



INFORMATIONAL ITEMS ONLY



Informational Item:

California State Legislative Update for 2015/16

Agenda Item 8A

Presentation by Nick Lapis, Californian's Against Waste

Presentation by Nick Lapis, CAW - No Staff Report



STAFF UPDATE

To: SBWMA Board Members
From: Farouk Fakira, Finance Manager
Date: February 25, 2016 Board of Directors Meeting
Subject: 2016 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 2016. 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 2016:

January 2016

- Approval of FY14/15 audited Financial Statement. **Completed.**

February 2016

- Mid-Year review of FY15/16 Operating Budget.

March 2016

- Recology submittal of the 2015 Revenue Reconciliation Report (*March 31*).

April 2016

- Discussion on preliminary FY16/17 SBWMA Operating Budget at April 28, 2016 Board meeting.
- Approval of unaudited calendar year financial statement for bond reporting requirements.

May 2016

- Additional Review of FY16/17 detailed SBWMA Operating Budget at May 26, 2016 Board meeting.

June 2016

- Approval of final FY16/17 SBWMA Operating Budget at June 23, 2016 Board meeting.
- Recology's 2017 Compensation Application due to the SBWMA and Member Agencies (*June 15*). SBWMA and Member Agency comments are due to Recology on its 2016 Compensation Application (*June 29*).
- SBWMA issued a letter requesting feedback from all Member Agencies on estimated 2017 Member Agency fees (e.g., franchise fees) to be included in there 2017 solid waste rates.
- Approval of Financial Systems audit report on Recology and SBR.

July 2016

- SBR's 2017 Compensation Application due to the SBWMA (*July 1*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - 1) Estimated 2016 and 2017 residential and commercial base revenue,
 - 2) Estimated collected tonnage for 2016 and 2017,
 - 3) Residential rates vs cost analysis,
 - 4) Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2015, and
 - 5) Summary of 2017 Member Agency fees to be used in the 2017 cost projections based on Member Agency feedback.
- Recology revised 2017 Compensation Application due to the SBWMA and Member Agencies (*July 22*).

August 2016

- SBWMA issues the Draft Report Reviewing Recology's 2017 Compensation Application, recommended total Revenue Requirement and rate adjustment(s) (*August 12*).
- SBWMA issues the Draft Report Reviewing SBR's 2017 Compensation Application (August 15)
- Comments due back from Member Agencies on draft Reports Reviewing Recology's 2017 Compensation Application and SBR's 2017 Compensation Application (*August 26*).

September 2016

- SBWMA issues Final Report Reviewing Recology's 2017 Compensation Application including the recommended total collection rate adjustment for 2017. (*September 15 BOD Packet*).
- SBWMA issues Final Report Reviewing SBR's 2017 Compensation Application. (*September 15 BOD Packet*).
- Approval of the SBR 2017 Compensation Application. (*September 22 BOD Meeting*).
- Approval of the Recology 2017 Compensation Application and total recommended Revenue Requirement. (*September 22 BOD Meeting*).

September – December 2016

- Member Agencies issue Prop. 218 notice and approve final 2017 solid waste rates.

November 2016

- SBWMA issues report to Board on recommended January 1, 2017 Shoreway tip fee adjustments including calendar year 2017 SBWMA financial projection with assumed tip fee and cash reserve balances.



STAFF REPORT

To: SBWMA Board Members
From: Farouk Fakira, Finance Manger
Date: February 25, 2016 Board of Directors Meeting
Subject: Check Register for January 2016

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 made by check issued in January 2016 are listed on the attached report for review.

Analysis

The SBWMA has a contract with the City of San Carlos for accounting services including the issuing of all payments and deposit of all receipts. In accordance with the City of San Carlos' 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 January 2016 was \$237,076.88 as detailed in **Attachment A**. December 2015 disposal invoices got paid in February, 2016. Certain ACH transactions such as payroll and some benefit payments are drawn directly from the bank and are therefore not included in these A/P reports.

If you have any questions on this, please contact Cyndi Urman or Farouk Fakira. The format of the check registers is limited to what is available from the city's MUNIS accounting system.

