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PETER SKINNER
Director of Finance & Administration
TIM BROWNELL
Director of Operations
ZOE SHOATS
Director of Communications
ROBERT WELLINGTON
Legal Counsel

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT REGULAR MEETING MINUTES

Friday, 9:00 a.m.
May 22, 2020

MRWMD Bales Boardroom and Via Teleconference
14201 Del Monte Blvd., Monterey County, CA

MEMBERS PRESENT: Carrie Theis (Chair), City of Carmel-by-the-Sea Councilmember
Jason Campbell (Vice Chair), City of Seaside Councilmember
Gary Bales, City of Pacific Grove
Leo Laska, Pebble Beach Community Services District Director
Jane Parker, (Unincorporated) Monterey County Board of Supervisors Chair (District 4)
Dennis Allion, City of Del Rey Oaks
Jerry Blackwelder, City of Sand City Vice Mayor
Dan Albert, City of Monterey Councilmember
Bruce Delgado, City of Marina Mayor

MEMBERS ABSENT: None

STAFF PRESENT: Tim Flanagan, General Manager
Rob Wellington, Legal Counsel
Guy Petrabor, Director of Engineering & Compliance
Peter Skinner, Director of Finance & Administration
Tim Brownell, Director of Operations
Zoe Shoats, Director of Communications
Berta Torres, Human Resources Manager
David Ramirez, Senior Engineer
Becky Aguilar, Executive Assistant/Clerk of the Board
Angela Goebel, Public Education and Outreach Specialist
Ida Gonzales, Administrative Support Specialist

OTHERS PRESENT: Agnes Martelet, City of Carmel-by-the-Sea
Rob Durham, County of Monterey
Maria Ferdin, Monterey County Environmental Health
Mike Niccum, Pebble Beach Community Services District
Patrick Mathews, Salinas Valley Solid Waste Authority
Mandy Brooks, Salinas Valley Solid Waste Authority
Alvin Votran
Judith Codina

Note: Staff reminded on six (6) feet social distancing requirements due to the COVID-19 Pandemic.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Notice duly given and presence of a quorum established, the May 22, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was called to order by Chair Theis at 9:00 a.m.

PUBLIC COMMUNICATIONS

There were no public communications.

CONSENT AGENDA

Following a motion by Director Bales, seconded by Director Albert, the Board unanimously approved the Consent Agenda.

- 1) **Approve Minutes of April 17, 2020 Regular Board Meeting**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements for April 2020**
- 3) **Receive Report on May 6, 2020 Finance Committee Meeting**
- 4) **Receive Report on May 6, 2020 Personnel Committee Meeting**
- 5) **Adopt Resolution 2020-06 Proclaiming May 17-23, 2020 as National Public Works Week**
- 6) **Approve a Change Order for TetraTech for CEC Grant Project ARV-17-036 in the Amount of \$250,000**

PRESENTATIONS

- 7) **Small Planet News: Unwrapping Plastics Series (Part 3) – Management of Plastic Pollution**

Public Education Intern Andrew Jarvis presented Part 3 of 4 part series on the Management of plastic pollution on unwrapping Plastic Series and the challenges and global impact the increasing utilization of plastic is having on our environment. The presentations on this series will be placed on the District website for future reference.

- 8) **Presentation of District's EV Charging Station Grants Project**

Director of Engineering and Compliance Guy Petraborg presentation on the Electric Vehicle Infrastructure Project (CALeVIP). This project offers incentives for the purchase and installation of electric vehicle charging infrastructure at publicly accessible sites. Staff has been able to secure a grant for a five year project, that will provide funding for five, Level 2 Public charging stations, to be installed in front of the District Administration parking lot. Installation of the new stations will also allow the District to bring the current handicap parking spaces up to current code requirements and accessibility. The District will partner with Charge Point and share compensation from the sales. Charge Point will provide the transaction software and receive a 10% compensation from sales and the District will receive 90%. Customers with existing Charge Point accounts will be able pay at the EV Charging the pump using their membership cards. Those without accounts will be able to call in and pay over the phone. The anticipated completion date for the project is September 2020.

Board discussion followed regarding the possibility of the District purchasing Electric vehicles in the future and the cost savings benefits of using electric charging stations compared to the use of gasoline.

OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION**9) Receive Draft Budget for Fiscal Year 2020/21 and Provide Direction to Staff**

Director of Finance Peter Skinner presented a Draft budget for Fiscal Year 2020/21. This presentation was different from previous years due to the impacts of COVID -19 and the frequent changes to Budget predictions. Staff has been challenged with how to present a budget model with so many unknown variables in revenue. In the month of April disposal revenues were down 22% from the first 9 months of the year from Budget compared to the early March pre COVID -19 draft budget. In the Draft budget there is a \$5.5 million revenue shortfall and assumes a 23% reduction in capital spending. Staff will need to find \$3.5 million-\$4 million in savings for the 2020/21 Budget to meet the 1.25 bond covenant coverage requirement.

Staff is confident that the cost management side of the budget equation is more predictable and achievable if the recommendations staff is developing, such as reductions of about 80% of current year overtime, VERI program, management and Local OE3 compensation adjustments, and reductions of contractual services by reducing the use of temporary workers. A Final Budget will be presented to committees and Board in June for approval. Staff is also proposing that the Budget be reviewed at least quarterly with all the changes.

