



A Public Agency

CONSENT CALENDAR

DRAFT MINUTES
SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
June 28, 2018– 2:00 p.m.
San Carlos Library Conference Room A/B

Call To Order: 2:00 PM

1. Roll Call

Agency	Present	Absent	Agency	Present	Absent
Atherton	X		Menlo Park		X
Belmont	X		Redwood City	X	
Burlingame	X		San Carlos	X	
East Palo Alto	X		San Mateo		X
Foster City	X		County of San Mateo	X	
Hillsborough	X		West Bay Sanitary District	X	

2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so. Each speaker is limited to two minutes. If there are more than five individuals wishing to speak during public comment, the Chairman will draw five speaker cards from those submitted to speak during this time. The balance of the Public Comment speakers will be called upon at the end of the Board Meeting. If the item you are speaking on is not listed on the agenda, please be advised that the Board may briefly respond to statements made or questions posed as allowed under The Brown Act (Government Code Section 54954.2). The Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report and formal public discussion and input at that time.

None

3. Executive Director's Report

Executive Director La Mariana acknowledged staff members Julia Au who has been accepted into the Redwood City Leadership program and Madison Guzman who has been accepted into the San Mateo Leadership program.

Recology and South Bay Recycling have both submitted their 2019 Contractor's Compensation Applications and encouraged Board members and TAC to look at the calendar at agenda item 8B to pay attention to upcoming key milestones.

The summer tour program will remain on the first and third Thursday in June and August and every Thursday in July at 9:30 and 11:30. Staff is working on different ways to increase safety.

He called attention to the refunding/refinancing of the Bond in his Executive Director's report.

The two Long Range Plan pilots are moving forward. The schools pilot will target public and private schools to both green the campuses and educate students. The public spaces pilot bins and supplies have been purchased and updates will be coming on that program.

He noted key dates of the landfill disposal RFP process which is being broken into two phases. Phase one (the simple cost for disposal of a ton of material) will be dropped into the market place August 10, and responses are due September 24. Phase two will invite the top two responders for extra services or items of value that could be added to the proposal. The goal of phase two is to minimize the amount of material going to the landfill which might include some alternative material recovery services like construction debris recovery or alternate technologies for organics processing.

4. Approval of Consent Calendar

Consent Calendar item(s) are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items be removed for separate action. *Items removed from the Consent Calendar will be moved to the end of the agenda for separate discussion.*

- A. Approval of Minutes from the May 24, 2018 Board of Directors Meeting
- B. Resolution Approving R3 Financial and Operational Audit Results
- C. Resolution approving contract with Lahlouh for printing/mailing of battery bags
- D. Approval of Quarterly Investment Report

Motion/Second: Aguirre/Rutherford

Roll Call Vote: 10-0-0-2

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton	X				Menlo Park				X
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto	X				San Mateo				X
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary District	X			

5. Administration and Finance

- A. Resolution Approving FY18/19 Operating Budget and proposed 2019 Tip Fee Adjustment

Executive Director La Mariana gave a Power Point presentation on the budget which included answers to the questions from the May Board meeting. The notable points in the budget include a \$3.9M revenue gap due to the commodity issue, which means there is a 4-5% rate impact just for the international commodity market gap before the contractor's adjustment. Each of the capital projects will go through the Zero Landfill, Finance, and Executive Committees before coming to the Board for approval of the individual projects. He noted that the approval of this budget would increase the public gate rates at Shoreway on July 1, but that tip fees that affect the rate payers would be looked at again in November before a January 1 effective date. Lastly, regarding the San Carlos host fee increase of 22%, the Finance Committee asked him to reach out to San Carlos to see if there was a way to cap exposure to rate payers in the future. He met with Jeff Maltbie on the issue and they agreed to look in the marketplace to see what other Cities' host fees are and will go from there.

The Board discussed the host fee. Member Brownrigg noted that the Finance Committee recognizes that San Carlos does have a burden to bear in hosting the facility, but due to the way the contract is structured as a percentage of revenue the increase is due to the commodity issues not due to increased tons or trucks on the road. Member Grassilli added that there has to be a way to get to middle ground.

