



A Public Agency

BOARD OF DIRECTORS

****MARCH BOARD OF DIRECTORS MEETING IS CANCELLED****

**FINANCE COMMITTEE MEETING TO REVIEW THE PRELIMINARY
2016/17 BUDGET WILL BE HELD IN PLACE OF BOARD MEETING**

There are no actionable items on the March Agenda.

1. Interim Executive Director's Report
2. Informational Items Only (no action required)
 - A. 2016 Finance and Rate Setting Calendar
 - B. Check Register for February 2016
 - C. Potential Future Board Agenda Items

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



STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Interim Executive Director & Facility Operations Contract Manager
Date: March, 2016 Board of Director's Informational Items Packet
Subject: Interim Executive Director Report

Board Agenda/Packet Items

March Meeting Canceled

A Finance Committee meeting will be held in place of the March Board meeting.

2016/17 Budget Process

A Finance Committee meeting will be held in place of the March Board meeting to conduct a preliminary review of the Draft 2016/17 Budget. The purpose of the preliminary review will be to validate the process and the accuracy of the Draft Budget before it is presented to the full Board in April. The Interim Executive Director will provide a presentation at the April Board Meeting that includes: 1) an overview of the budgeting process and how the SBWMA budget relates to Member Agency Rates, 2) a breakdown of the revenue and cost components of the SBWMA budget, and 3) a review of the SBWMA Programmatic Budget detailing variances between the 2015/16 and the 2016/17 draft budget. Staff will conduct two budget workshops in May to provide Board Members the opportunity for an in depth discussion of the Draft 2016/17 Budget prior to bringing a Final 2016/17 Budget and Resolution for approval to the Board in May.

Dates for the Budget process are as follows:

- *March 24th, 2016 - Finance Committee preliminary review of Draft 2016/17 Budget*
- *April 28th, 2016 - Board Meeting – Draft 2016/17 Operating Budget presentation*
- *May 11&12th, 2016 (time TBD) – Budget Review Workshops*
- *May 26th, 2016 - Board Meeting – Final 2016/17 Operating Budget approval*

HHW Program Options

At the February Board meeting, Members requested that SBWMA staff engage with the County in discussions to explore possible synergies to potentially improve the service and cost effectiveness of the HHW programs. Progress to date includes: In October 2015 Staff met with the County to in-part discuss synergies associated with the County's HHW program and the RethinkWaste Door-to-Door HHW collection service and to determine if there was capacity at County's HHW facility (referred to as "Tower Road") to handle and process the materials collected through the RethinkWaste Door-to-Door HHW program. In follow up communications County staff indicated that the Tower Road facility did not have capacity to handle and process the materials collected through the RethinkWaste Door-to-Door HHW program. In February 2016, SBWMA requested program usage and cost data from the County for providing services to the SBWMA's residents at Tower Road. In March, a spreadsheet summarizing this information was provided to the SBWMA and staff is continuing conversations with the County and will provide updates to the Board.

Collection Services Updates

Contract Negotiation Process

With the approval of the Plan and Recommended Process to Negotiate an Extension to the Franchise Agreements with Recology at the January Board meeting, staff is now seeking commitments from the Member Agencies for their participation in the process at the April/May Board Meetings.

Update from March TAC Meeting

A TAC meeting was held on Monday, March 14th where, among other topics, the Plan and Recommended Process to Negotiate an Extension to the Franchise Agreements was discussed. Specifically, staff described the requirements in the Plan to obtain commitments from the Member Agencies on their intent to participate in the negotiations, and to provide this notice of commitment to the SBWMA before the May Board Meeting (a model staff report was provided). Additionally, the formation of an ad hoc committee composed of staff Member Agencies was discussed and the TAC recommended members from the following six Member Agencies: East Palo Alto, Redwood City, County of San Mateo, Menlo Park, San Mateo, and Belmont. The roster of the TAC's recommended members will be provided at the April Board Meeting.

