



A Public Agency

# INFORMATIONAL ITEMS ONLY



## SBWMA Negotiations Schedule December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
Nov. 10, 2016 <b>COMPLETED</b>	2-4pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
Nov. 17, 2016 <b>COMPLETED</b>	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	SBWMA Board and Staff
Dec. 7, 2016 <b>COMPLETED</b>	2-4pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
Dec. 14, 2016 <b>COMPLETED</b>	2-4pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
Jan. 5, 2017 <b>COMPLETED</b>	1-4pm	SBWMA TAC/FAX Meeting	City of Belmont EOC Room 1 Twin Pines Lane 2 <sup>nd</sup> Floor	TAC Members, FAX Members SBWMA Staff, HF&H
Jan. 6, 2017 <b>COMPLETED</b>		MEMBER AGENCY SURVEY INPUT DUE		SBWMA Board Members and Alternates, City Managers, TAC Members
Jan. 11, 2017 <b>COMPLETED</b>	1:30-4:30pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
Jan. 12, 2017 <b>COMPLETED</b>	12-2pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
Jan. 23, 2017 <b>COMPLETED</b>	1:30-4:30pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
Jan. 24, 2017 <b>COMPLETED</b>	12-2pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
January 26, 2017 <b>COMPLETED</b>	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
Feb. 2, 2017 <b>COMPLETED</b>	11:30-2:30pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams

## SBWMA Negotiations Schedule December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
Feb. 6, 2017 <b>COMPLETED</b>	12:30-2:30pm	FAX Committee Meeting	San Carlos Library 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
Feb 9, 2017 <b>COMPLETED</b>	11:30-2:30pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
Feb. 10, 2017 <b>COMPLETED</b>	12 – 2pm	SBWMA Subcommittee prepare redlines	SBWMA Offices	SBWMA Staff
Feb. 13, 2017 <b>COMPLETED</b>	N/A	HF&H Franchise Revisions Due to SBWMA		
Feb. 15, 2017 <b>COMPLETED</b>	N/A	SBWMA Franchise Revisions Redline Comments due to HF&H		
Feb. 21, 2017 <b>COMPLETED</b>	12-2pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
Feb. 22, 2017 <b>COMPLETED</b>		Franchise Revisions HF&H Finalize Draft for Distribution to Recology		
February 23, 2017 <b>COMPLETED</b>	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
Feb. 27, 2017 <b>COMPLETED</b>		Franchise Revisions Recology to provide Redline for SBWMA Review		
Feb 28, 2017 <b>Not Held</b>	11:30-2:30pm	Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
March 3, 2017 <b>COMPLETED</b>		Franchise Revisions HF&H Provides Redline for SBWMA Review		
March 7, 2017 <b>COMPLETED</b>		Franchise Revisions SBWMA provides redline comments to HF&H		

## SBWMA Negotiations Schedule December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
Mar. 8, 2017 <b>COMPLETED</b>	2-4pm	FAX Committee Meeting	San Carlos City Hall, Room 207	FAX Committee, SBWMA Negotiation Team
March 13, 2017 <b>COMPLETED</b>		Franchise Revisions HF&H provides redline for SBWMA Review		
March 16, 2017 <b>COMPLETED</b>		Franchise Revisions Recology provides redline for SBWMA review		
Mar. 20, 2017 <b>COMPLETED</b>	1:30-4:30pm	FINAL Negotiation Team Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room B	SBWMA and Recology Negotiation Teams
March 23, 2017 <b>COMPLETED</b>	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
March 24, 2017 <b>COMPLETED</b>		Franchise Revisions HF&H or SBWMA Finalize Franchise Agreement		
Mar. 28, 2017 <b>COMPLETED</b>	2-4pm	FAX Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
April 4, 2017 <b>COMPLETED</b>	All Day	Negotiation Meeting	SBWMA Offices	Partial Recology and SBWMA Negotiation Teams
April 4, 2017 <b>COMPLETED</b>	12:15 to 1:30pm	SBWMA Finance Committee Meeting	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	Finance Committee, SBWMA Staff, HF&H
April 5, 2017 <b>Not Needed</b>	2-4pm	FAX Committee Meeting	San Carlos Library 2 <sup>nd</sup> Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
April 6, 2017 <b>COMPLETED</b>	All Day	Negotiation Meeting	SBWMA Offices	Partial Recology and SBWMA Negotiation Teams
<b>April 13, 2017</b> <b>COMPLETED</b>	2-4pm	Joint TAC/FAX Meeting <b>(Final Draft FAX Report Due –Action Item)</b>	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	TAC and FAX Committee Members
April 14, 2017 <b>COMPLETED</b>		FAX/TAC Comments Due to SBWMA Staff		

