



A Public Agency

STAFF UPDATES



STAFF UPDATE

June – November 2014 Potential Future Board Agenda Items

June 26, 2014

- Resolution Adopting FY1415 Budget
- Resolutions Approving Annual Contracts for Accounting & Finance, Legal, etc.
- Resolution Approving Property Insurance Policy Renewal
- Consideration of Approval of Additional Third Party Tons into the Shoreway Environmental Center MRF
- Resolution Approving Findings from Review of Collection Services and Facility Operations Reports, Tonnage Data and Customer Service Systems Audits
- Resolution Approving Findings from Review of Contractor Financial and Accounting Systems Audits
- Technical Consulting Contracts – 2nd Quarter 2014

July 24, 2014

- Closed session: Executive Director Performance Review
- Review of Executive Director's Goals for FY1415
- Review of Cart Migration Data for Member Agencies and Rates vs. Costs Analysis
- Update on 2015 Rate Applications and Rate Issues
- Guiding Principles for Development of a Long Range Plan
- Discussion on Role of Technical Advisory Committee

September 11, 2014 (Joint meeting with Board and TAC; Special Board Meeting)

- Final Review of 2015 Contractor Compensation Applications (SBWMA Rate Reports Included in September 18, 2014 BOD packet)

September 25, 2014

- Approval of Quarterly Investment Report as of 6/30/14
- Resolution Approving 2015 South Bay Recycling Compensation Application
- Resolution Approving 2015 Recology San Mateo County Compensation Application
- Technical Consulting Contracts – 3rd Quarter 2014

October 23, 2014

- Resolution Approving 2014 Public Education Plan
- Discussion on Length of Term for Appointment of Board Members

October/November 2014 (tentative date of November 6th)

- Special Board Workshop on Waste Reduction, Recycling and Composting Programs, Policies and Technologies

November 20, 2014

- Progress Report on Long Range Plan
- Approval of Quarterly Investment Report as of 9/30/14
- Consideration of Shoreway Facility Tipping Fee Adjustments Effective 1/1/15
- Contractor Quarterly Updates



STAFF UPDATE

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: May 22, 2014 Board of Directors Meeting
Subject: April 2014 SBWMA Check Registers

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

The SBWMA has a contract with the City of San Carlos for accounting services including the issuing of all payments and receipt of all revenue. 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 April 2014 was \$2,584,829.73 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 – April 2014 Check Registers

04/04/2014 09:42
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S040414

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	
-----INVOICE DTL DESC-----									
5884	04/04/2014	WIRE	3622 WELLS FARGO PAYMENT REMITTANCE CT	032714	03/27/2014			2,578.43	
		Invoice: 032714			MAR 2014 CREDIT CARD PYMT				
				508.62 S0113010 522718	EDUCATION CENTER OPERATIONS				
				79.92 S0113010 520201	OFFICE SUPPLIES				
				1,989.89 S0113010 520604RES01	PUBLIC EDUCATION/OUTREACH/WORK				
							CHECK	5884 TOTAL:	2,578.43
5885	04/04/2014	EFT	3 AARONSON DICKERSON COHN & LANZONE	388522-SB.R	03/25/2014		S040414	9,246.18	
		Invoice: 388522-SB.R			MAR 14 BOARD COUNSEL				
				9,246.18 S0113010 520312	BOARD COUNSEL				
							CHECK	5885 TOTAL:	9,246.18
5886	04/04/2014	EFT	152 BROWNING FERRIS IND OF CA	0000000075	02/28/2014		S040414	161,690.72	
		Invoice: 0000000075			FEB 14 DISP COST NEWBY				
				161,690.72 S0113010 522713	DISPOSAL & PROCESSING COSTS				
							CHECK	5886 TOTAL:	161,690.72
5887	04/04/2014	EFT	1278 LOCAL GOVERNMENT SERVICES	2098	03/25/2014		S040414	14,500.00	
		Invoice: 2098			MAY 14 ADV RECY PGRM MGR				
				14,500.00 S0113010 520306	AB939 PROGRAM STAFF				
		Invoice: 2096			FEB 14 SVC/BENEF FELDMAN		S040414	1,476.38	
				750.00 S0113010 520337	CONSULTING CONTRACTS RGS/LGS				
				726.38 S0113010 520306	AB939 PROGRAM STAFF				
		Invoice: 2069			DEC 13 HR/ AB 939 FELDMAN		S040414	1,709.93	
				750.00 S0113010 520337	CONSULTING CONTRACTS RGS/LGS				
				959.93 S0113010 520306	AB939 PROGRAM STAFF				
							CHECK	5887 TOTAL:	17,686.31
5888	04/04/2014	EFT	1419 THE OFFICE CITY	IN-1194457	03/25/2014		S040414	186.18	
		Invoice: IN-1194457			MAR 14 OFFICE SUPPLIES				
				186.18 S0113010 520201	OFFICE SUPPLIES				
							CHECK	5888 TOTAL:	186.18
5889	04/04/2014	EFT	4519 SHRED-IT USA SF	9403358724	03/24/2014		S040414	83.69	
		Invoice: 9403358724			MAR 14 DOC DESTRUC				
				83.69 S0113010 520201	OFFICE SUPPLIES				

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S040414

PG 2
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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	5889	TOTAL:	83.69
5890 04/04/2014 EFT Invoice: 2014-3	5512 SOUTH BAY RECYCLING LLC 2014-3	02/16/2014	S040414	1,228,254.56
	-20,976.50 S0113010 480033	FEB 14 COSTS SHOREWAY		
	-13,545.43 S0113010 522713	MRF 3RD PARTY PROCESSING FEE		
	53,095.85 S0113010 522717	DISPOSAL & PROCESSING COSTS		
	1,209,680.64 S0113010 522712	BUYBACK PAYMENTS		
		OPERATOR COMPENSATION SBR		
	CHECK	5890	TOTAL:	1,228,254.56
5891 04/04/2014 EFT Invoice: Z2014-02-0201	5558 ZANKER ROAD RESOURCE MANAGEMENT L Z2014-02-0201	02/28/2014	S040414	85,912.81
	85,912.81 S0113010 522713	FEB 14 DISP COST ZANKER		
		DISPOSAL & PROCESSING COSTS		
	CHECK	5891	TOTAL:	85,912.81
5892 04/04/2014 PRTD Invoice: 04C0028452035	88 ARROWHEAD 04C0028452035	03/11/2014	S040414	64.99
	64.99 S0113010 520201	FEB 14 WATER SVC		
		OFFICE SUPPLIES		
	CHECK	5892	TOTAL:	64.99
5893 04/04/2014 PRTD Invoice: 031314-71467049	776 AT&T 031314-71467049	03/13/2014	S040414	298.19
	298.19 S0113010 522714	MAR-APR 14 SVC 71467049		
		SHOREWAY FACILITY COST		
	CHECK	5893	TOTAL:	298.19
5894 04/04/2014 PRTD Invoice: 0000037269	5556 BFI OF CALIFORNIA 0000037269	02/28/2014	S040414	607,780.84
	607,780.84 S0113010 522713	FEB 14 DISP COST OX MTN		
		DISPOSAL & PROCESSING COSTS		
Invoice: 000003782	BFI OF CALIFORNIA 000003782	02/28/2014	S040414	2,305.19
	2,305.19 S0113010 522716	FEB 14 MAINT TIPPER		
		MAINTENANCE ON TIPPER OX MTN		
	CHECK	5894	TOTAL:	610,086.03
5895 04/04/2014 PRTD Invoice: 111301CREDIT	5640 BIO FUEL SYSTEMS INC 111301CREDIT	11/18/2013	S040414	-830.62
	-830.62 S0113010 522713	DUPLICATE-CREDIT FOR INV 111301		
		DISPOSAL & PROCESSING COSTS		
Invoice: 011416	BIO FUEL SYSTEMS INC 011416	02/04/2014	S040414	5,816.38
	5,816.38 S0113010 522713	JAN 14 DISP PROCESS COST		
		DISPOSAL & PROCESSING COSTS		

