



A Public Agency

INFORMATIONAL ITEMS ONLY

STAFF REPORT

To: RethinkWaste Board Members
From: Tj Carter, Program Manager II, Recycling and Compliance
Date: June 22, 2023 Board of Directors Meeting
Subject: Update on the Status of SB 1383 Implementation and Compliance

Summary

As detailed in the 2021 RethinkWaste SB 1383 Memorandum of Understanding authorized by the RethinkWaste Board of Directors and RethinkWaste Member Agencies, RethinkWaste staff has been delegated a significant portion of the SB 1383 program responsibilities.

Staff has updates on the following item:

1. Contamination Monitoring Route Reviews

SB 1383 requires jurisdictions to conduct annual contamination monitoring of all three containers to keep the organics waste stream clean. RethinkWaste, with the help of SCS Engineers, will lead and conduct this review through lid flips of randomly selected containers on each collection route for landfill, recyclable materials, and organic materials for both residential and commercial routes in every Member Agency jurisdiction.

RethinkWaste recognizes that there may be privacy concerns related to monitoring of containers and has identified a number of protocols to increase safety and trust in the community during contamination monitoring. This includes SCS Engineers team members wearing vests and name tags and carrying letters detailing the contamination monitoring efforts on behalf of the jurisdiction.

Additionally, SCS Engineers will educate accounts that were identified to have contamination about proper sorting of materials and consequences for future contamination and maintain records pursuant to the reporting requirements of SB 1383 regulations. SCS Engineers is set to begin the contamination monitoring process in August 2023.

RethinkWaste will formally contact designated Member Agency's elected officials, city manager and key city staff, including law enforcement departments, ahead of contamination monitoring reviews and is providing template language about the efforts in bill inserts, newsletters, and social media.

2. Electronic Annual Report (EAR) and SB 1383 Reporting

RethinkWaste Staff has retained Ascent Environmental to support the 2022 Electronic Annual Reports and SB 1383 Annual Jurisdiction Report. These combined reports are due August 1, 2023. The RethinkWaste and Ascent Environmental have reached out to TAC Members to collect data needed for these reports.

3. Compost Collection Rollout Progress

RethinkWaste, SCS Engineers, and Recology continue to contact all residential, commercial, and multi-family generators who are not currently compliant with SB 1383 requirements by the end of the year before enforcement begins on January 1, 2024. Contact with generators has included non-compliance letters, phone calls, emails, and on-site visits.

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 were developed, which were approved on November 3rd 2020, and include prescriptive requirements for jurisdictions related to recycling and organics collection, inspection, and enforcement policies and programs and edible food recovery. The RethinkWaste 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/.

Fiscal Impact

None.

Attachments:

None.

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: June 22, 2023, Board of Directors Meeting
Subject: 2023 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 2023. This staff report is updated as necessary and included in the Board packet each month.

2023 Schedule of Finance, Contractor Compensation and Rate Adjustment Activities:

February 2023

- Recology submits SB 1383 compliance cost projections for expanded account support services for agency review (Due: Feb.17) *(Complete)*

March 2023

- Recology submission of the unaudited 2022 Revenue Reconciliation Report (Due: March 31) *(Complete)*

April 2023

- Board consideration of Recology's proposed costs of expanded SB 1383 support services *(Complete)*

June 2023

- Mid-year review of the adopted FY2023 SBWMA Operating Budget (June 13-Finance Committee; June 22-BOD)
- Recology's 2024 Compensation Application submission to the SBWMA/Member Agencies (Due: June 15)
- SBWMA / Member Agency submit comments to Recology on its 2024 Compensation Application (Due: June 30)
- SBWMA issues Member Agency letters requesting formal confirmation on their estimated 2024 Member Agency fees (e.g., franchise fees) to be included in their 2024 solid waste rates.
- Review of Recology's Revenue Reconciliation Report from the independent Financial Systems audit report
- Approval of the FY2022 Audited Financial Statements

July 2023

- **Planning Note: No 2024 Compensation Application from SBR will be submitted this year due to contractor transition. 2024 Facility Operations costs will be based on negotiated costs during recent contract award process.**
- Recology revised 2024 Compensation Application submission to SBWMA/Member Agencies (Due: July 14)
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - 1. Estimated 2023 and 2024 residential and commercial base revenue
 - 2. Estimated collected tonnage for 2023 and 2024.

- 3. Summary of 2024 Member Agency fees to be used in the 2024 cost projections based on Member Agency feedback.

August 2023

- SBWMA issues the Draft Report Reviewing Recology's 2024 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*Due: August 11*) Comments due from Member Agencies on draft Reports Reviewing Recology's 2024 Compensation Application (*Due: August 25*)

September 2023

- SBWMA TAC Meeting reviewing Pre-Final Report Reviewing Recology's 2024 Compensation Application (*September 14*).
- SBWMA issues Amended Final Report Reviewing Recology's 2024 Compensation Application including the recommended total Collection Rate Adjustment for 2024. (*September BOD Packet*)
- Approval of Recology 2024 Compensation Application and total recommended Revenue Requirement (*September 28 BOD Meeting*)

October 2023

- Finance Committee review of SBWMA's DRAFT FY2024 Budget (*October 10 Meeting*)
- SBWMA Board Study Session: Review (Draft) 2024 Fiscal Year Budget + CIP Plan (*October 26*)

September – December 2023

- Member Agencies establish/issue Prop. 218 notices and approve their final 2024 solid waste rates

November 2023

- Approval of the SBWMA's Final Fiscal Year 2024 Budget at the November 16th Board meeting

STAFF REPORT

To: SBWMA Board Members
From: John Mangini, Senior Finance Manager
Date: June 22, 2023 Board of Directors Meeting
Subject: Check Register Detail for April and May 2023

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 April and May 2023 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 April 2023 summed \$4,528,353.86 and for March 2023 summed \$4,697,163.41 as detailed in **Attachment A**.

