



INFORMATIONAL ITEMS ONLY



STAFF UPDATE

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: April 23, 2015 Board of Directors Meeting
Subject: 2015 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 2015. 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 2015:

January 2015

- Approval of FY1314 audited Financial Statement. **Completed.**
- Mid-Year review of FY1415 Operating Budget. **Completed.**

March 2015

- Recology submittal of the 2014 Revenue Reconciliation Report (*March 31*). **Received – audit started.**

April 2015

- Discussion on preliminary FY1516 SBWMA Operating Budget at April 23, 2015 Board meeting.
- Approval of unaudited calendar year financial statement for bond reporting requirements.

May 2015

- Additional Review of FY1516 detailed SBWMA Operating Budget at May 28, 2015 Board meeting.

June 2015

- Approval of final FY1516 SBWMA Operating Budget at June 25, 2015 Board meeting.
- Recology's 2016 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 issues a letter requesting feedback from all Member Agencies on estimated 2016 Member Agency fees (e.g., franchise fees) to be included in there 2016 solid waste rates.

July 2015

- SBR's 2016 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 2015 and 2016 residential and commercial base revenue,
 - 2) estimated collected tonnage for 2015 and 2016,

- 3) residential rates vs cost analysis,
- 4) estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2014, and
- 5) summary of 2016 Member Agency fees to be used in the 2016 cost projections based on Member Agency feedback.
- Recology revised 2016 Compensation Application due to the SBWMA and Member Agencies (*July 24*).

August 2015

- SBWMA issues the Draft Report Reviewing Recology's 2016 Compensation Application, recommended total Revenue Requirement and rate adjustment(s) (*August 14*).
- SBWMA issues the Draft Report Reviewing SBR's 2016 Compensation Application.
- Comments due back from Member Agencies on draft Reports Reviewing Recology's 2016 Compensation Application and SBR's 2016 Compensation Application (*August 28*)

September 2015

- SBWMA issues Final Report Reviewing Recology's 2016 Compensation Application including the recommended total collection rate adjustment for 2016. (*September 17 BOD Packet*)
- SBWMA issues Final Report Reviewing SBR's 2016 Compensation Application. (*September 17 BOD Packet*)
- Approval of the SBR 2016 Compensation Application. (*September 24 BOD Meeting*)
- Approval of the Recology 2016 Compensation Application and total recommended Revenue Requirement. (*September 24 BOD Meeting*)

September – December 2015

- Member Agencies issue Prop. 218 notice and approve final 2016 solid waste rates.

November 2015

- SBWMA issues report to Board on recommended January 1, 2016 Shoreway tip fee adjustments including calendar year 2016 SBWMA financial projection with assumed tip fee and cash reserve balances.
- Approval of 2016 Investment Policy



STAFF REPORT

To: SBWMA Board Members
From: Marshall Moran, Finance Manger
Date: April 23, 2015 Board of Directors Meeting
Subject: Check Register for March 2015

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 March 2015 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 March 2015 was \$3,017,261.40 as detailed in **Attachment A**. 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 Marshall Moran. The format of the check registers is limited to what is available from the city's MUNIS accounting system.

Attachments:

Attachment A - March 2015 Check Registers

03/05/2015 10:15
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S030615

PG 1
apcshdsb

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
6368	03/06/2015	WIRE	3622 WELLS FARGO PAYMENT REMITTANCE CT	022615	03/06/2015			835.30
Invoice: 022615								
				18.18 S0113010 520201	FEB 2015 CREDIT CARD PYMT			
				109.86 S0113010 522718	OFFICE SUPPLIES			
				87.39 S0113010 520201	EDUCATION CENTER OPERATIONS			
				59.58 S0113010 520604COE01	OFFICE SUPPLIES			
				28.79 S0113010 522718	PUBLIC EDUCATION/OUTREACH/WORK			
				450.00 S0113010 520328	EDUCATION CENTER OPERATIONS			
				81.50 S0113010 522718	EMPLOYEE RECRUITMENT/HR SUPPO			
					EDUCATION CENTER OPERATIONS			
					CHECK	6368 TOTAL:		835.30
6369	03/06/2015	EFT	3 AARONSON DICKERSON COHN & LANZONE	215044-SB R	02/23/2015		S030615	5,343.75
Invoice: 215044-SB R								
				5,343.75 S0113010 520312	BOARD COUNSEL - GENERAL FILE 8821			
					BOARD COUNSEL			
					CHECK	6369 TOTAL:		5,343.75
6370	03/06/2015	EFT	5524 GOLDEN IDEAS	2015001	01/31/2015		S030615	7,369.23
Invoice: 2015001								
				7,369.23 S0113010 520604QNLPM	NEWSLETTER PRINTING			
					PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK	6370 TOTAL:		7,369.23
6371	03/06/2015	EFT	152 BROWNING FERRIS IND OF CA	0000000821	01/31/2015		S030615	191,611.45
Invoice: 0000000821								
				191,611.45 S0113010 522713	DISPOSAL PROCESSING COST			
					DISPOSAL & PROCESSING COSTS			
					CHECK	6371 TOTAL:		191,611.45
6372	03/06/2015	EFT	1278 LOCAL GOVERNMENT SERVICES	ADV 4-2015	02/25/2015		S030615	14,500.00
Invoice: ADV 4-2015								
				14,500.00 S0113010 520306	AB 939 PROGRAM STAFF			
					AB939 PROGRAM STAFF			
					CHECK	6372 TOTAL:		14,500.00
6373	03/06/2015	EFT	1419 THE OFFICE CITY	IN-1262617	02/14/2015		S030615	8.69
Invoice: IN-1262617								
				8.69 S0113010 520201	OFFICE SUPPLY			
					OFFICE SUPPLIES			
					CHECK	6373 TOTAL:		8.69
6374	03/06/2015	EFT	6809 PRECISE PRINTING & MAILING	13552	02/16/2015		S030615	770.92
Invoice: 13552								
				770.92 S0113010 520604COE01	COMMERCIAL RECYCLING			
					PUBLIC EDUCATION/OUTREACH/WORK			

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S030615

PG 4
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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
----- INVOICE DTL DESC -----								
6385	03/06/2015	PRTD	7381 CITY PRESS	67259	07/31/2014		S030615	7,275.14
			Invoice: 67259					
				7,275.14	S0113010	520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6385 TOTAL:	7,275.14
6386	03/06/2015	PRTD	1575 ENVIRONMENTAL SCIENCE ASSOCIATES	112515	02/06/2015	2512	S030615	285.52
			Invoice: 112515					
				285.52	S0113010	520309HCS02	RECOLOGY CALL CTR MONITORING BUSINESS CONSULTANT (HFH)	
							CHECK 6386 TOTAL:	285.52
6387	03/06/2015	PRTD	5059 JEFFREY SCOTT AGENCY	122214JSA	12/22/2014		S030615	150.00
			Invoice: 122214JSA					
				150.00	S0113010	520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6387 TOTAL:	150.00
6388	03/06/2015	PRTD	3431 KEVIN MCCARTHY	6502487440	02-2015	02/23/2015	S030615	115.00
			Invoice: 6502487440					
			02-2015	115.00	S0113010	520105	CELL PHONES CELL PHONES	
							CHECK 6388 TOTAL:	115.00
6389	03/06/2015	PRTD	4383 MARSHALL MORAN	6503646857	020515	02/05/2015	S030615	49.81
			Invoice: 6503646857					
			020515	49.81	S0113010	520105	CELL PHONE CHARGES JAN 2015 CELL PHONES	
							CHECK 6389 TOTAL:	49.81
6390	03/06/2015	PRTD	449 PITNEY BOWES	21315	02/13/2015		S030615	170.83
			Invoice: 21315					
				170.83	S0113010	520201	OFFICE SUPPLY OFFICE SUPPLIES	
							CHECK 6390 TOTAL:	170.83
6391	03/06/2015	PRTD	5557 RECOLOGY GROVER ENVIRONMENTAL PRO	141231-2	01/02/2015		S030615	833.29
			Invoice: 141231-2					
				833.29	S0113010	522713	DISPOSAL GROVER MISSED DEC TAG DISPOSAL & PROCESSING COSTS	
			RECOLOGY GROVER ENVIRONMENTAL PRO	150131	02/03/2015		S030615	174,208.51
			Invoice: 150131					
				174,208.51	S0113010	522713	DISPOSAL PROCESSING COST DISPOSAL & PROCESSING COSTS	

