171,585.84   |
|                              |            |      | Invoice: 4278-100001274        |                |             |    | MAY2015 DISPOSAL PROCESSING COSTS   |              |
|                              |            |      | 171,585.84                     | S0113010       | 522713      |    | DISPOSAL & PROCESSING COSTS         |              |
|                              |            |      |                                |                |             |    | CHECK 6545 TOTAL:                   | 171,585.84   |
| 6546                         | 06/29/2015 | EFT  | 5982 FIRST STUDENT-SAN MATEO   | 2601-0001      | 06/10/2015  |    | S062915                             | 6,485.04     |
|                              |            |      | Invoice: 2601-0001             |                |             |    | 23 DAYS-BUS TRIPS                   |              |
|                              |            |      | 6,485.04                       | S0113010       | 522718      |    | EDUCATION CENTER OPERATIONS         |              |
|                              |            |      |                                |                |             |    | CHECK 6546 TOTAL:                   | 6,485.04     |
| 6547                         | 06/29/2015 | EFT  | 5446 RECOLOGY SAN MATEO COUNTY | 3312015PRJ65A  | 06/08/2015  |    | S062915                             | 23,939.00    |
|                              |            |      | Invoice: 3312015PRJ65A         |                |             |    | SHOP WIPE REFURBISHMENT             |              |
|                              |            |      | 23,939.00                      | S2251000       | 570300SF053 |    | FACILITIES IMPROVEMENTS             |              |
|                              |            |      |                                |                |             |    | RECOLOGY SAN MATEO COUNTY           |              |
|                              |            |      | Invoice: 2282015PRJ66          |                |             |    | 2282015PRJ66                        |              |
|                              |            |      | 11,950.00                      | S2251000       | 570300SF049 |    | NEW FUEL DISPENSER                  |              |
|                              |            |      |                                |                |             |    | FACILITIES IMPROVEMENTS             |              |
|                              |            |      |                                |                |             |    | CHECK 6547 TOTAL:                   | 35,889.00    |
| 6548                         | 06/29/2015 | EFT  | 725 CITY OF SAN CARLOS         | 9742           | 06/10/2015  |    | S062915                             | 314.92       |
|                              |            |      | Invoice: 9742                  |                |             |    | MAY 2015 BANK FEES                  |              |
|                              |            |      | 314.92                         | S0113010       | 520202      |    | BANK FEES AND SERVICES              |              |
|                              |            |      |                                |                |             |    | CITY OF SAN CARLOS                  |              |
|                              |            |      | Invoice: 9737                  |                |             |    | 9737                                |              |
|                              |            |      | 65,950.00                      | S0113010       | 520310      |    | JAN-JUN 2015 FINANCIAL SVS          |              |
|                              |            |      |                                |                |             |    | ACCOUNTING SERVICES                 |              |
|                              |            |      |                                |                |             |    | CITY OF SAN CARLOS                  |              |
|                              |            |      | Invoice: 79950603              |                |             |    | 79950603                            |              |
|                              |            |      | 4,368.25                       | S0113010       | 520203      |    | JUNE 2015 RENT                      |              |
|                              |            |      |                                |                |             |    | RENT                                |              |
|                              |            |      |                                |                |             |    | CITY OF SAN CARLOS                  |              |
|                              |            |      | Invoice: 1980001               |                |             |    | 1980001                             |              |
|                              |            |      | 1,909.93                       | S0113010       | 520107      |    | JAN-MAR 2015 UTILITY/JANITORIAL SVS |              |
|                              |            |      |                                |                |             |    | UTILITIES & PHONE                   |              |
|                              |            |      |                                |                |             |    | CHECK 6548 TOTAL:                   | 72,543.10    |
| 6549                         | 06/29/2015 | EFT  | 5512 SOUTH BAY RECYCLING LLC   | 2015-05        | 06/16/2015  |    | S062915                             | 1,428,108.16 |
|                              |            |      | Invoice: 2015-05               |                |             |    | MAY 2015 TRANSFER STATION PYMT      |              |
|                              |            |      | -35,591.34                     | S0113010       | 480033      |    | MRF 3RD PARTY PROCESSING FEE        |              |
|                              |            |      | 45,342.95                      | S0113010       | 522713      |    | DISPOSAL & PROCESSING COSTS         |              |
|                              |            |      | -31,121.81                     | S0113010       | 522713      |    | DISPOSAL & PROCESSING COSTS         |              |
|                              |            |      | 67,229.17                      | S0113010       | 522717      |    | BUYBACK PAYMENTS                    |              |
|                              |            |      | 1,382,249.19                   | S0113010       | 522712      |    | OPERATOR COMPENSATION SBR           |              |