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

Attachments:

Attachment A – April and May 2023 Check Register Detail

South Bayside Waste Management Authority
Check Detail
April 2023

Date	Num	Name	Memo/Description	Account	Transaction Type	Amount
100010 Wells Fargo Bank						
04/10/2023	ACH	STERLING HSA	April 2023 HSA April 2023 - Sterling HSA	100010 Wells Fargo Bank 501025 Benefits - Sterling HSA	Expense	(954.56) 954.56
04/10/2023	ACH	JOHN HANCOCK USA	EE Contribution PPE 03/02/2023 ER Contribution PPE 03/02/2023	100010 Wells Fargo Bank 501010 Benefits - Retirement Employee 501015 Benefits - Retirement Employer	Expense	(24,114.25) 12,114.09 12,000.16
04/11/2023	ACH	WELLS FARGO	MARCH 2023 Client Analysis Service Charge	100010 Wells Fargo Bank 503005 Bank Fees & Services	Expense	(549.60) 549.60
04/12/2023	11628	EAST BAY MUNICIPAL UTILITY DISTRICT	Inv# 8029059 Shoreway Environmental Ctr Permit Renewal February 2023	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	(350.00) 350.00
04/12/2023	11638	T3 TECHNICAL ENGINEERING	Inv# 2211-011 SBWMA Jan-Feb 23 T3CHCOMP Consulting Svcs Inv# 2211-011 SBWMA Jan-Feb 23	100010 Wells Fargo Bank 505035 Project Assessments	Check	(2,700.00) 2,700.00
04/12/2023	11636	SCAPES INC	Inv# 61750 Shoreway Facility Cost - March 2023 Monthly Maintenance	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	(375.00) 375.00
04/12/2023	11641	WAXIE'S ENTERPRISES, INC.	Inv 81603428 Cust #: 56037 Recology Commercial Recycling Technical Support - Internal Containers	100010 Wells Fargo Bank 5060202 Commercial/MFD Containers	Check	(25,271.25) 25,271.25
04/12/2023	11623	AM PARTY RENTALS INC	INV# 1-574779 Community Events	100010 Wells Fargo Bank 5060206 Community Events	Check	(2,884.10) 2,884.10
04/12/2023	11627	E-RECYCLING OF CALIFORNIA	Load Date:03/20/23, 03/22/23, 03/24/23 143.011 Inv# I2301030 Inv# I2301031 Inv# I231032	100010 Wells Fargo Bank 400400 E-Recycling Revenue 400400 E-Recycling Revenue 400400 E-Recycling Revenue	Check	(1,795.88) (747.08) (667.37) (381.43)
04/12/2023	11629	Environmental and Energy Consulting	Inv# 2817 Legislative Services; Consulting & Lobbying March 2023	100010 Wells Fargo Bank 504000 Legislative & Reg Advocacy	Check	(6,000.00) 6,000.00
04/12/2023	11632	JASK DIGITAL PRINT AND COPY SOLUTIONS	Inv# 0901-6706 Battery Door Notice Door Hangers	100010 Wells Fargo Bank 506025 Curbside Battery Outreach	Check	(745.45) 745.45
04/12/2023	11639	TIMOTHY CARTER	March 2023 Employee Expense Reimbursement March 2023 Employee Expense Reimbursement	100010 Wells Fargo Bank 502008 SB1383 Outreach & Education	Check	(166.86) 166.86
04/12/2023	11631	HF&H CONSULTANTS LLC	Inv# 9720017 SBWMA - 2021 SB 1383 Support Feb 2023	100010 Wells Fargo Bank 502006 SB 1383 Technical Assistance	Check	(6,286.25) 6,286.25
04/12/2023	11622	AARONSON DICKERSON COHN & LANZONE, APC	Inv# 1836 March 2023	100010 Wells Fargo Bank 502005 Board Counsel	Check	(12,474.00) 12,474.00
04/12/2023	11625	Comcast	Acct# 8155 20 033 0447972 Utilities; services from March 29 to April 28 2023	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	(476.25) 476.25
04/12/2023	11626	COMMON GOAL CONSULTING GROUP, INC	Inv# 014 SBWMA Project Site Optimization Study & Design Development March 2023	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	(1,162.50) 1,162.50
04/12/2023	11635	LANALERT, INC.	Inv# 1732 IT Services 04/01/2023	100010 Wells Fargo Bank 502020 IT Support	Check	(3,903.41) 3,903.41
04/12/2023	11630	HF&H CONSULTANTS LLC	Inv# 9720072 SBWMA - 2021 Facility Ops Procurement February 2023	100010 Wells Fargo Bank 5050106 Collection Consulting Support	Check	(7,580.00) 7,580.00
04/12/2023	11633	JOANNE NGHIEM	-September - April 2023 Employee Expense Reimbursement September-April 2023 Cell Phones Reimbursement SWANA Registration 2023 / Hyatt Hotel	100010 Wells Fargo Bank 503055 Cell Phones 503060 Conferences & Meetings	Check	(1,275.29) 140.13 1,135.16
04/12/2023	11634	KBA DOCUMENT SOLUTIONS LLC	Inv# 9460105 Office Equipment; Contract# 42087343	100010 Wells Fargo Bank 503035 Office Equipment Costs	Check	(450.15) 450.15
04/12/2023	11624	CITY OF SAN CARLOS	Inv# 21672 April 2023	100010 Wells Fargo Bank 503010 Rent	Check	(5,428.00) 5,428.00
04/12/2023	11637	SHRED-IT, c/o STERICYCLE, INC.	INV. # 8003534730 CUST. 1000112195	100010 Wells Fargo Bank	Check	(160.08)

