



A Public Agency

INFORMATIONAL ITEMS

STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Senior Facilities and Contracts Manger
Date: January 30, 2020 Board of Directors Meeting
Subject: Capital Project Status Update (Glass Loadout, O2E Pilot, MRF Phase I Upgrades)

Recommendation

This staff report is for informational purposes and no formal action is required of the Board of Directors.

Summary

This report provides an update on the capital projects at the Shoreway Environmental Center.

1. Glass Loadout / PRC Remodel (Completed June 2019)

Project Goals: The glass load out / PRC remodel project was intended to solve multiple problems:

1. Eliminate the cost of double handling glass at the transfer station (\$167,000 savings per year)
2. Replace decrepit material storage sheds with attractive canopy
3. Improve customer safety by increasing traffic lanes through the PRC
4. Reduce damage and wear to the roadways and transfer station from glass handling.

Project Status: The project was started in early 2019 and completed on June 2019. The budget estimate for the project was \$416,355 and the amount spent was \$466,869. The annual financial benefit to the agency is roughly \$167,000 worth of operational savings of per year, with an ROI of 3.3 years.

2. Organics to Energy (O2E) Pilot (In process):

Project Status: (installation is 90% completed, operations to start in March)

- May 2018 - OREX transferred from Recology SF to Shoreway.
- July 2019 - City of San Carlos Building Department design approval.
- September 2019 - Power-feed installation from existing transformer
- November 2019 - Shredder and OREX installation complete
- Nov.-Jan. 2020 - Polishing System Installation
- February 2020 - System Commissioning and training
- March 2020 - System Normal operations
- July 2020 - MSW processing to be phased-in after MRF Phase I has been completed.

WWTP Processing Partnerships Status:

SBWMA staff is working with five water quality control plants (WQCP) on final logistics of receiving organic slurry from the SBWMA's O2E pilot project. The below WQCPs have confirmed their intentions to receive 1-2 loads per day at no-charge and to work with the SBWMA on developing a case-study research paper to inform the industry of the projects results.

- **Silicon Valley Clean Water (SVCW)** toured the O2E pilot at Shoreway on 1/16/20 and have confirmed their intension to receive materials.

- **South SF WQCP** staff toured the Shoreway O2E project on 11/20/19 (SBWMA toured the SSF WQCP on 1/7/20) and have confirmed their intension to receive material.

- **Central Marin Sanitary Agency** staff toured the Shoreway O2E on 12/12/19 to review the process and receiving logistics, they have confirmed their intensions to receive material.

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- **Sunnyvale WQCP** staff toured the Shoreway O2E project on 1/8/20 and have confirmed their intension on receiving materials in March.

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- **East Bay Municipal Utility District (EBMUD)** staff toured the Shoreway O2E project on 12/17/19 and have confirmed their intention to receive material.

3. MRF Phase I Upgrades (installation to start Q1 2020):

Project Status: The project Installation start date was planned for January 21, 2020 but has been suspended while BHS and the SBWMA respond to the San Carlos Building Department comments. The City has subcontracted the permit review to an outside engineering firm who is not familiar with site and is requesting site information and PE stamped structural calculations on new equipment structures, anchoring and attachment points. This level of detail was not anticipated and BHS and the SBWMA staff are responding to the permit review requests. This review process will delay the start of the project by several weeks and will result in project cost changes to meet the conditions stipulated by the Building Department.

O2E Pilot Installation



Picture Above
Three new (3) liquid holding tanks (right side) have been installed in the transfer station to store processed organic slurry...ready for tanker-truck load out. Note agitation units on top of each unit to keep solids from settling prior to loadout.

A fourth tank (left side) has been installed to store recycled water from WWTP for organic



Picture Above
Anergia and technical crews installing Organics-to-Energy processing equipment.



Pictures Above and Right
Installation of new trailers and acquisition of new electric caddy's represent major improvements in our glass handling operations. Site improvements to the Public Recycling Center were also made to improve visitor traffic flow and an enhanced overall site experience.

Glass Loadout Improvements



STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
 Julia Au, Outreach and Communications Manager
Date: January 30, 2020 Board of Directors Meeting
Subject: 2020 Legislative Session Update

Recommendation:

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

Summary

The purpose of this report is to provide an update to the Board monthly on the current 2019-2020 California Legislative Session and regulatory activities being conducted by our lobbyist, Environmental and Energy Consulting (EEC). All activities conducted from December 1 through January 17 are listed in Attachment A for review along with newly introduced bills for the second year of the legislative session. A full list of legislative bills the Agency is tracking and positions will be presented next month.

SBWMA is co-sponsoring AB 1509 (Mullin) with California Product Stewardship Council and Californians Against Waste. The bill would create a responsible disposal program for both loose lithium-ion batteries and ones embedded in consumer products. AB 1509 is currently a two-year bill, meaning that the earliest this bill can be heard is early 2020. SBWMA continues to work with EEC, CPSC, CAW, CalRecycle, the Senate and Assembly policy committees, along with other key stakeholders on creating the most strategic and impactful language to get the bill to pass.

Recology is leading a statewide ballot initiative titled *The California Plastics Reduction and Recycling Pollution Act of 2020* by providing \$1m in funding. Over 600,000 valid signatures must be obtained to get this onto the statewide ballot for November 2020. The SBWMA is in strong support of this initiative and, in fact, is one of the first public agencies to sign on. The ballot summary (Attachment B) provides an overview of the key components of this initiative.

Analysis

The SBWMA contracts with EEC to act as the Agency's legislative and regulatory lobbyist in California. EEC is a registered lobbying firm in the state of California (Lobbying ID # 1371848). On January 24, 2019, the Board approved the 2019-2020 SBWMA Legislative and Regulatory Platform that identifies 12 topic areas of importance to the Agency and our member agencies to guide the identification of critically relevant bills and regulatory action that need attention during the legislative session. The Executive Committee (SBWMA Board Chair, Jay Benton, and SBWMA Vice Chair, Alicia Aguirre) serves as the Agency's Legislative and Regulatory Committee and Staff is

provided with strategic feedback and direction during our monthly Executive Committee/Board Agenda Review meetings. Based on this feedback, Staff provides EEC with tactical direction on key issues, prospective bills, and regulations that are in alignment with the Agency's Board-approved annual Legislative Platform.

Attachments:

Attachment A – December 2019-January 2020 Legislative Update

Attachment B - The California Plastics Reduction and Recycling Pollution Act of 2020 Ballot Fact Sheet



RethinkWaste December 2019/January 2020 Legislative Report

I. Key Dates & Updates

- RethinkWaste and other AB 1509 cosponsors met in January to plan for success in the 2020 Legislative Session.
- January 6 the Legislature reconvened.
- January 10, Governor Newsom released his proposed budget for 2020-2021, which includes:
 - i. \$15 M for organic waste diversion from the Greenhouse Gas Reduction Fund
 - ii. a new Climate Catalyst Fund, with \$250 M in 2020-21 for a revolving loan fund. This fund will provide low-interest loans for a portfolio of climate-related projects, including projects related to creating a circular economy (i.e. municipal waste and recycling, compost, wood waste collection and utilization, and carbon/methane capture and utilization).
- February 21 is the last day for new bills to be introduced.

