



A Public Agency

INFORMATIONAL ITEMS

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Julia Au, Outreach and Communications Manager
Date: June 25, 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 May 16 – June 12 are listed in Attachment A for review. Due to changes in legislative process, the number of bills the SBWMA is tracking has been changing. Attachment B provides in-depth information on high priority legislative bills the Agency is tracking along with current positions and status/location.

In addition to EEC's work on tracking legislation and helping secure organic waste recycling funding in an Assembly stimulus bond (AB 3256-Garcia), EEC has been hard at work to help assemble a coalition of Northern California waste agencies to coordinate support of shared funding and legislative priorities. The group of 10 agencies first met June 16 and hope to meet quarterly to establish shared policy goals.

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 – May-June 2020 Legislative Update

Attachment B – 2020 California Legislative Bills and Positions



RethinkWaste June 2020 Legislative Report

I. Key Dates & Updates

- At the time of the drafting of this report, the Senate and Assembly came to an agreement on the proposed 2020-2021 state budget, but are still in negotiations with the Governor to finalize it. Given the new tax filing deadline is July 15, EEC anticipates that the Legislature and Governor will be negotiating a second budget later this summer that will include a Cap-and-Trade Expenditure Plan.
- June 19 and June 26 are the last days for the Assembly and Senate, respectively, to pass bills out of their house of origin.
- Summer recess begins June 19 for the Assembly and July 2 for the Senate. Both houses return from recess July 12.

II. Legislative Updates

- [SB 1156](#) (Archuleta) – SUPPORT
 - i. Requires CalRecycle to create an education campaign promoting the proper disposal of lithium-ion batteries and requires the Department of Forestry and Fire Protection to develop a model protocol for lithium-ion battery fire detection, handling, and suppression for the solid waste industry.
- [AB 2287](#) (Eggman) – SUPPORT
 - i. Authorizes CalRecycle to create standards for labeling compostable products and guidelines to ensure compostable and biodegradable products are easily distinguishable
- [AB 2959](#) (Calderon) – SUPPORT
 - i. Clarifies prior legislation to ensure local jurisdictions maintain control to regulate food waste under solid waste franchises
- [AB 3256](#) (E. Garcia) – SUPPORT IF AMENDED
 - i. A potential economic recovery funding package. RethinkWaste has requested \$300M to CalRecycle for organic waste recycling infrastructure.

III. May & June Activities

- Assemblymember Eduardo Garcia's office has indicated that he intends to include \$300M to CalRecycle for organic waste recycling funding in his stimulus bond, AB 3256. This is a major success for the coalition of local

governments, waste haulers, and nonprofits we've been working with to pressure Assemblymembers to support this funding, but it will need support from the Senate and Governor as well.

- EEC is working with the same coalition of waste groups to push the Senate to adopt similar funding provisions in Senator Allen's bond, SB 45. We have met with five progressive Senate offices so far known to be supportive of recycling investments, but are still trying to confirm a Senate "champion".
- EEC has scheduled a call with a coalition of Northern California solid waste agencies to coordinate supporting shared funding and legislative priorities, including the crucial need for SB 1383 infrastructure funding. We intend to initially hold these calls quarterly.
- RethinkWaste is supporting 2 bills that passed off the Assembly floor and now head to their second house and is also supporting one bill on the Senate suspense file.
- EEC, in coordination with Recology, Californians Against Waste, and California Product Stewardship Council, have requested that Senator Archuleta and his sponsor, the California Waste Haulers Council, amend SB 1156 to clarify that their bill does not completely solve the lithium-ion battery disposal hazard issue. Our intent has been to make sure their bill, if it passes this year, is not used as a reason to block efforts for RethinkWaste's more comprehensive recycling policy next year. The author's office and sponsor has asked that we wait until the bill is in the Assembly to discuss potential amendments further.