			03/17/2023 Regular Service	503030 Office Supplies		160.08
04/12/2023	11640 UNIVOIP INC	IN10893 April 2023		100010 Wells Fargo Bank 503020 Utilities & Phone	Check	(667.64) 667.64
04/12/2023	11642 WELLS FARGO	Acct# 4856 2003 7906 1909 Outstanding Balance as of: 03/28/2023		100010 Wells Fargo Bank	Check	(1,300.99)
		Conference and Meetings		503060 Conferences & Meetings		66.47
		Conference and Meetings Zoom Account Renewal		503060 Conferences & Meetings 503030 Office Supplies		47.98 198.90
		Canada Room Rental Community Events		503060 Conferences & Meetings 5060206 Community Events		895.50 92.14
04/12/2023	WIRE MODERN HR, INC.	PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23 PPE 4/08/23		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	(59,840.33) 24,985.35 32,223.71 4,267.00 967.99 345.42 (8,628.15) 729.40
		PPE 4/08/23		500150 Salaries - Car Allowance		3,350.00
		PPE 4/08/23		500200 Salaries - Opt Out Medical		1,599.61
04/13/2023	WIRE SOUTH BAY RECYCLING LLC			100010 Wells Fargo Bank 6001001 Facilities Improvements (SF049)	Expense	(135,529.20) 135,529.20
04/13/2023	WIRE SOUTH BAY RECYCLING LLC		2022 Annual Reconciliation	100010 Wells Fargo Bank	Expense	(1,537,472.92)
		2023-02		5070105 Disposal & Processing - OTHER		54,230.59
		2023-02		5070105 Disposal & Processing - OTHER		(60,786.58)
		2023-02		400350 Miscellaneous Revenue		(14,446.29)
		2023-02		6001001 Facilities Improvements (SF049)		(799.98)
		2023-02		507025 Credit Card Charges		16,441.41
		2023-02		507015 Shoreway Facility Cost		6,269.38
		2023-02		507005 Operator Compensation SBR		5,350.00
		2023-02		507005 Operator Compensation SBR		1,502,321.81
04/14/2023	ACH JOHN HANCOCK USA			100010 Wells Fargo Bank 501010 Benefits - Retirement Employee	Expense	(16,165.72) 8,705.83
		EE Contribution PPE 03/16/2023		501015 Benefits - Retirement Employer		7,459.89
04/14/2023	ACH JOHN HANCOCK USA			100010 Wells Fargo Bank 501010 Benefits - Retirement Employee	Expense	(16,129.32) 8,693.70
		EE Contribution PPE 03/30/2023		501015 Benefits - Retirement Employer		7,435.62
04/21/2023	ACH GUARDIAN LIFE INSURANCE CO OF AMERICA		MAY 2023 life insurance	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Expense	(1,020.57) 1,020.57
04/24/2023	ACH Anthem Blue Cross		Group insurance - MAY 2023	100010 Wells Fargo Bank 501020 Benefits - Medical	Expense	(7,677.46) 7,677.46
04/26/2023	11651 PATH FORWARD PARTNERS INC	Inv# 2697 Shoreway Project Assessment Cost 03/04/2023-03/31/2023		100010 Wells Fargo Bank 505035 Project Assessments	Check	(137.70) 137.70
04/26/2023	11657 SLOAN VAZQUEZ, INC.	Inv# SBWMA-082 Quarterly Contamination Measurements - January 2023		100010 Wells Fargo Bank 5050251 Waste Characterization Reports	Check	(12,000.00) 12,000.00
04/26/2023	11643 BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000065255 Cust#4-4227-0000552		100010 Wells Fargo Bank 5070101 Disposal & Processing - OX	Check	(1,119,958.61) 1,119,958.61
		DISPOSAL OX MTN. - March 2023				
04/26/2023	11644 BROWNING FERRIS INDUSTRIES OF CA INC	Inv# 4278-100008377 Cust# 4-4278-1001002		100010 Wells Fargo Bank 5070102 Disposal & Processing - NEWBY	Check	(511,271.10) 511,271.10
		Disposal Newby March 2023				
04/26/2023	11652 RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200030 DISPOSAL-BVON - March 2023		100010 Wells Fargo Bank 5070103 Disposal & Processing - BVON	Check	(335,194.60) 335,194.60
04/26/2023	11660 TANNER PACIFIC INC	Inv# 223-102 MRF ADMIN BLDG ROOF REPLACEMENT		100010 Wells Fargo Bank 6001027 Facilities Improvements- Roof Maintenance	Check	(10,048.00) 10,048.00
04/26/2023	11661 ZANKER RECYCLING	Inv# 202303332 DISPOSAL ZANKER - March 2023		100010 Wells Fargo Bank 5070104 Disposal & Processing - ZANKER	Check	(294,090.66) 294,090.66

