



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: March 13, 2020
TO: Board of Directors
FROM: General Manager
SUBJECT: Agenda Information for the March 20, 2020 Board Meeting

CALL TO ORDER AT 9:00 A.M. (PLEASE NOTE EARLIER START TIME)

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, usually approved by a single majority vote. Individual items may be removed from Consent for discussion and action.

- 1) Approve Minutes of January 24, 2020 Regular Board Meeting.
- 2) Approve Minutes of February 12, 2020 Special Board Meeting
- 3) Approve Report of Disbursements, and Board and Employee Reimbursements for January and February 2020.
- 4) Receive Report on February 12, and March 4, 2020 Finance Committee Meetings.
- 5) Receive Report on February 12 and March 4, 2020 Personnel Committee Meetings.
- 6) Approve Extension of In-Focus Safety Solutions Contract for the Remainder of Fiscal Year 2019/2020 at a Cost of \$25,000.

Recommendation: Approve Consent Agenda.

OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION

- 7) **Adopt Resolution 2020-03 Authorizing General Manager to Execute a Sole Source Contract with Quality Scales Unlimited for the Procurement and Replacement of Scale A in an Amount Not-To-Exceed \$160,000 (including Sales Tax)**

The present scale system hardware is over 20 years old and is past the point of having repairs be effective enough to keep them operational. The scales are a key part of our operational efficiency – especially with the increased volume of waste and recyclables we receive currently.

Recommendation: Adopt Resolution 2020-03 Authorizing General Manager to Execute a Sole Source Contract with Quality Scales Unlimited for the Procurement and Replacement of Scale A in an Amount Not-To-Exceed \$160,000 (including Sales Tax).

- 8) **Adopt Resolution 2020-04 Authorizing General Manager to execute a sole source contract with Quality Scales Unlimited of Byron, CA, for the Procurement and Installation of Scale E with an Unattended Kiosk in an Amount Not-To-Exceed \$260,000.00 (Including Sales Tax)**

Since 2010, the District's daily traffic volume has doubled while the overall tonnage received has quadrupled. The E Scale addition is part of a planned phased re-construction of the scale building and the underlying physical scale structures. This will allow the contract waste and franchise waste haulers to by-pass the scales set aside for the general public, making a much more efficient utilization of the overall scale system.

Recommendation: Adopt Resolution 2020-04 Authorizing General Manager to execute a sole source contract with Quality Scales Unlimited of Byron, CA, for the Procurement and Installation of Scale E with an Unattended Kiosk in an Amount Not-To-Exceed \$260,000.00 (Including Sales Tax).

- 9) **Award Construction Contract for the CEC Grant ARV-17-036 Project to the Qualified Low Bidder, Monterey Peninsula Engineering, Inc. of Marina, CA, in the Amount of \$247,000**

This construction contract is for the structural slab foundations for the Biogas Conditioning System equipment previously purchased by the District as part of the CEC Grant Award ARV-17-036. Bids were received from two local contractors: Ausonio and Monterey Peninsula Engineering (MPE). MPE is the qualified low bidder.

Recommendation: Award Construction Contract for the CEC Grant ARV-17-036 Project to the Qualified Low Bidder, Monterey Peninsula Engineering, Inc. of Marina, CA, in the Amount of \$247,000.

- 10) **Award Construction Contract for the CEC Grant ARV-17-036 Project to the Qualified Low Bidder, BSE General Engineering, Inc. of Descanso, CA, in the Amount of \$1,275,000 for the GCCS-Biogas Conditioning System Improvements**

This construction contract is for the improvements to the landfill's Gas Collection and Control System (GCCS) and installation of the Biogas Conditioning System equipment previously purchased by the District as part of the CEC Grant Award ARV-17-036. Bids were received from four non-local contractors. BSE General Engineering is the qualified low bidder.