## SBWMA Negotiations Schedule December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
April 18, 2017 <b>COMPLETED</b>	12-2pm	FAX Committee Meeting	San Carlos Library 2nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
April 27, 2017	2-4pm	SBWMA Board Meeting (Final FAX Report Due)	San Carlos Library, 2 <sup>nd</sup> Floor Conference Room A	SBWMA Board and Staff

**KEY:**

- Green – FAX Committee Meetings
- Gold – Negotiations Meetings
- Grey – SBWMA Board Meetings
- Stone– Franchise Agreement Revision Deadlines
- Lavender – SBWMA Finance Committee Meeting
- Pink – Member Agency Input Due
- Light Blue – Combined FAX/TAC Meetings

# May 2017

## Elected Officials Presentations Regarding Franchise Agreement Negotiations

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 *7:00 PM Burlingame *7:00 PM San Mateo	2 *7:00 PM Menlo Park	3 9:30 to 1:30 Member Agency Workshop *7:00 PM Atherton	4	5	6
7	8 *6:00 PM Hillsborough *7:00 PM San Carlos	9 *7:00 PM Belmont	10 *7:00 PM WBSD	11 10:30 AM ( Internal ) City Mangers at SM Library	12	13
14	15 *6:30 PM Foster City	16 *9:30 AM SM County *7:30 PM East Palo Alto	17	18	19	20
21	22 *7:00 PM Redwood City	23	24	25 2-4pm - SBWMA Board Meeting FAX presentation to BOD - Action Item	26	27
28	29	30	31			

\* Confirmed

Revised: 4/17/2017



## STAFF REPORT

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To: SBWMA Board Members  
From: Farouk Fakira, Finance Manger  
Date: April 27, 2017 Board of Directors Meeting  
Subject: Check Register for March 2017

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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 2017 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 2017 was \$6,623,777.81 as detailed in **Attachment A**. The January 2017 disposal for Ox Mountain, Newby and Zanker's for \$1,016,442.85, and SBR January 2017 compensation for \$1,754,364.19 were all paid through this March 2017 check register.

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 - March 2017 Check Registers

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL

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
7477	03/03/2017	EFT	5556 BFI OF CALIFORNIA INC	4227-000046233	02/28/2017		S030317	558.36
			Invoice: 4227-000046233					
				558.36 S0113010 522716	JAN 17	TIPPER MAINTENANCE		
						MAINTENANCE ON TIPPER OX MTN		
			Invoice: 4227-000046026					
				777,651.72 S0113010 522713	JAN 17	OX DISPOSAL PROCESSING	S030317	777,651.72
						DISPOSAL & PROCESSING COSTS		
						CHECK	7477 TOTAL:	778,210.08
7478	03/03/2017	EFT	152 BROWNING FERRIS IND OF CA	4278-100003192	01/31/2017		S030317	99,728.90
			Invoice: 4278-100003192					
				99,728.90 S0113010 522713	JAN 17	DISPOSAL PROCESSING		
						DISPOSAL & PROCESSING COSTS		
						CHECK	7478 TOTAL:	99,728.90
7479	03/03/2017	EFT	7624 KBA DOCUSYS INC.	INV518467	02/21/2017		S030317	278.87
			Invoice: INV518467					
				278.87 S0113010 520215	FEB-MAR 17	BASE FEE & OVERAGE		
						OFFICE EQUIPMENT COSTS		
						CHECK	7479 TOTAL:	278.87
7480	03/03/2017	EFT	6868 MUNICIPAL MEDIA CORP	4720R	12/01/2016		S030317	5,800.00
			Invoice: 4720R					
				5,800.00 S0113010 520604RES01	NAJ-MAR 17	RESIDENTIAL OUTREACH		
						PUBLIC EDUCATION/OUTREACH/WORK		
						CHECK	7480 TOTAL:	5,800.00
7481	03/03/2017	EFT	8293 PREMIER ACCESS INSURANCE COMPANY	017242-030117	02/10/2017		S030317	915.76
			Invoice: 017242-030117					
				915.76 S0113010 512850	MAR 17	EMPLOYEE BENEFITS		
						BENEFITS - GUARDIAN LIFE		
						CHECK	7481 TOTAL:	915.76
7482	03/03/2017	EFT	725 CITY OF SAN CARLOS	79951207	02/07/2017		S030317	4,570.56
			Invoice: 79951207					
				4,570.56 S0113010 520203	FEB 17	LIBRARY RENT		
						RENT		
			Invoice: 11589					
				352.23 S0113010 520202	JAN 17	WELLS FARGO BANK FEES	S030317	352.23
						BANK FEES AND SERVICES		
			Invoice: 11586					
				2,121.21 S0113010 520107	OCT-DEC 16	UTILITY/JANITORIAL SVC	S030317	2,121.21
						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 7482 TOTAL:								7,044.00
7483	03/03/2017	EFT	5512 SOUTH BAY RECYCLING LLC	TRANSPORT 2016-09	12/13/2016		S030317	27,493.51
		Invoice: TRANSPORT 2016-09		27,493.51	S0113010 522712	SEP 16	ENVIRO CENTER OPERATION OPERATOR COMPENSATION SBR	
		Invoice: 2016-09B		179,390.16	S0113010 522712	SEP 16	10/14/2016 OPERATING COST OPERATOR COMPENSATION SBR	179,390.16
		Invoice: 2017-0201		7,157.37	S0113010 522720MRFES	02/16/2017 12/26/16-01/31/17	MRF FIRE PROJECT CONSTRUCTION COST	7,157.37
		Invoice: 2017-01		-3,252.20	S0113010 480033	JAN 17	01/16/2017 ENVIRO CENTER OPERATION	1,754,364.19
				61,825.72	S0113010 522713		MRF 3RD PARTY PROCESSING FEE	
				-21,024.39	S0113010 522713		DISPOSAL & PROCESSING COSTS	
				55,049.45	S0113010 522717		DISPOSAL & PROCESSING COSTS	
				76,041.78	S2251000 570300SF051		BUYBACK PAYMENTS	
				2,224.17	S0113010 520207		FACILITIES IMPROVEMENTS	
				6,905.06	S0113010 520202SHORE		EQUIPMENT CHARGES	
				1,576,594.60	S0113010 522712		BANK FEES AND SERVICES	
							OPERATOR COMPENSATION SBR	
		Invoice: 2017-0101		39,264.07	S0113010 522720MRFES	JAN 17	01/24/2017 ENVIRO CENTER OPERATION CONSTRUCTION COST	39,264.07
CHECK 7483 TOTAL:								2,007,669.30
7484	03/03/2017	EFT	7976 TANNER PACIFIC INC	216-100	11/28/2016	811	S030317	7,758.80
		Invoice: 216-100		7,758.80	S0113010 522720MRFES	CONSTRUCTION MGMT SVCS	FIRE RE CONSTRUCTION COST	
CHECK 7484 TOTAL:								7,758.80
7485	03/03/2017	EFT	5558 ZANKER ROAD RESOURCE MANAGEMENT L	201701321	01/31/2017		S030317	139,062.23
		Invoice: 201701321		139,062.23	S0113010 522713	JAN 17	DISPOSAL PROCESSING DISPOSAL & PROCESSING COSTS	
CHECK 7485 TOTAL:								139,062.23
7486	03/03/2017	PRTD	776 AT&T	6505967146704-021317	02/28/2017		S030317	435.38
		Invoice: 6505967146704-021317		435.38	S0113010 522714	2/13-3/12/17	MONTHLY SVC SHOREWAY FACILITY COST	

