



A Public Agency

INFORMATIONAL ITEMS

STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Senior Facilities and Contracts Manger
Date: June 27, 2019 Board of Directors Meeting
Subject: Update on the Bay Area Air Quality Management District's Proposed Regulation 13-2

Recommendation

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

Analysis

The Bay Area Air Quality Management District's (BAAQMD) is drafting new regulations to cover solid waste management facilities (13-2 regulations cover transfer stations and recycling facilities, a second phase of regulations 13-3 will regulate composting and other organic materials handling facilities). Staff has been tracking the drafting of the regulation, has attended input sessions at the BAAQMD offices in San Francisco and has submitted comments. The current comment period is expected to be the last opportunity to impact the draft regulations.

The regulations are expected to be adopted in 2020 and would require either substantial changes to the way the SBWMA-owned Shoreway facility is operated, which are not currently feasible, or significant capital investments prior to 2023 to maintain compliance with these new requirements. The major impact comes from the requirement to treat all air within the transfer station and MRF buildings through a filtration system - the typical treatment technology is to install and operate a Bio-Filter unit where indoor air is exhausted through a large bed of compost and woodchips. Given the large size of the transfer station and MRF, a very large biofilter will be required. The footprint of a Bio-Filter unit will add additional space constraints to our facility that is already squeezed for space. Staff has hired SCS Engineers to analyze the treatment system need for the Shoreway facilities and provide cost estimate for budgeting purposes. Current rough cost estimates are \$5 million in capex and with an annual operating expense of \$200K.

At the last industry stakeholders meeting held at the BAAQMD offices, Air Board staff was asked to provide data that: 1) demonstrates that VOCs and methane are a problem at transfer stations, 2) that the regulatory requirements proposed by 13-2 will improve the air quality, and 3) that the cost of installing these systems at transfer stations provides a good value for the rate payer. BAAQMD staff has not provided documentation to answer the above questions posed by industry representatives. The BAAQMD Board is comprised of 24 elected officials who represent nine (9) bay area counties. San Mateo County is represented by two SBWMA Board Members, Supervisor Groom and Council Member Hurt, as well as Supervisor Canapa.

Background

For the past year BAAQMD has been in a rule making process to regulate odors and emissions from waste handling facilities. The process was largely borne out of frustration and complaints of cities and residents that are near problematic solid waste facilities. There have been three draft regulatory packages and the BAAQMD has held stakeholder input sessions at their San Francisco offices. The current Draft regulation package that is being

circulated for public comment (comments due 2/28) are expected to be *near-final*. The SBWMA staff has participated in the comment process and while this current draft is an improvement over prior, it still lacks scientific and economic data to justify the expense to the solid waste industry.

Below are excerpts of the draft 13-2 regulations in **bold** text that will have a significant impact to the Shoreway Facility

“Putrescible material stored at the facility overnight, at the end of the last shift of each operating day, shall be stored in accordance with one of the following:

2.1 Stored within an enclosure that meets all the requirements of Section 13-2-301.2,

2.2 Stored in a truck or container covered with a solid material, or 18-oz vinyl tarp, or equivalent,

2.3 Covered with a bulking agent, finished compost, or overs to a thickness of no less than six (6) inches and misted with water or odor neutralizer,

2.4 Covered with a solid material, 18-oz vinyl tarp, or equivalent securely anchored to ensure that no putrescible material is visible, or

2.5 Blended with other materials to begin active phase composting.

None of the above prescribed “Storage methods” that are required by the regulations are operationally feasible in a high-volume transfer station like Shoreway. Moreover, we cannot haul overnight to composting facilities and landfills such that we avoid overnight storage. As a result, the regulations will require that the transfer station “meet all requirements of Section 13-2-301.2 New or Modified Transfer Station or MRF”. As such, the Shoreway Facility must install an engineered biofilter system that treats 80% of VOC’s and methane. The size and cost of a biofilter to process the internal air from the 70,000 sqft Shoreway transfer station is estimated to be \$5M in capital and will require 200hp blowers running 24/7 that would cost ~\$200,000 per year. (these costs would double if the MRF also requires a biofilter). Additionally, the biofilter would likely consume one-acre of land, which will impact shoreway operations on the already space-constrained site.

