



INFORMATIONAL ITEMS ONLY

SBWMA Negotiation Team Schedule

December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
COMPLETE Nov. 10, 2016	2-4pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
COMPLETE Nov. 17, 2016	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 nd Floor Conference Room A	SBWMA Board and Staff
COMPLETE Dec. 7, 2016	2-4pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
COMPLETE Dec. 14, 2016	2-4pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
COMPLETE Jan. 5, 2017	1-4pm	SBWMA TAC/FAX Meeting	City of Belmont EOC Room 1 Twin Pines Lane 2 nd Floor	TAC Members, FAX Members SBWMA Staff, HF&H
COMPLETE Jan. 6, 2017		MEMBER AGENCY SURVEY INPUT DUE		SBWMA Board Members and Alternates, City Managers, TAC Members
COMPLETE Jan. 11, 2017	1:30-4:30pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
COMPLETE Jan. 12, 2017	12-2pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
COMPLETE Jan. 23, 2017	1:30-4:30pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
COMPLETE Jan. 24, 2017	12-2pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
COMPLETE January 26, 2017	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 nd Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
COMPLETE Feb. 2, 2017	11:30-2:30pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
COMPLETE Feb. 6, 2017	12:30-2:30pm	FAX Committee Meeting	San Carlos Library 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
COMPLETE Feb 9, 2017	11:30-2:30pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams

SBWMA Negotiation Team Schedule

December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
COMPLETE Feb. 10, 2017	12 – 2pm	SBWMA Subcommittee prepare redlines	SBWMA Offices	SBWMA Staff
COMPLETE Feb. 13, 2017	N/A	HF&H Franchise Revisions Due to SBWMA		
COMPLETE Feb. 15, 2017	N/A	SBWMA Franchise Revisions Redline Comments due to HF&H		
*Feb. 21, 2017	12-2pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
*Feb. 22, 2017		Franchise Revisions HF&H Finalize Draft for Distribution to Recology		
February 23, 2017	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 nd Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
Feb. 27, 2017		Franchise Revisions Recology to provide Redline for SBWMA Review		
Feb 28, 2017	11:30- 2:30pm	Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
March 3, 2017		Franchise Revisions HF&H Provides Redline for SBWMA Review		
March 7, 2017		Franchise Revisions SBWMA provides redline comments to HF&H		
Mar. 8, 2017	2-4pm	FAX Committee Meeting	San Carlos City Hall, Room 207	FAX Committee, SBWMA Negotiation Team
March 13, 2017		Franchise Revisions HF&H provides redline for SBWMA Review		

SBWMA Negotiation Team Schedule

December 2016 – April 2017

Date	Time	Meetings	Meeting Location	In Attendance
March 16, 2017		Franchise Revisions Recology provides redline for SBWMA review		
Mar. 20, 2017	1:30- 4:30pm	FINAL Negotiation Team Meeting	San Carlos Library, 2 nd Floor Conference Room B	SBWMA and Recology Negotiation Teams
March 23, 2017	2-4pm	SBWMA Board Meeting	San Carlos Library, 2 nd Floor Conference Room A	SBWMA Board and Staff, Technical Contractors
March 24, 2017		Franchise Revisions HF&H or SBWMA Finalize Franchise Agreement		
Mar. 28, 2017	2-4pm	FAX Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	FAX Committee, SBWMA Negotiation Team
April 4, 2017	12:15 to 1:30pm	SBWMA Finance Committee Meeting	San Carlos Library, 2 nd Floor Conference Room A	Finance Committee, SBWMA Staff, HF&H
** April 13, 2017	2-4pm	TAC Meeting (Final Draft FAX Report Due –Action Item)	San Carlos Library, 2 nd Floor Conference Room A	TAC and FAX Committee Members
April 27, 2017	2-4pm	SBWMA Board Meeting (Final FAX Report Due – Action item)	San Carlos Library, 2 nd Floor Conference Room A	SBWMA Board and Staff

*These meetings will be complete prior to the February 23, 2017 Board meeting.