The following are the key dates and items set forth in the Plan:

- April – BOD meeting (Discuss Status of Member Agency Notice regarding Commitment to Participate and to consider formation of an Ad Hoc Committee; Receive SBWMA Review of Recology Meeting the Franchise Agreement Standards and Goals of the Contractor Selection Process)
- May – BOD meeting (Discuss Status of Member Agency Notice regarding Commitment to Participate and to form an Ad Hoc Committee)

AB1826 – Mandatory Commercial Organics Recycling Update

SBWMA staff provided an update on efforts being implemented by Recology and RethinkWaste in ensuring compliance with AB 1826 – Mandatory Organics Recycling regulations. Currently, Recology and RethinkWaste are working to identify candidate businesses (those generating >8 cubic yards of organics per week) and to notify businesses about the regulatory requirements of AB 1826. While most of the effected businesses are likely already source separating organics through Recology's BizSMART program, mailings and service calls by Recology staff currently are being conducted.

Program and Operational Updates

SBR Personnel Changes

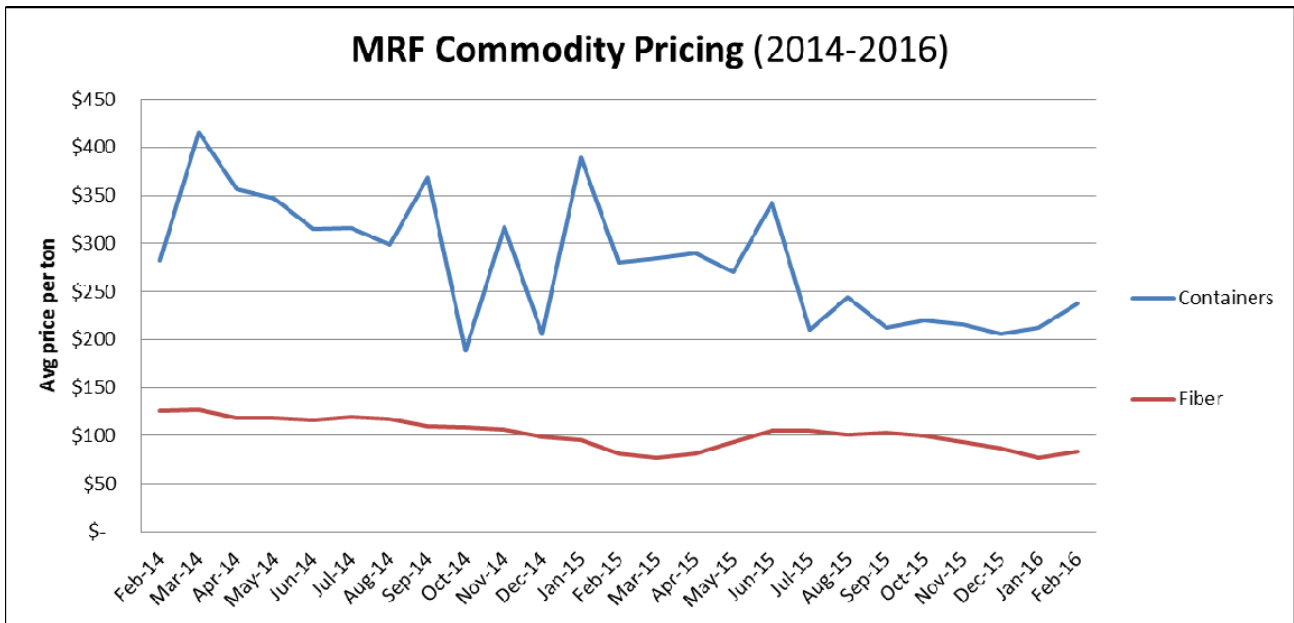
SBR has had two management level position changes in the month of March. On Wednesday, March 9, 2016, Angela Ryan, SBR's Site Manager was released from SBR as part of a Recology, Inc. work force reduction. SBR will be merging the essential job functions performed by this role with the Material Recovery Facilities (MRF) Manager. SBR's Transfer Station Supervisor will continue to manage the day-to-day activities of the transfer station, transportation and maintenance operations. SBR is not permitted to change or reduce staff levels without approval by the SBWMA and savings from the elimination of the Site Manager position will be reallocated to bolster staffing levels at the transfer station to support additional sorting and diversion of the self-haul materials. SBR is revising the Self Haul Diversion Plan and will provide details of the additional staffing and the projected additional diversion that will result from transfer of resources.

