



**A Public Agency**

# INFORMATIONAL ITEMS ONLY



## STAFF UPDATE

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To: SBWMA Board Members  
From: Farouk Fakira, Finance Manager  
Date: October 22, 2015 Board of Directors Meeting  
Subject: 2015 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 2015. This staff report is updated as necessary and included in the Board packet each month.

### Schedule of Finance, Contractor Compensation and Rate Adjustment Activities in 2015:

#### January 2015

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

#### March 2015

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

#### April 2015

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

#### May 2015

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

#### June 2015

- Approval of final FY1516 SBWMA Operating Budget at June 25, 2015 Board meeting. **Completed.**
- Recology's 2016 Compensation Application due to the SBWMA and Member Agencies (*June 15*). SBWMA and Member Agency comments are due to Recology on its 2016 Compensation Application (*June 29*). **Received.**
- SBWMA issued a letter requesting feedback from all Member Agencies on estimated 2016 Member Agency fees (e.g., franchise fees) to be included in their 2016 solid waste rates. **Completed.**
- Approval of Financial Systems audit report on Recology and SBR. **Completed.**

## July 2015

- SBR's 2016 Compensation Application due to the SBWMA (*July 1*). **Received.**
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
  - 1) estimated 2015 and 2016 residential and commercial base revenue,
  - 2) estimated collected tonnage for 2015 and 2016,
  - 3) residential rates vs cost analysis,
  - 4) estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2014, and
  - 5) Summary of 2016 Member Agency fees to be used in the 2016 cost projections based on Member Agency feedback. **All completed.**
- Recology revised 2016 Compensation Application due to the SBWMA and Member Agencies (*July 24*). **Received.**

## August 2015

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

## September 2015

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

## September – December 2015

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

## November 2015

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



## STAFF REPORT

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To: SBWMA Board Members  
From: Farouk Fakira, Finance Manger  
Date: October 22, 2015 Board of Directors Meeting  
Subject: Check Register for September 2015

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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 September 2015 are listed on the attached report for review.

### Analysis

The SBWMA has a contract with the City of San Carlos for accounting services including the issuing of all payments and deposit of all receipts. In accordance with the City of San Carlos' policies, checks are normally issued every two weeks. All SBWMA invoices are approved for payment by the program manager and then by the Executive Director or Finance Manager. Total A/P spending for September 2015 was \$163,833.36 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 Farouk Fakira. The format of the check registers is limited to what is available from the city's MUNIS accounting system.

### Attachments:

Attachment A – September 2015 Check Registers

09/04/2015 13:29 | CITY OF SAN CARLOS  
 linda | A/P CASH DISBURSEMENTS JOURNAL S090415

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	PC	CHECK RUN	NET
----- INVOICE DTL DESC -----								
6662	09/04/2015	EFT	3 AARONSON DICKERSON COHN & LANZONE	815047-SB.R	08/26/2015		S090415	884.87
					AUG 2015 LEGAL SVS BOARD COUNSEL			
				884.87 S0113010 520312				
					CHECK		6662 TOTAL:	884.87
6663	09/04/2015	EFT	1278 LOCAL GOVERNMENT SERVICES	ADV10-2015	08/25/2015		S090415	14,500.00
					OCT 2015 ADVANCE PROG MGR AB939 PROGRAM STAFF			
				14,500.00 S0113010 520306				
					CHECK		6663 TOTAL:	14,500.00
6664	09/04/2015	EFT	1419 THE OFFICE CITY	IN-1302130	08/26/2015		S090415	289.74
					OFFICE SUPPLIES EDUCATION CENTER OPERATIONS			
				289.74 S0113010 522718				
			THE OFFICE CITY	IN-1300033	08/19/2015		S090415	91.84
					OFFICE SUPPLIES OFFICE SUPPLIES			
				91.84 S0113010 520201				
					CHECK		6664 TOTAL:	381.58
6665	09/04/2015	PRTD	5326 ASCENT ENVIRONMENTAL INC	15010047.01-4	08/19/2015 2690		S090415	17,760.00
					7/11-8/14/15 2014 ELEC ANNUAL RPTS CIWMB ANNUAL REPORTS			
				17,760.00 S0113010 520311				
			ASCENT ENVIRONMENTAL INC	15010047.01-3	08/05/2015 2690		S090415	1,973.75
					COMPLETE 2014 ELEC ANNUAL RPTS CIWMB ANNUAL REPORTS			
				1,973.75 S0113010 520311				
					CHECK		6665 TOTAL:	19,733.75
6666	09/04/2015	PRTD	776 AT&T	081315	08/13/2015		S090415	218.59
					AUG 13 - SEPT 12 2015 SVS SHOREWAY FACILITY COST			
				218.59 S0113010 522714				
					CHECK		6666 TOTAL:	218.59
6667	09/04/2015	PRTD	4891 AV INTEGRATORS INC	2550	08/13/2015		S090415	250.00
					SERVICE CALL-CONNECTOR TEST BOARD ADMINISTRATION			
				250.00 S0113010 520300				
					CHECK		6667 TOTAL:	250.00

