



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** July 17, 2020  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Agenda Information for the July 24, 2020 Board Meeting

**NOTICE:** A meeting of the Monterey Regional Waste Management Authority will be held at 9:00 a.m. prior to the Monterey Regional Waste Management District meeting.

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### MONTEREY REGIONAL WASTE MANAGEMENT AUTHORITY

#### CALL TO ORDER AT 9:00 A.M.

#### ROLL CALL AND ESTABLISHMENT OF QUORUM

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMUNICATIONS

Anyone wishing to address the Board on matters *not* appearing on the *Authority* Agenda may do so now. *Please limit comments to a maximum of three (3) minutes.* The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board.

#### CONSENT AGENDA

- 1) Approve January 24, 2020 Meeting Minutes
- 2) Adopt Resolution 2020-1A Establishing Authority Investment Policy and Guidelines for Fiscal Year 2020/21

Please refer to the enclosed memo and attachments from Director of Finance & Administration Peter Skinner. Staff is recommending a small modification of the Investment Policy and Guidelines adopted a year ago.

***Recommendation: Approve Consent Agenda.***

**BOARD COMMUNICATIONS**

**ADJOURNMENT**

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**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT**

**CALL TO ORDER AT APPROXIMATELY 9:05 AM OR IMMEDIATELY  
FOLLOWING MRWMA MEETING**

**ROLL CALL AND ESTABLISHMENT OF QUORUM**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMUNICATIONS**

Anyone wishing to address the Board on matters *not* appearing on the *Authority* Agenda may do so now. *Please limit comments to a maximum of three (3) minutes.* The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board.

**CONSENT AGENDA**

These matters include routine financial and administrative actions, which are usually approved by a single majority vote. Individual items may be removed from Consent for discussion and action.

- 1) **Approve Minutes of June 19, 2020 Regular Board Meeting.**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements for June 2020**
- 3) **Adopt Resolution (2020-08) establishing Investment Policy Guideline for District/Authority for Fiscal Year 2020/21**

Please refer to the enclosed memo and attachments from Director of Finance & Administration Peter Skinner. Staff is recommending a small modification of the Investment Policy and Guidelines adopted a year ago.

- 4) **Adopt Resolution (2020-09) naming District Officers or their successors to be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund**

Please refer to enclosed resolution naming authorized staff to deposit or withdraw monies in the Local Agency Investment Fund.

**5) Ratify Purchase of Portable Litter Fencing from Wide Coastal Canopy Portable Litter Containment Units of Bakersfield, CA in the Amount of \$60,701.00.**

Please refer to the enclosed memo for Director of Operations Tim Brownell. This is a request to ratify a purchase that was designated an operational necessity due to the location of our waste disposal area during this time and the high winds we experience during the summer. Litter is a compliance measurement issue for our monthly LEA reports.

**6) Declare Surplus and Authorize Disposition of Wood Line Feed System Equipment.**

Please refer to the enclosed memo from Director of Operations Tim Brownell. The former wood line feed system was the original structure from when the MRF was first built in 1996. This constitutes the platforms, stairs, support frames, screens, etc. These components are old and no longer structurally sound. The system removal is necessary to allow for more space for the existing MRF operations. The Keith Day Company is now performing these tasks.

**7) a. Adopt Resolution 2020-10 Authorizing Sole Source Purchase of New Caterpillar Model: 323 Excavator Using Preferential Competitive Pricing Through Sourcewell (formerly National Joint Powers Alliance); and b. Approve Purchase of New Caterpillar Model: 323 Excavator from Quinn Company of Salinas, CA at a cost of \$301,166.73 (Including Sales Tax and Freight).**

Please refer to the enclosed memo from Director of Operations Tim Brownell. This excavator is the key piece of equipment for feeding the C&D line. It is in constant use during the day feeding the main line and operates as a material “sizing” (it breaks up the material into a size that fits onto the C&D line) as well as loading the material onto the feed conveyor. This excavator also comes equipped with a special “waste handling” package oriented for equipment in use in closed, dusty, and high operating hour environments.