“13-2-103 Exemption, Recycling Facilities: This rule shall not apply to facilities that solely accept material that contains less than 1 percent by weight putrescible material and does not create more than 10 percent by weight residual of solid waste”.

While this section is intended to exempt MRFs from the need treat internal air through a biofilter. As written however, the Shoreway MRF (and nearly all MRFs in the State) would not be exempted by this language because they generate more than 10% by weight of residual solid waste.

Fiscal Impacts

Current rough capital cost is estimated in \$5M range for a biofilter system to be installed for the SBWMA’s transfer station operations, with an additional annual operating expense of \$200K. Based on the final BAAQMD regulations, there is a strong possibility that a second biofilter unit may be required to service our MRF operations which would result in an estimated total capital cost of \$10M, and a total annual operating expense of \$400k for the site. Another significant biofilter system implementation factor is the large size of this equipment’s footprint on our site. Loss of land to the biofilter will potentially also require that the SBWMA to purchase/rent land for employee parking. The Regulations require compliance within 3-years of the regulation adoption by BAAQMD. Staff will address these anticipated costs during the SBWMA Operating Budget review and approval process during the next few fiscal years.

STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Senior Facilities and Contracts Manger
Date: February 27, 2019 Board of Directors Meeting
Subject: Update on the Transfer Processing Report (TPR)Renewal Status

Recommendation

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

Analysis

Cal Recycle regulates all solid waste facilities in the State. Each facility has a permit that stipulates the types and volumes of materials that are permitted to be processed by a solid waste facility and how the materials are processed and transported off site. The solid waste facility permit is required to be updated anytime there is a significant change to the elements covered by the permit and/or every five-years. The SBWMA last update to the Permit or Transfer Processing Report (TPR) in 2015. As such, staff is currently in the process of updating the TPR for the 5-year anniversary (September 30th) and has hired SCS Engineering (the same company that complete the 2015 TPR update) to assist with this process.

In the five-year permit update, Staff will include the changes to the facility that are envisioned in the agencies Long Range Plan. Specifically, these include:

- **The O2E Pilot project** – Staff has already amended the TPR permit to include the O2E pilot and this amendment was approved by CalRecycle. This facility amendment will be included in the body of the TPR Update.
- **The Full-O2E project** – Staff has already amended the TPR permit to include the O2E pilot and this amendment was approved by CalRecycle. This facility amendment will be included in the body of the TPR Update. As the concept and design change, additional detail and changes to the operations that were not included in the Amendment will be included in the 5-Year TPR Revision.
- **The MRF Upgrades** – both phase I and II of the MRF equipment upgrades will be included in the TPR description of the MRF operations.
- **Increase in Operating hours** – a change in operating hours where the facility will be permitted to operate 24/7 will be requested. While the agency does not see an immediate need for changing the current operations, it is important that we have the flexibility to run more hours if need be in the future.
- **BAAQMD 13-2 requirements** – while the BAAQMD proposed 13.2 regulation are not final, the potential installation of a biofilter will be included in the TPR revision.
- **The Buy Back Center Closure**- will be included in the revision to the TPR.

Fiscal Impact

The consulting cost of the TPR revision is expected to be under \$50,000.

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Julia Au, Outreach and Communications Manager
Date: February 27, 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 January 18 through February 14 are listed in Attachment A for review. The last day to introduce new bills is February 21 and a full list of bills the Agency is tracking and positions will be presented at the next Board meeting.

SBWMA continues to co-sponsor AB 1509 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 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 including industry opposition on creating the most strategic and impactful language to get the bill to pass.

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 bi-annual Legislative Platform.

Attachments:

Attachment A – January-February 2020 Legislative Update



RethinkWaste January 2020 Legislative Report

I. Key Dates & Updates

- Asm. Mullin's staff, RethinkWaste, and the other AB 1509 cosponsors are planning an industry opposition meeting for the end of February.
- CalRecycle's Monthly Meeting is on March 18
- February 21 is the last day for new bills to be introduced.

