



BOARD OF DIRECTORS
THURSDAY, February 26, 2015 at 2:00 p.m.

San Carlos Library
Conference Room A/B
610 Elm Street, San Carlos, CA 94070

1. **Roll Call**
2. **Adjourn to Closed Session** – Pursuant to Government Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATOR, Executive Director Regarding Unrepresented employees-(all employees)
3. **Report from Closed Session**
THE REGULAR PORTION OF THE MEETING IS ANTICIPATED TO START AT 2:15 PM
4. **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.
5. **Executive Director's Report**
6. **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 22, 2015 BOD Meeting Minutes
 - B. Approval of Quarterly Investment Report as of 12/31/14
 - C. Resolution Approving Updates to Employee Handbook
7. **Administration and Finance:**
 - A. TAC and Board Committee Structure (*Discussion item*)
 - B. Review of Employee Compensation Policy (*Discussion item*)
 - C. Appointment of Board Members to Adhoc Subcommittee to Interview Finance Manager Candidates
8. **Collection and Recycling Program Support and Compliance:**
No items this month
9. **Shoreway Operations and Contract Management:**
 - A. Resolution Approving New Capital Request by SBR for One Transfer Trailer for Hauling Organic Materials (*Approval item*)
10. **Informational Items Only (no action required)**
 - A. Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance
 - B. 2015 Finance and Rate Setting Calendar
 - C. Check Register for January 2015
 - D. Potential Future Board Agenda Items
11. **Board Member Comments**
12. **Adjourn**

MEMBER AGENCIES

ATHERTON * BELMONT * BURLINGAME * EAST PALO ALTO * FOSTER CITY * HILLSBOROUGH * MENLO PARK * REDWOOD CITY
* SAN CARLOS * SAN MATEO * COUNTY OF SAN MATEO * WEST BAY SANITARY DISTRICT



EXECUTIVE DIRECTOR'S REPORT

Agenda Item 5



STAFF REPORT

To: SBWMA Board Members
From: Kevin McCarthy, Executive Director
Date: February 26, 2015 Board of Directors Meeting
Subject: Executive Director's Report

Board Agenda/Packet Items

Staff is making good progress on rollout of the Commercial Recyclers Reporting Ordinance with an update provided in agenda item 10A. Notably, good briefing sessions were held with Member Agency staff on February 12th and two sessions with affected businesses on February 19th.

Please see agenda item 10B for a schedule of important financial and rate setting milestones in calendar year 2015, including budget review schedule and solid waste rate setting process. Staff will update this each month with any changes.

A listing of future potential Board agenda items can be found under agenda item 10D. This is also updated monthly. Notable upcoming Board agenda items include a staff presentation on the draft Long Range Plan at the March 26th meeting, and a preliminary FY1516 budget discussion at the April 23rd Board.

Program and Operational Update

Recology to Acquire Community Recycling (member of SBR, LLC)

On December 17, 2014 the Board approved the consent to Assignment of majority interest in South Bay Recycling, LLC to Recology, Inc. SBR has not yet filed updated required legal documents which need to be filed on or before Recology's acquisition of Community Recycling's interest in SBR. Staff was recently notified that the close of the transaction (i.e., Recology purchasing Community Recycling) is now expected on February 27, 2015.

Impacted Port of Oakland Operations Affect Shoreway MRF Operations

Port of Oakland operations continue to be impacted thus affecting SBR's ability to move baled commodities to market. The labor contract between the International Longshore and Warehouse Union (ILWU) and Pacific Maritime Association (PMA) for 29 west coast ports has not been resolved. The port congestion is getting worse with port closures on three weekdays (February 12, 16, and 19) and they did not work this past weekend. As a result steamship lines are beginning to temporarily by-pass the Port of Oakland and return directly to Asia. There is no public evidence that the Federal Mediator or Labor Secretary have made progress in bringing the ILWU and PMA closer to an agreement, though the intensity of federal government involvement is ratcheting up.

SBR is no longer using the Newark warehouse with SBR recently moving some remaining inventory from Newark to the Redwood City warehouse. One-third of that former Newark inventory has already been shipped out to the Port via the Redwood City warehouse.

Over the past two weeks, SBR has sent some baled fiber from the Shoreway MRF facility to the Redwood City warehouse during periods when the Port of Oakland was congested to the point of gridlock or closed. Currently, the Redwood City warehouse is at about 25% of total bale storage capacity; this bale storage capacity represents over three weeks of MRF generation. SBR continues to ship material from the warehouse whenever possible, and

to it when necessary. Although the port situation is tenuous, the Redwood City warehouse will be able to handle inbound volumes from the MRF regardless of what happens at the port over the next three to five weeks.

A link to a recent article on the port situation is below.

<http://www.recyclingtoday.com/west-coast-port-workers-ilwu-pma.aspx>

Announcements

Staff would like to extend a warm welcome to City of San Mateo Councilmember Rick Bonilla as our newest Board Member. Mr. Bonilla was recently appointed to the City Council to fill the vacancy for the City Council position vacated by Robert Ross. For a brief bio on Mr. Bonilla please see

<http://www.cityofsanmateo.org/index.aspx?nid=2940>

News of Interest

Staff would also like to congratulate Assemblymember Rich Gordon for his recent appointment to Chair the newly formed Select Committee on Waste Reduction and Recycling in 21st Century California. An excerpt from a Recycling News story dated on February 11, 2015 is below:

"I am honored to serve as Chair of the Select Committee on Waste Reduction and Recycling in 21st Century California," said Assemblyman Gordon. "This committee will examine waste reduction and recycling programs with the goal of furthering innovative solutions to ensure California continues to remain at the forefront of reducing waste and living sustainably."

"I am proud that California leads the country with an approximate 65 percent diversion rate across all materials, and that our recycling industry supports more than 140,000 green jobs throughout the state," continued Gordon. "With this new select committee, we can identify additional opportunities to expand and improve waste reduction programs in California. As Chair, my primary goal will be to inspire and challenge Californians to achieve the highest waste reduction, recycling, and reuse goals in the nation. Through innovation and creativity, sound advancements in science and technology, and efficient programs that improve economic vitality and environmental sustainability, we can build a stronger California."

Since his election, Assemblyman Gordon has authored five key pieces of legislation pertaining to beverage container and tire recycling programs in California, all of which were signed into law. In 2012, he was named Recycling Legislator of the Year by Californians Against Waste. "Assemblyman Gordon has been a leader in addressing environmental challenges and seizing opportunities in growing California's recycling economy," said Mark Murray, Executive Director of Californians Against Waste. "It's little surprise that Speaker Atkins would entrust him with this responsibility."



CONSENT CALENDAR

Agenda Item 6



DRAFT MINUTES

**SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
January 22, 2015 – 2:00 p.m.
San Carlos Library Conference Room A/B**

CTO: 2:05PM

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	

Alternate Member John Root represented Burlingame

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. Executive Director's Report

Executive Director McCarthy gave a summary of the staff report. He noted that any changes to the Board composition would be communicated, and that currently there is only one change in San Mateo with Deputy Mayor Jack Matthews being appointed to the Board, but it is unknown if he will be the permanent member. He also gave an update that the Recology assignment has been delayed due to some assignment approvals in Southern California. The transaction hasn't closed yet, so there is no documentation yet. He also noted the news article included in the Board packet about an ordinance related to a take back of pharmaceuticals, and AB45 introduced by Assemblymember Mullin, which will be brought up at a future Board meeting.

Member Benton noted that Mario Puccinelli's promotion was mentioned in the Executive Director's report, and ask that the Board take a minute to congratulate Mario.

4. 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 November 20, 2014 BOD Meeting Minutes
- B. Adopt the December 17, 2014 BOD Meeting Minutes
- C. Resolution Accepting the FY1314 Annual Financial Statements
- D. Resolution Approving Revised SBWMA Investment Policy for 2015

Chair Widmer noted that at a previous meeting it was discussed that net income would be changed to net change in reserves, and he questioned why the financial statements still noted net income.

Staff Moran noted that it has been changed in the budget and internal files, but that this report came from the auditors, so they control the terminology.

Vice Chair Dehn asked if there should be consistent terminology between the two reports. Staff Moran explained that there are many differences between the two presentations, and this is a minor difference.

Member Benton made a motion to accept the consent calendar. Member Aguirre seconded the motion.
Voice Vote: All in Favor

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	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 Dist.	X			

5. Administration and Finance:

- A. Election of Board Officers for 2015 (*Approval item*)

Chair Widmer went over the duties of Chair and Vice Chair.

Member Slocum nominated Chair Widmer and Vice Chair Dehn to continue for another year.
Member Bronitsky seconded the nomination.

There were no other nominations.

Member Benton confirmed that both Chair Widmer and Vice Chair Dehn were willing.

Both said yes, and Vice Chair Dehn added that if someone else were interested in being in the role she was fine with that too.

Voice Vote: All in favor

B. Resolution Accepting Mid-Year Adjustments to FY1415 Annual Operating Budget (*Approval item*)

This item was discussed after item 7B

Executive Director McCarthy gave a brief overview of the mid-year budget. He noted that there hasn't been much change in terms of the program budget, and that net income is now called contributions to cash reserves. He noted that there are two changes to the budget to be discussed, the \$175,000 one-time costs associated with the port slow down (discussed with item 7B) that will increase SBR's compensation, and adjusting a part time position of the Environmental Education Associate from 32 hours to 40 hours. Those costs would be approximately \$5,539 for the remainder of this fiscal year, and \$13,000 next year.

Chair Widmer asked for clarification on the changes in MRF maintenance.

Executive Director McCarthy noted that the budget only reflects one change in capital projects, which is that a project has been eliminated. He noted that Chair Widmer is referring to the forecast for future years in two areas. In the past \$200,000 has been spent every other year on transfer station floor repair, and now the budget reflects \$100,000 every year. The other item is MRF building maintenance which is forecasted to go up over the next few years as the MRF floor which was brand new in 2011 begins to wear down. He also noted that the forecasts have not been changed since the original budget approval in June.

Member Benton asked who was renting the additional storage space the SBWMA or SBR.

Executive Director McCarthy answered that SBR is renting the space, and SBR has incurred all of the additional costs thus far because the purchasing policy did not allow for him to spend that money without Board approval, and by adopting the mid-year budget the Board would approve spending up to \$175,000 of costs associated with the Port issue.

Member Benton asked how SBR would get reimbursed for the storage costs.

Executive Director McCarthy answered that SBR is paid on a per ton basis through a monthly invoice process so these costs would be included as one-time costs on the invoice.

Member Bronitsky commented that he thought someone from the SBWMA should be calling public works in the Member Agencies to see if any solutions can be made without absorbing additional costs when a situation like the Port arises. He also noted that he thought this year there was going to be a discussion about the education component and whether or not it would be scaled back. He disagreed that the number of hours of the education staff should be increased before that conversation took place.

Chair Widmer commented that during the budget process for next year there needs to be a conversation about what the Board wants in regard to education. He noted that the Executive Director has stayed within the budget while increasing the hours, but with the unfortunate circumstance of an employee needing extended leave those hours are needed to meet the current tour demands.

Executive Director McCarthy added that there is a short term situation because the tour program is under staffed which is a tactical issue. He added that what Member Bronitsky brings up in a bigger picture issue about the program.

Member Aguirre made a motion to accept the changes to the mid-year budget. Member Benton seconded the motion.

Voice Vote: All in Favor

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	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 Dist.	X			

C. Executive Director Status Report on Goal Progress (*Informational item*)

Executive Director McCarthy gave a brief update on his goal progress. He noted that he thought he had made substantial progress on the goals that were adopted in the fall. He highlighted several items that had already been accomplished.

Member Stone commented that Executive Director McCarthy had met with him twice in the last 6 months, and he appreciated that time.

6. **Collection and Recycling Program Support and Compliance:**

A. Appointment of Board Members to Adhoc Subcommittee to Interview Recology GM candidates

Executive Director McCarthy suggested 3 Board Members be appointed to a committee to interview prospective Recology General Manager candidates.

Four Board members volunteered to be on the committee, so all 4 will serve on the panel to interview General Manager candidates. Member Bronitsky, Member Slocum, Member Aguirre, and Vice Chair Dehn.

Mario Puccinelli added that the recruitment period goes through the end of January, and interviews will be scheduled for February.

Executive Director McCarthy added that he would keep the committee updated as interview scheduling happens, but this committee would interview the top candidates.

Member Benton asked if the new General Manager would report to him in his new position.

Mario Puccinelli answered yes that he will be the group manager for the Recology companies San Bruno and Pacifica South to Pacheco Pass.

Executive Director McCarthy also noted that Board Members would be asked to sit on the interview committee for the Finance Manager position, and he would keep the Board updated on that schedule as well.

B. Recology Proposal to Automate Data Collection Associated with Annual Route Assessment
(Presentation and discussion item)

Chair Widmer gave a history of past discussions on this topic to the Board Members, and noted that Mario Puccinelli would be presenting Recology's findings and suggestions.

Executive Director McCarthy noted that the original request from the Board was to have a proposal before the Board so that any recommended changes could be made before the annual route assessment in 2015. He noted that due to timing issues if a change is recommended that the data collection be completed in both ways in 2015 (for rate year 2016), so a side by side comparison could be done.

Mario Puccinelli gave a brief background and overview on the discussion of allocation. He noted that the process of trying to get to a larger pool of operating statistic data has been challenging, as no other company that uses Routeware has the same type of data reporting requirements they do. He added that Recology has redesigned their Routeware back office system, and after much trial and error they have successfully automated 2 of the allocators, and two other allocators are still in the research and development phase. He added that they can now capture one month of data instead of just one day allowing for truer allocation. He noted however, that it's not fully automated, and there are still some quality assurance data gathering that cannot be automated and due to this they are requesting an additional headcount if this project moves forward. He concluded that through this process they now have the ability to validate the operating statistics at different times of the year, but if the Board decides to go forward with this it couldn't be done for the rate year 2016, but that the operating statistics collected in April and May could be compared to any one month worth of data to see what the variances are, and if at that time there were big differences then they could look at data collection for a whole year.

Member Benton recalled that the allocations didn't move too much from the current application, and questioned if this would be a lot of money spent on something that has settled into a fairly predictable pattern. He asked Mario Puccinelli what his intuitive sense on the need.

Mario Puccinelli commented that this system allows for testing of the month worth of data that is used for cost allocations, but agreed that things have settled down, and thought there would be very slight variances.

Vice Chair Dehn asked if Routeware was chosen because they had an off the shelf product, and if it was another company that takes the aggregate of the one day snap shots for the current cost allocation methodology.

Mario Puccinelli answered that at the time there were only 2 or 3 companies that provided any type of an on board system; Routeware was chosen because it was felt they had the most comprehensive tools. But added at the time getting a larger snapshot of data automated wasn't thought about when Routeware was chosen. He also noted that Recology staff, not an outside company, takes the one day Routeware information and turns it into one month worth of data.

Vice Chair Dehn asked if Recology's recommendation would be to continue with the audit on an annual basis and have an allocation test at multiple points in a year, and at what cost is that test.

Mario Puccinelli answered that his recommendation would be to look at a specific date range in the summer, and from there determine what the cost impact would be if seasonal audits were done. If at that time the variances were flat, the Board may want to consider fixed allocation.

Chair Widmer commented that he was frustrated at the length of time it took to get to this point. He noted that in his jurisdiction at least with the tonnage there was a variance over a period of time. He also noted that taking the data over a greater period of time will show a greater variance than what is already shown. He also commented that he failed to understand the \$93,000 cost associated with a person looking at the data full time when it's supposed to be automated. He requested more information on how the \$93,000 sum was calculated and what the data really looks like when it's produced by Routeware, noting that the Routeware system was expensive and would like to see the benefits of paying for that system.

Mario Puccinelli responded that Recology as well has been frustrated with their vendor Routeware. He also commented that yes there are variances in tons, for example December organic tons went up 4,000 over December 2013, but a lot of that was due to moisture content because December was a wet month. He noted that the RFP didn't ask for a daily allocation model, and it would take a staff person to look at quality assurance issues. He offered the option that Recology would do a test run at no additional cost to see what it would take to make automated data collection work.

Chair Widmer commented that it was a long wait to get a \$93,000 number, which didn't seem like a fair number given that Routeware had already been paid for, and should be able to be used as a decision making tool, and would like more detail to understand what the \$93,000 was going to pay for.

Executive Director McCarthy suggested that the Board take Recology up on their offer to do the pilot and test the data collection. That way the Board would have a broader data pool. He also noted that he thought it was important to understand why there is a cost allocation process; he noted that each of the Member Agencies has a service provider together even though you have separate franchise agreements. That gives the service provider the benefit of running routes across City lines and gives Recology the most efficient routing options, but it also makes for complex cost allocation. He would like to see Recology come back to the Board with the broader data pool of information and asked that the plan be in writing.

Vice Chair Dehn asked what the time frame Recology would come back to the Board with further data collection.

Mario Puccinelli noted the annual compensation application would be starting in April, and needs to stay on track, so would use the same system prescribed in the contracts. Then he suggested that a one month data test be completed this summer.

Executive Director McCarthy asked how soon a letter would be back outlining Recology's timeline and plan for the test.

Mario Puccinelli answered before the next Board meeting.

7. **Shoreway Operations and Contract Management:**

A. Update on Transfer Station Organics Recovery Project (*Informational item*)

Staff Gans gave an update on the progress of the organics recovery project. He noted that two studies are being done on parallel tracks, so that the results can be presented with the Long Range Plan in March. He also noted that the goals for the project are to have a significant 20-25% impact on diversion of the current solid waste, and that seems like a realistic goal. And that the second goal of the project is to generate biogas from the food waste. He noted that there have been no technical delays in conducting the study and potentially two megawatts are power could be generated. And the third goal for the project is to use the existing infrastructure at SBSA to make this project financially viable, and all three goals are on track.

Chair Widmer asked if the SBSA had enough capacity if the decision was to move forward.

Staff Gans answered yes, that was another thing that has been accomplished in the study to date.

Chair Widmer asked if what the cost or process impact would be to separate the material.

Staff Gans answered yes, that this is a technical and financial feasibility study for both the SBSA and the SBWMA.

Chair Widmer asked if the numbers would be done in time to make the budget preparation.

Executive Director McCarthy noted that the Long Range Plan document would be to the Board in March, but whether or not the Board approves it relates to whether or not the numbers will be in the budget.

Member Benton asked about the capex budget in two years shows a cost of \$5M, and wondered if that was this project.

Executive Director McCarthy said yes, but its plug number that hasn't been validated yet.

Vice Chair Dehn asked for comments from feedback from the SBSA Board meeting.

Staff Gans answered that he reviewed the presentation before the Board meeting, and reviewed it with their project manager, it was high level and nothing specific at the moment.

B. Update on Impact of Port of Oakland Operations on MRF Operations (*Informational item*)

Item 7B was discussed prior to item 5B

Staff Gans updated the Board on the Port of Oakland situation. He gave a summary of the staff report noting that roughly 3 days of material could be stored at the facility and after that it becomes a crisis situation. He added that there has been intermittent shipping out of the port, but not normal, which has forced the need for alternative storage. He thanked Gino Gasparini of Recology for helping to find a storage facility in Newark that is being used to store material. He also noted that 3rd party tons were curtailed for two days, and that those two items have meant that no material is accumulating at Shoreway. He commented that it continues to be a fast moving uncertain situation, and if there is a strike situation

more alternative storage will be needed. He added the Supervisor Warren Slocum's office has helped to secure a lease on a county property warehouse in Redwood City, which will provide 3 weeks worth of full production storage, which is the current contingency plan. He concluded that staff with the assistance of legal counsel have determined that the costs associated with this issue are outside of the operations agreement and therefore not the responsibility of SBR, and the current cost is for the additional handling and lease of storage is about \$120,000, and the mid-year budget shows an estimated costs of \$175,000.

Vice Chair Dehn commented that the in letter from SBR attached to the staff report they requested partial excuse from performance and she asked why it was partial.

Dan Domonoske of SBR answered that the MRF continues to run uninterrupted, but these costs are beyond SBR's control, so he chose the terminology partial.

Member Benton asked for Dan's best guess as to what will happen at the port.

Dan Domonoske answered that he anticipated the situation would last between two and six weeks. He noted that he hoped there wouldn't be a strike or lockout, but in 2002 there was a lockout, and the federal mediator doesn't appear to be making any progress. He said that he would flip a coin as to whether or not there would be a lockout. He also thanked Member Slocum for his help in securing the County warehouse.

Chair Widmer asked if there might be a need for additional storage space.

Staff Gans answered that if any of the Member Agencies have space it would be good to know, but we are looking for a space for only 1 or 2 months.

8. Informational Items Only (no action required)

- A. 2015 Finance and Rate Setting Calendar
- B. Check Register for November and December 2014
- C. Technical Consulting Contracts for 4th Quarter 2014
- D. Potential Future Board Agenda Items

9. Board Member Comments

Gino Gasparini of Recology announced that two Recology employees were involved in an incident the day before in San Mateo involving two pit bulls attacking several residents in one instance a woman with a stroller was being chased by the dogs, and the two Recology employees kept the dogs at bay with the wheeled carts, she jumped in her truck and was unharmed.

10. Adjourn 3:12 PM



STAFF REPORT

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: February 26, 2015 Board of Director’s Meeting
Subject: Approval of Quarterly Investment Report for the Quarter Ended December 31, 2014

Recommendation

It is recommended that the SBWMA Board review and accept the Quarterly Investment Report for the quarterly period ending December 31, 2014.

Analysis

The primary objective of the Investment Policy for the SBWMA is safety of principal, while meeting the cash flow needs of the Authority, through prudent investment of unexpended cash. As of December 31, 2014, the investment portfolio was in compliance with the Investment Policy. The portfolio contains sufficient liquidity to meet the next six months of expected expenditures by the Authority as well as by other third parties.