As part of the SBWMA's approval of assignment of SBR ownership from Community LLC to Recology Inc., the company was required to maintain a qualified accounting manager. In mid-2015, Gregg Carson was hired as the Senior Finance Manager and he split his time between Recology and SBR. On Thursday, March 10, 2016, Mr. Carson was released from the company due to performance concerns. Recology and SBR are in the process of

recruiting a replacement Senior Finance Manager. In the interim, Dwight Herring will be responsible for SBR's financial reporting to the SBWMA.

MRF Commodity Market Update

Commodity prices showed signs of improvement in February over prior month - particularly in the Plastics category which had the greatest drop in January (average plastic pricing trend per ton: \$229 in December, \$81 in January, and \$228 in February). As can be seen in the MRF Commodity Pricing graph below, the Fiber average per ton commodity price improved in February as well. Staff is closely following the commodity price trends and updating budget projections accordingly.





STAFF UPDATE

To: SBWMA Board Members
From: Farouk Fakira, Finance Manager
Date: March 24, 2016 Board of Directors Informational Item Packet
Subject: 2016 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 2016. 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 2016:

January 2016

- Approval of FY14/15 audited Financial Statement. **Completed.**

February 2016

- Mid-Year review of FY15/16 Operating Budget. **Completed.**

March 2016

- Recology submittal of the 2015 Revenue Reconciliation Report (*March 31*).

April 2016

- Review of Draft 2016/17 SBWMA Operating Budget at April 28, 2016 Board meeting.
- Approval of unaudited calendar year financial statement for bond reporting requirements.

May 2016

- Review and approval of Final 2016/17 SBWMA Operating Budget at May 26, 2016 Board meeting.

June 2016

- Recology's 2017 Compensation Application due to the SBWMA and Member Agencies (*June 15*). SBWMA and Member Agency comments are due to Recology on its 2016 Compensation Application (*June 29*).
- SBWMA issued a letter requesting feedback from all Member Agencies on estimated 2017 Member Agency fees (e.g., franchise fees) to be included in their 2017 solid waste rates.
- Approval of Recology and SBR Financial Systems Audit Report.

July 2016

- SBR's 2017 Compensation Application due to the SBWMA (*July 7*).
- Recology revised 2017 Compensation Application due to SBWMA & Member Agencies (*July 22*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - Estimated 2016 and 2017 residential and commercial base revenue.
 - Estimated collected tonnage for 2016 and 2017.
 - Residential rates vs cost analysis.
 - Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2015.
 - Summary of 2017 Member Agency fees to be used in the 2017 cost projections based on Member Agency feedback.

August 2016

- SBWMA issues Draft Report Reviewing Recology's 2017 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*August 12*).
- SBWMA issues the Draft Report Reviewing SBR's 2017 Compensation Application (August 15)
- Comments due back from Member Agencies on draft Reports Reviewing Recology's & SBR's 2017 Compensation Application (*August 26*).

September 2016

- SBWMA issues Final Report Reviewing Recology's 2017 Compensation Application including the recommended total Collection Rate Adjustment for 2017. (*September BOD Packet*).
- SBWMA issues Final Report Reviewing SBR's 2017 Compensation Application. (*September BOD Packet*).
- Approval of the SBR 2017 Compensation Application (*September 22 BOD Meeting*).
- Approval of the Recology 2017 Compensation Application and total recommended Revenue Requirement (*September 22 BOD Meeting*).

September – December 2016

- Member Agencies issue Prop. 218 notice and approve final 2017 solid waste rates.

November 2016

- SBWMA issues report to Board on recommended January 1, 2017 Shoreway tip fee adjustments (includes calendar year 2017 SBWMA financial projection with assumed tip fee and cash reserve balances).



STAFF REPORT

To: SBWMA Board Members
From: Farouk Fakira, Finance Manger
Date: March 24, 2016 Board of Directors Informational Item Packet
Subject: Check Register for February 2016

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 February 2016 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 February 2016 was \$3,154,799.46 as detailed in **Attachment A**. Certain ACH transactions such as payroll and some benefit payments are drawn directly from the bank and are therefore not included in these A/P reports.

