



INFORMATIONAL ITEMS ONLY



STAFF UPDATE

To: SBWMA Board Members
From: Marshall Moran, Finance Manager
Date: March 26, 2015 Board of Directors Meeting
Subject: 2015 Finance and Rate Setting Calendar

Recommendation

This is an informational report and no action is necessary.

Summary

The purpose of this staff report is to keep the Board and Member Agency staff informed on the schedule of important financial and rate setting events in 2015. This staff report is updated as necessary and included in the Board packet each month.

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

January 2015

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

March 2015

- Recology submittal of the 2014 Revenue Reconciliation Report (*March 31*).

April 2015

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

May 2015

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

June 2015

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

July 2015

- SBR's 2016 Compensation Application due to the SBWMA (*July 1*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - 1) estimated 2015 and 2016 residential and commercial base revenue,
 - 2) estimated collected tonnage for 2015 and 2016,

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

August 2015

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

September 2015

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

September – December 2015

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

November 2015

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



STAFF REPORT

To: SBWMA Board Members
From: Marshall Moran, Finance Manger
Date: March 26, 2015 Board of Directors Meeting
Subject: Check Register for February 2015

Recommendation

This is an informational item only and no action is required. This report was requested by the Board members.

Summary

The purpose of this report is to provide transparency to the Board and the public on the actual spending by the SBWMA. All payments made by check issued in February 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 February 2015 was \$2,219,145.42 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 - February 2015 Check Registers

02/06/2015 14:30
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S020615

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
6328	02/06/2015	EFT	3 AARONSON DICKERSON COHN & LANZONE	12015042-SB	01/26/2015		S020615	2,137.50
			Invoice: 12015042-SB		JAN 2015 SERVICES			
				2,137.50 S0113010 520312	BOARD COUNSEL			
					CHECK		6328 TOTAL:	2,137.50
6329	02/06/2015	EFT	1278 LOCAL GOVERNMENT SERVICES	ADV3-2015	01/26/2015		S020615	14,500.00
			Invoice: ADV3-2015		ADVANCE FOR MARCH 2015			
				14,500.00 S0113010 520306	AB939 PROGRAM STAFF			
					CHECK		6329 TOTAL:	14,500.00
6330	02/06/2015	EFT	1419 THE OFFICE CITY	IN-1257225	01/22/2015		S020615	270.63
			Invoice: IN-1257225		OFFICE SUPPLIES			
				270.63 S0113010 520201	OFFICE SUPPLIES			
					CHECK		6330 TOTAL:	270.63
6331	02/06/2015	EFT	7176 ONEWORLD COMMUNICATIONS INC	SBWMA0115	01/23/2015		S020615	2,852.22
			Invoice: SBWMA0115		10/17/14-1/22/15 NEWSLETTER			
				2,852.22 S0113010 520604QNL01	PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK		6331 TOTAL:	2,852.22
6332	02/06/2015	EFT	3089 R3 CONSULTING GROUP INC	7458	01/06/2015	931	S020615	17,640.00
			Invoice: 7458		DEC 2014 LONG RANGE PLAN			
				17,640.00 S0113010 520340	LONG RANGE PLAN			
					CHECK		6332 TOTAL:	17,640.00
6333	02/06/2015	EFT	5512 SOUTH BAY RECYCLING LLC	2015-1	01/15/2015		S020615	1,664,568.91
			Invoice: 2015-1		DEC 2014 SERVICES			
				-45,108.57 S0113010 480033	MRF 3RD PARTY PROCESSING FEE			
				3,584.00 S0113010 522713	DISPOSAL & PROCESSING COSTS			
				-38,271.49 S0113010 522713	DISPOSAL & PROCESSING COSTS			
				70,499.29 S0113010 522717	BUYBACK PAYMENTS			
				1,673,865.68 S0113010 522712	OPERATOR COMPENSATION SBR			
					CHECK		6333 TOTAL:	1,664,568.91
6334	02/06/2015	EFT	3892 T324 INC	IN90454507	01/28/2015		S020615	2,415.00
			Invoice: IN90454507		WEBSITE REPORTING SVS			
				2,415.00 S0113010 520604COE01	PUBLIC EDUCATION/OUTREACH/WORK			