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
							CHECK 7486 TOTAL:	435.38
7487	03/03/2017	PRTD	5640 BIO FUEL SYSTEMS INC	011704	02/02/2017		S030317	13,650.28
			Invoice: 011704					
				13,650.28	S0113010	522713	JAN 17 DISPOSAL PROCESSING COST DISPOSAL & PROCESSING COSTS	
							CHECK 7487 TOTAL:	13,650.28
7488	03/03/2017	PRTD	5412 BIRCH COMMUNICATIONS	23422514	02/22/2017		S030317	629.36
			Invoice: 23422514					
				629.36	S0113010	520107	UTILITIES & PHONE SERV 2/21-3/20/17 UTILITIES & PHONE	
							CHECK 7488 TOTAL:	629.36
7489	03/03/2017	PRTD	3581 HILARY GANS	021717HG	02/22/2017		S030317	454.85
			Invoice: 021717HG					
				134.74	S0113010	520201	GANS EXPENSE REIMB 10/17-2/7/17 OFFICE SUPPLIES	
				19.99	S0113010	520502	TRAINING	
				75.00	S0113010	520501	PROFESSIONAL DUES & MEMEBERSHS	
				45.16	S0113010	520503	CONFERENCES & MEETINGS	
				179.96	S0113010	520105	CELL PHONES	
							CHECK 7489 TOTAL:	454.85
7490	03/03/2017	PRTD	1496 HF&H CONSULTANTS LLC	9714541	02/10/2017	1565	S030317	30,812.09
			Invoice: 9714541					
				30,812.09	S0113010	520309HCS02	FINANCIAL REVIEW & NEGOTIATION BUSINESS CONSULTANT (HFH)	
							CHECK 7490 TOTAL:	30,812.09
7491	03/03/2017	PRTD	3277 J R MILLER AND ASSOCIATES INC	32678	02/22/2017	760	S030317	143.27
			Invoice: 32678					
				143.27	S0113010	522720MRFES	REPAIR OF MRF ROOFING DUE TO F CONSTRUCTION COST	
			Invoice: 32650					
			J R MILLER AND ASSOCIATES INC	32650	02/22/2017	760	S030317	525.00
				525.00	S0113010	522720MRFES	REPAIR OF MRF ROOFING DUE TO F CONSTRUCTION COST	
							CHECK 7491 TOTAL:	668.27
7492	03/03/2017	PRTD	8095 JOE LA MARIANA	021617JL	02/16/2017		S030317	702.41
			Invoice: 021617JL					
				702.41	S0113010	520503	12/1-1/17/17 EXPS REIMB JL CONFERENCES & MEETINGS	

