



A Public Agency

# INFORMATIONAL ITEMS ONLY

## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Marshall Moran, Interim Finance Manger  
**Date:** April 26, 2018 Board of Directors Meeting  
**Subject:** Check Register for March 2018

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### 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 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 2018 was \$5,124,302 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 2018 Check Register Detail Reports

02/28/2018 15:10 | CITY OF SAN CARLOS  
 rgarcia | A/P CASH DISBURSEMENTS JOURNAL S030218

SB

IP 1  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				DOCUMENT	INVOICE DTL DESC				
7999	03/02/2018	EFT	5556 BFI OF CALIFORNIA IN		4227-000049399	01/31/2018		S030218	768,776.12
				77554	DISPOSAL PROCESSING - OX JAN 18				
Invoice: 4227-000049399								CHECK 7999 TOTAL:	768,776.12
8000	03/02/2018	EFT	152 BROWNING FERRIS IND		4278-100004208	01/31/2018		S030218	248,348.10
				77553	DISPOSAL NEWBY JAN 18				
Invoice: 4278-100004208								CHECK 8000 TOTAL:	248,348.10
8001	03/02/2018	EFT	6809 PRECISE PRINTING & M		21006	02/16/2018		S030218	60,108.19
				77565	HHW OUTREACH				
Invoice: 21006								CHECK 8001 TOTAL:	60,108.19
8002	03/02/2018	EFT	8293 PREMIER ACCESS INSUR		17242-030118	02/10/2018		S030218	771.07
				77561	BENEFITS				
Invoice: 17242-030118								CHECK 8002 TOTAL:	771.07
8003	03/02/2018	EFT	725 CITY OF SAN CARLOS		79951219	02/07/2018		S030218	4,570.56
				77567	RENT				
Invoice: 79951219								CHECK 8003 TOTAL:	4,570.56
8004	03/02/2018	EFT	7976 TANNER PACIFIC INC		218-024	02/15/2018		S030218	5,234.50
				77556	TRUCK SHOP DRAIN - CM				
Invoice: 218-024									
					218-023	02/15/2018		S030218	16,837.50
				77557	TRUCK SHOP DRAIN - SF071				
Invoice: 218-023									

[http://bob/GasADLive/mu\\_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt](http://bob/GasADLive/mu_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt)

2/28/2018

Invoice: 218-022	77576	218-022	02/15/2018	S030218	20,347.00
				TS FLOOR REPAIR CONSTRUCT MGNT	
Invoice: 218-021	77578	218-021	02/15/2018	S030218	2,704.00
				PRE CONSTRUCT MGNT	

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 rgarcia | A/P CASH DISBURSEMENTS JOURNAL S030218 | apcshdsb

CASH ACCOUNT: 3000 110020 WELLS FARGO BANK  
 CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

		DOCUMENT	INVOICE DTL DESC			
			CHECK	8004 TOTAL:	45,123.00	
8005	03/02/2018 EFT	5558 ZANKER ROAD RESOURCE	201801363	01/31/2018	S030218	211,161.64
	Invoice: 201801363			DISPOSALZANKER JAN 18		
			CHECK	8005 TOTAL:		211,161.64
8006	03/02/2018 PRD	776 AT&T	6505967146-021318	02/13/2018	S030218	487.58
	Invoice: 6505967146-021318			SHOREWAY FACILITY COST		
			CHECK	8006 TOTAL:		487.58
8007	03/02/2018 PRD	2120 CRRA	02/2018-01/2019	02/01/2018	S030218	6,000.00
	Invoice: 02/2018-01/2019			SPONSORSHIPS & DONATIONS		
			CHECK	8007 TOTAL:		6,000.00
8008	03/02/2018 PRD	4841 COMCAST	62013244	02/15/2018	S030218	336.20
	Invoice: 62013244			PHONE		
			CHECK	8008 TOTAL:		336.20

[http://bob/GasADLive/mu\\_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt](http://bob/GasADLive/mu_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt)

2/28/2018

8009 03/02/2018 PRD	435 FEDEX	77562	6-090-53193	02/16/2018	S030218	89.05
Invoice: 6-090-53193				OFFICE SUPPLY		
				CHECK	8009 TOTAL:	89.05
8010 03/02/2018 PRD	8095 JOE LA MARIANA	77564	021518JLM	02/15/2018	S030218	481.76
Invoice: 021518JLM				REIMBUR - CONFERENCES, MEETINGS, CELL PHONE		
				CHECK	8010 TOTAL:	481.76
8011 03/02/2018 PRD	2426 MAZE & ASSOCIATES IN	77566	26571	11/08/2017	S030218	2,587.00
Invoice: 26571				ANNUAL AUDIT		
				CHECK	8011 TOTAL:	2,587.00