A change to the investment allocation mix was approved at the January Board meeting and will be seen in the next quarterly Investment Report. The change, as recommended by the Board adhoc Audit SubCommittee (comprised of Board Members Bill Widmer, Michael Brownrigg and Jay Benton) recommended a change in the investment mix to increase the County Fund to 30% to 50% while keeping the state LAIF Fund at 50% to 70%.

Fiscal Impact

The attached Investment Portfolio Summary indicates that as of December 31, 2014, funds in the amount of \$20,712,063 were invested producing a weighted average yield of 0.26%. Below is a summary of the changes from the last quarter.

	Qtr Ended 12/31/14	Qtr Ended 9/30/14	Increase (Decrease)
Total Portfolio	\$ 20,712,063	\$ 20,369,496	\$ 342,567
Weighted Average Yield	0.26%	0.26%	0.00%
Interest Earnings	\$ 12,343	\$ 14,148	\$ (1,805)

The overall portfolio balance increased by \$342,567. The increase is primarily due to transfers of excess operating cash into the investment portfolio and the required monthly debt service transfers into the bond account from operating funds. The interest earned this quarter is slightly lower than the previous quarter. In the last quarter, some of the certificates of deposits held in the bond reserve account made their semi-annual interest distributions. There is no similar distribution in this quarter; as a result, the interest earned appears to be less in comparison with the last quarter.

A table comparison of the portfolio components is provided below:

	12/31/2014 Balance	% of Total	9/30/2014 Balance	% of Total	Change over prior qtr
SM County Pool	\$ 2,596,754	13%	\$ 2,293,037	10%	\$ 303,717
LAIF	12,456,035	60%	13,448,147	66%	(992,112)
Bond Account	5,659,274	27%	4,628,312	23%	1,030,962
Total Portfolio	\$ 20,712,063	100%	\$ 20,369,496	100%	\$ 342,567

Note: There may be minor differences in totals as individual amounts are rounded to the nearest dollar

The average yield of the portfolio in the quarter excluding the bond proceeds was 0.33%. LAIF is used as a benchmark and the average LAIF yield for the quarter ending December 31, 2014, was 0.25%. The San Mateo County Pool average yield for the quarter was 0.69%.

Due to arbitrage restrictions, bond investments are not included in our LAIF rate comparison. As of December 31, 2014, the bond reserve and payment accounts of approximately \$5.7 million were invested with the trustee in short-term investments.

The Investment Advisory Committee, consisting of Jeff Maltbie, City Manager of San Carlos; Michael Galvin, City Treasurer for San Carlos; and Rebecca Mendenhall, Administrative Services Director of San Carlos, have reviewed this report before presentation to the Board.

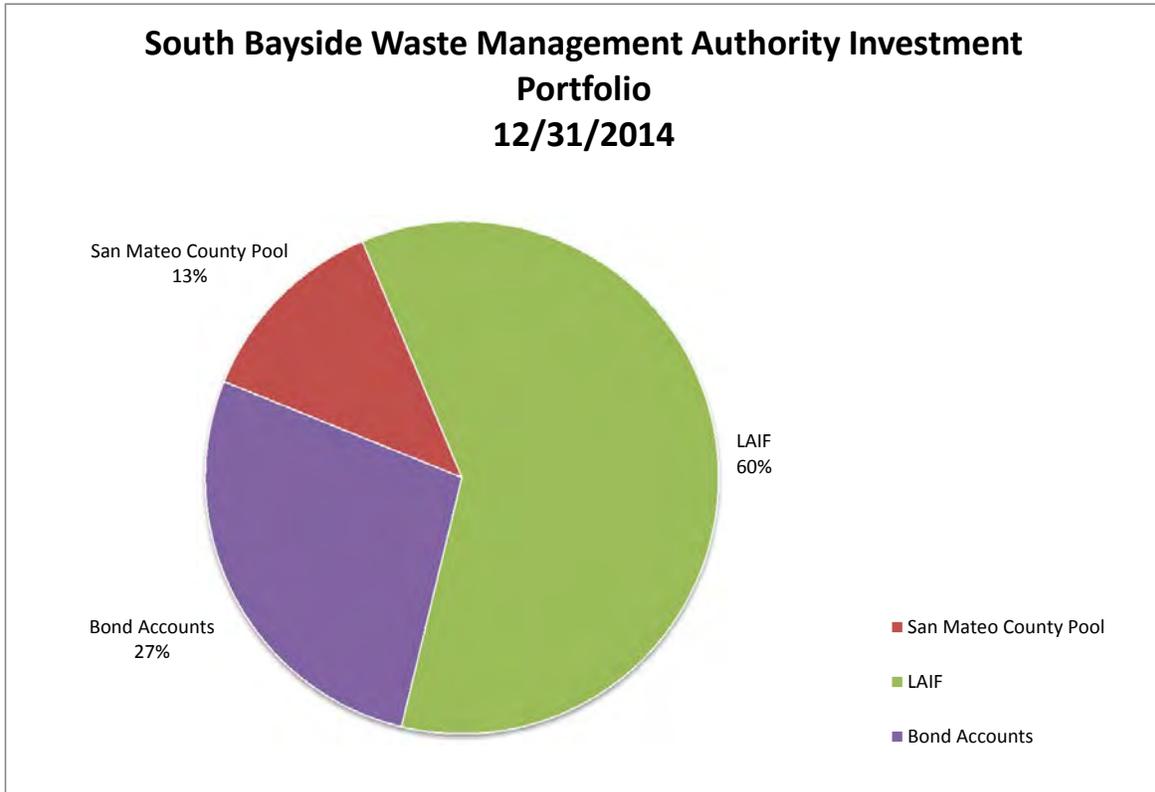
Attachments

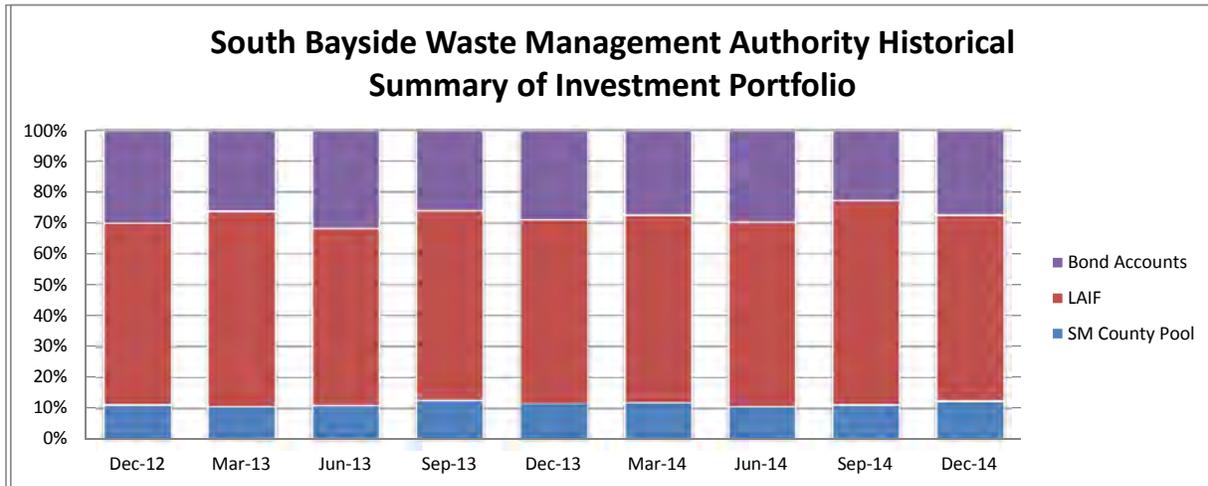
- A – Summary of All Investments for Quarter Ending December 31, 2014
- B – Investment Portfolio 12/31/2014 - Chart
- C – Historical Summary of Investment Portfolio

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

SUMMARY OF ALL INVESTMENTS
For Quarter Ending December 31, 2014

Category	Weighted Average Interest Rate	Historical Book Value	GASB 31 ADJ Market Value	Interest Earned
Liquid Investments:				
San Mateo County Investment Pool (COPOOL)	0.69%	2,596,754	2,596,754	4,105
Local Agency Investment Fund (LAIF)	0.25%	12,456,035	12,456,035	7,991
Total - Investments	0.33%	15,052,789	15,052,789	12,096
Bond Accounts - Cash with Fiscal Agents				
BNY Western Trust - Certificates of Deposit 2009A Reserve Fund Account	0.38%	1,488,000	1,488,000	247
BNY Western Trust - Dreyfus Cash Mgmt 670 Inv 2009A Reserve Fund Account	0.00%	2,763,667	2,763,667	-
BNY Western Trust - Dreyfus Cash Mgmt 670 Inv 2009A Payment Fund Account	0.00%	1,407,607	1,407,607	-
Total - Bond Accounts	0.10%	5,659,274	5,659,274	247
GRAND TOTAL OF PORTFOLIO	0.26%	20,712,063	20,712,063	12,343
Total Interest Earned This Quarter			12,343	
Total Interest Earned Fiscal Year-to-Date			26,491	





South Bayside Waste Management Authority Portfolio

	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14
SM County Pool	2,139,883	2,144,381	2,167,040	2,265,903	2,269,668	2,286,013	2,289,604	2,293,037	2,596,754
LAIF	11,197,175	12,505,898	11,313,693	10,921,027	11,628,111	11,584,976	12,591,585	13,448,147	12,456,035
Bond Accounts	5,645,978	5,190,986	6,223,842	4,619,074	5,653,984	5,226,893	6,257,859	4,628,312	5,659,274
Grand Total	\$ 18,983,036	\$ 19,841,265	\$ 19,704,575	\$ 17,806,004	\$ 19,551,763	\$ 19,097,882	\$ 21,139,048	\$ 20,369,496	\$ 20,712,063



A Public Agency

STAFF REPORT

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: February 26, 2015 Board of Directors Meeting
Subject: Resolution Approving Updates to Employee Handbook

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2015-04 attached hereto authorizing the following action:

Accept the South Bayside Waste Management Authority's updated Employee Handbook as prepared primarily by legal counsel.

Summary

The SBWMA's Employee Handbook has been updated to reflect changes in laws affecting employment issues. Some minor cleanup was also done to improve clarity and eliminate language on issues which were not necessary for our small group of employees. No changes in benefit programs have been made.

Analysis

The SBWMA's Employee Handbook was first issued and approved by the Board in March 2009. It is periodically prudent to update the handbook to reflect current and ever changing employment related laws.

The only minor policy change was to add three (3) days of sick leave for temporary employees and part-time employees as required in a new State law effective July 1, 2015.

An example of language cleanup was to eliminate over seven pages on a topic, FMLA, which does not apply to the SBWMA due to our small number of employees.

Background

The Employee Handbook is a useful and necessary guide for employees to understand their contractual relationship with the SBWMA on employment topics and policies including their legal rights and responsibilities, attendance, conduct, benefits, and leaves of absence.

Fiscal Impact

The only fiscal impact associated with the adoption of this resolution arises from the new State law requirement to provide three (3) days of paid sick leave each year to temporary and part-time employees.

Attachments:

Resolution 2015-04

Exhibit A – Updated Employee Handbook

Exhibit B – [Updated Employee Handbook with red-line changes \(available online only at www.rethinkwaste.org\)](http://www.rethinkwaste.org)



RESOLUTION NO. 2015-04

**RESOLUTION OF THE SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY BOARD OF DIRECTORS
APPROVING THE UPDATES TO EMPLOYEE HANDBOOK**

WHEREAS, the South Bayside Waste Management Authority contracted with the law firm of Aaronson Dickerson LLP to review and update the Employee Handbook; and

WHEREAS, the Employee Handbook has been updated by said law firm and is attached as Exhibit A;
and

WHEREAS, it is recommended that the Board approve the updated Employee Handbook.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the updated Employee Handbook as prepared by Aaronson Dickerson.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 26th day of February, 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. 2015-04 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on February 26, 2015.

ATTEST:

Bill Widmer, Chairperson of SBWMA

Cyndi Urman, Board Secretary



Employee Policies and Benefits Plan

South Bayside Waste Management Authority
610 Elm Street
Suite 202
San Carlos, CA 94070
650-802-3500

WELCOME

A As an employee of **South Bayside Waste Management Authority** (herein referred to collectively as the “SBWMA”), we hope you will find your employment to be both rewarding and challenging.

All new employees, as well as those with experience, have questions from time to time about how best to do their jobs. This Employee Policies and Benefits Plan has been developed to give you an overview of the policies, procedures and benefits at the time of publication that affect your employment. Please read it carefully and keep it as a reference for future use.

Thank you and welcome!

Strategic Plan 2013 - 2020

OUR HISTORY

RethinkWaste is a joint powers authority of twelve public agencies (Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District) in San Mateo County, California and is a leader in the delivery of innovative waste reduction and recycling programs. RethinkWaste owns and manages the Shoreway Environmental Center which receives all of the recyclables, organics, and garbage collected in its service area. RethinkWaste also provides strategic oversight, support and management of service providers that collect, process, recycle and dispose of materials for the 12 Member Agencies. RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA) was formed in 1982.

OUR MISSION

To cost effectively design, implement and manage innovative waste reduction and recycling programs and facility infrastructure that fulfills our fiduciary responsibilities to our Member Agencies while achieving community environmental and economic goals

OUR VALUES

1. Implementing waste reduction, recycling and environmental education programs is paramount to achieving a greater resource conservation ethic and sustainable communities.
2. Delivering high quality, and cost-effective resources and services for our customers, and contractors (i.e., vendors and service providers).
3. Providing sound environmental policies and practices for our member agency communities.
4. Conducting long-term planning for waste reduction and recycling programs and facility infrastructure is fundamental to achieving our mission.
5. Facilitating excellent communication, collaboration and cooperation among all our stakeholders produces the best long-term results.

OUR STRATEGIC PRIORITIES

1. Provide day-to-day oversight, support, and management of service providers that collect, process, recycle and dispose of materials for the Member Agencies.
2. Ensure contractors' and RethinkWaste programs are cost effective for the ratepayers.
3. Provide day-to-day oversight of the Shoreway Environmental Center to meet financial, operational, and environmental goals.
4. Meet or exceed environmental policies and regulations governing the collection and processing of recyclables and organics.
5. Anticipate trends and implement innovative long-term solutions for waste reduction and recycling programs, facility infrastructure and disposal capacity.
6. Monitor and assess contractor performance to ensure customer satisfaction and service delivery that meets or exceeds contractual requirements.
7. Support RethinkWaste programs and policies through focused community outreach, education and promotion of rate payer value received.
8. Manage the annual contractor compensation process to set contractor compensation and recommend Member Agency solid waste rate adjustments.
9. Develop, implement and manage enhanced waste reduction and recycling services for Member Agencies (i.e., curbside HHW/universal waste/e-scrap collection services;

seasonal community events such as e-scrap collection and shred events, compost giveaways, etc.; state grants; and other programs approved by the Board of Directors).

OUR VISION

Rethink Waste is recognized for its innovative waste reduction and recycling programs and facility infrastructure which are dedicated to the preservation and enhancement of the quality of life and the environment for our member agency communities.



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Introduction

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This Employee Policies and Benefits Plan (herein referred to as "Plan") are intended to familiarize you with SBWMA's policies. All previously issued documents and any inconsistent policy statements or memoranda are hereby superseded. The Finance Manager or Executive Director will be happy to answer any questions you may have.

The practices outlined in this Plan are of a general nature. Consequently, SBWMA reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules, or benefits stated in this Plan or in any other document, except the policy of at-will employment. Any such changes to this Plan will be distributed to you so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Plan.

Nothing in this Plan, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for you.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

All employment at SBWMA is "at-will." This means that both employees and SBWMA have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of SBWMA. No one other than the Governing Board of SBWMA has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed on behalf of the Board of SBWMA and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

PLAN ACKNOWLEDGMENT

Employees are required to sign the acknowledgment at the back of this Plan, tear it out and return it to the Finance Manager. This will provide SBWMA with a record that each employee has received the Employee Policies and Benefits Plan.

Revised February 3, 2015

page 1

South Bayside Waste Management Authority may change or delete any part of the Plan, at any time, with or without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.



EQUAL EMPLOYMENT OPPORTUNITY

SBWMA is an equal opportunity employer. SBWMA policy prohibits discrimination based on race, religion (including religious dress and religious grooming), color, gender identity, national origin, ancestry, citizenship, physical or mental disability, legally protected medical condition or information, genetic information, age, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, family care status, military caregiver status, veteran status, marital status, domestic partner status, or any other basis protected by federal, state, or local law. SBWMA also makes reasonable accommodation for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs.

If you believe you have been subjected to any form of unlawful discrimination, you may submit a written or verbal complaint to the Executive Director or SBWMA's Legal Counsel. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. SBWMA will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If SBWMA determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. SBWMA will not retaliate against you for filing a legitimate complaint and will not knowingly permit retaliation by management employees, co-workers, or third parties that do business with SBWMA.

IMMIGRATION LAW COMPLIANCE

Under federal law, all newly hired employees must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish their identity and right to work in the United States by (1) providing documentation that establishes both their identity and employment authorization or (2) providing documentation that separately establishes their identity and their employment authorization. All documents must be unexpired. Documentation must be produced within three business days of hire.

Any one of the following documents may be used to establish both identity and employment authorization:

- (1) United States passport;
- (2) Permanent Resident Card (Form I-551); Alien Registration Receipt Card (I-551);
- (3) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa;

- (4) An Employment Authorization Document that contains a photograph (Form I-766);
- (5) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with (Form I-94 or Form I-94A) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form; or
- (6) Passport from the Federated States of Micronesia or Republic of the Marshall Islands with Form I-94A indicating non-immigrant admission under the Compact of Free Association between the U.S. FSM or RMI.

If an applicant cannot produce one of the documents listed above, two documents are required: one to prove identity and another to prove employment authorization.

The following documents are acceptable as proof of identity, but not employment authorization:

- (1) A driver's license or I.D. card issued by a state or outlying possession of the United States, provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
- (2) I.D. card issued by federal, state, or local government agencies or entities provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address;
- (3) School I.D. card with photograph;
- (4) Voter's registration card;
- (5) U.S. military card or draft record;
- (6) Military dependent's ID card;
- (7) Merchant Mariner Card issued by the United States Coast Guard;
- (8) Native American tribal document;
- (9) Canadian driver's license; or
- (10) Individuals under the age of 18 who are unable to produce any of the identification documents listed in (1)-(9) may present a: a) school record or report card, b) daycare or nursery school record, or c) clinic doctor or hospital record only.

The following documents are acceptable to establish employment authorization, but not identity:

- (1) A social security card, other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S.;
- (2) A Certification of Birth Abroad issued by the Department of State (Form FS-545);

EMPLOYEE PLAN

- (3) A Certification of Report of Birth issued by the Department of State (Form DS-1350);
- (4) An original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the United States, and bearing an official seal;
- (5) A Native American tribal document;
- (6) A United States Citizen Identification Card (INS Form I-197);
- (7) An Identification card for use of resident citizen in the United States (INS Form I-179); or
- (8) An employment authorization document issued by the Department of Homeland Security.

Authorization documents will be copied and placed with the employee's Form I-9 in a special file separate from the employee's Personnel File. These documents will be retained at least three years after the date of hire or one year after an employee's employment terminates, whichever is later.

Employee Status & Compensation

PROBATION PERIOD

All newly hired employees will work on a probationary basis for the first six (6) months. The Executive Director has the discretion based on performance and other factors to increase or reduce this probationary period by up to three (3) months. Any significant absence will automatically extend a probation period by the length of the absence. The probation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. SBWMA uses this period to do an initial evaluation of employees' capabilities, work habits and overall performance. Both employees and SBWMA may end the at-will employment relationship at any time during or after the probation period, with or without cause or advance notice.

Upon satisfactory completion of the probation period, employees enter into a "regular" employment classification. Successful completion of the introductory period does not, however, guarantee employment for any specific duration or change the at-will status of regular employment.

EMPLOYEE STATUS

NON-EXEMPT EMPLOYEE

An employee who is subject to the overtime provisions of the Fair Labor Standards Act and Industrial Work Orders. Overtime pay requirements are set forth in the section of this Plan entitled "Overtime."

EXEMPT EMPLOYEE

Bona fide executive, administrative, and professional employees exempt from the overtime requirements of both the federal and state laws.

PROBATIONARY EMPLOYEE

All employees during the first 6 months of employment unless adjusted by the Executive Director.

REGULAR EMPLOYEES

Employees who have satisfactorily completed a probation period.

FULL-TIME EMPLOYEES

Revised February 3, 2015

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South Bayside Waste Management Authority may change or delete any part of the Plan, at any time, with or without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.



Regular full-time employees are those normally scheduled to work and who do work a schedule of 30 hours or more per week. Regular full-time employees may be eligible for employee benefits after completion of the benefits eligibility waiting period.

PART-TIME EMPLOYEES

Part-time employees are those who are scheduled to work and who do work a schedule of less than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for SBWMA benefit programs, except those mandated by law.

TEMPORARY EMPLOYEES

Temporary employees are those who are hired on an interim basis to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change by SBWMA. Temporary employees are ineligible for any of SBWMA benefit programs, except those mandated by law.

CHANGE IN EMPLOYMENT STATUS

SBWMA may change the employment classification of any employee at any time based on the nature of the employment assignment.