II. Legislative Updates

- [SB 372](#) (Wieckowski): Creates an EPR program for beverage container recycling.
 - i. Failed to pass off the Senate Floor.

III. January Activities

- We coordinated meetings with 8 industry groups in opposition of AB 1509 to begin tracking their concerns with the bill.
- We shared AB 1509 draft language with CalRecycle and the Senate Environmental Quality Committee.
- We attended a Solid Waste Industry Group meeting to trade insights on introduced legislation, 1383 regulations, and other relevant topics.
- We are working with Senator Hueso's office to plan a briefing on waste infrastructure related to SB 1383, SB 54/AB 1080, bottle bill, and China National Sword.

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Date: February 27, 2020 Board of Directors Meeting
Subject: Update on Recology's Proposed Plastics Reduction Ballot Initiative

Recommendation

This item is for informational purposes only.

Summary

This Staff Report is being written in response to a question asked at the January 30, 2020 Board Meeting.

During the January Board meeting, Staff gave an update on The California Recycling and Plastic Pollution Reduction Act of 2020. The proposed statewide ballot initiative led by Recology is aimed at reducing plastic pollution and packaging waste. The Agency is a strong supporter of this initiative. Board Member Brownrigg asked if the Agency could offer financial assistance in support of this initiative as Recology works on its signature gathering campaign to qualify the initiative for the November 2020 ballot.

After discussion with Agency legal counsel, legislative staff experts at the San Mateo County, and StopWaste, a solid waste JPA in Alameda County, Staff has determined that the Agency is not authorized to provide financial assistance in support of this initiative. There is no problem with individual Board members or Staff assisting with signature gathering on their own time and/or offering financial support for this initiative.

Background

The California Recycling and Plastic Pollution Reduction Act of 2020 will give CalRecycle the authority to enact regulations to reduce plastic pollution and packaging waste. Some items include requiring producers of single-use plastic packaging and foodware to transition to reusable, recyclable, or compostable packaging and foodware by 2030 and setting a statewide baseline and reduce the amount of single-use packaging and foodware by no less than 25% by 2030, amongst other items.

The campaign provided an update to interested parties on February 18, stating that "Signature gathering for the Recycling and Plastic Pollution Reduction Act is going extremely well, ahead of schedule and under budget. This week the campaign is submitting the required letter verifying that it has rapidly surpassed 25% of the signatures necessary to qualify for the November ballot. The success of the signature drive is due to the initiative's popularity – it's quickly moving to the ballot despite paying the lowest per-signature rate of the nine initiatives currently "on the street."

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: February 27, 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.

IMPORTANT NOTE FOR SBWMA 2020 Operating Budget--Transition from FY to CY format:

With significant previous discussion that has resulted in strong Board and Finance Committee support, this calendar includes milestone dates that pertain to transitioning the SBWMA's complete financial, accounting reporting architecture from the current fiscal year format (7/1/xx to 6/30/xx) to a calendar year format (1/1/xx to 12/31/xx) to properly synch up with the member agency rate years. This change anticipates significant benefits from simplification for SBWMA board members, technical advisory committee members and staff. These milestones are identified below beginning in April 2020 and are boldfaced for the reader's convenience.

Schedule of Finance, Contractor Compensation and Rate Adjustment Activities in 2020:

January 2020

- Approved FY18/19 audited Financial Statement(completed).
- Approved Mid-Year FY19/20 Operating Budget (completed).

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 the SBWMA's entire financial, accounting and reporting infrastructure from a Fiscal Year-based period (7/1/xx-6/30xx) to a Calendar Year-based Accounting Period (1/1/xx-12/31/xx) beginning January 21, 2021**

May 2020

- Review Preliminary (Draft) Transition FY20SBWMA Operating Budget at May 28, 2020 Board meeting
(This proposed budget will be for SBWMA transition budget period of 7/1/20-12/31/20)

June 2020

- **Approval of the Final Transition FY20 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 2*).
- 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 24 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)

September – December 2020

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

November 2020

- Approval of the Final 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).