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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S090415

PG 2  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
-----								
6668	09/04/2015	PRTD	5412 BIRCH COMMUNICATIONS	19132061	08/20/2015		S090415	627.18
			Invoice: 19132061		JUL 2015 SERVICES			
				627.18 S0113010 520107	UTILITIES & PHONE			
					CHECK		6668 TOTAL:	627.18
6669	09/04/2015	PRTD	6733 HEATHER CO	82615HC	08/26/2015		S090415	1,250.00
			Invoice: 82615HC		TUITION REIMB			
				1,250.00 S0113010 520502	TRAINING			
					CHECK		6669 TOTAL:	1,250.00
6670	09/04/2015	PRTD	3581 HILARY GANS	82715HG	08/27/2015		S090415	205.96
			Invoice: 82715HG		AUG 2015 EXPENSE REIMB			
				155.96 S0113010 522714	SHOREWAY FACILITY COST			
				10.00 S0113010 520801	MILEAGE REIMBURSEMENT			
				40.00 S0113010 520105	CELL PHONES			
					CHECK		6670 TOTAL:	205.96
6671	09/04/2015	PRTD	655 GRAINGER	9819326688	08/17/2015 5		S090415	21,597.40
			Invoice: 9819326688		#49-TRANSFER STN LED PILOT PROG			
				21,597.40 S2251000 570300SF068	FACILITIES IMPROVEMENTS			
			Invoice: 9819326670		MRF LED PILOT PROGRAM			
				21,727.98 S2251000 570300SF068	FACILITIES IMPROVEMENTS			
					CHECK		6671 TOTAL:	43,325.38
6672	09/04/2015	PRTD	1496 HF&H CONSULTANTS LLC	9713431	07/28/2015 3230		S090415	4,642.50
			Invoice: 9713431		6/15 SOLID WASTE RATE			
				4,642.50 S0113010 520309HDV01	BUSINESS CONSULTANT (HFH)			
					CHECK		6672 TOTAL:	4,642.50
6673	09/04/2015	PRTD	3431 KEVIN MCCARTHY	AUG2015KM	08/26/2015		S090415	364.50
			Invoice: AUG2015KM		AUG 2015 EXPENSE REIMB			
				115.00 S0113010 520105	CELL PHONES			
				249.50 S0113010 520328	EMPLOYEE RECRUITMENT/HR SUPPO			
					CHECK		6673 TOTAL:	364.50

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PG 3  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
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6674	09/04/2015	PRTD	1260	RICOH AMERICAS CORPORATION	20158308	08/14/2015	S090415	1,585.58
Invoice: 20158308					1,585.58	S0113010	520215	
						SEPT 2015 OFFICE EQUIP		
						OFFICE EQUIPMENT COSTS		
						CHECK	6674 TOTAL:	1,585.58
6675	09/04/2015	PRTD	767	CITY OF SAN MATEO	2013 SHRED EVENT	08/29/2014	S090415	928.42
Invoice: 2013 SHRED EVENT					928.42	S0113010	480025	
						SHRED/SCRAP REVENUE		
						E-RECYCLING		
						CHECK	6675 TOTAL:	928.42
6676	09/04/2015	PRTD	6156	SHRED WORKS INC	108766	07/29/2015	S090415	700.00
Invoice: 108766					700.00	S0113010	522719	
						7/29/15 SHRED EVENT-PASS THRU		
						SHRED EVENT SVCS (PASS THRU)		
						CHECK	6676 TOTAL:	700.00
6677	09/04/2015	PRTD	5533	WM CURBSIDE LLC	0000204-2960-1	08/01/2015	S090415	53,405.47
Invoice: 0000204-2960-1					53,405.47	S0113010	522710	
						JULY 2015 SVS		
						HHW COLLECTION SERVICE		
						CHECK	6677 TOTAL:	53,405.47