II. Introduced Legislation

- [AB 1506](#) (McCarty): Clean up bill for McCarty's [AB 827](#) (chaptered 2019), which required businesses generating 4+ cubic yards of solid waste or 8+ cubic yards of organic waste to arrange recycling services/provide bins for customers. This bill would allow alternative compliance methods and specifications for theme park compliance.
- [AB 1567](#) (Aguiar-Curry): By 2021, requires Strategic Growth Council and relevant agencies to create a scoping plan for the state to meet its organic waste, climate change, and air quality mandates, goals, and targets.
- [AB 1839](#) (Bonta): Creates tenets for a California Green New Deal, focusing on increasing affordable housing and clean transportation, assisting communities impacted by climate change, transitioning labor away from fossil fuel careers, and increasing equal access to a clean environment.
- [AB 1840](#) (Ting): A vehicle for potential bottle bill clean-up language
- [AB 1922](#) (L. Rivas): Would require science curriculum for students grades 1-12 to include an emphasis on the causes and effects of climate change, beginning no later than the 2021–22 school year

- [SB 372](#) (Wieckowski): Creates an EPR program for beverage container recycling.
- [SB 857](#) (Bates): A vehicle for potential legislation on composting
- [ACR 143](#) (Quirk): Requires the Legislature to use the phrase "climate crisis" instead of "climate change"

III. December & January Activities

- We set a meeting with Melissa Immel (Deputy Legislative Secretary & Chief of Legislative Operations for the Governor's Office) to discuss AB 1509.
- We started early conversation with key battery industry stakeholders to open the door for potential negotiations on the policy direction of AB 1509.
- We began tracking 8 new pieces of legislation related to the waste industry.

The California Recycling and Plastic Pollution Reduction Act of 2020

A ballot initiative to curb plastic pollution was filed on Dec 9th, 2019 to the California Attorney General's office to begin the campaign to collect signatures to qualify for a measure on the November 2020 ballot. Below are answers to some commonly asked questions.

What would the Act accomplish?

If approved by voters, the Act would do two important things:

1. Give CalRecycle the authority to require producers of single-use plastic packaging and foodware to:
 - Transition to reusable, recyclable, or compostable packaging and foodware by 2030
 - Follow guidelines set by the agency defining reusable, recyclable and compostable
 - Set standards for labeling and marketing to improve the proper sorting of waste materials
 - Set a statewide baseline and reduce the amount of single-use packaging and foodware by no less than 25% by 2030
 - Ban the use of polystyrene by food vendors statewide
 - Improve convenient consumer access to recycling (e.g., retailer takeback programs)
2. Establish a sliding scale Plastic Pollution Reduction Fee on producers of up to 1¢ per item, which will be determined by CalRecycle dependent on the recyclability or composability of each material type and form. Funds generated by this fee will go towards the following:
 - Local government efforts to clean and abate plastic pollution
 - Maintenance and expansion of recycling and composting infrastructure
 - Mitigation of the impacts of plastic pollution on disadvantaged communities
 - Use of compost and other healthy soils practices to improve soil fertility and carbon sequestration
 - Prevention of food waste and recovery of edible food for human consumption
 - Market development for plastic, glass, fiber, and organic waste
 - Deployment of reusable and refillable system alternatives
 - Education and outreach to residents and businesses on waste reduction, recycling and composting
 - Protection and restoration of streams, rivers, beaches and coastal waters from plastic pollution

Who is supporting it?

The initiative was filed by San Francisco based Recology, a progressive waste collection company focused on resource recovery, recycling and composting. It has support from a wide range of stakeholders from oceans groups, to zero waste and soil health advocates.

How does the process work?

The language of the initiative was finalized on December 9th. Once the Attorney General approves the title and summary in early January, signature collection will begin. 960,000 signatures with a 75% validity rate must be collected by April 21st, 2020 in order for the measure to qualify for the ballot.

What is needed now?

Getting to the signature collecting stage of the campaign requires two things:

1. **Financial support.** \$4.5 million in pledged support is needed. Donors will only be asked to fulfill their pledge if this target is met. If you are interested in making a pledge or sharing ideas for potential donors, please contact Calla Rose Ostrander at callarose@gmail.com. Recology has pledged \$1M to start, Plant Based Products Council has pledged \$.5M and The Nature Conservancy has pledged the last \$1M. We are seeking another \$2M.
2. **Practical support.** Demonstrating widespread support for this initiative has just begun. It will require much more engagement from advocacy organizations, community groups and stakeholders to go up against the influential and well-funded plastics industry. If you would like to be involved with the campaign strategy implementation, please contact Baani Behniwal at baani@cawrecycles.org.

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: January 30, 2020 Board of Directors
Subject: 2020 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 2020. 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 2020:

January 2020

- Approval of FY18/19 audited Financial Statement.
- Approval of Mid-Year FY19/20 Operating Budget.

March 2020

- Recology submits the unaudited 2019 Revenue Reconciliation Report (March 31).

April 2020

- Approval of unaudited 2019 calendar year financial statement for bond reporting requirements at April 23 Board meeting.
- Approval of Work Plan to transition from Fiscal Year to Calendar Year Accounting Period beginning January 1, 2021

May 2020

- Review Preliminary (Draft) FY20/21 SBWMA Budget at May 28, 2020 Board meeting (Six (6) month budget period: July 1, 2020-December 31, 2020)

June 2020

- Approval of the Final FY20/21 SBWMA Operating Budget at June 25th, 2019 Board meeting.
- Recology's 2021 Compensation Application submitted to the SBWMA and Member Agencies (*June 15*).
- SBWMA and Member Agency comments are submitted to Recology on its 2020 Compensation Application (*June 26*).
- SBWMA issues letters requesting confirmation formal Member Agencies on their estimated 2021 Member Agency fees (e.g., franchise fees) to be included in their 2021 solid waste rates. (*Due: June 30*)
- Review of the Revenue Reconciliation Report from the Financial Systems audit report on Recology.

July 2020

- SBR's 2021 Compensation Application to be submitted to the SBWMA (*July 3*).
- Recology revised 2021 Compensation Application submitted to SBWMA & Member Agencies (*July 17*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - Estimated 2020 and 2021 residential and commercial base revenue.
 - Estimated collected tonnage for 2012 and 2021.
 - 2020 Residential rates vs. 2021 cost analysis.
 - Optional at Member Agency request: Estimated residential revenue changes due to cart migration (i.e., lost revenue).
 - Summary of 2021 Member Agency fees to be used in the 2021 cost projections based on Member Agency feedback.

August 2020

- SBWMA issues Draft Report Reviewing Recology's 2021 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*August 10*).
- SBWMA issues the Draft Report Reviewing SBR's 2021 Compensation Application (*August 17*).
- Comments sent from Member Agencies on draft Reports Reviewing Recology's & SBR's 2021 Compensation Application (*August 27*).

September 2020

- SBWMA TAC Workshop to review Pre-Final Report Reviewing Recology's 2021 Compensation Application.
- SBWMA issues Final Report Reviewing Recology's 2021 Compensation Application including the recommended total Collection Rate Adjustment for 2021. (*September BOD Packet*).
- SBWMA issues Final Report Reviewing SBR's 2021 Compensation Application. (*September BOD Packet*).
- Approval of SBR 2021 Compensation Application (*September 24 BOD Meeting*).
- Approval of Recology 2021 Compensation Application and total recommended Revenue Requirement (*September 24 BOD Meeting*).

October 2020

- Review Preliminary (Draft) 2021 Calendar and Fiscal Year Budget (Tentative for October)
- (12 month budget period: January 1, 2021-December 31, 2021)

September – December 2020

- Member Agencies issue Prop. 218 notices and approve their final 2021 solid waste rates.