** Could be a Joint TAC/FAX meeting if issues warrant it, will be determined by the TAC and FAX Chairs

May 2017

Elected Officials Presentations Regarding Franchise Agreement Negotiations

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

* **Confirmed** Note: County has opted to have a Members Memo SBWMA staff will not present

Revised: 02/14/2017



STAFF REPORT

To: SBWMA Board Members
From: Farouk Fakira, Finance Manger
Date: February 23, 2017 Board of Directors Meeting
Subject: Check Register for January 2017

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 January 2017 are listed on the attached report for review.

Analysis

The SBWMA has a contract with the City of San Carlos for accounting services including the issuing of all payments and deposit of all receipts. In accordance with the City of San Carlos' policies, checks are normally issued every two weeks. All SBWMA invoices are approved for payment by the program manager and then by the Executive Director or Finance Manager. Total A/P spending for January was \$753,549.46 as detailed in **Attachment A**. Due to the cutoff date of January 13th, 2017 for batch submittals, the following payments for a total of \$3,316,776.91 for the month of December did not make it into the January 2017 check register: Disposal and processing \$1,354,049.80, fire expenses \$261,622.68, and SBR monthly compensation for \$1,701,104.43.

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 – January 2017 Check Registers

01/05/2017 15:02 | CITY OF SAN CARLOS
 lchen | A/P CASH DISBURSEMENTS JOURNAL

SBWMA

| P 1
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
7417	01/05/2017	EFT	3 AARONSON DICKERSON COHN & LANZONE	432260-SB. R	12/20/2016		S010517	4,125.00
				Invoice: 432260-SB. R				
				4,125.00 S0113010 520312	DEC 2016 PROFESSIONAL SERVICES - BOARD COUNSEL			
					BOARD COUNSEL			
					CHECK	7417	TOTAL:	4,125.00
7418	01/05/2017	EFT	5058 EMERGING ACQUISITIONS LLC	17292PF	12/19/2016	1031	S010517	190,148.88
				Invoice: 17292PF				
				190,148.88 S0113010 522720MRFES	MECHANICAL WORK FOR FIRE DAMAGE 11/27/16-12/11/16			
					CONSTRUCTION COST			
					CHECK	7418	TOTAL:	190,148.88
7419	01/05/2017	EFT	7624 KBA DOCUSYS INC.	INV499406	12/19/2016		S010517	202.74
				Invoice: INV499406				
				202.74 S0113010 520215	OFFICE EQUIPMENT COST			
					OFFICE EQUIPMENT COSTS			
					CHECK	7419	TOTAL:	202.74
7420	01/05/2017	EFT	6809.PRECISE PRINTING & MAILING	18211	12/16/2016		S010517	6,756.08
				Invoice: 18211				
				6,756.08 S0113010 520604HHWUW	HHW POST CARDS			
					PUBLIC EDUCATION/OUTREACH/WORK			
					CHECK	7420	TOTAL:	6,756.08
7421	01/05/2017	EFT	3473 R J PROTO CONSULTING GROUP INC	16889	01/02/2017	1045	S010517	5,346.16
				Invoice: 16889				
				5,346.16 S0113010 520309HCS02	DEC 2016 TECH ASSISTANCE FRANCHISE AGMT			
					BUSINESS CONSULTANT (HFH)			
					CHECK	7421	TOTAL:	5,346.16
7422	01/05/2017	EFT	4688 RISK STRATEGIES COMPANY	928399	10/06/2016		S010517	44,899.00
				Invoice: 928399				
				44,899.00 S0113010 520710	SHOREWAY INSURANCE 3RD QRT INSTALLMENT			
					INSURANCE SHOREWAY			
					CHECK	7422	TOTAL:	44,899.00
7423	01/05/2017	PRTD	776 AT&T	6505967146704-121316	6505967146704-121316	12/13/2016	S010517	435.47
				Invoice: 6505967146704-121316				
				435.47 S0113010 522714	MONTHLY SERVICE DEC 13 THRU JAN 12			
					SHOREWAY FACILITY COST			
					CHECK	7423	TOTAL:	435.47
7424	01/05/2017	PRTD	5875 SCAPES INC	16899	12/31/2016		S010517	315.00
				Invoice: 16899				
				315.00 S0113010 522714	DEC 2016 MONTHLY MAINTENANCE			
					SHOREWAY FACILITY COST			