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S040414

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
-----INVOICE DTL DESC-----								
Invoice: 021401			BIO FUEL SYSTEMS INC	021401	02/17/2014		S040414	2,051.90
				2,051.90 S0113010 522713	SVC TO 021514 DISP COST			
					DISPOSAL & PROCESSING COSTS			
Invoice: 021413			BIO FUEL SYSTEMS INC	021413	03/03/2014		S040414	3,816.84
				3,816.84 S0113010 522713	SVC TO 022814 DISP COST			
					DISPOSAL & PROCESSING COSTS			
					CHECK		5895 TOTAL:	10,854.50
5896 04/04/2014 PRTD			4357 CAMERON-COLE LLC	0810009	01/31/2014		S040414	895.00
Invoice: 0810009				895.00 S0113010 520608	JAN 14 CLIMATE REGISTRY			
					CLIMATE CHANGE POLICY OPTIONS			
					CHECK		5896 TOTAL:	895.00
5897 04/04/2014 PRTD			4917 CASCADIA CONSULTING GROUP INC	3157	03/03/2014		S040414	1,051.25
Invoice: 3157				1,051.25 S0113010 520608	FEB 14 CLIM REGISTRY WK			
					CLIMATE CHANGE POLICY OPTIONS			
					CHECK		5897 TOTAL:	1,051.25
5898 04/04/2014 PRTD			5412 CBEYOND	032014-125015	03/20/2014		S040414	604.88
Invoice: 032014-125015				604.88 S0113010 520107	MAR 14 SVC			
					UTILITIES & PHONE			
					CHECK		5898 TOTAL:	604.88
5899 04/04/2014 PRTD			6226 COSCO FIRE PROTECTION INC	1000239034	12/06/2013		S040414	500.00
Invoice: 1000239034				500.00 S0113010 522714	DEC 13 QTR FIRE INSPEC			
					SHOREWAY FACILITY COST			
					CHECK		5899 TOTAL:	500.00
5900 04/04/2014 PRTD			654 GRACIES DELECTABLES	4576	03/25/2014		S040414	109.55
Invoice: 4576				109.55 S0113010 520340	MAR 14 MTG REFRESH			
					LONG RANGE PLAN			
					CHECK		5900 TOTAL:	109.55
5901 04/04/2014 PRTD			5059 JEFFREY SCOTT AGENCY	031714-SBW52685	03/17/2014		S040414	660.75
Invoice: 031714-SBW52685				660.75 S0113010 522718	FEB 14 SIGNAGE SBW52685			
					EDUCATION CENTER OPERATIONS			

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S040414

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

							CHECK	5901 TOTAL: 660.75
5902	04/04/2014	PRTD	3431 KEVIN MCCARTHY	2035	03/23/2014		S040414	120.59
	Invoice: 2035				FEB 2014	CELL REIMB KM CELL PHONES		
				120.59	S0113010	520105		
							CHECK	5902 TOTAL: 120.59
5903	04/04/2014	PRTD	2035 NORTHERN CALIFORNIA RECYCLING ASS	031814-SBWMA	03/18/2014		S040414	170.00
	Invoice: 031814-SBWMA				MAR 14	NCRA RECYC CONF TRAINING		
				170.00	S0113010	520502		
							CHECK	5903 TOTAL: 170.00
5904	04/04/2014	PRTD	5557 RECOLOGY GROVER ENVIRONMENTAL PRO	140228	03/06/2014		S040414	105,573.12
	Invoice: 140228				FEB 14	DISP COST GROVER DISPOSAL & PROCESSING COSTS		
				105,573.12	S0113010	522713		
							CHECK	5904 TOTAL: 105,573.12
5905	04/04/2014	PRTD	1260 RICOH AMERICAS CORPORATION	17945438	03/24/2014		S040414	1,547.64
	Invoice: 17945438				APR 14	COPIER LEASE OFFICE EQUIPMENT COSTS		
				1,547.64	S0113010	520215		
							CHECK	5905 TOTAL: 1,547.64
5906	04/04/2014	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-8503257	03/27/2014		S040414	105.52
	Invoice: T2423-8503257				MAR 14	MTG REFRESHM BOARD ADMINISTRATION		
				105.52	S0113010	520300		
							CHECK	5906 TOTAL: 105.52
5907	04/04/2014	PRTD	4577 STRUCTURAL GROUP INC	412985-01	03/14/2014		S040414	150,000.00
	Invoice: 412985-01				MAR 14	TIP FLR RESURC PROJ FACILITIES IMPROVEMENTS		
				150,000.00	S2251000	570300SF044		
			STRUCTURAL GROUP INC	412985-02	03/14/2014		S040414	2,100.00
	Invoice: 412985-02				MAR 14	TIP FLR RESURF PROJ SHOREWAY FACILITY COST		
				2,100.00	S0113010	522714		
							CHECK	5907 TOTAL: 152,100.00
5908	04/04/2014	PRTD	6984 LOIS A WONG	031114	03/11/2014		S040414	424.00
	Invoice: 031114				4/12/14	FACE PAINTING EDUCATION CENTER OPERATIONS		
				424.00	S0113010	522718		

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S040414

PG 5
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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 5908 TOTAL: 424.00

NUMBER OF CHECKS 25 *** CASH ACCOUNT TOTAL *** 2,390,804.89

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	17	885,166.01
TOTAL WIRE TRANSFERS	1	2,578.43
TOTAL EFT'S	7	1,503,060.45

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

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Jay 4/4/14
J 4/4/14
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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S041814