November 2020

- Approval of the Final 2021 Calendar/Fiscal Year Budget at November 19th Board meeting.
- SBWMA issues report to Board on recommended January 1, 2021 Shoreway tip fees with adjustments, if necessary (includes calendar year 2020 & 2021 SBWMA financial projections with assumed tip fee and net reserve funding).

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: January 30, 2020 Board of Directors Meeting
Subject: Check Register Detail for November - December 2019

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 issued in November and December 2019 are listed on the attached (Attachment A) report for review.

Analysis

As of July 1, 2019, the SBWMA has a new contract with the City of Redwood City for accounting services including the issuing of all payments and deposit of all receipts. In accordance with the SBWMA and the City of Redwood City's 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 November 2019 was \$3,575,879.26, and for December 2019 was \$3,959,744.42 as detailed in **Attachment A**.

If you have any questions on this, please contact Cyndi Urman or John Mangini.

Attachments:

Attachment A – November - December 2019 Check Register Detail Report

South Bayside Waste Management Authority

CHECK DETAIL

November 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010		Wells Fargo Bank				
11/01/2019	1332	LAHLOUH	INV# 117985	100010 Wells Fargo Bank	Check	-43,463.00
			Fall 2019 Newsletter Printing and Mailing	507050 Sewer Fees (property tax)		43,463.00
11/06/2019	1333	JULIA AU	10192019	100010 Wells Fargo Bank	Check	-73.77
			Conferences and Meetings: 10/17/19-10/19/19	503060 Conferences & Meetings		35.00
			Office Improvements-White board	503025 Tenant Improvements		38.77
11/06/2019	1334	SHIRLEY NG	Inv# 09262019	100010 Wells Fargo Bank	Check	-16.76
			Mileage and Tolls - September 2019	503050 Mileage reimbursements		16.76
11/06/2019	1335	JUAN MIRANDA	10292019	100010 Wells Fargo Bank	Check	-24.30
			vehicle mileage; 10/3/19-10/29/19	503050 Mileage reimbursements		24.30
11/06/2019	1336	ADELE HALILI	10172019	100010 Wells Fargo Bank	Check	-28.51
			Community events - 10/17/19 IKEA Clothing Racks	5060206 Community Events		28.51
11/06/2019	1337	JANELLE OSTEEN	10292019	100010 Wells Fargo Bank	Check	-72.85
			Vehicle mileage & tolls	503050 Mileage reimbursements		72.85
11/06/2019	1338	NADIA THOMPSON	10302019	100010 Wells Fargo Bank	Check	-54.52
			Vehicle Mileage - 10/17/19-10/30/19	503050 Mileage reimbursements		54.52
11/06/2019	1339	THE OFFICE CITY	Inv# IN-1607386	100010 Wells Fargo Bank	Check	-129.46
			OFFICE SUPPLIES	503030 Office Supplies		129.46
11/06/2019	1340	COMCAST BUSINESS	Inv. #89904416	100010 Wells Fargo Bank	Check	-695.22
			Phone; 10/15/19	503020 Utilities & Phone		695.22
11/06/2019	1341	STRONG PHOTOS INC.	Inv# RTW_INV1833	100010 Wells Fargo Bank	Check	-933.63
			Residential outreach; 7/18/19 photo shoot	5060205 Residential Outreach Programs		933.63
11/06/2019	1342	HILARY GANS	Inv. #09252019	100010 Wells Fargo Bank	Check	-1,642.39

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Bank		
			Conferences and Meetings	503060 Conferences & Meetings		1,292.80
			Office Supplies	503030 Office Supplies		54.59
			cell phones cost	503055 Cell Phones		295.00
11/06/2019	1343	AARONSON DICKERSON COHN & LANZONE	Inv# 1019049-SB R	100010 Wells Fargo Bank	Check	-10,519.00
			Board Counsel - October 2019	502005 Board Counsel		10,519.00
11/06/2019	1344	HF&H CONSULTANTS LLC	Inv. #9716702	100010 Wells Fargo Bank	Check	-6,400.00
			SB1383 Cost Analysis; Professional services from September1, 2019 to September 30, 2019	505015 Recycling Technical Assistance		6,400.00
11/06/2019	1345	A+ LIVESCAN SERVICES	Inv# 6704	100010 Wells Fargo Bank	Check	-35.00
			Office supplies; Live scan fingerprinting service for: N. Thompson	503030 Office Supplies		35.00
11/06/2019	1346	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22709407	100010 Wells Fargo Bank	Check	-54.89
			Conferences mtgs Penn TV lunch; 10/30/19	503060 Conferences & Meetings		54.89
11/06/2019	1347	ABBE & ASSOCIATES	Inv# SP-03	100010 Wells Fargo Bank	Check	-750.00
			In Schools program; services performed September 2019	5060208 In-School Environmental Education		750.00
11/06/2019	1348	FEDEX	Inv# 6-771-88215	100010 Wells Fargo Bank	Check	-125.23
			Office Supply - To Bulk Handling Systems	503030 Office Supplies		125.23
11/06/2019	1349	SAN CARLOS CHAMBER OF COMMERCE	INV. #104195	100010 Wells Fargo Bank	Check	-1,200.00
			SPONSORSHIPS; Farmers Market Oct & Nov 2019	503070 Sponsorship & Donations		1,200.00
11/06/2019	1350	KBA DOCUMENT SOLUTIONS LLC	Inv. #6646839	100010 Wells Fargo Bank	Check	-504.49
			Office Equipment Costs	503035 Office Equipment Costs		504.49
11/06/2019	1351	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1028894	100010 Wells Fargo Bank	Check	-320.57
			Office Equipment Costs	503035 Office Equipment Costs		320.57
11/06/2019	1352	E-RECYCLING OF CALIFORNIA	Inv. #87099	100010 Wells Fargo Bank	Check	-2,165.32
			Shred Event San Mateo 10/19/19	506030 Shred Event Svcs (pass thru)		2,165.32
11/06/2019	1353	E-RECYCLING OF CALIFORNIA	Inv. #87100	100010 Wells Fargo Bank	Check	-2,046.79
			e-recycling; load date 10/21/19	400400 E-Recycling		-2,046.79