04/26/2023	CALIFORNIA DEPARTMENT OF TAX AND FEE 11645 ADMINISTRATION	Acct: Occupational Lead Poisoning Acct#: 047-083662	100010 Wells Fargo Bank	Check	(424.18)
		CDFTA Taxes	507050 Sewer Fees (property tax)		424.18
04/26/2023	11654 RECOLOGY SAN MATEO COUNTY	Inv# Inserts-Feb23 COM Burlingame Waste Less Insert RES Burlingame Waste Less Insert	100010 Wells Fargo Bank	Check	(362.10)
			5060204 Member Agency & Rate Payer Education		362.10
04/26/2023	11653 RECOLOGY SAN MATEO COUNTY	Inv# Inserts-Sept22, Inserts-Oct22, Inserts-Nov22, Inserts-Dec22 September 2022-December 2022 Bill Inserts	100010 Wells Fargo Bank	Check	(5,685.05)
			5060204 Member Agency & Rate Payer Education		5,685.05
04/26/2023	11648 E-RECYCLING OF CALIFORNIA	Load Date: 03/09/2023, 03/27/23, 03/29/23, 04/01/23, 04/03/23, 04/05/23 143.011, 143.012 Inv# I2301034 Inv# I2301035 Inv# I2301039 Inv# I2301214 Inv# I2301566 Inv# I2301567	100010 Wells Fargo Bank	Check	(4,207.56)
			400400 E-Recycling Revenue		(695.70)
			400400 E-Recycling Revenue		(408.80)
			400400 E-Recycling Revenue		(1,215.78)
			400400 E-Recycling Revenue		(599.29)
			400400 E-Recycling Revenue		(402.12)
			400400 E-Recycling Revenue		(885.87)
04/26/2023	11655 S. Groner and Associates (SGA)	Inv# 3201 Inv# 3201 Residential Outreach Mar 2023 Inv# 3201 MFD Outreach Mar 2023	100010 Wells Fargo Bank	Check	(543.00)
			5060205 Residential Outreach Programs		271.50
			5060203 Multi-Family Outreach		271.50
04/26/2023	11658 SMARTLITE	INV#262278 ADVERTISING DISPLAY SPACE RENTAL-PANEL 2A	100010 Wells Fargo Bank	Check	(295.00)
			506025 Curbside Battery Outreach		295.00
04/26/2023	11659 STUDIO EM GRAPHIC DESIGN	INV. # 18827 SBWMA 2022 Annual Report	100010 Wells Fargo Bank	Check	(3,273.75)
			505030 SBWMA Annual Report		3,273.75
04/26/2023	11656 SCS ENGINEERS	Inv# 0465207-0465303 Proj# 01222053.00 Inv# 0465207-0465303 March 2023	100010 Wells Fargo Bank	Check	(22,805.26)
			502007 SB1383 Outreach Technical Assistance/ Route Auditing/Waiver Mgmt		22,805.26
04/26/2023	11646 CALIFORNIA RESOURCE RECOVERY ASSOC	Inv# SP23-24 Inv# SP23-24 CRRA Annual Sponsorship - President's Circle	100010 Wells Fargo Bank	Check	(10,000.00)
			503070 Sponsorship & Donations		10,000.00
04/26/2023	11649 KBA DOCUMENT SOLUTIONS, LLC	Inv# 55Y1359213 Acct# SB15 - Inv# 55Y1359213	100010 Wells Fargo Bank	Check	(100.90)
			503035 Office Equipment Costs		100.90
04/26/2023	11647 CONKLIN BROS	Inv# 79101A & 79101B Inv# 79101A ; 79102A	100010 Wells Fargo Bank	Check	(25,768.50)
			507015 Shoreway Facility Cost		25,768.50
04/26/2023	11650 Momena, Inc. dba Pension Professionals, LLC	INV# 2424 & 2423 INV# 2424 & 2423	100010 Wells Fargo Bank	Check	(2,550.00)
			501015 Benefits - Retirement Employer		2,550.00
04/26/2023	WIRE MODERN HR, INC.	PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23 PPE 4/22/23	100010 Wells Fargo Bank	Expense	(57,959.08)
			500000 Salaries - Admin		24,985.34
			500100 Salaries - Recycling		34,493.75
			500110 SB1383 Staff		4,267.00
			501000 Benefits - Payroll Taxes		977.08
			501005 Benefits - Workers Comp Ins		331.49
			501010 Benefits - Retirement Employee		(7,877.08)
			501030 Benefits - CPE Fee		781.50
			500150 Salaries - Car Allowance		
			500200 Salaries - Opt Out Medical		
04/28/2023	WIRE CITY OF SAN CARLOS	MARCH 2023 FRANCHISE FEE	100010 Wells Fargo Bank	Expense	(230,771.78)
			507055 Franchise Fee to the City of San Carlos		230,771.78
					<u>(4,528,353.86)</u>