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 rgarcia |A/P CASH DISBURSEMENTS JOURNAL S030218 |apcshdsb

CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
 CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET  
 ----- DOCUMENT INVOICE DTL DESC -----

8012 03/02/2018 PRD	2035 NORTHERN CALIFORNIA	77559	021618	02/12/2018	S030218	2,185.00
Invoice: 021618				VARIOUS REGS AND MEMBERSHIPS		
			020518	02/05/2018	S030218	1,000.00
Invoice: 020518			77560	SPONSORSHIP - ZW YOUTH CONVERGENCE		
				CHECK	8012 TOTAL:	3,185.00
8013 03/02/2018 PRD	449 PITNEY BOWES	77571	3101964293	02/20/2018	S030218	128.00
Invoice: 3101964293				OFFICE EQUIPMENT COST		

[http://bob/GasADLive/mu\\_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt](http://bob/GasADLive/mu_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt)

2/28/2018

				CHECK	8013 TOTAL:	128.00
8014 03/02/2018 PRD	3022 SCS ENGINEERS	0319396	01/31/2018		S030218	315.00
Invoice: 0319396		77568		CLIMATE REGISTRY		
				CHECK	8014 TOTAL:	315.00
8015 03/02/2018 PRD	8427 STEVEN SHERMAN CONSU	PO1072-03-SBWMA	02/12/2018		S030218	12,803.76
Invoice: PO1072-03-SBWMA		77569		TECHNICAL CONSULTING		
				CHECK	8015 TOTAL:	12,803.76
8016 03/02/2018 PRD	4519 SHRED-IT USA	8124105271	02/07/2018		S030218	108.73
Invoice: 8124105271		77570		OFFICE SUPPLY		
				CHECK	8016 TOTAL:	108.73
8017 03/02/2018 PRD	923 SUSTAINABLE SAN MATE	022118	02/21/2018		S030218	1,500.00
Invoice: 022118		77558		SPONSORSHIP - SSMC AWARDS		
				CHECK	8017 TOTAL:	1,500.00

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 rgarcia |A/P CASH DISBURSEMENTS JOURNAL S030218

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NUMBER OF CHECKS 19 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,366,880.76

[http://bob/GasADLive/mu\\_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt](http://bob/GasADLive/mu_tmp/rgarcia/7419222033400779314466876/apcshdsb2611.txt)

2/28/2018

SBWMA

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	12	28,022.08
TOTAL EFT'S	7	1,338,858.68

\*\*\* GRAND TOTAL \*\*\* 1,366,880.76

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

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03/02/2018 10:37  
rgarcia

CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL 5030218-2

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CASH ACCOUNT: 5000	110020	WELLS FARGO BANK	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	DOCUMENT	INVOICE	DTL DESC			
8018	03/02/2018	PRTD 2035 NORTHERN CALIFORNIA	77841	252018	02/05/2018		5030218	1,000.00
		Invoice: 252018			SPONSORSHIP - ZWY CONVERGENCE			
					CHECK	8018	TOTAL:	1,000.00
8019	03/02/2018	PRTD 2035 NORTHERN CALIFORNIA	77842	021618-2	02/12/2018		5030218	2,185.00
		Invoice: 021618-2			SPONSORSHIPS, REGS, MEMBERSHIP			
					CHECK	8019	TOTAL:	2,185.00
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		3,185.00
					COUNT		AMOUNT	
				TOTAL PRINTED CHECKS	2		3,185.00	
						*** GRAND TOTAL ***		3,185.00