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

Attachments:

Attachment A – February 2016 Check Registers

02/04/2016 10:56 | CITY OF SAN CARLOS
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P 1
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
 CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
-----INVOICE DTL DESC-----				
6883 02/05/2016 EFT Invoice: 116048-SB.R	3 AARONSON DICKERSON COHN & LANZONE 116048-SB.R	01/26/2016	S020516	3,712.50
	3,712.50 S0113010 520312	JAN 2016 SERVICES BOARD COUNSEL		
		CHECK	6883 TOTAL:	3,712.50
6884 02/05/2016 EFT Invoice: 4278-100002002	152 BROWNING FERRIS IND OF CA 4278-100002002	12/31/2015	S020516	281,219.10
	281,219.10 S0113010 522713	DEC 2015 DISPOSAL PROCESSING FEE DISPOSAL & PROCESSING COSTS		
		CHECK	6884 TOTAL:	281,219.10
6885 02/05/2016 EFT Invoice: INV403405	7624 KBA DOCUSYS INC INV403405	01/18/2016	S020516	164.01
	164.01 S0113010 520215	BASE RATE/OVERAGE CHGS OFFICE EQUIPMENT COSTS		
		CHECK	6885 TOTAL:	164.01
6886 02/05/2016 EFT Invoice: ADV3-2016	1278 LOCAL GOVERNMENT SERVICES ADV3-2016	01/25/2016	S020516	14,500.00
	14,500.00 S0113010 520306	MAR 2016 ADVANCE AB939 PROGRAM STAFF		
Invoice: 2250	LOCAL GOVERNMENT SERVICES 2250	11/30/2015	S020516	3,225.26
	-14,500.00 S0113010 520306	NOV 2015 TRUE-UP AB939 PROGRAM STAFF		
	678.00 S0113010 512810	BENEFITS - WORKERS COMP INS		
	466.67 S0113010 512830	BENEFITS - MEDICAL		
	946.33 S0113010 520337	CONSULTING CONTRACTS RGS/LGS		
	11,466.00 S0113010 520306	AB939 PROGRAM STAFF		
	166.78 S0113010 512801	BENEFITS - PAYROLL TAXES		
	1,600.00 S0113010 512830	BENEFITS - MEDICAL		
	134.93 S0113010 512850	BENEFITS - GUARDIAN LIFE		
	26.16 S0113010 512850	BENEFITS - GUARDIAN LIFE		
	20.02 S0113010 512850	BENEFITS - GUARDIAN LIFE		
	22.94 S0113010 512850	BENEFITS - GUARDIAN LIFE		
	1,586.90 S0113010 512825	BENEFITS - RETIREMENT EMPLOYER		
	20.78 S0113010 512850	BENEFITS - GUARDIAN LIFE		
	400.00 S0113010 511830	SALARIES - CAR ALLOWANCE		
	59.37 S0113010 520201	OFFICE SUPPLIES		
	130.38 S0113010 520105	CELL PHONES		
Invoice: 2255	LOCAL GOVERNMENT SERVICES 2255	12/31/2015	S020516	4,365.77
	-14,500.00 S0113010 520306	DEC 2015 TRUE UP AB939 PROGRAM STAFF		
	678.00 S0113010 512810	BENEFITS - WORKERS COMP INS		
	466.67 S0113010 512830	BENEFITS - MEDICAL		
	946.33 S0113010 520337	CONSULTING CONTRACTS RGS/LGS		
	11,905.90 S0113010 520306	AB939 PROGRAM STAFF		
	173.58 S0113010 512801	BENEFITS - PAYROLL TAXES		