South Bayside Waste Management Authority
Check Detail
 May 2023

Date	Num	Name	Memo/Description	Account	Transaction Type	Amount
100010 Wells Fargo Bank						
05/10/2023	11667	E-RECYCLING OF CALIFORNIA	Load Date: 04/22/2023 143.004 Inv# I2300272	100010 Wells Fargo Bank 506030 Shred Event Svcs (pass thru)	Check	(1,011.57) 1,011.57
05/10/2023	11679	ROYAL COACH TOURS	Inv# 25147 Project #: Charter 26623/50726 Transportation Services April 2023	100010 Wells Fargo Bank 507035 Education Center Operations	Check	(525.00) 525.00
05/10/2023	11682	SHRED WORKS INC	Inv# 37353 Belmont Shred Event 04/22/2023	100010 Wells Fargo Bank 506030 Shred Event Svcs (pass thru)	Check	(811.00) 811.00
05/10/2023	11666	COPY TEC LEGAL SERVICES LLC	INV# 11288 Inv# 11288 Event Posters	100010 Wells Fargo Bank 5060206 Community Events	Check	(373.58) 373.58
05/10/2023	11664	AT&T	Acct. #650-596-7146-704-9 Shoreway Facility cost; monthly service Apr 13th thru May 12th 2023	100010 Wells Fargo Bank 507015 Shoreway Facility Cost	Check	(1,489.89) 1,489.89
05/10/2023	11684	TANNER PACIFIC INC	Inv# 223-101 Underground Storage Tank Removal 01/05/2023-03/31/2023	100010 Wells Fargo Bank 505035 Project Assessments	Check	(8,560.00) 8,560.00
05/10/2023	11668	E-RECYCLING OF CALIFORNIA	Load Date: 04/07/2023, 04/10/2023, 04/12/2023, 04/14/2023, 04/17/2023, 04/19/2023, 04/21/2023, 04/24/2023 143.011 Inv# I2301568 Inv# I2301569 Inv# I2301570 Inv# I2301572 Inv# I2301863 Inv# I2301864 Inv# I2301865 Inv# I2301866	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 400400 E-Recycling Revenue 400400 E-Recycling Revenue	Check	(5,491.42) (315.01) (884.53) (402.22) (934.71) (805.69) (780.69) (643.27) (725.30)
05/10/2023	11672	JASK DIGITAL PRINT AND COPY SOLUTIONS	Inv# 0901-6739 Environment Recycled Cover Stock	100010 Wells Fargo Bank 5060203 Multi-Family Outreach	Check	(3,058.55) 3,058.55
05/10/2023	11669	GIGANTIC IDEA STUDIO	INV# 4000 Proper Sorting Campaign Planning March 2023 Proper Sorting Campaign Planning March 2023	100010 Wells Fargo Bank 5060203 Multi-Family Outreach 5060205 Residential Outreach Programs	Check	(1,012.50) 506.25 506.25
05/10/2023	11670	HF&H CONSULTANTS LLC	Inv# 9720135 SBWMA - 2021 SB1383 Support March 2023	100010 Wells Fargo Bank 502006 SB 1383 Technical Assistance	Check	(7,796.19) 7,796.19
05/10/2023	11678	PREMIER ACCESS INSURANCE COMPANY	Group ID 17242 Reg ID 1000550973 Benefits; Billing period May 2023; Registration ID: 1000550973	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Check	(1,122.67) 1,122.67
05/10/2023	11686	VISION SERVICE PLAN (CA)	Statement# 817712125 ClientID 3010464 Benefits - VSP - Coverage period: May 2023	100010 Wells Fargo Bank 501035 Benefits - Guardian Life	Check	(209.02) 209.02
05/10/2023	11662	A+ LIVESCAN SERVICES	Inv# 14917 Cust: ReThink Waste Live scan fingerprinting: Manpreet Chandok; Meghan Pletsch	100010 Wells Fargo Bank 503030 Office Supplies	Check	(70.00) 70.00
05/10/2023	11663	AAA BUSINESS SUPPLIES	Inv#: 2264899-0, 2261992-0, 2261992-1 Acct#: 21203 INV# 2264899-0 INV# 2261992-0 INV# 2261992-1	100010 Wells Fargo Bank 503030 Office Supplies 503030 Office Supplies 503030 Office Supplies	Check	(330.29) 113.48 134.78 82.03
05/10/2023	11665	Comcast	Acct# 8155 20 033 0447972 Utilities; services from April 29 to May 28 2023	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	(467.28) 467.28
05/10/2023	11676	LANALERT, INC.	Inv# 1746 IT Services 05/01/2023	100010 Wells Fargo Bank 502020 IT Support	Check	(3,903.41) 3,903.41
05/10/2023	11674	JULIA AU	MAR-APR 2023 Employee Expense Reimbursement NCRA RECYCLING UPDATE BART TRIP FROM SB TO POWELL CARD FOR CYNDI'S BIRTHDAY PAPER CUPS FOR EARTH DAY EVENT	100010 Wells Fargo Bank 503060 Conferences & Meetings 503030 Office Supplies 5060206 Community Events	Check	(70.29) 12.60 4.93 30.80