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Revenue		
11/06/2019	1354	E-RECYCLING OF CALIFORNIA	Inv. #87227 e-recycling; load date 10/23/19	100010 Wells Fargo Bank 400400 E-Recycling Revenue	Check	-821.82 -821.82
11/06/2019	1355	SERVICE PRESS, INC.	Inv# 57192 office supplies	100010 Wells Fargo Bank 503030 Office Supplies	Check	-532.99 532.99
11/06/2019	1356	ALPINE AWARDS INC.	Inv# 5539151 Give aways - staff wear	100010 Wells Fargo Bank 5060001 Giveaways - Schools and events	Check	-428.04 428.04
11/06/2019	1357	Environmental and Energy Consulting	Inv# 1570 LEGISLATIVE ADVOCACY: Consulting: October 2019 - PO#1246 - Lobbying October 2019 - PO #1246	100010 Wells Fargo Bank 504000 Legislative & Reg Advocacy	Check	-3,333.33 3,333.33
11/06/2019	1358	SAN MATEO COUNTY TAX COLLECTOR	parcel# 046-081-820 2020 Property Tax Installment One; parcel# 046-081-820	100010 Wells Fargo Bank 507050 Sewer Fees (property tax)	Check	-45,213.05 45,213.05
11/06/2019	1359	MAZE & ASSOCIATES INC	Inv# 33694 Annual Audit; services performed in October for year end audit	100010 Wells Fargo Bank 502030 Audit Services	Check	-5,175.00 5,175.00
11/06/2019	1360	COMMON GOAL CONSULTING GROUP, INC	Inv# 001 Airport Feasibility Study; services from 10/1/19 to 10/31/19	100010 Wells Fargo Bank 5060051 Diversion; Zero Waste Programs	Check	-2,702.50 2,702.50
11/06/2019	1361	DELUXE TELEPHONE SERVICE INC	Inv# 4847 office improvements	100010 Wells Fargo Bank 503025 Tenant Improvements	Check	-1,472.56 1,472.56
11/06/2019	1362	Sequoia Electric Co	9272018 office improvements; floor receptacles	100010 Wells Fargo Bank 503025 Tenant Improvements	Check	-3,100.02 3,100.02
11/06/2019	1363	COMMON GOAL CONSULTING GROUP, INC	Inv# 004 Facility Improvement oversight; services from 10/1/19 to 10/31/19	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	-1,200.00 1,200.00
11/06/2019	1364	WELLS FARGO	Acct# 4856 2003 7906 1909 Overcharged for Caru Container Kitchen pail insert printing	100010 Wells Fargo Bank 5060051 Diversion; Zero Waste Programs 5060203 Multi-Family Outreach	Check	-1,411.69 -1,300.00 150.95

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Kitchen pail insert printing	5060205 Residential Outreach Programs		150.96
			facebook ad	506025 Curbside Battery Outreach		15.00
			white board	503025 Tenant Improvements		80.80
			new office fixtures	503025 Tenant Improvements		65.54
			Office cleaning 1x/month	503025 Tenant Improvements		280.00
			new office fixtures	503025 Tenant Improvements		93.94
			office lunch	503060 Conferences & Meetings		147.61
			new office fixtures	503025 Tenant Improvements		101.00
			schools program	5060051 Diversion; Zero Waste Programs		109.04
			return of computer dock that didn't work	504005 Computer Purchase for Office		-270.31
			CPR Training for new Fellows	507035 Education Center Operations		468.00
			Community Events	5060206 Community Events		7.08
			School program	5060051 Diversion; Zero Waste Programs		26.00
			community events	5060206 Community Events		43.86
			Community events	5060206 Community Events		545.00
			Ed center	507035 Education Center Operations		90.00
			Community Events	5060206 Community Events		31.98
			Community Events	5060206 Community Events		39.89
			Ed Center	507035 Education Center Operations		92.86
			Community Events	5060206 Community Events		367.20
			Office Supply	503030 Office Supplies		47.49
			Office Supply	503030 Office Supplies		10.35
			Ed Center	507035 Education Center Operations		17.45
11/12/2019	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-55,341.42
			PPE 11/9/19	500000 Salaries - Admin		21,908.92
			PPE 11/9/19	500100 Salaries - Recycling		30,851.20
			PPE 11/9/19	501000 Benefits - Payroll Taxes		1,338.21
			PPE 11/9/19	501005 Benefits - Workers Comp Ins		451.97
			PPE 11/9/19	501010 Benefits - Retirement Employee		-4,182.15
			PPE 11/9/19	501030 Benefits - CPE Fee		723.66
			PPE 11/9/19	500150 Salaries - Car		2,650.00

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			PPE 11/9/19	Allowance 500200 Salaries - Opt Out Medical		1,599.61
11/12/2019		WELLS FARGO		100010 Wells Fargo Bank	Expense	-322.47
			October 2019 Client Analysis Service Charge	503005 Bank Fees & Services		322.47
11/13/2019	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,331.09
			November 2019 - Sterling HSA	501025 Benefits - Sterling HSA		1,331.09
11/13/2019	ACH	UNITED HEALTH CARE		100010 Wells Fargo Bank	Expense	-4,304.53
			Medical insurance 11/1/19-11/30/19	501020 Benefits - Medical		4,304.53
11/14/2019	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-17,946.30
			EE Benefits PP 10/17/19	501010 Benefits - Retirement Employee		4,070.56
			ER Benefits PP 10/17/19	501015 Benefits - Retirement Employer		5,126.07
			EE Benefits PP 10/3/19	501010 Benefits - Retirement Employee		3,569.46
			ER Benefits PP 10/3/19	501015 Benefits - Retirement Employer		5,180.21
11/15/2019	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-9,444.66
			ER Benefits PP 10/31/19	501015 Benefits - Retirement Employer		5,282.99
			EE Benefits PP 10/31/19	501010 Benefits - Retirement Employee		4,161.67
11/18/2019	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-200,838.75
			October 2019 Franchise Fee	507055 Franchise Fee to the City of San Carlos		200,838.75
11/18/2019	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,983.03
			December Medical Benefits	501020 Benefits - Medical		4,983.03
11/20/2019	1365	S. Groner and Associates (SGA)	INV. #2241	100010 Wells Fargo Bank	Check	-7,616.31
			Residential outreach; Billing period 10/1/19- 10/31/19	5060205 Residential Outreach Programs		7,616.31
11/20/2019	1366	THE OFFICE CITY	Inv# IN-1609501	100010 Wells Fargo Bank	Check	-137.10
			OFFICE SUPPLIES; Calendars	503030 Office Supplies		137.10
11/20/2019	1367	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-255.86
			Utilities; services from Oct 29, 2019 to Nov 28,	503020 Utilities &		255.86

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			2019	Phone		
11/20/2019	1368	SHIRLEY NG	Inv# 10312019	100010 Wells Fargo Bank	Check	-32.48
			Mileage and Tolls - October 2019	503050 Mileage reimbursements		32.48
11/20/2019	1369	SAN MATEO DAILY JOURNAL	Ref# 11604479-001 & 11604480-001	100010 Wells Fargo Bank	Check	-759.10
			Residential outreach 10/30/19-10/31/19	5060205 Residential Outreach Programs		759.10
11/20/2019	1370	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22755269	100010 Wells Fargo Bank	Check	-127.64
			Board counsel; 11/7/19	502010 Board Administration		127.64
11/20/2019	1371	E-RECYCLING OF CALIFORNIA	Inv. #87298	100010 Wells Fargo Bank	Check	-1,764.98
			e-recycling; load date 10/30/19	400400 E-Recycling Revenue		-1,764.98
11/20/2019	1372	CITY OF SAN CARLOS	Inv# 14735	100010 Wells Fargo Bank	Check	-4,730.53
			Rent; November 2019	503010 Rent		4,730.53
11/20/2019	1373	CITY OF SAN CARLOS	Inv# 15056	100010 Wells Fargo Bank	Check	-3,994.71
			Utilities; Jul-Sep 19 - Library Utility & Janitorial charges	503020 Utilities & Phone		3,994.71
11/20/2019	1374	PURCHASE POWER	Acct# 8000-9000-0644-9759	100010 Wells Fargo Bank	Check	-50.00
			office supplies	503030 Office Supplies		50.00
11/20/2019	1375	CLASSIC GRAPHICS	Inv# 42369	100010 Wells Fargo Bank	Check	-2,052.40
			Schools program; Decals for school campuses	5060208 In-School Environmental Education		2,052.40
11/20/2019	1376	NEWBY ISLAND COMPOST - 4278A	INV. #4278-100005857	100010 Wells Fargo Bank	Check	-331,718.34
			DISPOSAL NEWBY OCTOBER 2019	5070102 Disposal & Processing - NEWBY		331,718.34
11/20/2019	1377	ZANKER RECYCLING	Inv. #201910380	100010 Wells Fargo Bank	Check	-347,272.71
			DISPOSAL ZANKER - OCTOBER 2019	5070104 Disposal & Processing - ZANKER		347,272.71
11/20/2019	1378	SOUTH BAY RECYCLING LLC	INV# 2019-09	100010 Wells Fargo Bank	Check	-
			Disposal Expense Pass through	5070105 Disposal & Processing - OTHER		1,588,849.88
			Disposal Expense MRF Residue	5070105 Disposal & Processing - OTHER		31,645.73
			Temp Staffing Operations	507005 Operator Compensation SBR		-43,327.79
			Misc. Revenue	400350 Miscellaneous		45,763.38
						3,912.34