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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		
7428	01/06/2017	WIRE	3622 WELLS FARGO PAYMENT REMITTANCE CT 122716	12/27/2016
		Invoice: 122716		
		103.74	S0113010 520201	DEC 27, 2016 CREDIT CARD PAYMENT
		157.00	S0113010 522720	OFFICE SUPPLIES
		9.43	S0113010 522718	CONSTRUCTION COST
		97.01	S0113010 520201	EDUCATION CENTER OPERATIONS
		14.41	S0113010 520201	OFFICE SUPPLIES
		1,493.78	S0113010 522718	OFFICE SUPPLIES
		160.00	S0113010 520501	EDUCATION CENTER OPERATIONS
				PROFESSIONAL DUES & MEMEBERSHS

CHECK 7428 TOTAL: 2,035.37

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,035.37

	COUNT	AMOUNT
TOTAL WIRE TRANSFERS	1	2,035.37

*** GRAND TOTAL *** 2,035.37

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

[Handwritten signatures and dates]

DATE: 1/6/17

DATE: 1/5/16

DATE: 1/5/16

DATE: 1/6/17

SBWMA

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CITY OF SAN CARLOS
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P 1
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CASH ACCOUNT: 5000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INV DATE PO CHECK RUN NET

		INVOICE DTL		DESC		
7443	01/24/2017	WIRE	2223	THE BANK OF NEW YORK MELLON TRUST	FEB 2017-2009A	343,626.04
		Invoice: FEB 2017-2009A				
					FEB 2017 BNY BOND 2009A	
					INVESTMENT BNY 2009AB INTEREST	

CHECK 7443 TOTAL: 343,626.04

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 343,626.04

	COUNT	AMOUNT
TOTAL WIRE TRANSFERS	1	343,626.04

*** GRAND TOTAL *** 343,626.04

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

APPROVED BY: *[Signature]* DATE: 1/24/17

APPROVED BY: *[Signature]* DATE: 1/24/17

APPROVED BY: *[Signature]* DATE: 1/24/17

[Signature] 1/24/17

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL

P 1
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CASH ACCOUNT: S000 110020 WELLS FARGO BANK
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
7429	01/20/2017	EFT	5556 BFI OF CALIFORNIA INC	4227-000045853	12/31/2016		S012017	1,058.12
			Invoice: 4227-000045853					
				1,058.12 S0113010 522716				
							7429 TOTAL:	1,058.12
7430	01/20/2017	EFT	6054 BURKE WILLIAMS & SORENSEN LLP	208950	12/21/2016		S012017	1,400.00
			Invoice: 208950					
				1,400.00 S0113010 520312				
							7430 TOTAL:	1,400.00
7431	01/20/2017	EFT	8061 LANALERT, INC.	0560	01/01/2017		S012017	6,471.51
			Invoice: 0560					
				6,471.51 S0113010 520334				
							7431 TOTAL:	6,471.51
7432	01/20/2017	EFT	8293 PREMIER ACCESS INSURANCE COMPANY	17242-011017	01/10/2017		S012017	2,747.28
			Invoice: 17242-011017					
				2,747.28 S0113010 512850				
							7432 TOTAL:	2,747.28
7433	01/20/2017	EFT	725 CITY OF SAN CARLOS	198306	01/03/2017		S012017	34,987.50
			Invoice: 198306					
				34,987.50 S0113010 520310				
							7433 TOTAL:	39,618.98
			Invoice: 79951206					
				4,570.56 S0113010 520203				
							7433 TOTAL:	39,618.98
			Invoice: 11392					
				60.92 S0113010 520204				
7434	01/20/2017	PRTD	7802 KBA DOSUSYS INC	4161182	12/25/2016		S012017	503.38
			Invoice: 4161182					
				503.38 S0113010 520215				
							7434 TOTAL:	503.38

SBWMA

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CITY OF SAN CARLOS
A/P CASH DISBURSEMENTS JOURNAL

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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: T2423-15383827

