



A Public Agency

# INFORMATIONAL ITEMS ONLY



## STAFF REPORT

---

**To:** SBWMA Board Members  
**From:** Tj Carter, Program Manager II, Recycling and Compliance  
**Date:** July 22, 2021 Board of Directors Meeting  
**Subject:** SB 1383 Franchise Agreement Amendment Two Update

---

### **Recommendation:**

This is an informational report, and no action is necessary.

### **Summary**

The purpose of this report is to provide the Board and TAC with an update on the negotiations of Franchise Agreement Amendment Two with Recology for Scope of Service Modifications to integrate franchise-related SB 1383 compliance requirements. The SBWMA has engaged HF&H Consultants, LLC (HF&H) to support the planning, drafting, negotiating, and review of the amendment and cost proposal with Recology.

### **Analysis**

Under SB 1383, jurisdictions must provide organics collection and processing programs that meet specific requirements prescribed by SB 1383. The SBWMA will utilize a standard SB 1383 compliance approach that includes a 3-container system for single-family, multi-family dwelling, and commercial customers. The SBWMA is in active negotiations with Recology to expand services to include:

1. **Expanded Collection Services for Multi-Family Dwelling and Commercial Customers**  
Expand organic materials and recyclable materials collection service to all MFD/commercial customers.
2. **Contamination Monitoring and Annual Hauler Route Reviews**  
Perform contamination monitoring for all routes annually to comply with SB 1383 contamination minimization requirements.
3. **Public Education and Outreach**  
Launch education and outreach efforts targeted towards MFD/commercial customers that do not have recyclable materials and/or organic materials collection services and integrate educational information on SB 1383 organics recycling requirements into existing education and outreach materials for all generators.
4. **Waiver Program**  
Engage Recology in the process of reviewing MFD/commercial generator waiver applications (for waivers from obligation to subscribe to recycling and/or organic service for de minimis volumes of

materials or physical space limitations) for reasonableness and for conducting inspections for waiver reverifications every five years.

**5. Container Specifications and Drop Box Colors**

Provide drop boxes that are color compliant with SB 1383 requirements by January 1, 2036.

**6. Record Keeping and Reporting**

Integrate SB 1383 reporting requirements into Recology's reporting for contamination monitoring, waiver program, public education and outreach, and SFD, MFD, and commercial generator compliance monitoring.

Attachment A: Timeline Updates reflects the current timeline and milestones for development, approval, and implementation of the Franchise Agreement Amendment 2.

**Background**

In September 2016, SB 1383 (Lara, Chapter 395, Statutes of 2016) established statewide methane emissions reduction targets in an effort to reduce emissions of short-lived climate pollutants in various sectors of California's economy. It includes statewide goals to reduce the disposal of organic waste and recover edible food for human consumption. To accomplish these statewide goals, SB 1383 regulations, which were approved on November 3rd 2020, include prescriptive requirements for jurisdictions related to recycling and organics collection, inspection, and enforcement policies and programs and edible food recovery. The SBWMA and its Member Agencies need to comply with nearly all SB 1383 requirements by January 1, 2022 with the significant exception that enforcement actions do not need to commence until January 1, 2024.

More information regarding SB 1383 can be found online at [www.calrecycle.ca.gov/organics/slcp/](http://www.calrecycle.ca.gov/organics/slcp/).

**Fiscal Impact**

Cost increases are anticipated for Recology's expanded scope of services; however, cost estimates were not available at the time of this Staff Report. The SBWMA anticipates receiving a cost proposal from Recology for these service modifications by July 16, 2021.