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S030615

PG 5
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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 6391 TOTAL:	175,041.80
6392	03/06/2015	PRTD	1260 RICOH AMERICAS CORPORATION	19378134	02/13/2015		S030615	1,585.58
			Invoice: 19378134					
				1,585.58	S0113010	520201	OFFICE SUPPLY OFFICE SUPPLIES	
							CHECK 6392 TOTAL:	1,585.58
6393	03/06/2015	PRTD	5875 SCAPE INC	14839	02/05/2015		S030615	2,030.00
			Invoice: 14839					
				2,030.00	S0113010	522714	SHOREWAY MAINTENANCE SHOREWAY FACILITY COST	
							CHECK 6393 TOTAL:	2,030.00
6394	03/06/2015	PRTD	4519 SHRED-IT USA	9404986149	02/16/2015		S030615	85.55
			Invoice: 9404986149					
				85.55	S0113010	520201	OFFICE SUPPLY OFFICE SUPPLIES	
							CHECK 6394 TOTAL:	85.55
6395	03/06/2015	PRTD	3474 SLOAN VAZQUEZ LLC	SBWMA-055	02/23/2015	792	S030615	10,000.00
			Invoice: SBWMA-055					
				10,000.00	S0113010	520336	FY 15 BI ANNUAL CONTAMINATION QTRLY LOAD CONTAMINATION MONIT	
							CHECK 6395 TOTAL:	10,000.00
6396	03/06/2015	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-10517690	02/19/2015		S030615	146.33
			Invoice: T2423-10517690					
				146.33	S0113010	520604COE01	COMMERCIAL RECYCLING PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6396 TOTAL:	230.29
			Invoice: T2423-10565400					
				83.96	S0113010	520300	BOARD MEETINGS BOARD ADMINISTRATION	
6397	03/06/2015	PRTD	5533 WM CURBSIDE LLC	0000140-2960-7	02/01/2015		S030615	43,141.05
			Invoice: 0000140-2960-7					
				43,141.05	S0113010	522710	HHW COLLECTION SERVICE HHW COLLECTION SERVICE	
							CHECK 6397 TOTAL:	43,141.05

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PG 6
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NUMBER OF CHECKS 30 *** CASH ACCOUNT TOTAL *** 2,822,480.40

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	18	935,407.21
TOTAL WIRE TRANSFERS	1	835.30
TOTAL EFT'S	11	1,886,237.89

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

*** GRAND TOTAL *** 2,822,480.40

PREPARED BY: *Angela* DATE: *3/5/15*
APPROVED BY: *Jm* DATE: *3/5/15*
FUNDS TRANSFERRED BY: *Jm* DATE: *3/5/15*
ACHS 3615 0001 *Michael J. Hall* *3/6/15*

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S032015

PG 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
6398	03/20/2015	EFT	1097 IRON MOUNTAIN	LFE5083	02/28/2015		S032015	384.03
			Invoice: LFE5083					
				384.03 S0113010 520201				
					OFFICE SUPPLIES			
					OFFICE SUPPLIES			
					CHECK		6398 TOTAL:	384.03
6399	03/20/2015	EFT	5601 LSL CPAs	13454	02/28/2015		S032015	550.00
			Invoice: 13454					
				550.00 S0113010 520301				
					ANNUAL FINANCIAL AUDIT			
					AUDIT SERVICES			
					CHECK		6399 TOTAL:	550.00
6400	03/20/2015	EFT	1278 LOCAL GOVERNMENT SERVICES	02202	02/28/2015		S032015	2,780.01
			Invoice: 02202					
				-14,500.00 S0113010 520306				
				400.00 S0113010 511830				
				171.63 S0113010 512801				
				506.67 S0113010 512810				
				1,359.66 S0113010 512825				
				466.67 S0113010 512830				
				1,600.00 S0113010 512830				
				20.78 S0113010 512850				
				20.02 S0113010 512850				
				26.16 S0113010 512850				
				134.93 S0113010 512850				
				11,800.55 S0113010 520306				
				750.00 S0113010 520337				
				22.94 S0113010 512850				
					MONTHLY SERVICES CLIFF FELDMAN			
					AB939 PROGRAM STAFF			
					SALARIES - CAR ALLOWANCE			
					BENEFITS - PAYROLL TAXES			
					BENEFITS - WORKERS COMP INS			
					BENEFITS - RETIREMENT EMPLOYER			
					BENEFITS - MEDICAL			
					BENEFITS - MEDICAL			
					BENEFITS - GUARDIAN LIFE			
					BENEFITS - GUARDIAN LIFE			
					BENEFITS - GUARDIAN LIFE			
					BENEFITS - GUARDIAN LIFE			
					AB939 PROGRAM STAFF			
					CONSULTING CONTRACTS RGS/LGS			
					BENEFITS - GUARDIAN LIFE			
					CHECK		6400 TOTAL:	2,780.01
6401	03/20/2015	EFT	1419 THE OFFICE CITY	IN-1267082	03/09/2015		S032015	129.22
			Invoice: IN-1267082					
				129.22 S0113010 520201				
					OFFICE SUPPLIES			
					OFFICE SUPPLIES			
					CHECK		6401 TOTAL:	129.22
6402	03/20/2015	EFT	6809 PRECISE PRINTING & MAILING	13493	02/26/2015		S032015	3,829.92
			Invoice: 13493					
				3,829.92 S0113010 520604HHWUW				
					HHW OUTREACH			
					PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK		6402 TOTAL:	3,829.92
					PRECISE PRINTING & MAILING			
					13549			
				1,246.61 S0113010 520604QNLPM				
					QUARTERLY NEWSLETTER MAILING			
					PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK		6402 TOTAL:	5,076.53