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S062915

PG 2  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO | CHK DATE   | TYPE | VENDOR NAME                            | INVOICE   | INV DATE                                 | PO | CHECK RUN         | NET          |
|----------|------------|------|--|---|--|----|-------------------|--------------|
| -----    |            |      |  |   |  |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6549 TOTAL: | 1,428,108.16 |
| 6550     | 06/29/2015 | EFT  | 5558 ZANKER ROAD RESOURCE MANAGEMENT L | Z2015-05-0269                                   | 05/31/2015                               |    | S062915           | 140,116.61   |
|          |            |      | Invoice: Z2015-05-0269                 |   | MAY 2015 DISPOSAL COSTS                  |    |                   |              |
|          |            |      |  | 140,116.61 S0113010 522713                      | DISPOSAL & PROCESSING COSTS              |    |                   |              |
|          |            |      | Invoice: 02015-05-0268                 | ZANKER ROAD RESOURCE MANAGEMENT L 02015-05-0268 | 05/31/2015                               |    | S062915           | 6,067.26     |
|          |            |      |  |   | MAY 2015 DISPOSAL PROCESSING             |    |                   |              |
|          |            |      |  | 6,067.26 S0113010 522713                        | DISPOSAL & PROCESSING COSTS              |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6550 TOTAL: | 146,183.87   |
| 6551     | 06/29/2015 | PRTD | 776 AT&T                               | 061315-7146                                     | 06/13/2015                               |    | S062915           | 207.46       |
|          |            |      | Invoice: 061315-7146                   |   | 6/13-7/12/15 PHONE SVS                   |    |                   |              |
|          |            |      |  | 207.46 S0113010 522714                          | SHOREWAY FACILITY COST                   |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6551 TOTAL: | 207.46       |
| 6552     | 06/29/2015 | PRTD | 5556 BFI OF CALIFORNIA                 | 4227-000041037                                  | 05/31/2015                               |    | S062915           | 1,332.39     |
|          |            |      | Invoice: 4227-000041037                |   | MAY 2015 TIPPER MAINT                    |    |                   |              |
|          |            |      |  | 1,332.39 S0113010 522716                        | MAINTENANCE ON TIPPER OX MTN             |    |                   |              |
|          |            |      | Invoice: 4227-000040974                | BFI OF CALIFORNIA 4227-000040974                | 05/31/2015                               |    | S062915           | 673,227.56   |
|          |            |      |  |   | MAY 2015 DISPOSAL PROCESSING COSTS       |    |                   |              |
|          |            |      |  | 673,227.56 S0113010 522713                      | DISPOSAL & PROCESSING COSTS              |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6552 TOTAL: | 674,559.95   |
| 6553     | 06/29/2015 | PRTD | 5640 BIO FUEL SYSTEMS INC              | 051502  | 05/22/2015                               |    | S062915           | 4,518.77     |
|          |            |      | Invoice: 051502                        |   | SERVICES TO 5/15/15                      |    |                   |              |
|          |            |      |  | 4,518.77 S0113010 522713                        | DISPOSAL & PROCESSING COSTS              |    |                   |              |
|          |            |      | Invoice: 051504                        | BIO FUEL SYSTEMS INC 051504                     | 06/01/2015                               |    | S062915           | 3,731.33     |
|          |            |      |  |   | 5/16-5/31/15 SERVICES                    |    |                   |              |
|          |            |      |  | 3,731.33 S0113010 522713                        | DISPOSAL & PROCESSING COSTS              |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6553 TOTAL: | 8,250.10     |
| 6554     | 06/29/2015 | PRTD | 7530 CANTERBURY DESIGNS OF OHIO LLC    | INV1267-03                                      | 06/11/2015                               |    | S062915           | 21,919.00    |
|          |            |      | Invoice: INV1267-03                    |   | TRASH RECEPTACLES-PUBLIC SPACE RECYCLING |    |                   |              |
|          |            |      |  | 21,919.00 S0113010 520340                       | LONG RANGE PLAN                          |    |                   |              |
|          |            |      |  |   |  |    | CHECK 6554 TOTAL: | 21,919.00    |