**Attachments:**

Attachment A: Timeline Update

# Attachment A

## Timeline Update

- Jun 15:** Recology Submits 2022 Comp App to SBWMA (EOD)
- In addition to normal fixed cost contract services (+ normal CPI adjustment request), including cost estimate for SB 1383 expanded services.
- July 9:** Recology Provides Draft Amendment #2 Redline Edits to SBWMA (EOD)
- Recology provides SBWMA with redline edits to the Amendment #2 Scope of Services
- July 16:** Recology Provides Cost Proposal to SBWMA (EOD)
- Recology staff provides SBWMA with cost estimate for SB 1383 expanded services.
- July 22:** SBWMA Board Meeting (2-4pm)
- Staff reports to Board on the status of the Amendment #2 process.
- Aug:** Adjustments to Cost Proposal between SBWMA and Recology
- SBWMA and Recology staff work together to make adjustments to the Cost Proposal.
- Sep 2:** Recology Provides Final Edits to SBWMA (EOD)
- Recology provides final edits to cost estimates and Amendment #2 Scope of Services to SBWMA in preparation for SBWMA Study Session Meeting.
- Sep 9:** SBWMA Study Session Meeting—Comp App Review (2-4pm)
- Staff provides an in-depth review of Recology's/SBR's 2022 Comp Apps.
  - Staff provides an in-depth review of proposed Recology costs for SB 1383 services.
- Sep 23:** SBWMA Board Meeting (2-4pm)
- Board considers/approves presumed 2022 Comp App adoption by Board, including SB 1383 services.
  - Board considers/approves the Model Amendment #2.
- Oct-Dec:** Member Agencies Consider/Approve Amendment #2
- Member Agencies consider/approve Amendment #2; eight votes needed at the member agency level to adopt Amendment #2.
- Jan 1, 2022:** SB 1383 Compliance Period Begin; Recology Commences Implementation of Expanded Service

## STAFF REPORT

---

**To:** SBWMA Board Members  
**From:** John Mangini, Senior Finance Manager  
**Date:** July 22, 2021, Board of Directors Meeting  
**Subject:** 2021 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 2021. 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 2021:

#### January 2021

- Approval FY19/20 audited Financial Statements. (Complete)

#### March 2021

- Recology submission of the unaudited 2020 Revenue Reconciliation Report (Due: March 31) (Complete)

#### June 2021

- Mid-year review of the adopted FY2021 SBWMA Operating Budget (approved at 11/19/20 Board Meeting). (Complete)
- Recology's 2022 Compensation Application submission to the SBWMA/Member Agencies (Due: June 15) (Complete)
- SBWMA/ Member Agency submit comments to Recology on its 2020 Compensation Application (Due: June 29) (Complete)
- SBWMA issues Member Agency letters requesting formal confirmation on their estimated 2022 Member Agency fees (e.g., franchise fees) to be included in their 2022 solid waste rates. (Complete)
- Review of Recology's Revenue Reconciliation Report from the independent Financial Systems audit report (Complete)

#### July 2021

- SBR's 2022 Compensation Application submission to the SBWMA (Due: July 5) (Complete)
- Recology revised 2022 Compensation Application submission to SBWMA/Member Agencies (Due: July 16)
- Recology issues proposed 2022 SB1383 related Compensation Adjustment Application to SBWMA for review (Due: July 16)
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
  - 1. Estimated 2021 and 2022 residential and commercial base revenue
  - 2. Estimated collected tonnage for 2021 and 2022.
  - 3. Summary of 2022 Member Agency fees to be used in the 2022 cost projections based on Member

Agency feedback.

#### **August 2021**

- SBWMA issues the Draft Report Reviewing Recology's 2022 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*Due: August 10*)
- SBWMA issues the Draft Report Reviewing SBR's 2022 Compensation Application (*Due: August 17*)
- Comments due from Member Agencies on draft Reports Reviewing Recology's & SBR's 2022 Compensation Application (*Due: August 27*)

#### **September 2021**

- SBWMA TAC Meeting reviewing Pre-Final Report Reviewing Recology's 2022 Compensation Application (*September 9*).
- SBWMA issues Amended Final Report Reviewing Recology's 2022 Compensation Application including the recommended total Collection Rate Adjustment for 2022. (*September BOD Packet*)
- SBWMA issues Final Report Reviewing SBR's 2022 Compensation Application. (*September BOD Packet*).
- Approval of SBR 2022 Compensation Application (*September 23 BOD Meeting*)
- Approval of Recology 2022 Compensation Application and total recommended Revenue Requirement September 23 *BOD Meeting*)

#### **October 2021**

- Finance Committee review of SBWMA's DRAFT FY2022 Budget (*October 12 Meeting*)
- SBWMA Board Study Session: Reviewing Preliminary (Draft) 2022 Fiscal Year Budget (*October 21*)