Board discussion followed Direction Allion referred to the budget a conservative approach and hopefully things are more favorable than planned and in this changing time the Board must be flexible and reevaluate as the year progresses. Chair Theis stated the Board is looking to staff to provide continue direction and is hopeful for an upward direction. Director Parker appreciated Staff for suggesting that the budget be reviewed more frequently throughout the Fiscal Year.

It was moved by Director Campbell, seconded by Director Allion and Unanimously Carried To: Receive Draft Budget for Fiscal Year 2020/21 and Provide Direction to Staff.

10) Schedule a Public Hearing for the June 19, 2020 Board Meeting to Consider:

- a. **Five Percent (5%) Tipping Fee Increase for Certain Material Types Effective July 1, 2020; and**
- b. **Implementation of \$40 Processing Fee for Single Stream Recycling Effective July 1, 2020**

Director of Finance and Administration Peter Skinner presented information on staff recommendation to schedule a Public hearing for rate increases at the June 19, 2020 Board meeting. Staff is recommending tipping fee increase of approximately 5% to the solid waste, green waste (yard waste), biosolids, food waste and problem waste. Staff is also recommending increasing the Materials Recovery Facility single stream recycling rate from \$35 to \$40 per ton and implementing the fee to member agencies that are serviced by GreenWaste Recovery. These increases are an important tool to help make the District financially stable for FY 20/21 and beyond.

Board discussion followed and the decision was made to move forward with scheduling the hearing.

It was moved by Director Campbell, seconded by Director Allion and Unanimously Carried To: Authorize Staff to schedule a Public Hearing for the June 19, 2020 Board Meeting to Consider: a. Five Percent (5%) Tipping Fee Increase for Certain Material Types Effective July 1, 2020; and b. Implementation of \$40 Processing Fee for Single Stream Recycling Effective July 1, 2020.

11) Adopt Resolution 2020-07 Creating A Voluntary Early Retirement Incentive (VERI) Program For 2020 and Authorizing Expenditures for Program Expenses

Human Resources Manager Berta Torres provided a presentation on the presented on the VERI program in which 27 District employees are eligible to participate with eligibility requirements being that the employee must be 55 years old and has a minimum of 5 years at the District. She stated that 14 employees have expressed interest in participating and make the election to participate by May 20th. The cost to the District will be 1.1 million dollars in wages this fiscal year with a and a total expense of 1.4 million dollars. The net benefit to the District after the 1.2 million in savings next year. This cost savings will continue in the coming years, if the need to refill these positions is not needed. Due to current finances the District has the funds available in the current budget and will not have the opportunity offer this in the next Fiscal year 2020/21 budget.

Director Delgado inquired about the level of service the District will be able to provide with the reducing of staff by 14 positions. Staff responded that five of the positions would be backfilled and staff anticipates that staff will assume additional responsibilities and operational changes that should not interfere with the Districts standards of service. Staff will look for way streamline efficiencies to help with workloads and processes.

It was moved by Chair Theis, seconded by Director Delgado and Unanimously Carried To: Approve Resolution 2020-07 Creating A Voluntary Early Retirement Program For 2020 and Authorizing Expenditures for Program Expenses.

STAFF REPORTS

12) Review Finance, Operating, and Recycling Reports

The Board reviewed the financial statements for April 2020, along with operating and recycling reports.

13) Report on Employee Injuries and Property Loss Incidents for Calendar 2019.

Safety Manager Kacey Christie presented on injuries at the District and locations on site. The District achieved 95% safety of the training goal for the FY 19/20. Continued training will be held moving forward on Slips, Trips, and Falls as this is the cause of most injuries and cost.

14) Update on COVID-19 Operations.

Director of Operations Tim Brownell provided an oral report on current District measures, and how the District plans to handle reopening of District facilities that are currently closed following the guidelines for retail and the CDC. There are no reported COVID-19 cases within District staff.

GENERAL MANAGER COMMUNICATIONS

General Manager provided an email from the Detective David Vargas commending staff for their assistance during the Baby Marina investigation. He expressed appreciation for the Monterey Sheriff's Department and all staff who helped during the challenging circumstances

The Board received an article in the May 2020 *Stanford Magazine* featuring Director of Finance & Administration Peter Skinner and the Repair Café that he launched in 2012

BOARD COMMUNICATIONS

There were no Board communications.

CLOSED SESSION

The Board met in closed session at 11:50 a.m. on the following matters:

1. Conference with Property Negotiators:
Property: Landfill Site Space/Capacity
District Negotiators: Tim Flanagan & Guy Petraborg
Negotiating Parties: City of Capitola, City of Scotts Valley, City of Watsonville,
Santa Cruz County
Terms: All Terms and Conditions

2. Conference with Labor Negotiators:
District Negotiators: Tim Flanagan, Peter Skinner, Timothy Brownell, and Berta Torres
Employee Organizations: Operating Engineers and Management Employees


RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM CLOSED SESSION

The Board came back into open session at 1:03 p.m. Legal Counsel announced that in closed session the Board received information as to each of the closed session items; no reportable action was taken.

ADJOURNMENT

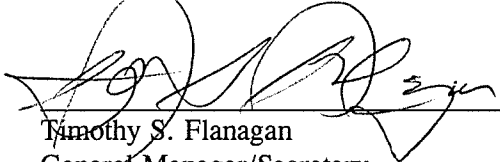
There being no further business to come before the Board at this time, the May 22, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was adjourned by Chair Theis at 1:04 p.m.

RECORDED BY:



Ida R. Gonzales
Administrative Support Specialist

AUTHENTICATED BY:



Timothy S. Flanagan
General Manager/Secretary