CP	✓
ARP	✓
EFT	✗
Email	

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 Mark J. [Signature] 3/5/18



SBWMA

03/14/2018 11:41 ebundang | CITY OF SAN CARLOS | A/P CASH DISBURSEMENTS JOURNAL 5031618

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

		DOCUMENT	INVOICE DTL DESC			
8020	03/13/2018 WIRE	3622 PAYMENT REMITTANCE C	022718	02/27/2018	S031618	7,184.23
	Invoice: 022718	77936				
		274.04 S0113010 522706	CREDIT CARD FEBRUARY 2018			
		5.51 S0113010 520201	COMPUTER PURCHASE FOR OFFICE			
		12.62 S0113010 520201	OFFICE SUPPLIES			
		1,185.00 S0113010 522718	OFFICE SUPPLIES			
		2,175.00 S0113010 520503	EDUCATION CENTER OPERATIONS			
		108.74 S0113010 522706	CONFERENCES & MEETINGS			
		77.28 S0113010 522718	COMPUTER PURCHASE FOR OFFICE			
		168.40 S0113010 520503	EDUCATION CENTER OPERATIONS			
		175.00 S0113010 520328	CONFERENCES & MEETINGS			
		175.00 S0113010 520328	EMPLOYEE RECRUITMENT/HR SUPPO			
		230.00 S0113010 520328	EMPLOYEE RECRUITMENT/HR SUPPO			
		520.00 S0113010 520328	EMPLOYEE RECRUITMENT/HR SUPPO			
		98.50 S0113010 522705EVB01	EMPLOYEE RECRUITMENT/HR SUPPO			
		1,213.65 S0113010 522718	DIVERSION PROGRAM DEVELOPMENT			
		25.54 S0113010 520201	EDUCATION CENTER OPERATIONS			
		739.95 S0113010 522718	OFFICE SUPPLIES			
			EDUCATION CENTER OPERATIONS			
			CHECK	8020 TOTAL:		7,184.23
8021	03/16/2018 EFT	3 AARONSON DICKERSON C	218051-SB.R	02/23/2018	S031618	3,562.50
	Invoice: 218051-SB.R	77913				
		3,562.50 S0113010 520312	BOARD COUNSEL			
			BOARD COUNSEL			
			CHECK	8021 TOTAL:		3,562.50
8022	03/16/2018 EFT	7624 KBA DOCUSYS INC.	INV637945	02/20/2018	S031618	44.33
	Invoice: INV637945	77897				
		44.33 S0113010 520215	OFFICE EQUIP. COST			
			OFFICE EQUIPMENT COSTS			
			CHECK	8022 TOTAL:		44.33
8023	03/16/2018 EFT	6809 PRECISE PRINTING & M	21006-030718	02/28/2018	S031618	5,998.20
	Invoice: 21006-030718	77919				
		5,998.20 S0113010 520604HHWUW	HHW OUTREACH - BALANCE DUE, SEE CK 8001			
			PUBLIC EDUCATION/OUTREACH/WORK			
			CHECK	8023 TOTAL:		5,998.20
8024	03/16/2018 EFT	725 CITY OF SAN CARLOS	79951220	03/01/2018	S031618	4,570.56
	Invoice: 79951220	77923				
		4,570.56 S0113010 520203	RENT			
			RENT			

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S031618

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CASH ACCOUNT: 5000	110020	WELLS FARGO BANK	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	DOCUMENT	INVOICE	DTL DESC			
			1981117		03/01/2018		S031618	283.59
			77925					
Invoice: 1981117			283.59	S0113010 520202	BANK FEES BANK FEES AND SERVICES			
					CHECK	8024	TOTAL:	4,854.15
8025	03/16/2018	EFT 5512 SOUTH BAY RECYCLING	2018-1 6/E		02/16/2018		S031618	1,873,222.15
			77902					
Invoice: 2018-1 6/E			26,175.37	S0113010 522713	OPERATING EXPENSES			
			-52,237.49	S0113010 522713	DISPOSAL & PROCESSING COSTS			
			64,172.36	S0113010 522717	DISPOSAL & PROCESSING COSTS			
			17,281.30	S0113010 522712	BUYBACK PAYMENTS			
			21,147.31	S0113010 522714	OPERATOR COMPENSATION SBR			
			2,224.17	S0113010 520207	SHOREWAY FACILITY COST			
			8,352.13	S0113010 520202SHORE	EQUIPMENT CHARGES			
			1,786,107.00	S0113010 522712	BANK FEES AND SERVICES			
					OPERATOR COMPENSATION SBR			
					CHECK	8025	TOTAL:	1,873,222.15
8026	03/16/2018	PRTD 1829 ACTERRA	RETHINK2018		02/07/2018		S031618	1,500.00
			77928					
Invoice: RETHINK2018			1,500.00	S0113010 520511	SPONSORSHIPS & DONATIONS SPONSORSHIP AND DONATIONS			
					CHECK	8026	TOTAL:	1,500.00
8027	03/16/2018	PRTD 4841 COMCAST CABLE COMMUN	0447972-022418		02/24/2018		S031618	243.03
			77910					
Invoice: 0447972-022418			243.03	S0113010 520107	UTILITIES & PHONE UTILITIES & PHONE			
					CHECK	8027	TOTAL:	243.03
8028	03/16/2018	PRTD 7504 E-RECYCLING OF CALIF	77489		02/23/2018		S031618	125.96
			77926					
Invoice: 77489			125.96	S0113010 480025	E-SCRAP REVENUE E-RECYCLING			
					CHECK	8028	TOTAL:	125.96
8029	03/16/2018	PRTD 8721 ECO PROMOTIONAL PROD	17589		02/21/2018		S031618	1,028.33
			77921					
Invoice: 17589			1,028.33	S0113010 522705EVG01	EVENT GIVEAWAYS DIVERSION PROGRAM DEVELOPMENT			