#### **September – December 2021**

- Member Agencies issue Prop. 218 notices and approve their final 2022 solid waste rates

#### **November 2021**

- Approval of the SBWMA's Final Fiscal Year 2022 Budget at the November 18<sup>th</sup> Board meeting

## STAFF REPORT

---

**To:** SBWMA Board Members  
**From:** John Mangini, Senior Finance Manager  
**Date:** July 22, 2021 Board of Directors Meeting  
**Subject:** Check Register Detail for June 2021

---

### 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 June 2021 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. The total transactions for June 2021 summed to \$7,781,656.55 as detailed in **Attachment A**.

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

### Attachments:

**Attachment A** – June 2021 Check Register Detail Report



# South Bayside Waste Management Authority

## Check Detail

June 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
100010	Wells Fargo Bank					
06/01/2021	WIRE	LAIF		100010 Wells Fargo Bank	Expense	-
						2,000,000.00
			transfer to LAIF	100020 Investment - State Pooled LAIF		2,000,000.00
06/02/2021	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	September 2019 Life and LTD insurance	100010 Wells Fargo Bank	Expense	-1,122.34
			June 2021 Life & LTD Insurance	501035 Benefits - Guardian Life		1,122.34
06/07/2021	WIRE	MODERN HR, INC.		100010 Wells Fargo Bank	Expense	-54,998.21
			PPE 6/5/21	500000 Salaries - Admin		22,723.25
			PPE 6/5/21	500100 Salaries - Recycling		26,885.32
			PPE 6/5/21	500110 SB1383 Staff		3,923.08
			PPE 6/5/21	501000 Benefits - Payroll Taxes		883.65
			PPE 6/5/21	501005 Benefits - Workers Comp Ins		24.50
			PPE 6/5/21	501010 Benefits - Retirement Employee		-5,138.20
			PPE 6/5/21	501030 Benefits - CPE Fee		672.00
			PPE 6/5/21	500150 Salaries - Car Allowance		3,425.00
			PPE 6/5/21	500200 Salaries - Opt Out Medical		1,599.61
06/08/2021	WIRE	County of San Mateo		100010 Wells Fargo Bank	Expense	-
						2,000,000.00
			Transfer to County Pool	100030 Investment - San Mateo Co Pool		2,000,000.00
06/09/2021	10646	E-RECYCLING OF CALIFORNIA	Inv date 5/26 acct# 143.011	100010 Wells Fargo Bank	Check	-7,991.47
			inv# I2101990	400400 E-Recycling Revenue		-1,313.94
			inv# I2101991	400400 E-Recycling Revenue		-907.22
			inv# I2102026	400400 E-Recycling Revenue		-638.83
			inv# I2102027	400400 E-Recycling Revenue		-1,790.20
			inv# I2102028	400400 E-Recycling Revenue		-593.23
			inv# I2102224	400400 E-Recycling Revenue		-894.04
			inv# I2102225	400400 E-Recycling Revenue		-1,104.85
			inv# I2102332	400400 E-Recycling Revenue		-749.16
06/09/2021	10647	HF&H CONSULTANTS LLC	Inv. #9718254, Inv. #9718265	100010 Wells Fargo Bank	Check	-19,358.75
			Operations RFP Support Apr 2021	5050106 Collection Consulting Support		15,647.50
			SB1383 Support Apr 2021	502006 SB 1383 Technical Assistance		3,711.25
06/09/2021	10648	AT&T	Acct. #650-596-7146-704-9	100010 Wells Fargo Bank	Check	-1,171.13
			Shoreway Facility cost; monthly service May. 13th thru Jun 12th 2021	507015 Shoreway Facility Cost		1,171.13