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S032015

PG 2
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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
6403	03/20/2015	EFT	725 CITY OF SAN CARLOS	198122	03/02/2015		S032015	311.39
					JAN 2015 BANK SERVICE FEES			
				311.39 S0113010 520202	BANK FEES AND SERVICES			
			CITY OF SAN CARLOS	198121	03/02/2015		S032015	4,368.25
					3/15 RENT			
				4,368.25 S0113010 520203	RENT			
						CHECK	6403 TOTAL:	4,679.64
6404	03/20/2015	EFT	3892 T324 INC	IN90459007	03/15/2015		S032015	6,274.10
					IT SUPPORT			
				6,274.10 S0113010 520334	IT SUPPORT			
			T324 INC	IN90460007	03/15/2015		S032015	3,144.45
					WEBSITE			
				3,144.45 S0113010 520338	WEBSITE SUPPORT			
						CHECK	6404 TOTAL:	9,418.55
6405	03/20/2015	PRTD	3151 THE ALMANAC	36929	02/28/2015		S032015	978.00
					FULL COLOR AD			
				978.00 S0113010 520604HHWUW	PUBLIC EDUCATION/OUTREACH/WORK			
						CHECK	6405 TOTAL:	978.00
6406	03/20/2015	PRTD	2270 BAY AREA NEWS GROUP/DIGITAL FIRST 0000853331		02/28/2015		S032015	1,299.39
					HHW OUTREACH			
				1,299.39 S0113010 520604HHWUW	PUBLIC EDUCATION/OUTREACH/WORK			
						CHECK	6406 TOTAL:	1,299.39
6407	03/20/2015	PRTD	4917 CASCADIA CONSULTING GROUP INC	3603	03/09/2015	1236	S032015	8,260.00
					LRP PUBLIC EDUCATION RESEARCH			
				8,260.00 S0113010 520340	LONG RANGE PLAN			
						CHECK	6407 TOTAL:	8,260.00
6408	03/20/2015	PRTD	1428 THE COVELLO GROUP INC	2015.001-1	03/01/2015	1905	S032015	433.00
					PRE-CONSTRUCT WK - MRF CANOPY			
				433.00 S0113010 520308	FACILITIES AND OPS CONSULTANT			
						CHECK	6408 TOTAL:	433.00

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S032015

PG 3
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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
6409	03/20/2015	PRTD	5342 DAILY POST	43593	02/28/2015		S032015	975.00
			Invoice: 43593					
				975.00	S0113010	520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6409 TOTAL:	975.00
6410	03/20/2015	PRTD	3277 J R MILLER AND ASSOCIATES INC	30289	02/28/2015	791	S032015	175.00
			Invoice: 30289					
				175.00	S2251000	570300SF061	ARCHITECT SVC MRF CANOPY EXT FACILITIES IMPROVEMENTS	
			Invoice: 30308					
			J R MILLER AND ASSOCIATES INC	30308	02/28/2015	646	S032015	1,140.00
				1,140.00	S0113010	520340	AUG 14 LRP MSTR PLAN SITE LONG RANGE PLAN	
							CHECK 6410 TOTAL:	1,315.00
6411	03/20/2015	PRTD	5059 JEFFREY SCOTT AGENCY	121214	12/12/2014		S032015	775.00
			Invoice: 121214					
				775.00	S0113010	520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
			Invoice: 030415					
			JEFFREY SCOTT AGENCY	030415	03/04/2015		S032015	826.92
				826.92	S0113010	522718	ED CENTER EDUCATION CENTER OPERATIONS	
							CHECK 6411 TOTAL:	1,601.92
6412	03/20/2015	PRTD	6616 MCCALMONT ENGINEERING	567	03/03/2015		S032015	800.00
			Invoice: 567					
				800.00	S0113010	520308	BESS EVALUATION FACILITIES AND OPS CONSULTANT	
							CHECK 6412 TOTAL:	800.00
6413	03/20/2015	PRTD	6068 RISK STRATEGIES COMPANY	576643	01/30/2015		S032015	17,532.80
			Invoice: 576643					
				17,532.80	S0113010	520710	SHOREWAY INSURANCE INSURANCE SHOREWAY	
			Invoice: 576658					
			RISK STRATEGIES COMPANY	576658	01/30/2015		S032015	13,508.00
				13,508.00	S0113010	520710	SHOREWAY INSURANCE INSURANCE SHOREWAY	
			Invoice: 587299					
			RISK STRATEGIES COMPANY	587299	03/03/2015		S032015	45,099.50
				45,099.50	S0113010	520710	INSURANCE SHOREWAY INSURANCE SHOREWAY	
							CHECK 6413 TOTAL:	76,140.30