Member Widmer noted that he thought there should be a commercial rate associated with food waste to pay for the capital project associated with food waste. The Board discussed that typically charges are by line of business not by category of material. Staff noted that residential green cans are being charged the lower yard waste rate, while commercial source separated organics are being charged the higher food waste rate.

The Board discussed potential price sensitivity if the tip fees are priced too high and the potential revenue increases go away because customers go away. Staff noted that the public cubic yard rate is higher than the franchised ton rate. Member Hurt noted that the public are also residents of our jurisdiction.

The Board discussed the reserve policies and the need to redefine them. Member Benton commented that the rate stabilization reserve fund should be bought down to put more money into the capital reserve. Council Savaree noted that this is a policy and the Board sets the policy. The Board considered taking action but decided to wait and take a slower look and come back with an exact amount and language change in September. The Board decided the Finance Committee would look at it and come back with recommended changes to the policy.

The Board discussed public ton issues. Member Brownrigg asked if costs are broken down by public versus franchised. And, Member Aguirre asked if other facilities are closing to the public due to the commodity issue and asked to see an analysis of whether or not it is worth it to collect public tons.

Executive Director La Mariana answered as a government agency the goal is to cover costs, so a margin analysis has not been addressed, but public tons are a positive contributor.

Motion/Second: Brownrigg/Grassilli

Roll Call Vote: 10-0-0-2

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton	X				Menlo Park				X
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto	X				San Mateo				X
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary District	X			

B. Discussion on Reserve Policies

Discussed during the 5A and will be brought back this fall.

C. Presentation on Public Education and Outreach Projects Mid-Year 2018

Staff Member Au gave a Power Point presentation with an update on public outreach and outreach projects.

Discussion and suggestions from the Board included connecting with the sorters to see what items are consistently being pulled out and target those items in outreach. Promote the Agency separate from Recology. Including outreach in multiple languages (Spanish and Chinese) and have the website translated into multiple languages. Have shred and e-waste events be available to all residents not just one jurisdiction.

D. Mid-Session Regulatory and Legislative Update

Member Widmer commented that he disagreed with the agency being opposed to AB3178, as it was trying to deal with some of the fiber market issues. He also noted that AB1036 in the staff report didn't have a position and he thought the Agency's position should be to support.

Executive Director La Mariana responded that the position should be support of AB1036, it was left off the staff report. He then explained why the environmental community is in opposition to AB3178, noting that it is a slippery slope of eroding progress in environmental law, and the current market condition is temporary.

6. Collection and Recycling Program Support and Compliance

A. Discussion on Regional Rate Survey Results

Member Grassilli now absent 3:29PM

Executive Director La Mariana introduced the report and briefed the Board on the notable details. There were no questions.

7. Shoreway Operations and Contract Management

A. Shoreway Operations and Market Update

Staff Gans noted that this was an informational report.

Vice Chair Benton commented that the Board has had some critical questions of SBR, but he wanted to recognize that SBR was been a great asset to the SBWMA in trying to mitigate the impact of the market issue to the residents and the agency.

B. Preliminary Analysis of MRF Sort System Enhancements Options

Staff Gans noted that staff is looking for sort systems to reduce the need for increased labor to make materials that can be placed in the market. He noted that they are struggling to know what the market standards are given that they are constantly changing and pricing is changing all the time, so building a return on investment is a real challenge. He summarized that a comprehensive paper sort equipment upgrade would be a major upgrade and could cost \$10-12M and include facility downtime, and he thought waiting for the market to standardize and stabilize was wise and then know what the goal is. He noted that initial enhancements to the current system are in the FY18/19 budget, and long term public education to change behavior could be done now to improve paper quality.

Chair Bronitsky noted that he agreed it was premature to invest in the current market situation.

C. Resolution Approving SBR Additional Sort Labor Expenses

Agenda Item 7C was discussed before 5B through 7B.

Staff Gans presented the item to continue to split the cost of additional sort labor for an additional 3 months from July 1 through September 30. He noted that there is still a need for the additional labor as markets have not stabilized and the need to mitigate the risk of rejected loads remains.