PERFORMANCE EVALUATIONS

Employees receive periodic performance reviews. The review will generally be conducted by the employee's Supervisor or the Executive Director. The first performance evaluation will be at the completion of the Probation Period. After that review, performance evaluations will be conducted at least annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Performance evaluations will include factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude and demeanor toward others. Performance evaluations are designed to help employees become aware of progress, areas for improvement and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of SBWMA and depend upon many factors in addition to performance. After the review, employees will be asked to sign the evaluation report simply to acknowledge that it has been presented and discussed by the Supervisor. It also acknowledges awareness of its contents. A copy of the performance evaluation will then be placed in the employee's personnel file.

PAYMENT OF WAGES

Revised February 3, 2015

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South Bayside Waste Management Authority may change or delete any part of the Plan, at any time, with or without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.



Paydays are bi-weekly occurring every other Thursday. Any errors or questions regarding pay checks should be reported immediately to the Finance Manager.

OVERTIME (Non-exempt)

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime for hourly/non-exempt employees, only actual hours worked in a given workday or workweek will be counted. A Supervisor or Manager must previously authorize all overtime work in writing.

SBWMA provides compensation for all overtime hours worked by an hourly/non-exempt employee in accordance with state and federal laws which provides that all non-exempt employees who work more than eight (8) hours in one workday or more than forty (40) hours in one workweek will receive overtime pay computed as follows:

(1) Overtime at the rate of 1 1/2 times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek.

(2) Overtime at the rate of 1 1/2 times the employee's regular rate of pay for the hours worked in excess of eight (8) hours in any one workday up to twelve (12) hours, and for the first eight (8) hours worked on the seventh day of work in any one workweek.

(3) Overtime at the rate of double the employee's regular rate of pay for all hours worked in excess of twelve (12) in one workday, and for all hours worked in excess of eight (8) on the seventh day of work in one workweek.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment.

There is no "pyramiding," which means employees will not be paid overtime twice for the same hours of work.

Time off of work for vacation, illness, and holiday or for any other reason will not be considered "hours worked" for Wage and Hour purposes even if employees receive compensation for such time.

WORK SCHEDULE/WORK HOURS FOR HOURLY/NON-EXEMPT EMPLOYEES

Employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to perform their job.

The standard work week consists of forty (40) hours per week unless otherwise specified by SBWMA. An alternative work schedule (i.e., 9/80 or 4/10) may be approved by the Executive Director. An employee requesting such an alternative schedule must submit a plan to the Executive Director describing in detail the specific schedule and the anticipated impact on SBWMA's operations.

TIMEKEEPING REQUIREMENTS

The Fair Labor Standards Act, a federal law, requires SBWMA to keep records of hours worked by non-exempt employees. Therefore, non-exempt employees are required to document their hours worked. Non-exempt employees must record their own time.

Any errors on a time sheet should be reported immediately to the employee's Supervisor, who will attempt to correct legitimate errors.

All exempt employees are required to record their time worked and time off. The Office Manager will notify all employees about their specific timekeeping responsibilities.

MEAL AND REST PERIODS (Non-exempt Employees)

If employees work five or more hours a day, they are required to take a 30 minute unpaid meal period. Employees are entitled, encouraged, and expected to take all meal periods provided under this policy. During meal periods, SBWMA will relieve employees of all duty and will not exercise control over the employees' activities. Employees are free to spend their meal period time as they choose (consistent with any other SBWMA policies that may apply during off-duty time) and are free to leave the worksite. No supervisor or manager may impede or discourage employees from taking meal periods provided under this policy.

You are allowed one ten (10) minute rest period for every three and one-half hours of work or major portions thereof. Breaks are split between the first and second half of each shift and may not be substituted for other time periods. The ten (10) minutes do not include the reasonable time it takes to walk to and from a break area.

In no case can your break period ever be "piggybacked" onto your meal period (either immediately before or after the meal period) or at the beginning or end of the day.

BREAKS FOR LACTATING EMPLOYEES

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times and a private space to express breast milk for her baby. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

PAYROLL DEDUCTIONS

State and federal laws require SBWMA to make the proper deductions from paychecks on your behalf. Amounts withheld vary according to how much employees earn and the number of exemptions claimed. These deductions include:

1. Federal Income Tax
2. State Income Tax
3. State Disability Tax (SDI)
4. State and Federal Income Tax Liens
5. Any voluntary deductions that you have authorized
6. Court ordered garnishments

JOB DUTIES

EMPLOYEE PLAN

Supervisors will explain employees' job responsibilities and expected performance standards. Job responsibilities may change at any time during employment. From time to time, employees may be asked to work on special projects or to assist with other work necessary or important to the operation of SBWMA. Cooperation and assistance in performing such additional work is expected.

SBWMA reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.



Employee Conduct

CONDUCT

Employees are expected to observe certain standards of job performance and good conduct. The following conduct is prohibited and will not be tolerated. This list of prohibited conduct is illustrative only; other types of conduct harmful to security, personal safety, employee welfare, SBWMA's operations, or deemed inappropriate by SBWMA also may be prohibited. Prohibited conduct will result in discipline, up to and including termination.

- ◆ Falsification of employment records, employment information or other records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card.
- ◆ Unsatisfactory work quality or quantity.
- ◆ Theft or deliberate or careless damage of any SBWMA property or the property of any employee or customer.
- ◆ Removing or borrowing SBWMA, employee or customer property without prior authorization.
- ◆ Unauthorized use of SBWMA equipment, time, materials, or facilities.
- ◆ Provoking a fight or fighting during working hours or on SBWMA property.
- ◆ Carrying firearms or any other dangerous weapons on SBWMA or customer's premises at any time.
- ◆ Engaging in criminal conduct whether or not related to job performance.
- ◆ Causing, creating or participating in a disruption of any kind while on SBWMA property.
- ◆ Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a Supervisor or member of Management, or the use of abusive or threatening language toward a Supervisor or member of Management.

- ◆ Violation of conflict of interest rules.
- ◆ Disclosing or using confidential or proprietary information without authorization.
- ◆ Using profane or abusive language at any time on SBWMA's premises.
- ◆ Failure to notify a Supervisor when unable to report to work, unless a reasonable explanation is offered and accepted by SBWMA.
- ◆ Failure to obtain permission to leave work for any reason during normal working hours.
- ◆ Failure to observe working schedules, including rest and meal periods.
- ◆ Failure to provide a physician's certificate when required.
- ◆ Excessive use of SBWMA time for personal use, such as personal telephone calls, personal internet and email usage, and conducting personal business.
- ◆ Working overtime without authorization or refusing to work assigned overtime.
- ◆ Violation of any safety, health, security or SBWMA policies, rules or procedures.
- ◆ Engaging in political campaign activities during work hours or in any official capacity.
- ◆ Committing a fraudulent act or a breach of trust.
- ◆ Unlawful harassment, discrimination or retaliation.
- ◆ Conducting personal business during working hours.
- ◆ Being on the job while possessing or being under the influence of alcohol, drugs or intoxicants of any type.
- ◆ Falsely stating or making claims of injury.
- ◆ Gambling on SBWMA premises or while conducting SBWMA business.
- ◆ Sleeping on the job or leaving your work location/work site without authorization.
- ◆ Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of SBWMA, its employees, customers, or property.
- ◆ Failing to report to SBWMA, within five (5) days, any conviction under any criminal drug statute for a violation occurring in the workplace.

DISCIPLINARY ACTION

SBWMA expects loyalty, high quality work, and appropriate conduct from all employees. If discipline is necessary, it may take the form of a verbal warning, written warning, final

written warning, suspension or discharge, at Management's discretion. However, there is no standard series of disciplinary steps SBWMA must follow. At the sole discretion of SBWMA, your conduct may lead to immediate discharge.

Initial Procedure for Pre-Discipline:

If a regular employee is to be disciplined by imposition of suspension without pay, demotion, or dismissal, the Executive Director shall proceed as follows:

- (a) Prepare and forward to the employee a written "Notice of Intent to Discipline", specifying the discipline intended and reasons therefore.
- (b) The "Notice of Intent to Discipline" shall contain the following:
 - (1) A statement clearly stating the intent to take action, the specific action to be taken, and the proposed date of the action;
 - (2) A statement of the specific action or charges which allegedly constitutes a violation of the rule or regulation;
 - (3) A description of the records and documents upon which the proposed action is based;
 - (4) Upon receipt of a "Notice of Intent to Discipline", employees shall be allowed fourteen (14) working days from the date of receipt to respond either in writing or orally. Failure to respond within fourteen (14) working days of receipt of a "Notice of Intent to Discipline" shall constitute a forfeiture of all further appeal rights and the disciplinary action shall be imposed.
- (c) If employees or a designated representative requests the right to respond either orally or in writing to the Executive Director, imposition of proposed discipline shall be deferred until after a pre-disciplinary hearing.
- (d) Where a written or oral response has been elected, the Executive Director shall conduct a pre-disciplinary hearing. Such hearing shall be tape recorded. The Executive Director will coordinate the scheduling of the hearing including (1) the date, time and place; and (2) forwarding of notices of such information to all parties within fourteen (14) working days of the employee's request. The Executive Director shall conduct the hearing informally and hear appropriate statements and review relevant evidence from the employee on the specific issues of the intended disciplinary action.
- (e) The Executive Director's responsibility includes: assuring all relevant information surrounding the incident has been presented, hearing relevant statements that may have a bearing on the issue or the proposed discipline, and rendering a decision, in writing.
- (f) The Executive Director shall impose final action within fourteen (14) working days from the submission of the matter for decision by serving the employee with a written "Notice of Disciplinary Action" specifying the date(s) upon which the disciplinary action shall be imposed.

EMPLOYMENT TERMINATION

Since employment with SBWMA is based on mutual consent, both employees and SBWMA have the right to terminate employment at-will, with or without cause, at any time. Terminations are an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if they so choose. Employees will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

UNLAWFUL HARASSMENT / RETALIATION

SBWMA is committed to providing a work environment free of unlawful harassment. This includes harassment based on gender, gender identity, pregnancy, perceived pregnancy, childbirth, breastfeeding or related medical conditions), as well as harassment based on such factors as race, creed, color, religion (including religious dress and religious grooming), national origin, citizenship, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, domestic partner status, family care or medical leave status, veteran status, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. SBWMA's anti-harassment policy applies to all persons involved in the operation of SBWMA and prohibits unlawful harassment by any employee of SBWMA, including supervisors, co-workers, and third parties doing business with SBWMA. SBWMA policy also extends to vendors, independent contractors, and others doing business with SBWMA.

It also prohibits unlawful harassment based on the perception that anyone has any of the above-referenced characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- ◆ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- ◆ Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- ◆ Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- ◆ Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- ◆ Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed or retaliated against, you should promptly report the incident or incidents to your supervisor, the Executive Director or the SBWMA Legal Counsel. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the SBWMA Legal Counsel. SBWMA will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If SBWMA determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by SBWMA to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. SBWMA will not retaliate against employees for filing a good faith complaint and will not tolerate or permit retaliation by management, employees or co-workers.

SBWMA encourages reporting of any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. In addition, the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

Employees are required to undergo harassment training within their first three (3) months of employment and at least once every two (2) years thereafter. In addition, all employees hired as or promoted to a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training within the first six (6) months of assuming a new supervisory or management position. Additionally, all supervisors and managers must complete at least two (2) hours of interactive training at least once every two (2) years thereafter. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.

PUNCTUALITY AND ATTENDANCE

Non-exempt employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized SBWMA business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. SBWMA considers lateness to be a serious matter which may result in disciplinary action, up to, and including termination.

If any employee is unable to report for work on any particular day, or at their scheduled starting time, they must call their direct Supervisor at least one (1) hour before the time they are scheduled to begin working for that day. Employees also must inform their Supervisor of the expected duration of any absence. Employees must call in on any day that they are scheduled to work and will not report to work.

Absenteeism (excused or not) may be grounds for discipline up to and including termination of employment. Each situation of absenteeism or tardiness shall be evaluated on a case-by-case basis. If employees fail to report for work without any notification to their Supervisor and the absence continues for a period of three (3) days, SBWMA will consider the job abandoned and employment voluntarily terminated.

BUSINESS CONDUCT AND ETHICS

Employees may not accept a gift or gratuity in excess of \$50 from any vendor, supplier, customer or other person doing business with SBWMA, as it may give the appearance of influence regarding the business decision, transaction or service. Please discuss expenses paid by such persons for business meals or trips in advance.

Certain key employees of SBWMA are required to complete annual conflict of interest statements, and must fully disclose gifts or gratuities according to State law (Form 700).

CUSTOMER RELATIONS

SBWMA customers include the general public of our service area, Member Agency representatives, and current and potential service providers. Employees are expected to be polite, courteous, prompt, and attentive to every customer. When employees encounter an uncomfortable situation that they do not feel capable of handling, supervisors should be called immediately.

Never regard a customer's question or concern as an interruption or an annoyance. Employees must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Through their conduct, employees show a desire to assist the customer in obtaining the help he or she needs. If employees are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, should be neatly prepared and error free. Attention to accuracy and detail in all paperwork demonstrates our commitment to those with whom SBWMA does business.

TELEPHONE MONITORING

SBWMA's telephone lines are limited and are designed only for business use. Except in cases of emergency, employees should not tie up SBWMA telephone lines with excessive personal calls or calls that are not related to SBWMA's business. SBWMA may monitor telephone calls and voicemail to ensure compliance with this policy as well as for other business reasons, including the desire to ensure that calls are handled in a professional manner. This policy also applies to SBWMA's cellular phones and pagers. Therefore, you should not assume that calls made or received on SBWMA's lines or messages on its voicemail systems are confidential. Violation of this policy may result in discipline.

ELECTRONIC MEDIA AND MONITORING

SBWMA uses various forms of electronic communication including, but not limited to computers, e-mail, faxes, telephones, and Internet. All electronic communications, including all software, databases, hardware, digital files, copiers, and fax machines, remain the sole property of SBWMA and are to be used only for its business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against SBWMA policy, or not in the best interest of SBWMA.

Misuse of electronic communications or engaging in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions, will subject employees to discipline and/or immediate termination.

Employees may not install personal software on SBWMA computer systems. All electronic information created by employees using any means of electronic communication is the property of SBWMA and remains the property of SBWMA. Personal passwords may be used for purposes of security, but the use of a personal password does not affect SBWMA's ownership of the electronic information. SBWMA will override all personal passwords if necessary for any reason.

SBWMA reserves the right to access and review electronic files, messages, e-mail, and other digital archives, and to monitor the use of electronic communications as necessary, with or without notice, to ensure that no misuse or violation of SBWMA policy or any law occurs. Employees should have no expectation of privacy in the electronic information and communications created or maintained on SBWMA's electronic equipment.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by SBWMA's management. Employees may not install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the Executive Director.

If employees use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications, they are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by SBWMA. Except for such uses, these communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

THE INTERNET AND ONLINE SERVICES

SBWMA provides authorized employees access to online services such as the Internet. Employees are expected to use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use SBWMA's technology resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could reasonably adversely affect any individual, group, or entity.

Additionally, employees may not use SBWMA's technology resources to post, comment, send, or otherwise upload any information to any Web sites or other online groups, including web logs (i.e., "blogs"), social networking Web sites, newsgroups, discussion groups, or non-SBWMA email groups, except in accordance with SBWMA's Blogging Policy. These actions will likely generate junk electronic mail and may expose SBWMA to liability or unwanted attention because of comments or other contributions that employees may make. SBWMA strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts that are unaffiliated with SBWMA, and to use such accounts at home on their own personal computer without making any reference to SBWMA.

APPEARANCE STANDARDS

Because employees are a representative of SBWMA in the eyes of the public, it is important to report to work properly groomed and appropriately dressed. If you report to work inappropriately dressed, you may be asked to clock out and return in acceptable attire.

Management has sole discretion and final authority in determining the acceptability of appearance standards.

SOLICITATION AND DISTRIBUTION OF LITERATURE

Employees may not solicit or promote support for any cause or organization, or distribute or circulate any matter or printed material during working hours and in working areas, for any purpose.

OFF-DUTY CONDUCT

While SBWMA does not seek to interfere with off-duty and personal conduct, certain types of off-duty conduct may interfere with SBWMA's legitimate business interests.

Employees are expected to conduct personal affairs in a manner that does not adversely affect SBWMA's or your own integrity, reputation or credibility. Illegal or immoral off-duty conduct that adversely affects SBWMA's legitimate business interests or an employee's ability to perform will not be tolerated.

OUTSIDE EMPLOYMENT

While employed by SBWMA, employees are expected to devote their energies to the job. The following types of outside employment are strictly prohibited:

- ◆ Additional employment that conflicts with an employee's work schedule, duties and responsibilities;
- ◆ Additional employment that creates a conflict of interest or is incompatible with employment at SBWMA;
- ◆ Additional employment that impairs or has a detrimental effect on work performance at SBWMA;
- ◆ Additional employment that requires employees to conduct work or related activities on SBWMA's property during its working hours or using its facilities and/or equipment;

SBWMA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment.

CONFIDENTIALITY AND NON-SOLICITATION

Employees are responsible for safeguarding the confidential information obtained during their employment. In the course of work, employees may have access to confidential

information regarding SBWMA, its suppliers, its customers, or perhaps even fellow employees. Employees have a responsibility to prevent revealing or divulging any such information unless it is necessary to do so in the performance of their duties.

Treatment of Confidential Information. Employees recognize the importance to SBWMA of Confidential Information, and recognize and agree that Confidential Information is critical to SBWMA's business and that it would not maintain employees without assurances that such information and the value thereof will be protected. As such, employees must hold any and all Confidential Information in the strictest confidence and to use Confidential Information solely for the benefit of SBWMA in the course of its business dealings.

Return of Confidential and Customer Information. On SBWMA's written request or upon termination of employment, employees will promptly return or destroy, at SBWMA's option, all originals and copies of all documents and materials received or obtained or which are otherwise in employee's possession containing SBWMA's Confidential Information, including Customer Information.

Confidential Personnel Information. In the course of employment with SBWMA, employees may obtain access to information regarding the compensation and benefits afforded to coworkers, their performance, discipline meted out against them, and reasons why they are no longer in the employ of SBWMA. Such information is confidential and is not to be shared with coworkers or individuals not employed by SBWMA without the express written consent of SBWMA.

Non-Exclusive Equitable Remedy. Due to the unique nature of this agreement, there can be no adequate remedy at law for any breach of obligations hereunder, that any such breach may allow a party or third parties to unfairly compete with SBWMA resulting in irreparable harm to SBWMA. Therefore, upon any such breach or any threat thereof, SBWMA will be entitled to appropriate equitable relief, in addition to all other forms of relief available to it, from a court of competent jurisdiction.

PERSONNEL RECORDS

Employees have a right to inspect certain documents in their personnel file, including payroll records, as provided by law, in the presence of a SBWMA representative at a mutually convenient time. SBWMA is required by law to keep current all employees' names and addresses. Employees are responsible for updating the information in their personnel file.

Disclosure of personnel information to outside sources will be limited. However, SBWMA will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations.

EMPLOYEE REFERENCE REQUESTS

All requests for references must be directed to the Executive Director. No other employee is authorized to release references for current or former employees. When asked for information about former employees, SBWMA's policy is to disclose only the dates of employment and the title of the last position held. If authorized in writing, SBWMA will also provide a prospective employer with the information on the amount of salary or wages last earned by an employee.

CONFLICTS OF INTEREST

Employees must avoid situations involving actual or potential conflict of interest. Business, personal, or romantic involvement with a contractor, supplier, or subordinate employee of SBWMA, which impairs their good judgment on behalf of SBWMA, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Examples of situations that violate this policy include acting as a consultant, advisor, employee or independent contractor of or with a contractor customer or vendor of SBWMA, having financial interests with persons, governmental officials or companies with whom SBWMA conducts business, using any assets or resources of SBWMA for personal gain or advantage, accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers, using proprietary or confidential SBWMA information for personal gain or to SBWMA's detriment, or using SBWMA property or labor for personal use.

If employees are involved in any of the types of relationships or situations described in this policy, they should immediately and fully disclose the relevant circumstances to the Executive Director for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, SBWMA may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

In accordance with the Fair Political Practices Commission, designated employees of SBWMA must also annually file Form 700 to the Secretary of the Board/Office Manager.

OFFICER OR DIRECTOR OF OTHER AGENCY

If an employee wishes to accept a position as an officer or director of any corporation, business enterprise or organization, other than those organized for charitable, civic, and educational or other non-profit purposes, he or she must bring the matter to the attention of and obtain the prior express consent of the Executive Director. The employee's failure to immediately abide by the decision of the Executive Director may subject an employee to discipline, up to and including discharge.

QUESTIONS

All questions concerning specific potential conflicts of interest should be directed to the Executive Director.

MOONLIGHTING

Employees may hold another job as long as it does not create a conflict of interest and the employee can effectively meet the performance standards for employee's position with SBWMA. SBWMA asks that the employee think seriously about the effects that such extra work may have on the limits of employee's endurance, employee's overall personal health, and employee's effectiveness with SBWMA. All employees are held to the same standards of performance and scheduling demands and exceptions cannot be made for employees

who also hold outside jobs. Annually any employee engaged in any outside employment shall declare such employment in a written declaration to the Executive Director.

PROHIBITION AGAINST PURCHASE OF GOODS AND SERVICES

No goods or service shall be purchased by SBWMA from any business owned in whole or in part by an employee of SBWMA or members of the same family of an employee, or from a friend or other relative of an employee, unless expressly approved in writing by the Executive Director.

DRUG AND ALCOHOL ABUSE

SBWMA is firmly committed to maintaining a drug-free and alcohol-free workplace. SBWMA strictly prohibits the sale, use, possession, transfer, distribution or manufacture, or any attempt to sell, use, possess, transfer, distribute, or manufacture of alcohol or any illegal drug while on its property, whether on or off-duty, or while operating a vehicle or equipment that is owned or leased by SBWMA. In addition, employees may not report to work, or remain on duty (including meal and rest periods), while under the influence of or impaired by alcohol or any illegal drug. For purposes of this policy, a drug will be considered illegal if its use is prohibited or restricted by law and you improperly use or possess the drug/alcohol, regardless of whether such conduct constitutes an illegal act or whether employees are criminally prosecuted and/or convicted for such conduct.