Attachments:

Attachment A – January 2016 Check Registers

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linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010816

P 1
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
6849	01/08/2016	EFT	7624 KBA DOCUSYS INC	INV395193	12/15/2015	S010816		93.96
			Invoice: INV395193		12/25/15-1/24/16	BILLING PERIOD		
				93.96	S0113010	520215	OFFICE EQUIPMENT COSTS	
							CHECK 6849 TOTAL:	93.96
6850	01/08/2016	EFT	1278 LOCAL GOVERNMENT SERVICES	ADV2-2016	12/23/2015	S010816		14,500.00
			Invoice: ADV2-2016		ADVANCE-FEB 2016			
				14,500.00	S0113010	520306	AB939 PROGRAM STAFF	
							CHECK 6850 TOTAL:	14,500.00
6851	01/08/2016	EFT	3089 R3 CONSULTING GROUP INC	7715	01/01/2016	1449 S010816		5,525.00
			Invoice: 7715		BUS REPORTING ORDINANCE SVS			
				5,525.00	S0113010	520508	RECYCLING PERMIT EXPENSE	
							CHECK 6851 TOTAL:	5,525.00
6852	01/08/2016	EFT	725 CITY OF SAN CARLOS	198301	01/01/2016	S010816		34,132.50
			Invoice: 198301		OCT-DEC 2015 FINANCIAL SVS			
				34,132.50	S0113010	520310	ACCOUNTING SERVICES	
			Invoice: 79950610		JAN 2016 RENT	S010816		4,455.61
				4,455.61	S0113010	520203	RENT	
							CHECK 6852 TOTAL:	38,588.11
6853	01/08/2016	PRTD	1829 ACTERRA	SBWMA2016	12/16/2015	S010816		1,500.00
			Invoice: SBWMA2016		2016 DONATION			
				1,500.00	S0113010	520511	SPONSORSHIP AND DONATIONS	
							CHECK 6853 TOTAL:	1,500.00
6854	01/08/2016	PRTD	776 AT&T	121315-7146	12/13/2015	S010816		216.32
			Invoice: 121315-7146		SHOREWAY PHONE EXPENSES			
				216.32	S0113010	522714	SHOREWAY FACILITY COST	
							CHECK 6854 TOTAL:	216.32
6855	01/08/2016	PRTD	5412 BIRCH COMMUNICATIONS	20163491	12/20/2015	S010816		627.94
			Invoice: 20163491		SERVICES THRU 12/20/15			
				627.94	S0113010	520107	UTILITIES & PHONE	

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CITY OF SAN CARLOS
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET

							CHECK	6855 TOTAL: 627.94
6856	01/08/2016	PRTD	3581 HILARY GANS	123015HG	12/30/2015		S010816	167.26
			Invoice: 123015HG		NOV 2015 EXPENSE REIMBURSE			
				53.28 S0113010 520201				
				10.00 S0113010 520503				
				14.00 S0113010 522718				
				89.98 S0113010 520105				
							CHECK	6856 TOTAL: 167.26
6857	01/08/2016	PRTD	7295 THE JG PRESS INC	2016BIOCYCLE	12/29/2015		S010816	49.00
			Invoice: 2016BIOCYCLE		2016 SUBSCRIPTION			
				49.00 S0113010 520504				
							CHECK	6857 TOTAL: 49.00
6858	01/08/2016	PRTD	7802 KBA DOSUSYS INC	3511266	12/25/2015		S010816	547.59
			Invoice: 3511266		12/25/15-1/24/16 BASE RATE CHG			
				547.59 S0113010 520215				
							CHECK	6858 TOTAL: 547.59
6859	01/08/2016	PRTD	6667 RG CREATIONS INC	13978	12/15/2015		S010816	31,762.15
			Invoice: 13978		SHOREWAY FACILITY SUPPLIES			
				31,762.15 S0113010 522714				
							CHECK	6859 TOTAL: 31,762.15
6860	01/08/2016	PRTD	680 SANDIE ARNOTT	309940	09/25/2015		S010816	28,873.52
			Invoice: 309940		046-081-820 - TAX DUE 02/01/16			
				28,873.52 S0113010 520324				
							CHECK	6860 TOTAL: 28,873.52
6861	01/08/2016	PRTD	747 SAN MATEO DAILY JOURNAL	123115	12/31/2015		S010816	1,138.65
			Invoice: 123115		DEC 2015 AD SERVICES			
				1,138.65 S0113010 520335				
							CHECK	6861 TOTAL: 1,138.65
6862	01/08/2016	PRTD	5875 SCAPES INC	98388	12/31/2015		S010816	315.00
			Invoice: 98388		DEC 2015 MAINTENANCE			
				315.00 S0113010 522714				
							CHECK	6862 TOTAL: 315.00