			MASKS FOR SHOREWAY TOURS	507035 Education Center Operations		21.96
05/10/2023	11675	KBA DOCUMENT SOLUTIONS LLC	Inv# 9504924	100010 Wells Fargo Bank	Check	(450.15)
			Office Equipment; Contract# 42087343	503035 Office Equipment Costs		450.15
05/10/2023	11677	PEN MEDIA	INV# 1233 Rethink Waste Board Meeting at SamTrans	100010 Wells Fargo Bank 502010 Board Administration	Check	(670.00) 670.00
05/10/2023	11681	SCS ENGINEERS	Inv# 0465676 Proj# 01222116.00 Inv# 0465676 Site Optimization Study April 2023	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	(13,709.49) 13,709.49
05/10/2023	11683	SHRED-IT, c/o STERICYCLE, INC.	INV. # 8003722007 CUST. 1000112195 04/14/2023 Regular Service	100010 Wells Fargo Bank 503030 Office Supplies	Check	(157.68) 157.68
05/10/2023	11685	UNIVOIP INC	IN11349 May 2023	100010 Wells Fargo Bank 503020 Utilities & Phone	Check	(666.26) 666.26
05/10/2023	11680	SCS ENGINEERS	Inv# 0451776 Proj# 01222116.00 Inv# 0451776 SBWMA SW Compliance Review October 2022	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	(1,530.00) 1,530.00
05/10/2023	11687	WELLS FARGO	Acct# 4856 2003 7906 1909 Outstanding Balance as of: 04/27/2023 WF 04/27/2023	100010 Wells Fargo Bank 503030 Office Supplies	Check	(4,639.02) 300.00
			WF 04/27/2023	503060 Conferences & Meetings 5060208 In-School Environmental Education		208.70 157.60
			WF 04/27/2023	507035 Education Center Operations		43.75
			WF 04/27/2023	507035 Education Center Operations		201.80
			WF 04/27/2023	503060 Conferences & Meetings		168.00
			WF 04/27/2023	503030 Office Supplies		49.00
			WF 04/27/2023	503030 Office Supplies		367.24
			WF 04/27/2023	5060204 Member Agency & Rate Payer Education		260.00
			WF 04/27/2023	504005 Computer Purchase for Office		2,533.63
			WF 04/27/2023	5060206 Community Events		279.54
			WF 04/27/2023	5060206 Community Events		69.76
05/10/2023	11671	HILARY GANS	Cell Phone 2022 12/07/2021-09/07/2022 Employee Expense Reimbursement & CRRRA 2022 Conference Reimbursement Cell Phone Reimbursement Oct-22-Apr-23	100010 Wells Fargo Bank 503055 Cell Phones	Check	(1,525.24) 280.00
			Conference & Meetings	503060 Conferences & Meetings		1,245.24
05/10/2023	11673	JOE LA MARIANA	02/16/2023-04/22/2023 Employee Expense Reimbursement Conferences and Meetings Expense: 02/16/2023-04/22/2023	100010 Wells Fargo Bank 503060 Conferences & Meetings	Check	(3,633.82) 3,633.82
05/10/2023	WIRE	MODERN HR, INC.	PPE 5/06/23 PPE 5/06/23 PPE 5/06/23	100010 Wells Fargo Bank 500000 Salaries - Admin 500100 Salaries - Recycling 500110 SB1383 Staff	Expense	(67,393.30) 25,421.50 36,633.75 4,267.00
			PPE 5/06/23	501000 Benefits - Payroll Taxes		1,137.24
			PPE 5/06/23	501005 Benefits - Workers Comp Ins		367.70
			PPE 5/06/23	501010 Benefits - Retirement Employee		(6,217.10)
			PPE 5/06/23	501030 Benefits - CPE Fee		833.60
			PPE 5/06/23	500150 Salaries - Car Allowance		3,350.00
			PPE 5/06/23	500200 Salaries - Opt Out Medical		1,599.61
05/10/2023	WIRE	MODERN HR, INC.	PPE Rachel Dice PPE Rachel Dice PPE Rachel Dice	100010 Wells Fargo Bank 500000 Salaries - Admin 500100 Salaries - Recycling 500110 SB1383 Staff	Expense	(1,238.31) 1,156.56
			PPE Rachel Dice	501000 Benefits - Payroll Taxes		16.77
			PPE Rachel Dice	501005 Benefits - Workers Comp Ins		6.01
			PPE Rachel Dice	501010 Benefits - Retirement Employee		(23.13)
			PPE Rachel Dice	501030 Benefits - CPE Fee		82.10
			PPE Rachel Dice	500150 Salaries - Car Allowance		
			PPE Rachel Dice	500200 Salaries - Opt Out Medical		