The Board wondered about results of the first three months and asked if quality has improved so that commodities are being sold. Staff Gans answered that it's hard to quantify results, but SBR has developed a

level of quality and they feel like they can market the material without great risk of rejection. Chair Bronitsky asked Dan Domonoske to answer these questions. He noted that two things have allowed them to continue to market SBR material. One is they reduced contamination to between 4% and 5% and two they pick contamination off the outside of the bale. Both of factors are a direct result of the increased sort labor. He also added that 7 buyers came through the facility and 5 of them are still buying mixed paper from the facility, and in his opinion that is a positive impact of the increased labor.

The Board discussed that SBR bears the cost of a rejected load through the contract, but it strains the relationship between SBR and the SBWMA when that happens, and the Agency relies on that relationship for marketing.

Chair Bronitsky added that not much has changed with the markets in the last 3 months, so this seemed like a fair approach.

Motion/Second: Widmer/Aguirre

Roll Call Vote: 10-0-0-2

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton	X				Menlo Park				X
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto	X				San Mateo				X
Foster City	X				County of San Mateo	X			
Hillsborough	X				West Bay Sanitary District	X			

D. Update on Results on Compology Pilot Program

Staff Gans gave a report to the Board on the results of the pilot program. He discussed the benefits of the technology and how it can help customers know their usage and right size. He noted that Compology would come back to the Agency with a proposal on how the technology might benefit the Agency.

The Board discussed costs associated with a potential camera system implementation. Member Widmer noted that the staff cost of monitoring the cameras, and a per-pick up cost if it was only to be picked up only when bins were full would need to be considered. Member Benton commented that the customer is the one benefiting from the use of the technologies, so the cost should be borne by the beneficiary.

The Board discussed where the costs versus benefits would be. Member Aguirre asked what will change once the information is received. Staff Gans answered that it's up to Compology to demonstrate how it will benefit the Agency.

Chair Bronitsky summarized that the pilot is complete, at this point in time it is contrary to the way the current system works, so the Board will wait to see any future proposals from Compology to see if they are benefits to the Agency.

8. Informational Items Only (no action required)

- A. Check Register Detail for May 2018
- B. 2018 Finance and Rate Setting Calendar
- C. Quarterly Update on Technical Consulting Contracts
- D. Potential Future Board Agenda Items

9. Board Member Comments

The Board will not be meeting in July or August, next meeting is September 27

10. Adjourn 3:52



STAFF REPORT

To: SBWMA Board Members
 From: John Mangini, Senior Finance Manager
 Date: September 27, 2018 Board of Directors Meeting
 Subject: Approval of Quarterly Investment Report for the Quarter Ended June 30, 2018

Recommendation

It is recommended that the SBWMA Board review and accept the Quarterly Investment Report.

Analysis

The primary objective of the Investment Policy for the SBWMA is safety of principal, while meeting the cash flow needs of the Authority, through prudent investment of unexpended cash. As of June 30, 2018, the investment portfolio was in compliance with the Investment Policy. The portfolio contains sufficient liquidity to meet the next six months of expected expenditures by the Authority as well as by other third parties.

Fiscal Impact

The attached Investment Portfolio Summary indicates that as of June 30, 2018, funds in the amount of \$22,446,777 were invested, producing a weighted average yield of 1.41%.

Below is a summary of the changes from the last quarter.

	Qtr Ended 6/30/18	Qtr Ended 3/31/18	Increase (Decrease)
Total Portfolio	\$ 22,446,777	\$ 21,237,780	\$ 1,208,997
Weighted Average Return	1.41%	1.17%	0.24%
Interest/Dividends Earnings	\$ 88,323	\$ 74,505	\$ 13,818

The total quarter-end portfolio balance increased by \$1,208,997. The increase was primarily due to transfers of excess operating cash into the investment portfolio and transfers of the required monthly debt service amounts into the bond accounts. Total interest and dividend earnings were \$13,818 (18.5%) higher than the previous quarter due to higher percentage returns and accentuated by a higher than average LAIF balance during June.