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S010816

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK 6862 TOTAL: 315.00

6863 01/08/2016 PRD 3022 SCS ENGINEERS
Invoice: 0268537/0269006

0268537/0269006 11/30/2015 536 S010816 2,446.50
NOV 2015 RECOLOGY CALL CNTR MONITOR
2,446.50 S0113010 520309HCS02 BUSINESS CONSULTANT (HFH)

CHECK 6863 TOTAL: 2,446.50

6864 01/08/2016 PRD 4519 SHRED-IT USA LLC
Invoice: 9408730645

9408730645 12/22/2015 S010816 103.19
12/21/15 SHRED SERVICE
103.19 S0113010 520201 OFFICE SUPPLIES

CHECK 6864 TOTAL: 103.19

NUMBER OF CHECKS 16 *** CASH ACCOUNT TOTAL *** 126,454.19

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TOTAL PRINTED CHECKS	12	67,747.12
TOTAL EFT'S	4	58,707.07

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ARP	<input checked="" type="checkbox"/>
EFT	<input checked="" type="checkbox"/>
Email	<input type="checkbox"/>

*** GRAND TOTAL *** 126,454.19

PREPARED BY: Linda DATE: 1/8/16
APPROVED BY: [Signature] DATE: 1/8/16
FUNDS TRANSFERRED BY: [Signature] DATE: 1/8/16

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S012216

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
6866	01/22/2016	EFT	7790 D EDWARDS INC	2015-295	01/07/2016	1477	S012216	7,770.00
			Invoice: 2015-295					
				7,770.00	S0113010	520340		
					DEC 2015	ORGANIC WASTE RFP/DEVEL LONG RANGE PLAN		
						CHECK	6866 TOTAL:	7,770.00
6867	01/22/2016	EFT	5982 FIRST STUDENT-SAN MATEO	2601-0003	01/12/2016		S012216	6,360.00
			Invoice: 2601-0003					
				6,360.00	S0113010	522718		
						SMFCSD BUS TRIPS EDUCATION CENTER OPERATIONS		
						CHECK	6867 TOTAL:	6,360.00
6868	01/22/2016	EFT	5601 LSL CPAS	16492	12/31/2015		S012216	550.00
			Invoice: 16492					
				550.00	S0113010	520301		
						2015 AUDIT-FINAL AUDIT SERVICES		
						CHECK	6868 TOTAL:	550.00
6869	01/22/2016	EFT	1419 THE OFFICE CITY	in-1329573	01/06/2016		S012216	36.49
			Invoice: in-1329573					
				36.49	S0113010	520201		
						OFFICE SUPPLIES OFFICE SUPPLIES		
						CHECK	6869 TOTAL:	36.49
6870	01/22/2016	EFT	725 CITY OF SAN CARLOS	1981107	01/04/2016		S012216	334.98
			Invoice: 1981107					
				334.98	S0113010	520202		
						NOV 2015 BANK FEES BANK FEES AND SERVICES		
			Invoice: 10239					
				75.18	S0113010	520204		
						OXT-DEC 2015 POSTAGE PRINTING AND POSTAGE		
						CHECK	6870 TOTAL:	410.16
6871	01/22/2016	PRTD	88 READYREFRESH BY NESTLE	06A0028452035	01/11/2016		S012216	55.45
			Invoice: 06A0028452035					
				55.45	S0113010	520201		
						JAN 2016 WATR SVS OFFICE SUPPLIES		
						CHECK	6871 TOTAL:	55.45
6872	01/22/2016	PRTD	5556 BFI OF CALIFORNIA	4227-000042984	12/31/2015		S012216	1,357.92
			Invoice: 4227-000042984					
				1,357.92	S0113010	522716		
						DEC 2015 TIPPER MAINT MAINTENANCE ON TIPPER OX MTN		

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S012216

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

6879 01/22/2016 PRD 5443 SPECIALTY'S CAFE & BAKERY INC T2423-12655433 01/11/2016 S012216 68.93
Invoice: T2423-12655433 68.93 S0113010 520503 MEETING CATERING CONFERENCES & MEETINGS

Invoice: T2423-12674052 SPECIALTY'S CAFE & BAKERY INC T2423-12674052 01/11/2016 S012216 68.44
68.44 S0113010 520503 MEETING CATERING CONFERENCES & MEETINGS

CHECK 6879 TOTAL: 137.37

6880 01/22/2016 PRD 908 STATE BOARD OF EQUALIZATION 012016SB 01/20/2016 S012216 1,045.00
Invoice: 012016SB 1,045.00 S011 230065 2015 USE TAX USE TAX ACCRUAL