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Revenue		
			VRS Correct Duplicate Profit	507005 Operator Compensation SBR		-91,542.61
			Shoreway Facility Cost	507015 Shoreway Facility Cost		6,645.48
			Equipment Charges	507030 Shoreway Charges		2,224.17
			Credit Card Charges	503005 Bank Fees & Services		6,710.72
			Operating Costs	507005 Operator Compensation SBR		1,634,643.14
11/20/2019	1379	COSCO FIRE PROTECTION INC	Inv# 1000448251	100010 Wells Fargo Bank	Check	-500.00
			Shoreway Maintenance; 8/30/19	507015 Shoreway Facility Cost		500.00
11/20/2019	1380	SCAPES INC	Inv# 19298	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - October 2019 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
11/20/2019	1381	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000055222	100010 Wells Fargo Bank	Check	-791,839.46
			DISPOSAL OX MTN. - OCTOBER 2019	5070101 Disposal & Processing - OX		791,839.46
11/20/2019	1382	LAURA WESSBERG	10282019	100010 Wells Fargo Bank	Check	-27.65
			ED CENTER PROGRAMS REIMBURSEMENT	507035 Education Center Operations		27.65
11/20/2019	1383	PETER MUI	Inv# FCRW01	100010 Wells Fargo Bank	Check	-5,900.00
			Community Events; Fixit Clinic Workshop Oct 27, 2019	5060206 Community Events		5,900.00
11/20/2019	1384	ENPLUG, INC.	Inv# 31282	100010 Wells Fargo Bank	Check	-3,024.00
			ED CENTER; NOV 9, 2019	507035 Education Center Operations		3,024.00
11/20/2019	1385	KAUFMAN LEVINE & PARTNERS INC	Inv# 112637	100010 Wells Fargo Bank	Check	-539.26
			ED CENTER OPERATIONS	507035 Education Center Operations		539.26
11/20/2019	1386	OUROBOROS FARMS, LLC	Inv# 3641	100010 Wells Fargo Bank	Check	-500.00
			TRAINING RETREAT 12/20/19	503065 Training		500.00
11/20/2019	1387	DEPARTMENT OF JUSTICE	Inv# 417587	100010 Wells Fargo Bank	Check	-196.00
			Office Supplies	503030 Office Supplies		196.00
11/25/2019	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-48,535.32
			PPE 11/23/19	500000 Salaries - Admin		21,971.42

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			PPE 11/23/19	500100 Salaries - Recycling		29,516.81
			PPE 11/23/19	501000 Benefits - Payroll Taxes		1,165.40
			PPE 11/23/19	501005 Benefits - Workers Comp Ins		411.29
			PPE 11/23/19	501010 Benefits - Retirement Employee		-5,253.26
			PPE 11/23/19	501030 Benefits - CPE Fee		723.66
11/29/2019	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-981.58
			December Life & LTD Insurance	501035 Benefits - Guardian Life		981.58
					TOTAL	\$3,575,879.26

South Bayside Waste Management Authority

CHECK DETAIL

December 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
12/04/2019	1388	THE OFFICE CITY	Inv# IN-1611177	100010 Wells Fargo Bank	Check	-360.24
			OFFICE SUPPLIES; toner	503030 Office Supplies		360.24
12/04/2019	1389	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #191031	100010 Wells Fargo Bank	Check	-219,771.48
			DISPOSAL-BVO - OCTOBER 2019	5070103 Disposal & Processing - BVON		219,771.48
12/04/2019	1390	THE BANK OF NEW YORK MELLON	Inv# 252-2229757	100010 Wells Fargo Bank	Check	-1,750.00
			Bank fees; for the period 8/31/19	503005 Bank Fees & Services		1,750.00
12/04/2019	1391	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Inv# 3103541146	100010 Wells Fargo Bank	Check	-128.59
			Office Equipment Costs; acct# 0012232627	503035 Office Equipment Costs		128.59
12/04/2019	1392	ALPINE AWARDS INC.	Inv# 5539904	100010 Wells Fargo Bank	Check	-198.74
			Give aways - employee gear	5060001 Giveaways - Schools and events		198.74
12/04/2019	1393	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22824060	100010 Wells Fargo Bank	Check	-112.70
			Board meetings - 11/21/19	502010 Board Administration		112.70
12/04/2019	1394	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22824008	100010 Wells Fargo Bank	Check	-75.68
			Conference & meetings 11/19/19	503060 Conferences & Meetings		75.68
12/04/2019	1395	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22824008	100010 Wells Fargo Bank	Check	-156.44
			In schools program - 11/25/19	5060208 In-School Environmental Education		156.44
12/04/2019	1396	SOLID WASTE ASSOC OF NORTH AMERICA	Inv# 19750	100010 Wells Fargo Bank	Check	-888.94
			Professional dues & memberships; acct# 807184	503045 Professional dues & Memberships		888.94
12/04/2019	1397	CALIBRE PRINTING	Inv. #18155	100010 Wells Fargo Bank	Check	-146.14
			OFFICE IMPROVEMENTS	503025 Tenant Improvements		146.14
12/04/2019	1398	Environmental and Energy	Inv# 1595	100010 Wells Fargo	Check	-3,333.33

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		Consulting		Bank		
			LEGISLATIVE ADVOCACY: Consulting: November 2019 - PO#1246 - Lobbying October 2019 - PO #1246	504000 Legislative & Reg Advocacy		3,333.33
12/04/2019	1399	ECO PROMOTIONAL PRODUCTS, INC.	INV. #21218	100010 Wells Fargo Bank	Check	-394.64
			Employee gear	5060001 Giveaways - Schools and events		394.64
12/04/2019	1400	ECO PROMOTIONAL PRODUCTS, INC.	INV. #21402	100010 Wells Fargo Bank	Check	-166.75
			Give aways - employee gear	5060001 Giveaways - Schools and events		166.75
12/04/2019	1401	CLASSIC GRAPHICS	Inv# 42399	100010 Wells Fargo Bank	Check	-812.53
			Diversioin Program support	5050104 Diversioin Program Support		812.53
12/04/2019	1402	STUDIO EM GRAPHIC DESIGN	INV. #17745	100010 Wells Fargo Bank	Check	-572.25
			Diversioin support programs - downtown garbage can labels; 11/19/19	5050104 Diversioin Program Support		572.25
12/04/2019	1403	STUDIO EM GRAPHIC DESIGN	INV. #17630	100010 Wells Fargo Bank	Check	-981.00
			MFD outreach; toolkit conversions	5060203 Multi-Family Outreach		981.00
12/04/2019	1404	HF&H CONSULTANTS LLC	Inv. #9716787	100010 Wells Fargo Bank	Check	-10,365.00
			SB1383 Compliance Planning & Additional Tests; professional services from 10/1/19-10/31/19	505015 Recycling Technical Assistance		10,365.00
12/04/2019	1405	E-RECYCLING OF CALIFORNIA	Inv. #87703	100010 Wells Fargo Bank	Check	-789.47
			e-recycling; load date 11/20/19	400400 E-Recycling Revenue		-789.47
12/04/2019	1406	E-RECYCLING OF CALIFORNIA	Inv. #87705	100010 Wells Fargo Bank	Check	-289.39
			e-recycling; load date 11/14/19	400400 E-Recycling Revenue		-289.39
12/04/2019	1407	E-RECYCLING OF CALIFORNIA	Inv. #87704	100010 Wells Fargo Bank	Check	-313.99
			e-recycling; load date 11/18/19	400400 E-Recycling Revenue		-313.99
12/04/2019	1408	E-RECYCLING OF CALIFORNIA	Inv. #87641	100010 Wells Fargo Bank	Check	-1,916.77
			e-recycling; load date 11/18/19, 11/13/19, 11/15/19	400400 E-Recycling Revenue		-1,916.77
12/04/2019	1409	E-RECYCLING OF CALIFORNIA	Inv. #87517	100010 Wells Fargo Bank	Check	-3,295.64
			e-recycling; load date 11/1/19-11/11/19	400400 E-Recycling Revenue		-3,295.64