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linda

CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S062915

PG 3  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO | CHK DATE   | TYPE | VENDOR NAME                                      | INVOICE                     | INV DATE                          | PO | CHECK RUN   | NET        |
|----------|------------|------|--|-----------------------------|-----------------------------------|----|-------------|------------|
| -----    |            |      |  |                             |                                   |    |             |            |
| 6555     | 06/29/2015 | PRTD | 1250 FEDEX KINKO'S OFFICE & PRINT SERV OC-613052 |                             | 06/01/2015                        |    | S062915     | 25.00      |
|          |            |      | Invoice: OC-613052                               |                             | 6/1/15 LATE FEE                   |    |             |            |
|          |            |      |  | 25.00 S0113010 520201       | OFFICE SUPPLIES                   |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6555 TOTAL: | 25.00      |
| 6556     | 06/29/2015 | PRTD | 7523 INFLOW COMMUNICATIONS                       | 3648                        | 06/07/2015                        |    | S062915     | 1,507.42   |
|          |            |      | Invoice: 3648                                    |                             | 1 YR GOLD SUPPORT                 |    |             |            |
|          |            |      |  | 1,507.42 S0113010 520215    | OFFICE EQUIPMENT COSTS            |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6556 TOTAL: | 1,507.42   |
| 6557     | 06/29/2015 | PRTD | 3277 J R MILLER AND ASSOCIATES INC               | 30612                       | 05/31/2015 791                    |    | S062915     | 350.00     |
|          |            |      | Invoice: 30612                                   |                             | MAY 2015 ARCHITECT SVC MRF CANOPY |    |             |            |
|          |            |      |  | 350.00 S2251000 570300SF061 | FACILITIES IMPROVEMENTS           |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6557 TOTAL: | 350.00     |
| 6558     | 06/29/2015 | PRTD | 3431 KEVIN MCCARTHY                              | JUN2015                     | 06/15/2015                        |    | S062915     | 549.63     |
|          |            |      | Invoice: JUN2015                                 |                             | REIMB CONF EXP 6/11-6/12/15       |    |             |            |
|          |            |      |  | 549.63 S0113010 520503      | CONFERENCES & MEETINGS            |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6558 TOTAL: | 549.63     |
| 6559     | 06/29/2015 | PRTD | 449 PITNEY BOWES GLOBAL                          | 8474059-MY15                | 06/03/2015                        |    | S062915     | 128.29     |
|          |            |      | Invoice: 8474059-MY15                            |                             | JUNE -SEPT 2015 SERVICES          |    |             |            |
|          |            |      |  | 128.29 S0113010 520215      | OFFICE EQUIPMENT COSTS            |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6559 TOTAL: | 128.29     |
| 6560     | 06/29/2015 | PRTD | 5557 RECOLOGY BLOSSOM VALLEY ORGANICS-           | 150531                      | 06/04/2015                        |    | S062915     | 139,419.57 |
|          |            |      | Invoice: 150531                                  |                             | MAY 2015 DISPOSAL PROCESSING COST |    |             |            |
|          |            |      |  | 139,419.57 S0113010 522713  | DISPOSAL & PROCESSING COSTS       |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6560 TOTAL: | 139,419.57 |
| 6561     | 06/29/2015 | PRTD | 6667 RG CREATIONS INC                            | 13863                       | 05/08/2015                        |    | S062915     | 3,467.20   |
|          |            |      | Invoice: 13863                                   |                             | RECYCLE CENTER SIGNS              |    |             |            |
|          |            |      |  | 3,467.20 S0113010 522714    | SHOREWAY FACILITY COST            |    |             |            |
|          |            |      |  |                             | CHECK                             |    | 6561 TOTAL: | 3,467.20   |

