



**A Public Agency**

# INFORMATIONAL ITEMS



## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Joe La Mariana, Executive Director  
Julia Au, Outreach and Communications Manager  
**Date:** April 23, 2020 Board of Directors Meeting  
**Subject:** 2020 Legislative Session Update

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**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 March 14 – April 10 are listed in Attachment A for review.

Due to the on-going COVID-19 situation and its impacts on the state budget and legislative process, Asm. Mullin, Asm. Berman and Sen. Hill have decided to not move AB 1509 forward this year, which means the bill is officially dead for this legislative session. While we are disappointed at this news, it isn't unexpected as members of the Legislature were asked in the last few weeks to reduce their bill loads and the State has changed its focus to just COVID-19 response, housing, homelessness, and wildfire response. Asm. Mullin has committed to working on the issue next year as long as we continue to keep working the industry opposition and bring them along in the process. We appreciate all the hard work the EEC has done in the past 15 months to bring this issue to the limelight and getting industry involved. We expect this high-quality of work to continue into the next legislative session next year.

Due to the change in legislative process, the number of bills the SBWMA is tracking will change in the next month. In addition, we are in the early stage discussions with EEC to begin further reaching out and working with air quality, regional stormwater, hazardous materials and wastewater agencies on regulations that directly impact our facility and operations.

**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 – March-April 2020 Legislative Update



**EEC**  
Environmental &  
Energy Consulting

## **RethinkWaste April 2020 Legislative Report**

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### **I. Key Dates & Updates**

- As a result of COVID-19, the Legislature has been on recess since March 17. The recess is currently scheduled to end May 4, but the Legislature could choose to extend this timeline at any point.
- The Senate and Assembly scheduled Budget subcommittee hearings for late April focused on the state's response to the COVID-19 crisis.
- Given the impacts from COVID-19 on the legislative process and the budget this year, Asm. Mullin, Asm. Berman, and Senator Hill have decided not to move forward with AB 1509 – the lithium-ion battery collection bill – at this time. Mr. Mullin has committed to working on the bill next year as long as we continue to keep working the industry opposition and bring them along in the process.

### **II. Legislative Updates**

- The Senate pro Tem and various Assembly Committee Chairs have requested Members begin to cut their bill loads substantially.
- We will continue to update RethinkWaste as legislative portfolios are finalized.

### **III. March & April Activities**

- We drafted 5 support letters for RethinkWaste covering waste, recycling, and sea-level rise legislation.
- We are working with Legislative Counsel to construct a new draft of AB 1509 language.
- We are holding discussions with various waste stakeholders regarding economic stimulus projects and funding opportunities to support the waste industry. We plan to reach out to other Bay Area Solid Waste Public Agency leaders to develop a strategy moving forward.
- At the request of RethinkWaste, we are creating a proposal to explore expanding our scope of engagement to agency work on air quality and wastewater regulations.

## STAFF REPORT

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**To: SBWMA Board Members**  
**From: John Mangini, Senior Finance Manager**  
**Date: April 23, 2020 Board of Directors**  
**Subject: 2020 Finance and Rate Setting Calendar**

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### Recommendation

This is an informational report and no action is necessary.

### Summary

The purpose of this staff report is to keep the Board and Member Agency staff informed on the schedule of important financial and rate setting events in 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**

- Approved FY18/19 audited Financial Statement
- Approved Mid-Year FY19/20 Operating Budget

#### **March 2020**

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

#### **May 2020**

- Review Preliminary (Draft) FY20/21 SBWMA Budget at May 28, 2020 Board meeting
- Approval of unaudited 2019 calendar year financial statement for bond reporting requirement.
- Approval of Work Plan to align the Fiscal Year to a Calendar Year Accounting Period beginning January 1, 2021

#### **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**

- Finance Committee Meeting to review FY2021 Budget (*October 13*)
- Joint TC/Board Study Session: Review Preliminary (Draft) 2021 Calendar and Fiscal Year Budget ) (*October 22*)