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S031618

P 3  
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CASH ACCOUNT: 5000		110020		WELLS FARGO BANK					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				DOCUMENT	INVOICE DTL	DESC			
						CHECK	8029	TOTAL:	1,028.33
8030	03/16/2018	PRTD	8739 ROBERT FIGONI	77922	01-005	03/02/2018	1490	S031618	2,625.00
Invoice: 01-005				2,625.00	S0113010	520309BATT	BATTERY PLANNING BUSINESS CONSULTANT (HFH)		
						CHECK	8030	TOTAL:	2,625.00
8031	03/16/2018	PRTD	3581 HILARY GANS	77901	022818HG	02/28/2018		S031618	499.19
Invoice: 022818HG				40.00	S0113010	520503	CONFES. & MTGS., SHOREWAY FACILITY COST, CELL PHONE		
				218.40	S0113010	522714	CONFERENCES & MEETINGS		
				240.79	S0113010	520105	SHOREWAY FACILITY COST CELL PHONES		
						CHECK	8031	TOTAL:	499.19
8032	03/16/2018	PRTD	8755 JOANNA ROSALES	77912	030618JR	03/06/2018		S031618	39.80
Invoice: 030618JR				39.80	S0113010	520801	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT		
						CHECK	8032	TOTAL:	39.80
8033	03/16/2018	PRTD	7802 KBA DOCUSYS INC	77900	5080406	02/25/2018		S031618	1,048.75
Invoice: 5080406				1,048.75	S0113010	520215	OFFICE EQUIPMENT COST OFFICE EQUIPMENT COSTS		
						CHECK	8033	TOTAL:	1,048.75
8034	03/16/2018	PRTD	5875 SCAPES INC	77918	18093	02/28/2018		S031618	315.00
Invoice: 18093				315.00	S0113010	522714	SHOREWAY FACILITY COST SHOREWAY FACILITY COST		
						CHECK	8034	TOTAL:	315.00
8035	03/16/2018	PRTD	8427 STEVEN SHERMAN CONSU	77915	2018-SBWMA-PSA17-01	03/01/2018	2779	S031618	5,250.00
Invoice: 2018-SBWMA-PSA17-01				5,250.00	S0113010	520340LRPUI	LONG RANGE PLAN LONG RANGE PLAN		
						PO1072-04-SBWMA	03/01/2018	1072	S031618
						77916			7,747.98

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S031618

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

		DOCUMENT	INVOICE DTL DESC			NET
Invoice: P01072-04-SBWMA		7,747.98 S0113010 520333	PUB ED ASSISTANCE RECYCLING TECHNICAL ASSISTANCE	CHECK	8035 TOTAL:	12,997.98
8036	03/16/2018 PRD	5443 SPECIALTY'S CAFE & B 77929	T2423-18617582	03/08/2018	S031618	93.76
Invoice: T2423-18617582		93.76 S0113010 520503	CONFERENCES & MTGS CONFERENCES & MEETINGS	CHECK	8036 TOTAL:	93.76
8037	03/16/2018 PRD	5648 SBWMA PETTY CASH/CYN 77909	030718CU	03/07/2018	S031618	486.34
Invoice: 030718CU		188.46 S0113010 520201 28.95 S0113010 520300 165.06 S0113010 520503 103.87 S0113010 522718	SB PETTY CASH OFFICE SUPPLIES BOARD ADMINISTRATION CONFERENCES & MEETINGS EDUCATION CENTER OPERATIONS	CHECK	8037 TOTAL:	486.34
		NUMBER OF CHECKS	18	*** CASH ACCOUNT TOTAL ***		1,915,868.70