NUMBER OF CHECKS 16 \*\*\* CASH ACCOUNT TOTAL \*\*\* 143,003.78

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	13	127,237.33
TOTAL EFT'S	3	15,766.45

CP	<input checked="" type="checkbox"/>
ARP	<input checked="" type="checkbox"/> (2)
EFT	<input checked="" type="checkbox"/>
Email	<input type="checkbox"/>

\*\*\* GRAND TOTAL \*\*\* 143,003.78

*Lydia* 9/4/15  
*Jan* 9/4/15  
 9/4/15  
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*Michael J. Delino* 7/7/15

09/18/2015 16:39 | CITY OF SAN CARLOS  
 linda | A/P CASH DISBURSEMENTS JOURNAL S091815

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
6679	09/18/2015	EFT	5982 FIRST STUDENT-SAN MATEO	2601-0002	09/10/2015		S091815	6,360.00
			Invoice: 2601-0002					
				6,360.00	S0113010	522718		
							SMFCSD TRIPS	
							EDUCATION CENTER OPERATIONS	
							CHECK	6679 TOTAL:
								6,360.00
6681	09/18/2015	EFT	1419 THE OFFICE CITY	IN-1302694	08/31/2015		S091815	41.57
			Invoice: IN-1302694					
				41.57	S0113010	522718		
							OFFICE SUPPLIES	
							EDUCATION CENTER OPERATIONS	
							CHECK	6681 TOTAL:
								41.57
6682	09/18/2015	EFT	5446 RECOLOGY SAN MATEO COUNTY	07102015C	09/01/2015		S091815	135.40
			Invoice: 07102015C					
				135.40	S0113010	522718		
							COMPOST DELIVERY	
							EDUCATION CENTER OPERATIONS	
							CHECK	6682 TOTAL:
								135.40
6683	09/18/2015	EFT	725 CITY OF SAN CARLOS	9889	09/03/2015		S091815	338.16
			Invoice: 9889					
				338.16	S0113010	520202		
							JULY 2015 BANKING FEE	
							BANK FEES AND SERVICES	
							CHECK	6683 TOTAL:
								4,793.77
			CITY OF SAN CARLOS	79950607	09/01/2015		S091815	4,455.61
			Invoice: 79950607					
				4,455.61	S0113010	520203		
							SEPT 2015 RENT	
							RENT	
							CHECK	6683 TOTAL:
								4,793.77
6684	09/18/2015	EFT	3892 T324 INC	IN90476707	08/31/2015		S091815	1,680.03
			Invoice: IN90476707					
				1,680.03	S0113010	522706		
							COMPUTER PURCHASE	
							COMPUTER PURCHASE FOR OFFICE	
							CHECK	6684 TOTAL:
								1,680.03
6685	09/18/2015	PRTD	4558 BERLIANT & ASSOCIATES	9704	09/03/2015		S091815	1,250.00
			Invoice: 9704					
				1,250.00	S0113010	512825		
							PENSTON PLAN SERVICES	
							BENEFITS - RETIREMENT EMPLOYER	
							CHECK	6685 TOTAL:
								1,250.00
6686	09/18/2015	PRTD	2223 THE BANK OF NEW YORK MELLON TRUST 252-1890577	252-1890577	09/01/2015		S091815	1,650.00
			Invoice: 252-1890577					
				1,650.00	S0113010	520202		
							9/14-8/31/15 ADMIN FEE	
							BANK FEES AND SERVICES	



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CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S091815