# South Bayside Waste Management Authority

## Check Detail

June 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
06/09/2021	10649	EAST BAY MUNICIPAL UTILITY DISTRICT	Inv# WWO-LD-44779 Permit Renewal	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	-350.00 350.00
06/09/2021	10650	SCAPES INC	Inv# 20349 Shoreway Facility Cost - May 2021 Monthly Maintenance	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	-315.00 315.00
06/09/2021	10651	AARONSON DICKERSON COHN & LANZONE	Inv# 421292 -SB. R Board Counsel; 05/25/21 Board Counsel; 05/25/21	100010 Wells Fargo Bank 502005 Board Counsel 502006 SB 1383 Technical Assistance	Check	-12,127.00 6,499.00 5,628.00
06/09/2021	10652	VISION SERVICE PLAN (CA)	Statement# 812379182 ClientID 3010464 Benefits - VSP - Coverage period: June 2021	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Check	-170.68 170.68
06/09/2021	10653	Comcast	Acct# 8155 20 033 0447972 Utilities; services from May 29 to Jun 28, 2021	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	-353.53 353.53
06/09/2021	10654	COMCAST BUSINESS	Inv. #122899574 Utilities & Phone - Acct# 962670890 - Bill date May - June 15, 2021	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	-851.76 851.76
06/09/2021	10655	CALIFORNIA RESOURCE RECOVERY ASSOC	Inv# 09735-77 Membership Renewal: Regular Member: (Grant Ligon) Membership Dues: New Member: (Joanna Rosales, Laura Wessberg)	100010 Wells Fargo Bank 503045 Professional dues & Memberships 503045 Professional dues & Memberships	Check	-600.00 200.00 400.00
06/09/2021	10656	FEDEX	Inv# 7-379-21651 Office Supplies	100010 Wells Fargo Bank 503030 Office Supplies	Check	-187.04 187.04
06/09/2021	10657	KBA DOCUMENT SOLUTIONS LLC	Inv# 8180115 Office Equipment; Contract# 42087343	100010 Wells Fargo Bank 503035 Office Equipment Costs	Check	-449.66 449.66
06/09/2021	10658	CITY OF SAN CARLOS	Inv# 18890 Customer # 198 June 2021	100010 Wells Fargo Bank 503010 Rent	Check	-5,067.46 5,067.46
06/09/2021	10659	WELLS FARGO	Acct# 4856 2003 7906 1909 Trash to Art Contest Prizes Trash to Art Contest First Prize Computer Purchase - Adobe DC Grant Ligon	100010 Wells Fargo Bank 507035 Education Center Operations 507035 Education Center Operations 504005 Computer Purchase for Office	Check	-478.88 150.00 149.00 179.88

# South Bayside Waste Management Authority

## Check Detail

June 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
06/09/2021	10660	LANALERT, INC.	Inv# 1441 IT Services 06/01/21	100010 Wells Fargo Bank 502020 IT Support	Check	-3,237.65 3,237.65
06/10/2021	Wire	INTERNATIONAL CONTACT, INC.	Invoice #Q-12944 Invoice #Q-12944	100010 Wells Fargo Bank 5060205 Residential Outreach Programs 5060203 Multi-Family Outreach	Expense	-176.25 88.13 88.12
06/11/2021	ACH	WELLS FARGO	May 2021 Client Analysis Service Charge	100010 Wells Fargo Bank 503005 Bank Fees & Services	Expense	-596.75 596.75
06/22/2021	WIRE	MODERN HR, INC.	PPE 6/19/21 PPE 6/19/21 PPE 6/19/21 PPE 6/19/21 PPE 6/19/21 PPE 6/19/21 PPE 6/19/21	100010 Wells Fargo Bank 500000 Salaries - Admin 500100 Salaries - Recycling 500110 SB1383 Staff 501000 Benefits - Payroll Taxes 501005 Benefits - Workers Comp Ins 501010 Benefits - Retirement Employee 501030 Benefits - CPE Fee	Expense	-50,783.90 22,723.24 27,057.11 3,923.08 805.97 744.13 -5,141.63 672.00
06/23/2021	10661	BROWNING FERRIS INDUSTRIES OF CA INC	INV. #4278-100007093 Cust# 4-4278-1001002 DISPOSAL-NEWBY - May 2021	100010 Wells Fargo Bank 5070102 Disposal & Processing - NEWBY	Check	-289,317.08 289,317.08
06/23/2021	10662	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000060189 Cust#4-4227-0000552 DISPOSAL OX MTN. - May 2021	100010 Wells Fargo Bank 5070101 Disposal & Processing - OX	Check	-857,542.61 857,542.61
06/23/2021	10663	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200017 DISPOSAL-BVO - May 2021	100010 Wells Fargo Bank 5070103 Disposal & Processing - BVON	Check	-274,760.07 274,760.07
06/23/2021	10664	ZANKER RECYCLING	Inv. #202105343 DISPOSAL ZANKER - May 2021	100010 Wells Fargo Bank 5070104 Disposal & Processing - ZANKER	Check	-258,709.96 258,709.96
06/23/2021	10665	R3 CONSULTING GROUP INC	Inv# 10402 Contract Annual Auditing; services thru May 31, 2021	100010 Wells Fargo Bank 5050102 Annual Contract Auditing	Check	-31,016.25 31,016.25
06/23/2021	10666	E-RECYCLING OF CALIFORNIA	Inv date 6/3, 06/08, 06/10, & 06/15/2021 acct# 143.011 inv# I2102226	100010 Wells Fargo Bank 400400 E-Recycling Revenue	Check	-6,750.54 -657.06

