



INFORMATIONAL ITEMS ONLY

STAFF UPDATE

To: SBWMA Board Members
From: Farouk Fakira, Finance Manager
Date: July 28, 2016 Board of Directors Meeting
Subject: 2016 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 2016. 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 2016:

January 2016

- Approval of FY14/15 audited Financial Statement. *(Completed)*

February 2016

- Mid-Year review of FY15/16 Operating Budget. *(Completed)*

March 2016

- Recology submittal of the unaudited 2015 Revenue Reconciliation Report. *(Submitted)*

April 2016

- Review of Preliminary 16/17 SBWMA Budget at April 28, 2016 Board meeting. *(Completed)*
- Approval of unaudited calendar year financial statement for bond reporting requirements. *(Completed)*
- Approval of the revenue transfer from reserves for calendar year 2015. *(Completed)*

June 2016

- Review and approval of Final FY16/17 SBWMA Operating Budget at June 26, 2016 Board meeting. *(Completed)*
- Recology's 2017 Compensation Application due to the SBWMA and Member Agencies *(June 15)*. *(Received)*
- SBWMA and Member Agency comments are due to Recology on its 2016 Compensation Application *(June 29)*. *(Completed)*
- SBWMA issues a letter requesting feedback from all Member Agencies on estimated 2017 Member Agency fees (e.g., franchise fees) to be included in their 2017 solid waste rates. *(Completed)*

July 2016

- Board approval of Recology and SBR Financial Systems Audit Report.
- SBR's 2017 Compensation Application due to the SBWMA *(July 1)*. *(Received)*
- Recology revised 2017 Compensation Application due to SBWMA & Member Agencies *(July 22)*.
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - Estimated 2016 and 2017 residential and commercial base revenue.
 - Estimated collected tonnage for 2016 and 2017.
 - Residential rates vs cost analysis.

- Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since July 2015.
- Summary of 2017 Member Agency fees to be used in the 2017 cost projections based on Member Agency feedback.

August 2016

- SBWMA issues Draft Report Reviewing Recology's 2017 Compensation Application, recommended total Revenue Requirement, and Rate Adjustment (*August 12*).
- SBWMA issues the Draft Report Reviewing SBR's 2017 Compensation Application (August 15)
- Comments due back from Member Agencies on draft Reports Reviewing Recology's & SBR's 2017 Compensation Application (*August 26*).

September 2016

- SBWMA issues Final Report Reviewing Recology's 2017 Compensation Application including the recommended total Collection Rate Adjustment for 2017. (*September BOD Packet*).
- SBWMA issues Final Report Reviewing SBR's 2017 Compensation Application. (*September BOD Packet*).
- Approval of the SBR 2017 Compensation Application (*September 22 BOD Meeting*).
- Approval of the Recology 2017 Compensation Application and total recommended Revenue Requirement (*September 22 BOD Meeting*).

September – December 2016

- Member Agencies issue Prop. 218 notice and approve final 2017 solid waste rates.

November 2016

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



STAFF REPORT

To: SBWMA Board Members
From: Farouk Fakira, Finance Manger
Date: July 28, 2016 Board of Directors Meeting
Subject: Check Register for June 2016

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 June 2016 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 June 2016 was \$307,582.02 as detailed in **Attachment A**. SBR monthly contractual payment for \$1,633,550.65 for May was not made in June and Ox Mountain, Newby, and Zanker's disposal invoices for \$1,216,879.84 for the month of May were not received timely in June and all they are not reflected on this check register run. 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 – June 2016 Check Registers

06/10/2016 13:20
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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S061016