#### **September – December 2020**

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

#### **November 2020**

- Approval of the Final Calendar/Fiscal Year Budget at November 19<sup>th</sup> 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

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**To:** SBWMA Board Members  
**From:** John Mangini, Senior Finance Manager  
**Date:** April 23, 2020 Board of Directors Meeting  
**Subject:** Check Register Detail for March 2020

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### Recommendation

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

### Summary

The purpose of this report is to provide transparency to the Board and the public on the actual spending by the SBWMA. All payments issued in March 2020 are listed on the attached (Attachment A) report for review.

### Analysis

As of July 1, 2019, the SBWMA entered into a 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 March 2020 was \$4,303,353.30 as detailed in **Attachment A**.

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

### Attachments:

Attachment A – March 2020 Check Register Detail Report

# South Bayside Waste Management Authority

## CHECK DETAIL

March 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
03/02/2020	10075	Shred-It USA	INV. #8129225508	100010 Wells Fargo Bank	Check	-130.49
			Office Supplies; cust# 11574392	503030 Office Supplies		130.49
03/02/2020	10076	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1069639	100010 Wells Fargo Bank	Check	-203.28
			Office Equipment cost; Contract# C16276-01	503035 Office Equipment Costs		203.28
03/02/2020	10077	HF&H CONSULTANTS LLC	Inv. #9717031	100010 Wells Fargo Bank	Check	-265.00
			Financial support for the future capital needs; professional services 1/1/20-1/31/20	5050105 Finance Analysis Report		265.00
03/02/2020	10078	SPECIALTY'S CAFE & BAKERY	INV. #T2423-23328573	100010 Wells Fargo Bank	Check	-124.66
			Board meetings; 2/27/20	502005 Board Counsel		124.66
03/02/2020	10079	SCAPES INC	Inv# 19453	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - January 2020 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
03/02/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-54,828.70
			PPE 2/29/20	500000 Salaries - Admin		21,908.94
			PPE 2/29/20	500100 Salaries - Recycling		32,195.99
			PPE 2/29/20	501005 Benefits - Workers Comp Ins		466.32
			PPE 2/29/20	501010 Benefits - Retirement Employee		-5,619.90
			PPE 2/29/20	501030 Benefits - CPE Fee		775.35
			PPE 2/29/20	501000 Benefits - Payroll Taxes		852.39
			PPE 2/29/20	500150 Salaries - Car Allowance		2,650.00
			PPE 2/29/20	500200 Salaries - Opt Out Medical		1,599.61
03/03/2020	10080	HF&H CONSULTANTS LLC	Inv. #9717020	100010 Wells Fargo Bank	Check	-5,192.05
			Recycling Technical Assistance - Professional services Jan 1, 2020 to Jan 31, 2020	505015 Recycling Technical Assistance		5,192.05
03/03/2020	10081	LANALERT, INC.	Inv# 1191	100010 Wells Fargo Bank	Check	-500.34
			Computer purchase - replacement doc stations - Dell Thunderbolt WD19TB	504005 Computer Purchase for Office		500.34