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	12	21,003.14
TOTAL WIRE TRANSFERS	1	7,184.23
TOTAL EFT'S	5	1,887,681.33

\*\*\* GRAND TOTAL \*\*\* 1,915,868.70



EB 3/14/18  
 CYN 3/15/18  
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 Michael J. Hall 3/15/18

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03/15/2018 11:41 | CITY OF SAN CARLOS  
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*SBWMA-wire*

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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	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
8038	03/16/2018	WIRE	2223 THE BANK OF NEW YORK	78155	APR 2018-2009A	03/16/2018		S031618	343,375.00
Invoice: APR 2018-2009A				343,375.00	S011	114467			
						APR 2018 BNY BOND 2009A INVESTMENT BNY 2009AB INTEREST			
						CHECK	8038	TOTAL:	343,375.00
8039	03/16/2018	WIRE	8579 IPFS CORPORATION	78156	NJN-668141 #9	03/16/2018		S031618	65,852.43
Invoice: NJN-668141 #9				65,852.43	S0113010	520710			
						SHOREWAY INSURANCE PREMIUM INSURANCE SHOREWAY			
						CHECK	8039	TOTAL:	65,852.43
NUMBER OF CHECKS						2	*** CASH ACCOUNT TOTAL ***		409,227.43
						COUNT	AMOUNT		
TOTAL WIRE TRANSFERS						2	409,227.43		
						*** GRAND TOTAL ***		409,227.43	

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

*EB* 3/15/18  
*Cry* 3/15/18  
*Cry* 3/16/18  
*Michael J. Fals* 3/17/18

03/29/2018 10:47  
rgarcia

CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S033018

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P 1  
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CASH ACCOUNT: 5000	110020	WELLS FARGO BANK	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE VENDOR NAME	DOCUMENT	INVOICE	DTL DESC				
8040	03/30/2018	EFT 5524 KATHLEEN B BENTON	78410	2016988	02/28/2018		S033018	355.50	
		Invoice: 2016988		355.50 S0113010 520604HHWUW	HHW OUTREACH PUBLIC EDUCATION/OUTREACH/WORK				
							CHECK	8040 TOTAL:	355.50
8041	03/30/2018	EFT 5556 BFI OF CALIFORNIA IN	78384	4227-000049552	02/28/2018		S033018	670,578.19	
		Invoice: 4227-000049552		670,578.19 S0113010 522713	DISPOSAL - OX FEB 2018 DISPOSAL & PROCESSING COSTS				
							CHECK	8041 TOTAL:	670,578.19
8042	03/30/2018	EFT 152 BROWNING FERRIS IND	78385	4278-100004269	02/28/2018		S033018	250,322.80	
		Invoice: 4278-100004269		250,322.80 S0113010 522713	DISPOSAL-NEWBY FEB 2018 DISPOSAL & PROCESSING COSTS				
							CHECK	8042 TOTAL:	250,322.80
8043	03/30/2018	EFT 8741 CARLOS MORENO	78396	032118CM	03/21/2018		S033018	106.35	
		Invoice: 032118CM		25.82 S0113010 520201 19.00 S0113010 520503 61.53 S0113010 520801	OFFICE SUPPLY, MEETINGS & MILEAGE OFFICE SUPPLIES CONFERENCES & MEETINGS MILEAGE REIMBURSEMENT				
							CHECK	8043 TOTAL:	106.35
8044	03/30/2018	EFT 1419 THE OFFICE CITY	78400	IN-1487863	03/02/2018		S033018	293.66	
		Invoice: IN-1487863		293.66 S0113010 520201	OFFICE SUPPLY OFFICE SUPPLIES				
							CHECK	8044 TOTAL:	293.66
8045	03/30/2018	EFT 8293 PREMIER ACCESS INSUR	78383	17242-040118	03/10/2018		S033018	803.50	
		Invoice: 17242-040118		803.50 S0113010 512850	BENEFITS BENEFITS - GUARDIAN LIFE				
							CHECK	8045 TOTAL:	803.50