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
-----INVOICE DTL DESC-----								
5909	04/18/2014	EFT	1097 IRON MOUNTAIN INFORMATION MANAGEM	KEU0945	03/31/2014		S041814	152.00
			Invoice: KEU0945		APR 14	MONTHLY STORAGE		
				152.00 S0113010 520201		OFFICE SUPPLIES		
						CHECK	5909 TOTAL:	152.00
5910	04/18/2014	EFT	5601 LSL CPAs	10447	03/31/2014		S041814	3,500.00
			Invoice: 10447		2013	BOND COMPILATION AUDIT		
				3,500.00 S0113010 520301		AUDIT SERVICES		
						CHECK	5910 TOTAL:	3,500.00
5911	04/18/2014	EFT	1419 THE OFFICE CITY	IN-1196640	03/31/2014		S041814	208.17
			Invoice: IN-1196640		APR 2014	OFFICE SUPPLY		
				208.17 S0113010 520201		OFFICE SUPPLIES		
						CHECK	5911 TOTAL:	208.17
5912	04/18/2014	EFT	3089 R3 CONSULTING GROUP INC	7276	04/14/2014	2510	S041814	21,067.50
			Invoice: 7276		ANN RPT	AUDIT RECOLOGY & SBR		
				21,067.50 S0113010 520309HCS02		BUSINESS CONSULTANT (HFH)		
						CHECK	5912 TOTAL:	21,067.50
5913	04/18/2014	EFT	725 CITY OF SAN CARLOS	198097	03/31/2014		S041814	4,257.56
			Invoice: 198097		APR 14	RENT		
				4,257.56 S0113010 520203		RENT		
			Invoice: 19822		JAN-MAR 14	ACCTG SVC		
				32,009.00 S0113010 520310		ACCOUNTING SERVICES		
						CHECK	5913 TOTAL:	36,266.56
5914	04/18/2014	EFT	6444 TADCO SUPPLY INC	157232	03/31/2014		S041814	11,924.84
			Invoice: 157232		MAR 14	COMM/MFD CONT PURCH		
				11,924.84 S0113010 520604COE02		PUBLIC EDUCATION/OUTREACH/WORK		
						CHECK	5914 TOTAL:	11,924.84
5915	04/18/2014	PRTD	7010 AUDUBON PTA	041114	04/11/2014		S041814	100.00
			Invoice: 041114		TRASH TO ART-HON MENTION			
				100.00 S0113010 522718		EDUCATION CENTER OPERATIONS		

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S041814

PG 2
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	

							CHECK	5915 TOTAL:	100.00
5916	04/18/2014	PRTD	4917 CASCADIA CONSULTING GROUP INC	3193	04/14/2014	2486	S041814	1,514.25	
Invoice: 3193				1,514.25	S0113010	520608	EMISSION RPTG DATA CLIMATE REG CLIMATE CHANGE POLICY OPTIONS		
							CHECK	5916 TOTAL:	1,514.25
5917	04/18/2014	PRTD	7001 CHARLES ARMSTRONG SCHOOL	041114-CHARMSTR	04/14/2014		S041814	50.00	
Invoice: 041114-CHARMSTR				50.00	S0113010	522718	APR 14 TRASH TO ART HON MEN EDUCATION CENTER OPERATIONS		
							CHECK	5917 TOTAL:	50.00
5918	04/18/2014	PRTD	5342 DAILY POST	005703CR	02/11/2014		S041814	-2,000.00	
Invoice: 005703CR				-2,000.00	S0113010	520604HHWUW	NOV 13 BALANCE FWD PUBLIC EDUCATION/OUTREACH/WORK		
Invoice: 36956		DAILY POST		36956	01/31/2014		S041814	1,950.00	
				1,950.00	S0113010	520604RES01	JAN 14 MY WASTE APP PUBLIC EDUCATION/OUTREACH/WORK		
Invoice: 38005		DAILY POST		38005	03/31/2014		S041814	1,012.50	
				1,012.50	S0113010	522718	MAR-APR 14 EARTH DAY INSERTS EDUCATION CENTER OPERATIONS		
							CHECK	5918 TOTAL:	962.50
5919	04/18/2014	PRTD	7002 FOSTER CITY ELEMENTARY SCHOOL	041114-FCSD1	04/11/2014		S041814	50.00	
Invoice: 041114-FCSD1				50.00	S0113010	522718	APR 14 TRASH TO ART HON MEN EDUCATION CENTER OPERATIONS		
							CHECK	5919 TOTAL:	50.00
5920	04/18/2014	PRTD	7003 FOSTER CITY ELEMENTARY SCHOOL	041114-FCSD2	04/11/2014		S041814	150.00	
Invoice: 041114-FCSD2				150.00	S0113010	522718	APR 14 TRASH TO ART 3RD PL EDUCATION CENTER OPERATIONS		
							CHECK	5920 TOTAL:	150.00
5921	04/18/2014	PRTD	5305 GODBE CORPORATION	11963	04/07/2014		S041814	17,950.00	
Invoice: 11963				17,950.00	S0113010	520604RES01	MAR 14 MESSAGING SURVEY PUBLIC EDUCATION/OUTREACH/WORK		

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CITY OF SAN CARLOS
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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

							INVOICE DTL DESC	
							CHECK 5921 TOTAL:	17,950.00
5922	04/18/2014	PRTD	1496 HF&H CONSULTANTS LLC	9712469	04/14/2014	2801	S041814	2,870.00
			Invoice: 9712469					
				2,870.00	S0113010	520309HDV01	2014-15 SOLID WASTE RATE BUSINESS CONSULTANT (HFH)	
							CHECK 5922 TOTAL:	2,870.00
5923	04/18/2014	PRTD	7004 MENLO PARK CITY SCHOOL DIST	041114-MPCSD	04/11/2014		S041814	50.00
			Invoice: 041114-MPCSD					
				50.00	S0113010	522718	APR 14 TRASH TO ART HON MEN EDUCATION CENTER OPERATIONS	
							CHECK 5923 TOTAL:	50.00
5924	04/18/2014	PRTD	4383 MARSHALL MORAN	041414-MM	04/14/2014		S041814	88.28
			Invoice: 041414-MM					
				88.28	S0113010	520105	FEB-MAR 14 CELL REIMB CELL PHONES	
							CHECK 5924 TOTAL:	88.28
5925	04/18/2014	PRTD	7000 NATIVITY SCHOOL	041114-NATIVITY	04/14/2014		S041814	250.00
			Invoice: 041114-NATIVITY					
				250.00	S0113010	522718	APR 14 TRASH TO ART 2ND PL EDUCATION CENTER OPERATIONS	
							CHECK 5925 TOTAL:	250.00
5926	04/18/2014	PRTD	233 NATURAL SETTINGS CORPORATION	102083	03/31/2014		S041814	510.00
			Invoice: 102083					
				510.00	S0113010	520201	APR-JUNE 2014 OFFICE SVS OFFICE SUPPLIES	
							CHECK 5926 TOTAL:	510.00
5927	04/18/2014	PRTD	7005 SM-FOSTER CITY SCHL DIST PARK ELE	041114-SMFCSD	04/11/2014		S041814	100.00
			Invoice: 041114-SMFCSD					
				100.00	S0113010	522718	APR 14 TRASH TO ART 4TH PL EDUCATION CENTER OPERATIONS	
							CHECK 5927 TOTAL:	100.00
5928	04/18/2014	PRTD	3474 SLOAN VAZQUEZ LLC	SBWMA-048	04/14/2014	2638	S041814	11,120.29
			Invoice: SBWMA-048					
				11,120.29	S0113010	520336	2014 1ST RECOLOGY CONT MSMT QTRLY LOAD CONTAMINATION MONIT	
							CHECK 5928 TOTAL:	11,120.29