In keeping with this commitment, SBWMA wishes to ensure that every employee will perform his or her duties safely, efficiently, and in a manner that protects the interests of SBWMA, employees, their co-workers, and its customers. SBWMA recognizes that involvement with alcohol or drugs is extremely disruptive and harmful to the work place. It can adversely affect performance, pose serious safety and health risks to the user and others, and negatively impact SBWMA's business and reputation.

SBWMA requires employees to strictly adhere to this policy, and to report for work fit to perform your job. If employees violate this policy, they are subject to disciplinary action up to and including immediate discharge, regardless of whether or not they have committed any prior act in violation of SBWMA's Policy.

PRESCRIBED AND/OR OVER-THE-COUNTER DRUGS

Employees are permitted to consume prescription drugs, **as prescribed** or over-the-counter medication **according to the package's directions**, as medically needed provided this consumption does not affect the safety of the employee, co-workers or members of the public, job performance, or the safe or efficient operation of SBWMA.

TESTING OF EMPLOYEES

Under appropriate circumstances and as permitted by law, SBWMA may require employees to submit to a test for the presence of drugs or alcohol. The test will be conducted at SBWMA's expense and in accordance with California law. The results of testing will be treated as confidential and will only be released to the Executive Director or its designee. If employees refuse to submit to this test, or receive a positive test result, they may be subject to discipline, up to and including termination.

SEARCHES

In keeping with SBWMA's commitment to a drug and alcohol-free workplace, SBWMA reserves the right, to the extent permitted by law, to conduct the necessary search of employees' personal property, including but not limited to, their desk, locker, and workstation, and to examine and remove any objects and the like which may constitute evidence of a violation of this policy.

OFF-DUTY USE OF SBWMA FACILITIES OR PROPERTY

Employees are prohibited from being on SBWMA premises or making use of SBWMA facilities while not conducting SBWMA business. Employees are expressly prohibited from using SBWMA facilities, SBWMA property or SBWMA equipment for personal use.

Safety Policies

SECURITY

The following security considerations are offered to help maintain a secure work place. Employees should be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Employees must report any suspicious persons or activities to the Supervisor on duty or appropriate law enforcement SBWMA. Employees should secure their desks at the end of the day or when called away from the work area for an extended length of time and should not leave valuable and/or personal articles in or around the workstation that may be accessible.

HEALTH AND SAFETY

Employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to the Office Manager within 24 hours. In compliance with California law, and to promote the concept of a safe workplace, SBWMA maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review in the main office. Failure to follow safety policies and procedures may result in disciplinary action up to and including termination.

In compliance with Proposition 65, SBWMA will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

ILLNESS AND RETURN TO WORK

If employees are absent from work because of illness, injury or for other health reasons for three (3) or more consecutive work days or have had surgery, have been hospitalized or have lost time because of an injury on the job, they will need a written release from a physician and clearance by the Finance Manager in order to return to work.

VIOLENCE IN THE WORKPLACE

SBWMA has a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including

intimidation, harassment, and/or coercion, which involve or affect SBWMA or which occur on SBWMA property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at SBWMA or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- ◆ All threats or acts of violence occurring on SBWMA premises, regardless of the relationship between SBWMA and the parties involved in the incident.
- ◆ All threats or acts of violence occurring off SBWMA premises involving someone who is acting in the capacity of a representative of SBWMA.
- ◆ All threats or acts of violence occurring off SBWMA premises involving an employee if the threats or acts affect the legitimate interests of SBWMA.

Specific examples of conduct, which may be considered threats or acts of violence include, but are not limited to, the following:

- ◆ Hitting or shoving an individual.
- ◆ Threatening an individual or his or her family, friends, associates or property with harm.
- ◆ The intentional destruction or threat of destruction of SBWMA property.
- ◆ Harassing or threatening phone calls.
- ◆ Harassing surveillance or stalking.
- ◆ The suggestion or intimation that violence is appropriate.
- ◆ Unauthorized possession or inappropriate use of firearms or weapons.

SBWMA's prohibition against threats and acts of violence applies to all persons involved in SBWMA's operation, including but not limited to personnel, contract, and temporary workers and anyone else on SBWMA's property. Violations of this policy by any individual on SBWMA property, by any individual acting as a representative of SBWMA while on SBWMA property, or by any employee acting off of SBWMA property when his or her actions affect SBWMA's business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship.

Every employee and every person on SBWMA property is encouraged to report incidents of threats or acts of physical violence of which he or she is aware. The report should be made to the Executive Director. Nothing in this policy alters any other reporting obligation established in SBWMA policies or in state, federal, or other applicable laws. Employees should notify the Executive Director if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, SBWMA will inform the reporting individual of the results of the investigation. To the extent possible, SBWMA will maintain the confidentiality of the reporting employee and of the investigation. SBWMA may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. SBWMA will not tolerate retaliation against any employee who reports workplace violence.

If SBWMA determines that workplace violence has occurred, SBWMA will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, and reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, SBWMA will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

HOUSEKEEPING

Employees are expected to keep their work areas clean and organized. Employees using common areas such as lunchrooms are expected to keep them sanitary, to clean up after their meals and dispose of trash properly.

PARKING

Convenient parking may be limited]. SBWMA is not responsible for damage to employee cars while on SBWMA property or in provided parking lots.

EMPLOYEE PROPERTY / PACKAGE INSPECTION

Employees' personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected for unauthorized possession of SBWMA property.

EMPLOYER PROPERTY

From time to time certain employees will be entrusted with keys to SBWMA's offices, filing cabinets, desks, safes and other property. Keys are also defined to include the combination to a lock or safe owned by SBWMA.

Keys may be issued by the Office Manager and employees must surrender keys to management or the Office Manager on demand or upon termination of employment. Duplication of any key by any employee may not be done without the prior express consent of the Executive Director.

Desks and other property must be maintained according to SBWMA's rules and regulations. SBWMA's property must be kept clean and used only for work-related purposes. SBWMA owned property must be returned immediately upon termination of employment. SBWMA property remains the sole property of SBWMA.

SBWMA reserves the right to inspect all SBWMA property to insure compliance with its rules and regulations. Moreover, SBWMA reserves the right to open and inspect property, as well as any contents, effects, or articles that are on the premises. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be

conducted before, during, or after working hours by any Manager or security personnel designated by SBWMA.

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be brought onto SBWMA premises. Perishable items also should not be stored in desks or left for prolonged periods of time. Failure to cooperate in any inspection will subject employees to disciplinary action, including possible suspension or discharge. SBWMA is not responsible for any articles that are placed or left in a desk that are lost, stolen, damaged or destroyed.

Prior authorization must be obtained before any SBWMA property is removed from the workplace.

Motor Vehicle Registration / Proof of Valid Registration

All employees who are required to drive their vehicles and/or an SBWMA vehicle for business must show proof of a valid Driver's License, maintain the minimum amount of auto insurance required under California law, and show proof of insurance via a current declaration of insurance.

In addition, all employees who are required to drive their vehicles and/or an SBWMA vehicle for SBWMA business authorize SBWMA to obtain bi-annual motor vehicle reports from the DMV, for the purposes of validating a valid driver's license.

Employees are responsible to notify their Supervisor immediately of any changes in the status of their driver's license.

Failure to maintain a valid driver's license and/or proof of insurance may disqualify an employee from continued employment.

Mobile Device Policy

SBWMA prohibits the use of all handheld mobile devices including cell phones, smart phones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on SBWMA business. Moreover, all use of SBWMA-issued mobile devices, or personally purchased mobile devices used for work-related purposes, must be made in accordance with SBWMA policy.

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use text devices to type or review text messages for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Company business.

Office Supplies

All office supplies necessary for SBWMA work are provided by SBWMA. Office supplies amount to a considerable expense for SBWMA, and every effort should be made to

conserve these supplies whenever possible. Employees found making use of SBWMA office supplies for non-SBWMA purposes or who take office supplies out of the office may be subject to discipline, up to and including discharge.

Mail Pick-Up and Delivery

Outside of the normal postal mail deliveries that are made each regular working day to SBWMA offices, no employee may use SBWMA postage meter or stamps for other than mail directly related to SBWMA business. Any personal use of SBWMA courier services must be noted as such and the cost reimbursed to SBWMA within 30 days. Violation of the above may subject an employee to discipline, up to and including discharge.



Leaves of Absence

PREGNANCY DISABILITY LEAVE

A female employee who is disabled by pregnancy, childbirth or related medical conditions is eligible to take pregnancy disability leave (PDL). There is no length of service requirement before an employee disabled by pregnancy is entitled to PDL. Time off needed for prenatal or postnatal care; doctor ordered bed rest; gestational diabetes; pregnancy induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

If affected by pregnancy or a related medical condition, an employee is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary.

If it is medically advisable for the employee to take intermittent leave or a reduced leave schedule, SBMWA may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical conditions. An employee is entitled to up to four (4) months of PDL while the employee is disabled by pregnancy, childbirth or related medical condition per pregnancy. For purposes of this policy, "four months" means time off the number of days the employee would normally work within the four calendar months (one-third of a year or 17 1/3 weeks), following the commencement date of taking PDL. For a full-time employee who works five eight-hour days per week, 40 hours per week, "four months" means 88 working days or 693 hours of leave entitlement. Employees working a part-time schedule will have their PDL calculated on a pro-rate basis.

Requirements Regarding the Use of Paid Leave

PDL is unpaid time off. SBMWA requires that employees use any accrued sick leave while using PDL. If an employee does not have any accrued sick leave available, the employee may, at her option, use any other available accrued paid leave (e.g. vacation, compensatory time off, administrative leave, floating holiday). The use of any paid leave will not extend the duration of the employee's PDL. SBMWA encourages employees to

contact the California Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of their leave.

Continuation of Health Insurance Benefits

Employees who participate in SBWMA's group health insurance plan shall continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with the Human Resources Department for payment of their share of the insurance premiums.

CERTIFICATION

An employee is required to obtain a certification from her health care provider indicating her need for PDL or the medical advisability of an accommodation or a transfer.

A medical certification indicating the medical advisability of a reasonable accommodation or transfer is sufficient if it contains:

1. A description of the requested reasonable accommodation or transfer;
2. A statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and
3. The date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains:

1. A statement that the employee is to take pregnancy disability leave because the employee became disabled by pregnancy, childbirth or a related medical condition;
2. The date on which the employee became disabled because of pregnancy; and
3. The estimated duration of the leave.

Upon request, an employee will be provided with a medical certification form that she can take to her doctor.

EMPLOYEE NOTICE

To receive reasonable accommodation, obtain a transfer, or take PDL, an employee must provide sufficient notice so that SBWMA can make appropriate plans – 30 days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

PAID FAMILY LEAVE

An employee who is off work to care for a child, spouse, parent, sibling, grandparent, grandchild or in-law with a serious health condition, or to bond with a new child, may be eligible for benefits through the California "Paid Family Leave" ("PFL") program. The PFL program is administered by the California Employment Development Department (EDD). Benefits are financed solely through employee contributions to the PFL program. The PFL program is solely responsible for determining if an employee is eligible for benefits. There generally is a waiting period during which time no PFL benefits are available. The EDD can provide additional information about any applicable waiting period.



WORKERS' COMPENSATION LEAVE

Employees injured in the performance of their duties shall be eligible for all rights, privileges and compensations provided for under SBWMA's workers' compensation plan.

UNPAID PERSONAL LEAVE

At the discretion of the Executive Director, personal leave without pay may be granted under limited circumstances to regular full-time employees who have completed one year of continuous service. A personal leave may be considered when the employee has a need for a leave that is not covered by other leaves of absences provided by SBWMA. Requests for personal leave will be evaluated based on a number of factors, including past performance, anticipated operation requirements and staffing considerations during the proposed period of absence.

A personal leave of absence, if granted, will not exceed 3 months. Absences of more than 3 months require the approval of the Executive Director.

Rights accrued at the time leave is granted shall be retained by the employee. However, except as otherwise required by law, seniority, vacation leave, sick leave, holidays, increases in salary or other SBWMA paid benefits will not be provided during the period of leave. In addition, unless otherwise required by law, SBWMA is not required to maintain contributions toward group insurance programs or retirement benefits for any employee on a personal leave of absence.

An employee returning from a personal leave may be required to provide medical documentation indicating the employee's fitness to return. If an employee requests to return to work prior to the scheduled end of his or her leave, the employee must first request approval from the Executive Director at least three days prior to the date of returning to work. The Executive Director may request substantiating evidence (e.g., medical examination or doctor's written release).

MILITARY LEAVE

Military leave shall be granted in accordance with provisions of the State and Federal law, including Section 395 of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. section 4301, *et seq.*

BEREAVEMENT LEAVE

SBWMA offers bereavement leave. In the event of the death of a member of the immediate family, regular full-time employees will be eligible for up to a maximum of three (3) consecutive workdays of **paid** bereavement leave per year up to and including the day of the funeral. If an employee must travel outside the state of California and at least four hundred (400) miles, the employee will be eligible for up to a maximum of five (5) consecutive workdays of **paid** bereavement leave per year. If an employee wishes to take time off due to a death of an immediate family member, the employee should notify the Executive Director. For purposes of bereavement leave, SBWMA defines "immediate family" as the employee's current spouse, domestic partner, parent, grandparent, grandchild, child, sibling, parents of the employee's current spouse or parents of the employee's registered domestic partner. The employee must present proof of death, such

as a funeral pamphlet with the deceased's name or death certificate, upon return to work. Bereavement pay is calculated based on the base pay rate at the time of absence. If an employee requires more than three (3) or five (5) days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time.

CRIME VICTIM'S LEAVE

Employees who are victims of certain serious or violent felonies specified under California law may take time off work to attend judicial proceedings related to the crime, including any proceeding involving a post-arrest release decision, pleas, sentencing, post-conviction release decision, or any proceeding in which the right of the victim is at issue. Employees may also take time off for such reasons if an immediate family member has been a victim of a specified crime. "Immediate family member" is defined as "spouse, registered domestic partner, child, child of registered domestic partner, step child, sibling, step-sibling, parent or step-parent.

Employees eligible for time off under this policy must provide SBWMA with a copy of the court notice given to the victim of each scheduled judicial proceeding before taking time off, unless reasonable advance notice of the need for time off is not feasible. When advance notice is not feasible, the employee must provide SBWMA with documentation evidencing the judicial proceeding within a reasonable time after the absence. The documentation may be:

- A police report documenting the individual was a victim of a crime;
- A court order or other evidence from the court, the district attorney or the prosecuting attorney's office or the victim/witness office that is advocating on behalf of the victim; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from a specified offense.

Employees may choose to use any of the following types of accrued leave:

- Paid vacation time
- Administrative leave time (if applicable)
- Sick leave time

If the employee does not elect to use paid time off for the absence, the absence will be unpaid.

LEAVE RELATED TO DOMESTIC VIOLENCE SEXUAL ASSAULT OR STALKING

SBWMA provides time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. SBWMA requires reasonable advance notice of the leave when feasible. If time off is taken due to

an emergency, the employee must, within fifteen (15) days of the absence, provide SBWMA with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

JURY DUTY

SBWMA encourages employees to serve on jury duty when called. Employees required to serve as a juror will be granted time off with pay up to fourteen (14) business days per year. Any jury duty that extends beyond fourteen (14) business days per year will be unpaid. Employees who serve on jury duty must remit to the Executive Director, within fifteen (15) days after receipt, all fees received from the court during the time that SBWMA paid their salary, except those specifically allowed for mileage and expenses. Exempt employees will be paid according to state and federal guidelines. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.

Employees should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Employees may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, employees will be expected to return to work for the remainder of their work schedule.

SUBPOENAS

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he/she perceived or investigated in the course of performing his/her official SBWMA job duties will be permitted to appear in response to the subpoena without loss of compensation. The time spent appearing in court in response to such a subpoena will be considered work time. Any payment except travel pay, meals and lodging receiving by the employee for such service shall be remitted to SBWMA.

An employee who is a named party in an action unrelated to SBWMA and its activities, who is a named party in an action against SBWMA, or who is serving as a paid expert witness is not eligible to receive compensation for time spent related to those proceedings. In such cases, an employee may request to receive time off without pay, or may use accrued vacation or compensatory time off for time spent related to those proceedings. The time spent in these proceedings is not considered work time.

TIME OFF TO VOTE

SBWMA encourages employees to fulfill their civic responsibilities by voting. If an employee does not have sufficient time outside of working hours to vote in a State or Federal election, he/she may, without loss of pay take sufficient working time to vote. This time will be scheduled at the beginning or end of the work shift; whichever allows the most free time for voting and the least time off from working, unless mutually agreed. An employee will be allowed a maximum of two (2) hours of voting leave on election day without loss of pay. If time off for voting is required, the employee must notify the Executive Director at least two (2) working days prior to election day.

SCHOOL ACTIVITIES

Employees who are parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one (1) to twelve (12) may take leave to school activities. The total time off taken for school activities cannot exceed eight (8) hours in any calendar month or a forty (40) hours in any school year. Employees requesting time off under this policy must first use accrued vacation time and/or compensatory time off for school activity leave. If an employee does not have any accrued vacation and/or compensatory time off, then unpaid leave will be granted.

Employees must provide reasonable advance notice to the Executive Director. Employees may be required to provide the Executive Director from the child's school or licensed day care facility as proof that the employee participated in the activity on a specific date and at a specific time.

If both parents are employed by SBWMA, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by the Executive Director or designee.

REQUIRED SCHOOL ATTENDANCE

If an employee who is the parent, guardian or grandparent with custody of a child who has been suspended from school and/or the employee received notice from the child's school requesting that he/she appear pursuant to a request made under section 48900.1 of the Education Code, the employee may take unpaid time to appear at the school. An employee is permitted to use accrued leaves (such as vacation and compensatory time off, but not sick leave) when taking time off for this purpose; otherwise, such time off shall be without pay.

The employee must, prior to the planned absence, give reasonable notice to the Executive Director or designee that the employee has been requested to appear to appear at the child's school. Employees may be required to provide documentation that the employee is required to appear at the school on the specific date and at a specific time.

VOLUNTEER FIREFIGHTER, RESERVE PEACE OFFICER, AND EMERGENCY RESCUE PERSONNEL

An employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel for an entity other than SBMWA shall be permitted to take a temporary unpaid leave of absence, up to fourteen (14) days per calendar year, to engage in fire or law enforcement training.

Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

Except in cases of emergency, employees must provide notice to the Executive Director or designee prior to utilizing leave under this policy.

FAILURE TO REPORT TO WORK (JOB ABANDONMENT)

An employee who fails to report to work, to return from an authorized leave of absence, and/or fails to call off from work for three or more consecutively scheduled work days is

deemed to have voluntarily resigned employment through job abandonment. A regular employee who has passed probation will receive notice of intent to terminate for job abandonment, an opportunity to respond, and the final notice of termination for job abandonment before being separated under this provision. At the discretion of the Executive Director, an employee separated for job abandonment may be reinstated upon proof of justification for such absence, such as severe accident, severe illness, or mental or physical impairment which prevented notification.

FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT

Employees of SBWMA are not eligible employees pursuant to the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) because SBWMA does not have fifty employees.

Benefits

HOLIDAY PAY POLICY

All employees will receive holiday pay for the following holidays, subject to the restrictions described below. Employees are paid for the hours that are normally scheduled if the employee works less than a forty (40) hour week. In addition, all full time employees will receive three (3) floating holidays.

<i>New Years Day</i>	<i>January 1</i>
<i>Martin Luther King Jr. Day</i>	<i>Third Monday in January</i>
<i>President's Day</i>	<i>Third Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>Independence Day</i>	<i>July 4</i>
<i>Labor Day</i>	<i>First Monday in September</i>
<i>Veteran's Day</i>	<i>Second Tuesday in November</i>
<i>Thanksgiving Day</i>	<i>Fourth Thursday in November</i>
<i>Day after Thanksgiving Day</i>	<i>Fourth Friday in November</i>
<i>Christmas Day</i>	<i>December 25</i>

- (1) In many cases when a holiday falls on a Saturday, the Friday preceding shall be celebrated as a holiday; if the holiday falls on a Sunday, it is usually observed on the following Monday. In the event the holiday falls on a weekend, a determination will be made by the Executive Director to establish the day upon which the holiday will be observed.
- (2) If a holiday falls during an employee's approved vacation period(s), they will be paid for the holiday and will not be charged the vacation day for the day the holiday is observed.
- (3) Employees on a leave of absence for any reason are ineligible for holiday benefits for holidays that are observed during the period they are on leave of absence.

Some employees may be asked to work on holidays, in this case they will be paid holiday plus actual hours worked or given another day off.

VACATION PAY

Subject to the provisions of this policy, all **NEW** full-time employees may be eligible for vacation benefits in accordance with the following vacation schedule which starts on the hire date. Employees not classified as a full-time employee are ineligible to earn or receive any vacation benefits. Full-time employees begin to accrue vacation benefits from their first day of employment.

<u>Length of Service</u>	<u>Annual Accrual</u>
Years 0 – 5	15 days
Years 6 – 10	1 additional day/year
Years 11 – 15	22 days
Years 16+	25 days

Maximum Accrual: Employees are allowed to accrue up to a maximum of 2.0 times their annualized vacation. Once this cap is reached, no further vacation will accrue until some vacation time is used. The normal vacation accrual will resume once the employee’s accrued balance is below the maximum. There is no retroactive grant of vacation hours for the period of time the accrual amount remained at the cap.