A table comparison of the portfolio components is provided below:

	6/30/2018 Balance	% of Total	3/31/2018 Balance	% of Total	Change over Prior Quarter
SM County Pool	\$ 5,950,328	26%	\$ 6,178,931	29%	\$ (228,603)
LAIF	10,043,712	45%	9,657,438	46%	386,274
Bond Accounts	6,452,737	29%	5,401,411	25%	1,051,326
Total Portfolio	\$ 22,446,777	100%	\$ 21,237,780	100%	\$ 1,208,997

Note: There may be minor differences in totals as individual amounts are rounded to the nearest dollar

Due to arbitrage restrictions, bond investments are not included in our LAIF rate or investment pool comparison. As of June 30, 2018, the bond reserve and payment accounts of approximately \$6.5 million were invested with the trustee in short-term investments.

As of June 30, 2018, investments in the County Investment Pool totaled 37% of SBWMA's funds available for investment pools (see Attachment 1). The percentage is within the range specified by the SBWMA Board.

The average yield of the portfolio in the quarter excluding the bond proceeds was 1.85%. LAIF is used as a benchmark and the average LAIF yield for the quarter ending June 30, 2018, was 1.90%. The San Mateo County Pool average yield for the quarter was 1.75%.

The Investment Advisory Committee, consisting of Jeff Maltbie, City Manager of San Carlos; Michael Galvin, City Treasurer for San Carlos; and Rebecca Mendenhall, Administrative Services Director of San Carlos, have reviewed this report before presentation to the Board.

Attachments

- A. Summary of All Investments for Quarter Ending June 30, 2018
- B. Investment Portfolio 6/30/2018 - Chart
- C. Historical Summary of Investment Portfolio