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PG 4
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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

5929 04/18/2014 PRD	5558 ZANKER ROAD RESOURCE MANAGEMENT L 013114	01/31/2014	S041814	86,085.45
Invoice: 013114		JAN 14 DISPOSAL COST ZANKER		
	86,085.45 S0113010 522713	DISPOSAL & PROCESSING COSTS		
	ZANKER ROAD RESOURCE MANAGEMENT L Z2013-12-0297-CREDIT	02/21/2014	S041814	-945.00
Invoice: Z2013-12-0297-CREDIT		INVOICED AND PAID FOR TWICE		
	-945.00 S0113010 522713	DISPOSAL & PROCESSING COSTS		

CHECK 5929 TOTAL: 85,140.45

NUMBER OF CHECKS 21 *** CASH ACCOUNT TOTAL *** 194,024.84

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	15	120,905.77
TOTAL EFT'S	6	73,119.07

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

PREPARED BY: Buda DATE: 4/17/14
 APPROVED BY: [Signature] DATE: 4/18/14
 FUNDS TRANSFERRED BY: [Signature] DATE: 4/18/14
Mickaela [Signature] 4/17/14

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STAFF UPDATE

To: SBWMA Board Members
From: Cliff Feldman, Recycling Programs Manager
Marshall Moran, Finance Manager
Date: May 22, 2014 Board of Directors Meeting
Subject: Update on 2014/2015 Franchise Rate Setting Process

Recommendation

This is an informational report and no action is necessary.

Analysis

This staff report was provided to the Board monthly during 2013 and Staff will continue to provide it monthly in 2014. The purpose of this staff update report is to keep the Board and Member Agency staff informed on the timing, schedule of events and issues affecting Member Agencies during the 2015 Contractor's Compensation Application(s) review (performed in 2014) and the SBWMA Recommended Rate Adjustment process for the 2015 Rate Year (i.e., establishing rates for January 1 - December 31, 2015). The goal is to provide pertinent information for Member Agencies to effectively plan for and manage communications regarding the compensation application and rate setting process including specific input needed from all Member Agencies.

Attached is the current 2014 (for calendar year 2015 rates) Rate Approval Schedule (**Attachment A**).

Issues Affecting Recology 2015 Compensation Adjustment includes:

- Recology Annual Revenue Reconciliation for 2013. Recology submitted its Revenue Reconciliation Report to the SBWMA and Member Agencies on March 31, 2014 in compliance with the Franchise Agreement(s). This Report compares the approved compensation owed to Recology for 2013 with the actual net compensation retained by Recology after billing customers and paying for pass-through costs for disposal at Shoreway and Agency fees (e.g., Franchise Fees) paid to each Member Agency. Each Agency will have a surplus or shortfall which will be added to or subtracted from the total 2015 Revenue Requirement. Recology's 2013 Revenue Reconciliation Report will be reviewed by staff and audited by a consultant as part of the Financial Systems Audit. The results of this Audit will be presented to the Board when it is available, likely at the June Board meeting.
- Recology Performance Incentive/Disincentive and Liquidated Damages Payments for 2013. Recology reported the amounts of performance incentives/disincentives in the company's Annual Report submitted on February 14, 2014. These amounts will also be included in the 2015 Compensation Application (submitted on June 13, 2014) with the exception of Contamination related disincentive payments which are calculated quarterly and paid directly to SBWMA. Staff will conduct a review and audit of the company's 2013 Annual Report including confirmation of the reported Performance Incentives and Disincentives and Liquidated Damages payments.

Schedule of Compensation/Rate Adjustment Activities:

January 2014

- January 23 Board Meeting - Discussion on Cost Allocation Methodology.

February 2014

- February 14 – Recology issued its 2013 Annual Report.
- February 27 Board Meeting - Discussion on interest calculations for rate revenue surplus/shortfall.

March 2014

- March 27 Board Meeting - Discussion on interest calculations for rate revenue surplus/shortfall.
- March 27 Board Meeting - Follow-up information and responses to questions on the Cost Allocation Methodology.
- Recology 2013 Revenue Reconciliation Report due to the SBWMA and Member Agencies by March 31st.

June 2014

- SBWMA will issue a letter to the Board requesting feedback from all Member Agencies on estimated 2015 Member Agency fees (e.g., franchise fees) to be included in their 2015 solid waste rates.
- June 13th – Recology's 2015 Compensation Application due to the SBWMA and Member Agencies.
- Staff reports on Financial Audits of Recology and SBR for calendar year 2013 and final results of the 2013 Recology Revenue Reconciliation.
- Staff Report on Audit of Recology 2013 Annual Report and financial impact of performance incentives/disincentives and liquidated damages included in Recology's 2015 compensation application.

July 2014

- July 1 - SBR's 2015 Compensation Application due to the SBWMA.
- July 3 – Member Agency responses due to SBWMA on 2015 estimated Member Agency fees.
- July 8 – SBWMA staff will issue comments to Recology on its 2015 Compensation Application.
- July 8 – SBWMA Board deadline to issue comments to Recology on its 2015 Compensation Application.
- July 17 – SBWMA will issue the following reports to the Board and Member Agency staff for review and comment:
 - Estimated residential revenue changes due to cart migration by Member Agency since July 2013.
 - Projected 2014 and 2015 residential and commercial base revenue (based on six months of actual).
 - Residential rates versus cost analysis by Member Agency. Member Agencies are encouraged to review their residential rate structure for rate versus cost deficiencies (i.e., if rates don't cover costs) and rate subsidization of small carts by large carts.
 - Projected 2014 and 2015 tonnage based on six months of actual. These projections will be used to estimate Member Agency 2015 disposal expense.
 - Summary of 2015 Member Agency fees based on Member Agency feedback for final agency review.
- July 30 – Recology revised 2015 Compensation Application due to the SBWMA and Member Agency based on SBWMA staff and Member Agency review and comments.

August 2014

- August 15 – SBWMA will issue the Draft Report Reviewing Recology's 2015 Compensation Application. Included in this Report will be the draft recommended Revenue Requirement and rate adjustment(s) for 2015.
- August 15 – SBWMA will issue the Draft Report Reviewing SBR's 2015 Compensation Application.
- August 29 – Member Agency comments due back on SBWMA Draft Report(s) Reviewing Recology's and SBR's 2015 Compensation Applications.

September 2014

- September 11 (tentative) – special Board meeting
 - Discussion on 2015 Compensation Application(s) and rate setting process.
- September 18 – SBWMA Final Report Reviewing Recology's 2015 Compensation Application issued (for consideration at the September 25, 2014 Board meeting) based on Board feedback. Included in the Final Report is the recommended total collection rate adjustment for 2015.
- September 18 – SBWMA Final Report Reviewing SBR's 2015 Compensation Application issued (for consideration at the September 25, 2014 Board meeting).
- September 25 – Board consideration of the SBR 2015 Compensation Application.
- September 25 – Board consideration of the Recology 2015 Compensation Application and total recommended Revenue Requirement for 2015.

