



A Public Agency

# INFORMATIONAL ITEMS ONLY



## STAFF REPORT

---

To: SBWMA Board Members  
From: John Mangini, Senior Finance Manager  
Date: November 19, 2020 Board of Directors Meeting  
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 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

- Final FY20/21 SBWMA Operating Budget approved 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 submitted to Recology on its 2020 Compensation Application (*June 29*)
- SBWMA issued 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.
- Review of the Revenue Reconciliation Report from the Financial Systems audit report on Recology

#### July 2020

- SBR's 2021 Compensation Application submitted to the SBWMA.
- Recology revised 2021 Compensation Application submitted to SBWMA & Member Agencies (*July 17*)
- SBWMA issued 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

- Summary of 2021 Member Agency fees to be used in the 2021 cost projections based on Member Agency feedback.

#### August 2020

- SBWMA issued the 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 Meeting reviewed Pre-Final Report Reviewing Recology's 2021 Compensation Application.
- SBWMA issued Amended Final Report Reviewing Recology's 2021 Compensation Application including the recommended total Collection Rate Adjustment for 2021. (*October BOD Packet*)
- SBWMA issued Final Report Reviewing SBR's 2021 Compensation Application. (*September BOD Packet*).
- Approved SBR 2021 Compensation Application (*September 24 BOD Meeting*)
- Approved Recology 2021 Compensation Application and total recommended Revenue Requirement (*October BOD Meeting*)

#### October 2020

- Finance Committee reviewed DRAFT FY2021 Budget (*TBD*)
- Joint Board/TAC Study Session: Reviewed Preliminary (Draft) 2021 Calendar and Fiscal Year Budget (*October 15*)

#### 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 2021 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

---

To: SBWMA Board Members  
From: John Mangini, Senior Finance Manager  
Date: November 19, 2020 Board of Directors Meeting  
Subject: Check Register Detail for September and October 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 September and October 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 September 2020 was \$5,838,991.23 and for October 2020 was \$3,729,809.58 as detailed in **Attachment A**.

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

### Attachments:

Attachment A – September and October 2020 Check Register Detail Report

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
09/02/2020	10330	CALIBRE PRINTING	Inv. #19567 Shoreway Education Center	100010 Wells Fargo Bank 507035 Education Center Operations	Check	-290.11 290.11
09/02/2020	10348	THE GRANT FARM	Inv# MV-1370 O2E CAEAFTA 7/1/20-7/31/20	100010 Wells Fargo Bank 6001008 Facilities Improvements (SF067)	Check	-132.50 132.50
09/02/2020	10325	A. MACIEL PRINTING, LLC	Inv# 24867 MFD Translation	100010 Wells Fargo Bank 5060203 Multi-Family Outreach	Check	-1,823.44 1,823.44
09/02/2020	10336	Environmental and Energy Consulting	Inv# 1883  Legislative Services; Consulting & Lobbying August 2020	100010 Wells Fargo Bank  504000 Legislative & Reg Advocacy	Check	-3,333.33  3,333.33
09/02/2020	10345	S. Groner and Associates (SGA)	INV. #2409  Battery Outreach Campaign; 7/1/20-7/31/20	100010 Wells Fargo Bank  506025 Curbside Battery Outreach	Check	-7,625.38  7,625.38
09/02/2020	10346	S. Groner and Associates (SGA)	INV. #2410  Website Management Services; 7/1/20-7/31/20	100010 Wells Fargo Bank  502025 Website Support	Check	-1,429.25  1,429.25
09/02/2020	10347	STUDIO EM GRAPHIC DESIGN	INV. #17998  Commercial/MFD Containers 8/21/20	100010 Wells Fargo Bank  5060202 Commercial/MFD Containers	Check	-463.25  463.25
09/02/2020	10334	DJ Products Inc	Inv# 71460 MRF Building; Cust ID 70747	100010 Wells Fargo Bank 6001017 Facilities Improvements - Phase   MRF Upgrades	Check	-12,314.40 12,314.40
09/02/2020	10339	LIVEWIRE INFORMATION SYSTEMS	Inv# 233644 & 233668  Shoreway Facility Cost; Inv# 233644 Shoreway Facility Cost; Inv# 233668	100010 Wells Fargo Bank  507015 Shoreway Facility Cost 507015 Shoreway Facility Cost	Check	-8,367.83  790.25 7,577.58
09/02/2020	10327	AT&T	Acct. #650-596-7146-704-9 Shoreway Facility cost; monthly service Aug 13 thru Sep 12, 2020	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	-890.57 890.57
09/02/2020	10329	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100006421 Cust# 4-4278-1001002 DISPOSAL-NEWBY - July 2020	100010 Wells Fargo Bank  5070102 Disposal & Processing - NEWBY	Check	-301,961.67  301,961.67
09/02/2020	10328	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000057715 Cust#4-4227-0000552 DISPOSAL OX MTN. - July 2020	100010 Wells Fargo Bank  5070101 Disposal & Processing - OX	Check	-931,314.46  931,314.46