02/06/2015 14:30
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S020615

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 6334 TOTAL:	2,415.00
6335	02/06/2015	PRTD	88 ARROWHEAD	05A0028452035	01/10/2015		S020615	39.87
			Invoice: 05A0028452035		12/9/14-1/8/15	WATER SVS		
				39.87 S0113010 520201		OFFICE SUPPLIES		
							CHECK 6335 TOTAL:	39.87
6336	02/06/2015	PRTD	776 AT&T	011315-7146	01/13/2015		S020615	206.56
			Invoice: 011315-7146		1/13-2/12/15	PHONE SVS		
				206.56 S0113010 522714		SHOREWAY FACILITY COST		
							CHECK 6336 TOTAL:	206.56
6337	02/06/2015	PRTD	5412 BIRCH COMMUNICATIONS	17509306	01/20/2015		S020615	620.36
			Invoice: 17509306		1/21-2/20/15	PHONE SVS		
				620.36 S0113010 520107		UTILITIES & PHONE		
							CHECK 6337 TOTAL:	620.36
6338	02/06/2015	PRTD	4917 CASCADIA CONSULTING GROUP INC	3548	01/14/2015		S020615	5,311.25
			Invoice: 3548		11/26-12/25/14	CONSULTING SVS		
				5,311.25 S0113010 520340		LONG RANGE PLAN		
			Invoice: 3487		11/1-12/25/14	COMM RECYCLING PERMIT PROJ		
				10,563.75 S0113010 520604COE01		PUBLIC EDUCATION/OUTREACH/WORK		
							CHECK 6338 TOTAL:	15,875.00
6339	02/06/2015	PRTD	6226 COSCO FIRE PROTECTION INC	1000277984	01/16/2015		S020615	9,780.00
			Invoice: 1000277984		1/16/15	SHOREWAY MAINTENANCE		
				9,780.00 S0113010 522714		SHOREWAY FACILITY COST		
							CHECK 6339 TOTAL:	9,780.00
6340	02/06/2015	PRTD	1575 ENVIRONMENTAL SCIENCE ASSOCIATES	112162	01/15/2015	2512	S020615	645.60
			Invoice: 112162			RECOLOGY CALL CTR MONITORING		
				645.60 S0113010 520309HCS02		BUSINESS CONSULTANT (HFH)		
							CHECK 6340 TOTAL:	645.60
6341	02/06/2015	PRTD	1496 HF&H CONSULTANTS LLC	9713072	01/16/2015	790	S020615	510.00
			Invoice: 9713072		DEC 2014	COST ALLOC STATIST REVIEW		
				510.00 S0113010 520309HCM01		BUSINESS CONSULTANT (HFH)		

02/06/2015 14:30
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S020615

PG 3
apcshdsb

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

INVOICE INV DATE PO CHECK RUN NET
INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
							CHECK 6341 TOTAL:	510.00
6342	02/06/2015	PRTD	6616 MCCALMONT ENGINEERING	537	12/11/2014	3781	S020615	3,500.00
	Invoice: 537				MAY 2014	BESS OPTINS FACILITIES AND OPS CONSULTANT		
			3,500.00	S0113010 520308			CHECK 6342 TOTAL:	3,500.00
6343	02/06/2015	PRTD	3431 KEVIN MCCARTHY	JAN2015	01/29/2015		S020615	409.05
	Invoice: JAN2015				JAN 2015	PHONE SVS/LUNCHEON EXP CELL PHONES CONFERENCES & MEETINGS		
			115.00	S0113010 520105			CHECK 6343 TOTAL:	409.05
			294.05	S0113010 520503				
6344	02/06/2015	PRTD	4383 MARSHALL MORAN	DEC2014	01/27/2015		S020615	39.45
	Invoice: DEC2014				DEC 2014	CELL PHONE CELL PHONES		
			39.45	S0113010 520105			CHECK 6344 TOTAL:	39.45
6345	02/06/2015	PRTD	1991 MULTIBAG	725480	10/06/2014		S020615	11,820.00
	Invoice: 725480				7	BOTTOM HANDLE-GLOSS CARTONS PUBLIC EDUCATION/OUTREACH/WORK		
			12,865.80	S0113010 520604COE02			CHECK 6345 TOTAL:	11,820.00
6346	02/06/2015	PRTD	1260 RICOH AMERICAS CORPORATION	19254737	01/15/2015		S020615	1,585.58
	Invoice: 19254737				FEB 2015	EQUIPMENT COST OFFICE EQUIPMENT COSTS		
			1,585.58	S0113010 520215			CHECK 6346 TOTAL:	1,585.58
6347	02/06/2015	PRTD	7177 S GRONER ASSOCIATES INC	1547	01/15/2015		S020615	7,416.26
	Invoice: 1547				12/14	OUTREACH SVS PUBLIC EDUCATION/OUTREACH/WORK		
			7,416.26	S0113010 520604HHWUW			CHECK 6347 TOTAL:	7,416.26
6348	02/06/2015	PRTD	4519 SHRED-IT USA SF	9404814371	01/19/2015		S020615	87.15
	Invoice: 9404814371				1/16/15	SHRED SVS OFFICE SUPPLIES		
			87.15	S0113010 520201				