SBWMA

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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		
7103	06/10/2016	EFT	3 AARONSON DICKERSON COHN & LANZONE	516046-SB.R	05/25/2016	S061016		7,886.25
Invoice: 516046-SB.R					MAY STATEMENT			
				7,886.25 S0113010 520312	BOARD COUNSEL			
					CHECK	7103 TOTAL:		7,886.25
7104	06/10/2016	EFT	7790 D EDWARDS INC	2016-05	05/08/2016	S061016		12,695.00
Invoice: 2016-05					SBWMA AGREEMENT # 21600092			
				12,695.00 S0113010 520340	LONG RANGE PLAN			
					CHECK	7104 TOTAL:		12,695.00
7105	06/10/2016	EFT	3024 HDR ENGINEERING INC	00484774-H	05/10/2016	S061016		1,555.87
Invoice: 00484774-H					TECH ASSISTANCE ZERO LANDFILL			
				1,555.87 S0113010 520340	LONG RANGE PLAN			
					CHECK	7105 TOTAL:		1,555.87
7106	06/10/2016	EFT	7624 KBA DOCUSYS INC	INV437899	05/19/2016	S061016		176.35
Invoice: INV437899					OFFICE EQUIPMENT COSTS			
				176.35 S0113010 520215	OFFICE EQUIPMENT COSTS			
					CHECK	7106 TOTAL:		176.35
7107	06/10/2016	EFT	1278 LOCAL GOVERNMENT SERVICES	ADV7-2016	05/25/2016	S061016		14,500.00
Invoice: ADV7-2016					JULY 2016 SVCS			
				14,500.00 S0113010 520306	AB939 PROGRAM STAFF			
					CHECK	7107 TOTAL:		14,500.00
7108	06/10/2016	EFT	1419 THE OFFICE CITY	IN-1359830	05/24/2016	S061016		144.10
Invoice: IN-1359830					OFFICE SUPPLIES			
				144.10 S0113010 520201	OFFICE SUPPLIES			
					CHECK	7108 TOTAL:		144.10
7109	06/10/2016	PRTD	6733 HEATHER CO	60616HC	05/18/2016	S061016		40.98
Invoice: 60616HC					EXPENSE REIMB			
				40.98 S0113010 522718	EDUCATION CENTER OPERATIONS			
					CHECK	7109 TOTAL:		40.98
7110	06/10/2016	PRTD	7504 E-RECYCLING OF CALIFORNIA	63957	05/13/2016	S061016		363.78
Invoice: 63957					SHRED EVENT FOSTER CITY			
				363.78 S0113010 522719	SHRED EVENT SVCS (PASS THRU)			

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S061016

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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 7110 TOTAL: 363.78

7111 06/10/2016 PRD 1250 FEDEX KINKO'S OFFICE & PRINT SERV 075600004584 11/13/2015 S061016 221.27
Invoice: 075600004584 ACCT # 0000567017

221.27 S0113010 522718 EDUCATION CENTER OPERATIONS

Invoice: 075600004597 FEDEX KINKO'S OFFICE & PRINT SERV 075600004597 11/30/2015 S061016 47.56
ACCT # 0000567017

47.56 S0113010 522718 EDUCATION CENTER OPERATIONS

CHECK 7111 TOTAL: 268.83

7112 06/10/2016 PRD 1496 HF&H CONSULTANTS LLC 9714026 05/20/2016 S061016 3,715.00
Invoice: 9714026 RATE SURVEY

3,715.00 S0113010 520309HDV01 BUSINESS CONSULTANT (HPH)

CHECK 7112 TOTAL: 3,715.00

7113 06/10/2016 PRD 7802 KBA DOSUSYS INC 41250213 05/25/2016 S061016 547.59
Invoice: 41250213 OFFICE EQUIPMENT

547.59 S0113010 520215 OFFICE EQUIPMENT COSTS

CHECK 7113 TOTAL: 547.59

7114 06/10/2016 PRD 4383 MARSHALL MORAN 02 05/27/2016 S061016 750.00
Invoice: 02 PROF SVCS 5/1/16 - 5/31/16

750.00 S0113010 520309HFM01 BUSINESS CONSULTANT (HPH)

CHECK 7114 TOTAL: 750.00

7115 06/10/2016 PRD 6667 RG CREATIONS INC 14058 05/19/2016 S061016 1,223.79
Invoice: 14058 SHOREWAY FACILITY COST

1,223.79 S0113010 522714 SHOREWAY FACILITY COST

CHECK 7115 TOTAL: 1,223.79

7116 06/10/2016 PRD 4519 SHRED-IT USA LLC 9410595377 05/09/2016 S061016 108.55
Invoice: 9410595377 ACCT # 11574392

108.55 S0113010 520201 OFFICE SUPPLIES

CHECK 7116 TOTAL: 108.55

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL S061016

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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

7117	06/10/2016	PRTD	5443	SPECIALTY'S CAFE & BAKERY INC	T2423-13692075	05/26/2016	S061016	109.70
	Invoice: T2423-13692075					BOARD MEETING COOKIES		
			109.70	S0113010	520300	BOARD ADMINISTRATION		
						CHECK	7117 TOTAL:	109.70

7118	06/10/2016	PRTD	3622	WELLS FARGO PAYMENT REMITTANCE CT	52616	05/26/2016	S061016	2,249.91
	Invoice: 52616					ACCT # 4856200225791295		
			1,252.00	S0113010	522718	EDUCATION CENTER OPERATIONS		
			3.00	S0113010	520604	RES01 PUBLIC EDUCATION/OUTREACH/WORK		
			699.00	S0113010	522706	COMPUTER PURCHASE FOR OFFICE		
			9.09	S0113010	520201	OFFICE SUPPLIES		
			133.71	S0113010	522706	COMPUTER PURCHASE FOR OFFICE		
			84.80	S0113010	520201	OFFICE SUPPLIES		
			68.31	S0113010	522718	EDUCATION CENTER OPERATIONS		
						CHECK	7118 TOTAL:	2,249.91