Attachment B: 2020 RethinkWaste Priority Bills Overview

Bill # & Author	What does it do?	Sponsor?	Position	Status
AB 1080 (Gonzalez) Priority 1	Adopts regulations to source reduce and recycle 75% of single-use packaging and priority plastic products sold or distributed in California by 2030	None	Support	Senate Floor
AB 1672 (Bloom)	Develops standards for flushability and requires labeling of “flushable” and “non-flushable” wipes	NSAC and California Association of Sanitation Agencies	Support	Senate Rules
AB 2287 (Eggman)	Authorizes CalRecycle to create standards for labeling compostable products and guidelines to ensure compostable/biodegradable products are easily distinguishable	Californians Against Waste & Biodegradable Products Institute	Support	Passed off the Assembly floor (76-0), headed to Senate Rules Committee.
AB 2959 (Calderon)	Clarifies AB 3036 (Cooley) to ensure local jurisdictions maintain control to regulate food waste under solid waste franchises.	CRRC South	Support	Passed off the Assembly floor (47-16), headed to Senate Rules Committee
AB 3256 (E. Garcia)	As Assembly vehicle for an economic recovery package.	None	Support if Amended	Passed out of Assembly Appropriations Committee (13-4), now in Assembly Rules Committee
SB 54 (Allen) Priority 1	Adopts regulations to source reduce and recycle 75% of single-use packaging and priority plastic products sold or distributed in California by 2030	None	Support	Assembly Floor
SB 667 (Hueso)	Vehicle for SB 1383 stimulus package	None	Watch	Assembly Appropriations Suspense file
SB 1156 (Archuleta)	Creates an education campaign promoting the proper disposal of lithium-ion batteries and requires a	California Waste Haulers Council	Support	Passed out of Senate Environmental Quality



Bill # & Author	What does it do?	Sponsor?	Position	Status
	model protocol for handling lithium-ion battery fires			Committee on consent, now on the Senate suspense file
SB 1258 (Stern)	Creates parameters for the Climate Catalyst Revolving Fund. Currently does not include recycling infrastructure funding	None	Support if Amended	Passed out of Senate Business, Professions, & Consumer Protection Committee (9-0), now on the Senate suspense file



STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: May 28, 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

- 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 12, 2020 Finance Committee meeting
- 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 from 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 (*October 22*):
 - Review Preliminary (Draft) 2021 Calendar, Fiscal Year Budget, and CIP)
 - Review final SB1383 Regulations w/projected implementation costs for 2020 compliance activities

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 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: June 25, 2020 Board of Directors Meeting
Subject: Check Register Detail for May 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 May 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 May 2020 was \$3,165,600.05 as detailed in **Attachment A**.

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

Attachments:

Attachment A – May 2020 Check Register Detail Report

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
05/11/2020	ACH	County of San Mateo		100010 Wells Fargo Bank	Expense	-3,122.00
			Environmental Health - Solid waste facility permit	505005 Facility Improvement Oversight		3,122.00
05/11/2020 WIRE MODERN HR, INC.						
			PPE 5/9/20	100010 Wells Fargo Bank	Expense	-56,412.49
			PPE 5/9/20	500000 Salaries - Admin		22,723.24
			PPE 5/9/20	500100 Salaries - Recycling		33,064.35
			PPE 5/9/20	501000 Benefits - Payroll Taxes		875.36
			PPE 5/9/20	501005 Benefits - Workers Comp Ins		480.30
			PPE 5/9/20	501030 Benefits - CPE Fee		775.38
			PPE 5/9/20	501010 Benefits - Retirement Employee		-5,755.75
			PPE 5/9/20	500150 Salaries - Car Allowance		2,650.00
			PPE 5/9/20	500200 Salaries - Opt Out Medical		1,599.61
05/11/2020 ACH WELLS FARGO						
			April 2020 Client Analysis Service Charge	100010 Wells Fargo Bank	Expense	-379.48
				503005 Bank Fees & Services		379.48
05/13/2020 10187 SCAPES INC						
			Inv# 19585	100010 Wells Fargo Bank	Check	-78.75
			Shoreway Facility Cost - April 2020 Monthly Maintenance	507015 Shoreway Facility Cost		78.75
05/13/2020 10188 LPG FIRE PROTECTION INC.						
			Inv# 2020-129 & 2020-131	100010 Wells Fargo Bank	Check	-77,444.00
			Organics to Energy; PO# 3010-000651 - Inv# 2020-129	6001008 Facilities Improvements (SF067)		69,384.00
			Organics to Energy Pilot; Copper Scope - Inv# 2020-131	6001008 Facilities Improvements (SF067)		8,060.00
05/13/2020 10189 BULK HANDLING SYSTEMS (BHS)						
			Inv# 1905692	100010 Wells Fargo Bank	Check	-29,319.82
			MRF Phase 1 Sales Tax	6001017 Facilities Improvements - Phase MRF Upgrades		29,319.82
05/13/2020 10190 SAN MATEO DAILY JOURNAL						
			Ad# 02747235	100010 Wells Fargo Bank	Check	-840.00
			Public notices; 4/23/20 Cust# 02104979-000	503040 Publications & Public Notices		840.00