**8) a. Adopt Resolution 2020-11 Authorizing Sole Source Purchase of New Caterpillar Model: 836H Compactor Using Preferential Competitive Pricing Through Sourcewell (formerly National Joint Powers Alliance); and b. Approve purchase of New Caterpillar Model: 836H Compactor from Quinn Company of Salinas, CA at a cost of \$1,249,424.10 (Including Sales Tax and Freight).**

Please refer to the enclosed memo from Director of Operations Tim Brownell. The compactor is perhaps the main piece of equipment used in any landfill environment. The main function of the compactor is to provide the “squish” factor in the landfill. That is to say, it packs the most amount of trash into the smallest possible area in order to preserve our landfill capacity. Landfill density is the most crucial metric in our effective management of the landfill. This purchase of the new CAT 836H will help make sure the District always has the most effective equipment running to provide that critical density.

***Recommendation: Approve Consent Agenda.***

## STAFF REPORTS

### 9) **Review Finance, Operating, and Recycling Reports.**

The financial statements for June 2020 are enclosed, along with Operating and Recycling reports. Accounting Manager Garth Gregson has also enclosed further background on the District's financial performance and will answer any questions at the Board meeting.

### 10) **Update on COVID-19 Operations.**

Tim Brownell will provide an oral update on our operations and COVID 19 compliance measures.

### 11) **Report on July 21, 2020 Meeting of Special Districts Association of Monterey County**

A verbal report on the meeting of the Special Districts Association will be provided at the Board meeting.

## GENERAL MANAGER COMMUNICATIONS

- August Board Meeting Cancellation – Staff is recommending to the Board, as we did last year, that we cancel the August MRWMD Board meeting. Both the Finance and Personnel Committee will meet at the regularly scheduled meeting on Wednesday August 5<sup>th</sup> via a “Zoom” meeting approach. The next regularly scheduled Board meeting will be held Friday September 18<sup>th</sup>.
- Compost Operation Capital Funding and Lease Extension Staff will bring to the Finance Committee in August and September an operational plan and capital development estimate for regulatorily required site improvements of the composting area currently leased to the Keith Day Company, Inc. (KDCI). KDCI recently submitted a regulatory report to the Regional Water Quality Control Board (RWQCB) outlining the development plan and an Engineer's Estimate is currently being prepared. Staff will also bring forward a lease and operating contract extension for the KDCI operations that will help manage the District's yard waste composting, wood waste grinding, wood chips and mulch materials. Staff did not submit a capital expenditure estimate this fiscal year because we wanted to deliver a more accurate estimate than we were able to do in the two previous fiscal year budget cycles. KDCI and his engineering consultants are developing this project estimate and schedule and will present this to the Finance Committee in August and September. Staff will bring the results of the Committee's recommendation to the Board and will develop with legal counsel an appropriate lease document and operational plan at the September Board meeting for your review and action.

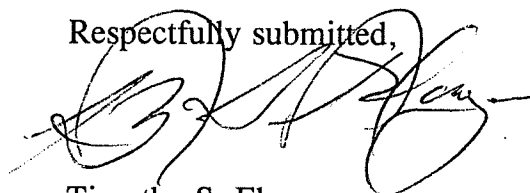
- LCM Project Update – Staff is currently working on a Last Chance Mercantile update and re-opening plan. Staff will report back to the Board on a regular basis the on-going evaluation of alternatives for the re-opening of the Last Chance Mercantile. Staff will recommend to the Board when re-opening is financially viable and operationally safe to do so. Staff will work through the Finance committee and Personnel committee since the LCM operations have historically received the oversight of both Board committees. Staff will bring to the full Board an update on the LCM status in September and seek direction as to engagement with community stakeholders as to how to make the LCM function in a COVID 19 pandemic world. Our goal is to develop a LCM re-opening that is operationally viable, safe for staff and customers, and financially sustainable.
- FY20/21 goal setting - FY 19/20 Goal Review – Staff will bring to the Finance and Personnel committees a set of draft goals for FY 20/21 and a re-cap of our performance as to the goals established for FY 19/20. Staff will receive input from both committees and then bring back to the full Board for their review and adoption both sets of goals at the September meeting.

**BOARD COMMUNICATIONS**

**ADJOURNMENT**

**NEXT MEETING DATE: September 18, 2020 at 9 a.m.**

Respectfully submitted,



Timothy S. Flanagan