South Bayside Waste Management Authority

CHECK DETAIL

January 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
01/07/2020	1452	E-RECYCLING OF CALIFORNIA	Inv. #88042	100010 Wells Fargo Bank	Check	-2,042.75
			e-recycling; load date 12/16/19	400400 E-Recycling Revenue		-2,042.75
01/07/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-55,919.78
			PPE 1/4/20	500000 Salaries - Admin		21,908.90
			PPE 1/4/20	500100 Salaries - Recycling		30,650.01
			PPE 1/4/20	501000 Benefits - Payroll Taxes		3,381.85
			PPE 1/4/20	501005 Benefits - Workers Comp Ins		453.97
			PPE 1/4/20	501010 Benefits - Retirement		-5,499.91
			PPE 1/4/20	501030 Benefits - CPE Fee		775.35
			PPE 1/4/20	500150 Salaries - Car Allowance		2,650.00
			PPE 1/4/20	500200 Salaries - Opt Out Medical		1,599.61
01/08/2020	1453	STEVEN SHERMAN CONSULTING	Inv# 2019-11-SBWMA-PSA17-01	100010 Wells Fargo Bank	Check	-4,856.25
			Managerial support	5060051 Diversion; Zero Waste Programs		4,856.25
01/08/2020	1454	COMCAST BUSINESS	Inv. #93073753	100010 Wells Fargo Bank	Check	-341.05
			Phone; 12/14/19	503020 Utilities & Phone		341.05
01/08/2020	1455	HF&H CONSULTANTS LLC	Inv. #9716878	100010 Wells Fargo Bank	Check	-530.00
			Project S4086 Financial assistance; professional services from 11/1/19-11/30/19	5050105 Finance Analysis Report		530.00
01/08/2020	1456	HF&H CONSULTANTS LLC	Inv. #9716855	100010 Wells Fargo Bank	Check	-3,382.50
			2019 SB 1383 Compliance; technical assistance; professional services from 11/1/19-11/30/19	505015 Recycling Technical Assistance		3,382.50
01/08/2020	1457	SHIRLEY NG	Inv# 11252019	100010 Wells Fargo Bank	Check	-21.23
			Mileage reimbursement- November 2019	503050 Mileage reimbursements		21.23
01/08/2020	1458	ADELE HALILI	12122019	100010 Wells Fargo Bank	Check	-23.43

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Reimbursement; plant pots at Goodwill	503050 Mileage reimbursements		23.43
01/08/2020	1459	AARONSON DICKERSON COHN & LANZONE	Inv# 1219049-SB.R	100010 Wells Fargo Bank	Check	-3,752.00
			Board Counsel - November - December 2019	502005 Board Counsel		3,752.00
01/08/2020	1460	Shred-It USA	INV. #8128799279	100010 Wells Fargo Bank	Check	-130.49
			Office Supplies	503030 Office Supplies		130.49
01/08/2020	1461	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1048283	100010 Wells Fargo Bank	Check	-167.59
			Office Equipment	503035 Office Equipment Costs		167.59
01/08/2020	1462	KBA DOCUMENT SOLUTIONS LLC	Inv. #6814096	100010 Wells Fargo Bank	Check	-548.70
			Office Equipment	503035 Office Equipment Costs		548.70
01/08/2020	1463	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-757.95
			Shoreway Maintenance; monthly service Dec 13 thru Jan12	507015 Shoreway Facility Cost		757.95
01/08/2020	1464	COSCO FIRE PROTECTION INC	Inv# 1000460648	100010 Wells Fargo Bank	Check	-500.00
			Shoreway Facility Cost; December 2019	507015 Shoreway Facility Cost		500.00
01/08/2020	1465	LANALERT, INC.	Inv# 1157	100010 Wells Fargo Bank	Check	-642.00
			Computer purchase; sonicwall warranty extension	504005 Computer Purchase for Office		642.00
01/08/2020	1466	LANALERT, INC.	Inv# 1108	100010 Wells Fargo Bank	Check	-187.19
			Computer purchase; microsoft professional, TP link, microsoft wireless display adapter	504005 Computer Purchase for Office		187.19
01/08/2020	1467	SPECIALTY'S CAFE & BAKERY	INV. #T2423-22977581	100010 Wells Fargo Bank	Check	-300.12
			Conferences & meetings 12/20/2019	503060 Conferences & Meetings		300.12
01/08/2020	1468	THE CLIMATE REGISTRY	Inv# 1066	100010 Wells Fargo Bank	Check	-1,200.00
			Professional dues & memberships	503045 Professional dues & Memberships		1,200.00
01/08/2020	1469	Environmental and Energy Consulting	Inv# 1633	100010 Wells Fargo Bank	Check	-3,333.33
			LEGISLATIVE ADVOCACY: Consulting: December 2019 - PO#1246 - Lobbying October 2019 - PO #1246	504000 Legislative & Reg Advocacy		3,333.33
01/08/2020	1470	INTERNATIONAL	INV. # I-04253	100010 Wells Fargo	Check	-423.00