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
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				1,600.00	S0113010	512830	BENEFITS - MEDICAL		
				134.93	S0113010	512850	BENEFITS - GUARDIAN LIFE		
				26.16	S0113010	512850	BENEFITS - GUARDIAN LIFE		
				20.02	S0113010	512850	BENEFITS - GUARDIAN LIFE		
				22.94	S0113010	512850	BENEFITS - GUARDIAN LIFE		
				1,586.90	S0113010	512825	BENEFITS - RETIREMENT EMPLOYER		
				20.78	S0113010	512850	BENEFITS - GUARDIAN LIFE		
				298.68	S0113010	512801	BENEFITS - PAYROLL TAXES		
				400.00	S0113010	511830	SALARIES - CAR ALLOWANCE		
				59.37	S0113010	520201	OFFICE SUPPLIES		
				117.29	S0113010	520105	CELL PHONES		
				287.80	S0113010	520215	OFFICE EQUIPMENT COSTS		
				120.42	S0113010	520201	OFFICE SUPPLIES		
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6887	02/05/2016	EFT	1419 THE OFFICE CITY						
			Invoice: IN-1334393						
				113.73	S0113010	520201	OFFICE SUPPLIES		
								CHECK 6887 TOTAL:	113.73
6888	02/05/2016	EFT	7176 ONEWORLD COMMUNICATIONS INC						
			Invoice: SBWMA1215						
				7,261.09	S0113010	520340	TASK E BROCHURES/COLLATERAL/ROW		
								CHECK 6888 TOTAL:	7,261.09
6889	02/05/2016	EFT	6809 PRECISE PRINTING & MAILING						
			Invoice: CM121515						
				-9,728.93	S0113010	520604RES01	OVERPAYMENT FOR ANNUAL SVS		
								CHECK 6889 TOTAL:	-9,728.93
			Invoice: 10530-P						
				2,116.80	S0113010	520340	POSTAGE FOR EOW PILOT MAILING		
								CHECK 6889 TOTAL:	2,116.80
			Invoice: 15654						
				7,378.20	S0113010	520604QNLP	PRINT/MAIL QUARTERLY NEWSLETTER		
								CHECK 6889 TOTAL:	7,378.20
			Invoice: 16028						
				599.61	S0113010	520340	EOW BROCHURES		
								CHECK 6889 TOTAL:	599.61
								CHECK 6889 TOTAL:	365.68

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6890	02/05/2016	EFT	725 CITY OF SAN CARLOS	1981108	01/20/2016		S020516	308.93
			Invoice: 1981108					
				308.93 S0113010 520202	DEC 2015 BANK FEES			
					BANK FEES AND SERVICES			
					CHECK		6890 TOTAL:	308.93
6892	02/05/2016	EFT	5558 ZANKER ROAD RESOURCE MANAGEMENT L 201512345		12/31/2015		S020516	164,003.31
			Invoice: 201512345					
				164,003.31 S0113010 522713	DEC 2015 DISPOSAL PROCESSING			
					DISPOSAL & PROCESSING COSTS			
					CHECK		6892 TOTAL:	164,003.31
6893	02/05/2016	PRTD	7862 ACTION WITHOUT BORDERS INC.	2388071	01/27/2016		S020516	25.00
			Invoice: 2388071					
				25.00 S0113010 520340	INTERNSHIP POSTING			
					LONG RANGE PLAN			
					CHECK		6893 TOTAL:	25.00
6894	02/05/2016	PRTD	776 AT&T	011316-7146	01/13/2016		S020516	217.29
			Invoice: 011316-7146					
				217.29 S0113010 522714	1/13-2/12/16 PHONE SVS			
					SHOREWAY FACILITY COST			
					CHECK		6894 TOTAL:	217.29
6895	02/05/2016	PRTD	5556 BFI OF CALIFORNIA	4227-000042919	12/31/2015		S020516	779,475.85
			Invoice: 4227-000042919					
				779,475.85 S0113010 522713	DEC 2015 DISPOSAL PROCESSING FEE			
					DISPOSAL & PROCESSING COSTS			
					CHECK		6895 TOTAL:	779,475.85
6896	02/05/2016	PRTD	5640 BIO FUEL SYSTEMS INC	121502	12/16/2015		S020516	2,513.11
			Invoice: 121502					
				2,513.11 S0113010 522713	12/1-12/15/15 SERVICES			
					DISPOSAL & PROCESSING COSTS			
					CHECK		6896 TOTAL:	2,513.11
6897	02/05/2016	PRTD	5412 BIRCH COMMUNICATIONS	20457556	01/20/2016		S020516	628.45
			Invoice: 20457556					
				628.45 S0113010 520107	PHONE SVS			
					UTILITIES & PHONE			
					CHECK		6897 TOTAL:	628.45