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CASH ACCOUNT:	5000	110020	WELLS FARGO BANK						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				DOCUMENT	INVOICE DTL	DESC			
8046	03/30/2018	EFT	5446 RECOLOGY SAN MATEO C	78388	12312017 PRJ 104	01/31/2018		S033018	7,589.00
			Invoice: 12312017 PRJ 104		7,589.00 S0113010 522714	SHOREWAY MAINTENANCE SHOREWAY FACILITY COST			
					12312017 PRJ 85	02/26/2018		S033018	741.53
			Invoice: 12312017 PRJ 85		741.53 S0113010 522714	SHOREWAY MAINTENANCE SHOREWAY FACILITY COST			
						CHECK		8046 TOTAL:	8,330.53
8047	03/30/2018	EFT	725 CITY OF SAN CARLOS	78407	12399	03/14/2018		S033018	1,631.93
			Invoice: 12399		1,631.93 S0113010 520107	UTILITIES UTILITIES & PHONE			
						CHECK		8047 TOTAL:	1,631.93
8048	03/30/2018	EFT	3892 T324 INC	78402	IN90562807	03/15/2018		S033018	3,016.75
			Invoice: IN90562807		3,016.75 S0113010 520334	WEBSITE SERVICES IT SUPPORT			
						CHECK		8048 TOTAL:	3,016.75
8049	03/30/2018	EFT	5558 ZANKER ROAD RESOURCE	78379	201802357	03/21/2018		S033018	261,399.45
			Invoice: 201802357		261,399.45 S0113010 522713	DISPOSAL - ZANKER FEB 2018 DISPOSAL & PROCESSING COSTS			
						CHECK		8049 TOTAL:	261,399.45
8050	03/30/2018	PRTD	5412 BIRCH COMMUNICATIONS	78387	25943689	03/20/2018		S033018	3,976.18
			Invoice: 25943689		3,976.18 S0113010 520107	UTILITIES & PHONES UTILITIES & PHONE			
						CHECK		8050 TOTAL:	3,976.18
8051	03/30/2018	PRTD	2204 CAW	78406	301	03/06/2018		S033018	5,000.00
			Invoice: 301		5,000.00 S0113010 522001	LEGISLATIVE ADVOCACY LEGISLATIVE & REG ADVOCACY			

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CASH ACCOUNT: S000	110020	WELLS FARGO BANK	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	DOCUMENT	INVOICE DTL	DESC		
					CHECK		8051 TOTAL:	5,000.00
8052	03/30/2018	PRTD	8689 DENNIS UYAT	032118DU 78394	03/21/2018		S033018	70.57
			Invoice: 032118DU	70.57 S0113010 520801		VEHICLE MILEAGE & TOLLS MILEAGE REIMBURSEMENT		
					CHECK		8052 TOTAL:	70.57
8053	03/30/2018	PRTD	7504 E-RECYCLING OF CALIF	77787 78409	03/16/2018		S033018	60.59
			Invoice: 77787	60.59 S0113010 480025		E-SCRAP REVENUE E-RECYCLING		
					CHECK		8053 TOTAL:	60.59
8054	03/30/2018	PRTD	8847 FAROUK FAKIRA M	031218FF 78401	03/12/2018		S033018	4,030.15
			Invoice: 031218FF	4,030.15 S0113010 512830		BENEFITS BENEFITS - MEDICAL		
					CHECK		8054 TOTAL:	4,030.15
8055	03/30/2018	PRTD	435 FEDEX	6-120-02215 78398	03/16/2018		S033018	28.64
			Invoice: 6-120-02215	28.64 S0113010 520328		FINANCE MGR RECRUITMENT EMPLOYEE RECRUITMENT/HR SUPPO		
					CHECK		8055 TOTAL:	28.64
8056	03/30/2018	PRTD	8755 JOANNA ROSALES	032118JR 78395	03/21/2018		S033018	48.29
			Invoice: 032118JR	34.99 S0113010 520801 13.30 S0113010 520503		MILEAGE & MEETINGS MILEAGE REIMBURSEMENT CONFERENCES & MEETINGS		
					CHECK		8056 TOTAL:	48.29
8057	03/30/2018	PRTD	8690 NICOLE LEE	032118NL 78397	03/21/2018		S033018	114.76
			Invoice: 032118NL	114.76 S0113010 520801		VEHICLE MILEAGE MILEAGE REIMBURSEMENT		
					CHECK		8057 TOTAL:	114.76