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		CONTACT, INC.		Bank		
			Outreach; translation	5060205 Residential Outreach Programs		423.00
01/08/2020	1471	RAVENSWOOD CITY SCHOOL DISTRICT	Inv# 8801	100010 Wells Fargo Bank	Check	-371.00
			ed center; bus service 12/17/19	507035 Education Center Operations		371.00
01/08/2020	1472	RAVENSWOOD CITY SCHOOL DISTRICT	Inv# 8807	100010 Wells Fargo Bank	Check	-371.00
			ed center; bus service 11/22/19	507035 Education Center Operations		371.00
01/08/2020	1473	PREMIER ACCESS INSURANCE COMPANY	Acct# 001724200000001 9 January 2020	100010 Wells Fargo Bank	Check	-1,709.28
			Benefits; Billing period January 2020	501035 Benefits - Guardian Life		1,709.28
01/08/2020	1474	ARACELI HURTADO	Inv# 1296	100010 Wells Fargo Bank	Check	-1,125.00
			Office Improvements; services performed 11/25/19	503025 Tenant Improvements		1,125.00
01/13/2020		WELLS FARGO		100010 Wells Fargo Bank	Expense	-340.47
			December 2019 Client Analysis Service Charge	503005 Bank Fees & Services		340.47
01/14/2020	1475	WELLS FARGO	Acct# 4856 2003 7906 1909	100010 Wells Fargo Bank	Check	-2,750.55
			office supplies	503030 Office Supplies		27.29
			Merry Maids Nov. 2019	503020 Utilities & Phone		280.00
			Public Ed Outreach	5060205 Residential Outreach Programs		32.86
			FCT Lunch	503060 Conferences & Meetings		157.33
			Office Ergonomics furnishings	503025 Tenant Improvements		351.08
			Group lunch	503060 Conferences & Meetings		637.79
			Schools program	5060208 In-School Environmental Education		27.33
			Sympathy gift for co-worker	503030 Office Supplies		95.40
			Schools program	5060208 In-School Environmental Education		123.38
			Staff retreat lunch	503060 Conferences & Meetings		367.06
			Staff retreat additional payment	503030 Office Supplies		42.97
			Staff retreat lunch via door dash	503060 Conferences & Meetings		129.02
			staff retreat lunch via door dash	503060 Conferences & Meetings		-129.02