September 27 – December 31, 2014

- Member Agencies issue Prop. 218 notice and approve final 2015 solid waste rates.

November 2014

- Report to Board on recommended January 1, 2015 Shoreway tip fee adjustments, if needed, including updated calendar year 2015 SBWMA financial projection with assumed tip fee and cash reserve balances.

Attachment:

Attachment A – Draft 2015 Rate Approval Schedule

Attachment A

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2015 Rate Approval Schedule

Member Agency Rate Setting Process

The Recology 2015 Compensation Application is due to the SBWMA and Member Agencies on June 13, 2014. On August 15, 2014, the SBWMA will issue its Draft Report Reviewing Recology's 2015 Compensation Application and the recommended Total Solid Waste Revenue Requirement for 2015. The Member Agencies will be provided until August 29th, ten business days, to provide comments on the SBWMA's Draft Report. The comments received are incorporated in the SBWMA Final Report Reviewing the Recology 2014 Compensation Application that will become binding upon the Board's consideration for approval at the September 25, 2014 Board meeting. While the individual Member Agencies actually set solid waste rates for their jurisdictions, any rate increases put forth by the Member Agencies that are less than recommended in the approved SBWMA Final Report and cause a shortfall in compensation to Recology will result in interest payments for amounts owed to Recology. Conversely, any surplus revenue collected by Recology is subject to interest payments to the respective Member Agency.

September 25, 2014 Board Meeting

- Recology and SBR Compensation Applications Considered by Board
- Total Recommended Revenue Requirement Considered by Board

Member Agency Residential Billing Schedule

Group A: October-November-December (Billed September 30, 2014; December 31, 2014)

- Menlo Park
- Redwood City (Not applicable to Residential, Redwood City does its own billing.)
- San Mateo
- West Bay Sanitary District

Group B: November-December-January (Billed October 31, 2014; January 31, 2015)

- Atherton
- Burlingame
- San Carlos

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**Group C: December-January-February
(Billed November 30, 2014; February 28, 2015)**

- East Palo Alto (Not applicable to Residential.)
- Foster City
- Hillsborough
- County of San Mateo

Prop 218 Public Notice Implications

Prop 218 requires an agency to provide 45 days public notice directly to all account holders prior to authorizing a rate increase. If more than 50% of all account holders file a protest letter within the 45 day public comment period, the agency cannot adopt the proposed rate increase.

Bill Insert Considerations

Recology typically requires that a bill insert is prepared and ready for insertion with the bills a minimum of two weeks prior to the scheduled bill issuance date. However, the company may reduce this deadline to 5 business days for special circumstances, such as a Prop 218 Notice. The company has detailed guidelines regarding the specifications for bill inserts and will share these upon request. Agencies issuing a Prop 218 Notice via Recology's bills will need to **pay directly for the costs** associated with production and printing but will save on mailing expenses since Recology can include the insert with its bills at no additional cost.

Direct Mail Considerations

Member Agencies sending the Prop 218 Notice via direct mail will need to **pay directly for the costs** associated with production, printing and mailing. Agencies sending a direct mail piece typically include these costs in their rates. Sending the Prop 218 Notice via direct mail provides the Agency with total control and flexibility regarding production and mailing of the notice.

Bill Insert vs. Direct Mail:

Group A

These agencies may be able to prepare and print a bill insert in time for inclusion with the September 30, 2014 mailing. Therefore these agencies will need to produce a direct mail piece in order to close the Prop 218 public hearing process and adopt rates prior to January 1, 2015.

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Proposed Schedule:

- September 25, 2014..... SBWMA BOD Approves Recology and SBR Compensation.
- October 1-15 Governing body or Agency staff approves issuance of the Prop 218 notice.
- October 16-31 Prop 218 Notice printed and issued via direct mail
- November 1-15 Governing body closes the Prop 218 public notice period and adopts 2015 rates effective January 1, 2015.
- December 31..... First Recology bill issued with new 2015 rates.

Group B

These agencies will likely be able to prepare and print a bill insert in time for inclusion with the October 31, 2014 mailing. However, since the Prop 218 process will not close for 45 days after issuance of the Prop 218 rate increase notice, these agencies will have to bring the results of the Prop 218 notice before their governing body between December 16 and 31, 2014. Otherwise, these agencies will need to produce a direct mail piece in order to close the Prop 218 public hearing process prior to January 1, 2015.

Proposed Schedule:

- September 25, 2014..... SBWMA BOD Approves Recology and SBR Compensation
- October 1 – October 15..... Governing body or Agency staff approves issuance of the Prop 218 notice.
- October 31 Prop 218 Notice included with Recology bills
- December 15-31 Governing body closes the Prop 218 public notice period and adopts 2015 rates.
- January 31, 2015 First Recology bill issued with new 2015 rates including a retroactive rate adjustment for January.

Group C

While these agencies will have ample time to prepare and print a bill insert in time for inclusion with the November 30, 2014 mailing, this is moot since the 45 day Prop 218 notification period will not close until after January 1, 2015 (i.e., on January 14, 2015). Therefore these agencies will be required to produce a direct mail piece in order to close the Prop 218 public hearing process prior to January 1, 2015.

Proposed Schedule:

- September 25, 2014..... SBWMA BOD Approves Recology and SBR Compensation
- October 1-15 Governing body or Agency staff approves issuance of the Prop 218 notice.
- October 16-31 Prop 218 Notice printed and issued via direct mail
- December 1-15 Governing body closes the Prop 218 public notice period and adopts 2015 rates.
- February 28, 2015..... First Recology bill issued with new 2015 rates including a retroactive rate adjustment for January and February.

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STAFF UPDATE

To: SBWMA Board Members
From: Recycling Program and Environmental Education Staff
Date: May 22, 2014 Board of Directors Meeting
Subject: Recycling and Outreach Programs Update

Recommendation

This is an informational report and no action is necessary.

WM At Your Door Special Collections (Door-to-Door HHW Collection Program)

The following ten Member Agencies are participating in the program: Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, San Carlos, San Mateo, San Mateo County, and West Bay Sanitary District. Interest in the program has been strong and the company has made approximately 15,559 collections since the program started in mid-May 2010 through April 2014. The below table provides the program statistics:

<u>Month - Year</u>	<u>Collection Events</u>	<u>Pounds Collected</u>			
		<u>HHW</u>	<u>E-Scrap</u>	<u>Universal Waste</u>	<u>TOTAL</u>
May - December 2010	2,855	96,403	47,659	89,689	233,751
2011	3,998	123,042	53,753	123,906	300,701
2012	3,474	113,285	66,519	116,077	295,881
2013	4,343	151,485	80,294	138,898	370,677
January - April 2014	889	30,389	16,897	25,046	72,332
May 2010 - April 2014	15,559	514,604	265,122	493,616	1,273,342

To increase program participation, an ongoing public outreach effort was initiated starting in late June 2013 that is continuing to yield significantly positive results. For example, the number of collections in 2013 increased 25% from 3,474 in 2012 to 4,343 in 2013. This increase in participation resulted in year over year increases of materials collected: 34% increase in HHW; 20% increase in Universal Waste; and, 21% increase in E-Scrap.