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
09/02/2020	10343	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200007	100010 Wells Fargo Bank	Check	-210,670.42
			DISPOSAL-BVO - July 2020	5070103 Disposal & Processing - BVON		210,670.42
09/02/2020	10349	ZANKER RECYCLING	Inv. #202007368	100010 Wells Fargo Bank	Check	-283,966.79
			DISPOSAL ZANKER - July 2020	5070104 Disposal & Processing - ZANKER		283,966.79
09/02/2020	10326	AARONSON DICKERSON COHN & LANZONE	Inv# 820050-SB.R	100010 Wells Fargo Bank	Check	-22,265.44
			Board Counsel; Thru August 28,2020	502005 Board Counsel		22,265.44
09/02/2020	10333	COMCAST BUSINESS	Inv. #106487260	100010 Wells Fargo Bank	Check	-360.88
			Acct# 962670890 - Bill date Aug 15, 2020 Utilities	503020 Utilities & Phone		360.88
09/02/2020	10331	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL	Inv# FY21-062-AF	100010 Wells Fargo Bank	Check	-6,000.00
			Sponsorships; CPSC Associate Fees 20-21	503070 Sponsorship & Donations		6,000.00
09/02/2020	10335	E-RECYCLING OF CALIFORNIA	Inv# I2004549, I2004594, I2004651, I2004678, I2004687, I2004707	100010 Wells Fargo Bank	Check	-6,760.86
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-681.08
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-1,683.71
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-617.09
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-536.54
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-2,045.71
			e-Recycling; acct# 143.011	400400 E-Recycling Revenue		-1,196.73
09/02/2020	10337	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1109927	100010 Wells Fargo Bank	Check	-5.56
			Office Equipment; Contract# 42087343 - Inv# 55Y1109927	503035 Office Equipment Costs		5.56
09/02/2020	10338	LIEBERT CASSIDY WHITMORE	Inv# 1504379	100010 Wells Fargo Bank	Check	-798.00
			Board Counsel; Matter#: SO475-00004 services thru 7/31/20 - Inv# 1504379	502005 Board Counsel		798.00
09/02/2020	10340	MAZE & ASSOCIATES INC	Inv# 37142	100010 Wells Fargo Bank	Check	-5,525.00
			Annual Audit; services - Basic Financial Statements & Memo	502030 Audit Services		5,525.00
09/02/2020	10341	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Inv# 3104139251	100010 Wells Fargo Bank	Check	-128.59
			Office Equipment Costs; acct# 0012232627	503035 Office Equipment Costs		128.59
09/02/2020	10342	PREMIER ACCESS INSURANCE COMPANY	Group ID 17242 Reg ID 1000550973	100010 Wells Fargo Bank	Check	-988.16
			Benefits; Billing period September 2020; Registration ID: 1000550973	501035 Benefits - Guardian Life		988.16

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
09/02/2020	10344	REDWOOD CITY CHAMBER OF COMMERCE	Inv# 8344	100010 Wells Fargo Bank	Check	-1,500.00
			Training - 20-21 Leadership Tuition for E. Hashizume	503065 Training		1,500.00
09/02/2020	10332	CITY OF SAN CARLOS	PLN2020-00109	100010 Wells Fargo Bank	Check	-22,451.08
			Permit fee deposit - Shoreway Project	507015 Shoreway Facility Cost		22,451.08
09/02/2020	10350	CITY OF SAN CARLOS	725	100010 Wells Fargo Bank	Bill Payment (Check)	-2,616.69
				200000 Accounts Payable (A/P)		-2,616.69
09/02/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-59,437.86
			PPE 8/29/20	500000 Salaries - Admin		22,723.25
			PPE 8/29/20	500100 Salaries - Recycling		32,818.95
			PPE 8/29/20	501000 Benefits - Payroll Taxes		924.00
			PPE 8/29/20	501005 Benefits - Workers Comp Ins		507.13
			PPE 8/29/20	501030 Benefits - CPE Fee		775.38
			PPE 8/29/20	501010 Benefits - Retirement Employee		-6,160.46
			PPE 8/29/20	500150 Salaries - Car Allowance		6,250.00
			PPE 8/29/20	500200 Salaries - Opt Out Medical		1,599.61
09/03/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-61,415.00
			Contribution to 401A FBO Feldman	501015 Benefits - Retirement Employer		61,415.00
09/11/2020	ACH	WELLS FARGO		100010 Wells Fargo Bank	Expense	-608.35
			August 2020 Client Analysis Service Charge	503005 Bank Fees & Services		608.35
09/14/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-52,595.17
			PPE 9/12/20	500000 Salaries - Admin		22,723.26
			PPE 9/12/20	500100 Salaries - Recycling		33,064.35
			PPE 9/12/20	501000 Benefits - Payroll Taxes		808.89
			PPE 9/12/20	501005 Benefits - Workers Comp Ins		446.31
			PPE 9/12/20	501030 Benefits - CPE Fee		775.38
			PPE 9/12/20	501010 Benefits - Retirement Employee		-5,223.02
09/15/2020	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-182,427.21
			August Franchise Fee	507055 Franchise Fee to the City of San Carlos		182,427.21
09/16/2020	10363	SCAPES INC	Inv# 19804	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - August 2020 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
09/16/2020	10351	BERLIANT & ASSOCIATES	Inv. #10146	100010 Wells Fargo Bank	Check	-1,700.00
			Benefits; services 401(a) plan 2020	501010 Benefits - Retirement Employee		1,700.00



# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
09/16/2020	10358	GRANT LIGON	07012020 Cell phone service	100010 Wells Fargo Bank 503055 Cell Phones	Check	-35.00 35.00
09/16/2020	10361	S. Groner and Associates (SGA)	INV. #2420 Battery Outreach Campaign	100010 Wells Fargo Bank 506025 Curbside Battery Outreach	Check	-2,664.27 2,664.27
09/16/2020	10362	S. Groner and Associates (SGA)	INV. #2425 Website hosting & maintenancel 8/1/20-8/31/20	100010 Wells Fargo Bank 502025 Website Support	Check	-3,760.15 3,760.15
09/16/2020	10354	Comcast	Acct# 8155 20 033 0447972 Utilities; services from August 29 to September 28, 2020	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	-276.67 276.67
09/16/2020	10355	COMMON GOAL CONSULTING GROUP, INC	Inv# 002 Facility Improvement Oversight - August 2020	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	-787.50 787.50
09/16/2020	10359	LANALERT, INC.	Inv# 1321 IT Services 9/1/20	100010 Wells Fargo Bank 502020 IT Support	Check	-3,237.65 3,237.65
09/16/2020	10356	E-RECYCLING OF CALIFORNIA	Inv# I2004775, I2004831, I2004856, I2004911, I2005013, I2005066 e-Recycling; acct# 143.011 e-Recycling; acct# 143.011 e-Recycling; acct# 143.011 e-Recycling; acct# 143.011 e-Recycling; acct# 143.011 e-Recycling; acct# 143.011	100010 Wells Fargo Bank 400400 E-Recycling Revenue 400400 E-Recycling Revenue 400400 E-Recycling Revenue 400400 E-Recycling Revenue 400400 E-Recycling Revenue 400400 E-Recycling Revenue	Check	-7,360.92 -508.80 -2,104.28 -1,344.91 -665.13 -1,686.68 -1,051.12
09/16/2020	10360	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Inv# 3104139251 Office Equipment Costs; acct# 0012232627	100010 Wells Fargo Bank 503035 Office Equipment Costs	Check	-128.59 128.59
09/16/2020	10352	CITY OF SAN CARLOS	Inv# 17901 September 2020 Rent	100010 Wells Fargo Bank 503010 Rent	Check	-4,896.10 4,896.10
09/16/2020	10364	WELLS FARGO	Acct# 4856 2003 7906 1909 Office supplies MFD Outreach Residential Outreach  Shoreway Facility Cost Webcam purchase for Joe	100010 Wells Fargo Bank 503030 Office Supplies 5060203 Multi-Family Outreach 5060205 Residential Outreach Programs 507015 Shoreway Facility Cost 504005 Computer Purchase for Office	Check	-618.47 26.28 20.00 20.00  436.13 116.06
09/16/2020	10353	CLASSIC GRAPHICS	6921	100010 Wells Fargo Bank 200000 Accounts Payable (A/P)	Bill Payment (Check)	-4,029.28 -4,029.28

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
09/16/2020	10357	GRANT LIGON		100010 Wells Fargo Bank	Bill Payment (Check)	-245.00
				200000 Accounts Payable (A/P)		-245.00
09/17/2020	WIRE	LIEBERT CASSIDY WHITMORE		100010 Wells Fargo Bank	Expense	-13,452.00
			Inv. #1498389 and 1500428	502005 Board Counsel		13,452.00
09/18/2020	WIRE	SOUTH BAY RECYCLING LLC		100010 Wells Fargo Bank	Expense	-
			Invoice #2020-07	5070105 Disposal & Processing - OTHER		1,859,817.04
			Invoice #2020-07	507005 Operator Compensation SBR		5,842.66
			Invoice #2020-07	507015 Shoreway Facility Cost		1,744,354.70
			Invoice #2020-07	6001021 Facilities Improvements - IPS Baler		8,399.52
			Invoice #2020-07	400350 Miscellaneous Revenue		94,477.47
			Invoice #2020-07	507030 Shoreway Charges		3,084.50
						9,827.19
09/24/2020	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,646.59
			September 2020 - Sterling HSA	501025 Benefits - Sterling HSA		1,646.59
09/24/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-25,532.75
			8/6 and 8/20 EE & ER Contributions	501015 Benefits - Retirement Employer		25,532.75
09/28/2020	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,532.48
			October 2020 Medical Benefits	501020 Benefits - Medical		4,532.48
09/29/2020	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,037.02
			October 2020 Life & LTD Insurance	501035 Benefits - Guardian Life		1,037.02
09/29/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-57,530.67
			PPE 9/26/20	500000 Salaries - Admin		22,723.24
			PPE 9/26/20	500100 Salaries - Recycling		33,064.35
			PPE 9/26/20	501000 Benefits - Payroll Taxes		884.07
			PPE 9/26/20	501005 Benefits - Workers Comp Ins		457.04
			PPE 9/26/20	501030 Benefits - CPE Fee		775.38
			PPE 9/26/20	501010 Benefits - Retirement Employee		-5,223.02
			PPE 9/26/20	500150 Salaries - Car Allowance		3,250.00
			PPE 9/26/20	500200 Salaries - Opt Out Medical		1,599.61
09/30/2020	10370	E-RECYCLING OF CALIFORNIA	See Inv# above	100010 Wells Fargo Bank	Check	-6,861.97
			e-Recycling; acct# 143.011 I2005067	400400 E-Recycling Revenue		-813.08
			e-Recycling; acct# 143.011 I2005184	400400 E-Recycling Revenue		-1,556.27
			e-Recycling; acct# 143.011 I2005255	400400 E-Recycling Revenue		-1,820.83
			e-Recycling; acct# 143.011 I2005323	400400 E-Recycling Revenue		-1,430.83