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Staff retreat lunch via door dash	503060 Conferences & Meetings		135.88
			Staff retreat lunch via door dash	503060 Conferences & Meetings		-135.88
			Staff retreat lunch via door dash	503060 Conferences & Meetings		131.06
			Staff retreat lunch via door dash	503060 Conferences & Meetings		-131.06
			Merry Maids December 2019	503020 Utilities & Phone		280.00
			Office supplies	503030 Office Supplies		8.18
			Chair for new hire	503030 Office Supplies		191.63
			Strengths Test for new hire	503065 Training		19.99
			Schools program	5060208 In-School Environmental Education		4.13
			Office improvements	503025 Tenant Improvements		57.45
			Staff retreat refreshments	503060 Conferences & Meetings		46.68
01/14/2020	1476	SOUTH BAY RECYCLING LLC	INV# 2019-11	100010 Wells Fargo Bank	Check	-
			Disposal Expense Pass through	5070105 Disposal & Processing - OTHER		1,602,731.23
			Disposal Expense MRF Residue	5070105 Disposal & Processing - OTHER		36,712.97
			Temp Staffing Operations	507005 Operator Compensation SBR		-42,868.02
			Misc. Revenue	400350 Miscellaneous Revenue		44,183.21
			VRS Correct Duplicate Profit	507005 Operator Compensation SBR		1,476.58
			Equipment charges	507030 Shoreway Charges		-79,401.91
			Credit card charges	507025 Credit Card Charges		2,224.17
				507005 Operator Compensation SBR		6,897.59
						1,636,459.80
01/14/2020	1477	STEVEN SHERMAN CONSULTING	Inv# 2019-10-SBWMA-PSA17-01	100010 Wells Fargo Bank	Check	-5,304.09
			Managerial support; 11/30/19	5060051 Diversion; Zero Waste Programs		5,304.09
01/14/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-13,753.97
			PPE 1/13/20	500000 Salaries - Admin		15,027.05
			PPE 1/13/20	501000 Benefits - Payroll Taxes		250.16
			PPE 1/13/20	501005 Benefits - Workers Comp Ins		120.09
			PPE 1/13/20	501010 Benefits - Retirement Employee		-1,718.33

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			PPE 1/13/20	501030 Benefits - CPE Fee		75.00
01/17/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-1,797.35
			2nd quarter fee	501015 Benefits - Retirement Employer		958.23
			2nd quarter fee	501015 Benefits - Retirement Employer		839.12
01/17/2020	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-6,900.00
			January 2020 - Sterling HSA	501025 Benefits - Sterling HSA		6,900.00
01/17/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-22,888.28
			Benefits ER PPE 12/12	501015 Benefits - Retirement Employer		6,171.08
			Benefits EE PPE 12/12	501015 Benefits - Retirement Employer		4,990.23
			Benefits EE PPE 12/26	501015 Benefits - Retirement Employer		5,134.72
			Benefits ER PPE 12/26	501015 Benefits - Retirement Employer		6,592.25
01/21/2020	Wire	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-52,079.45
			PPE 1/18/20	500000 Salaries - Admin		21,908.92
			PPE 1/18/20	500100 Salaries - Recycling		32,515.05
			PPE 1/18/20	501005 Benefits - Workers Comp Ins		434.92
			PPE 1/18/20	501010 Benefits - Retirement Employee		-5,631.44
			PPE 1/18/20	501030 Benefits - CPE Fee		775.35
			PPE 1/18/20	501000 Benefits - Payroll Taxes		2,076.65
01/22/2020	1478	SAN MATEO DAILY JOURNAL	Cust# 01118715-000	100010 Wells Fargo Bank	Check	-5,753.08
			Residential & batter outreach 10/30/19-1/16/20	5060205 Residential Outreach Programs		5,753.08
01/22/2020	1479	SAN MATEO COUNTY TAX COLLECTOR	Parcel# 046-081-820	100010 Wells Fargo Bank	Check	-45,213.05
			Taxes; Parcel # 046-081-820 - Bill # 2019-310036	507050 Sewer Fees (property tax)		45,213.05
01/22/2020	1480	DELIA AND ASSOCIATES	Inv# SBWMA10520	100010 Wells Fargo Bank	Check	-2,875.00
			Training; 12/15/19-12/31/19	503065 Training		2,875.00
01/22/2020	1481	NORTHERN CALIFORNIA RECYCLING ASSOC	Inv date: January 15, 2020	100010 Wells Fargo Bank	Check	-2,835.00
			Sponsorships	503070 Sponsorship		1,500.00