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
12/04/2019	1410	AARONSON DICKERSON COHN & LANZONE	Inv# 1119051-SB.R	100010 Wells Fargo Bank	Check	-13,333.00
			Board Counsel - November 2019	502005 Board Counsel		13,333.00
12/04/2019	1411	PRIMA PRINTING	INV#83076	100010 Wells Fargo Bank	Check	-92.86
			ED CENTER; VESTS	507035 Education Center Operations		92.86
12/04/2019	1412	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-758.63
			Shoreway Maintenance; monthly service Nov 13 thru Dec 12	507015 Shoreway Facility Cost		758.63
12/04/2019	1413	HILARY GANS	Inv. #11202019	100010 Wells Fargo Bank	Check	-1,937.94
			Conferences and Meetings	503060 Conferences & Meetings		1,806.09
			Office Supplies	503030 Office Supplies		61.99
			cell phones cost	503055 Cell Phones		69.86
12/04/2019	1414	PREMIER ACCESS INSURANCE COMPANY	Acct# 001724200000001 9	100010 Wells Fargo Bank	Check	-654.71
			Benefits; Billing period December 2019	501035 Benefits - Guardian Life		654.71
12/04/2019	1415	LYNCH ELECTRIC & SONS INC	Inv# 2019.771	100010 Wells Fargo Bank	Check	-6,645.48
			Shoreway facility cost	507015 Shoreway Facility Cost		6,645.48
12/04/2019	1416	WELLS FARGO	Acct# 4856 2003 7906 1909	100010 Wells Fargo Bank	Check	-2,872.41
			Schools program	5060051 Diversion; Zero Waste Programs		78.00
			Fellow boots for tours	507035 Education Center Operations		50.09
			Fellow boots for tours	507035 Education Center Operations		52.61
			Adobe purchase for public education	5060205 Residential Outreach Programs		359.88
			Monthly kitchen cleaning	503025 Tenant Improvements		280.00
			Facebook outreach	5060205 Residential Outreach Programs		29.95
			Facebook outreach	5060206 Community Events		15.00
			Fellow boots for tours	507035 Education Center Operations		45.50
			Employee gear	5060001 Giveaways - Schools and events		6.53
			Prizes for poster contest winners	507035 Education Center Operations		200.00
			Schools program	5060051 Diversion; Zero Waste Programs		6.18
			Schools program	5060051 Diversion; Zero Waste Programs		40.80
			Frame for Shoreway map	503025 Tenant Improvements		51.19
			Schools program	5060051 Diversion;		189.70

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Zero Waste Programs		
			New Plants for Office	503025 Tenant Improvements		52.00
			Schools program	5060051 Diversion; Zero Waste Programs		95.80
			Strengths test finder for retreat	503065 Training		179.91
			Schools program	5060051 Diversion; Zero Waste Programs		18.95
			Dell Server Warranty	504005 Computer Purchase for Office		728.77
			Survey Monkey renewal	507035 Education Center Operations		384.00
			no receipt but agree to pay	503030 Office Supplies		7.55
12/04/2019	1417	SCS ENGINEERS	Inv# 363365	100010 Wells Fargo Bank	Check	-1,650.00
			Franchise Admin	5050103 Collection Services Admin.		1,650.00
12/04/2019	1418	ANAERGIA TECHNOLOGIES LLC	Inv. #IN000000073	100010 Wells Fargo Bank	Check	-121,496.39
			O2E Pilot	6001008 Facilities Improvements (SF067)		121,496.39
12/04/2019	1419	CYNDI URMAN	Petty Cash replenish Dec 2018 to April 2019	100010 Wells Fargo Bank	Check	-453.59
			Office improvements; Petty cash	503025 Tenant Improvements		10.48
			Office Supplies; Petty cash	503030 Office Supplies		159.48
			Conference & mtgs; Petty case	503060 Conferences & Meetings		283.63
12/09/2019	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-52,720.41
			PPE 12/7/19	500000 Salaries - Admin		21,908.90
			PPE 12/7/19	500100 Salaries - Recycling		29,516.81
			PPE 12/7/19	501000 Benefits - Payroll Taxes		866.76
			PPE 12/7/19	501005 Benefits - Workers Comp Ins		444.90
			PPE 12/7/19	501010 Benefits - Retirement Employee		-4,990.23
			PPE 12/7/19	501030 Benefits - CPE Fee		723.66
			PPE 12/7/19	500150 Salaries - Car Allowance		2,650.00
			PPE 12/7/19	500200 Salaries - Opt Out Medical		1,599.61
12/11/2019	Fee	WELLS FARGO		100010 Wells Fargo Bank	Expense	-316.46
			November 2019 Client Analysis Service Charge	503005 Bank Fees & Services		316.46
12/13/2019	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,371.66
			December 2019 - Sterling HSA	501025 Benefits - Sterling HSA		1,371.66