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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 7492 TOTAL:	702.41
7493 03/03/2017 PRD Invoice: 3101039953	449 PITNEY BOWES	3101039953	02/19/2017 S030317 3/20-6/19/17 METERED MAIL LEASE OFFICE EQUIPMENT COSTS	128.00
128.00 S0113010 520215			CHECK 7493 TOTAL:	128.00
7494 03/03/2017 PRD Invoice: 170131	5557 RECOLOGY BLOSSOM VALLEY ORGANICS- 170131		02/03/2017 S030317 JAN 17 DISPOSAL PROCESSING DISPOSAL & PROCESSING COSTS	196,629.97
196,629.97 S0113010 522713			CHECK 7494 TOTAL:	196,629.97
7495 03/03/2017 PRD Invoice: 4231	1688 REDWOOD CITY CHAMBER OF COMMERCE 4231		02/13/2017 S030317 2017 PROGRESS SEMINAR JL & HG PROFESSIONAL DUES & MEMEBERSHS	1,400.00
1,400.00 S0113010 520501			CHECK 7495 TOTAL:	1,400.00
7496 03/03/2017 PRD Invoice: 0295276	3022 SCS ENGINEERS	0295276	02/10/2017 743 S030317 FY 16-17 RECOLOGY CALL CENTER BUSINESS CONSULTANT (HFH)	3,079.00
3,079.00 S0113010 520309HCS02				
Invoice: 0295307	SCS ENGINEERS	0295307	02/10/2017 1030 S030317 JAN 17 PROFESSIONAL SVC AB939 PROGRAM STAFF	13,195.65
13,195.65 S0113010 520306			CHECK 7496 TOTAL:	16,274.65
7497 03/03/2017 PRD Invoice: 8121740593	4519 SHRED-IT USA	8121740593	02/07/2017 S030317 JAN 17 SHREDDING SVC OFFICE SUPPLIES	103.12
103.12 S0113010 520201			CHECK 7497 TOTAL:	103.12
7498 03/03/2017 PRD Invoice: T2423-15731141	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-15731141	02/23/2017 S030317 FEB 17 MTG REFRESHMENTS BOARD ADMINISTRATION	106.72
106.72 S0113010 520300			CHECK 7498 TOTAL:	106.72

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SBWMA

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NUMBER OF CHECKS 22 \*\*\* CASH ACCOUNT TOTAL \*\*\* 3,308,463.04

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	13	261,995.10
TOTAL EFT'S	9	3,046,467.94

\*\*\* GRAND TOTAL \*\*\* 3,308,463.04

CP	✓
ARP	✓
EFT	✓
Email	✓

PREPARED BY: [Signature] DATE: 3/3/17  
 REVIEWED BY: [Signature] DATE: 3/3/17  
[Signature] DATE: 3/3/17  
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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
-----									
								CHECK	7505 TOTAL: 18,604.99
7506	03/17/2017	EFT	4688 RISK STRATEGIES COMP		1024638	02/23/2017		S031717	8,773.54
						2017-18 ANNUAL PREMIUM			
				8,773.54	S0113010 520710	INSURANCE SHOREWAY			
					1024642	02/27/2017		S031717	17,682.80
						2017-18 EXCESS LIABILITY			
				17,682.80	S0113010 520710	INSURANCE SHOREWAY			
								CHECK	7506 TOTAL: 26,456.34
7507	03/17/2017	EFT	725 CITY OF SAN CARLOS		79951208	03/02/2017		S031717	4,570.56
						MAR 17 LIBRARY RENT			
				4,570.56	S0113010 520203	RENT			
								CHECK	7507 TOTAL: 4,570.56
7508	03/17/2017	EFT	5512 SOUTH BAY RECYCLING		2016-REV	02/28/2017		S031717	190,395.63
						2016 REVENUE SHARE			
				190,395.63	S0113010 480029	COMMODITY SHARE SBR			
								CHECK	7508 TOTAL: 190,395.63
7509	03/17/2017	EFT	7976 TANNER PACIFIC INC		217-014	02/28/2017	811	S031717	3,890.50
						CONSTRUCTION MGMT SVCS	FIRE RE		
				3,890.50	S0113010 522720	MRFES CONSTRUCTION COST			
					217-013	02/28/2017		S031717	13,001.50
						FEB 17 FACILITY IMPROVEMENT	OVERSIGHT		
				13,001.50	S0113010 520308	FACILITIES AND OPS CONSULTANT			
								CHECK	7509 TOTAL: 16,892.00
7510	03/17/2017	PRTD	88 READYREFRESH BY NEST		07C0028452035	03/10/2017		S031717	75.77
						MAR 17 WATER SVC	0028452035		
				75.77	S0113010 520201	OFFICE SUPPLIES			
								CHECK	7510 TOTAL: 75.77
7511	03/17/2017	PRTD	7802 KBA DOSUSYS INC		4284419	02/25/2017		S031717	546.48
						FEB-MAR 17 OFFC EQUIPMENT COSTS			
				546.48	S0113010 520215	OFFICE EQUIPMENT COSTS			