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
05/13/2020	10191	R3 CONSULTING GROUP INC	Inv# 9690	100010 Wells Fargo Bank	Check	-11,393.75
			Contract Annual Auditing; services thru April 30, 2020	5050102 Annual Contract Auditing		11,393.75
05/13/2020	10192	STEVEN SHERMAN CONSULTING	Inv# 2020-1-SBWMA-PSA17-01	100010 Wells Fargo Bank	Check	-3,214.04
			Long Range Plan; Professional services Jan 1-Feb 29, 2020- Recycling, Tech Assistance, Public outreach, organics and regulations assistance	5060051 Diversion; Zero Waste Programs		3,214.04
05/13/2020	10193	E-RECYCLING OF CALIFORNIA	Order# I2002613	100010 Wells Fargo Bank	Check	-1,708.94
			e-recycling; Receive date 4/24/20 - Order# I2002613	400400 E-Recycling Revenue		-1,708.94
05/13/2020	10194	AARONSON DICKERSON COHN & LANZONE	Inv# 420049-SB.R	100010 Wells Fargo Bank	Check	-18,266.88
			Board Counsel; Thru April 24,2020	502005 Board Counsel		18,266.88
05/13/2020	10195	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-265.53
			Utilities; services from Apr 29 to May 28, 2020	503020 Utilities & Phone		265.53
05/13/2020	10196	KBA DOCUMENT SOLUTIONS LLC	Inv. #7159704	100010 Wells Fargo Bank	Check	-466.39
			Office Equipment; Contract# 42087343 - Inv# 7159704	503035 Office Equipment Costs		466.39
05/13/2020	10197	CITY OF SAN CARLOS	Inv# 16998	100010 Wells Fargo Bank	Check	-4,896.10
			Rent - May 2020	503010 Rent		4,896.10
05/13/2020	10198	LIEBERT CASSIDY WHITMORE	Inv# 1494997 & 1496694	100010 Wells Fargo Bank	Check	-1,976.00
			Board Counsel; Matter#: SO475-00004 services thru 2/29/20 - Inv# 1494997	502005 Board Counsel		1,710.00
			Board Counsel; Matter# SO 475-00004 - Inv# 1496694	502005 Board Counsel		266.00
05/13/2020	10199	Shred-It USA	INV. #8129624206	100010 Wells Fargo Bank	Check	-256.16
			Office Supplies; cust# 11574392	503030 Office Supplies		256.16
05/13/2020	10200	WELLS FARGO	Acct# 4856 2003 7906 1909	100010 Wells Fargo Bank	Check	-1,787.77
			Deposit for Emi's 20/21 Leadership class	503065 Training		100.00
			Facebook ads	5060205 Residential Outreach Programs		1.62
			Docu-sign Acct purchase	503030 Office Supplies		300.00
			Staff training class	503065 Training		1,350.00

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Office Supplies	503030 Office Supplies		16.16
			Mail Chimp Account	5060204 Member Agency & Rate Payer Education		19.99
05/13/2020	10201	SAN CARLOS CHAMBER OF COMMERCE	Inv# 104556	100010 Wells Fargo Bank	Check	-600.00
			Sponsorships; farmers' market sponsorship May 2020	503070 Sponsorship & Donations		600.00
05/13/2020	10202	COMMON GOAL CONSULTING GROUP, INC	Inv# 006 & 010	100010 Wells Fargo Bank	Check	-2,965.00
			Long Range Planning; services from 4/1/20-4/30/20 - Inv# 006	5060051 Diversion; Zero Waste Programs		1,202.50
			Facility Improvement Oversight; services 4/1-4/30 - Inv# 010	505005 Facility Improvement Oversight		1,762.50
05/13/2020	10203	SWANA Legislative Task Force	Inv# 2020-005	100010 Wells Fargo Bank	Check	-1,000.00
			Sponsorship & Donations; Supplemental public agency assessment	503070 Sponsorship & Donations		1,000.00
05/15/2020	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-121,133.17
			April 2020 franchise fee	507055 Franchise Fee to the City of San Carlos		121,133.17
05/15/2020	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,775.00
			May 2020 - Sterling HSA	501025 Benefits - Sterling HSA		1,775.00
05/18/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-39,874.14
			4/2, 4/16, and 4/30 EE and ER contributions	501015 Benefits - Retirement Employer		39,874.14
05/19/2020	WIRE	SOUTH BAY RECYCLING LLC		100010 Wells Fargo Bank	Expense	-
			Invoice #2020-03	5070105 Disposal & Processing - OTHER		1,606,704.57
			Invoice #2020-03	507005 Operator Compensation SBR		6,301.70
			Invoice #2020-03	400350 Miscellaneous Revenue		1,576,316.26
			Invoice #2020-03	400350 Miscellaneous Revenue		1,297.48
			Invoice #2020-03	507015 Shoreway Facility Cost		10,207.66
			Invoice #2020-03	507030 Shoreway Charges		2,224.17
			Invoice #2020-03	507025 Credit Card		6,344.25