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

SUMMARY OF ALL INVESTMENTS

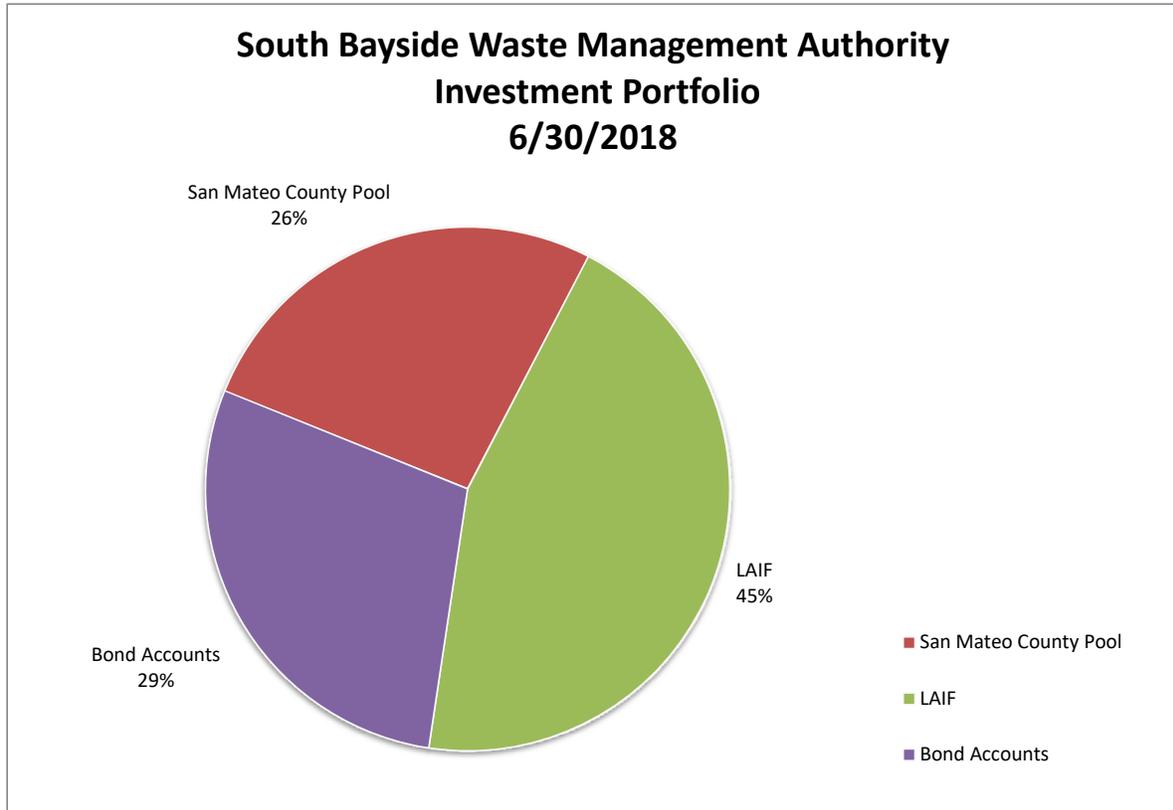
For Quarter Ending June 30, 2018

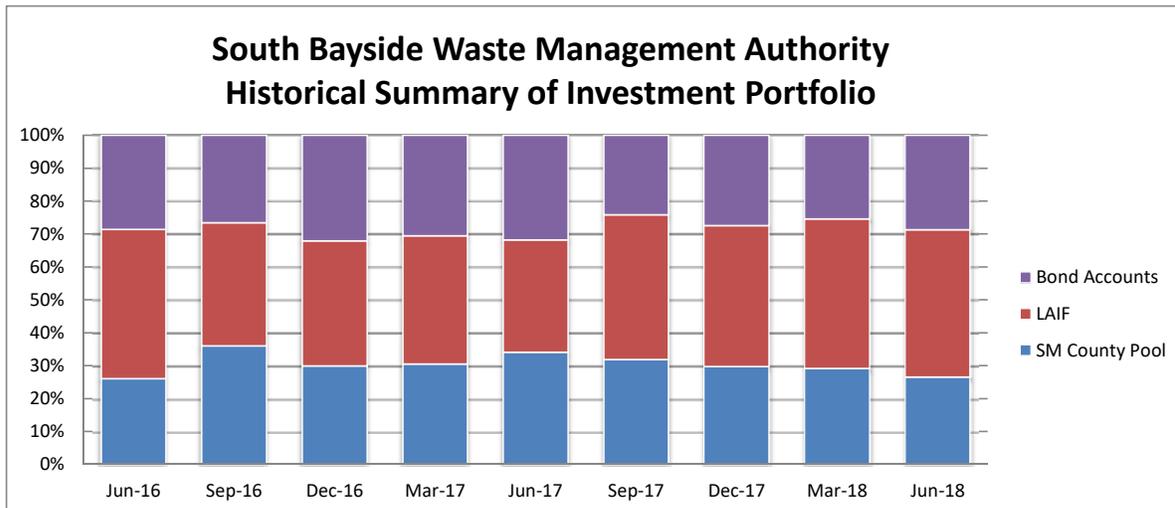
Category	Weighted Average Return	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value*	Interest/ Dividend Earned
Liquid Investments:					
San Mateo County Investment Pool (COPOOL)	1.75%	\$ 5,950,328	37%	\$ 5,923,433	\$ 26,842
Local Agency Investment Fund (LAIF)	1.90%	10,043,712	63%	10,024,899	40,279
Total - Investments	1.85%	15,994,040	100.00%	15,948,332	67,121
Bond Accounts - Cash with Fiscal Agents					
BNY Western Trust - Blackrock Treasury Trust Instl 62 2009A Reserve Fund Account	0.38%	4,130,401		4,130,401	15,786
BNY Western Trust - Blackrock Treasury Trust Instl 62 2009A Payment Fund Account	0.27%	2,322,336		2,322,336	5,416
Total - Bond Accounts	0.34%	6,452,737		6,452,737	21,202
GRAND TOTAL OF PORTFOLIO	1.41%	\$ 22,446,777		\$ 22,401,069	\$ 88,323
Total Interest/ Dividend Earned This Quarter				88,323	
Total Interest/ Dividend Earned Fiscal Year-to-Date				273,323	

Note: SBWMA Board approved the following investment mix at its January 22, 2015 meeting:

LAIF - 50% to 70%
COPOOL - 30% to 50%

*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to SBWMA's balance in the investment pools. The market values are presented as a reference only.