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A/P CASH DISBURSEMENTS JOURNAL S031717

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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
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VOUCHER INVOICE

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INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 7511 TOTAL:	546.48
7512	03/17/2017	PRTD	5928 FAUSTINA MUTUTA		030717FM	03/07/2017		S031717	92.33
			Invoice: 030717FM	92.33	S0113010 522718	MAR 17		EXPENSE REIMBURSEMENT EDUCATION CENTER OPERATIONS	
								CHECK 7512 TOTAL:	92.33
7513	03/17/2017	PRTD	5875 SCAPES INC		17236	02/28/2017		S031717	315.00
			Invoice: 17236	315.00	S0113010 522714	FEB 17		SHOREWAY MAINTENANCE SHOREWAY FACILITY COST	
								CHECK 7513 TOTAL:	315.00
7514	03/17/2017	PRTD	5625 SOLID WASTE ASSOC OF		2018-89328	03/02/2017		S031717	242.00
			Invoice: 2018-89328	242.00	S0113010 520501	2017-18		ASSOCIATION DUES PROFESSIONAL DUES & MEMEBERSHS	
								CHECK 7514 TOTAL:	242.00
7515	03/17/2017	PRTD	5443 SPECIALTY'S CAFE & B		T2423-15825837	03/07/2017		S031717	82.23
			Invoice: T2423-15825837	82.23	S0113010 520300	MAR 17		EXECUTIVE COMMITTEE MTG BOARD ADMINISTRATION	
			Invoice: T2423-15767121	76.53	S0113010 520503	FEB 17		REDLINE MEETING CONFERENCES & MEETINGS	
			Invoice: T2423-15837901	67.84	S0113010 520503	MAR 17		FAX COMMITTEE MTG CONFERENCES & MEETINGS	
								CHECK 7515 TOTAL:	226.60

CP	✓
ARP	✓
EFT	✓
Email	✓

NUMBER OF CHECKS 16 \*\*\* CASH ACCOUNT TOTAL \*\*\* 271,883.29

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	1,498.18
TOTAL WIRE TRANSFERS	1	2,221.14
TOTAL EFT'S	9	268,163.97

PREPARED BY: DH DATE: 3/16/17  
 APPROVED BY: ay DATE: 3/16/17  
 FUNDS TRANSFERRED BY: ay DATE: 3/16/17  
ACHS 3171000L.txt  
mutual of falw 3/19/17

\*\*\* GRAND TOTAL \*\*\* 271,883.29

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S033117

SBWMA

P 4  
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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

INVOICE DTL DESC

CHECK 7535 TOTAL: 106.72

7536 03/31/2017 PRD 5648 SBWMA PETTY CASH/CYN 032217CU  
Invoice: 032217CU  
363.53 S0113010 520201  
104.49 S0113010 520503  
31.98 S0113010 520300

03/22/2017 S033117  
PETTY CASH REIMB DEC 16 - MAR 17  
OFFICE SUPPLIES  
CONFERENCES & MEETINGS  
BOARD ADMINISTRATION

CHECK 7536 TOTAL: 500.00

7537 03/31/2017 PRD 6984 LOIS A WONG 031517LW  
Invoice: 031517LW  
415.00 S0113010 522718

03/15/2017 S033117  
FACE PAINTING EVENT APRIL 2017  
EDUCATION CENTER OPERATIONS

CHECK 7537 TOTAL: 415.00

NUMBER OF CHECKS 22 \*\*\* CASH ACCOUNT TOTAL \*\*\* 3,043,458.48

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	13	202,334.93
TOTAL EFT'S	9	2,841,123.55

CP	✓
ARP	✓
EFT	✓
Email	✓

\*\*\* GRAND TOTAL \*\*\* 3,043,458.48

PREPARED BY: DH DATE: 3/30/17  
APPROVED BY: cyj DATE: 3/30/17  
DISBURSED BY: cyj DATE: 3/30/17  
ACTHS 33110001.txt 3/31/17  
*Michael J. ...*