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CASH ACCOUNT: S000 110020 WELLS FARGO BANK			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	DOCUMENT	INVOICE DTL	DESC			
8058	03/30/2018	PRTD 8845 PUBLIC STORAGE	78386	040118-043018	03/11/2018		S033018	302.47
		Invoice: 040118-043018	302.47	S0113010	520340LRPU1	LONG RANGE PLAN - SCHOOLS LONG RANGE PLAN		
					CHECK		8058 TOTAL:	302.47
8059	03/30/2018	PRTD 5557 RECOLOGY BLOSSOM VAL	78380	171031-2	02/04/2018		S033018	1,553.30
		Invoice: 171031-2	1,553.30	S0113010	522713	DISPOSAL - REVISED BVO OCT 2017 DISPOSAL & PROCESSING COSTS		
			78381	180228	03/05/2018		S033018	178,025.22
		Invoice: 180228	178,025.22	S0113010	522713	DISPOSAL - BVO FEB 2018 DISPOSAL & PROCESSING COSTS		
			78403	171130-2	02/04/2018		S033018	1,573.00
		Invoice: 171130-2	1,573.00	S0113010	522713	DISPOSAL-REVISED BVO NOV 2017 DISPOSAL & PROCESSING COSTS		
			78404	171231-2	02/04/2018		S033018	7,094.93
		Invoice: 171231-2	7,094.93	S0113010	522713	DISPOSAL - REVISED BVO DEC 2017 DISPOSAL & PROCESSING COSTS		
					CHECK		8059 TOTAL:	188,246.45
8060	03/30/2018	PRTD 4519 SHRED-IT USA	78408	8124309937	03/07/2018		S033018	109.71
		Invoice: 8124309937	109.71	S0113010	520201	OFFICE SUPPLY OFFICE SUPPLIES		
					CHECK		8060 TOTAL:	109.71
8061	03/30/2018	PRTD 5625 SOLID WASTE ASSOC OF	78405	2019-89328	02/01/2018		S033018	242.00
		Invoice: 2019-89328	242.00	S0113010	520501	PROFESSIONAL DUES PROFESSIONAL DUES & MEMEBERSHS		
					CHECK		8061 TOTAL:	242.00
8062	03/30/2018	PRTD 8455 SOUTHWEST CONSTRUCTI	78382	030918	03/09/2018		S033018	14,700.00
		Invoice: 030918	14,700.00	S0113010	522720MRFES	TRANSFER STATION HATCH REPLACEMENT CONSTRUCTION COST		

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CASH ACCOUNT: 5000 110020 WELLS FARGO BANK  
 CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

		DOCUMENT	INVOICE DTL	DESC			NET
			CHECK	8062 TOTAL:			14,700.00
8063	03/30/2018 PRD	5443 SPECIALTY'S CAFE & B 78378 Invoice: T2423-18728908	T2423-18728908	03/22/2018	S033018		159.83
		159.83 S0113010 520300	BOARD MEETINGS BOARD ADMINISTRATION				
			CHECK	8063 TOTAL:			159.83
8064	03/30/2018 PRD	8827 WAXIE'S SANITARY SUP 78411 Invoice: 77319541	77319541	03/13/2018	S033018		11,622.80
		11,622.80 S0113010 520340LRPUI	LONG RANGE PLAN LONG RANGE PLAN				
			CHECK	8064 TOTAL:			11,622.80
8065	03/30/2018 PRD	8846 WORKMAN PUBLISHING C 78399 Invoice: 5593045	5593045	03/09/2018	S033018		3,589.40
		3,589.40 S0113010 520340LRPUI	LONG RANGE PLAN - SCHOOLS PROG LONG RANGE PLAN				
			CHECK	8065 TOTAL:			3,589.40
		NUMBER OF CHECKS	26	*** CASH ACCOUNT TOTAL ***			1,429,140.50

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	16	232,301.84
TOTAL EFT'S	10	1,196,838.66

\*\*\* GRAND TOTAL \*\*\* 1,429,140.50

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

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## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Marshall Moran, Interim Finance Manager  
**Date:** April 26, 2018 Board of Directors Meeting  
**Subject:** 2018 Finance and Rate Setting Calendar

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### 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 2018. This staff report is updated as necessary and included in the Board packet each month.

One change to note in July. In order to simplify the process and report only what is wanted, we propose to make the Residential revenue change due to cart migration report an option and prepare it only for the Member Agencies that request it. After so many years into this contract, the cart migration issue is minimal. Please send a specific request to the Finance Manager by July1 to receive this report.

### ***Schedule of Finance, Contractor Compensation and Rate Adjustment Activities in 2018:***

#### **January 2018**

- Board approved FY16/17 audited Financial Statement.
- Board approved FY17/18 Mid-Year Operating Budget.

#### **March 2018**

- Recology submitted the 2017 Revenue Reconciliation Report (March 31).