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				& Donations		
			Conferences & mtgs	503060 Conferences & Meetings		915.00
			Professional dues & memberships	503045 Professional dues & Memberships		420.00
01/22/2020	1482	BETTER SOURCE LIQUIDATORS	Inv# 66469	100010 Wells Fargo Bank	Check	-544.15
			Office Improvements	503025 Tenant Improvements		544.15
01/22/2020	1483	SHIRLEY NG	Inv# 12172019	100010 Wells Fargo Bank	Check	-38.51
			Mileage reimbursement-December 2019	503050 Mileage reimbursements		38.51
01/22/2020	1484	JANELLE OSTEEN		100010 Wells Fargo Bank	Check	-74.24
			Vehicle mileage 11/26/19-1/8/20	503050 Mileage reimbursements		74.24
01/22/2020	1485	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-265.86
			Utilities; services from Dec 29, 2019 to Jan 28, 2020	503020 Utilities & Phone		265.86
01/22/2020	1486	THE OFFICE CITY	Inv# IN-1619308	100010 Wells Fargo Bank	Check	-244.06
			OFFICE SUPPLIES	503030 Office Supplies		244.06
01/22/2020	1487	COMMON GOAL CONSULTING GROUP, INC	Inv# 003	100010 Wells Fargo Bank	Check	-1,171.75
			Airport Feasibility Study	5060051 Diversion; Zero Waste Programs		1,171.75
01/22/2020	1488	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #191231	100010 Wells Fargo Bank	Check	-274,987.98
			DISPOSAL-BVO - December 2019	5070103 Disposal & Processing - BVON		274,987.98
01/22/2020	1489	ZANKER RECYCLING	Inv. #201912352	100010 Wells Fargo Bank	Check	-224,319.61
			DISPOSAL ZANKER - December 2019	5070104 Disposal & Processing - ZANKER		224,319.61
01/22/2020	1490	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000055802	100010 Wells Fargo Bank	Check	-896,762.42
			DISPOSAL OX MTN. - DECEMBER 2019	5070101 Disposal & Processing - OX		896,762.42
01/22/2020	1491	NEWBY ISLAND COMPOST - 4278A	INV. #4278-100005997	100010 Wells Fargo Bank	Check	-289,094.04
			DISPOSAL NEWBY December 2019	5070102 Disposal & Processing - NEWBY		289,094.04

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
01/22/2020	1492	EMI HASHIZUME		100010 Wells Fargo Bank	Check	-63.00
			Conferences & mtgs refreshments 1/9/20	503060 Conferences & Meetings		63.00
01/22/2020	1493	ADELE HALILI		100010 Wells Fargo Bank	Check	-67.21
			Reimbursement; colanders/buckets; 1/3/20	5060208 In-School Environmental Education		67.21
01/22/2020	1494	STEVEN SHERMAN CONSULTING	Inv# 2019-12-SBWMA-PSA17-01	100010 Wells Fargo Bank	Check	-3,981.25
			Professional services, Dec 5 - Dec 31, 2019; recycling, tech assistance, public outreach, organics & regulations assistance	5060051 Diversion; Zero Waste Programs		3,981.25
01/22/2020	1495	CITY OF SAN CARLOS	Inv# 15554	100010 Wells Fargo Bank	Check	-244.00
			Dec 2019 Library rent - 4th Q	503010 Rent		244.00
01/22/2020	1496	Environmental and Energy Consulting	Inv# 1661	100010 Wells Fargo Bank	Check	-3,333.33
			Legislative Advocacy; January 2020 Consulting & Lobbying	504000 Legislative & Reg Advocacy		3,333.33
01/22/2020	1497	SCAPES INC	Inv# 19413	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - December 2019 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
01/22/2020	1498	SAN MATEO DAILY JOURNAL	Ad# 02742467	100010 Wells Fargo Bank	Check	-420.00
			Ed Center; 1/6/20	507035 Education Center Operations		420.00
01/22/2020	1499	DAILY POST	Inv# 70229	100010 Wells Fargo Bank	Check	-2,500.00
			Battery Outreach; 12/1/19-1/2/20	506025 Curbside Battery Outreach		2,500.00
01/22/2020	1500	CITY OF SAN CARLOS	Inv# 15458	100010 Wells Fargo Bank	Check	-4,896.10
			Rent January 2020	503010 Rent		4,896.10
01/22/2020	1501	NATURAL SETTINGS CORPORATION	Inv# 105384	100010 Wells Fargo Bank	Check	-555.00
			Office Supplies	503030 Office Supplies		555.00
01/22/2020	1502	E-RECYCLING OF CALIFORNIA	Inv. #88065	100010 Wells Fargo Bank	Check	-1,806.30
			e-recycling; load date 12/23/19	400400 E-Recycling Revenue		-1,806.30
01/22/2020	1503	COMMON GOAL CONSULTING GROUP, INC	Inv# 006	100010 Wells Fargo Bank	Check	-937.50
			Professional services 12/1/19-12/31/19	505005 Facility		937.50