Vacations may be scheduled at any time after vacation pay is earned, subject to the Executive Director’s approval and SBWMA’s need for the employee’s services. In order to allow a well-coordinated schedule, employees are requested to submit their proposed vacation plans at least one (1) month before they would like to take their vacation. Approval of Vacation will be given at SBWMA’s sole discretion.

ADMINISTRATIVE LEAVE (exempt Employees)

Exempt employees will be credited sixty-four (64) hours for administrative leave annually in recognition of additional time they are expected to work. Leave hours will be placed in their administrative leave bank at the start of each calendar year. For new exempt employees, the administrative leave hours will be pro-rated based on the number of months remaining in the year.

Administrative leave may be scheduled at any time after leave is earned, subject to the Executive Director’s approval and SBWMA’s need for the employee’s services.

Administrative leave hours must be used in total each calendar year or the balance of unused earned leave will be “cashed out” in lieu of taking the time off. The “cash out” will occur during the **first month of the new calendar year**. Any unused portion of Admin Leave as of December 31 may also be rolled into employees’ 401(a) plan in lieu of cashing out.

Employees will also be eligible to receive a maximum of three (3) days of paid leave per fiscal year in recognition of exemplary performance. Leave may be granted in any increment between one (1) day and three (3) days to employees for outstanding achievement, consistently above standard work performance, or other extraordinary efforts as granted by the Executive Director. This leave must be taken as paid time off in the fiscal year in which it was granted. This leave has no cash value and is not compensable upon termination of employment.

SICK LEAVE

Subject to the provisions of this policy, full-time employees may be eligible for sick leave benefits in accordance with the following sick leave schedule.

<u>Length of Service</u>	<u>Pay Period Accrual</u>	<u>Annual Accrual</u>
1 ST day and beyond	3.692 hours	96 hours (12 days)

Pursuant to the Healthy Workplaces, Healthy Families Act of 2014, effective July 1, 2015, part-time and temporary employees may also be entitled to three (3) days of paid sick leave each year.

Employees may request sick leave in two (2) hour increments, provided authorization is obtained in advance.

During employees' first calendar year of employment, their sick day entitlement will be prorated based on their hire date. In certain circumstances a doctor's statement may be required to return to work.

Sick pay benefits are available beginning with the first hour away from the job due to doctor appointments, illness or injury.

All employees who terminate their employment in good standing shall receive compensation for the prescribed value of unused sick leave at a rate of 50% of the prescribed value of unused sick leave upon termination, to a maximum of 500 hours.

GROUP INSURANCE - GENERAL

SBWMA strives to offer group insured plans for medical, dental, vision, life insurance, and long term disability insurance for the benefit of the employee and his/her family that are competitive with similar industry benefits. However, these plans and costs may be changed at the sole discretion of the SBWMA and enrollment may be subject to the insurance company enrollment criteria that the SBWMA has no control over. Therefore, the benefits listed below are what is intended to be offered but cannot be guaranteed and are subject to change at any time. Notice will be given of any changes.

GROUP HEALTH INSURANCE

Eligible full-time employees may elect to participate in the group medical plan. Eligibility is determined by the insurance provider. **Enrollment begins on the first day of the first full month following the day of employment.** Plan descriptions and costs can be obtained from the Office Manager. Employee contributions may be required depending on coverage and plan selected.

GROUP DENTAL INSURANCE

Eligible full-time employees may elect to participate in the group dental plans. Coverage begins on the first day of the month following the first day of hire. Plan descriptions and costs can be obtained from the Office Manager.



VISION PLAN (Guardian)

A vision plan is provided to eligible fulltime employees by Guardian. Coverage begins on the first day of the month following the first day of hire. Plan descriptions and costs can be obtained from the Office Manager.

DEFERRED COMPENSATION (RETIREMENT)

SBWMA has adopted a self-directed retirement plan under Section 401(a) of the Internal Revenue Service Code to which the Employer contributes an amount equal to 10 percent of the employee's base salary. The employee vests in the 401(a) retirement plan immediately.

SBWMA also has a 457b plan into which employees can contribute. SBWMA matches the first 2% of employee contributions.

Employees may join both plans on the first of the month following the date of hire. The contribution amounts are subject to IRS limitations.

SBWMA does not participate in the federal Social Security system.

WORKER'S COMPENSATION

Employees are protected by SBWMA's Workers' Compensation insurance policy while employed by SBWMA. The policy covers employees in case of occupational injury or illness.

STATE DISABILITY INSURANCE

SBWMA submits contributions to the State of California made through employee payroll deductions for short term disability insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when employees cannot work because of illness or injury not caused by employment at SBWMA or when employees are entitled to temporary Workers' Compensation at a rate less than the daily disability benefit amount.

LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance is provided to employees. Coverage begins on the first day of the month following the first day of hire. Plan descriptions and costs can be obtained from the Office Manager.

LIFE INSURANCE

Life Insurance is provided to employees by Guardian. Coverage begins on the first day of the month following the first day of hire and provides insurance of 100% of annual salary up to a maximum of \$175,000 for eligible employees. Plan descriptions and costs can be obtained from the Office Manager.

EMPLOYEE ASSISTANCE PLAN

SBWMA's Guardian service provider offers employees and their family members with support services for a variety of issues associated with daily living. Employees have available unlimited phone consultation with an EAP counselor, may be referred to a local counselor with up to three free sessions, and a web site offering many articles on subjects such as wellness, training, legal and financial support, etc. Please ask the Office Manager for more information on this topic.

AUTO ALLOWANCE / EXPENSE

Employees may be granted a car allowance up to \$400 at the Executive Director's discretion.

If an employee is authorized in advance to use his or her own automobile for SBWMA business and does not have a car allowance, the employee will be **reimbursed for mileage** traveled on SBWMA business. Mileage will be calculated based on the trip's origination, whichever is closer, from the office or home. The reimbursement rate is the current IRS determined standard rate.

PROFESSIONAL DEVELOPMENT & EDUCATION

Employees may be reimbursed up to a maximum of \$1,250 per year for qualified educational, job related development activities, and personal development and improvements contingent upon advanced approval by the Executive Director.

Employees shall be eligible for reimbursement of costs of tuition, registration fees, books and supplies, and other educational expenses incurred in connection with enrollment in and successful completion of courses of instruction related to the employee's position with SBWMA. Employees shall be eligible to receive reimbursement provided that the courses of instruction require attendance at an accredited community college or university, are part of a curriculum leading to a degree or given by an accredited institution of learning, are approved in advance of enrollment by the Executive Director and the employee successfully completes such course submitted for reimbursement with a grade "C" or better. The Educational Expense Reimbursement Program may be used for professional development workshops or seminars. Examples of personal development and improvements include: Civic, community and professional organizations; professional development costs such as purchase of personal computer equipment; tuition for job related seminars, conferences and educational work or other professional development memberships costs.

UNEMPLOYMENT INSURANCE

Each year SBWMA contributes to the California Unemployment Insurance Fund on behalf of its employees.

EXPENSE REIMBURSEMENT

Employees may incur reasonable expenses in connection with their normal duties for SBWMA. This may include such items as travel, food and lodging. All travel related expenses must be approved in advance by Executive Director. Authorized expenses must be itemized and submitted along with original receipts substantiating the expenditures, **within 60 days** following the date the expense was incurred. Expense reimbursements will not be made without proper receipts. Expenses for alcohol are non-reimbursable. Every effort should be made to keep travel and entertainment expenses within a reasonable range since cost effectiveness may be factored in to employee performance evaluations.

Travel Expense Reimbursement

The following travel and expense guidelines apply to all SBWMA employees who incur SBWMA business related expenses and represent the general practices to be followed when SBWMA business requires the use of air transportation, hotel accommodations, and transportation services or when an employee incurs other business-related expenses.

Business travel expenses required for conducting SBWMA business are SBWMA paid or reimbursable to the extent that they are reasonable and properly approved. This policy cannot cover every possible travel occurrence; exceptions and/or omissions should be viewed with the same prudent, cost-conscious attitude used to develop the guidelines of this policy.

SBWMA will reimburse employees for:

1. Coach airfare on commercial carriers. Air travel on a private plane is not reimbursable or allowable *for insurance liability purposes*.
2. Hotel/motel accommodations in the moderate price range or the detailed hotel bill must be attached to the expense report. Hotel room upgrades elected by the employee are not reimbursable unless there is a valid business reason documented on the expense report.
3. Cars should be rented when necessary for business purposes and/or when more cost effective than taxis. Employees are encouraged to use their personal vehicles (parking and mileage, to and from the airport, are reimbursable) unless a limousine/taxi/shuttle is more cost effective and less than the total costs of parking and mileage. Standard mid-size cars. Sharing is required for all common destinations. Full-size cars must be pre-approved by the Executive Director. No employee may drive an automobile on SBWMA business unless he/she is legally licensed and insured to drive.
4. Business-related mileage will be reimbursed at the standard IRS rate.
5. Business telephone calls are reimbursable and should be identified on the expense report.

Expense Reporting

Expense reports must be completed in detail on a timely basis.

Authorized expenses must be itemized and submitted along with original receipts sustaining the expenditures, **within 60 days** following the date the expense was incurred.

Travel advances are discouraged. Incidental expenses should be paid by employees and submitted with expense reports.

Miscellaneous Allowable Expenses

- Personal entertainment is not reimbursable (e.g., pay television, movies, health clubs, theater tickets, newspapers, etc.)
- Alcoholic beverages are not reimbursable.
- Spouse travel is not reimbursable. This includes any additional meal expense and/or hotel/motel charge resulting from the spouse (e.g., double room rate vs. single room rate, etc.).
- Reasonable laundry charges are reimbursable when the length of absence from traveler's home is five (5) days or more. Items of a personal nature (i.e., magazines, toiletries, etc.) are not reimbursable.
- Parking tickets and other motor vehicle violations incurred while on SBWMA business are not reimbursable.
- Personal property is not covered for loss or damage by SBWMA. Employees are encouraged to refer to personal insurance policies if this coverage is needed.
- Expenses reimbursed using a per diem allowance will be in accordance with IRS regulations for such expenses.
- If an employee is authorized in advance to use his or her own automobile for SBWMA business, the employee will be reimbursed for mileage traveled on SBWMA business. Mileage will be calculated based on the trip's origination, whichever is closer, from the office, or home. Certain employees will have a car allowance at SBWMA's discretion, in lieu of reimbursable mileage.

**EMPLOYEE PLAN
ACKNOWLEDGEMENT FORM**

This Plan was developed to outline the policies, programs and benefits available to all employees of SBWMA.

I have received my copy of SBWMA's employee Plan. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Plan. I understand that I should consult Management regarding any questions I may have.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to the Plan will occur. I understand that this information supersedes and takes precedence over all earlier Plans, memoranda and oral descriptions of the terms and conditions of employment. Only SBWMA's Executive Director has the ability to adopt revisions to the policies in this Plan. Policies set forth in this Plan are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between SBWMA and any of its employees. The provisions of the Plan have been developed at the discretion of Management and may be supplemented, revised or rescinded at any time, at SBWMA's sole and absolute discretion with or without notice.

I understand that acceptance of an offer of employment does not contractually obligate SBWMA to continue to employ me in the future and that any such offer is conditional upon, among other things, my submitting proof of my legal right to work in the United States of America. I further understand that any use, possession or distribution of alcohol or illegal drugs is strictly prohibited by SBWMA.

I understand and agree that my relationship with SBWMA is "at-will," which means that my employment is for no definite period and may be terminated by me or by SBWMA at any time and for any reason, with or without cause or advance notice. I also understand that SBWMA may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

Furthermore, I acknowledge that this Plan and the policies contained in it are not a contract of employment. I understand that it is my responsibility to read and comply with the policies contained in this Plan and any subsequent revisions made to it.

Employee's Signature

Date

Employee's Name (Typed or printed)





ADMINISTRATION AND FINANCE

Agenda Item 7



STAFF REPORT

To: SBWMA Board Members
From: Kevin McCarthy, Executive Committee
Date: February 26, 2015 Board of Directors Meeting
Subject: TAC and Board Committee Structure

Recommendation

This staff report is for discussion purposes only and no formal action is requested of the Board of Directors.

Analysis

This staff report is a follow-up to the discussion at the November 20, 2014 Board meeting at which the Board requested a fuller discussion on what is the role of the SBWMA Technical Advisory Committee (TAC), and not a limited discussion on the meeting frequency (i.e., meet on a regularly scheduled basis vs. an as-needed basis). Board Member Olbert raised a concern about a diminished TAC meeting frequency noting he wanted "staff technical experts involved early on" with major items like the budget and the rate applications. Board Member Stone asked how "continuity of institutional knowledge" would be maintained if these meetings were not being held on a regular basis. Similar questions have been previously raised by Board Members in a broader context of what is the role of the TAC.

Previous Policy Discussions

Related to the above, it is important to revisit the SBWMA governance structure discussion via the Blue-Ribbon Committee of elected officials. Ultimately, this Committee recommended a governance change from a staff Board to a Board comprised of elected officials and noted at its April 24, 2013 meeting the importance of retaining the institutional knowledge of the senior staff currently serving as Board Members during the transition to a new Board with elected officials. As part of its final recommendations, the Committee stated that such a new Board with elected officials, as its first order of business, should establish and determine the roles and responsibilities of a TAC comprised of Member Agency staff.

In its June 17, 2013 report, the San Mateo County Civil Grand Jury also recommended establishment of "a technical advisory committee consisting of staff with technical experience in waste management" to advise the newly constituted Board.

At its first Board meeting on August 22, 2013, the new Board passed Resolution 2013-17 (**Attachment A**) establishing the TAC. Resolution 2013-17 states that the TAC should meet on "a regularly scheduled basis with input from the Board and/or Executive Director" and "provide professional advice and direction to the SBWMA Board on matters that are referred to the TAC from time to time by the Board."

Since its establishment, the TAC has met six times with three of the meetings focused on reviewing the draft Commercial Recycler Reporting Ordinance, one organizational meeting, one on the FY1314 mid-year budget and the last meeting on October 9, 2014 to get a staff update on the Long Range Plan. Prior to the October 2014 meeting, the TAC last met on March 13, 2014. Many TAC members have also been attending the regular Board meetings. The Board Executive Committee has not directed more frequent meetings so as to avoid duplication of effort by staff in preparation for Board meetings. The direction has been to hold TAC meetings to vet major

programmatic items that will come before the Board.

Review of other JPAs Use of TACs and Board Committees

Staff completed a limited review of other JPAs to try and better understand how they use a TAC and/or other committees to support their work; the review was primarily conducted through interviewing the respective Executive Director/General Manager of the JPA. **Attachment B** summarizes information from three JPAs, the two other largest recycling and solid waste JPAs in California (StopWaste in Alameda County and Monterey Regional Waste Management District) and for Silicon Valley Clean Water (SVCW). All three JPAs have TACs with Member Agency staff, none of the TACs have voting rights, and two of three TACs meet on an as needed basis. Only the TAC for StopWaste meets on a regular monthly basis and this is really for information sharing as nearly all the cities in Alameda County have dedicated recycling/solid waste staff. The County of San Mateo's Recycleworks program holds similar meetings as StopWaste for city staff involved with recycling/solid waste issues, though very few of the cities have dedicated recycling/solid waste staff.

All of the Executive leaders of the three JPAs noted the TACs served a vital role as an "educational resource" for their Board Members and as a forum to vet major items as they come up. All also noted that the subject matter technical expertise resided largely within the JPAs themselves.

Two of the three JPAs have formal standing committees of Board Members, though only StopWaste had a governance structure such that all major agenda items go through their Board committees first and are voted on before they go to the full Board. Another example of a JPA with a Board Committee structure is the Bay Area Water Supply and Conservation Agency (BAWSCA) which in 2004 created a Policy Committee to carry the functions of advising the General Manager and Board on matters of policy.

Level of Institutional Knowledge

Staff reviewed the current roster of TAC Members (see **Attachment C**) to identify how many were previously Board Members, how long they served on the Board or on the TAC, and what role they previously played in significant JPA initiatives (e.g., contractor selection process, Shoreway masterplan, etc.) Seven of the TAC Members previously served as a Board Member or Alternate with only three serving for 4 or more years, and of those, only one was formally involved in the contractor selection process (which resulted in the selection of Recology and SBR as our contractors) and the Shoreway masterplan. With the exception of Jim Porter from the County of San Mateo, none of the other long-standing Board Members (i.e., Brian Ponty/Redwood City, Brian Moura/San Carlos, Jim Hardy/Foster City, and Larry Patterson/San Mateo) serve on the TAC; much of the institutional knowledge from the prior Board is gone.

Guidance for Consideration

Staff offers the following guidance to the Board as it relates to the future ongoing role of the TAC to support the JPA's mission:

- Maintain a TAC to serve as an educational resource for Board Members on regular Board business.
- Maintain a TAC to address major items as they come up such as future decisions regarding extending the franchise agreements or not, other major policy implementation items that affect Member Agencies such as the current rollout of the Commercial Recycler Reporting Ordinance, etc.

To accomplish the above TAC roles and responsibilities, staff recommends that a standing conference call be held the Monday before each regularly scheduled Board meeting at which JPA staff "brief" TAC members on the Board packet. Staff will also hold longer briefing sessions, as requested, on the annual budget and rate setting

process; though as it relates to rate setting the TAC and other key Member Agency staff are already integrated into the review process for rate setting documents. These briefings will serve the function of keeping TAC Members engaged so that they can answer questions posed to them by their Board Members or local residents or businesses. The Board Members can also continue to address questions directly to JPA staff.

Further, staff recommends that TAC Members be included on adhoc subcommittees, as they currently are now with the Public Education Subcommittee and previously on committees involved with the contractor selection process and Shoreway masterplan, to address major items as they come up.

Staff does not see the need for holding regularly scheduled TAC meetings, though, as noted before it may be easier to keep a standing meeting schedule and cancel meetings if not needed. TAC Members will be kept engaged with regular conference calls, special briefings as needed, and through involvement on adhoc subcommittees.

Fiscal Impact

There is no fiscal impact associated with this item.

Attachments:

A - Resolution 2013-17

B – Summary of other JPAs with TACs

C – TAC Roster



RESOLUTION NO. 2013-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY ESTABLISHING A TECHNICAL ADVISORY COMMITTEE

RESOLVED by the Board of Directors of the South Bayside Waste Management Authority (SBWMA) that:

WHEREAS, the SBWMA is an agency responsible for the joint ownership, financing, administering and operating regional facilities and for the joint planning, adoption, financing, administering, management and enforcement of solid waste, recyclable material and plant material collection activities, and;

WHEREAS, the SBWMA Board desires to establish a Technical Advisory Committee (TAC) to advise it from time to time on technical issues that come before the Board, and;

WHEREAS, a TAC comprised of City/District Managers or director level staff from SBWMA Member Agencies as provided herein will be beneficial to implementing the purposes of the SBWMA.

NOW, THEREFORE, BE IT RESOLVED that the SBWMA Board hereby establishes an SBWMA Technical Advisory Committee (TAC) to provide professional advice and direction to the SBWMA Board on matters that are referred to the TAC from time to time by the Board. The Committee shall have the following characteristics:

1. Membership shall include one (1) representative from each of the SBWMA Member Agencies.
2. Appointees would be:
 - a. County, District, City or Town Managers, Assistant Managers or the Manager's designee.
 - b. Department Directors or Assistant Directors, or the equivalent position.
 - c. Environmental Programs Manager
3. The TAC shall be a standing committee and meet on a regularly scheduled basis with input from the Board and/or the Executive Director.
4. The TAC shall be subject to the California Brown Act and Public Meeting requirements.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 22 day of August, 2013, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	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 San. District	X			

I HEREBY CERTIFY that the foregoing Resolution No. 2013 - 17 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on August 22, 2013.

ATTEST:



Jeff Ira, Chairperson of SBWMA



Cyndi Urman, Board Secretary

Agency	TAC		TAC Role		TAC Meeting Frequency	TAC Composition		Board Committees*		Description of Board Committees
	Yes	No	Voting	Advisory Only		Board Members	Staff	Yes	No	
Stopwaste	√		No.	Yes.	Monthly	No.	Yes.	√		
Recycling and solid waste JPA comprised of County of Alameda, each of fourteen cities within county, and two sanitary districts that provide refuse collection services.				Informal. Meets on an advisory basis for the JPA staff; information sharing and occasionally for briefings from Authority staff on major items. Nearly all cities have at least 1 or more recycling professional.						P&A: Programs and Administration Committee 12 members P&O: Planning and Organization Committee RB + 5 members 17 Board Members - all serve on a committee Major agenda items go through committees first and voted on. Compensation (stipend) for attending Board and Committee meetings.
SVCW/SBSA	√		No.	Yes.	As needed	No.	Yes.			
JPA for wastewater treatment services . San Carlos, Redwood City, Belmont and West Bay.				"...educational resource for their Commission representative... on agenda items and other things going on at SVCW."				√		N/A. Have discussed a TAC or Board Committees but felt organization was small enough that full Board could get into details; having committees would add more overall time for Board Members. Have 4 Board Members.
MRWMD	√		No.	Yes.	As needed	No.	Yes.	√		
Nine-member recycling and solid waste JPA with rep. from each public agency, one to represent unincorp. Monterey County within District, and "director-at-large" rep. for Pebble Beach Community Services District.				Executive Director has sole discretion as to which items to bring to committees. "Good resource to vet major items." Limited recycling staff in service area.						Personnel - employee and policy items. Finance - operations and all other items. 4 Board Members on each though no limitation on Board Members serving on both Informational only meetings, no voting rights. Nine Board Members total.

*NOTE: ALL JPAs ABOVE HAVE ELECTED OFFICIALS ON THEIR BOARDS. Quotes above are from the JPA's Executive Director/General Manager.