PG 2  
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK  
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
							CHECK 6686 TOTAL:	1,650.00
6687	09/18/2015	PRTD	7624 KBA DOCUSYS INC.	INV365576	08/27/2015		S091815	69.63
			Invoice: INV365576	69.63	S0113010 520215	8/25-9/24/15 SERVICES OFFICE EQUIPMENT COSTS		
							CHECK 6687 TOTAL:	69.63
6688	09/18/2015	PRTD	3431 KEVIN MCCARTHY	3078627423	08/31/2015		S091815	105.00
			Invoice: 3078627423	105.00	S0113010 520328	REIM-LINKDIN JOB POSTING EMPLOYEE RECRUITMENT/HR SUPPO		
			Invoice: 3082907063	66.50	S0113010 520328	09/01/2015 9/1/15 LINKDIN JOB POSTING EMPLOYEE RECRUITMENT/HR SUPPO	S091815	66.50
			Invoice: 3108936493	28.50	S0113010 520338	09/08/2015 9/8/15 LINKEDIN JOB POSTING WEBSITE SUPPORT	S091815	28.50
							CHECK 6688 TOTAL:	200.00
6689	09/18/2015	PRTD	449 PITNEY BOWES	8474059-AU15	09/03/2015		S091815	128.29
			Invoice: 8474059-AU15	128.29	S0113010 520215	9/20-12/20/15 EQUIPMENT LEASING OFFICE EQUIPMENT COSTS		
							CHECK 6689 TOTAL:	128.29
6690	09/18/2015	PRTD	725 CITY OF SAN CARLOS	BLD2014-00883	12/02/2014		S091815	4,132.35
			Invoice: BLD2014-00883	4,132.35	S2251000 570300SF061	CANOPY PERMIT FEES FACILITIES IMPROVEMENTS		
							CHECK 6690 TOTAL:	4,132.35
6691	09/18/2015	PRTD	4519 SHRED-IT USA	9407290456	08/31/2015		S091815	174.73
			Invoice: 9407290456	174.73	S0113010 520201	8/31/15 SHRED SERVICE OFFICE SUPPLIES		
							CHECK 6691 TOTAL:	174.73
6692	09/18/2015	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-11857721	09/09/2015		S091815	128.86
			Invoice: T2423-11857721	128.86	S0113010 520503	LUNCH-INTERVIEW PANEL CONFERENCES & MEETINGS		
			Invoice: T2423			09/10/2015 LUNCH-INTERVIEW PANEL	S091815	84.95

09/18/2015 16:39  
linda

CITY OF SAN CARLOS  
A/P CASH DISBURSEMENTS JOURNAL S091815

PG 3  
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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

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84.95 S0113010 520503 CONFERENCES & MEETINGS  
CHECK 6692 TOTAL: 213.81

NUMBER OF CHECKS 13 \*\*\* CASH ACCOUNT TOTAL \*\*\* 20,829.58

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	8	7,818.81
TOTAL EFT'S	5	13,010.77

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

\*\*\* GRAND TOTAL \*\*\* 20,829.58

*Linda* 9/18/15  
*Jr* 9/18/15  
*Jr* 9/18/15  
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*Mark* 9/18/15

## STAFF UPDATE

### November 2015 – January 2016 Potential Future Board Agenda Items

#### November 19, 2015 (meeting at San Carlos Library Conference Room)

- Consideration of Shoreway Facility Tipping Fee Adjustments Effective 1/1/16 (Approval item)
- Discussion on Process and Procedures Used by the Board (Discussion item)
- Discussion on Unrestricted Cash Reserve Policy (Discussion item)
- Discussion on Draft Plan and Recommended Process for Supporting Member Agencies with Future Franchise Agreement Decisions (Discussion item)

Board meeting preceded by a holiday luncheon starting at 12:30 PM in the SBWMA offices, down the hall from the San Carlos Library Conference Room

#### January 28, 2016 (meeting at San Carlos Library Conference Room)

- Election of Board Officers for 2016
- Resolution Accepting Mid-Year Review of FY1516 Annual Operating Budget
- Resolution Accepting the FY1415 Annual Financial Statements
- Approval of SBWMA Investment Policy for 2016