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Improvement Oversight		
01/22/2020	1504	LANALERT, INC.	Inv# 1167	100010 Wells Fargo Bank	Check	-7,586.26
			IT Services; Jan-Mar 2020	502020 IT Support		7,586.26
01/22/2020	10025	SAN CARLOS CHAMBER OF COMMERCE	INV. #104304	100010 Wells Fargo Bank	Check	-600.00
			SPONSORSHIPS; Farmers Market Jan 2020	503070 Sponsorship & Donations		600.00
01/22/2020	10026	SOLID WASTE ASSOC OF NORTH AMERICA	Inv# 2021-807184	100010 Wells Fargo Bank	Check	-253.00
			Professional dues & memberships; acct# 807184	503045 Professional dues & Memberships		253.00
01/22/2020	10027	E-RECYCLING OF CALIFORNIA	Inv. #88093	100010 Wells Fargo Bank	Check	-1,642.37
			e-recycling; load date 12/31/19	400400 E-Recycling Revenue		-1,642.37
01/22/2020	10028	SPECIALTY'S CAFE & BAKERY	INV. #T2423-23072809	100010 Wells Fargo Bank	Check	-189.39
			Conferences & meetings 1/14/20	503060 Conferences & Meetings		189.39
01/22/2020	10029	R3 CONSULTING GROUP INC	Inv# 9530	100010 Wells Fargo Bank	Check	-12,477.50
			Rate review; services rendered thru 12/31/19	505000 Rate Review		12,477.50
01/22/2020	10030	NORTHERN CALIFORNIA RECYCLING ASSOC	Inv# BayROC2020-02	100010 Wells Fargo Bank	Check	-7,500.00
			Residential & Multifamily outreach	5060203 Multi-Family Outreach		3,750.00
			Residential & Multifamily outreach	5060205 Residential Outreach Programs		3,750.00
01/22/2020	10031	STUDIO EM GRAPHIC DESIGN	INV. #17806	100010 Wells Fargo Bank	Check	-190.75
			Diversion Program Support	5050104 Diversion Program Support		190.75
01/27/2020	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,983.03
			February 2020 Medical Benefits	501020 Benefits - Medical		4,983.03
01/29/2020	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,010.12
			February Life & LTD Insurance	501035 Benefits - Guardian Life		1,010.12
					TOTAL	\$3,590,910.89

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: February 27, 2020 Board of Directors Meeting
Subject: Check Register Detail for January 2020

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 January 2020 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 January 2020 was \$3,590,910.89 as detailed in **Attachment A**.

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

Attachments:

Attachment A – January 2020 Check Register Detail Report

STAFF UPDATE

Potential Future Board Agenda Items (Meetings at San Carlos Library Conference Room)

March 26, 2020

- Resolution Approving 3 MOUs with Wastewater Treatment Plants in partnership with the Organics-to Energy-Pilot
-

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 for Preparation of Cal Recycle Electronic Annual Reports for 10 Member Agencies
- Approval of Calendar Year Financial Statements 2019
- Approval of revised investment policy
- 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

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