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			e-Recycling; acct# 143.011 I2005366	400400 E-Recycling Revenue		-1,240.96
09/30/2020	10365	AT&T	Acct. #650-596-7146-704-9 Shoreway Facility cost; monthly service Sept 13 thru Oct 12, 2020	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	-1,019.66 1,019.66
09/30/2020	10369	COSCO FIRE PROTECTION INC	Inv# 1000490910  Shoreway Facility Cost	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	-500.00 500.00
09/30/2020	10373	J R MILLER AND ASSOCIATES INC	Inv# 37045  CFQA Permitting Services with SCS	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	-1,252.50 1,252.50
09/30/2020	10379	SCS ENGINEERS	Inv# 386601 Facility Improvement Oversight; Prj# 01215076.01	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	-7,358.00 7,358.00
09/30/2020	10366	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000057847 Cust#4-4227-0000552 DISPOSAL OX MTN. - August 2020	100010 Wells Fargo Bank 5070101 Disposal & Processing - OX	Check	-855,500.06 855,500.06
09/30/2020	10377	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200008  DISPOSAL-BVO - August 2020	100010 Wells Fargo Bank 5070103 Disposal & Processing - BVON	Check	-182,909.41 182,909.41
09/30/2020	10382	ZANKER RECYCLING	Inv. #202008357 DISPOSAL ZANKER - August 2020	100010 Wells Fargo Bank 5070104 Disposal & Processing - ZANKER	Check	-265,208.81 265,208.81
09/30/2020	10376	PREMIER ACCESS INSURANCE COMPANY	Group ID 17242 Reg ID 1000550973 Benefits; Billing period October 2020; Registration ID: 1000550973	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Check	-988.16 988.16
09/30/2020	10378	RISK STRATEGIES COMPANY	Inv# 2975759 & 2983920  D&O Insurance Inv# 2975759 D&O Insurance Inv# 2983920	100010 Wells Fargo Bank 503000 D&O Insurance 503000 D&O Insurance	Check	-50,857.00 48,580.00 2,277.00
09/30/2020	10381	WAXIE'S ENTERPRISES, INC.	Inv# 79477108  Commercial/MFD Containers	100010 Wells Fargo Bank 5060202 Commercial/MFD Containers	Check	-8,623.47 8,623.47
09/30/2020	10368	COMCAST BUSINESS	Inv. #108242549 Acct# 962670890 - Bill date Sept 15, 2020 Utilities	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	-360.88 360.88
09/30/2020	10371	EMI HASHIZUME	09212020 Giveaways - Board gifts 2020	100010 Wells Fargo Bank 5060001 Giveaways - Schools and events	Check	-38.90 38.90

# South Bayside Waste Management Authority

## CHECK DETAIL

September 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
09/30/2020	10374	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1117740	100010 Wells Fargo Bank	Check	-12.87
			Office Equipment; Contract# 42087343 - Inv# 55Y1117740	503035 Office Equipment Costs		12.87
09/30/2020	10375	LIEBERT CASSIDY WHITMORE	Inv# 1506498	100010 Wells Fargo Bank	Check	-190.00
			Board Counsel; Matter#: SO475-00004 services thru 8/31/20 - Inv# 1506498	502005 Board Counsel		190.00
09/30/2020	10380	Shred-It USA	INV. #8180430081	100010 Wells Fargo Bank	Check	-122.95
			Office Supplies; cust# 11574392	503030 Office Supplies		122.95
09/30/2020	10367	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100006486	100010 Wells Fargo Bank	Check	-269,782.86
			Cust# 4-4278-1001002			
			DISPOSAL-NEWBY - August 2020	5070102 Disposal & Processing - NEWBY		269,782.86
09/30/2020	10372	Environmental and Energy Consulting	Inv# 1908	100010 Wells Fargo Bank	Check	-3,333.33
			Legislative Services; Consulting & Lobbying Sept 2020	504000 Legislative & Reg Advocacy		3,333.33
<b>TOTAL - \$5,838,991.23</b>						