Recommendation: Award Construction Contract for the CEC Grant ARV-17-036 Project to the Qualified Low Bidder, BSE General Engineering, Inc. of Descanso, CA, in the Amount of \$1,275,000 for the GCCS-Biogas Conditioning System Improvements.

STAFF REPORTS

- 11) **Review Finance, Operating, and Recycling Reports**

The financial statements for January and February 2020 are enclosed, along with operating and recycling reports. Please also refer to the enclosed information from Accounting Manager Garth Gregson for further background on the District's financial performance.

- 12) **Report on February 20, 2019 District Technical Advisory Committee (TAC)**

Staff reviewed preliminary public education and outreach submittal from GWR. TAC public education sub-committee and consultant are continuing to work with GWR to formulate a new plan for FY 20/21 and review last year's plan and materials.

- 13) **Report on February 26, 2019 Strategic Planning Session**

Staff and Board members, and members of the public, all participated in the first of several "strategic thinking" exercises led by Barber/Gonzales Consulting group. Staff and consultant are in the process of compiling all the information shared during the process and will be developing the next phases of the strategic thinking process for staff and then Board review. The next session will focus on finance and administration, energy planning and development, and public education and advocacy.

14) Report on COVID-19 and Planning Process

Staff has drafted the enclosed COVID-19 response plan for business continuity. This is the best-defined approach staff can develop at this time with a rapidly changing set of circumstances around federal, state, and local health directives. Our first obligation is to the health and safety of our work force, while maintaining at the same time the basic necessary public health element of proper disposal and recovery of trash delivered to us. Some key discretionary elements of our operations such as the Last Chance Mercantile and the Buy-back Center will be closed for the indeterminate future. The Administrative office will also be closed as of Wednesday March 18th, and District administrative staff will rotate in the office in one-week segments, working remotely from home during this time frame. District staff is actively evaluating current conditions and will make operational adjustments as deemed necessary. District staff will also evaluate the pending financial implications as we have more data to make responsible projections. Staff hopes to be able to make some analysis of the financial implications of the impact of COVID-19 in time for the April Board meeting and for the FY 2020/21 Budget.

OTHER CORRESPONDENCE

15) Letter from Local Agency Formation Commission of Monterey County RE: Call for Nominations to Fill Special District Seats on LAFCO

Enclosed is a letter, February 28, 2020, from Kate McKenna, regarding a call for nominations for the selection of two representatives on LAFCO. Directors Bales, Allion, and Laska are the only members eligible since they are not elected officials of a City or of the County. If they are interested, they may nominate themselves by submitting the required paperwork by March 30, 2020.

GENERAL MANAGER COMMUNICATIONS

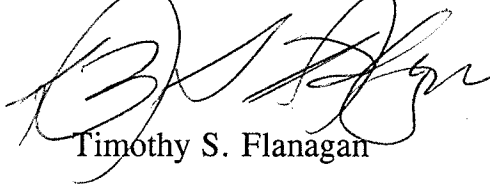
- **Monterey One Water (M1W) Loan.** M1W has identified a need for a short-term capital loan to accomplish the electrical supply connection to the WWTP from our landfill gas to energy system. M1W will need \$400,000 to complete their development of their infrastructure for their "Pure Water project. This funding assistance would allow the District to deliver renewable power under our existing Power Purchase Agreement with M1W ahead of the current schedule of FY 21/22. The District would realize an estimated payback period of perhaps less than one year with a slight adjustment made to the prescribed rate in the existing PPA we have with M1W. More details will follow, and staff will bring this issue to the Finance Committee and then the full Board once documentation of the approach has been completed by respective staffs.

- **Odor Concerns.** A meeting set up by Councilmember Frank O'Connell of Marina with various stakeholders attending was scheduled for March 18. This meeting has been postponed due the COVID-19 protocols suggested by various entities. We will continue to monitor our operational processes here at the District and share our observations with all interested parties.

BOARD COMMUNICATIONS

ADJOURNMENT

Respectfully submitted,



Timothy S. Flanagan