# South Bayside Waste Management Authority

## Check Detail

June 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			inv# I2102333	400400 E-Recycling Revenue		-704.93
			inv# I2102334	400400 E-Recycling Revenue		-1,370.25
			inv# I2102529	400400 E-Recycling Revenue		-792.23
			inv# I2102531	400400 E-Recycling Revenue		-1,736.22
			inv# I2102650	400400 E-Recycling Revenue		-1,489.85
06/23/2021	10667	DEBRA KAUFMAN CONSULTING	Inv# 2	100010 Wells Fargo Bank	Check	-1,040.00
			Technical assistance; services 05/01/21-05/30/21	502006 SB 1383 Technical Assistance		1,040.00
06/23/2021	10668	Environmental and Energy Consulting	Inv# 2145	100010 Wells Fargo Bank	Check	-6,000.00
			Legislative Services; Consulting & Lobbying June 2021	504000 Legislative & Reg Advocacy		6,000.00
06/23/2021	10669	SHRED WORKS INC	Inv #6570	100010 Wells Fargo Bank	Check	-1,910.00
			Community Shred Event pass through Foster City 06/12/21	506030 Shred Event Svcs (pass thru)		1,910.00
06/23/2021	10670	E-RECYCLING OF CALIFORNIA	Inv date 6/10/21 acct# 143.008	100010 Wells Fargo Bank	Check	-1,037.82
			Inv# I2102703 Hillsborough Event Pass Through	506030 Shred Event Svcs (pass thru)		1,037.82
06/23/2021	10671	KBA DOCUMENT SOLUTIONS, LLC	Inv. #55Y1185658	100010 Wells Fargo Bank	Check	-9.28
			Acct# SB15 - Inv# 55Y1185658	503035 Office Equipment Costs		9.28
06/23/2021	10672	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Statement Date: 06/13/21 Acct# 8000-9000-0644-9759	100010 Wells Fargo Bank	Check	-251.00
			Office Supplies Postage	503030 Office Supplies		251.00
06/23/2021	10673	SWANA Legislative Task Force	Inv# 2021-104	100010 Wells Fargo Bank	Check	-2,500.00
			Supplemental Public Agency Assessment FY2021 Workplan	503070 Sponsorship & Donations		2,500.00
06/23/2021	10674	SHRED WORKS INC	Inv #6290 & Inv #6328	100010 Wells Fargo Bank	Check	-1,155.00
			Hillsborough Shred Event 1st Event 1st Truck 2021	506030 Shred Event Svcs (pass thru)		805.00
			Hillsborough Shred Event 1st event Other charges	506030 Shred Event Svcs (pass thru)		350.00
06/23/2021	ACH	STERLING HSA	August 2019 HSA	100010 Wells Fargo Bank	Expense	-1,176.14
			June 2021- Sterling HSA	501025 Benefits - Sterling HSA		1,176.14
06/24/2021	ACH	JOHN HANCOCK USA		100010 Wells Fargo Bank	Expense	-24,053.29
			5/13/21 ER Contribution	501015 Benefits - Retirement Employer		6,393.28
			5/13/21 EE Contribution	501010 Benefits - Retirement Employee		5,133.10