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DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
03/03/2020	10082	STUDIO EM GRAPHIC DESIGN	INV. #17819	100010 Wells Fargo Bank	Check	-2,779.50
			Long Range Plan; 2020-2025 Planning Brochure	5060051 Diversion; Zero Waste Programs		2,779.50
03/03/2020	10083	THE GRANT FARM	Voided - Inv# MV-1112	100010 Wells Fargo Bank	Check	0.00
			Long Range Plan; CAEATFA - January 2020	5060051 Diversion; Zero Waste Programs		0.00
03/03/2020	10084	Environmental and Energy Consulting	Inv# 1689	100010 Wells Fargo Bank	Check	-3,333.33
			Legislative Services; Consulting & Lobbying Feb 2020	504000 Legislative & Reg Advocacy		3,333.33
03/03/2020	10085	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-753.15
			Shoreway Maintenance; monthly service Feb 13 thru Mar 12, 2020	507015 Shoreway Facility Cost		753.15
03/03/2020	10086	COLORPRINT	Inv# 23988	100010 Wells Fargo Bank	Check	-1,199.03
			Public Spaces program; signage	5050104 Diversion Program Support		1,199.03
03/03/2020	10087	SAN MATEO DAILY JOURNAL	Ad# 02744334	100010 Wells Fargo Bank	Check	-420.00
			Public notices; 2/14/20 Cust# 02104979-000	503040 Publications & Public Notices		420.00
03/03/2020	10088	FIRST STUDENT INC	Inv# 125457	100010 Wells Fargo Bank	Check	-1,388.89
			Inv# 2601-C-013149			
			Inv#2601-C-013148			
			Inv# 2601-C-013147			
			Ed center; Bussing service trip# 250621	507035 Education Center Operations		375.00
			Ed center; Bussing service charter 013149	507035 Education Center Operations		337.37
			Ed Center; Bussing service charter 013148	507035 Education Center Operations		339.15
			Ed Center; Bussing service charter 013147	507035 Education Center Operations		337.37
03/03/2020	10089	AAA BUSINESS SUPPLIES & INTERIORS	Inv# 2127441-0	100010 Wells Fargo Bank	Check	-2,260.93
			In school program;	5060208 In-School Environmental Education		2,260.93
03/03/2020	10090	COMCAST BUSINESS	Inv. #96323108	100010 Wells Fargo Bank	Check	-13.07
			Acct# 962670890 - Bill date Feb 15, 2020	503020 Utilities & Phone		13.07
03/03/2020	10091	HILARY GANS	02072020	100010 Wells Fargo Bank	Check	-595.55

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Office supplies	503030 Office Supplies		523.64
			Cell phones	503055 Cell Phones		71.91
03/03/2020	10092	EMI HASHIZUME	02232020	100010 Wells Fargo Bank	Check	-64.58
			Office supply	503030 Office Supplies		64.58
03/03/2020	10093	THE OFFICE CITY	Inv# IN-1627926	100010 Wells Fargo Bank	Check	-164.57
			OFFICE SUPPLIES	503030 Office Supplies		164.57
03/03/2020	10094	ZANKER RECYCLING	Inv. #202001352	100010 Wells Fargo Bank	Check	-276,298.42
			DISPOSAL ZANKER - January 2020	5070104 Disposal & Processing - ZANKER		276,298.42
03/03/2020	10095	JULIA AU	2242020	100010 Wells Fargo Bank	Check	-62.30
			Cell phone reimbursement (calls and emails) 2/24/20	503055 Cell Phones		53.12
			Office supplies	503030 Office Supplies		9.18
03/03/2020	10096	AARONSON DICKERSON COHN & LANZONE	Inv# 220048-SB.R	100010 Wells Fargo Bank	Check	-17,867.56
			Legal Counsel; February 24,2020	502005 Board Counsel		17,867.56
03/04/2020	10097	S. Groner and Associates (SGA)	INV. #2290	100010 Wells Fargo Bank	Check	-5,445.75
			Battery Outreach Campaign; Billing period 1/1/20-1/31/20	506025 Curbside Battery Outreach		5,445.75
03/04/2020	10098	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100006055	100010 Wells Fargo Bank	Check	-302,632.91
			DISPOSAL-NEWBY - January 2020	5070102 Disposal & Processing - NEWBY		302,632.91
03/04/2020	10099	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200001	100010 Wells Fargo Bank	Check	-232,635.97
			DISPOSAL-BVO - January 2020	5070103 Disposal & Processing - BVON		232,635.97
03/04/2020	10100	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000056062	100010 Wells Fargo Bank	Check	-945,296.47
			DISPOSAL OX MTN. - January 2020	5070101 Disposal & Processing - OX		945,296.47
03/04/2020	10101	PURCHASE POWER	Statement 2/13/20	100010 Wells Fargo Bank	Check	-250.00
			office supply; acct# 8000-9000-0644-9759	503030 Office Supplies		250.00
03/04/2020	10102	PITNEY BOWES	Inv# 3103754990	100010 Wells Fargo Bank	Check	-128.59