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S032015

PG 4
apcshdsb

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 NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
6414	03/20/2015	PRTD	7177 S GRONER ASSOCIATES INC	1562	02/10/2015		S032015	6,203.94
	Invoice: 1562							
				3,414.19	S0113010	520604HHWUW	HHW/RESIDENTIAL OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
				2,789.75	S0113010	520604RES01	PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6414 TOTAL:	6,203.94
6415	03/20/2015	PRTD	747 SAN MATEO DAILY JOURNAL	22815	02/28/2015		S032015	1,220.20
	Invoice: 22815							
				1,220.20	S0113010	520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK	
							CHECK 6415 TOTAL:	1,220.20
6416	03/20/2015	PRTD	5875 SCAPES INC	14900	02/28/2015		S032015	315.00
	Invoice: 14900							
				315.00	S0113010	522714	SHOREWAY MAINTENANCE SHOREWAY FACILITY COST	
							CHECK 6416 TOTAL:	315.00
6417	03/20/2015	PRTD	3474 SLOAN VAZQUEZ LLC	SBWMA-056	03/04/2015		S032015	6,000.00
	Invoice: SBWMA-056							
				6,000.00	S0113010	520308	FACILITY IMPROVE OVERSIGHT FACILITIES AND OPS CONSULTANT	
			SLOAN VAZQUEZ LLC	SBWMA-058	03/12/2015		S032015	6,000.00
	Invoice: SBWMA-058							
				6,000.00	S0113010	520308	FACILITY IMPROVE OVERSIGHT FACILITIES AND OPS CONSULTANT	
							CHECK 6417 TOTAL:	12,000.00
6418	03/20/2015	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-10637890	03/10/2015		S032015	105.51
	Invoice: T2423-10637890							
				105.51	S0113010	520340	CATER LONG RANGE PLAN LONG RANGE PLAN	
			SPECIALTY'S CAFE & BAKERY INC	T2423-10591528	03/03/2015		S032015	115.76
	Invoice: T2423-10591528							
				115.76	S0113010	520340	CATER LONG RANGE PLANNING LONG RANGE PLAN	
							CHECK 6418 TOTAL:	221.27

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S032015

PG 5
apcshdsb

NUMBER OF CHECKS 21 *** CASH ACCOUNT TOTAL *** 134,781.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	14	111,763.02
TOTAL EFT'S	7	23,017.98

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

*** GRAND TOTAL *** 134,781.00

PREPARED BY: *Arzoo* DATE: 3/20/15
 APPROVED BY: *[Signature]* DATE: 3/20/15
 FUNDS TRANSFERRED BY: *[Signature]* DATE: 3/20/15

ACHS 3001 0006 7000
Milena G. [Signature] 3/20/15



STAFF REPORT

To: SBWMA Board Members
From: Cyndi Urman, Office Manager/Board Secretary
Date: April 23, 2015 Board of Directors Meeting
Subject: Technical Consulting Contracts – 1st Quarter 2015

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 quarterly basis on the technical consulting contracts that have been issued. All contracts issued in the 1st Quarter 2015 are listed on the attached report for review.

Each quarter throughout a given calendar year, staff will update this listing with any new technical contracts issued. How frequently this report is produced (e.g., monthly or quarterly) was discussed with the Executive Committee and it was decided given the small number of contracts issued that a quarterly frequency was appropriate.