# South Bayside Waste Management Authority

## Check Detail

June 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
			5/27/21 ER Contribution	501015 Benefits - Retirement Employer		6,456.18
			5/27/21 EE Contribution	501010 Benefits - Retirement Employee		5,143.59
			5/7/21 ER Contribution	501015 Benefits - Retirement Employer		794.69
			5/7/21 EE Contribution	501010 Benefits - Retirement Employee		132.45
06/24/2021	WIRE	SOUTH BAY RECYCLING LLC		100010 Wells Fargo Bank	Expense	-
			2021-04 v3	5070105 Disposal & Processing - OTHER		1,668,870.79
			2021-04 v3	507005 Operator Compensation SBR		-16,461.05
			2021-04 v3	400350 Miscellaneous Revenue		1,575,298.57
			2021-04 v3	507025 Credit Card Charges		2,093.48
			2021-04 v3	6001023 Facility Improvements - Tunnel Curb Preservation Project		6,635.89
			2021-04 v3	6001024 Facility Improvements - BHS Belt 76		22,500.00
			2021-04 v3	6001025 Facility Improvements - Titus OCC Screen Install		18,092.86
			2021-04 v3	507015 Shoreway Facility Cost		61,545.00
06/25/2021	WIRE	CITY OF SAN CARLOS		100010 Wells Fargo Bank	Expense	-176,152.88
			May 2021 Franchise Fee	507055 Franchise Fee to the City of San Carlos		176,152.88
06/28/2021	ACH	Anthem Blue Cross		100010 Wells Fargo Bank	Expense	-3,094.08
			July 2021 Medical Benefits	501020 Benefits - Medical		3,094.08
06/29/2021	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA		100010 Wells Fargo Bank	Expense	-1,072.30
			September 2019 Life and LTD insurance			
			July 2021 Life & LTD Insurance	501035 Benefits - Guardian Life		1,072.30
06/30/2021	10675	HAYLEY FERREIRA		100010 Wells Fargo Bank	Check	-14,850.00
			Inv# 185 & Inv# 186			
			Inv# 185 40ft x10ft mural (40%)	507035 Education Center Operations		6,600.00
			Inv# 186 40ft x10ft mural (50%, final contract invoice)	507035 Education Center Operations		8,250.00
<b>TOTAL - \$7,781,656.55</b>						

## STAFF UPDATE

---

### 2021 SBWMA Meeting Planning Guide

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

#### AUGUST:

##### 23: Legislative Committee Meeting

#### SEPTEMBER:

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

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

##### 23: 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 a revised purchasing policy to align with the County of San Mateo's Purchasing Policy as per 3<sup>rd</sup> Amended and Restated JPA Agreement
- Resolution Approving CY2021 Mid-Year Calendar Budget Adjustments
- Site Masterplan Review, Airport project update and Resolution Approving Contract for Shoreway Master Site Plan Development
- Resolution Approving adjustment to the SBR Compensation for the VRS employee CPI adjustment to \$18/hr.
- Resolution Approving contract with Anergia for Service and Maintenance of Organics-to-Energy Equipment
- Resolution Approving a Contract with Everest Systems for a 5-year Service and Support of Organics to Energy Equipment

##### 27: Legislative Committee Meeting

#### OCTOBER:

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

##### 12: Finance Committee Meeting

- Review of Draft FY2022 budget and Capital Improvement Plan

##### 21: 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-next phase recommendations
  - MRF Phase II
  - Facility/site needs assessment project
  - Airport Project update

**25: Legislative Committee Meeting**

**NOVEMBER:**

**18: Board Meeting- *Third Thursday* due to Thanksgiving Holiday**

- Resolution Approving 2022 Calendar Year Budget
- Resolution Approving Updated Employee Handbook
- 2021 Legislative Session Recap
- 2021 Public Education and Environmental Education Recap
- Update on Recycling – What is/is not recycled and why

**22 : Legislative Committee Meeting**

**DECEMBER:**

**DARK--No Meeting**