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010 Wells Fargo Bank						
10/13/2020	ACH	WELLS FARGO		100010 Wells Fargo Bank	Expense	-601.81
			September 2020 Client Analysis Service Charge	503005 Bank Fees & Services		601.81
10/13/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-52,567.70
			PPE 10/10/20	500000 Salaries - Admin		22,723.24
			PPE 10/10/20	500100 Salaries - Recycling		33,064.35
			PPE 10/10/20	501000 Benefits - Payroll Taxes		808.90
			PPE 10/10/20	501005 Benefits - Workers Comp Ins		418.85
			PPE 10/10/20	501030 Benefits - CPE Fee		775.38
			PPE 10/10/20	501010 Benefits - Retirement Employee		-5,223.02
10/14/2020	10388	E-RECYCLING OF CALIFORNIA	See Inv# above	100010 Wells Fargo Bank	Check	-6,145.63
			e-Recycling; acct# 143.011 I2005635	400400 E-Recycling Revenue		-984.06
			e-Recycling; acct# 143.011 I2005129	400400 E-Recycling Revenue		-545.67
			e-Recycling; acct# 143.011 I2005333	400400 E-Recycling Revenue		-128.27
			e-Recycling; acct# 143.011 I2005425	400400 E-Recycling Revenue		-522.43
			e-Recycling; acct# 143.011 I2005494	400400 E-Recycling Revenue		-1,285.52
			e-Recycling; acct# 143.011 I2005529	400400 E-Recycling Revenue		-1,230.78
			e-Recycling; acct# 143.011 I2005677	400400 E-Recycling Revenue		-1,448.90
10/14/2020	10395	SCAPES INC	Inv# 19858	100010 Wells Fargo Bank	Check	-315.00
			Shoreway Facility Cost - September 2020 Monthly Maintenance	507015 Shoreway Facility Cost		315.00
10/14/2020	10389	HF&H CONSULTANTS LLC	Inv. #9717612	100010 Wells Fargo Bank	Check	-5,351.25
			Rate Review; June 1, 2020- August 31, 2020	505000 Rate Review		5,351.25
10/14/2020	10392	KNN Public Finance	Inv# 2338	100010 Wells Fargo Bank	Check	-10,776.25
			Rate Review MA Exit; consulting services 7/1-8/31 2020	505000 Rate Review		10,776.25

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
10/14/2020	10384	CIRCLEUP EDUCATION	Inv# 2429	100010 Wells Fargo Bank	Check	-3,695.00
			Diversity Training; 9/25/20	503065 Training		3,695.00
10/14/2020	10396	SHIRLEY NG	09262020	100010 Wells Fargo Bank	Check	-26.01
			Mileage reimbursement-Sept 2020	503050 Mileage reimbursements		10.96
			Schools Program	5060208 In-School Environmental Education		15.05
10/14/2020	10394	S. Groner and Associates (SGA)	INV. #2446	100010 Wells Fargo Bank	Check	-1,268.75
			Battery Outreach Campaign; 10/8/20	506025 Curbside Battery Outreach		1,268.75
10/14/2020	10387	COMMON GOAL CONSULTING GROUP, INC	Pjt# 505005 Inv# 003	100010 Wells Fargo Bank	Check	-450.00
			Facility Improvement Oversight; Sept 2020	505005 Facility Improvement Oversight		450.00
10/14/2020	10383	AARONSON DICKERSON COHN & LANZONE	Inv# 920061-SB.R	100010 Wells Fargo Bank	Check	-27,692.44
			Board Counsel; Thru September 25,2020	502005 Board Counsel		27,692.44
10/14/2020	10386	Comcast	Acct# 8155 20 033 0447972	100010 Wells Fargo Bank	Check	-266.67
			Utilities; services from September 29 to October 28, 2020	503020 Utilities & Phone		266.67
10/14/2020	10393	LANALERT, INC.	Inv# 1336	100010 Wells Fargo Bank	Check	-3,237.65
			IT Services 10/1/20	502020 IT Support		3,237.65
10/14/2020	10390	JULIA AU	09292020	100010 Wells Fargo Bank	Check	-50.21
			Food for chamber move 9/29/20	503060 Conferences & Meetings		50.21
10/14/2020	10391	KBA DOCUMENT SOLUTIONS LLC	Inv. #7571658	100010 Wells Fargo Bank	Check	-394.83
			Office Equipment; Contract# 42087343 Inv# 7571658	503035 Office Equipment Costs		394.83
10/14/2020	10385	CITY OF SAN CARLOS	Inv# 17970	100010 Wells Fargo Bank	Check	-4,896.10
			Rent - Oct 2020 Library	503010 Rent		4,896.10
10/14/2020	10397	WELLS FARGO	Acct# 4856 2003 7906 1909	100010 Wells Fargo Bank	Check	-3,261.97
			Gift for Custodian schools program	5060208 In-School Environmental		45.42