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

Attachments:

Attachment A – Technical Consulting Contracts – 1st Quarter 2015

Technical Consultant Contracts - 1st Quarter 2015

April 1, 2015

<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>
The Covello Group	\$ 11,032.00	Preconstruction Work on MRF Canopy	02/23/15	Single Source	520308	Facility Improvement Oversight
Sloan/Vazquez	\$ 12,000.00	2015 Waste Composition Study	03/11/15	Single Source	520308	Facility Improvement Oversight
McCalmont Engineering	\$ 800.00	BESS Analysis Change Order	03/11/15	Single Source	520308	Facility Improvement Oversight
R3 Consultants	\$ 38,131.00	2014 Financial Systems Audit	03/26/15	RFP	520309-HCM01	Contract Management Support
R3 Consultants	\$ 37,000.00	2014 Recology Operations Audit	03/26/15	RFP	520309-HCS02	Collection Services Franchise Admin.

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.



STAFF UPDATE

May 2015 – September 2015 Potential Future Board Agenda Items

May 28, 2015 (meeting at San Carlos Library Conference Room)

- Review of Updated FY1516 Operating Budget (**Discussion item**)
- Resolution Adopting 2015 Long Range Plan (**Action item**)
- Resolution Authorizing Executive Director to Accept Bids and Enter into Contract for MRF Canopy Construction (**Action item**)
- Resolution Approving Amendment to Office Lease at San Carlos Library (**Consent item**)
- Approval of Quarterly Investment Report as of 3/31/15 (**Consent item**)
- Resolution Approving Updated Conflict of Interest Code (**Consent item**)
- Annual Solid Waste Rate Survey Results (**Info. only item**)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (**Info. only item**)

June 25, 2015 (meeting at San Carlos Library Conference Room)

- Resolution Adopting FY1516 Budget (**Approval item**)
- Resolution Approving Audit Findings from Review of Collection Services and Facility Operations Agreements (**Approval item**)
- Approval of Annual Contracts with Various Vendors (**Consent items**)

July 23, 2015 (meeting at San Carlos Library Conference Room)

- Consideration of Approval of Executive Director's Goals for FY1516 (**Approval item**)
- Consideration of Approval of Recology Co-Collection Vehicle Pilot Project

September 24, 2015 (meeting at San Carlos Library Conference Room)

- Resolution Approving 2016 South Bay Recycling Compensation Application (**Approval item**)
- Resolution Approving 2016 Recology San Mateo County Compensation Application (**Approval item**)
- Approval of Quarterly Investment Report as of 6/30/15 (**Consent calendar**)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (**Info. only item**)
- Technical Consulting Contracts – 3rd Quarter 2015 (**Staff update**)
- Results of Recology Evaluation of Using Larger Data Pool for Conducting Annual Route Assessment (**Discussion item**)



STAFF REPORT

To: SBWMA Board Members
From: Monica Devincenzi, Recycling Outreach & Sustainability Manager
Cliff Feldman, Recycling Programs Manager
Date: April 23, 2015 Board of Directors Meeting
Subject: 2014 Member Agency Snapshot Reports

Recommendation

This is an informational item only and no action is required.

Summary

This staff report is to inform the Board that staff has prepared the 2014 Member Agency Snapshot Reports and will be forwarding both the Member Agency specific and RethinkWaste service area wide reports to the Board in the next week. The 2014 Member Agency Snapshot Reports provide a comparison of the past several years of program results (e.g., 2011-2014) and serve as a resource for the Board in identifying any notable trends and accomplishments to share within their jurisdiction.

Analysis

The snapshot reports for calendar year 2014 provide key information and metrics for each individual Member Agency and the RethinkWaste service area for the past several years. Included in the Member Agency Snapshot Reports are program results for the following:

- CartSmart (Recycle, Compost and Garbage Collection; On-Call Bulky Item Collection; Battery/Cell Phones Collection) residential collection services
- BizSmart (Recycle, Compost and Garbage Collection) commercial collection services
- Public Education and Outreach to support recycling and composting programs
- Member Agency Community Events (and other recycling related programs)
- Shoreway Environmental Center tonnage and other operational information including school/public tour totals and other events
- Door-to-Door HHW Collection Program
- CalRecycle AB939 Compliance (per capita disposal compliance)

Background

This is the third consecutive year that staff has produced the Member Agency Snapshot Reports. As in prior years, we encourage our Member Agencies to share their respective report with key stakeholders in the community and make them available to the public. Once again, staff is available to present the snapshot reports to the governing bodies of our Member Agencies upon request.

Fiscal Impact

There is no fiscal impact associated with this item.