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6898	02/05/2016	PRTD	7671 BULLZEYE INSTALLATION	B-5802-B	01/25/2016	930	S020516	8,162.50
			Invoice: B-5802-B					
				8,162.50	S2251000	570300SF049	FURNISH/INSTALL STEEL ROLL UP FACILITIES IMPROVEMENTS	
							CHECK	6898 TOTAL: 8,162.50
6899	02/05/2016	PRTD	4457 CALIFORNIA PRODUCT STEWARDSHIP CO FY16-103-AF		07/01/2015		S020516	3,500.00
			Invoice: FY16-103-AF					
				3,500.00	S0113010	520511	2015-16 CPSC ASSOCIATE FEES SPONSORSHIP AND DONATIONS	
							CHECK	6899 TOTAL: 3,500.00
6900	02/05/2016	PRTD	6921 CLASSIC GRAPHICS	35049	01/19/2016		S020516	3,847.20
			Invoice: 35049					
				3,847.20	S0113010	522718	SUPPLY/INSTALL ALUMINUM FRAMES EDUCATION CENTER OPERATIONS	
							CHECK	6900 TOTAL: 3,847.20
6901	02/05/2016	PRTD	3277 J R MILLER AND ASSOCIATES INC	31385	12/31/2015	1454	S020516	14,147.00
			Invoice: 31385					
				14,147.00	S0113010	520340	DESIGN OF TRANSFER STATION EXP LONG RANGE PLAN	
			Invoice: 31421					
			J R MILLER AND ASSOCIATES INC	31421	12/31/2015	1454	S020516	1,106.40
				1,106.40	S0113010	520340	12/15 DESIGN TRANSFER STATION EXP LONG RANGE PLAN	
							CHECK	6901 TOTAL: 15,253.40
6902	02/05/2016	PRTD	5215 BETSEY MEYER	102	01/15/2016	444	S020516	3,253.44
			Invoice: 102					
				3,253.44	S0113010	520340	SCHOOL BASED OUTREACH & STAKEH LONG RANGE PLAN	
							CHECK	6902 TOTAL: 3,253.44
6903	02/05/2016	PRTD	233 NATURAL SETTINGS CORPORATION	103078	01/01/2016		S020516	510.00
			Invoice: 103078					
				510.00	S0113010	520201	SERVICE CURRENT QUARTER OFFICE SUPPLIES	
							CHECK	6903 TOTAL: 510.00
6904	02/05/2016	PRTD	5557 RECOLOGY BLOSSOM VALLEY ORGANICS-	151231	01/04/2016		S020516	148,931.10
			Invoice: 151231					
				148,931.10	S0113010	522713	DEC 2015 DISPOSAL PROCESSING DISPOSAL & PROCESSING COSTS	

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								CHECK 6904 TOTAL: 148,931.10
6905	02/05/2016	PRTD	3022 SCS ENGINEERS	0270151	12/31/2015	536	S020516	2,490.00
		Invoice: 0270151		DEC 2015 RECOLOGY CALL CENTER BUSINESS CONSULTANT (HFH)				
				2,490.00	S0113010	520309HCS02		
			SCS ENGINEERS	0270149	12/31/2015	52	S020516	1,235.00
		Invoice: 0270149		DEC 2016 CLIMATE REGISTRY RPTG CLIMATE CHANGE POLICY OPTIONS				
				1,235.00	S0113010	520608		
								CHECK 6905 TOTAL: 3,725.00
6906	02/05/2016	PRTD	5512 SOUTH BAY RECYCLING LLC	2015-12	01/15/2016		S020516	1,674,429.49
		Invoice: 2015-12		DEC 2015 SHOREWAY OPERATIONS MRF 3RD PARTY PROCESSING FEE DISPOSAL & PROCESSING COSTS DISPOSAL & PROCESSING COSTS BUYBACK PAYMENTS SHOREWAY FACILITY COST OPERATOR COMPENSATION SBR				
				-37,461.00	S0113010	480033		
				29,643.51	S0113010	522713		
				-32,684.00	S0113010	522713		
				63,601.85	S0113010	522717		
				4,505.98	S0113010	522714		
				1,646,823.15	S0113010	522712		
								CHECK 6906 TOTAL: 1,674,429.49
6907	02/05/2016	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-12686156	01/15/2016		S020516	153.90
		Invoice: T2423-12686156		ZERO LANDFIL WORKING GRP LONG RANGE PLAN				
				153.90	S0113010	520340		
			SPECIALTY'S CAFE & BAKERY INC	T2423-12783909	01/28/2016		S020516	100.14
		Invoice: T2423-12783909		BOARD REFRESHMENTS BOARD ADMINISTRATION				
				100.14	S0113010	520300		
								CHECK 6907 TOTAL: 254.04