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DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		GLOBAL FINANCIAL SERVICES LLC		Bank		
			Office Equipment Costs; acct# 0012232627	503035 Office Equipment Costs		128.59
03/04/2020	10103	E-RECYCLING OF CALIFORNIA		100010 Wells Fargo Bank	Check	-8,505.96
			e-recycling; Receive date 2/12/20 - Order# I2001027	400400 E-Recycling Revenue		-813.86
			e-recycling; Receive date 2/11/20 - Order# I2001026	400400 E-Recycling Revenue		-623.11
			e-recycling; Receive date 2/7/20 - Order# I2000642	400400 E-Recycling Revenue		-565.18
			e-recycling; Receive date 2/7/20 - Order# I2000989	400400 E-Recycling Revenue		-545.51
			e-recycling; Receive date 2/6/20 - Order# I2000641	400400 E-Recycling Revenue		-1,027.77
			e-recycling; Receive date 2/3/20 - Order# I2000637	400400 E-Recycling Revenue		-520.91
			e-recycling; Receive date 1/31/20 - Order# I2000591	400400 E-Recycling Revenue		-662.58
			e-recycling; Receive date 1/29/20 - Order# I2000406	400400 E-Recycling Revenue		-590.52
			e-recycling; Receive date 2/14/20 - Order# I2001029	400400 E-Recycling Revenue		-917.91
			e-recycling; Receive date 2/19/20 - Order# I2001030	400400 E-Recycling Revenue		-708.34
			e-recycling; Receive date 2/20/20 - Order# I2001031	400400 E-Recycling Revenue		-817.11
			e-recycling; Receive date 2/21/20 - Order# I2001032	400400 E-Recycling Revenue		-713.16
03/04/2020	10104	FIRST STUDENT INC	see remittances for invoice#'s	100010 Wells Fargo Bank	Check	-5,175.91
			Education Center Bus Trip	507035 Education Center Operations		5,175.91
03/11/2020	ACH	WELLS FARGO		100010 Wells Fargo Bank	Expense	-336.29
			February 2020 Client Analysis Service Charge	503005 Bank Fees & Services		336.29
03/12/2020	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-175,111.66
			February Franchise Fee	507055 Franchise Fee to the City of San Carlos		175,111.66
03/16/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-50,988.79
			PPE 3/14/20	500000 Salaries - Admin		21,908.92
			PPE 3/14/20	500100 Salaries - Recycling		32,711.37
			PPE 3/14/20	501005 Benefits - Workers Comp Ins		436.49
			PPE 3/14/20	501010 Benefits - Retirement Employee		-5,635.36
			PPE 3/14/20	501030 Benefits - CPE Fee		775.35