NUMBER OF CHECKS 16 *** CASH ACCOUNT TOTAL *** 46,335.70

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	9,378.13
TOTAL EFT'S	6	36,957.57

*** GRAND TOTAL *** 46,335.70

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

PREPARED BY: [Signature] DATE: 6/10/16
 APPROVED BY: ay DATE: 6/10/16
 FUNDS TRANSFERRED BY: ay DATE: 6/10/16
M. H. [Signature] 6/13/16
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06/23/2016 15:31 | CITY OF SAN CARLOS
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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 7122 TOTAL:	2,626.80
7123	06/23/2016	EFT	725 CITY OF SAN CARLOS	10788	06/08/2016		S062316	387.09
				Invoice: 10788	APRIL 2016 BANK FEES			
				387.09 S0113010 520202	BANK FEES AND SERVICES			
							CHECK 7123 TOTAL:	387.09
7124	06/23/2016	EFT	44 TYLER TECHNOLOGIES INC	045-162312	05/31/2016		S062316	250.00
				Invoice: 045-162312	CHECK LOGO DIGITIZATION			
				250.00 S0113010 520201	OFFICE SUPPLIES			
							CHECK 7124 TOTAL:	250.00
7125	06/23/2016	PRTD	88 READYREFRESH BY NESTLE	06F0028452035	06/10/2016		S062316	80.89
				Invoice: 06F0028452035	5/9/16-6/8/16 OFFICE SUPPLY WATER			
				80.89 S0113010 520201	OFFICE SUPPLIES			
							CHECK 7125 TOTAL:	80.89
7126	06/23/2016	PRTD	5640 BIO FUEL SYSTEMS INC	051605	06/01/2016		S062316	6,302.24
				Invoice: 051605	DISPOSAL PROCESSING MAY 2016 BIOFUEL			
				6,302.24 S0113010 522713	DISPOSAL & PROCESSING COSTS			
							CHECK 7126 TOTAL:	6,302.24
7127	06/23/2016	PRTD	7722 CAL-WEST PLUMBING	52799	06/18/2016		S062316	6,420.00
				Invoice: 52799	REROUTE SEWER LINE			
				6,420.00 S0113010 522714	SHOREWAY FACILITY COST			
							CHECK 7127 TOTAL:	6,420.00
7128	06/23/2016	PRTD	7504 E-RECYCLING OF CALIFORNIA	64321	06/10/2016		S062316	133.64
				Invoice: 64321	6/4/16 SHRED EVENT PASS THRU			
				133.64 S0113010 522719	SHRED EVENT SVCS (PASS THRU)			
Invoice: 64092			E-RECYCLING OF CALIFORNIA	64092	05/20/2016		S062316	207.28
				207.28 S0113010 480025	05/14/16 E WASTE			
					E-RECYCLING			
							CHECK 7128 TOTAL:	340.92
7129	06/23/2016	PRTD	449 PITNEY BOWES	3100222744	05/26/2016		S062316	128.29
				Invoice: 3100222744	06/20/16-09/19/16 OFFICE EQUIPT. COST			
				128.29 S0113010 520215	OFFICE EQUIPMENT COSTS			