NUMBER OF CHECKS 24 *** CASH ACCOUNT TOTAL *** 3,123,965.25

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TOTAL EFT'S	9	479,239.38

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

*** GRAND TOTAL *** 3,123,965.25

PREPARED BY: Linda DATE: 2/4/16
 APPROVED BY: [Signature] DATE: 2/5/16
 FUNDS TRANSFERRED BY: [Signature] DATE: 2/5/16
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02/18/2016 11:37 | CITY OF SAN CARLOS
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET

6911	02/19/2016	EFT	1419 THE OFFICE CITY	IN-1336611	02/04/2016		S021916	198.77
			Invoice: IN-1336611					
				198.77 S0113010 520201	OFFICE SUPPLIES			
					OFFICE SUPPLIES			
					CHECK		6911 TOTAL:	198.77
6912	02/19/2016	EFT	6809 PRECISE PRINTING & MAILING	16108	02/11/2016		S021916	1,289.39
			Invoice: 16108					
				1,289.39 S0113010 520340	1/28/16 MAILING-LONG RANGE PLAN			
					LONG RANGE PLAN			
					CHECK		6912 TOTAL:	1,289.39
6913	02/19/2016	EFT	5446 RECOLOGY SAN MATEO COUNTY	1312016PRJ70	02/03/2016		S021916	1,506.80
			Invoice: 1312016PRJ70					
				1,506.80 S0113010 522714	CLEAN FUEL DISPENSER SCREENS			
					SHOREWAY FACILITY COST			
					CHECK		6913 TOTAL:	1,506.80
6914	02/19/2016	PRTD	6226 COSCO FIRE PROTECTION INC	1000309372	12/23/2015		S021916	500.00
			Invoice: 1000309372					
				500.00 S0113010 522714	DEC 2015 QTR FIRE INSPECTION			
					SHOREWAY FACILITY COST			
					CHECK		6914 TOTAL:	500.00
6915	02/19/2016	PRTD	3024 HDR ENGINEERING INC	00475328-H	02/05/2016 1448		S021916	11,484.33
			Invoice: 00475328-H					
				11,484.33 S0113010 520340	JAN 2016 TECH ASSIST ZERO LANDFILL			
					LONG RANGE PLAN			
					CHECK		6915 TOTAL:	11,484.33
6916	02/19/2016	PRTD	7802 KBA DOSUSYS INC	3559772	01/25/2016		S021916	503.38
			Invoice: 3559772					
				503.38 S0113010 520215	JAN 2016 COPIER RENTAL FEES			
					OFFICE EQUIPMENT COSTS			
					CHECK		6916 TOTAL:	503.38
6917	02/19/2016	PRTD	7764 RC BENSON & SONS INC	15-7963-3	01/25/2016		S021916	6,587.93
			Invoice: 15-7963-3					
				6,587.93 S2251000 570300SF061	DEC 2015 MRF CANOPY PROJECT			
					FACILITIES IMPROVEMENTS			
					CHECK		6917 TOTAL:	6,587.93
6918	02/19/2016	PRTD	6667 RG CREATIONS INC	14005	02/08/2016		S021916	542.05
			Invoice: 14005					
				542.05 S0113010 522714	SHOREWAY MAINTENANCE			
					SHOREWAY FACILITY COST			