02/06/2015 14:30
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S020615

PG 4
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 6348 TOTAL:	87.15
6349	02/06/2015	PRTD	3474 SLOAN VAZQUEZ LLC	SBWMA-054	01/28/2015		S020615	2,900.00
			Invoice: SBWMA-054	2,900.00 S0113010 520340	JAN 2015 SERVICES			
					LONG RANGE PLAN			
							CHECK 6349 TOTAL:	2,900.00
6350	02/06/2015	PRTD	5625 SOLID WASTE ASSOC OF NORTH AMERIC 2016-807184		01/05/2015		S020615	230.00
			Invoice: 2016-807184	230.00 S0113010 520501	APR2015-MAR2016 MEMBERSHIP			
					PROFESSIONAL DUES & MEMEBERSHS			
							CHECK 6350 TOTAL:	230.00
6351	02/06/2015	PRTD	5443 SPECIALTY'S CAFE & BAKERY INC	T2423-10336234	01/22/2015		S020615	103.70
			Invoice: T2423-10336234	103.70 S0113010 520300	BOARD MEETING SNACKS			
					BOARD ADMINISTRATION			
			Invoice: T2423-10361853	438.56 S0113010 520503	MEETING REFRESHMENTS		S020615	438.56
					CONFERENCES & MEETINGS			
			Invoice: T2423-10361081	63.98 S0113010 520503	COFFEE-SWANA MEETING		S020615	63.98
					CONFERENCES & MEETINGS			
							CHECK 6351 TOTAL:	606.24
6352	02/06/2015	PRTD	5322 CYNDI URMAN	012915CU	01/29/2015		S020615	39.05
			Invoice: 012915CU	39.05 S0113010 520801	DEC 2014-JAN 2015 MILEAGE EXPS			
					MILEAGE REIMBURSEMENT			
							CHECK 6352 TOTAL:	39.05
6353	02/06/2015	PRTD	5533 WM CURBSIDE LLC	0000128-2960-0	01/01/2015		S020615	40,903.90
			Invoice: 0000128-2960-0	40,903.90 S0113010 522710	DEC 2014 COLLECTION SVS			
					HHW COLLECTION SERVICE			
			Invoice: 0000118-2960-3	40,903.90 S0113010 522710	NOV 2014 COLLECTION SVS		S020615	40,903.90
					HHW COLLECTION SERVICE			
							CHECK 6353 TOTAL:	81,807.80

02/06/2015 14:30
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S020615

PG 5
apcshdsb

NUMBER OF CHECKS 26 *** CASH ACCOUNT TOTAL *** 1,842,502.23

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	19	138,117.97
TOTAL EFT'S	7	1,704,384.26

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

*** GRAND TOTAL *** 1,842,502.23

PREPARED BY: Bryda DATE: 2/6/15
APPROVED BY: [Signature] DATE: 2/6/15
FUNDS TRANSFERRED BY: [Signature] DATE: 2/6/15
Act 526150001-TXT