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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 7129 TOTAL:	128.29
7130	06/23/2016	PRTD	8030 RAVENSWOOD CITY SCHOOL DISTRICT	2016 TRASH TO 3RD PL	06/15/2016		S062316	150.00
			Invoice: 2016 TRASH TO 3RD PL	150.00 S0113010 522718			THIRD PLACE WINNER TRASH TO ART CONTESTS EDUCATION CENTER OPERATIONS	
							CHECK 7130 TOTAL:	150.00
7131	06/23/2016	PRTD	5557 RECOLOGY BLOSSOM VALLEY ORGANICS-	160531	06/03/2016		S062316	152,853.11
			Invoice: 160531	152,853.11 S0113010 522713			MAY 16 DISPOSAL GROVER DISPOSAL & PROCESSING COSTS	
							CHECK 7131 TOTAL:	152,853.11
7132	06/23/2016	PRTD	605 REGIONAL GOVERNMENT SERVICES	5876	03/31/2016		S062316	2,436.25
			Invoice: 5876	2,436.25 S0113010 520501			MAR 2016 CONTRACT SVS PROFESSIONAL DUES & MEMEBERSHS	
							CHECK 7132 TOTAL:	2,436.25
7133	06/23/2016	PRTD	5875 SCAPES INC	16343	05/31/2016		S062316	315.00
			Invoice: 16343	315.00 S0113010 522714			MAY 16 SHOREWAY FACILITY COST SHOREWAY FACILITY COST	
							CHECK 7133 TOTAL:	315.00
7134	06/23/2016	PRTD	3022 SCS ENGINEERS	0280185	05/31/2016		S062316	1,631.00
			Invoice: 0280185	1,631.00 S0113010 520309HCS02			MAY 2016 PROFESSIONAL SERVICES BUSINESS CONSULTANT (HFH)	
			Invoice: 0277341	600.00 S0113010 520608			4/1/16-4/30/16 CLIMATE REGISTRY CLIMATE CHANGE POLICY OPTIONS	600.00
			Invoice: 0280184	2,470.00 S0113010 520608			5/1/16-5/31/16 CLIMATE REGISTRY CLIMATE CHANGE POLICY OPTIONS	2,470.00
							CHECK 7134 TOTAL:	4,701.00
7135	06/23/2016	PRTD	4519 SHRED-IT USA LLC	9410990042	06/07/2016		S062316	108.95
			Invoice: 9410990042	108.95 S0113010 520201			6/6/16 OFFICE SUPPLY OFFICE SUPPLIES	

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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 7135 TOTAL: 108.95

7136 06/23/2016 PRD 5533 WM CURBSIDE LLC
 Invoice: 000031529605

000031529605

06/01/2016

S062316

54,844.04

54,844.04 S0113010 522710

JUNE 2016 COLLECTON SVC

HHW COLLECTION SERVICE

CHECK 7136 TOTAL: 54,844.04

NUMBER OF CHECKS 18 *** CASH ACCOUNT TOTAL *** 261,246.32

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	12	228,680.69
TOTAL EFT'S	6	32,565.63

*** GRAND TOTAL *** 261,246.32

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

PREPARED BY: [Signature] DATE: 6/24/16
 APPROVED BY: [Signature] DATE: 6/24/16
 FUNDS TRANSFERRED BY: [Signature] DATE: 6/1
 ACHS Michael J. [Signature] 6/27/16
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STAFF REPORT

To: SBWMA Board Members
From: Cyndi Urman, Office Manager/Board Secretary
Date: July 28, 2016 Board of Directors Meeting
Subject: Technical Consulting Contracts – 2nd Quarter 2016

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 2nd Quarter 2016 are listed on the attached report for 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 – 2nd Quarter 2016

Technical Consultant Contracts - 2nd Quarter 2016

January 28, 2016

<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>
Tanner Pacific	\$ 16,080.00	On Call Construction Advisory Services	04/13/16	Single Source	520308	Facility Improvement Oversight
Sloan/Vazquez*	\$40,000.00	Conduct a Cost Assessment of Recology's Services	05/02/16	Single Source	520309-HCM01 & 520309-HCS02	Contract Management Support & Collection Service Franchise Administration
Ascent Environmental*	\$25,000.00	2015 Annual Agency EAR Cal Recycle Reports	05/02/16	Single Source	520311	CIWMB Annual Reports

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

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

August, 2016 - No Board Meeting

September 22, 2016

- Resolution Approving Agreement with OneWorld Communications for Public Education
- Approval of Quarterly Investment Report as of 6/30/16
- Resolution Authorizing Update to 401(a) Retirement Plan Trustees
- Resolution Approving 2016 Recology San Mateo County Compensation Application
- Resolution Approving 2016 South Bay Recycling Compensation Application
- Discussion of SBR's Contract with the San Mateo County Vocational Rehabilitation Services for MRF Sort Labor
- Discussion of expiring Agreement with WM Curbside to Provide Household Hazardous Waste Collection Services
- Update on Franchise Agreement Negotiations

October 27, 2016

- Status Report on Zero Landfill Working Group
- Approval of Executive Director's Goals for FY16/17
- 2017 Annual Public Education Plan
- Approval of 2017 Merit Increase Pool for Unrepresented Employees

November 17*, 2016 (*Third Thursday due to Thanksgiving Holiday)

- Approval of 2017 Board Meeting Calendar
- Discussion on Board Agenda Setting Process and Procedures
- Update on Franchise Agreement Decisions
- Approval of Shoreway Facility Tipping Fee Adjustments Effective 1/1/17
- Update on Franchise Agreement Negotiations

December, 2016 – No Board Meeting