02/18/2016 11:37
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S021916

P 2
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

INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 6918 TOTAL:				542.05
6919 02/19/2016 PRD Invoice: 1709	01/15/2016		S021916	6,709.99
7177 S GRONER ASSOCIATES INC	DEC 2015 HHW OUTREACH			
1,522.75 S0113010 520604HHWUW	PUBLIC EDUCATION/OUTREACH/WORK			
5,187.24 S0113010 520604RES01	PUBLIC EDUCATION/OUTREACH/WORK			
CHECK 6919 TOTAL:				6,709.99
6920 02/19/2016 PRD Invoice: 013016	01/30/2016		S021916	759.10
747 SAN MATEO DAILY JOURNAL	JAN 2016 BATTERY OUTREACH			
759.10 S0113010 520335	CURBSIDE BATTERY COLLECTION			
CHECK 6920 TOTAL:				759.10
6921 02/19/2016 PRD Invoice: 16058	01/31/2016		S021916	559.00
5875 SCAPES INC	JAN 2016 MAINT. ROSS/SCOTT			
559.00 S0113010 522714	SHOREWAY FACILITY COST			
CHECK 6921 TOTAL:				559.00
6922 02/19/2016 PRD Invoice: 9409135952	01/22/2016		S021916	109.06
4519 SHRED-IT USA LLC	1/22/16 SERVICE			
109.06 S0113010 520201	OFFICE SUPPLIES			
CHECK 6922 TOTAL:				109.06
6923 02/19/2016 PRD Invoice: T2423-12843942	02/03/2016		S021916	84.41
5443 SPECIALTY'S CAFE & BAKERY INC	CONF/ MEETING LUNCH			
84.41 S0113010 520503	CONFERENCES & MEETINGS			
CHECK 6923 TOTAL:				84.41

NUMBER OF CHECKS 13 *** CASH ACCOUNT TOTAL *** 30,834.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	27,839.25
TOTAL EFT'S	3	2,994.96

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

PREPARED BY: Linda DATE: 2/19/16 *** GRAND TOTAL *** 30,834.21
 APPROVED BY: [Signature] DATE: 2/19/16
 FUNDS TRANSFERRED BY: [Signature] DATE: 2/19/16
 ACHS 21910001 EXT metals 2/24/16

STAFF UPDATE

April - August 2016 Potential Future Board Agenda Items

(Meetings at San Carlos Library Conference Room)

April 28, 2016

- Update from Executive Director Search Committee (*Discussion item*)
- Member Agency Update on Committing to Joint Effort to Pursue Franchise Agreement Extension Negotiations with Recology San Mateo County and to form an Ad Hoc Contract Committee (*Staff update*)
- Implementation update of AB1826 Mandatory Organic Recycling (*Staff update*)
- Annual Solid Waste Rate Survey (*Staff update*)
- Receive SBWMA Review of Recology Meeting the Franchise Agreement Standards and Goals of the Contractor Selection Process (*Staff update*)
- Presentation of Draft 2016/17 SBWMA Operating Budget (*Staff presentation*)
- Resolution Approving Calendar Year 2015 Financial Statements (*Consent item*)
- Resolution Approving a Contract with Ascent Environmental to Complete the 2015 CalRecycle Electronic Annual Reports in Compliance with AB939 (*Consent item*)
- Resolution Approving a Contract with Grainger for LED Lighting for Shoreway (*Consent Item*)
- Resolution Approving a Contract with Sloan/Vazquez to Conduct and Operations and Cost Assessment of Recology's Collection Services (*Consent item*)
- Technical Consulting Contracts for 1st Quarter 2016 (*Informational item*)

May 26, 2016

- Update from Executive Director Search Committee (*Discussion item*)
- Member Agency Update on Committing to Joint Effort to Pursue Franchise Agreement Extension Negotiations with Recology San Mateo County Form and to form an Ad Hoc Contract Committee (*Staff update*)
- Status Report on Expiring Door-to-Door HHW Contract and Options (*Staff update*)
- 2015 Member Agency Snapshot Reports (*Staff update*)
- Resolution Adopting 2016/17 Operating Budget (*Approval item*)
- Approval of Quarterly Investment Report as of 3/31/16 (*Consent item*)

June 23, 2016

- Status Report on Zero Landfill Working Group (*Discussion item*)
- Resolution Approving Review of Collection Services and Facility Operations Reports, Tonnage Data and Customer Service Systems Audit Findings for 2015 (*Approval item*)
- Resolution Approving 2015 Financial and Accounting Systems Audit of Recology and SBR Findings (*Approval item*)
- Resolution Approving Annual Contract for Legal Counsel Services for 2016/17 (*Consent item*)
- Resolution Approving Annual Contract for Information Technology & Website Services for 2016/17 (*Consent item*)
- Resolution Approving Property Insurance Policy Renewal (*Consent item*)
- Resolution Approving Contract(s) with Public Education and Outreach Vendor(s) (*Consent item*)

July 28, 2016

- Status Report on Expiring C&D Processing Contract and Options (*Staff update*)

August, 2016 – No Board Meeting