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

Technical Advisory Committee

Agency	Contact	Year Joined Prior Board/TAC	Years on Prior Board/TAC	Comments
Atherton	George Rodericks City Manager	Former Board Member. Joined BOD October 2012.	2.5	TAC Vice Chair.
Belmont	Afshin Oskoui Public Works Director	Former Board Member. Joined BOD September 2011.	3.5	TAC Chair.
Burlingame	Carol Augustine Finance Director and Treasurer	Former Board Member. Joined BOD March 2013.	<2 on TAC	Prior history with rate setting process when worked at Menlo Park.
East Palo Alto	Need to be appointed.			John Doughty left City of East Palo Alto in Nov. 2014 – Board Member since 2012.
Foster City	Laura Galli Assistant Engineer	Former Board Alternate (along with Public Works Director). Since at least 2002.	<2 on TAC	Long-standing staff person. Participates on adhoc Public Education Subcommittee. Regularly provides comments on BOD packet.
Hillsborough	Jan Cooke Finance Director	Appointed December 2014.	<1 on TAC	
Menlo Park	Heather Abrams Environmental Programs Mgr.	Appointed December 2014.	<1 on TAC Recycling professional.	Recently hired into position at Menlo Park.
Redwood City	Mike Gibbons Public Works Superintendent	Former Board Member 2010. (Alternate before that)	Approx. 4 years	
San Carlos	Jay Walter Public Works Director	Appointed September 2013.	Approx. 1.5 years on TAC	Started with city July 2012. Informal Board alternate prior to March 2013 (Brian Moura’s retirement).
San Mateo	Roxanne Murray Solid Waste/Recycling Programs Coordinator	Officially joined TAC in January 2014.	1 year on TAC. Long-standing staff person. Recycling professional.	Long-standing staff person. Participates on adhoc Public Education Subcommittee.
County of San Mateo	Jim Porter Department Director	Former Board Member. Joined BOD in 2008.	Approx. 6+ years	Heavily involved in prior major decisions around Facility Operations RFP and Shoreway masterplan.
	Joe La Mariana (A) Waste Management & Environmental Services Mgr.	Former BOD Alternate as of 2008.	Long-standing staff person. Recycling professional.	
West Bay Sanitary District	Phil Scott District Manager	Former Board Member. Joined Board 2010.	Approx. 4 years	
	Sergio Ramirez(A) Maintenance Superintendent	TAC Alternate as of January 2014		

Former longest standing Board Members have retired (Brian Ponty/Redwood City, Brian Moura/San Carlos, and Jim Hardy (spring 2015)), or no longer on TAC (Larry Patterson/San Mateo) due to a promotion. Last remaining former Board Member that was involved in contractor selection process and Shoreway masterplan is Jim Porter.



STAFF REPORT

To: SBWMA Board Members
From: Kevin McCarthy, Executive Director
Date: February 26, 2015 Board of Directors Meeting
Subject: Review of Employee Compensation Policy

Board Action

This staff report is for discussion purposes only and no formal action is requested of the Board of Directors.

Analysis

The Executive Director is tasked with periodically reviewing SBWMA existing policies with the Board for input and/or revisions. Two major policies will be reviewed each year and for FY1415 the Investment Policy and Employee Compensation Policy (see **Attachment A**) were selected for review. At the January 22, 2015 Board meeting, the Board reviewed and approved the 2015 Investment Policy.

The Employee Compensation Policy was previously provided to the Board on October 17, 2014 and discussed at length during a closed session on October 23, 2014 regarding the employee merit increase pool for calendar year 2015. At that time there were no suggested changes to the Policy. The Executive Director is not recommending any revisions to the Policy. The Policy provides a clear process for making employee compensation decisions and relies on a merit based approach reflective of employee performance relative to established goals and objectives.

Summary of Employee Compensation Policy

The key aspects of the Policy relate to the establishment of and adjustments to salary ranges by position, performance appraisal, and the granting of merit increases. The Board approves any adjustments to the salary ranges and the Executive Director determines an employee's pay within the approved salary range for the position based in large part on the performance appraisal.

SBWMA employees are eligible for consideration of a merit increase at least annually, usually on January 1. Per the policy, an employee is considered for a merit increase or not based on the following factors:

- a. The employee's annual written performance appraisal measured against predetermined goals and objectives.
- b. The employee's current position within the salary range and his or her salary relative to internal and external comparable positions.
- c. Merit increases shall, in aggregate, not exceed the budget allocations for salary increases as defined in the annual budget unless approved by the Board of Directors.

Annual goals and objectives are proposed in January each year and finalized in February for all employees. Monthly status updates are submitted to the Executive Director. Goals and objectives are modified if necessary during the calendar year to reflect any changes in major work activities. At the end of the year, the Executive Director completes annual performance reviews using an employee evaluation and performance plan form as attached (see **Attachment B**).

Background

The employee compensation policy was adopted by the Board of Directors on November 19, 2009. Salary ranges are reviewed periodically by the Board and were last adjusted per Board approval on June 27, 2013. The current salary ranges are as follows:

<u>Position</u>	<u>Current Salary Range/Year</u>
Finance Manager	\$112,196 - \$140,245
Facility Operations Contract Manager	\$112,196 - \$140,245
Recycling Program Manager ¹	\$112,196 - \$140,245
Recycling Outreach & Sustainability Manager	\$100,976 - \$126,220
Office Manager/Board Secretary	\$59,659 - \$74,573
Environmental Education Coordinator	\$65,267 - \$81,580
Environmental Education Associate	\$25.10 - \$31.37/hour
¹ Contract employee through Local Government Services with PERs benefits.	

Fiscal Impact

There is no fiscal impact associated with this discussion only item. The Compensation Policy establishes the process for employee compensation. Changes to the Salary Range are separate Board actions outside of the Compensation Policy. There could be a future potential fiscal impact if the Board were to adopt changes to the Employee Compensation policy.

Attachments:

Attachment A – Employee Compensation Policy

Attachment B – Employee Evaluation and Performance Plan Form

SBWMA Compensation Policy

Responsible Executive: Executive Director. Per the JPA Agreement Section 8.10 (c) the Executive Director “has authority to appoint, remove, promote, demote, supervise, and determine compensation of any and all SBWMA employees in accordance with Board approved salary ranges.”

Effective Date: Date upon approval by the SBWMA Board of Directors.

Next Review Date: The Executive Director will review the policy annually for update purposes and recommend, if appropriate, changes for consideration by the Board of Directors. Any changes to the policy are subject to Board approval.

Who Is Covered: All SBWMA staff positions with the exception of the Executive Director and any contract staff (e.g., Recycling Program Manager). This policy will be used for guidance, though, in making salary adjustments for contract staff as the SBWMA has contractual responsibility to complete an annual performance review.

I. POLICY SUMMARY

This policy provides direction and authority for establishing, approving, reviewing and revising any salary range changes for regular SBWMA staff positions. Each employee’s salary is set by the Executive Director within the salary range established for each position based on performance.

II. POLICY DEFINITIONS

Compensable Factors: Information and data specific to a position that is used to evaluate the position against external market data and internal comparable positions to determine an appropriate Salary Range. External market data includes: salary data for non-exempt administrative positions within our member agencies; and salary data for exempt solid waste and recycling related positions within agencies similar to the SBWMA.

Salary Range: A range of salaries delineated with a minimum, and maximum rate of pay assigned to a given position.

III. POLICY TEXT

A. Salary Ranges

1. Establishment of Salary Ranges

The SBWMA Board has established a set of salary ranges. A position’s salary range is established by:

- a. determining the position’s key functions, responsibilities, and other compensable factors.
- b. evaluating and comparing the position’s compensable factors to relevant market data and internal comparable positions.

2. Purpose of Salary Ranges

The salary ranges allow the SBWMA to administer and manage the salaries of employees in a manner that is competitive with relevant external comparator groups, fosters appropriate internal consistency, and facilitates budget control while maintaining some flexibility and ease of administration.

3. Adjustments of Salary Ranges

The salary range for a position will be reviewed to determine if the duties of a position change substantially, or if the market changes substantially, or if a new position is created.

Changes to salary ranges for positions or the creation of a new position, must be approved by the Board.

Salary ranges are reviewed annually by the Executive Director who may recommend changes to the salary ranges to the Board of Directors for consideration and approval. These salary range changes are made to reflect market movement of salaries for comparable positions or other appropriate factors.

4. Position in Salary Range

The SBWMA's ability to pay competitively (both in terms of salary and total compensation) in the regional marketplace and as compared to similar agencies ultimately affects its ability to attract, motivate and retain the talent necessary to achieve the SBWMA's mission. It is the SBWMA's objective to offer competitive salary opportunities which are reflected in market-competitive salary ranges. A number of factors may be considered to determine appropriate pay in the salary range for individuals, including documented sustained performance and contributions, internal peer comparability, external market comparability, scope and breadth of experience and responsibilities, as well as other relevant factors.

The Executive Director will have ultimate responsibility for determining an employee's pay within the Board approved salary range for the position. There are no automatic salary adjustments for employees such as a COLA adjustment.

In no event shall an employee's salary be set at less than the minimum or above the maximum of the salary range for his or her assigned position unless approved by the Board.

B. Merit Increase

1. Basis for Merit Increase

SBWMA employees are eligible for consideration of a merit increase at least annually. The Executive Director shall determine the amount of an individual's merit increase award based on the following factors:

- a. The employee's annual written performance appraisal and contributions measured against predetermined goals and objectives.
- b. The employee's current position within the salary range and his or her salary relative to internal comparable positions.
- c. Merit increases shall, in aggregate, not exceed the budget allocations for salary increases as defined in the annual budget unless approved by the Board of Directors.

2. Performance Appraisal

An employee's most recent annual performance appraisal must be at least "Good Performance" in order to receive a merit increase. "Good Performance" is defined in the SBWMA annual performance rating worksheet and is shown in the attached.

3. Merit Increase Timing

The annual merit increases are established effective January 1 each year. At the discretion of the Executive Director a mid-year salary adjustment may be awarded subsequent to a mid-year evaluation. In no event shall an employee's salary be adjusted based on merit more than two times in a twelve month period.

ATTACHMENT 1

Employee Performance Scale

The scale below is currently used for completing an annual performance rating for each employee. Employees rated 3 and above are eligible for an annual merit increase. Employees rated 2 or below are not eligible for an annual merit increase.

(5) Role Model: Far exceeds all expectations. Serves as a role model in all aspects of job performance, achieving highest levels of performance in both what was achieved and how results were achieved.

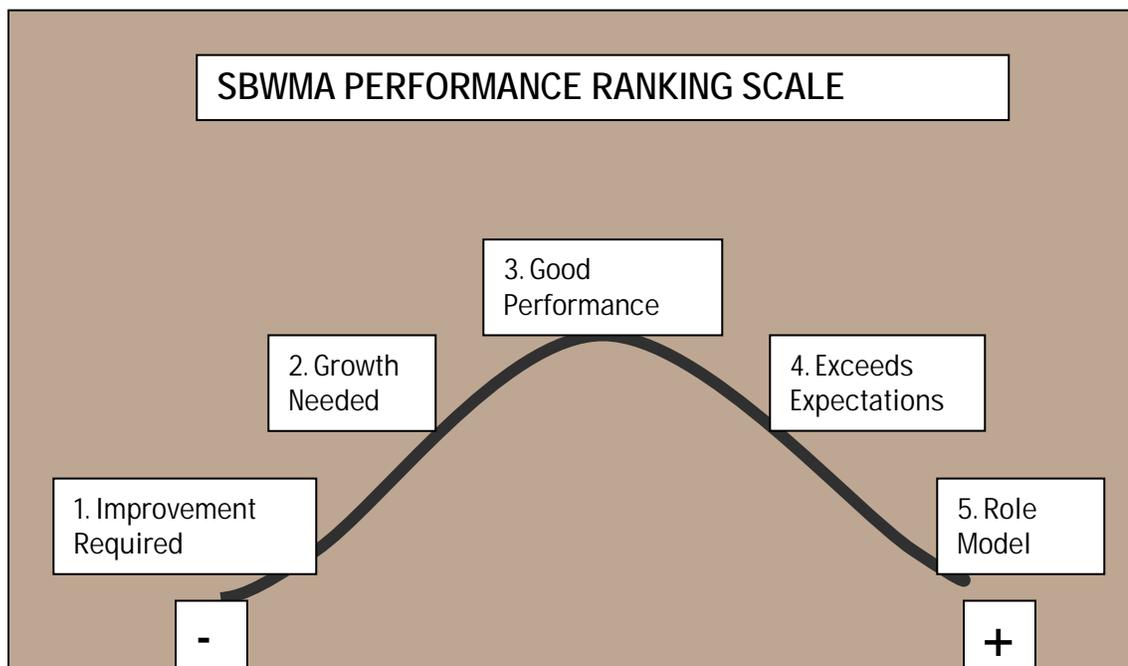
(4) Exceeds Expectations: Employee exceeds many job requirements and duties; demonstrates initiative and makes effort to improve; shows ability to accept responsibility and carry out instructions; demonstrates effective work habits to complete all assignments in a timely manner.

(3) Good Performance: Consistently meets majority of expectations. Good performer and may exceed expectations in focused areas.

(2) Growth Needed in Some Areas: Meets expectations in most areas. Development needed in some areas of responsibility.

(1) Improvement Required: Does not meet expectations. Significant, sustained improvement required immediately.

The following graph shows that the five levels of performance can appear like a traditional "bell shaped curve" showing that on average most employees can give a good performance in their duties. The exceptional areas of performance can be rated positively when a staff member shows that they are a "role model" or negatively when a staff member is ranked as "improvement required".





A Public Agency

SBWMA Employee Evaluation and Performance Plan

Position:	Employee:	Today's Date:
Department:	Hire Date:	
Immediate Supervisor:	Review Period: <input type="checkbox"/> last six months <input checked="" type="checkbox"/> last 12 months <input type="checkbox"/> OTHER:	
Department Manager:	Next Performance Review Date:	

Supervisor Instructions: This Evaluation and Performance Plan is divided into three sections:

Section 1: Goals and Objectives Performance Evaluation (six months or one year)

Section 2: Next Review Period Performance Plan/ Recommended Professional Development

Section 3: Performance Evaluation Results

SECTION 1: Goals and Objectives Performance Evaluation

During each evaluation period, SBWMA employees will have key goals and objectives that each person will be committed to achieve. This section of the evaluation form will give you an opportunity to evaluate the degree to which your staff has succeeded at achieving their goals and job specific performance outcomes. In order to complete this section, you will need to refer to your employee's weekly and/or monthly status reports for this evaluation period. It will also be necessary to review what your direct report provided to you at the start of this evaluation period to define his or her performance goals during this past evaluation period. They may have provided their goals to you in a project plan or a list of goals. It is your responsibility to assemble this information in order to complete the following section. The following rating scale is used: **1:** did not achieve this goal at all; **2:** made minimal progress on this goal; **3:** completed the majority of this goal; **4:** finished the expected goal; **5:** achieved the goal and surpassed what was expected. Use **NA** for not applicable when achieving that particular goal could not be achieved or evaluated due to circumstances beyond the control of the employee.

GOALS AND OBJECTIVES:	RATING (circle one)
	1 2 3 4 5 NA
Comment:	
GOAL AND OBJECTIVES:	RATING (circle one)
	1 2 3 4 5 NA
Comment:	

GOAL AND OBJECTIVES:	1 2 3 4 5 NA
Comment:	
GOAL AND OBJECTIVES:	1 2 3 4 5 NA
Comment:	
GOAL AND OBJECTIVES:	1 2 3 4 5 NA
Comment:	
GOAL AND OBJECTIVES:	1 2 3 4 5 NA
Comment:	
GOAL AND OBJECTIVES: Professional development goals	1 2 3 4 5 NA
Comment:	

If additional duties must be evaluated, please add additional sheets of paper as needed.

Section 2: Next Review Period Performance Plan/ Recommended Professional Development

Section 1 of the Employee Evaluation and Performance Review represents a review of the work your staff has completed during the past performance review period. This Section provides an opportunity to plan for the next evaluation period by asking you and your employee to look ahead and see what needs to be achieved between now and his or her next performance review date. *This Section also allows for updating an employee's job description and identifying professional development goals.* The following should be completed together with your employee.

NEXT REVIEW PERIOD: ____ 3 months 6 months ____ 1 year

TENTATIVE DATE FOR REVIEW: July 2015

Please ask your employee to be prepared to describe their top 5 performance objectives for the next six months. List these here or attach on a separate piece of paper:

Supervisor's Initials _____ Employee's Initials _____

RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT

Listed below are major training topics that may be helpful to SBWMA employees. Please identify the training areas that your employee would benefit from exploring during the next 12 months:

SUBSTANTIVE AREAS

- Knowledge of recycling programs and technologies
- Knowledge of facility operations
- Knowledge of communities served by SBWMA
- OTHER: _____

GENERAL

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Organizational skills <input type="checkbox"/> Time management <input type="checkbox"/> Business writing <input type="checkbox"/> Verbal presentation skills <input type="checkbox"/> Collaboration and team work <input type="checkbox"/> Professionalism | <ul style="list-style-type: none"> <input type="checkbox"/> Strategic planning <input type="checkbox"/> Project budgeting <input type="checkbox"/> Community relations <input type="checkbox"/> Program design <input type="checkbox"/> OTHER: _____ |
|--|---|

SUPERVISION

- Setting performance expectations
- Delegating
- Demonstrating respect for others
- Providing effective feedback
- Demonstrating integrity
- Valuing diversity and inclusivity

OTHER: _____

Section 3: Performance Evaluation Results

For completing a performance rating for your employee, you will be using the following rating scale:

- (5) Exceeded Expectations: achieved goals and surpassed what was expected.
- (4) Met Expectations: completed the expected goals and met expectations.
- (3) Substantially Met Expectations: Consistently meets majority of expectations. Need improvement in some areas.
- (2) Growth Needed in Most Areas: Meets expectations in few areas. Development needed in most areas of responsibility.
- (1) Immediate Improvement Required: Does not meet expectations. Significant, sustained improvement required immediately.

Rate Your Staff's Overall Performance Using the Information in Sections 1 and 2.

- ___ [5] Exceeds Expectations
- ___ [4] Met Expectations
- ___ [3] Substantially Met Expectations
- ___ [2] Growth Needed
- ___ [1] Improvement Required Immediately

Employee passes evaluation?

Recommend compensation increase?

Compensation Increase Amount (%):

I have read the above evaluation and have been given an adequate explanation of the basis for my evaluation.

Employee Signature

Supervisor Signature

I have reviewed the aforementioned employee's evaluation & performance review and his/her supervisor's evaluation. Based on the recommendation of the supervisor and my own review of the employee's performance, the following action(s) will be taken with my approval:

- ___ Increase approved at level recommended by immediate supervisor
- ___ No increase approved
- ___ A one time bonus in the amount of \$_____ is to be granted now

Executive Director's Signature



STAFF REPORT

To: SBWMA Board of Directors
From: Kevin McCarthy, Executive Director
Date: February 26, 2015 Board of Director's Meeting
Subject: Appointment of Board Members to Adhoc Subcommittee to Interview Finance Manager Candidates

Recommendation

This staff report is for discussion purposes only and no formal action is requested of the Board of Directors.

Analysis

The Executive Director has requested creation of an adhoc Board subcommittee with at least three Board Members to participate in the interviews of final candidates for the Finance Manager (GM) position for the SBWMA. Staff will also participate on the interview panel. The job posting is attached (see **Attachment A**). Staff expects interviews to be conducted in the next 30 days.

Background

Periodically, the SBWMA Board has created adhoc subcommittees for various purposes. Such adhoc subcommittees are comprised of less than a majority of Board Members and as such are not subject to Brown Act requirements. Member Agency staff has also participated in such subcommittees.

The Executive Committee is an adhoc committee informally established by the Chair of the Board to assist in Board agenda planning. Invitations to Board Members to participate are at the discretion of the Chair; the Chair has the ability within the inherent powers of the Chair to engage in agenda planning and ask other Board Members to participate. There is no provision in the JPA Agreement for an "Executive Committee."

On February 27, 2014 the Board approved creation of an Audit adhoc Subcommittee consisting of three Board Members to review audited financial statements for the fiscal year and the calendar year audit document and review the JPA's Investment Policy. The Board at the January 22, 2015 Board meeting approved creation of an adhoc subcommittee to conduct interviews of Recology's final General Manager candidates. The only other current adhoc subcommittee is for Public Education which historically has included participation by Board Members and Member Agency staff.

Fiscal Impact

There is no fiscal impact associated with this item.

Attachments

A- SBWMA Finance Manager Job Posting



POSITION DESCRIPTION

Finance Manager

Regular, Full-time, Exempt

Salary Range of \$112,196 - \$140,245 per year

Excellent benefits package

Filing Deadline is open until filled

Position Summary:

The Finance Manager's primary responsibilities include fulfilling the fiduciary responsibilities of the Authority, budgeting and internal financial projections, review of contractors' annual compensation applications and assisting twelve agencies with rate related issues, review and approval of contractor monthly invoices and payments, human resources, general insurance, and cost analysis on projects.

Reports to: Executive Director

The Agency:

RethinkWaste is a joint powers authority of twelve public Agencies (Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District) in San Mateo County, California and is a leader in the delivery of innovative waste reduction and recycling programs. RethinkWaste owns and manages the award-winning Shoreway Environmental Center which receives all the recyclables, organic materials, and materials (i.e. solid waste) collected in its service area. RethinkWaste also provides strategic oversight, support and management of service providers that collect, process, recycle and dispose of materials for its Member Agencies. RethinkWaste (i.e., South Bayside Waste Management Authority) was formed in 1982. For more information on RethinkWaste, please visit our website at www.RethinkWaste.org or follow us at www.Facebook.com/rethinkwaste or www.Twitter.com/rethinkwaste.