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
12/16/2019	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-21,945.25
			ER Benefits PP 11/28/19	501015 Benefits - Retirement Employer		6,178.58
			EE Benefits PP 11/14/19	501010 Benefits - Retirement Employee		4,182.15
			EE Benefits PP 11/28/19	501010 Benefits - Retirement Employee		5,253.26
			ER Benefits PP 11/14/19	501015 Benefits - Retirement Employer		6,331.26
12/17/2019	1420	ZANKER RECYCLING	Inv. #201911359	100010 Wells Fargo Bank	Check	-285,501.17
			DISPOSAL ZANKER - NOVEMBER 2019	5070104 Disposal & Processing - ZANKER		285,501.17
12/17/2019	1421	JANELLE OSTEEN	11222019	100010 Wells Fargo Bank	Check	-107.88
			Vehicle mileage & tolls reimbursement	503050 Mileage reimbursements		107.88
12/17/2019	1422	NADIA THOMPSON	12042019	100010 Wells Fargo Bank	Check	-145.42
			In schools program 12/4/19	5060208 In-School Environmental Education		47.23
			Mileage reimbursement 10/31/19-11/26/19	503050 Mileage reimbursements		98.19
12/17/2019	1423	JULIA AU	11012019	100010 Wells Fargo Bank	Check	-50.00
			Cell phone reimbursement (calls and emails) 11/1/19	503055 Cell Phones		50.00
12/17/2019	1424	JOE LA MARIANA	09242019	100010 Wells Fargo Bank	Check	-564.68
			Conferences & meetings 11/6/19-11/7/19	503060 Conferences & Meetings		436.46
			Office supply	503030 Office Supplies		38.22
			Cell phone charges 11/22/19	503055 Cell Phones		90.00
12/17/2019	1425	JUAN MIRANDA	12102019	100010 Wells Fargo Bank	Check	-32.48
			vehicle mileage; 11/1/19-12/10/19	503050 Mileage reimbursements		32.48
12/17/2019	1426	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-255.86
			Utilities; services from Nov 29, 2019 to Dec 28, 2019	503020 Utilities & Phone		255.86
12/17/2019	1427	SHRED WORKS INC	Inv. #207169	100010 Wells Fargo Bank	Check	-1,027.50
			Community event pass through San Mateo 10/19/19	506030 Shred Event Svcs (pass thru)		1,027.50
12/17/2019	1428	SHRED WORKS INC	Inv. #204286	100010 Wells Fargo Bank	Check	-687.50
			Community event pass through San Carlos	506030 Shred Event		687.50

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			9/14/19	Svcs (pass thru)		
12/17/2019	1429	SHRED WORKS INC	Inv. #208294	100010 Wells Fargo Bank	Check	-1,365.00
			Community event pass through County 10/26/19	506030 Shred Event Svcs (pass thru)		1,365.00
12/17/2019	1430	SHRED WORKS INC	Inv. #208299	100010 Wells Fargo Bank	Check	-1,365.00
			Community event pass through Foster City 9/7/19	506030 Shred Event Svcs (pass thru)		1,365.00
12/17/2019	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-188,450.17
			November 2019 Franchise Fee	507055 Franchise Fee to the City of San Carlos		188,450.17
12/18/2019	1431	COMMON GOAL CONSULTING GROUP, INC	Inv# 002	100010 Wells Fargo Bank	Check	-2,980.00
			Airport Feasibility Study	5060051 Diversion; Zero Waste Programs		2,980.00
12/18/2019	1432	COMMON GOAL CONSULTING GROUP, INC	Inv# 005	100010 Wells Fargo Bank	Check	-2,175.00
			Project Structure Development and Construction Project Management Plan Services 11/1/19 to 11/30/19	505005 Facility Improvement Oversight		2,175.00
12/18/2019	1433	SAN CARLOS CHAMBER OF COMMERCE	INV. #104234	100010 Wells Fargo Bank	Check	-600.00
			SPONSORSHIPS; Farmers Market	503070 Sponsorship & Donations		600.00
12/18/2019	1434	CITY OF SAN CARLOS	Inv# 15401	100010 Wells Fargo Bank	Check	-4,730.53
			Dec 2019 Library rent	503010 Rent		4,730.53
12/18/2019	1435	Shred-It USA	INV. #8128591490	100010 Wells Fargo Bank	Check	-129.23
			Office Supply	503030 Office Supplies		129.23
12/18/2019	1436	E-RECYCLING OF CALIFORNIA	Inv. #87949	100010 Wells Fargo Bank	Check	-2,288.19
			e-recycling; load date 12/9/19	400400 E-Recycling Revenue		-2,288.19
12/18/2019	1437	E-RECYCLING OF CALIFORNIA	Inv. #87927	100010 Wells Fargo Bank	Check	-1,208.54
			e-recycling; load date 11/29/19	400400 E-Recycling Revenue		-1,208.54
12/18/2019	1438	E-RECYCLING OF CALIFORNIA	Inv. #87766	100010 Wells Fargo Bank	Check	-1,893.55
			e-recycling; load date 11/27/19	400400 E-Recycling Revenue		-1,893.55
12/18/2019	1439	STUDIO EM GRAPHIC	INV. #17765	100010 Wells Fargo Bank	Check	-327.00

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		DESIGN		Bank		
			Battery outreach; advertisement design: 2019 Battery Ad	506025 Curbside Battery Outreach		327.00
12/18/2019	1440	REDWOOD CITY CHAMBER OF COMMERCE	Inv# 7606	100010 Wells Fargo Bank	Check	-720.00
			Professional dues & memberships	503045 Professional dues & Memberships		720.00
12/18/2019	1441	KBA DOCUMENT SOLUTIONS LLC	Inv. #6729126	100010 Wells Fargo Bank	Check	-504.49
			Office Equipment copier lease	503035 Office Equipment Costs		504.49
12/18/2019	1442	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1038417	100010 Wells Fargo Bank	Check	-326.44
			Office Equipment Costs	503035 Office Equipment Costs		326.44
12/18/2019	1443	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22941699	100010 Wells Fargo Bank	Check	-81.13
			Conferences & meetings battery kick off 12/12/19	503060 Conferences & Meetings		81.13
12/18/2019	1444	SCAPES INC	Inv# 19346	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - November 2019 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
12/18/2019	1445	MAZE & ASSOCIATES INC	Inv# 33879	100010 Wells Fargo Bank	Check	-2,960.00
			Annual Audit; services - Bond Compliance	502030 Audit Services		2,960.00
12/18/2019	1446	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100005934	100010 Wells Fargo Bank	Check	-232,775.03
			DISPOSAL-NEWBY - November 2019	5070102 Disposal & Processing - NEWBY		232,775.03
12/18/2019	1447	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #191130	100010 Wells Fargo Bank	Check	-241,298.63
			DISPOSAL-BVO - NOVEMBER 2019	5070103 Disposal & Processing - BVON		241,298.63
12/18/2019	1448	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000055535	100010 Wells Fargo Bank	Check	-745,328.85
			DISPOSAL OX MTN. - NOVEMBER 2019	5070101 Disposal & Processing - OX		745,328.85
12/18/2019	1449	S. Groner and Associates (SGA)	INV. #2255	100010 Wells Fargo Bank	Check	-2,116.25
			Residential outreach; Billing period 11/1/19- 11/30/19	5060205 Residential Outreach Programs		2,116.25
12/18/2019	1450	S. Groner and Associates (SGA)	INV. #2256	100010 Wells Fargo Bank	Check	-927.50
			Website hosting	5060205 Residential Outreach Programs		927.50
12/18/2019	1451	SOUTH BAY RECYCLING	INV# 2019-10	100010 Wells Fargo	Check	-

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		LLC		Bank		1,704,039.39
			Disposal Expense Pass through	5070105 Disposal & Processing - OTHER		33,959.26
			Disposal Expense MRF Residue	5070105 Disposal & Processing - OTHER		-46,074.05
			Buy back	400455 Buyback Payments		-5,013.17
			Temp staffing operations	507005 Operator Compensation SBR		35,714.79
			Misc. Revenue	400350 Miscellaneous Revenue		1,767.12
			VRS Correct Duplicate Profit	507005 Operator Compensation SBR		-91,542.61
			Shoreway Facility Cost	507015 Shoreway Facility Cost		4,650.00
			Equipment Charges	507030 Shoreway Charges		2,224.17
			Credit card charges	507025 Credit Card Charges		6,436.25
			Operations	507005 Operator Compensation SBR		1,755,425.53
12/23/2019	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,010.12
			January Life & LTD Insurance	501035 Benefits - Guardian Life		1,010.12
12/24/2019	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-53,405.36
			PPE 12/21/19	500000 Salaries - Admin		21,908.93
			PPE 12/21/19	500100 Salaries - Recycling		34,308.65
			PPE 12/21/19	501000 Benefits - Payroll Taxes		1,097.90
			PPE 12/21/19	501005 Benefits - Workers Comp Ins		449.25
			PPE 12/21/19	501010 Benefits - Retirement Employee		-5,134.72
			PPE 12/21/19	501030 Benefits - CPE Fee		775.35
12/27/2019	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,983.03
			January 2020 Medical Benefits	501020 Benefits - Medical		4,983.03
					TOTAL:	\$3,959,744.42

STAFF REPORT

To: SBWMA Board Members
From: Cyndi Urman, Office Manager/Board Secretary
Date: January 30, 2019 Board of Directors Meeting
Subject: Technical Consulting Contracts: September - December 2019

Recommendation

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

Summary

The purpose of this report is to provide an update to the Board on a quarterly basis on the technical consulting contracts that have been issued. All contracts issued in between September 2019 and December 2019 are listed in Attachment A for review.