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Invoice #2020-02	Charges 507005 Operator Compensation SBR		574.83
			Invoice #2020-01	507005 Operator Compensation SBR		6,033.18
05/26/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-52,062.43
			PPE 5/23/20	500000 Salaries - Admin		22,723.25
			PPE 5/23/20	500100 Salaries - Recycling		33,064.35
			PPE 5/23/20	501000 Benefits - Payroll Taxes		808.89
			PPE 5/23/20	501005 Benefits - Workers Comp Ins		446.31
			PPE 5/23/20	501030 Benefits - CPE Fee		775.38
			PPE 5/23/20	501010 Benefits - Retirement Employee		-5,755.75
05/27/2020	10204	SCS ENGINEERS	Inv# 377558	100010 Wells Fargo Bank	Check	-3,025.00
			Facility Improvement Oversight - services from 4/1/20-4/30/20	505005 Facility Improvement Oversight		3,025.00
05/27/2020	10205	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-883.16
			Shoreway Facility cost; monthly service May 13 thru Jun 12, 2020	507015 Shoreway Facility Cost		883.16
05/27/2020	10206	TANNER PACIFIC INC	Inv# 220-111	100010 Wells Fargo Bank	Check	-4,408.21
			Facility Improvement oversight; Professional services 2/16/20-5/1/20	505005 Facility Improvement Oversight		4,408.21
05/27/2020	10207	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200004	100010 Wells Fargo Bank	Check	-124,972.50
			DISPOSAL-BVO - April 2020	5070103 Disposal & Processing - BVON		124,972.50
05/27/2020	10208	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100006235	100010 Wells Fargo Bank	Check	-289,112.87
			DISPOSAL-NEWBY - April 2020	5070102 Disposal & Processing - NEWBY		289,112.87
05/27/2020	10209	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000056809	100010 Wells Fargo Bank	Check	-687,990.50

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			DISPOSAL OX MTN. - April 2020	5070101 Disposal & Processing - OX		687,990.50
05/27/2020	10210	PREMIER ACCESS INSURANCE COMPANY	Group ID 17242 Reg ID 1000550973	100010 Wells Fargo Bank	Check	-988.16
			Benefits; Billing period June 2020; Registration ID: 1000550973	501035 Benefits - Guardian Life		988.16
05/27/2020	10211	Environmental and Energy Consulting	Inv# 1789	100010 Wells Fargo Bank	Check	-3,333.33
			Legislative Services; Consulting & Lobbying May 2020	504000 Legislative & Reg Advocacy		3,333.33
05/27/2020	10212	Joanna Rosales	5/20/20	100010 Wells Fargo Bank	Check	-19.54
			Office Supplies reimbursement	503030 Office Supplies		19.54
05/27/2020	10213	STUDIO EM GRAPHIC DESIGN	INV. #17922 & 17925	100010 Wells Fargo Bank	Check	-545.00
			Residential Outreach - Ad design; COVID Best Practices 17922	5060206 Community Events		327.00
			Residential Outreach - Specialty Item Design; labels 17925	5060206 Community Events		218.00
05/27/2020	10214	S. Groner and Associates (SGA)	INV. #2342	100010 Wells Fargo Bank	Check	-3,044.00
			Battery Outreach Campaign; 4/1-4/30/20	506025 Curbside Battery Outreach		3,044.00
05/27/2020	10215	MICHAEL'S STEAM CLEANING		100010 Wells Fargo Bank	Check	-850.00
			Office Improvements deep cleaning of carpets & upholstery	503025 Tenant Improvements		850.00
05/27/2020	10216	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1088045	100010 Wells Fargo Bank	Check	-8.35
			Office Equipment; Contract# 42087343 - Inv# 55Y1088045	503035 Office Equipment Costs		8.35
05/27/2020	10217	CITY OF SAN CARLOS	Inv# 17029	100010 Wells Fargo Bank	Check	-183.00
			Community Room Rental; 1st Q Jan-Mar	503010 Rent		183.00
05/27/2020	10218	THE OFFICE CITY	Inv# IN-1639549, IN-1639558	100010 Wells Fargo Bank	Check	-70.46
			OFFICE SUPPLIES; IN-1639549	503030 Office Supplies		35.23
			OFFICE SUPPLIES; INV IN-1639558	503030 Office Supplies		35.23
05/27/2020	10219	E-RECYCLING OF CALIFORNIA	Order# I2002802 & I2002914	100010 Wells Fargo Bank	Check	-2,230.41
			e-recycling; Receive date 5/8/20 - Order# I2002802	400400 E-Recycling Revenue		-1,065.39