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			PPE 3/14/20	501000 Benefits - Payroll Taxes		792.02
03/18/2020	10105	SCAPES INC	Inv# 19507	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - February 2020 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
03/18/2020	10106	SOLID WASTE ASSOC OF NORTH AMERICA	Inv# 2021-89328	100010 Wells Fargo Bank	Check	-253.00
			Professional dues & memberships; member id: 89328	503045 Professional dues & Memberships		253.00
03/18/2020	10107	THE OFFICE CITY	Inv# IN-1630090, IN-1629895, IN-1631061	100010 Wells Fargo Bank	Check	-486.68
			OFFICE SUPPLIES	503030 Office Supplies		10.09
			OFFICE SUPPLIES; INV IN-1629895	503030 Office Supplies		431.05
			OFFICE SUPPLIES; INV IN-1631061	503030 Office Supplies		45.54
03/18/2020	10108	R3 CONSULTING GROUP INC	Inv# 9612	100010 Wells Fargo Bank	Check	-1,491.25
			Rate review; professional services rendered thru February 28, 2020	505000 Rate Review		1,491.25
03/18/2020	10109	SPECIALTY'S CAFE & BAKERY	INV. #T2423-23375471	100010 Wells Fargo Bank	Check	-76.98
			Conferences & meetings; 3/9/20	503060 Conferences & Meetings		76.98
03/18/2020	10110	JOE LA MARIANA	02222020	100010 Wells Fargo Bank	Check	-384.21
			cell phone expense	503055 Cell Phones		90.00
			office supplies	503030 Office Supplies		147.83
			Meetings	503060 Conferences & Meetings		99.38
			Vehicle tolls	503050 Mileage reimbursements		47.00
03/18/2020	10111	ABBE & ASSOCIATES	Inv# SP-04	100010 Wells Fargo Bank	Check	-750.00
			In Schools program; services performed thru January 2020	5060208 In-School Environmental Education		750.00
03/18/2020	10112	KBA DOCUMENT SOLUTIONS LLC	Inv. #6985349	100010 Wells Fargo Bank	Check	-504.49
			Office Equipment; Contract# 41250213	503035 Office Equipment Costs		504.49
03/18/2020	10113	CITY OF SAN CARLOS	Inv# 16693	100010 Wells Fargo Bank	Check	-4,896.10
			Rent - March 2020	503010 Rent		4,896.10
03/18/2020	10114	SAN CARLOS CHAMBER OF COMMERCE	Inv# 104379	100010 Wells Fargo Bank	Check	-600.00

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Sponsorships; farmers' market sponsorship	503070 Sponsorship & Donations		600.00
03/18/2020	10115	COMMON GOAL CONSULTING GROUP, INC	Inv# 008	100010 Wells Fargo Bank	Check	-1,687.50
			Facility Improvement oversight; professional services 2/1/20-2/29/20 - Task 1: Project Structure Development & Construction	505005 Facility Improvement Oversight		1,687.50
03/18/2020	10116	LAHLOUH	Inv# 242948	100010 Wells Fargo Bank	Check	-1,636.34
			Outreach programs; Special newsletters - Job# 123085	5060205 Residential Outreach Programs		1,636.34
03/18/2020	10117	SUSTAINABLE SAN MATEO COUNTY	April 2, 2020 Sponsorship awards dinner	100010 Wells Fargo Bank	Check	-1,500.00
			Sponsorships; April 2020	503070 Sponsorship & Donations		1,500.00
03/18/2020	10118	NADIA THOMPSON	02272020	100010 Wells Fargo Bank	Check	-66.29
			Mileage; 2/3/20-2/27/20	503050 Mileage reimbursements		66.29
03/18/2020	10119	BULK HANDLING SYSTEMS (BHS)	Inv# 1905411 second half payment from c# 10032 Glass load out - second half of payment	100010 Wells Fargo Bank 6001009 Facilities Improvements (SF072)	Check	-7,326.56 7,326.56
03/18/2020	10120	SOUTH BAY RECYCLING LLC	Inv# 2020-01	100010 Wells Fargo Bank	Check	-
			Disposal Expense Pass Through	5070105 Disposal & Processing - OTHER		1,821,274.91 37,644.00
			Disposal Expense MRF Residue	5070105 Disposal & Processing - OTHER		-60,395.57
			Temp Staffing Operations	507005 Operator Compensation SBR		34,878.89
			Misc	400350 Miscellaneous Revenue		1,158.18
			Shoreway Facility Cost	507015 Shoreway Facility Cost		9,481.42
			Equipment Charges	507030 Shoreway Charges		2,224.17
			Credit Card Charges	507025 Credit Card Charges		5,344.08
			Operations	507005 Operator Compensation SBR		1,793,256.10
03/18/2020	10121	TANNER PACIFIC INC	Inv# 220-048	100010 Wells Fargo Bank	Check	-12,457.98
			Facility Improvement oversight; Professional construction management services for Shoreway Facility fy19-20	505005 Facility Improvement Oversight		12,457.98
03/18/2020	10122	JANELLE OSTEEN	03062020	100010 Wells Fargo Bank	Check	-152.77
			Vehicle mileage 2/6/20-3/6/20	503050 Mileage		152.77