#### **April 2018**

- Board approval of unaudited 2017 calendar year financial statement for bond reporting requirements.
- Board approval of the property insurance renewal policy.

#### **May 2018**

- Study Session on 5-year Capital Improvement Plan including options for future Organics Processing/MRF Equipment improvements.
- Board review of Preliminary FY18/19 SBWMA Operating Budget.

#### **June 2018**

- Board approval of Final FY18/19 SBWMA Operating Budget.
- Board approval of the 2017 Financial and Operations Audit of Recology and SBR
- Recology's 2019 Compensation Application due to the SBWMA and Member Agencies (*June 15*).
- SBWMA and Member Agency comments are due to Recology on its 2019 Compensation Application (*June 29*).
- SBWMA requests from all Member Agencies their estimated 2019 Member Agency fees (e.g., franchise fees) to be included in their 2019 solid waste rates.

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### July 2018

- Board review of the audit report on Recology's Revenue Reconciliation.
- SBR's 2019 Compensation Application due to the SBWMA (*July 5*).
- Recology's revised 2019 Compensation Application due to SBWMA & Member Agencies (*July 20*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
  - Estimated 2018 and 2019 residential and commercial base revenue.
  - Estimated collected tonnage for 2018 and 2019.
  - 2018 Residential rates vs 2019 cost analysis.
  - Optional at Member Agency request: Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since 2017.
  - Summary of 2019 Member Agency fees to be used in the 2019 cost projections based on Member Agency feedback.

### August 2018

- SBWMA issues draft report reviewing Recology's 2019 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment by agency (*August 10*).
- SBWMA issues the draft report reviewing SBR's 2019 Compensation Application (August 15).
- Comments due back from Member Agencies on draft reports reviewing Recology's & SBR's 2019 Compensation Application (*August 24*).

### September 2018

- SBWMA issues Final Report reviewing Recology's 2019 Compensation Application including the recommended Collection Rate Adjustment by agency for 2019 (September 13).
- SBWMA issues Final Report reviewing SBR's 2019 Compensation Application.
- Board approval of the SBR 2019 Compensation Application.
- Board approval of the Recology 2019 Compensation Application and total recommended Revenue Requirement.

### September – December 2018

- Member Agencies issue Prop. 218 notices and approve their final 2019 solid waste rates.

### November 2018

- Board approval of the SBWMA's recommended January 1, 2019 Shoreway tip fee adjustments.

## STAFF UPDATE

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### Potential Future Board Agenda Items (Meetings at San Carlos Library Conference Room)

#### May 24, 2018

- Presentation of Draft FY1819 SBWMA Operating Budget
- Annual Solid Waste Rate Survey Results
- Discussion on 5-year Capital Improvement Plan (CIP) Recommendations
- Quarterly Technical Consulting Contracts Report
- Final Report and Findings from Compology Pilot Program
- Zero Landfill Working Group Update
- Approval of Grant Project with East Bay MUD
- Resolution Approving Public Recycling Center Glass Collection Modifications
- Discussion on County Landfill Fees
- Resolution Approving Public Recycling Center Glass Collection Modifications
- Resolution Approving Technical Consulting Contract with Steven Sherman Consulting

#### June 28, 2018

- Approval of modified battery collection plan
- Quarterly Investment Report
- Resolution Adopting FY1819 SBWMA Operating Budget and Tip Fee Adjustments for 2019
- Public Education and Outreach Committee Report
- Report on Public Spaces Pilot Program
- Approval of R3 Financial and Operational Audit Results
- Preliminary results of Landfill Services RFP
- Discussion on Future of Commercial Recycling Hauler Reporting System Ordinance

#### July 26, 2018

- TBD

#### August, 2018 – No Board Meeting

#### September 27, 2018

- Resolution Approving of Landfill Services Contract
- Resolution Approving 2019 Recology Compensation Application
- Resolution Approving 2019 South Bay Recycling Compensation Application
- Annual Performance Review of Executive Director and 2019 goals
- Report on In-School Recycling Pilot Program

- Quarterly Technical Consulting Contracts Report
- Quarterly Investment Report

**October 25, 2018**

- TBD

**November 15, 2018**

- Annual Board and TAC Holiday Thank You Lunch
- Resolution approving 2019 Merit Pool Increase for unrepresented employees
- Approval of SBWMA Legislative Priorities for 2019
- Approval of 2019 Public Education Plan
- Quarterly Investment Report

**December, 2018 – No Board Meeting**