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
				Education		
			Facebook Ads Residential OR	506025 Curbside Battery Outreach		15.00
			Zoom Acct for virtual tours	507035 Education Center Operations		149.90
			Hats for virtual tours	507035 Education Center Operations		247.33
			Mailing of hat to Laura	507035 Education Center Operations		5.40
			Gift cards for social media contest winners	507035 Education Center Operations		279.75
			Warranty purchase for two comuters	504005 Computer Purchase for Office		264.60
			Laptop purchase for Cyndi	504005 Computer Purchase for Office		2,254.57
10/16/2020	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-180,566.37
			September 2020 franchise fee payable to the City of SC	507055 Franchise Fee to the City of San Carlos		180,566.37
10/22/2020	WIRE	SOUTH BAY RECYCLING LLC		100010 Wells Fargo Bank	Expense	-
			Invoice #2020-08	5070105 Disposal & Processing - OTHER		1,614,108.96
			Invoice #2020-08	507005 Operator Compensation SBR		7,334.13
			Invoice #2020-08	507015 Shoreway Facility Cost		1,594,184.90
			Invoice #2020-08	507030 Shoreway Charges		2,405.45
			Invoice #2020-08	507025 Credit Card Charges		3,238.47
						6,946.01
10/23/2020	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,012.81
			November 2020 Life & LTD Insurance	501035 Benefits - Guardian Life		1,012.81
10/26/2020	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-4,532.48
			November 2020 Medical Benefits	501020 Benefits - Medical		4,532.48
10/27/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-49,465.46
			PPE 10/24/20	500000 Salaries - Admin		22,723.24
			PPE 10/24/20	500100 Salaries - Recycling		30,021.39
			PPE 10/24/20	501000 Benefits - Payroll Taxes		764.82

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			PPE 10/24/20	501005 Benefits - Workers Comp Ins		394.49
			PPE 10/24/20	501030 Benefits - CPE Fee		723.69
			PPE 10/24/20	501010 Benefits - Retirement Employee		-5,162.17
10/28/2020	10413	STUDIO EM GRAPHIC DESIGN	INV. #18045 & 18044	100010 Wells Fargo Bank	Check	-1,062.75
			Ed Center Operations	507035 Education Center Operations		572.25
			Residential Outreach; 2020 Holiday designs	5060205 Residential Outreach Programs		490.50
10/28/2020	10404	E-RECYCLING OF CALIFORNIA	See Inv# above	100010 Wells Fargo Bank	Check	-6,366.14
			e-Recycling; acct# 143.011 I2005586	400400 E-Recycling Revenue		-923.88
			e-Recycling; acct# 143.011 I2005785	400400 E-Recycling Revenue		-629.19
			e-Recycling; acct# 143.011 I2005822	400400 E-Recycling Revenue		-1,266.91
			e-Recycling; acct# 143.011 I2005831	400400 E-Recycling Revenue		-735.46
			e-Recycling; acct# 143.011 I2005905	400400 E-Recycling Revenue		-1,610.36
			e-Recycling; acct# 143.011 I2005952	400400 E-Recycling Revenue		-593.57
			e-Recycling; acct# 143.011 I2005967	400400 E-Recycling Revenue		-606.77
10/28/2020	10402	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	Notice Id: 0002 8807 764 Acct: OL STF 047-083662	100010 Wells Fargo Bank	Check	-358.32
			Shoreway Facility Cost; notice 0002 8807 764	507015 Shoreway Facility Cost		358.32
10/28/2020	10399	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-1,023.96
			Shoreway Facility cost; monthly service Oct 13 thru Nov 12, 2020	507015 Shoreway Facility Cost		1,023.96
10/28/2020	10407	LIVEWIRE INFORMATION SYSTEMS	Inv# 234126 & 234127	100010 Wells Fargo Bank	Check	-905.00
			Shoreway Facility Cost; Inv# 234126	507015 Shoreway Facility Cost		585.00
			Shoreway Facility Cost; Inv# 234127	507015 Shoreway Facility Cost		320.00
10/28/2020	10411	SCS ENGINEERS	Inv# 388008	100010 Wells Fargo Bank	Check	-2,744.75
			Solid Waste Facility Permitting and CEQA Services; Sept 2020	505005 Facility Improvement Oversight		2,744.75



# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
10/28/2020	10401	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100006553 Cust# 4-4278-1001002 DISPOSAL-NEWBY - Sept 2020	100010 Wells Fargo Bank 5070102 Disposal & Processing - NEWBY	Check	-292,573.37 292,573.37
10/28/2020	10400	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000058120 Cust#4-4227-0000552 DISPOSAL OX MTN. - Sept 2020	100010 Wells Fargo Bank 5070101 Disposal & Processing - OX	Check	-852,009.41 852,009.41
10/28/2020	10410	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200009 DISPOSAL-BVO - September 2020	100010 Wells Fargo Bank 5070103 Disposal & Processing - BVON	Check	-218,680.02 218,680.02
10/28/2020	10417	ZANKER RECYCLING	Inv. #202009361 DISPOSAL ZANKER - September 2020	100010 Wells Fargo Bank 5070104 Disposal & Processing - ZANKER	Check	-292,707.75 292,707.75
10/28/2020	10408	PREMIER ACCESS INSURANCE COMPANY	Group ID 17242 Reg ID 1000550973 Benefits; Billing period November 2020; Registration ID: 1000550973	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Check	-988.16 988.16
10/28/2020	10415	UNDERGROUND ADVERTISING, INC	Inv# REW103 Residential Outreach; 2020 Recycling OR & Ed Campaign MFD Outreach	100010 Wells Fargo Bank 5060205 Residential Outreach Programs 5060203 Multi-Family Outreach	Check	-11,750.00 5,875.00 5,875.00
10/28/2020	10416	WAXIE'S ENTERPRISES, INC.	Inv# 79539296 Commercial/MFD Containers	100010 Wells Fargo Bank 5060202 Commercial/MFD Containers	Check	-7,040.52 7,040.52
10/28/2020	10398	ANNE MARIE BONNEAU	Inv# 1034 Community Events; 10/8/20 - Cooking Demo	100010 Wells Fargo Bank 5060206 Community Events	Check	-500.00 500.00
10/28/2020	10405	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1098169 Office Equipment; Contract# CONT1535-01 - Inv# 55Y1098169	100010 Wells Fargo Bank 503035 Office Equipment Costs	Check	-29.34 29.34
10/28/2020	10409	PURCHASE POWER	Acct# 8000-9000-0644-9759 Office Supplies; Statement 10/13/20	100010 Wells Fargo Bank 503030 Office Supplies	Check	-50.00 50.00