02/24/2015 15:07
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S022415

PG 1
apcshdsb

CASH ACCOUNT: S000 110020 WELLS FARGO BANK

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET

6355	02/24/2015	WIRE	2223 THE BANK OF NEW YORK MELLON TRUST	MAR2015-2009A	02/24/2015			343,571.85
			Invoice: MAR2015-2009A		MAR 2015 2009A BOND PYMT			
			343,571.85 S011 114467		INVESTMENT BNY 2009AB INTEREST			
					CHECK	6355	TOTAL:	343,571.85
6356	02/24/2015	EFT	1495 GIGANTIC IDEA STUDIO	INV-2446	01/31/2015	1059	S022415	1,275.00
			Invoice: INV-2446		LRP OUTREACH BEST PRACTICES			
			1,275.00 S0113010 520340		LONG RANGE PLAN			
					CHECK	6356	TOTAL:	1,275.00
6357	02/24/2015	EFT	1097 IRON MOUNTAIN	LDC8231	01/31/2015		S022415	155.04
			Invoice: LDC8231		OFFICE SUPPLY			
			155.04 S0113010 520201		OFFICE SUPPLIES			
					CHECK	6357	TOTAL:	155.04
6358	02/24/2015	EFT	1278 LOCAL GOVERNMENT SERVICES	2193	01/31/2015		S022415	2,453.19
			Invoice: 2193		MONTHLY FEES FOR SERVICES			
			750.00 S0113010 520337		CONSULTING CONTRACTS RGS/LGS			
			400.00 S0113010 511830		SALARIES - CAR ALLOWANCE			
			238.55 S0113010 520105		CELL PHONES			
			118.74 S0113010 520201		OFFICE SUPPLIES			
			945.90 S0113010 520306		AB939 PROGRAM STAFF			
					CHECK	6358	TOTAL:	2,453.19
6359	02/24/2015	EFT	1419 THE OFFICE CITY	IN-1262453	02/13/2015		S022415	115.97
			Invoice: IN-1262453		OFFICE SUPPLY			
			115.97 S0113010 520201		OFFICE SUPPLIES			
					CHECK	6359	TOTAL:	115.97
6360	02/24/2015	EFT	6809 PRECISE PRINTING & MAILING	13495-P	02/02/2015		S022415	6,600.15
			Invoice: 13495-P		RESIDENTIAL OUTREACH			
			6,600.15 S0113010 520604RES01		PUBLIC EDUCATION/OUTREACH/WORK			
			PRECISE PRINTING & MAILING	13493-P	02/02/2015		S022415	8,400.00
			Invoice: 13493-P		MAILING AND POSTAGE HHW OUTREACH			
			8,400.00 S0113010 520604HHWUW		PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK	6360	TOTAL:	15,000.15

02/24/2015 15:07
linda

CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S022415

PG 3
apcshdsb

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

INVOICE INV DATE PO CHECK RUN NET
INVOICE DTL DESC

6367	02/24/2015	PRTD	5443	SPECIALTY'S CAFE & BAKERY INC	T2423-10480035	02/12/2015	S022415	303.75	
				Invoice: T2423-10480035	COMMERCIAL RECYCLING TECH ASSIST				
				303.75	S0113010	520604COE01	PUBLIC EDUCATION/OUTREACH/WORK		
							CHECK	6367 TOTAL:	303.75

NUMBER OF CHECKS 13 *** CASH ACCOUNT TOTAL *** 376,643.19

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	7,272.65
TOTAL WIRE TRANSFERS	1	343,571.85
TOTAL EFT'S	6	25,798.69

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

*** GRAND TOTAL *** 376,643.19

Linda
Jr
2/24/15
2/25/15
2/26/15

ACH322410001.txt



STAFF UPDATE

April 2015 – June 2015 Potential Future Board Agenda Items

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

- Consideration of Approval of Long Range Plan Report (**Approval item**)
- Discussion on FY1516 Preliminary Operating Budget (**includes status on FY1415 projects and preliminary budget figures**)
- Draft Plan and Recommended Process for SBWMA to Support Member Agencies with Future Decisions Regarding Franchise Agreements with Recology (**Discussion item**)
- Resolution Approving Calendar Year 2014 Financial Statements (**Consent item**)

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

- Review of Updated FY1516 Operating Budget (**Discussion item**)
- Approval of Quarterly Investment Report as of 3/31/15 (**Consent item**)
- Annual Solid Waste Rate Survey Results (**Info. only item**)
- Staff Update on Implementation of Commercial Recycling Hauler Reporting System Ordinance (**Info. only item**)

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

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