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linda

CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S062915

PG 4  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

| CHECK NO | CHK DATE   | TYPE | VENDOR NAME                                  | INVOICE                  | INV DATE  | PO | CHECK RUN   | NET      |
|----------|------------|------|--|--------------------------|---|----|-------------|----------|
| 6562     | 06/29/2015 | PRTD | 1260 RICOH AMERICAS CORPORATION              | 500152071                | 06/04/2015  |    | S062915     | 201.65   |
|          |            |      | Invoice: 500152071                           |                          |   |    |             |          |
|          |            |      |  | 201.65 S0113010 520215   | 2014 PROPERTY TAX-LEASE EQUIP<br>OFFICE EQUIPMENT COSTS |    |             |          |
|          |            |      |  |                          | CHECK   |    | 6562 TOTAL: | 201.65   |
| 6563     | 06/29/2015 | PRTD | 5662 ACCOUNTEMPS                             | 43261010                 | 06/16/2015  |    | S062915     | 1,563.75 |
|          |            |      | Invoice: 43261010                            |                          |   |    |             |          |
|          |            |      |  | 1,563.75 S0113010 520307 | W/E 6/12/15 M DIAMOND<br>RATE REVIEW (HFH)              |    |             |          |
|          |            |      |  |                          | CHECK   |    | 6563 TOTAL: | 1,563.75 |
| 6564     | 06/29/2015 | PRTD | 6186 SAFE DESIGNS PROMOTIONAL MARKETIN 88463 |                          | 06/12/2015  |    | S062915     | 726.09   |
|          |            |      | Invoice: 88463                               |                          |   |    |             |          |
|          |            |      |  | 726.09 S0113010 522718   | ED CENTER SUPPLIES<br>EDUCATION CENTER OPERATIONS       |    |             |          |
|          |            |      |  |                          | CHECK   |    | 6564 TOTAL: | 726.09   |
| 6565     | 06/29/2015 | PRTD | 3334 SERVICE PRESS INC                       | 42535                    | 06/15/2015  |    | S062915     | 361.91   |
|          |            |      | Invoice: 42535                               |                          |   |    |             |          |
|          |            |      |  | 361.91 S0113010 520201   | STATIONARY SUPPLIES<br>OFFICE SUPPLIES                  |    |             |          |
|          |            |      |  |                          | CHECK   |    | 6565 TOTAL: | 361.91   |
| 6566     | 06/29/2015 | PRTD | 4519 SHRED-IT USA                            | 9406130589               | 06/08/2015  |    | S062915     | 107.72   |
|          |            |      | Invoice: 9406130589                          |                          |   |    |             |          |
|          |            |      |  | 107.72 S0113010 520201   | 6/8/15 SHRED SVS<br>OFFICE SUPPLIES                     |    |             |          |
|          |            |      |  |                          | CHECK   |    | 6566 TOTAL: | 107.72   |

NUMBER OF CHECKS 22 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,714,139.75

|                      | COUNT | AMOUNT       |
|----------------------|-------|--------------|
| TOTAL PRINTED CHECKS | 16    | 853,344.74   |
| TOTAL EFT'S          | 6     | 1,860,795.01 |

|       |                                     |
|-------|-------------------------------------|
| CP    | <input checked="" type="checkbox"/> |
| ARP   | <input checked="" type="checkbox"/> |
| EFT   | <input checked="" type="checkbox"/> |
| Email | <input type="checkbox"/>            |

\*\*\* GRAND TOTAL \*\*\* 2,714,139.75

PREPARED BY: Linda DATE: 6/29/15

APPROVED BY: [Signature] DATE: 6/30/15

FUNDS TRANSFERRED BY: [Signature] DATE: 6/30/15

ACTS62910002.txt



## STAFF REPORT

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To: SBWMA Board Members  
From: Cyndi Urman, Office Manager/Board Secretary  
Date: July 23, 2015 Board of Directors Meeting  
Subject: Technical Consulting Contracts – 2<sup>nd</sup> Quarter 2015

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### Recommendation

This is an informational item only and no action is required. This report was requested by the Board members.

### Summary

The purpose of this report is to provide an update to the Board on a quarterly basis on the technical consulting contracts that have been issued. All contracts issued in the 2<sup>nd</sup> Quarter 2015 are listed on the attached report.