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
10/28/2020	10412	Shred-It USA	INV. #8180618947	100010 Wells Fargo Bank	Check	-122.95
			Office Supplies; cust# 11574392	503030 Office Supplies		122.95
10/28/2020	10414	THE OFFICE CITY	Inv# IN-1663335	100010 Wells Fargo Bank	Check	-544.88
			OFFICE SUPPLIES; IN-1663335	503030 Office Supplies		544.88
10/28/2020	10406	LANALERT, INC.	Inv# 1281 (REISSUE) c#10276 never rec'd	100010 Wells Fargo Bank	Check	-3,331.77
			IT Services 7/1/20	502020 IT Support		3,237.65
			Computer Purchase	504005 Computer Purchase for Office		94.12
10/28/2020	10403	CITY OF REDWOOD CITY	Voided - Inv# BR54349	100010 Wells Fargo Bank	Check	0.00
			Accounting services - 1st Quarter Finance & acct services provided by RWC to SBWMA 20-21	502015 Accounting Services		0.00
10/29/2020	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-60,545.35
			10/30/20 ER contribution	501015 Benefits - Retirement Employer		407.86
			10/30/20 EE contribution	501010 Benefits - Retirement Employee		67.90
			10/29/20 ER contribution	501015 Benefits - Retirement Employer		6,329.35
			10/29/20 EE contribution	501010 Benefits - Retirement Employee		5,162.17
			10/15/20 ER contribution	501015 Benefits - Retirement Employer		6,694.50
			10/15/20 EE contribution	501010 Benefits - Retirement Employee		5,223.02
			10/1/20 ER contribution	501015 Benefits - Retirement Employer		6,694.50
			10/1/20 EE contribution	501010 Benefits - Retirement Employee		5,223.02
			9/17/20 ER contribution	501015 Benefits - Retirement Employer		6,694.50
			9/17/20 EE contribution	501010 Benefits - Retirement Employee		5,223.02
			9/3/20 ER contribution	501015 Benefits - Retirement Employer		6,665.06
			9/3/20 EE contribution	501010 Benefits - Retirement Employee		6,160.45
10/29/2020	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,646.59
			October 2020 - Sterling HSA	501025 Benefits - Sterling HSA		1,646.59
10/29/2020	WIRE	MODERN HR, INC.		100010 Wells Fargo	Expense	-3,488.98

# South Bayside Waste Management Authority

## CHECK DETAIL

October 2020

DATE	NUM NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			Bank		
		PPE 10/30/20	500100 Salaries - Recycling		3,398.79
		PPE 10/30/20	501000 Benefits - Payroll Taxes		49.29
		PPE 10/30/20	501005 Benefits - Workers Comp Ins		27.19
		PPE 10/30/20	501030 Benefits - CPE Fee		81.69
		PPE 10/30/20	501010 Benefits - Retirement Employee		-67.98
10/30/2020	ACH JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-656.22
		10/30/20 ER contribution SPECIAL	501015 Benefits - Retirement Employer		656.22
<b>Total -</b>					<b>\$3,729,809.58</b>



## STAFF REPORT

---

**To:** SBWMA Board Members  
**From:** Cyndi Urman, Clerk of the Board  
**Date:** November 19, 2020 Board of Directors Meeting  
**Subject:** Technical Consulting Contracts: June - October 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 June and October 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 – June – October 2020