South Bayside Waste Management Authority

CHECK DETAIL

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			e-recycling; Receive date 5/14/20 - Order# I2002914	400400 E-Recycling Revenue		-1,165.02
05/27/2020	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,983.03
			June 2020 Medical Benefits	501020 Benefits - Medical		4,983.03
05/28/2020	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,010.12
			June 2020 Life & LTD Insurance	501035 Benefits - Guardian Life		1,010.12
Total:						\$3,165,600.05

STAFF REPORT

To: SBWMA Board Members
From: Cyndi Urman, Office Manager/Board Secretary
Date: June 25, 2020 Board of Directors Meeting
Subject: Technical Consulting Contracts: January – May 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 an update to the Board on a regular basis on the technical consulting contracts that have been issued. All contracts issued in between January and May 2020 are listed in Attachment A for review.

Throughout a given calendar year, staff will update this listing two to four times per year with any new technical contracts issued.

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

Attachments:

Attachment A – Technical Consulting Contracts – January – May 2020

Technical Consultant Contracts January - May 2020

Vendor Name	Amount of Contract	Scope of Work	Date of Award	Contract Procedures Used	Budget Line Item	Budget Line Item Description
Lalouh*	\$51,672	Annual Service Notice Printing and Mailing	1/15/2020	Quotes Received	506025-05	Residential Outreach
HF&H Consultants	\$20,000	Potential Member Agency Exit Financial Analysis	3/18/2020	Single Source (Professional Services)	505000	Rate Review
Underground Agency	\$49,500	Recycling Outreach Campaign	3/25/2020	RFP	506020-03 and 506020-05	Residential and Multi-Family Outreach
S. Groner and Associates	\$5,490	Multi-Family Service Guide	4/3/2020	RFP	506020-03	Multi-Family Outreach
Ascent Environmental*	\$31,540	Technical Assistance with Cal Recycle Electronic Annual Reports	4/24/2020	RFQ	505025-01	Cal Recycle EARs
DTE Networks*	\$38,863	FY20/21 IT Services	4/24/2020	Single Source (Professional Services)	502025	IT Services

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)

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
- South Bay Recycling's request for compensation adjustment (format is TBD)
- 2019 Rate Survey
- 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
- Review of MRF Phase I Project—to date

October 22, 2020 - Study Session

- Board/TAC/Finance Committee Study Session:
(New Proposed Calendar Year DRAFT Budget period: January 1, 2021 – December 31, 2021)
- SB1383 Action Plan Study Session Review (w/HFH)

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
- Resolution Approving SB1383 Action Plan
- Resolution Recommending Approval of Amendment One Modifications to the Member Agency Franchise Agreements with Recology San Mateo County

December 2020 – No Meeting

January 28, 2021*

- Election of 2021 Board Chair and Vice Chair
- Resolution Approving MRF Phase II-Equipment Upgrades Approval of MRF Phase II Equipment Purchase
- Resolution Recommending Approval of Amendment One Modifications to the Member Agency Franchise Agreements with Recology San Mateo County
- Resolution approving 2021-2023 Legislative Platform

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