RESPONSIBILITIES:

Principal responsibilities as Finance Manager include:

Budgeting

- Prepare annual and semi-annual budgets
- Develop detailed support for all inbound and outbound facility tonnage, revenue, and disposal expense and other detail as needed
- Combine input from program and capital budgets; develop cash reserve budget and summary variance analysis to explain trends
- Assist in preparation of staff reports to the Board of Directors with analysis and supporting tables

Financial Analysis

- Prepare the calendar year financial projections and review with the Board Adhoc Audit Subcommittee
- Analyze cost of new programs, processes, etc. as needed
- Review fiscal year audited financial statements and provide management analysis and review with the Board Adhoc Audit Subcommittee

- Review the detailed calculations and approve the Shoreway operator's monthly invoice, public revenue transfer, and commodity revenue transfer
- Prepare the monthly invoice to the franchised collection services provider for disposal at the Shoreway facility
- Review Investment Policy annually and prepare quarterly investment reports for approval by the Board

Contractor Compensation and Rate Review

- Review in detail the annual franchise collection service provider's compensation application for accuracy and compliance
- Review in detail the annual Shoreway facility contractor's compensation application excel cost file for accuracy and compliance with contract terms
- Understand and manage the financial aspects of both the Franchise Collection Agreement and the Shoreway Operations Agreement with the two contractors
- Assist in preparation of staff reports and supporting tables and explanations to the Board of Director's
- Manage the annual 3rd party financial audits of the franchise service provider and Shoreway facility operator
- Assist Member Agencies as needed to understand their total cost and rate adjustment
- Assist our twelve Member Agencies and attend local meetings as requested on rate issues

Payroll/Human Resources

- Prepare bi-weekly time card submission to 3rd party payroll processor and prepare payroll journal entry
- Manage all employee benefit programs and annual renewals
- Prepare annual retirement plan reporting; manage any employment issues with state, etc.

Other

- General insurance policy management and renewal
- Household Hazardous Waste program billing to Member Agencies and the franchise service provider
- Manage all bond covenant reporting requirements to MSRB and bank trustee
- Review, prepare, and/or edit various staff reports for monthly Board of Director meetings as needed
- Work with financial services provider (City of San Carlos) as needed on any accounting or financial questions, annual auditor questions, etc.

Responsibilities NOT Included

- General accounting and external financial reporting are outsourced to the City of San Carlos. This position assists in some review but has no direct day-to-day responsibility.
- No supervision of any employees.

QUALIFICATIONS

Education: An advanced degree is preferred. A Bachelor's degree in accounting or similar required.

Experience/Skills/Abilities:

- 7-10 years of professional finance/accounting experience, with increasing levels of responsibility.
- Minimum of 5 years' experience in a controller, financial analyst or equivalent position.
- Experience with solid waste and recycling industry and rate-setting environment strongly preferred.
- Public sector experience a plus, but not required.
- Position requires very detailed independent work as well as summarize at a high level.
- Excellent interpersonal, oral, and written communication skills.

- Demonstrated ability to function effectively in a team-oriented environment while maintaining independence as needed.
- Plans and prioritizes work activities; uses time efficiently; sets challenging but realistic goals; meets deadlines.
- Ability to represent the SBWMA in meetings with the public and government agencies, including public presentations. Participates constructively in meetings.
- Strong working knowledge of MS Office, especially excel.

SUMMARY OF BENEFITS

The SBWMA offers a comprehensive benefit package that includes medical, dental, vision, LTD and life insurance as well as vacation and sick leave. In addition, the SBWMA contributes 10% to a 401a retirement plan and will match up to an additional 2%. The SBWMA does not belong to the Social Security system. Additional information is available upon request.

Application Procedure

Submit a cover letter and resume to:

Kevin McCarthy, Executive Director
RethinkWaste
610 Elm Street, Suite 202
San Carlos, CA 94070
kmccarthy@rethinkwaste.org

**Deadline for the receipt of applications:
Open until filled.**

No faxes or postmarks accepted. Electronic correspondence preferred.



SHOREWAY OPERATIONS AND CONTRACT MANAGEMENT

Agenda Item 9



STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Facility Operations Contracts Manager
Date: February 26, 2015 Board of Directors Meeting
Subject: Resolution Approving New Capital Request by SBR for One Transfer Trailer for Hauling Organic Materials

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2015-05 attached hereto authorizing the following action:

Approving New Capital Request by SBR for One Transfer Trailer for Hauling Organic Materials

Summary

SBR is required to deliver organic materials to compost facilities designated by the SBWMA in the quantities specified in the Organics Processing Agreements with Newby Island (Browning-Ferris of California, Inc.); Recology-Grover Environmental Products; and Harvest Power California, LLC. as approved by the Board on October 23, 2014. In these new agreements starting on January 1, 2015, additional organic materials will be traveling a greater distance which will require additional drive-time and an additional trailer.

Analysis

SBR started the Operations Agreement in 2011 with ten walking floor trailers to transport the garbage, organic materials and C&D to various processors designated by the SBWMA. Effective January 1, 2015, the SBWMA entered into new Organics Processing Agreements with Newby Island, Recology-Grover and Harvest Power (refer to October 23, 2014 staff report *Organics Processing Agreements* that provides an evaluation of the tipping fee and the transportation cost for organic materials handling). The SBWMA previously had four-year Agreements in place with Newby Island and Recology-Grover through December 31, 2014. One of the changes to the organics processing agreements included a shift of tonnage between the two previously contracted composters; Newby Island is to receive 15,000 tons per year less and Recology-Grover 15,000 tons per year more than was specified in the prior contracts (roughly 600 loads per year or 2.5 loads per day). Transporting the additional tonnage the additional 48 mile distance to Recology-Grover requires more driving time by SBR and an additional trailer (Table 1 below shows the tonnage and distance to the contracted composters).

Table 1

<u>Contracted Composter</u>	<u>Term of Agreements</u>	<u>2015 Estimated Shipments</u>	<u>Total Transport Distance (miles)</u>
Newby Island	3 years	40,000 tons	25
Grover/Recology	6 years	55,000 tons	73
Harvest Power	3 years	0 - 10,000 tons	70

As noted in the October 23, 2014 staff report, this shift in tonnage to further away composting sites makes financial sense when you compare the total cost per ton for processing and transportation between the three contracted sites.

On January 30, 2015, staff received a new trailer request from SBR and a quote from Tuxford Maintenance (see **Attachment A**) to manufacture a new custom stainless steel walking floor trailer to match SBR's existing fleet. The cost for the trailer is \$118,412.38 with sales tax, and it is anticipated that the trailer will be available for service ten weeks from date that the order is placed.

Staff and SBR evaluated an alternative option of running the existing truck fleet on a 24 hours basis to make up the drive time, but this would require additional transfer station and maintenance staffing and proved to be more expensive than purchasing an additional trailer.

Background

The SBWMA composts all of the franchise organic materials collected by Recology though the use of three contracted composting facilities. The tonnage committed to each composter was adjusted to provide the best value to the Agency (refer to October 23, 2014 staff report *Organics Processing Agreements* that provides an evaluation of the tipping fee and the transportation cost). The need for an additional trailer was anticipated by staff and SBR and is now being brought to the Board for approval.

Fiscal Impact

The cost of an additional walking floor trailer is \$118,412.38 with sales tax. The trailer will be purchased by SBR and the SBWMA will pay SBR \$2,055.82 per month for the trailer through the regular monthly invoice process over the next 5.5 year term of the Operating Agreement (\$2,055.82 per month is depreciation and interest expense associated with the new trailer). At the expiration of the current Operations Agreement, the SBWMA has the right, as with all other contractor's equipment, to purchase the trailer at its net book value.

For purposes of comparison, the cost of the trailer will add roughly \$0.22 per ton to the current average cost per ton of \$66.47 for transportation and tipping for a new average cost of approximately \$66.69 per ton. It is estimated that the SBWMA would start payments for the trailer in August of 2015 so there would not be a financial impact to the current fiscal year budget. The total financial impact for the balance of 2015 calendar year is estimated at \$8,223.28.

Attachments:

Resolution 2015-05

Exhibit A - Trailer Purchase Proposal from SBR with Trailer Quotation from Tuxford Maintenance



RESOLUTION NO. 2015-05

RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS APPROVING NEW CAPITAL REQUEST BY SBR FOR ONE TRANSFER TRAILER FOR HAULING ORGANIC MATERIALS

WHEREAS, SBR provides organic materials transportation services under the Shoreway Operations Agreement; and

WHEREAS, SBR has requested one additional walking floor trailer to provide the transportation services required by the new organics processing agreements with Newby Island and Recology-Grover; and

WHEREAS, SBR has proposed to purchase a trailer and the SBWMA has agreed to the terms of the attached proposal for payment for an additional walking floor.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the new capital request for one transfer trailer for hauling organic materials.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 26th day of February, 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. 2015-05 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on February 26, 2015.

ATTEST:

Bill Widmer, Chairperson of SBWMA

Cyndi Urman, Board Secretary

Trailer Purchase Agreement

South Bay Recycling, a California limited liability Company (“SBR”), and the South Bayside Waste Management Authority, a California JPA (“SBWMA”) do hereby enter into this Purchase Agreement effective this date _____ 2015. Within 72 hours of both parties executing this Purchase Agreement, SBR will place an order with Tuxford Maintenance for a 2015 TMI 45 foot Stainless Steel Walking Floor (“Equipment”) for the price quoted in the attached estimated quote dated January 30, 2015, which is as follows:

1. Purchase cost:

Price:	\$107,550.00
Tax:	\$9,948.38
Delivery Charge:	<u>\$914.00</u>
Total:	\$118,412.38

2. Financing plan:

- a. 5% annual interest.
- b. Anticipated payment schedule over 66 months (may vary depending on start date of equipment service).

SBR will use its own capital to purchase the Equipment. Upon receiving the Equipment at the Shoreway Facility, SBR will notify the SBWMA. SBR will inspect the Equipment within 72 hours taking delivery, and will work with Tuxford Maintenance to resolve any issues it may find during its inspection. Once SBR determines the Equipment is safe to place into service, SBR will notify the SBWMA. The equipment will be maintained and operated in compliance with the applicable provisions of the Operations Agreement. When the Equipment is placed into service, the Amortization Schedule (see attached) will be modified so the initial payment date is on the first day of the month following the placement of the Equipment into service and the last date is December 31, 2020. It is agreed by the parties that the SBWMA will make a payment to SBR in the amount listed on the Payment line of the Amortization Schedule on the 15th of each month for the prior month. This payment will be made through the established SBR monthly invoice process. After the final payment, the SBWMA will have the option per Section 5.10 of the Operations Agreement to purchase the Equipment at its net book value, which will be Zero (\$0.00) Dollars.

SOUTH BAY RECYCLING, LLC

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

Daniel Domonoske, Vice President

Kevin McCarthy, Executive Director

SBR Walking Floor Trailer Amortization Schedule

Enter values

Loan amount	\$ 118,412.38
Annual interest rate	5.00%
Loan period in years	6
Start date of loan	7/1/2015
Monthly payment	\$ 2,055.82
Number of payments	66
Total interest	\$ 17,271.99
Total cost of loan	\$ 135,684.37

No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
1	8/1/2015	\$ 118,412.38	\$ 2,055.82	\$ 1,562.44	\$ 493.38	\$ 116,849.94
2	9/1/2015	\$ 116,849.94	\$ 2,055.82	\$ 1,568.95	\$ 486.87	\$ 115,280.99
3	10/1/2015	\$ 115,280.99	\$ 2,055.82	\$ 1,575.49	\$ 480.34	\$ 113,705.51
4	11/1/2015	\$ 113,705.51	\$ 2,055.82	\$ 1,582.05	\$ 473.77	\$ 112,123.46
5	12/1/2015	\$ 112,123.46	\$ 2,055.82	\$ 1,588.64	\$ 467.18	\$ 110,534.81
6	1/1/2016	\$ 110,534.81	\$ 2,055.82	\$ 1,595.26	\$ 460.56	\$ 108,939.55
7	2/1/2016	\$ 108,939.55	\$ 2,055.82	\$ 1,601.91	\$ 453.91	\$ 107,337.64
8	3/1/2016	\$ 107,337.64	\$ 2,055.82	\$ 1,608.58	\$ 447.24	\$ 105,729.06
9	4/1/2016	\$ 105,729.06	\$ 2,055.82	\$ 1,615.29	\$ 440.54	\$ 104,113.77
10	5/1/2016	\$ 104,113.77	\$ 2,055.82	\$ 1,622.02	\$ 433.81	\$ 102,491.76
11	6/1/2016	\$ 102,491.76	\$ 2,055.82	\$ 1,628.77	\$ 427.05	\$ 100,862.98
12	7/1/2016	\$ 100,862.98	\$ 2,055.82	\$ 1,635.56	\$ 420.26	\$ 99,227.42
13	8/1/2016	\$ 99,227.42	\$ 2,055.82	\$ 1,642.38	\$ 413.45	\$ 97,585.04
14	9/1/2016	\$ 97,585.04	\$ 2,055.82	\$ 1,649.22	\$ 406.60	\$ 95,935.82
15	10/1/2016	\$ 95,935.82	\$ 2,055.82	\$ 1,656.09	\$ 399.73	\$ 94,279.73
16	11/1/2016	\$ 94,279.73	\$ 2,055.82	\$ 1,662.99	\$ 392.83	\$ 92,616.74
17	12/1/2016	\$ 92,616.74	\$ 2,055.82	\$ 1,669.92	\$ 385.90	\$ 90,946.82
18	1/1/2017	\$ 90,946.82	\$ 2,055.82	\$ 1,676.88	\$ 378.95	\$ 89,269.94
19	2/1/2017	\$ 89,269.94	\$ 2,055.82	\$ 1,683.87	\$ 371.96	\$ 87,586.08
20	3/1/2017	\$ 87,586.08	\$ 2,055.82	\$ 1,690.88	\$ 364.94	\$ 85,895.20
21	4/1/2017	\$ 85,895.20	\$ 2,055.82	\$ 1,697.93	\$ 357.90	\$ 84,197.27
22	5/1/2017	\$ 84,197.27	\$ 2,055.82	\$ 1,705.00	\$ 350.82	\$ 82,492.27
23	6/1/2017	\$ 82,492.27	\$ 2,055.82	\$ 1,712.11	\$ 343.72	\$ 80,780.16
24	7/1/2017	\$ 80,780.16	\$ 2,055.82	\$ 1,719.24	\$ 336.58	\$ 79,060.92
25	8/1/2017	\$ 79,060.92	\$ 2,055.82	\$ 1,726.40	\$ 329.42	\$ 77,334.52
26	9/1/2017	\$ 77,334.52	\$ 2,055.82	\$ 1,733.60	\$ 322.23	\$ 75,600.92

No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
27	10/1/2017	\$ 75,600.92	\$ 2,055.82	\$ 1,740.82	\$ 315.00	\$ 73,860.10
28	11/1/2017	\$ 73,860.10	\$ 2,055.82	\$ 1,748.07	\$ 307.75	\$ 72,112.03
29	12/1/2017	\$ 72,112.03	\$ 2,055.82	\$ 1,755.36	\$ 300.47	\$ 70,356.67
30	1/1/2018	\$ 70,356.67	\$ 2,055.82	\$ 1,762.67	\$ 293.15	\$ 68,594.00
31	2/1/2018	\$ 68,594.00	\$ 2,055.82	\$ 1,770.02	\$ 285.81	\$ 66,823.98
32	3/1/2018	\$ 66,823.98	\$ 2,055.82	\$ 1,777.39	\$ 278.43	\$ 65,046.59
33	4/1/2018	\$ 65,046.59	\$ 2,055.82	\$ 1,784.80	\$ 271.03	\$ 63,261.80
34	5/1/2018	\$ 63,261.80	\$ 2,055.82	\$ 1,792.23	\$ 263.59	\$ 61,469.56
35	6/1/2018	\$ 61,469.56	\$ 2,055.82	\$ 1,799.70	\$ 256.12	\$ 59,669.86
36	7/1/2018	\$ 59,669.86	\$ 2,055.82	\$ 1,807.20	\$ 248.62	\$ 57,862.67
37	8/1/2018	\$ 57,862.67	\$ 2,055.82	\$ 1,814.73	\$ 241.09	\$ 56,047.94
38	9/1/2018	\$ 56,047.94	\$ 2,055.82	\$ 1,822.29	\$ 233.53	\$ 54,225.65
39	10/1/2018	\$ 54,225.65	\$ 2,055.82	\$ 1,829.88	\$ 225.94	\$ 52,395.76
40	11/1/2018	\$ 52,395.76	\$ 2,055.82	\$ 1,837.51	\$ 218.32	\$ 50,558.25
41	12/1/2018	\$ 50,558.25	\$ 2,055.82	\$ 1,845.16	\$ 210.66	\$ 48,713.09
42	1/1/2019	\$ 48,713.09	\$ 2,055.82	\$ 1,852.85	\$ 202.97	\$ 46,860.24
43	2/1/2019	\$ 46,860.24	\$ 2,055.82	\$ 1,860.57	\$ 195.25	\$ 44,999.66
44	3/1/2019	\$ 44,999.66	\$ 2,055.82	\$ 1,868.33	\$ 187.50	\$ 43,131.34
45	4/1/2019	\$ 43,131.34	\$ 2,055.82	\$ 1,876.11	\$ 179.71	\$ 41,255.23
46	5/1/2019	\$ 41,255.23	\$ 2,055.82	\$ 1,883.93	\$ 171.90	\$ 39,371.30
47	6/1/2019	\$ 39,371.30	\$ 2,055.82	\$ 1,891.78	\$ 164.05	\$ 37,479.53
48	7/1/2019	\$ 37,479.53	\$ 2,055.82	\$ 1,899.66	\$ 156.16	\$ 35,579.87
49	8/1/2019	\$ 35,579.87	\$ 2,055.82	\$ 1,907.57	\$ 148.25	\$ 33,672.29
50	9/1/2019	\$ 33,672.29	\$ 2,055.82	\$ 1,915.52	\$ 140.30	\$ 31,756.77
51	10/1/2019	\$ 31,756.77	\$ 2,055.82	\$ 1,923.50	\$ 132.32	\$ 29,833.27
52	11/1/2019	\$ 29,833.27	\$ 2,055.82	\$ 1,931.52	\$ 124.31	\$ 27,901.75
53	12/1/2019	\$ 27,901.75	\$ 2,055.82	\$ 1,939.57	\$ 116.26	\$ 25,962.18
54	1/1/2020	\$ 25,962.18	\$ 2,055.82	\$ 1,947.65	\$ 108.18	\$ 24,014.53
55	2/1/2020	\$ 24,014.53	\$ 2,055.82	\$ 1,955.76	\$ 100.06	\$ 22,058.77
56	3/1/2020	\$ 22,058.77	\$ 2,055.82	\$ 1,963.91	\$ 91.91	\$ 20,094.86
57	4/1/2020	\$ 20,094.86	\$ 2,055.82	\$ 1,972.10	\$ 83.73	\$ 18,122.76
58	5/1/2020	\$ 18,122.76	\$ 2,055.82	\$ 1,980.31	\$ 75.51	\$ 16,142.45
59	6/1/2020	\$ 16,142.45	\$ 2,055.82	\$ 1,988.56	\$ 67.26	\$ 14,153.89
60	7/1/2020	\$ 14,153.89	\$ 2,055.82	\$ 1,996.85	\$ 58.97	\$ 12,157.04
61	8/1/2020	\$ 12,157.04	\$ 2,055.82	\$ 2,005.17	\$ 50.65	\$ 10,151.87
62	9/1/2020	\$ 10,151.87	\$ 2,055.82	\$ 2,013.52	\$ 42.30	\$ 8,138.34
63	10/1/2020	\$ 8,138.34	\$ 2,055.82	\$ 2,021.91	\$ 33.91	\$ 6,116.43
64	11/1/2020	\$ 6,116.43	\$ 2,055.82	\$ 2,030.34	\$ 25.49	\$ 4,086.09
65	12/1/2020	\$ 4,086.09	\$ 2,055.82	\$ 2,038.80	\$ 17.03	\$ 2,047.29
66	1/1/2021	\$ 2,047.29	\$ 2,055.82	\$ 2,047.29	\$ 8.53	\$ (0.00)

TUXFORD MAINTENANCE

10218 Pendleton Street
Sun Valley, CA 91352
(818) 504-1431

Estimate / Quote

Date: January 30, 2015

Customer: South Bay Recycling, LLC

Item: (1) 2015 TMI 45' Stainless Steel Walking Floor \$107,550.
Trailer Matching the specification of the 2010
trailers built for SBR

Delivery: 10 weeks from receipt of order

Sales and/or use tax will be charged with final invoice

Sales tax 9.25%

Delivery Charge 914⁰⁰ (Trailer Transfer)



INFORMATIONAL ITEMS ONLY

Agenda Item 10



To: SBWMA Board Members
From: Cliff Feldman, Recycling Programs Manager
Date: February 26, 2015 Board of Directors Meeting
Subject: Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance

Recommendation

This staff report is for discussion purposes only and no formal action is requested of the Board of Directors.

Analysis

On October 23, 2014, the SBWMA Board of Directors adopted Ordinance No. 002, the JPA's Commercial Recycling Reporting Ordinance, which became effective on January 1, 2015. Staff will be providing an update to the Board quarterly on implementation of the Ordinance, as conveyed at the October Board meeting.

Staff is currently conducting stakeholder engagement awareness activities to ensure that affected businesses are aware of the Ordinance. These activities include sending direct mail letters, making phone calls, updating the RethinkWaste website, hosting and attending meetings, and developing the online registration and reporting tool.