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S033117

SBWMA

P 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
----- INVOICE DTL DESC -----									
7516	03/30/2017	EFT	5556 BFI OF CALIFORNIA IN		4227-000046310	02/28/2017		S033117	699,834.27
	Invoice: 4227-000046310								
			699,834.27	S0113010	522713	FEB 17 DISPOSAL PROCESSING			
						DISPOSAL & PROCESSING COSTS			
						CHECK		7516 TOTAL:	699,834.27
7517	03/30/2017	EFT	152 BROWNING FERRIS IND		4278-100003276	02/28/2017		S033117	201,391.14
	Invoice: 4278-100003276								
			201,391.14	S0113010	522713	FEB 17 DISPOSAL PROCESSING			
						DISPOSAL & PROCESSING COSTS			
						CHECK		7517 TOTAL:	201,391.14
7518	03/30/2017	EFT	5058 EMERGING ACQUISITION		18250094	02/28/2017		S033117	145,686.68
	Invoice: 18250094								
			145,686.68	S0113010	522720MRFES	BHS PROFESSIONAL SVC			
						CONSTRUCTION COST			
						CHECK		7518 TOTAL:	145,686.68
7519	03/30/2017	EFT	7624 KBA DOCUSYS INC.		INV528037	03/20/2017		S033117	183.38
	Invoice: INV528037								
			183.38	S0113010	520215	MAR-APR 17 BASE FEE & OVERAGE			
						OFFICE EQUIPMENT COSTS			
						CHECK		7519 TOTAL:	183.38
7520	03/30/2017	EFT	8293 PREMIER ACCESS INSUR		17242-031017	03/10/2017		S033117	915.76
	Invoice: 17242-031017								
			915.76	S0113010	512850	APR 2017 EMPLOYEE BENEFITS			
						BENEFITS - GUARDIAN LIFE			
						CHECK		7520 TOTAL:	915.76
7521	03/30/2017	EFT	5512 SOUTH BAY RECYCLING		2017-02	03/15/2017		S033117	1,611,616.11
	Invoice: 2017-02								
			-1,974.02	S0113010	480033	FEB 17 ENVIRO CENTER OPERATION			
			26,802.04	S0113010	522713	MRF 3RD PARTY PROCESSING FEE			
			-29,205.42	S0113010	522713	DISPOSAL & PROCESSING COSTS			
			36,723.90	S0113010	522720MRFES	DISPOSAL & PROCESSING COSTS			
			483.98	S0113010	522714	CONSTRUCTION COST			
			2,224.17	S0113010	520207	SHOREWAY FACILITY COST			
			6,891.22	S0113010	520202SHORE	EQUIPMENT CHARGES			
			1,543,949.47	S0113010	522712	BANK FEES AND SERVICES			
			25,720.77	S2251000	570300SF069	OPERATOR COMPENSATION SBR			
						FACILITIES IMPROVEMENTS			
						CHECK		7521 TOTAL:	1,611,616.11

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S033117

P 2  
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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
----- INVOICE DTL DESC -----									
7522	03/30/2017	EFT	3892 T324 INC		IN90531507	03/14/2017		S033117	3,016.75
			Invoice: IN90531507			Q4 2017 WEB HOSTING& MAINTENANCE			
				3,016.75	S0113010 520338	WEBSITE SUPPORT			
						CHECK		7522 TOTAL:	3,016.75
7523	03/30/2017	EFT	7976 TANNER PACIFIC INC		217-018	03/10/2017 811		S033117	4,648.66
			Invoice: 217-018			FEB 17 CONSTRUCTION MGMT SVCS			
				4,648.66	S0113010 522720	MRFES CONSTRUCTION COST			
						CHECK		7523 TOTAL:	4,648.66
7524	03/30/2017	EFT	5558 ZANKER ROAD RESOURCE		201702341	02/28/2017		S033117	173,830.80
			Invoice: 201702341			FEB 17 DISPOSAL PROCESSING			
				173,830.80	S0113010 522713	DISPOSAL & PROCESSING COSTS			
						CHECK		7524 TOTAL:	173,830.80
7525	03/31/2017	PRTD	776 AT&T		6505967146704-031317	02/28/2017		S033117	435.38
			Invoice: 6505967146704-031317			MONTHLY SERV MAR 13 THRU APR 12			
				435.38	S0113010 522714	SHOREWAY FACILITY COST			
						CHECK		7525 TOTAL:	435.38
7526	03/31/2017	PRTD	5640 BIO FUEL SYSTEMS INC		021701	03/08/2017		S033117	9,817.64
			Invoice: 021701			FEB7 DISPOSAL PROCESSING COST			
				9,817.64	S0113010 522713	DISPOSAL & PROCESSING COSTS			
						CHECK		7526 TOTAL:	9,817.64
7527	03/31/2017	PRTD	5412 BIRCH COMMUNICATIONS		23639468	03/20/2017		S033117	629.36
			Invoice: 23639468			3/21-4/20/17 UTILITIES & PHONE SVC			
				629.36	S0113010 520107	UTILITIES & PHONE			
						CHECK		7527 TOTAL:	629.36
7528	03/31/2017	PRTD	6226 COSCO FIRE PROTECTIO		1000345699	12/28/2016		S033117	7,335.00
			Invoice: 1000345699			INSPECTION SERVICES			
				7,335.00	S0113010 522714	SHOREWAY FACILITY COST			
						CHECK		7528 TOTAL:	7,335.00