105.50 S0113010 520503

INVOICE DTL DESC
CONFERENCES & MEETINGS
CONFERENCES & MEETINGS

CHECK 7441 TOTAL: 744.27

7442 01/20/2017 PRD 5533 WM CURBSIDE LLC
Invoice: 0000381-2960-7

0000381-2960-7

01/01/2017

S012017

54,844.04

54,844.04 S0113010 522710

DEC 2016 HHW COLLECTION SERVICES
HHW COLLECTION SERVICE

CHECK 7442 TOTAL: 54,844.04

NUMBER OF CHECKS 14

*** CASH ACCOUNT TOTAL ***

139,468.44

COUNT AMOUNT

TOTAL PRINTED CHECKS
TOTAL EFT'S

9 88,172.55
5 51,295.89

*** GRAND TOTAL *** 139,468.44

CP	✓
ARP	✓
EFT	✓
Email	✓

PREPARED BY: *[Signature]* DATE: 1/20/17
 APPROVED BY: *[Signature]* DATE: 1/20/17
 TRANSFERRED BY: _____ DATE: _____

ACH S01200001.TXT
[Signature] 1/22/17

STAFF UPDATE

To: SBWMA Board Members
From: Farouk Fakira, Finance Manager
Date: February 23, 2017 Board of Directors Meeting
Subject: 2017 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 2017. This staff report is updated as necessary and included in the Board packet each month.

Schedule of Finance, Contractor Compensation and Rate Adjustment Activities in 2017:

January 2017

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

March 2017

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

April 2017

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

June 2017

- Review and approval of Final FY17/18 SBWMA Operating Budget at June 22, 2017 Board meeting.
- Recology's 2017 Compensation Application due to the SBWMA and Member Agencies (*June 15*).
- SBWMA and Member Agency comments are due to Recology on its 2017 Compensation Application (*June 28*).
- SBWMA issues a letter requesting feedback from all Member Agencies on estimated 2018 Member Agency fees (e.g., franchise fees) to be included in their 2018 solid waste rates.
- Approval of Financial Systems audit report on Recology and SBR.

July 2017

- Board approval of Recology and SBR Financial Systems Audit Report.
- SBR's 2018 Compensation Application due to the SBWMA (*July 3*).
- Recology revised 2018 Compensation Application due to SBWMA & Member Agencies (*July 27*).
- SBWMA issues the following reports to the Board and Member Agency staff for review and comment:
 - Estimated 2017 and 2018 residential and commercial base revenue.
 - Estimated collected tonnage for 2017 and 2018.
 - 2017 Residential rates vs cost analysis.
 - Estimated residential revenue changes due to cart migration (i.e., lost revenue) by Member Agency since 2016.

- Summary of 2018 Member Agency fees to be used in the 2018 cost projections based on Member Agency feedback.

August 2017

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

September 2017

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

September – December 2017

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

November 2017

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



STAFF UPDATE

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

March 23, 2017

- Discussion on Draft FY1718 Budget Priorities
- Member Agency 2016 Snapshot Reports
- Approval of the Executive Director's Review of SBWMA Resources
- Approval of Executive Director's Goals for 2017
- Discussion on the future of the Commercial Recycling Reporting Ordinance

April 27, 2017

- Presentation of preliminary FY1718 SBWMA Operating Budget
- Board Workshop on potential Uniform Franchise Agreement with Recology San Mateo County

May 25, 2017

- Approval of Model Franchise Agreement with Recology San Mateo County
- Review of Draft FY1718 Budget (Budget Workshop)
- Approval of Quarterly Investment Report
- Annual Solid Waste Rate Survey Results
- Approval of 2017/2018 Public Education Plan

June 22, 2017

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

July 27, 2017

TBD

September 28, 2017

- Resolution Approving 2018 Recology Compensation Application
- Resolution Approving 2018 South Bay Recycling Compensation Application

October 26, 2017

- TBD

November 16, 2017

- Resolution approving Merit Pool Increase for unrepresented employees
- Approval of SBWMA Legislative Priorities for 2018
- Annual Board and TAC Holiday Lunch