05/11/2023	ACH	WELLS FARGO	APRIL 2023 Client Analysis Service Charge	100010 Wells Fargo Bank 503005 Bank Fees & Services	Expense	(508.47) 508.47
05/12/2023	ACH	STERLING HSA	May 2023 HSA May 2023 - Sterling HSA	100010 Wells Fargo Bank 501025 Benefits - Sterling HSA	Expense	(1,537.89) 1,537.89
05/15/2023	ACH	JOHN HANCOCK USA	EE Contribution PPE 04/13/2023 ER Contribution PPE 04/13/2023	100010 Wells Fargo Bank 501010 Benefits - Retirement Employee 501015 Benefits - Retirement Employer	Expense	(16,005.30) 8,628.15 7,377.15
05/15/2023	ACH	JOHN HANCOCK USA	EE Contribution PPE 04/27/2023 ER Contribution PPE 04/27/2023	100010 Wells Fargo Bank 501010 Benefits - Retirement Employee 501015 Benefits - Retirement Employer	Expense	(15,308.22) 7,877.08 7,431.14
05/24/2023	11688	AAA BUSINESS SUPPLIES	Inv#: 2265632-0 Acct#: 21203 INV# 2265632-0	100010 Wells Fargo Bank 5060208 In-School Environmental Education	Check	(332.28) 332.28
05/24/2023	11689	E-RECYCLING OF CALIFORNIA	INV# I2300274 143.010 Inv# I2300274	100010 Wells Fargo Bank 506030 Shred Event Svcs (pass thru)	Check	(870.96) 870.96
05/24/2023	11690	JAYDEN HANAN	Mar-23-May-23 Employee Expense Reimbursement 03/30/2023-05/11/2023 Mileage Reimbursement	100010 Wells Fargo Bank 503050 Mileage reimbursements	Check	(67.14) 67.14
05/24/2023	11691	RECOLOGY SAN MATEO COUNTY	Inv# Compost - SLAC Garden Club 042623 20 Yards Compost Delivery "One Way" Charge	100010 Wells Fargo Bank 507035 Education Center Operations	Check	(159.09) 159.09
05/24/2023	11692	REYNA OCEGUERA	May-23 Employee Expense Reimbursement Rachel Farewell Card	100010 Wells Fargo Bank 503030 Office Supplies	Check	(6.79) 6.79
05/24/2023	11693	SHRED WORKS INC	Inv# 37780, 38053, 38367 Inv# 37780 Shred Events RWC 04/29/2023 Inv# 38053 Shred Events EPA 05/06/2023 Inv# 38367 Shred Events San Mateo 05/13/2023	100010 Wells Fargo Bank 506030 Shred Event Svcs (pass thru) 506030 Shred Event Svcs (pass thru) 506030 Shred Event Svcs (pass thru)	Check	(3,541.00) 961.00 958.00 1,622.00
05/24/2023	11694	RACHEL DICE	Mar-23 - May-23 Employee Expense Reimbursement Mar-23 - May-23 Mileage Reimbursement Earth Day Puzzles	100010 Wells Fargo Bank 503050 Mileage reimbursements 5060206 Community Events	Check	(99.74) 61.18 38.56
05/24/2023	11695	RECOLOGY SAN MATEO COUNTY	Inv# 5/9/2023 PRJ 183 to 187; Inv# 5/9/2023 PRJ 169 & 169-A; Inv# 5/9/2023 PRJ SBWMA202312 Inv# 5/9/2023 PRJ 183 Disassemble Cubicals Inv# 5/9/2023 PRJ 184 Lynch Electric Repairs Inv# 5/9/2023 PRJ 185 AC #1 rReplace Curcuit Board Inv# 5/9/2023 PRJ 186 Facility Fire Sprinkler Inspections Inv# 5/9/2023 PRJ 187 Replace Facility Fire Hoses Inv# 5/9/2023 PRJ 169 & 169-A Restoration and Replacement of Failed Utility Boxes Inv# 5/9/2023 PRJ SBWMA202312 New Cubicles to replace cubicles damaged by January 2023 Flood	100010 Wells Fargo Bank 507015 Shoreway Facility Cost 507015 Shoreway Facility Cost 507015 Shoreway Facility Cost 507015 Shoreway Facility Cost 6001004 Facilities Improvements (SF052) 6001004 Facilities Improvements (SF052)	Check	(124,519.35) 3,000.00 14,982.36 1,669.00 1,765.00 1,226.41 49,346.00 52,530.58
05/24/2023	11696	TANNER PACIFIC INC	Inv# 223-130 Underground Storage Tank Removal 04/01/2023- 04/30/2023	100010 Wells Fargo Bank 505035 Project Assessments	Check	(2,535.00) 2,535.00
05/24/2023	11697	BROWNING FERRIS INDUSTRIES OF CA INC	Inv# 4278-100008431 Cust# 4-4278-1001002 Disposal Newby April 2023	100010 Wells Fargo Bank 5070102 Disposal & Processing - NEWBY	Check	(388,324.54) 388,324.54
05/24/2023	11698	BFI OF CALIFORNIA INC Ox Mtn Landfill - 4227	Inv. #4227-000065484 Cust#4-4227-0000552 DISPOSAL OX MTN. - April 2023	100010 Wells Fargo Bank 5070101 Disposal & Processing - OX	Check	(1,001,485.25) 1,001,485.25
05/24/2023	11699	RECOLOGY BLOSSOM VALLEY ORGANICS-N	Inv. #200031 DISPOSAL-BVON - April 2023	100010 Wells Fargo Bank 5070103 Disposal & Processing - BVON	Check	(331,018.66) 331,018.66
05/24/2023	11700	ZANKER RECYCLING	Inv# 202304345 DISPOSAL ZANKER - April 2023	100010 Wells Fargo Bank 5070104 Disposal & Processing - ZANKER	Check	(325,170.70) 325,170.70

Date	Account Number	Description	Invoice/Account Information	Bank/Account	Type	Amount
05/24/2023	11701	E-RECYCLING OF CALIFORNIA	Load Date: 04/18/2023, 04/26/2023, 04/28/2023, 05/01/2023, 05/03/2023, 05/05/2023, 05/08/2023 143.011, 143.012 Inv# I2301867 Inv# I2301868 Inv# I2301935 Inv# I2302043 Inv# I2302044 Inv# I2302045 Inv# I2302231	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 400400 E-Recycling Revenue	Check	(4,542.39) (574.95) (784.73) (191.66) (662.83) (663.22) (987.91) (677.09)
05/24/2023	11702	SAN MATEO DAILY JOURNAL	Inv# 11035 Account# 3527 Inv# 11035 2X3 Class Display	100010 Wells Fargo Bank 503040 Publications & Public Notices	Check	(384.00) 384.00
05/24/2023	11703	Environmental and Energy Consulting	Inv# 2856 Legislative Services; Consulting & Lobbying April 2023	100010 Wells Fargo Bank 504000 Legislative & Reg Advocacy	Check	(6,000.00) 6,000.00
05/24/2023	11704	S. Groner and Associates (SGA)	Inv# 3243 Inv# 3243 Residential Outreach Apr 2023 Inv# 3243 MFD Outreach Apr 2023	100010 Wells Fargo Bank 5060205 Residential Outreach Programs 5060203 Multi-Family Outreach	Check	(504.00) 252.00 252.00
05/24/2023	11705	SMARTLITE	INV#263412 ADVERTISING DISPLAY SPACE RENTAL-PANEL 2A	100010 Wells Fargo Bank 506025 Curbside Battery Outreach	Check	(295.00) 295.00
05/24/2023	11706	PURCHASE POWER	Acct# 8000-9000-0644-9759 Statement Date: 05/14/2023	100010 Wells Fargo Bank 502008 SB1383 Outreach & Education	Check	(2,000.00) 2,000.00
05/24/2023	11707	SCS ENGINEERS	Inv# 0467526 Proj# 01222053.00 Inv# 0467526 SBWMA SB 1383 Assistance April 2023	100010 Wells Fargo Bank 502007 SB1383 Outreach Technical Assistance/ Route Auditing/Waiver Mgmt	Check	(17,340.25) 17,340.25
05/24/2023	11708	AARONSON DICKERSON COHN & LANZONE, APC	Inv# 1850 April 2023 April 2023	100010 Wells Fargo Bank 502005 Board Counsel 502006 SB 1383 Technical Assistance	Check	(21,023.50) 20,503.75 519.75
05/24/2023	11709	AAA BUSINESS SUPPLIES	Inv#: 2264899-1 Acct#: 207917 INV# 2264899-1	100010 Wells Fargo Bank 503030 Office Supplies	Check	(86.55) 86.55
05/24/2023	11710	CALIFORNIANS AGAINST WASTE	CAWF Sponsorships and Donations 2023 Birthday Event CAWF Sponsorships and Donations 2023 Birthday Event	100010 Wells Fargo Bank 503070 Sponsorship & Donations	Check	(2,500.00) 2,500.00
05/24/2023	11711	COMMON GOAL CONSULTING GROUP, INC	Inv# 015 Project Site Optimization Study & Design Development April 2023	100010 Wells Fargo Bank 505005 Facility Improvement Oversight	Check	(712.50) 712.50
05/24/2023	11712	CYNDI URMAN	April 2023 Employee Expense Reimbursement April 2023 Employee Mileage Reimbursement April 2023 Conference & Meetings Expense Reimbursement	100010 Wells Fargo Bank 503050 Mileage reimbursements 503060 Conferences & Meetings	Check	(42.81) 12.51 30.30
05/24/2023	11713	KBA DOCUMENT SOLUTIONS, LLC	Inv# 55Y1367077 Acct# SB15 - Inv# 55Y1367077	100010 Wells Fargo Bank 503035 Office Equipment Costs	Check	(82.60) 82.60
05/24/2023	11714	CITY OF SAN CARLOS	Inv# 21797 May 2023	100010 Wells Fargo Bank 503010 Rent	Check	(5,428.00) 5,428.00
05/24/2023	11715	DEPARTMENT OF JUSTICE	Inv# 656070 Cust# 156971 LS04010430 - FINGERPRINT	100010 Wells Fargo Bank 503030 Office Supplies	Check	(98.00) 98.00
05/24/2023	WIRE	MODERN HR, INC.	PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23 PPE 5/20/23	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 500150 Salaries - Car Allowance 500200 Salaries - Opt Out Medical	Expense	(57,507.17) 24,985.35 32,017.96 4,267.00 1,005.72 318.61 (5,868.97) 781.50