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S033117

P 3  
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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

INVOICE DTL DESC

7529	03/31/2017	PRTD	3277	J R MILLER AND ASSOC	32732	02/28/2017	760	S033117	650.00
	Invoice: 32732					FEB 17	PROFESSIONAL SVC ROOF REPAIR		
			650.00	S0113010	522720	MRFES	CONSTRUCTION COST		
							CHECK	7529 TOTAL:	650.00

7530	03/31/2017	PRTD	7763	PEOPLEOLOGIE	032217	03/22/2017		S033117	400.00
	Invoice: 032217					PAPERMAKING EVENT APR 8, 2017			
			400.00	S0113010	522718		EDUCATION CENTER OPERATIONS		
							CHECK	7530 TOTAL:	400.00

7531	03/31/2017	PRTD	3071	LIVEWIRE INFORMATION	226516	03/22/2017		S033117	1,536.56
	Invoice: 226516					FEB-MAR 17	PROFESSIONAL SVC		
			1,536.56	S0113010	522718		EDUCATION CENTER OPERATIONS		
							CHECK	7531 TOTAL:	1,536.56

7532	03/31/2017	PRTD	5557	RECOLOGY BLOSSOM VAL	170228	03/03/2017		S033117	170,638.45
	Invoice: 170228					FEB 17	DISPOSAL PROCESSING COST		
			170,638.45	S0113010	522713		DISPOSAL & PROCESSING COSTS		
							CHECK	7532 TOTAL:	170,638.45

7533	03/31/2017	PRTD	3022	SCS ENGINEERS	0296376	02/28/2017	743	S033117	1,171.50
	Invoice: 0296376					FY 16-17	RECOLOGY CALL CENTER		
			1,171.50	S0113010	520309	HCS02	BUSINESS CONSULTANT (HFH)		
	Invoice: 0296382								
			8,492.60	S0113010	520306		FEB 17 FRANCHISE AGMT PROF SVC		
							AB939 PROGRAM STAFF		
							CHECK	7533 TOTAL:	9,664.10

7534	03/31/2017	PRTD	4519	SHRED-IT USA	8121929260	03/07/2017		S033117	206.72
	Invoice: 8121929260					FEB 17	SHREDDING SVC		
			206.72	S0113010	520201		OFFICE SUPPLIES		
							CHECK	7534 TOTAL:	206.72

7535	03/31/2017	PRTD	5443	SPECIALTY'S CAFE & B	T2423-15962196	03/23/2017		S033117	106.72
	Invoice: T2423-15962196					MAR 17	BOARD MEETING REFRESHMENTS		
			106.72	S0113010	520300		BOARD ADMINISTRATION		



## STAFF UPDATE

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To: SBWMA Board Members  
From: Farouk Fakira, Finance Manager  
Date: April 27, 2017 Board of Directors Meeting  
Subject: 2017 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 2017. 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 2017:*

#### January 2017

- Approval of FY15/16 audited Financial Statement. **Completed.**
- Mid-Year review of FY16/17 Operating Budget. **Completed.**

#### March 2017

- Recology submittal of the unaudited 2016 Revenue Reconciliation Report (March 31). **Completed.**

#### April 2017

- Review of Preliminary 17/18 SBWMA Budget at April 27, 2017 Board meeting.
- Approval of unaudited 2016 calendar year financial statement for bond reporting requirements.

#### May 2017

- Review and approval of Final FY17/18 SBWMA Operating Budget at May 25, 2017 Board meeting.

#### June 2017

- 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 2017 Compensation Application (*June 28*).
- SBWMA issues a letter requesting feedback from all Member Agencies on estimated 2018 Member Agency fees (e.g., franchise fees) to be included in their 2018 solid waste rates.
- Approval of Financial Systems audit report on Recology and SBR.

#### July 2017

- SBR's 2018 Compensation Application due to the SBWMA (*July 3*).
- Recology revised 2018 Compensation Application due to SBWMA & Member Agencies (*July 27*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
  - Estimated 2017 and 2018 residential and commercial base revenue.
  - Estimated collected tonnage for 2017 and 2018.
  - 2017 Residential rates vs cost analysis.

- Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since 2016.
- Summary of 2018 Member Agency fees to be used in the 2018 cost projections based on Member Agency feedback.