### Technical Consultant Contracts June - October 2020

<u>Vendor Name</u>	<u>Amount of Contract</u>	<u>Scope of Work</u>	<u>Date of Award</u>	<u>Contract Procedures Used</u>	<u>Budget Line Item</u>	<u>Budget Line Item Description</u>
Common Goal Consulting	\$15,150	Airport Development Project	7/1/2020	Single Source (Professional Services)	505005	Facility Improvement Oversight- Management/Technical Support Project
Tanner Pacific*	\$53,328	FY2021 Construction Management Services	7/1/2020	Single Source (Professional Services)	505005	Facility Improvement Oversight
Aaronson, Dickerson, Cohn, and Lanzone (ADCL)	\$268/hour year 1	Legal Counsel Services FY2021-2023	7/1/2020	Single Source (Professional Services)	502005	Board Counsel
S. Groner and Associates	\$13,000/yr. x 3 yrs. = \$39,000 Total	Website Hosting and Management	8/1/2020	RFP	502025	Website
HF&H Consulting	\$7,500	2019 Annual Rate Survey	8/24/2020	Single Source (Professional Services)	505000	Rate Review
S. Groner and Associates*	\$75,800	First Amendment to the Battery Outreach Campaign for an additional \$26,000	9/25/2020	RFP	506025	Battery Education and Outreach
Coffman and Associates	\$26,508	Airport Feasibility Analysis	10/28/2020	Single Source (Professional Services)	505005	Facility Improvement Oversight

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

---

### 2021 SBWMA Meeting Planning Guide

- **Board Meetings**
- **Finance Committee Meetings**
- **TAC Meetings**
- **Pub Ed Committee Meetings (tbd)**
- **Zero-Waste Committee Meetings (tbd)**
- **Agency-Sponsored Community Events**

#### JANUARY:

##### 12<sup>th</sup>: Finance Committee Meeting

- Review and approval of final audited fiscal year financial statements
- Review and approval of 2021 Investment Policy

##### 28<sup>th</sup>: Board Meeting

- Election of 2021 Board Chair and Vice Chair
- Resolution Recommending Approval of Amendment One Modifications to the Member Agency Franchise Agreements with Recology San Mateo County
- Resolution Recommending Approval of JPA updated language amongst Member Agency's elected bodies.
- Resolution approving 2021-2023 Legislative Platform
- Resolution approving 4<sup>th</sup> Amendment to the Executive Director's Employment Agreement
- Resolution Approving updated SBWMA Purchasing Policy
- Resolution Approving SBWMA 2021 Investment Policy

#### FEBRUARY:

##### 25<sup>th</sup>: Board Meeting

- TBD

#### MARCH:

##### 25<sup>th</sup>: Board Meeting

- Resolution Approving Issuance of letter of intent to participate in the PG&E EV Fleet Subsidy Grant Program
- Resolution Approving Operation Agreement Work Plan
- Resolution Approving 2020 Annual Report
- Resolution Approving an Outreach Services RFP
- Resolution Approving a contract with DTE Networks for Continued IT Services for 3-Years
- SB1383 Program Implementation Update
- Public Education and Environmental Education Update
- Report out on Self-Insurance Study

#### APRIL:

##### 22<sup>nd</sup>: Board Meeting

TBD

17<sup>th</sup> or 24<sup>th</sup>: Earth Day Community Festival at Shoreway

## **MAY:**

### **May 27, 2021: Board Meeting**

TBD

## **JUNE:**

### **8th: Finance Committee Meeting**

- CY2021 mid-year budget review
- CY2022 preliminary budget with tip fee projections for Member Agency's Revenue Requirement

### **10: TAC Meeting**

Discussion and Review of member agency compliance with the Cal Recycle Electronic Annual Reports

### **24th: Board Meeting**

TBD

## **JULY:**

### **22nd: Board Meeting**

- Resolution Approving Updated Employee Handbook
- Resolution Approving Fiscal Year 2021-2022 Property Insurance
- Resolution Approving the findings from the annual Operational Systems/Financial Systems Audits
- FY2021 mid-year budget review
- Review of Organics-to-Energy Pilot Results
- Site Masterplan review and airport project update
- Mid-Session Legislative Update with EEC

## **AUGUST:**

No Meetings (DARK)

## **SEPTEMBER:**

### **9th: Board/TAC--Joint Study Session**

- Review of the SBWMA's report reviewing the annual Contractor's Compensation Applications for 2022

### **23rd: Board Meeting**

- Resolution Approving the SBWMA's Final Report Reviewing and 2022 Recology San Mateo County Compensation Application
- Resolution Approving the SBWMA's Final Report Reviewing and 2022 South Bay Recycling Compensation Application
- Resolution Approving CY2021 Mid-Year Calendar Budget Adjustments

### **12th: Finance Committee Meeting**

- Review of Draft FY2022 budget



## **OCTOBER:**

### **TBD: Rethink Recycling Day(s) at Shoreway**

#### **21<sup>st</sup>:: Board Meeting *Third Thursday (Study Session format)***

- Review of DRAFT FY2022 Budget
- Discussion on Operating Expenses
- Capital Improvement Plan Discussion for 2022
  - Organics-to-Energy Scale Up
  - MRF Phase II
  - Facility/site needs assessment project
  - Airport Project update

## **NOVEMBER:**

#### **18<sup>th</sup>: Board Meeting- *Third Thursday due to Thanksgiving Holiday***

- Resolution Approving 2022 Calendar Year Budget
- Approval Contract to Manager Operational Agreement RFP Process
- 2021 Legislative Session Recap
- 2021 Public Education and Environmental Education Recap

## **DECEMBER:**

**No Meetings (DARK)**

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