CHECK 6880 TOTAL: 1,045.00

6881 01/22/2016 PRD 923 SUSTAINABLE SAN MATEO COUNTY 011116 01/11/2016 S012216 1,000.00
Invoice: 011116 1,000.00 S0113010 520511 2016 SPONSORSHIP SPONSORSHIP AND DONATIONS

CHECK 6881 TOTAL: 1,000.00

6882 01/22/2016 PRD 5533 WM CURBSIDE LLC 0000261-2960-1 01/01/2016 S012216 53,405.47
Invoice: 0000261-2960-1 53,405.47 S0113010 522710 DEC 2015 HHW COLLECTION SVS HHW COLLECTION SERVICE

CHECK 6882 TOTAL: 53,405.47

NUMBER OF CHECKS 17 *** CASH ACCOUNT TOTAL *** 110,622.69

TOTAL PRINTED CHECKS 12 95,496.04
TOTAL EFT'S 5 15,126.65

CP
ARP
EFT
Email

*** GRAND TOTAL *** 110,622.69

PREPARED BY: Linda DATE: 1/21/16
APPROVED BY: [Signature] DATE: 1/22/16
FUNDS TRANSFERRED BY: [Signature] DATE: 1/22/16

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STAFF UPDATE

March - July 2016 Potential Future Board Agenda Items

March 24, 2016 (San Carlos Library Conference Room)

- Status Update on Long Range Plan Projects (*Staff presentation*)
- Discussion on Potential Capital Projects for FY16/17 (*Discussion item*)
- AB1826 Mandatory Commercial Organics Recycling Update (*Staff update*)
- Resolution Approving a Contract with Sloan/Vazquez to Conduct and Operations and Cost Assessment of Recology's Collection Services (*Consent item*)
- Resolution Approving a Contract with Ascent Environmental to Complete the 2015 CalRecycle Electronic Annual Reports in Compliance with AB939 (*Consent item*)
- Report on status of Agency's Financial Reserves (*Staff update*)

April 28, 2016 (San Carlos Library Conference Room)

- Resolution Approving Calendar Year 2015 Financial Statements (*Consent item*)
- Update from Executive Director Search Committee (*Discussion item*)
- Discussion on FY16/17 Preliminary Operating Budget (*Staff presentation and discussion item*)
- Status Report on Zero Landfill Working Group (*Discussion item*)
- Technical Consulting Contracts for 1st Quarter 2016 (*Staff update*)
- Resolution Appointing an Ad hoc Committee to Review Franchise Agreement Amendments (*Approval item*)
- Staff Report on the SBWMA's Review of Recology Meeting the Franchise Agreement Standards and Goals of the Contractor Selection Process (*Staff update*)
- 2015 Member Agency Snapshot Reports (*Staff update*)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (*Staff update*)

May 26, 2016 (San Carlos Library Conference Room)

- Status Report on Expiring Door-to-Door HHW Contract and Options (*Staff update*)
- Discussion on FY16/17 Preliminary Operating Budget (*Staff presentation and discussion item*)
- Status Update on Long Range Plan Projects (*Staff presentation*)
- Resolution Appointing an Ad hoc Committee to Review Franchise Agreement Amendments (*Approval item*)
- Approval of Quarterly Investment Report as of 3/31/16 (*Consent item*)
- Annual Solid Waste Rate Survey (*Staff update*)

June 23, 2016 (San Carlos Library Conference Room)

- Resolution Adopting FY16/17 Operating Budget (*Approval item*)
- Resolution Approving Findings from Review of Collection Services and Facility Operations Reports, Tonnage Data and Customer Service Systems Audits for 2015 (*Approval item*)
- Resolution Approving 2015 Financial and Accounting Systems Audit of Recology and SBR (*Approval item*)
- Resolution Approving Annual Contract for Legal Counsel Services for FY16/17 (*Consent item*)
- Resolution Approving Annual Contract for Information Technology and Website Services for FY16/17 (*Consent item*)
- Resolution Approving Property Insurance Policy Renewal (*Consent item*)
- Resolution Approving Contract(s) with Public Education and Outreach Vendor(s) (*Consent item*)
- Staff Report on Results from Every Other Week Garbage Collection Pilot (*Staff presentation*)

July 28, 2016 (San Carlos Library Conference Room)

- Status Report on Expiring C&D Processing Contract and Options (*Staff update*)