The need for additional outreach promoting this service was confirmed via the results of the Single-Family Residential Customer Satisfaction Telephone Survey commissioned by RethinkWaste in spring 2012, which identified the Door-to-Door HHW Collection Program as one of the programs that residents were not as familiar with. Staff plans to continue its efforts to maintain high participation levels through ongoing public outreach, including direct mail, outdoor and print advertising, *rethinker* newsletters, holiday ads, community events and social media per the adopted FY1314 budget. A direct mail postcard promoting the program is slated for delivery to all single-family and multi-family residents starting in late May 2014. The postcard will be mailed over a staggered schedule through June. Staff will be forwarding a copy of the postcard and mailing schedule to the Board the week of May 19th.

Household Battery and Cell Phone Curbside Recycling Collection Program by Recology

The total of batteries and cell phones collected through the curbside recycling program is provided in the table below:

Year	Pounds Collected
2009*	57,000
2010*	53,000
2011	47,000
2012	58,000
2013	66,560
January – April 2014	23,540
Total	305,100

*Curbside recycling service provided by Allied Waste/Republic Services

In April 2014, Recology collected 6,580 pounds of batteries and cell phones which is close to the 6,560 pounds collected in April 2013; however, the monthly average for 2013 was 5,546 pounds and is trending slightly higher at 5,885 for the first four months of 2014.

Overall, the total pounds collected in 2013 was up 15% over 2012 totals due in part to ongoing public outreach efforts including promotion in the *rethinker* newsletters, bill inserts and newspaper ads.

Shoreway Education Center School Groups and Public Tours Update

School Group and Public tours continue to be popular as spots continue to fill up. Of interest, comparing last year's visitors for the same period, e.g. January-May 2013 to January-May 2014, the Tour program hosted 2,966 visitors in 2013 compared to 3,136 visitors this year.

Below is a table showing tours that have been conducted and those scheduled for May 2014.

<u>Date</u>	<u>School/Group</u>	<u>Jurisdiction</u>	<u>Grade/Group</u>	<u>Total # of Participants</u>
May 1	Meadow Heights Elementary	San Mateo	4 th & 5 th	50
May 2	Meadow Heights Elementary	San Mateo	4 th & 5 th	54
May 6	Sea Crest School	Half Moon Bay	4	43
May 7	JL Stanford Middle School	Palo Alto	6	60
May 8	Home School	Peninsula	3	25
May 9	Fox Elementary	Belmont	3	33
May 12	Monte Verde School	San Bruno	2	29
May 13	CalRecycle Staff	N/A	Adults	3
May 13	Redeemer Lutheran School	Redwood City	8	32
May 13	The Carey School	San Mateo	3	24
May 14	Belle Haven School	Menlo Park	3	39
May 15*	Public Open House	Various	Various	60
May 20	St. Catherine of Siena	Burlingame	3	41
May 20	St. Catherine of Siena	Burlingame	5	40
May 21	Foothill College	Los Altos	Adults	26
May 21	Brittan Acres Elementary	San Carlos	4	20
May 22	Horrall Elementary	San Mateo	5	27
May 23	Hatch School	Half Moon Bay	3	30
May 27	Horrall Elementary	San Mateo	5	27
May 28	Whole Foods	Redwood City	Adults	10
May 29	Horrall Elementary	San Mateo	5	27
May 30	West Hillsborough	Hillsborough	5	45
Total Participants				745**

* Thursday, May 15th, is the Monthly Public Open House Day. The number of participants is based on only those that have made a reservation for the tour on the Public Open House Day. **Includes estimated numbers for those scheduled tours that have not been conducted by the date this report is issued.

Positive feedback about the education tour program continues to be given. Below are a few of the recent comments that tour participants shared at the end of their tour experience:

"Seeing the process of recycling was great." (Teacher, Burlingame)

"Very educational for students and adults." (Teacher, Redwood City)

"I enjoyed the hands-on sorting activity." (Parent, Menlo Park)

"Great way to make environmental & conservation lessons more "real". (Parent, Menlo Park)

Staff will continue to give tours to interested community groups, businesses, municipal and environmental groups as scheduling allows.

Photos of Tour Participants at Shoreway Environmental Center



Franklin Elementary, Burlington



Fox Elementary, Belmont

Tour Availability

School Group Tours are offered Monday at 12:30pm – 2:30pm, Tuesday-Wednesday from 9:30am – 11:30am, 12:30pm – 2:30pm, Thursday and Friday 9:30am – 11:30am.

Every third Thursday of the month is a designated Public Open House Day for the general public, and tours are given in the time slots from 9:30am – 10:30am and 11:30am – 12:30pm. Tours will continue to be scheduled on a first-come first-served policy. Important to note, in June and July, every Thursday will be a Public Open House Day to accommodate various community groups and the general public.

Public Education Telephone Survey

RethinkWaste has retained Godbe Research to conduct a residential telephone survey to gather feedback on how residents like to receive information on CartSMART and other related services. Please refer to item 5E included in the May 22nd Board of Directors packet for a staff report on the results of the survey.

BizSMART@Work 2013 Awards Program

RethinkWaste, in partnership with Recology, has announced the call for nominations for BizSMART@Work 2013 Awards program starting April 28th. The third annual program will recognize businesses and multi-family complexes in the RethinkWaste service area for their efforts in reducing waste in 2013 through the BizSMART Recycle, Compost and Garbage collection services. Award categories include Recycle, Compost, and a combined Recycle and Compost one. The public will also have a chance to weigh in on some of the nominees through the "Rethinkers' Choice" award category, which will be selected from the nominees for the Recycle and Compost category. The "Rethinkers' Choice" award will allow for the public to vote for their favorite nominees.

The awards program is being promoted through a bill insert, newspaper ads, press releases, email blasts, Recology's Zero Waste Specialists as they visit customers, local Chambers of Commerce, and the RethinkWaste and Recology websites, Facebook and Twitter pages, among others. Applications are due May 23, 2013 with a recognition event to be held in late June.

Public Education and Outreach – Bill Inserts

The Assembly Bill (AB) 341 mandatory commercial recycling bill insert is currently in development to be sent to commercial and multi-family accounts throughout the service area in the June billing cycle. The notification is a requirement to be in compliance with AB 341's public education requirements.

The On-Call Bulky Item Collection continues to be delivered through the June billing cycle. North Fair Oaks is piloting a variation of the insert that includes two tear sheets for residents to attach to their set outs to determine whether it will assist in addressing illegal dumping issues.

In addition, the Service Notice per the requirements of the Franchise Agreements that will include a summary of programs and services, guidelines and other information is currently in development. The Service Notice will be sent to residents in the fall of 2014.

All of the inserts and educational materials specified above are in development/have been developed in collaboration with the Board adhoc Public Education Subcommittee and Recology.