South Bayside Waste Management Authority Portfolio

	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
SM County Pool	5,762,103	6,274,875	5,289,351	5,306,369	6,821,606	6,141,927	6,160,258	6,178,931	5,950,328
LAIF	10,003,104	6,513,338	6,723,255	6,782,867	6,843,909	8,458,145	8,882,011	9,657,438	10,043,712
Bond Accounts	6,320,831	4,636,705	5,669,053	5,325,786	6,364,259	4,663,531	5,704,703	5,401,411	6,452,737
Grand Total	\$ 22,086,038	\$ 17,424,918	\$ 17,681,659	\$ 17,415,022	\$ 20,029,774	\$ 19,263,603	\$ 20,746,972	\$ 21,237,780	\$ 22,446,777



STAFF REPORT

To: SBWMA Board Members
From: Jean B. Savaree, SBWMA Legal Counsel
Date: September 27, 2018 Board of Director’s Meeting
Subject: Resolution Approving the Revised Conflict of Interest Code

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2018-27 attached hereto approving the revised Conflict of Interest Code.

Background

The Political Reform Act of 1974, approved by the voters, requires State and local government agencies to adopt a Conflict of Interest Code (“Conflict Code”). SBWMA has adopted a Conflict Code. State law also requires SBWMA to periodically update its Conflict Code by adopting by reference the terms of 2 California Code of Regulations §18730, as may, from time to time, be amended by the Fair Political Practices Commission (“FPPC”).

The Conflict Code must list each employee and/or Board position within SBWMA that makes or participates in the making of governmental decisions. Individuals employed in these positions are called “designated employees.” In addition, certain consultants to public agencies must also file disclosure forms because they make or participate in making governmental decisions on behalf of SBWMA.

The Conflict Code reviewing body for SBWMA is the Board of Directors. Periodically, the Conflict Code reviewing body, by resolution, must update the list of designated employees and/or Board positions shown in the Appendix and make any other changes needed to comply with State law. This year, four amendments are recommended.

First, in Section 2, the language for consultants has been revised to address both consultants and any new positions created before the next review of the Conflict Code. With this amendment, the Executive Director will have the authority to determine the appropriate disclosure category for the consultant or new position based on the consultant’s assignment or job description for the new position. The determination must be made in writing and retained as a public record of SBWMA.

Second, language in Section 4(a) has been amended to reflect that the Clerk of the Board of Directors is responsible to file the income disclosure forms with the County of San Mateo Clerk.

Third, language regarding Local Government Services (LGS) employees has been deleted because SBWMA no longer has a contract with LGS.

Fourth, the Conflict Code has been amended to add a new designated position: Authority’s Attorney; revise the titles of other designated positions: Sr. Facilities and Contracts Manager, Sr. Finance Manager, Recycling Outreach Programs Manager, Environmental Education Manager, and Environment Education Coordinator; and delete the designated position of Recycling Programs Manager. See Exhibit A, Designated Positions, attached to the Resolution.

All necessary updates have been made and are shown in ~~strikeout~~ and **bold** in the attached Resolution as required by the Fair Political Practices Commission.

Fiscal Impact

There is no fiscal impact associated with this Board action.

Attachments:

Resolution 2018-27

Exhibit A - SBWMA Conflict of Interest Code



RESOLUTION NO. 2018-27

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY UPDATING THE AGENCY'S CONFLICT OF INTEREST CODE

WHEREAS, pursuant to previously adopted Resolution, the Board of Directors of the South Bayside Waste Management Authority adopted a Conflict of Interest Code as required by the Political Reform Act of 1974 (California Government Code 81000 et seq.); and

WHEREAS, California Government Code Section 87306.5 requires that the South Bayside Waste Management Authority review its Conflict of Interest Code every even-numbered year and revise it if necessary; and

WHEREAS, the Conflict of Interest Code has been reviewed and the changes shown as ~~strikeout~~ and **bold** are proposed; and

WHEREAS, the Board of Directors has determined that the proposed changes are appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bayside Waste Management Authority that the attached Conflict of Interest Code is hereby amended, in the form presented to the Board of Directors (Attachment 1); and

BE IT FURTHER RESOLVED that if no comments are received pursuant to the 45-day written comment period, there will be no additional public hearing on the proposed code; and

BE IT FURTHER RESOLVED that the Clerk of the Board of Directors is directed to transmit a copy of the Amended Conflict of Interest Code ("Code") to the Board of Supervisors of the County of San Mateo for its review and approval; and

BE IT FURTHER RESOLVED that the effective date of the amended Code shall be upon its approval by the Board of Supervisors and, unless and until the Code is so approved, that the Code previously adopted by the South Bayside Waste Management Authority shall continue in full effect.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on this 27th day of September, 2018, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton					Menlo Park				
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary District				

I HEREBY CERTIFY that the foregoing Resolution No. 2018-27 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on September 27, 2018.