05/25/2023	WIRE	SOUTH BAY RECYCLING LLC		100010 Wells Fargo Bank	Expense	(2,023,786.20)
			2023-03	5070105 Disposal & Processing - OTHER		38,450.94
			2023-03	5070105 Disposal & Processing - OTHER		(79,468.86)
			2023-03	507005 Operator Compensation SBR		10,696.07
			2023-03	400350 Miscellaneous Revenue		1,201.96
			2023-03	6001001 Facilities Improvements (SF049)		11,780.00
			2023-03	6001001 Facilities Improvements (SF049)		20,000.00
			2023-03	507025 Credit Card Charges		6,350.67
			2023-03	507015 Shoreway Facility Cost		6,181.31
			2023-03	507005 Operator Compensation SBR		91,610.15
			2023-03	507005 Operator Compensation SBR		2,369.85
			2023-03	507005 Operator Compensation SBR		1,917,018.03
05/26/2023	ACH	Anthem Blue Cross	Group insurance - JUNE 2023	100010 Wells Fargo Bank	Expense	(7,677.46)
				501020 Benefits - Medical		7,677.46
05/31/2023	WIRE	CITY OF SAN CARLOS	APRIL 2023 FRANCHISE FEE	100010 Wells Fargo Bank	Expense	(202,726.10)
				507055 Franchise Fee to the City of San Carlos		202,726.10
05/31/2023	ACH	GUARDIAN LIFE INSURANCE CO OF AMERICA	June 2023 life insurance	100010 Wells Fargo Bank	Expense	(1,020.57)
				501035 Benefits - Guardian Life		1,020.57
						(4,697,163.41)

STAFF UPDATE

2023 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**

Remaining 2023 Meetings Schedule

July 2023

27: Zero Waste Committee

- Update on MRF Phase II
- Update on EV Fleet transition Project/CARB rulings
- Organics-to Energy Status
- Increasing solar at Shoreway

27: Board Meeting

- TBD

August 2023

No Board Meeting – DARK

10: TAC Meeting

- SB 1383 Implementation & Cost Update
- Route Review Planning

28: Legislative Committee

September 2023

12: Finance Committee Meeting

14: TAC Meeting

- SB 1383 Planning and Implementation Update
- Review of 2024 Recology and Operations Compensation Applications

28: Board Meeting (2PM to 4:30PM Extended Meeting Time)

- Closed Session: Executive Director Performance Evaluation
- Resolution Approving Annual Recology Compensation Application
- Resolution Approving the 2024-2026 Public Education and Recycling Technical Assistance Plan
- Approval of Shoreway Site Master Planning process—workplan/timeline

October 2023

TBD: Rethink Recycling Day

2: Legislative Committee

17: Finance Committee Meeting

- Review of DRAFT FY2023 budget, Capital Improvement Plan and Reserves

26: Board Study Session

- Review of DRAFT FY2024 Budget
- Discussion on Operating Expenses
- Capital Improvement Plan Review/Discussion for 2024

November 2023

7: Legislative Committee

16: Board Meeting

- Approval of FY2024 Budget
- 2023 Legislative Session Recap
- Public Education & Environmental Education Recap
- Approve 3-Year Contract for Website Hosting and Maintenance
- Approval of Proposed Facility Master Plan—Technical Contracts
- Approve 3-Year Contract with Citizen Communication DBA Recyclist

December 2023

4: Legislative Committee

No Board Meeting - DARK