Collection Vehicle Truck Signs

Staff has developed large signs promoting the Door-to-Door HHW program, the Bulky Item Collection program and the "my waste" mobile app that will be installed on ten Recology residential compost collection vehicles on a quarterly rotating schedule. The first of the series, promoting the "my waste" mobile app, was installed at the beginning of May. Recology's residential collection vehicles offer a unique opportunity to promote programs and messages to residents as they are in the neighborhoods on a daily basis during the week. The cities of Palo Alto and San Jose, who have used truck signs for a long period of time, have provided feedback to staff that they consider them a key component of their outreach efforts.

RethinkWaste Website and Social Media

The new RethinkWaste website averaged over 635 visitors per week over the last month, a slight decrease over last month but an increase over prior months. The increase is attributed to the *rethinker* newsletter being delivered to residents in April. Staff has noted that there is always an increase to site visits and customer calls to both RethinkWaste and Recology following the delivery of the newsletter. The most frequently visited pages this past month continued to be Beyond the Cart, Shoreway Tours and Household Hazardous Waste.

RethinkWaste also continues to use its Facebook and Twitter pages to promote program information and new services. To date, the Facebook page has 335 "likes," and the Twitter page has 206 followers, which is an increase over prior months. RethinkWaste, in collaboration with South Bay Recycling, has also developed a Yelp business page focusing on the programs and services available at the Shoreway Environmental Center. Staff will continue to work on strategies to drive more people to the pages, and is reviewing other social media sites to use as outreach tools. The RethinkWaste Facebook page can be found at www.facebook.com/rethinkwaste, the Twitter page is located at www.twitter.com/rethinkwaste, and the Yelp page is at <http://www.yelp.com/biz/shoreway-environmental-center-san-carlos>.

"my waste" Mobile App

The convenient Agency-wide mobile application tool, "my waste," for residential customer use to request services, get additional program information and other related items was launched on November 19, 2013. The mobile app can be downloaded through the RethinkWaste website or the Apple and Android app stores. To date, 513 residents have downloaded the mobile app, an increase over the prior month. Staff has been promoting the app through various outreach efforts, including print and online advertisements, the *rethinker* newsletter and, most recently, on the Recology trucks. Staff also encourages Member Agencies to continue to promote "my waste" on their respective websites, newsletters, etc.

Community Outreach Events

The Community Outreach Events (Compost Giveaway, E-Scrap/Shredding Events, Recology's Bring Your Own Bucket Compost Giveaway, Confidential Document Destruction Service Event and Coats for Kids event) have started for 2014. RethinkWaste is collaborating once again with Recology on scheduling Member Agency community events. Recology is the point of contact for all Compost Giveaway Events and the Coats for Kids event. RethinkWaste is the point of contact for all E-Scrap/Shredding events. In addition, RethinkWaste will continue to provide outreach and promotion for all community events. Staff encourages Member Agencies to promote their events through inserts in the Recology bills to increase participation/attendance of events by residents.

The following events have been scheduled or taken place to date:

Shred/E-Scrap Recycling Events

- Redwood City – March 8 (shred only)
- San Mateo – April 13 and October 18
- Belmont – April 26
- Hillsborough – April 26
- Foster City – May 3, July 30 (shred only), and September 6
- Menlo Park – May 3 and November 1
- Burlingame – June 28 (shred only)
- San Carlos – September 13

Compost Giveaway Events –

- Menlo Park – 1st Saturday of the month, February-November
- Redwood City – February 22
- Foster City – March 22, April 12, September 20 and October 4
- San Mateo – Weekly starting mid-March



STAFF UPDATE

To: SBWMA Board Members
From: Hilary Gans, Facility Operations Contracts Manager
Date: May 22, 2014 Board of Directors Meeting
Subject: Shoreway Facility Operations and Maintenance Update

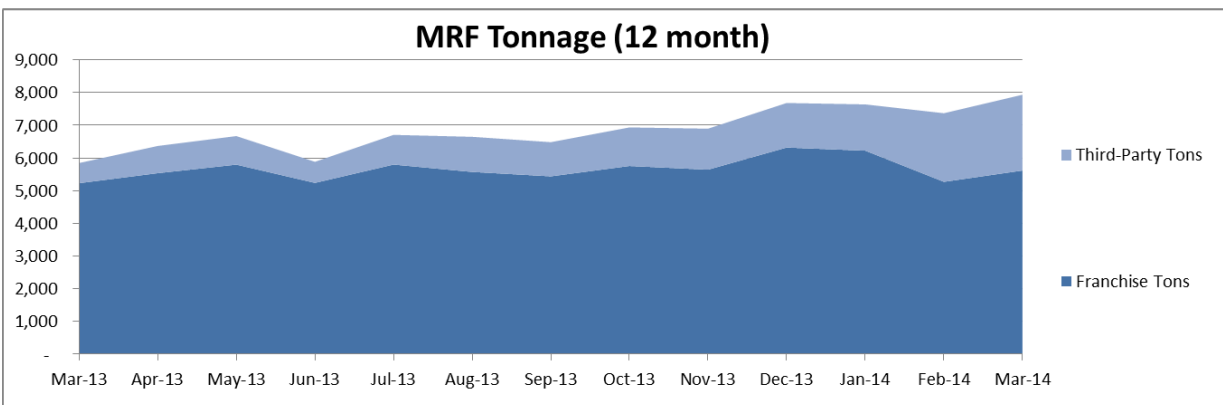
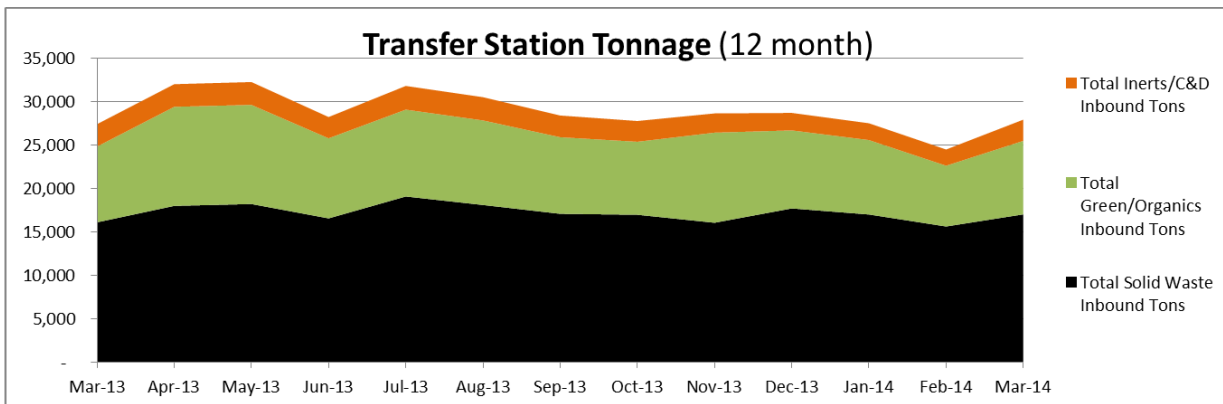
Recommendation

This is an informational report and no action is necessary.