Letters have been sent to the list of identified businesses in December and January with additional pieces planned for the coming months. Several businesses have contacted RethinkWaste directly to inquire about the Ordinance in response to these letters. The RethinkWaste website has been updated to include information highlighting the Ordinance. The link for this page is: <http://www.rethinkwaste.org/businesses/business-recycling-reporting>.

The online registration and reporting portal, which is currently being tested and refined, will also be located at the RethinkWaste Business Recycling Reporting link. This portal was debuted at the Member Agencies stakeholder engagement meeting hosted by RethinkWaste on February 12, 2015. The meeting was attended by 19 staff members from the Member Agencies, Recology and RethinkWaste staff. A productive discussion ensued and many valuable improvements to the portal were recommended. The JPA will continue to work closely with the Member Agencies to supplement the list of potential registrants. Staff will also confer with key Member Agency staff on any implementation challenges, issues that may arise and potential future enforcement efforts.

RethinkWaste staff also hosted two stakeholder engagement meetings on February 19, 2015 targeting the affected haulers and backhaulers. These meetings were attended by representatives from twelve businesses. More valuable feedback on the portal was provided and the participants appeared pleased with the ease of use of the online tool. Staff will continue to refine the online tool and allow several businesses to provide additional feedback during the final beta testing of the portal before it goes live in mid-March.

Based on feedback received from some businesses, staff plans to continue increasing its efforts to inform the affected businesses about the Ordinance as the close of the first quarter nears. Several businesses conveyed that when the deadline to register and comply is closer, they would then become more engaged and interested in learning about how they needed to comply. Thus, staff plans to host another stakeholder engagement meeting in April, given the first quarter reports are due on May 1st.

Lastly, staff will be posting on the RethinkWaste website a video tutorial explaining the Ordinance and how to use the online portal to register, pay the annual fee and submit reports.

Background

At the October 23, 2014 Board meeting, the Board adopted Ordinance No. 002 – Recycling Reporting Requirements for Commercial Recycling Haulers. The Ordinance will enable RethinkWaste to develop a more complete picture of existing diversion efforts for the commercial sector, since the only diversion information currently available is provided by the Member Agencies franchised service provider, Recology San Mateo County (Recology). Based solely on the Recology data, the current commercial diversion rate for 2014 was 31.0%. The actual overall commercial diversion rate is likely much higher once we factor in diversion data from non-franchised haulers.

This SBWMA-wide Ordinance implements reporting requirements for non-franchised commercial recycling haulers (e.g., paper recycling companies, scrap metal haulers, construction and demolition debris haulers, businesses that backhaul recyclables and/or compost materials to distribution centers, etc.) in an effort to begin collecting diversion data that is currently unavailable. The Ordinance became effective on January 1, 2015 and the haulers are required to commence providing reports for the first quarter of 2015 by May 1, 2015 and quarterly thereafter.

Fiscal Impact

The approved FY1415 budget includes \$25,000 to hire a consultant to assist Staff with the stakeholder engagement and implementation of an SBWMA-wide Ordinance for a reporting system for commercial recycling haulers and a one-time expense of \$10,000-\$15,000 to develop the online portal for easy registration and reporting. (The FY1314 budget included similar funding which was not spent due to delays in adopting the Ordinance.). Ongoing maintenance of the program is anticipated to be less in future years. The Ordinance allows the Executive Director to establish an administrative fee in an amount not to exceed \$150 to cover the SBWMA costs to administer the Ordinance. This administrative fee for 2015 shall be \$125 and will be charged to commercial recycling haulers required to register and submit reports.



STAFF UPDATE

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: February 26, 2015 Board of Directors Meeting
Subject: 2015 Finance and Rate Setting Calendar

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

- Approval of unaudited calendar year financial statement for bond reporting requirements.
- Recology submittal of the 2014 Revenue Reconciliation Report (*March 31*).

April 2015

- Discussion on preliminary FY1516 SBWMA Operating Budget.

May 2015

- Additional Review of FY1516 detailed SBWMA Operating Budget.

June 2015

- Approval of final FY1516 SBWMA Operating Budget.
- 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*).
-

July 2015

- SBR's 2016 Compensation Application due to the SBWMA (*July 1*).
- 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) collected tonnage, and 3) 2016 Member Agency fees to be used in the 2016 cost projections.
- 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

To: SBWMA Board Members
From: Marshall Moran, Finance Manger
Date: February 26, 2015 Board of Directors Meeting
Subject: January 2015 Check Registers

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 January 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 January 2015 was \$4,226,428.67 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 Marshall Moran. The format of the check registers is limited to what is available from the city's MUNIS accounting system.

Attachments:

Attachment A - January 2015 Check Registers

01/09/2015 14:25
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010915

PG 1
apcshdsb

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

INVOICE INV DATE PO CHECK RUN NET

				INVOICE DTL DESC					
6279	01/09/2015 WIRE	3622	WELLS FARGO REMITTANCE CENTER	122514	12/25/2014				2,588.02
	Invoice: 122514				PYMT-CREDIT CHGS END 12/25/14				
				140.00	S0113010 520604RES01	PUBLIC EDUCATION/OUTREACH/WORK			
				168.00	S0113010 522714	SHOREWAY FACILITY COST			
				264.00	S0113010 520300	BOARD ADMINISTRATION			
				48.92	S0113010 520201	OFFICE SUPPLIES			
				36.00	S0113010 520201	OFFICE SUPPLIES			
				9.09	S0113010 520201	OFFICE SUPPLIES			
				803.03	S0113010 522714	SHOREWAY FACILITY COST			
				59.80	S0113010 520300	BOARD ADMINISTRATION			
				70.80	S0113010 520201	OFFICE SUPPLIES			
				91.86	S0113010 520503	CONFERENCES & MEETINGS			
				929.24	S0113010 522718	EDUCATION CENTER OPERATIONS			
				-110.81	S0113010 520300	BOARD ADMINISTRATION			
				78.09	S0113010 520201	OFFICE SUPPLIES			
						CHECK	6279 TOTAL:		2,588.02
6280	01/09/2015 EFT	3	AARONSON DICKERSON COHN & LANZONE 1214040-SB.R		12/22/2014		S010915		1,394.26
	Invoice: 1214040-SB.R				DEC 2014 LEGAL SVS				
				1,394.26	S0113010 520312	BOARD COUNSEL			
						CHECK	6280 TOTAL:		1,394.26
6281	01/09/2015 EFT	152	BROWNING FERRIS IND OF CA	0000000658	11/30/2014		S010915		192,776.86
	Invoice: 0000000658				NOV 2014 DISPOSAL PROCESSING				
				192,776.86	S0113010 522713	DISPOSAL & PROCESSING COSTS			
						CHECK	6281 TOTAL:		192,776.86
6282	01/09/2015 EFT	1495	GIGANTIC IDEA STUDIO	INV-2429	12/11/2014		S010915		989.42
	Invoice: INV-2429				NOV 2014 OUTREACH MATERIALS				
				989.42	S0113010 520604MF001	PUBLIC EDUCATION/OUTREACH/WORK			
			GIGANTIC IDEA STUDIO	INV-2430	12/11/2014		S010915		3,000.00
	Invoice: INV-2430				REVIEW BEST PRACTICES FOR BUS.				
				3,000.00	S0113010 520340	LONG RANGE PLAN			
						CHECK	6282 TOTAL:		3,989.42
6283	01/09/2015 EFT	1278	LOCAL GOVERNMENT SERVICES	ADV-2-2015	12/24/2014		S010915		14,500.00
	Invoice: ADV-2-2015				ADVANCE-FEB2015 RECYCLING		PROG MGR		
				14,500.00	S0113010 520306	AB939 PROGRAM STAFF			
						CHECK	6283 TOTAL:		14,500.00

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CITY OF SAN CARLOS
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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
6284	01/09/2015	EFT	1419 THE OFFICE CITY	IN-1251379	12/22/2014		S010915	588.26
			Invoice: IN-1251379					
				588.26 S0113010 520201	OFFICE SUPPLIES OFFICE SUPPLIES			
					CHECK		6284 TOTAL:	588.26
6285	01/09/2015	EFT	725 CITY OF SAN CARLOS	198117	01/01/2015		S010915	4,368.25
			Invoice: 198117					
				4,368.25 S0113010 520203	JAN 2015 LEASE RENT			
			Invoice: 198115					
			CITY OF SAN CARLOS	198115	12/03/2014		S010915	4,368.25
				4,368.25 S0113010 520203	DEC 2014 LEASE RENT			
			Invoice: 8990					
			CITY OF SAN CARLOS	8990	12/03/2014		S010915	70.56
				70.56 S0113010 520204	JUL-SEPT 2014 POSTAGE EXP PRINTING AND POSTAGE			
			Invoice: 9078					
			CITY OF SAN CARLOS	9078	01/01/2015		S010915	32,975.00
				32,975.00 S0113010 520310	OCT-DEC 2014 FINANCIAL SVS ACCOUNTING SERVICES			
			Invoice: 198116					
			CITY OF SAN CARLOS	198116	12/03/2014		S010915	299.43
				299.43 S0113010 520202	OCT 2014 BANK SVS FEE BANK FEES AND SERVICES			
			Invoice: 198118					
			CITY OF SAN CARLOS	198118	01/01/2015		S010915	344.98
				344.98 S0113010 520202	NOV 2014 BANK SVS FEE BANK FEES AND SERVICES			
					CHECK		6285 TOTAL:	42,426.47
6286	01/09/2015	EFT	5558 ZANKER ROAD RESOURCE MANAGEMENT L Z2014-11-0220		11/30/2014		S010915	112,059.09
			Invoice: Z2014-11-0220					
				112,059.09 S0113010 522713	NOV 2014 DISPOSAL PROCESSING DISPOSAL & PROCESSING COSTS			
					CHECK		6286 TOTAL:	112,059.09
6287	01/09/2015	PRTD	1829 ACTERRA	SBWMA2015	12/22/2014		S010915	1,500.00
			Invoice: SBWMA2015					
				1,500.00 S0113010 520511	BRONZE SPONSORSHIP SPONSORSHIP AND DONATIONS			
					CHECK		6287 TOTAL:	1,500.00
6288	01/09/2015	PRTD	776 AT&T	121314-7146	12/13/2014		S010915	203.91
			Invoice: 121314-7146					
				203.91 S0113010 522714	12/13-1/12/15 PHONE SVS SHOREWAY FACILITY COST			

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010915

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

							CHECK 6288 TOTAL:	203.91
6289	01/09/2015	PRTD	5556 BFI OF CALIFORNIA	4227-000039578	11/30/2014		S010915	608,221.70
			Invoice: 4227-000039578		NOV 2014 DISPOSAL PROCESSING			
			608,221.70 S0113010 522713		DISPOSAL & PROCESSING COSTS			
			Invoice: 4227-000039644		NOV 2014 TIPPER MAINT			
			2,227.46 S0113010 522716		MAINTENANCE ON TIPPER OX MTN			
							CHECK 6289 TOTAL:	610,449.16
6290	01/09/2015	PRTD	5640 BIO FUEL SYSTEMS INC	111428	12/01/2014		S010915	6,330.63
			Invoice: 111428		11/16-11/30/14 SERVICES			
			6,330.63 S0113010 522713		DISPOSAL & PROCESSING COSTS			
			Invoice: 101421		11/17/2014			
			8,409.56 S0113010 522713		11/1-11/15/14 SERVOCES			
					DISPOSAL & PROCESSING COSTS			
							CHECK 6290 TOTAL:	14,740.19
6291	01/09/2015	PRTD	5412 BIRCH COMMUNICATIONS	17296680	12/20/2014		S010915	605.93
			Invoice: 17296680		PHONE SVS ENDING 12/20/14			
			605.93 S0113010 520107		UTILITIES & PHONE			
							CHECK 6291 TOTAL:	605.93
6292	01/09/2015	PRTD	1794 CITY CLERKS ASSOCIATION OF CALIFO	2015-URMAN	01/02/2015		S010915	160.00
			Invoice: 2015-URMAN		C URMAN-2/26-27 WKSHP			
			160.00 S0113010 520501		PROFESSIONAL DUES & MEMEBERSHS			
							CHECK 6292 TOTAL:	160.00
6293	01/09/2015	PRTD	6226 COSCO FIRE PROTECTION INC	1000275724	12/17/2014		S010915	740.00
			Invoice: 1000275724		SHOREWAY SPRINKLER REPAIR			
			740.00 S0113010 522714		SHOREWAY FACILITY COST			
							CHECK 6293 TOTAL:	740.00
6294	01/09/2015	PRTD	1496 HF&H CONSULTANTS LLC	9713005	12/03/2014		S010915	4,687.50
			Invoice: 9713005		NOV 2014 CONTRACT MGMT SUPPORT			
			4,687.50 S0113010 520309HCM01		BUSINESS CONSULTANT (HFH)			

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010915

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
								4,687.50
								30.62
6295	01/09/2015	PRTD	3277 J R MILLER AND ASSOCIATES INC	30033	11/30/2014	791	S010915	30.62
		Invoice: 30033						30.62
				NOV 2014				30.62
				S2251000 570300SF061		FACILITIES IMPROVEMENTS		30.62
								115.00
6296	01/09/2015	PRTD	3431 KEVIN MCCARTHY	122314-KM	12/23/2014		S010915	115.00
		Invoice: 122314-KM						115.00
				S0113010 520105		REIM-DEC 2014 CELL PHONE CELL PHONES		115.00
								39.45
6297	01/09/2015	PRTD	4383 MARSHALL MORAN	NOV2014MM	12/05/2014		S010915	39.45
		Invoice: NOV2014MM						39.45
				S0113010 520105		REIM-NOV 2014 PHONE EXPS CELL PHONES		39.45
								128.29
6298	01/09/2015	PRTD	449 PITNEY BOWES GLOBAL	8474059-NV14	12/03/2014		S010915	128.29
		Invoice: 8474059-NV14						128.29
				S0113010 520215		EQUIP LEASE 12/20-3/20/15 OFFICE EQUIPMENT COSTS		128.29
								168.50
6299	01/09/2015	PRTD	449 PITNEY BOWES	121414	12/14/2014		S010915	168.50
		Invoice: 121414						168.50
				S0113010 520201		SERVICES FOR DEC 14, 2014 OFFICE SUPPLIES		168.50
								118,398.51
6300	01/09/2015	PRTD	5557 RECOLOGY GROVER ENVIRONMENTAL PRO	141130	12/02/2014		S010915	118,398.51
		Invoice: 141130						118,398.51
				S0113010 522713		NOV 2014 DISPOSAL PROCESSING DISPOSAL & PROCESSING COSTS		118,398.51
								1,585.58
6301	01/09/2015	PRTD	1260 RICOH AMERICAS CORPORATION	19130253	12/12/2014		S010915	1,585.58
		Invoice: 19130253						1,585.58
				S0113010 520215		JAN 2015 COPIER OFFICE EQUIPMENT COSTS		1,585.58

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010915

PG 6
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NUMBER OF CHECKS 28 *** CASH ACCOUNT TOTAL *** 1,143,257.16

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	20	772,934.78
TOTAL WIRE TRANSFERS	1	2,588.02
TOTAL EFT'S	7	367,734.36

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

*** GRAND TOTAL *** 1,143,257.16

mt [Signature]
PREPARED BY: *Ruyda* DATE: *1/9/15*
APPROVED BY: *Jr* DATE: *1/9/15*
FUNDS TRANSFERRED BY: *Jr* DATE: *1/9/15*
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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S012315

PG 3
apcshdsb

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 -----								
6318	01/23/2015	PRTD	5342 DAILY POST	42813	12/31/2014		S012315	2,000.00
			Invoice: 42813					
				2,000.00	S0113010	520335	CURBSIDE BATTERY OUTREACH CURBSIDE BATTERY COLLECTION	
							CHECK 6318 TOTAL:	2,000.00
6319	01/23/2015	PRTD	3277 J R MILLER AND ASSOCIATES INC	30113	12/31/2014	646	S012315	1,715.00
			Invoice: 30113					
				1,715.00	S0113010	520340	DEC 14 LRP MSTR PLAN SITE LONG RANGE PLAN	
			Invoice: 29883					
			J R MILLER AND ASSOCIATES INC	29883	10/31/2014	791	S012315	12,636.00
				12,636.00	S2251000	570300SF061	OCT 2014 ARCHITECT SVC MRF CANOPY EXT FACILITIES IMPROVEMENTS	
			Invoice: 30102					
			J R MILLER AND ASSOCIATES INC	30102	12/31/2014	791	S012315	350.00
				350.00	S2251000	570300SF061	DEC 2014 ARCHITECT SVC MRF CANOPY EXT FACILITIES IMPROVEMENTS	
							CHECK 6319 TOTAL:	14,701.00
6320	01/23/2015	PRTD	5215 BETSEY MEYER	011415-TASK3	01/14/2015		S012315	353.86
			Invoice: 011415-TASK3					
				353.86	S0113010	520340	LONG RANGE PLAN-REVIEW DRAFT LONG RANGE PLAN	
			Invoice: 010915					
			BETSEY MEYER	010915	01/09/2015	932	S012315	12,000.00
				12,000.00	S0113010	520340	LONG RANGE PLAN EDUCATION CENT LONG RANGE PLAN	
							CHECK 6320 TOTAL:	12,353.86
6321	01/23/2015	PRTD	233 NATURAL SETTINGS CORPORATION	102561	01/01/2015		S012315	510.00
			Invoice: 102561					
				510.00	S0113010	520201	SERVICE CURRENT QUARTER OFFICE SUPPLIES	
							CHECK 6321 TOTAL:	510.00
6322	01/23/2015	PRTD	449 PITNEY BOWES GLOBAL	8474059-NV14-002	01/03/2015		S012315	32.00
			Invoice: 8474059-NV14-002					
				32.00	S0113010	520215	LATE CHARGE OFFICE EQUIPMENT COSTS	
							CHECK 6322 TOTAL:	32.00
6323	01/23/2015	PRTD	449 PITNEY BOWES	011315	01/13/2015		S012315	33.94
			Invoice: 011315					
				33.94	S0113010	520201	FINANCE CHGS OFFICE SUPPLIES	

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S012315

PG 4
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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
							CHECK 6323 TOTAL:	33.94
6324	01/23/2015	PRTD	5557 RECOLOGY GROVER ENVIRONMENTAL PRO	141231	01/02/2015		S012315	116,631.03
	Invoice: 141231				DEC 2014 GREEN WASTE DISPOSAL & PROCESSING COSTS			
			116,631.03	S0113010 522713			CHECK 6324 TOTAL:	116,631.03
6325	01/23/2015	PRTD	7193 SAN FRANCISCO MEDIA CO	38367	12/31/2014		S012315	1,822.80
	Invoice: 38367				PREPRINTS-HHW-OUTREACH PUBLIC EDUCATION/OUTREACH/WORK			
			1,822.80	S0113010 520604HHWUW			CHECK 6325 TOTAL:	1,822.80
6326	01/23/2015	PRTD	680 SANDIE ARNOTT	309832	01/21/2015		S012315	16,815.03
	Invoice: 309832				APN 046-081-820 PORPERTY TAX PROPERTY TAX			
			16,815.03	S0113010 520324			CHECK 6326 TOTAL:	16,815.03
6327	01/23/2015	PRTD	908 STATE BOARD OF EQUALIZATION	S012015	01/20/2015		S012315	493.00
	Invoice: S012015				2014 USE TAX USE TAX ACCRUAL USE TAX ACCRUAL			
			314.00	S011 230065			CHECK 6327 TOTAL:	493.00
			179.00	S025 230065				

NUMBER OF CHECKS 21 *** CASH ACCOUNT TOTAL *** 3,083,171.51

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	14	992,725.02
TOTAL WIRE TRANSFERS	1	343,571.85
TOTAL EFT'S	6	1,746,874.64

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

*** GRAND TOTAL *** 3,083,171.51

PREPARED BY: [Signature] DATE: 1/23/15
 APPROVED BY: [Signature] DATE: 1/23/15
 FUNDS TRANSFERRED BY: [Signature] DATE: 1/23/15

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STAFF UPDATE

March 2015 – June 2015 Potential Future Board Agenda Items

March 26, 2015 (meeting at San Carlos Library Conference Room)

- Review Draft Long Range Plan Report (**Staff presentation and discussion item**)
- Draft Plan and Recommended Process for SBWMA to Support Member Agencies with Future Decisions Regarding Franchise Agreements with Recology (**Discussion item**)
- Resolution Approving Calendar Year 2014 Financial Statements (**Consent item**)
- Resolution Approving Agreement to Conduct a Financial Systems Audit of the Collection Services and Facility Operations Contractors (**Consent item**)
- Resolution Approving Agreement to Conduct a Review of Collection Services and Facility Operations Reports, Tonnage Data and Customer Service Systems (**Consent item**)
- Member Agency 2014 Snapshot Reports (**Info. only item**)

April 23, 2015 (meeting at San Carlos Library Conference Room)

- Consideration of Approval of Long Range Plan Report (**Approval item**)
- Discussion on FY1516 Budget Priorities (**includes status on FY1415 projects and preliminary budget figures**)

May 28, 2015 (meeting at San Carlos Library Conference Room)

- Review of Draft FY1516 Budget (**Discussion item**)
- Approval of Quarterly Investment Report as of 3/31/15 (**Consent item**)
- Annual Solid Waste Rate Survey Results (**Info. only item**)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (**Info. only item**)

June 25, 2015 (meeting at San Carlos Library Conference Room)

- Resolution Adopting FY1516 Budget (**Approval item**)
- Resolution Approving Audit Findings from Review of Collection Services and Facility Operations Agreements (**Approval item**)
- Approval of Annual Contracts with Various Vendors (**Consent items**)