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

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

Attachments:

Attachment A – Technical Consulting Contracts – September – December 2019

Technical Consultant Contracts -September - December 2019

<u>Vendor Name</u>	<u>Amount of Contract</u>	<u>Scope of Work</u>	<u>Date of Award</u>	<u>Contract Procedures Used</u>	<u>Budget Line Item</u>	<u>Budget Line Item Description</u>
Sloan/Vazquez	\$18,000	BHS Pre-Contract Equipment Performance Review	9/9/2019	Single Source (Professional Services)	505005	Facility Improvement Oversight
HF&H Consultants*	\$27,674	Contract Amendment #1 to SB1383 Cost Analysis (Total Contract \$77,654)	9/27/2019	Single Source (Professional Services)	505015	Recycling Technical Assistance/ SB1383 Implementation Support
Common Goal Consulting	\$10,048	Airport Property Feasibility Study	10/2/2019	Single Source (Professional Services)	506005-01	Long Range Plan
Common Goal Consulting	\$22,500	Contract Amendment #1 to Construction Project Management Plan Services	10/2/2019	Single Source (Professional Services)	505005	Facility Improvement Oversight
SCS Engineers	\$19,000	Solid Waste Facility Permitting and CEQA Services	10/10/2019	RFQ	505005	Facility Improvement Oversight
Peter Mui (DBA Fixit Clinic)	\$20,000	Fixit Clinic Workshops and Consulting Services	10/22/2019	Single Source (Professional Services)	506020-06	Community Events
KNN Public Finance	\$10,000	Bond Allocation and Defeasance Analysis	10/24/2019	RFP	505000	Rate Review
R3 Consultants	\$25,000	Buyback Center Cost/Benefit Analysis	11/18/2019	Single Source (Professional Services)	505005	Facility Improvement Oversight
S. Groner and Associates	\$49,800	Battery Outreach Campaign	11/19/2019	RFP	506025	Battery Outreach

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

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

Contracts marked with an * have been adopted by the Board of Directors with the passage of a resolution.

STAFF UPDATE

Potential Future Board Agenda Items

(Meetings at San Carlos Library Conference Room)

February 27, 2020

- Resolution Approving Contract for Transfer Station Tipping Floor Repairs
- Resolution Approving Revised SBWMA Purchasing Policy
 - Resolution Approving Job Order Contract (JOC) System
 - Resolution Approving Group Procurement Partnership (Sourcewell/CMASS)
- Resolution Approving the 2020 SBWMA Long Range Plan
- Resolution Approving Amendment One Modifications to the Model Franchise Agreement with Recology San Mateo County
- Resolution Approving Organics Processing Agreement Extension with Recology Blossom Valley Organics for Organics Processing, or approval to proceed with public procurement process (RFP)
- Resolution Approving Contract with Sloan/Vazquez for Baseline Performance Testing for MRF equipment
- Resolution Approving Contract for Transfer Station Pump Replacement with Emergency Procurement Provisions
- Discussion on SBR Contract
- Update on 5-Year Facility Permit Renewal
- Update on Regulation 13-2 of the Bay Area Air Quality Management District
- Update/report
- out on Emergency Transfer Station Pump Replacement

March 26, 2020

TBD

April 23, 2020

- Resolution Approving Work Plan to transition SBWMA financial structure from Fiscal Year to Calendar Year Accounting Period beginning January 1, 2021
- Resolution Approving SB1383 Implementation/Action Plan (HFH presentation)
- Resolution Approving Contract with Ascent Environmental for Preparation of Cal Recycle Electronic Annual Reports for 10 member agencies
- Approval of Calendar Year Financial Statements 2019
- Approval of 3-Year Professional Services Agreements Ending in 2020
 - Approval of 3-Year Contract for Outsourced IT Services with DTE Networks
 - Approval of 3-Year Contract for Legal Counsel Services with Aaronson Dickerson Cohn and Lanzone
 - Approval of a 3-Year Contract for Website hosting and Technical Assistance
 - Approval of a Contract for Construction Management Services

May 28, 2020

- Presentation of Draft FY2020 SBWMA Operating Budget
(proposed new 6-month budget period: July 1, 2020 – December 31, 2020)
- Resolution Approving Construction Management Contract for FY20/21 capital projects

- Resolution Approving Contract Extension for Legislative Advocacy services
- Resolution Approving Contract for MRF Wall Repairs

June 25, 2020

- Resolution Approving FY2020 SBWMA Operating Budget
(New proposed 6-month budget period: July 1, 2020 – December 31, 2020)
- Resolution Adopting the Annual Operations and Systems Audit Findings for 2019
- Review of MRF Phase I Project—to date
- Update on Alternative Fuel Discussions with Recology San Mateo County

July 23, 2020

TBD

August 2020 – No Meeting

September 24, 2020

- Closed Session Executive Director Performance Evaluation
- Resolution Approving Recology San Mateo County 2021 Compensation Application
- Resolution Approving South Bay Recycling 2021 Compensation Application
- Resolution Approving 2021-2023 Public Education Plan
- Resolution Approving Contract Extension for Legislative Advocacy services
- Presentation of Draft Calendar Year 2021 SBWMA Operating Budget
- 2019 Rate Survey
- Approval of MRF Phase II Equipment Purchase
- Shoreway Environmental Center Project Update
 - MRF Phase I Equipment Upgrades Update
 - Organics-to-Energy Source Separated Organics Results
 - Stormwater Repairs
 - Tip Floor Repairs
 - Tunnel Pump Repairs

October 22, 2020

- Board/TAC/Finance Committee Study Session:
(New Proposed Calendar Year DRAFT Budget period: January 1, 2021 – December 31, 2021)

November 19, 2020

- Board and TAC Annual Holiday Lunch before the Board Meeting
- Closed Session: Labor Negotiations Unrepresented Employees 2020 Merit Pool
- Resolution Approving Calendar Year Budget (January 1, 2021 – December 31, 2021)
- Resolution Approving Calendar Year and Fiscal Year 2021 SBWMA Operating Budget
- Resolution Approving Organics-to-Energy Pilot Phase II (full Scale Up) Equipment

- Staff Update on SB1383 Regulations

December 2020 – No Meeting

January 28, 2021*

- Election of 2021 Board Chair and Vice Chair

- Resolution Approving MRF Phase II-Equipment Upgrades

The 2021 Board of Director's Calendar will be approved at the November 19, 2020 Board Meeting