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				reimbursements		
03/18/2020	10123	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-265.88
			Utilities; services from Feb 29 to Mar 28, 2020	503020 Utilities & Phone		265.88
03/18/2020	10124	SHIRLEY NG	02262020	100010 Wells Fargo Bank	Check	-19.31
			Mileage reimbursement-February 2020	503050 Mileage reimbursements		19.31
03/18/2020	10125	WELLS FARGO	Acct# 4856 2003 7906 1909	100010 Wells Fargo Bank	Check	-1,749.17
			schools program	5060208 In-School Environmental Education		2.14
			Office improvements	503025 Tenant Improvements		280.00
			Conference Registration	503060 Conferences & Meetings		275.00
			Schools program	5060208 In-School Environmental Education		65.57
			Outreach programs	5060205 Residential Outreach Programs		103.48
			Batteries outreach	506025 Curbside Battery Outreach		8.34
			Schools program	5060208 In-School Environmental Education		11.41
			Schools program	5060208 In-School Environmental Education		6.57
			Ed Center	507035 Education Center Operations		33.17
			Battery campaign	506025 Curbside Battery Outreach		279.75
			Schools program	5060208 In-School Environmental Education		4.37
			Ed Center	507035 Education Center Operations		30.00
			Schools program	5060208 In-School Environmental Education		49.94
			Office improvements	503025 Tenant Improvements		182.00
			Outreach programs	5060205 Residential Outreach Programs		120.17
			Board meeting supplies	503030 Office Supplies		69.48
			Ed Center	507035 Education Center Operations		107.61
			Outreach programs	5060205 Residential Outreach Programs		120.17
03/18/2020	10126	ROYAL COACH TOURS	inv# see stub	100010 Wells Fargo Bank	Check	-3,360.00
			Bussing services; inv#18317	507035 Education		480.00

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DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Bussing services; inv# 18316	Center Operations 507035 Education Center Operations		480.00
			Bussing services; inv# 18315	507035 Education Center Operations		480.00
			Ed Center; bussing inv# 18306	5060208 In-School Environmental Education		480.00
			Ed Center; bussing inv# 18305	5060208 In-School Environmental Education		480.00
			Ed Center; bussing inv# 18310	5060208 In-School Environmental Education		480.00
			Ed Center; bussing inv# 18302	5060208 In-School Environmental Education		480.00
03/18/2020	10127	E-RECYCLING OF CALIFORNIA	Order# see stub	100010 Wells Fargo Bank	Check	-3,474.85
			e-recycling; Receive date 2/20/20 - Order# I2001394	400400 E-Recycling Revenue		-458.78
			e-recycling; Receive date 2/14/20 - Order# I200732	400400 E-Recycling Revenue		-444.63
			e-recycling; Receive date 3/2/20 - Order# I2001659	400400 E-Recycling Revenue		-444.31
			e-recycling; Receive date 2/29/20 - Order# I2001068	400400 E-Recycling Revenue		-835.43
			e-recycling; Receive date 2/26/20 - Order# I2001065	400400 E-Recycling Revenue		-587.40
			e-recycling; Receive date 2/25/20 - Order# I2001064	400400 E-Recycling Revenue		-704.30
03/18/2020	10128	FIRST STUDENT INC	see remittances for invoice#'s	100010 Wells Fargo Bank	Check	-5,481.71
			Education Center Bus Trip: Inv# 2601-C-013226	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013225	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013224	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013223	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013222	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013221	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013220	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013219	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013218	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013217	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013216	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013215	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 2601-C-013214	507035 Education		257.34