#### **August 2017**

- SBWMA issues Draft Report Reviewing Recology's 2018 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*August 11*).
- SBWMA issues the Draft Report Reviewing SBR's 2018 Compensation Application (August 14).
- Comments due back from Member Agencies on draft Reports Reviewing Recology's & SBR's 2018 Compensation Application (*August 25*).

#### **September 2017**

- SBWMA issues Final Report Reviewing Recology's 2018 Compensation Application including the recommended total Collection Rate Adjustment for 2018. (*September BOD Packet*).
- SBWMA issues Final Report Reviewing SBR's 2018 Compensation Application. (*September BOD Packet*).
- Approval of the SBR 2018 Compensation Application (*September 28 BOD Meeting*).
- Approval of the Recology 2018 Compensation Application and total recommended Revenue Requirement (*September 28 BOD Meeting*).

#### **September – December 2017**

- Member Agencies issue Prop. 218 notices and approve their final 2018 solid waste rates.

#### **November 2017**

- SBWMA issues report to Board on recommended January 1, 2018 Shoreway tip fee adjustments (includes calendar year 2017 & 2018 SBWMA financial projections with assumed tip fee and cash reserve balances).

## STAFF REPORT

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**To:** SBWMA Board Members  
**From:** Cyndi Urman, Office Manager/Board Secretary  
**Date:** April 27, 2017 Board of Directors Meeting  
**Subject:** Technical Consulting Contracts – First Quarter 2017

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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 an update to the Board on a quarterly basis on the technical consulting contracts that have been issued. All contracts issued in the first quarter 2017 are listed on the attached report or 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

### Attachments:

Attachment A – Technical Consulting Contracts – First Quarter 2017

**Technical Consultant Contracts - 1st Quarter 2017**

<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>
Intergraded Waste Management Consulting	\$6,440.00	Due Diligence Review of South Valley Organics Composting Facility (SVO)	01/03/17	Single Source	520309-HDV01	Diversion Program Support
Gloria cohn Consulting	\$8,000.00	Professional Development for Specific SBWMA Staff	02/16/17	Single Source	520502	Training
RJ Proto Consulting	\$8,140.00	Change Order to FAX Assistance	03/03/17	Single Source	520309-HCS02	Franchise Administration
HF&H Consulting*	\$76,588.00	Financial and Negotiations Assistance for Franchise Agreement Extension Process	02/24/17	RFP/RFQ	520309-HCS02	Franchise Administration
R3 Consultants	\$24,640.00	2016 Recology Operational Audit	03/07/17	Single Source	520309-HCS02	Franchise Administration
R3 Consultants	\$24,985.00	2016 Financial Systems Audit	03/07/17	Single Source	520309-HCM01	Contract Management Support
SCS Engineers*	\$18,400.00	Franchise Agreement Extension and Strategic Plan Support Change Order	03/24/17	Single Source	520306	AB 939 Program Staff

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.

Contracts marked with an \* have been adopted by the Board of Directors with the passage of a resolution.

## STAFF UPDATE

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### Potential Future Board Agenda Items

*(Meetings at San Carlos Library Conference Room)*

#### May 25, 2017

- Executive Director's Performance Review (Closed Session)
- Approval of Capital Expenditure for the Fire Rover System
- Approval of Model Franchise Agreement with Recology San Mateo County
- Review of Draft FY1718 Budget
- Approval of Quarterly Investment Report
- Risk Strategies Insurance Update
- Approval/support six current environmental bills: AB 1158; AB 1219; AB 954; AB 1288; AB 1036; AB 1595; SB 705

#### June 22, 2017

- Resolution Adopting FY1718 SBWMA Budget and Tip Fee Adjustments for 2018
- Discussion on DRAFT Recology Compensation Application
- Resolution Approving Audit Findings from Review of Collection Services and Facility Operations Agreements
- Approval of Contracts with Various Vendors: DTE Networks, T324, Aaronson Dickerson Cohen and Lanzzone, Inflow Communications, City of San Carlos
- Resolution Adopting Property Insurance Renewal for FY1718
- Approval of Amendment to Executive Director's Contract
- Approval of 2017/2018 Public Education Plan

#### July 27, 2017

TBD

#### September 28, 2017

- Resolution Approving 2018 Recology Compensation Application
- Resolution Approving 2018 South Bay Recycling Compensation Application
- Discussion on alternative Battery Collection Options and Fire Mitigation Plan
- Approval of D&O Insurance Renewal
- Board and Staff Rate Workshops (September 2017)

#### October 26, 2017

- TBD

#### November 16, 2017

- Resolution approving Merit Pool Increase for unrepresented employees (Closed Session)
- Discussion on future materials handling/processing. Expiring contracts: organics (2018/20); waste disposal (2019)
- Approval of SBWMA Legislative Priorities for 2018
- Long Range Plan Review, 5 Year Capital Budget Plan, and Update from Zero Landfill Working Group
- Annual Board and TAC Holiday Lunch