ATTEST:

Charlie Bronitsky, Chairperson of SBWMA

Cyndi Urman, Board Secretary

Exhibit A

CONFLICT OF INTEREST CODE

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

Section 1. Purpose. Pursuant to the provisions of Government Code Sections 87300, et seq., the South Bayside Waste Management Authority (SBWMA) hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Section 2. Designated Positions. The positions listed on **Appendix A**, attached hereto and by this reference incorporated herein, are Designated Positions. Each officer and employee holding a position listed on Exhibit A is a Designated Employee and is required to file a disclosure statement (as prescribed hereinafter) on any decision which the said officer or employee may make or in which said officer or employee may participate, that may foreseeably have a material effect on a financial interest. The Executive Director, or his or her designee, may determine in writing ~~on a case by case basis~~ that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus ~~does~~ is not required ~~compliance, or full compliance~~ to fully comply with the disclosure requirements in this section. ~~Any s~~Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement ~~as to~~ of the extent of disclosure requirements. ~~The Executive Director may determine whether a contract consultant constitutes a “consultant” as defined in the Political Reform Act.~~ The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. **(Government Code Section 81008.)**

Nothing herein excuses any consultant from any other provision of this Conflict of Interest Code, specifically those dealing with disqualification.

Section 3. Disclosure Statement. Designated Positions shall be assigned to one or more of the disclosure categories as contained in the Fair Political Practices Commission (FPPC) Form 700, as set forth on Exhibit A. Each Designated Employee shall file an annual statement disclosing that employee’s interest in investments, real property, and income, designated in **Appendix B**, attached hereto and by this reference incorporated herein, as reportable under the category to which the employee’s position is assigned on Exhibit A.

Section 4. Time and Place of Filing.

(a) All designated officers and employees required to submit a statement of financial interests shall file the original with the Clerk of the Board of Directors of SBWMA, the filing official. Upon receipt of the statements, the Clerk of the Board of Directors of SBWMA shall make and retain copies and forward the originals of these statements to the San Mateo County Clerk as filing officer.

(b) Employees appointed, promoted or transferred to designated positions shall file initial statements within 30 days after date of employment.

(c) Annual statements shall be filed no later than April 1st of each year by all designated officers and employees. Such statements shall cover the period of the preceding calendar year.

(d) A designated officer or employee who leaves an office shall file, within 30 days of leaving office, a leaving office statement.

Section 5. Contents of Disclosure Statements. Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the Clerk of the Board of Directors of SBWMA.

Section 6. Disqualifications. Designated officers or employees must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated officer or employee shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

~~*Staff member employed through Local Government Services (LGS) is intended to be included within the definition of "employee" for purposes of this Conflict of Interest Code.~~

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	1
Executive Director	1
<u>Authority's Attorney</u>	1
Recycling Programs Manager*	1
Facility Operations <u>Sr. Facilities and Contracts</u> Manager	1
<u>Sr.</u> Finance Manager	1
Recycling Outreach Sustainability <u>Programs</u> Manager	1
Office Manager/Board Clerk	3
Environmental Education Coordinator <u>Manager</u>	2
Environmental Education Associate <u>Coordinator</u>	3

APPENDIX B

Category 1. Persons in this category must disclose all investments in business positions in business entities, doing business in, and sources of income and interests in real property, within the jurisdictional area of the SBWMA.

Category 2. Persons in this category must disclose all investments and business positions in business entities in or doing business within the jurisdictional area of the SBWMA.

Category 3. Persons in this category must disclose all investments and business positions in business entities and sources of income which provide, manufacture or supply services, supplies, materials, machinery or equipment of the type utilized by or subject to review or approval of the member entities of the SBWMA.