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Center Operations		
			Education Center Bus Trip: Inv# 2601-C-013213	507035 Education Center Operations		237.54
			Education Center Bus Trip: Inv# 2601-C-013212	507035 Education Center Operations		337.37
			Education Center Bus Trip: Inv# 154593	507035 Education Center Operations		275.00
			Education Center Bus Trip: Inv# 160889	507035 Education Center Operations		650.00
			Education Center Bus Trip: Inv# 152869	507035 Education Center Operations		275.00
03/18/2020	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,881.82
			March 2020 - Sterling HSA	501025 Benefits - Sterling HSA		1,881.82
03/25/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-24,394.41
			Benefits ER PPE 2/20	501015 Benefits - Retirement Employer		6,548.54
			Benefits EE PPE 2/20	501015 Benefits - Retirement Employer		5,634.38
			Benefits ER PPE 2/6	501015 Benefits - Retirement Employer		6,545.65
			Benefits EE PPE 2/6	501015 Benefits - Retirement Employer		5,665.84
03/26/2020	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,983.03
			April 2020 Medical Benefits	501020 Benefits - Medical		4,983.03
03/27/2020	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,010.12
			April Life & LTD Insurance	501035 Benefits - Guardian Life		1,010.12
03/30/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-10,234.91
			PPE 3/27/20 - Special ED Bonus	500000 Salaries - Admin		10,000.00
			PPE 3/27/20 - Special ED Bonus	501005 Benefits - Workers Comp Ins		79.91
			PPE 3/27/20 - Special ED Bonus	501030 Benefits - CPE Fee		10.00
			PPE 3/27/20 - Special ED Bonus	501000 Benefits - Payroll Taxes		145.00
03/31/2020	10152	AMERICAN RESTORE INC	Application# 1	100010 Wells Fargo Bank	Check	-236,219.60
			TS Tip Floor resurfacing - 3/23/20 - Project# P3724	6001002 Facilities Improvements (SF050)		236,219.60
03/31/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-59,149.73
			PPE 3/28/20	500000 Salaries - Admin		23,892.15



DATE	NUM NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
		PPE 3/28/20	500100 Salaries - Recycling		34,919.74
		PPE 3/28/20	500150 Salaries - Car Allowance		2,650.00
		PPE 3/28/20	500200 Salaries - Opt Out Medical		1,599.61
		PPE 3/28/20	501000 Benefits - Payroll Taxes		919.20
		PPE 3/28/20	501005 Benefits - Workers Comp Ins		503.93
		PPE 3/28/20	501010 Benefits - Retirement Employee		-6,110.25
		PPE 3/28/20	501030 Benefits - CPE Fee		775.35
				TOTAL	\$4,303,353.30

## STAFF UPDATE

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### Potential Future Board Agenda Items

*(Meetings at San Carlos Library Conference Room)*

#### May 28, 2020

Resolution Approving transition of SBWMA financial structure from Fiscal Year to Calendar Year Accounting Period beginning January 1, 2021

- Presentation of Draft FY2020 SBWMA Operating Budget (proposed new 6-month budget period: July 1, 2020 – December 31, 2020)
- Resolution Approving 2019 Calendar Year Financial Statements
- 
- Resolution Approving a 3-year Contract for Website Hosting
- Resolution Approving MOU with City of Sunnyvale WWTP for Organics-to-Energy Pilot Material Processing
- Approval of revised SBWMA Investment Policy—Green/Social Justice Considerations

#### June 25, 2020

- Resolution Approving FY2020 SBWMA Operating Budget (New proposed 6-month budget period: July 1, 2020 – December 31, 2020)
- Resolution Approving Construction Management Contract services for FY20/21 capital projects
- 
- 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
- Resolution Approving Contract for MRF Wall Repairs
- 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
- 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*