I. OPERATIONS UPDATE

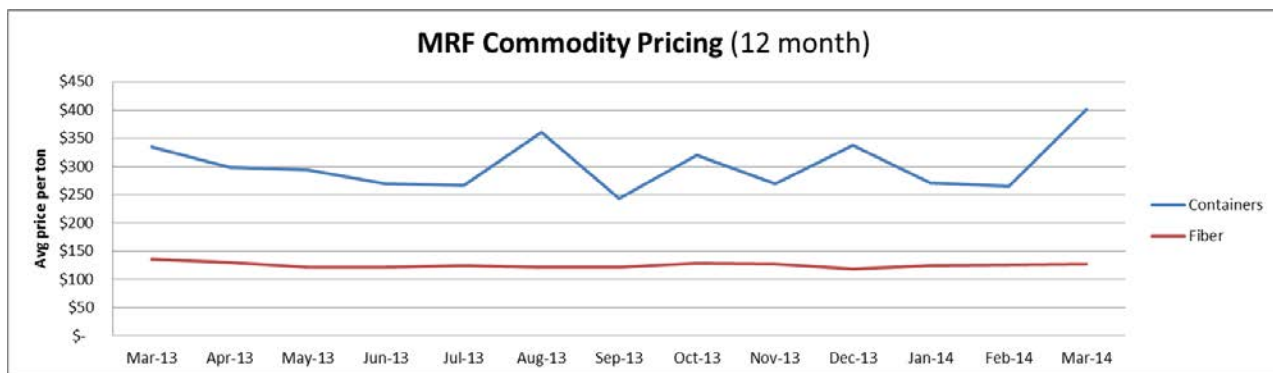
Facility Tonnage

The charts below provide a summary of the monthly inbound tonnage at the Shoreway Environmental Center Transfer Station and Materials Recovery Facility (MRF). The third-party recyclables tons shown in the MRF graph are delivered to the MRF by Recology from communities outside of the SBWMA service area for processing. The third-party tonnage increased in February by roughly 50 tons per day as a result of additional tonnage delivered to the MRF from Recology's Santa Clara and other south county collection operations.



Commodity Revenues

The chart below provides a price trend summary of container (plastic, metal and glass) and fiber (paper) commodities marketed by South Bay Recycling (SBR) from the Shoreway MRF -- the commodity pricing is an average of the total commodity revenues by type (i.e., container or fiber) for the month divided by the total tons sold. The container pricing tends to vary by month depending on the mix of container volumes types sold during the month. The average price for fiber represents the price for cardboard, mixed paper and newspaper sold during the month. Since fiber represents the largest volume of the commodities marketed from the MRF, the fiber price and MRF tonnage charts provides a strong indicator of trends in SBWMA commodity revenues. (Note that SBR's fiber pricing is contractually tied to a commodity index through the Fiber Price Assurance Mechanism in Attachment 11-B of the Operations Agreement). Over the past 12 months, the pricing for containers has trended down largely as a result of lower pricing for plastics by overseas markets while fiber commodities have remained stable. (Note that due to conflicts in the timing of the submittal of the SBR Monthly report and the release of the Board packet, the MRF Commodity Pricing and the Transfer Station and MRF Tonnage graphs have not been updated from last month's report but an updated version will be available at the Board Meeting).



Operational Items of Note

- MRF Second Shift – As approved by the SBWMA Board on February 27, 2014 SBR started receiving and processing additional third-party tonnage from Recology for a temporary evaluation period. In order to process the additional tonnage, SBR added a second-shift of MRF operations staffed with new full-time union equipment operator positions and with 20-25 temporary sorter positions from VRS. The second-shift operation has been smooth and the franchise and third-party tons has been processed without incident.
- Vocational Rehabilitation Services (VRS) Contract Negotiations – The VRS program has provided full staffing to SBR for the first and second shift operations of the MRF during the month of April.
- Design Projects
 - JRMA Architects completed a preliminary design and cost estimate the extension of the MRF tipping area. The cost estimate has been used to help determine a host fee for third-party tons processed at the MRF.
 - JRMA Architects completed the preliminary design and cost estimate for a new above-ground fuel storage system. This cost estimate was used to prepare a project cost for a complete replace of the current underground storage tanks (USTs) that are used by South Bay Recycling and Recology to fuel the collection and transportation fleets.

II. MAINTENANCE AND FACILITY IMPROVEMENTS UPDATE

The SBWMA is the owner of the 16-acre Shoreway Environmental Center and is responsible for maintaining the buildings, site, utilities, and systems that support Recology and SBR's onsite activities. Additionally, the SBWMA purchased and installed the MRF processing system in 2011 and is responsible for all capital repairs to the

system. This update summarizes the status of maintenance (budget line item "Shoreway Facility Costs") and facility improvement (capital projects) projects.

Update on Maintenance Projects

The following maintenance project activities are in various degrees of completion for the Month of April.

- Due to the ongoing risk of fires at the MRF and transfer station, quotes have been received for additional fire suppression capabilities (i.e., four water-canon stations). Quotes are being evaluated for this work which is scheduled for June.

Project Expenditures Summary

Shoreway Facility Cost – The amount spent on maintenance projects and expensed against the Shoreway Facility Costs budget line is \$100,680 through the month of April on a budget amount of \$160,000.

Capital Expenditures – The amount spent on capital projects at the Shoreway Center is \$215,162 through April on a budget of \$570,000.



STAFF REPORT

To: SBWMA Board Members
From: Cliff Feldman, Recycling Programs Manager
Hilary Gans, Operations Contracts Manager
Date: May 22, 2014 Board of Director's Meeting
Subject: Receipt of Recology and SBR Monthly Reports

Recommendation

This is an informational report and no action is necessary.

Analysis

Recology San Mateo County (Recology) and South Bay Recycling (SBR) are required to submit Monthly Reports 15 days after the end of each month. The Monthly Reports for the month of April from Recology and SBR were submitted to the SBWMA on time.

The contractor monthly reports are emailed to the Board directly. For reference, they reports can be accessed via the following links; for SBR - <http://www.rethinkwaste.org/about/service-providers/south-bay-recycling>; and for Recology - <http://www.rethinkwaste.org/about/service-providers/recology>.

It is important to note that the franchise tonnage information presented in Recology's Monthly Report is derived from data compiled by SBR as the Shoreway Environmental Center facility operator. Recology's report includes collection services data, monthly updates on various operations, and call center complaint/inquiry related metrics. In addition to franchise tonnage data, the SBR report also provides details on the transfer station and buy-back center activities from self-haul customers, including any Member Agency vehicles.

Background

Article 9, section 9.05 of the Member Agencies Franchise Agreement(s) with Recology require the company to prepare and submit a monthly report. Similarly, Article 8, section 8.07 of the Operations Agreement between the SBWMA and SBR requires the company to submit a monthly report. The guidelines and reporting requirements for each company are specified in their respective Agreements.