Each quarter throughout a given calendar year, staff will update this listing with any new technical contracts issued. How frequently this report is produced (e.g., monthly or quarterly) was discussed with the Executive Committee and it was decided given the small number of contracts issued that a quarterly frequency was appropriate.

If you have any questions on the attached listing of technical contracts, please contact Cyndi Urman or Kevin McCarthy.

### Attachments:

Attachment A – Technical Consulting Contracts –2<sup>nd</sup> Quarter 2015

**Technical Consultant Contracts - 2<sup>nd</sup> Quarter 2015**

July 1, 2015

| <u>Vendor Name</u>   | <u>Amount of Contract</u> | <u>Scope of Work</u>   | <u>Date of Award</u> | <u>Contract Procedures Used</u> | <u>Budget Line Item</u> | <u>Budget Line Item Description</u>       |
|----------------------|---------------------------|--|----------------------|---------------------------------|-------------------------|---|
| SCS Engineers        | \$ 25,000.00              | Commercial Recycling Reporting System Assistance                 | 04/16/15             | Single Source                   | 520604-COE01            | Commercial Recycling Technical Assistance |
| SCS Engineers        | \$ 15,000.00              | 2015 Climate Registry Reporting                                  | 04/20/15             | Single Source                   | 520608                  | Climate Change Reporting                  |
| Ascent Environmental | \$ 25,000.00              | 2015 Electronic Annual Reports                                   | 04/20/15             | Single Source                   | 520311                  | CIWMB Annual Reports                      |
| ESA                  | \$ 7,400.00               | Change order to Call Center Monitoring Contract issued 2/11/2014 | 04/27/15             | RFQ                             | 520309-HCS02            | Collection Services Franchise Admin.      |
| Cameron Cole         | \$ 7,900.00               | SBR Climate Registry Reporting                                   | 04/28/15             | Single Source                   | 520608                  | Climate Change Reporting                  |
| HF&H Consultants     | \$ 8,000.00               | 2015 Rate Survey   | 05/12/15             | Single Source                   | 520309-HDV01            | Diversion Program Support                 |

Competitive Procurement includes selecting contractors resulting from Requests for Proposals (RFP), Requests for Qualifications (RFQ), obtaining multiple bids/proposals and/or obtaining bids/proposals from firms pre-qualified per responses to published RFP/RFQ.

Single Source includes selecting contractors based on a sole source solicitation of bids/contracts and subsequent contract negotiations.



## STAFF UPDATE

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### September 2015 – November 2015 Potential Future Board Agenda Items

#### September 24, 2015 (meeting at San Carlos Library Conference Room)

- Resolution Approving 2016 South Bay Recycling Compensation Application (**Approval item**)
- Resolution Approving 2016 Recology San Mateo County Compensation Application (**Approval item**)
- Resolution Approving Agreement with OneWorld Communications for Public Education and Outreach Collateral and Campaign Development for RethinkWaste Programs and Services (**Approval item**)
- Approval of Quarterly Investment Report as of 6/30/15 (**Consent calendar**)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (**Info. only item**)
- Technical Consulting Contracts – 3<sup>rd</sup> Quarter 2015 (**Staff update**)
- Results of Recology Evaluation of Using Larger Data Pool for Conducting Annual Route Assessment (**Discussion item**)

#### October 22, 2015 (meeting at San Carlos Library Conference Room)

- Closed session item: Pursuant to Government Code Section Govt. Code Sec. 54956.9 Conference with Labor Negotiator: Unrepresented employees- (All employees).
- Resolution Approving 2016 Public Education Plan (**Approval item**)
- Resolution Approving Amendment Number 4 to Agreement with WM Curbside, LLC to Provide Household Hazardous Waste, Universal Waste, Electronic Scrap, Sharps and Medicine Door-to-Door Collection, Recycling and Disposal Services (**Approval item**)
- Review of Extended Producer Responsibility Policy Framework

#### November 19, 2015 (meeting at San Carlos Library Conference Room)

- Consideration of Approval of 2016 Merit Increase Pool for Unrepresented Employees
- Consideration of Shoreway Facility Tipping Fee Adjustments Effective 1/1/16