



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** OCTOBER 16, 2020  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Agenda Information for the October 23, 2020 Board Meeting

---

### MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

#### 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

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 September 18, 2020 Regular Board Meeting
- 2) Approve Report of Disbursements, and Board and Employee Reimbursements for September 2020
- 3) Receive Report on October 7, 2020 Finance Committee Meeting.
- 4) Receive Report on October 7, 2020 Personnel Committee Meeting.
- 5) Approve 2021 Regular Board Meeting Calendar
- 6) Approve Agreement with Trillium in the amount of \$105,998 for Design, Permit, Procurement, and Construction of modifications to the CNG Fueling Station for the CEC Grant Project
- 7) Authorize Agreement with the Merced County Regional Waste Management Authority (MCRWMA) to Transport and Process Single Stream Recyclables (SSR) From Billy Wright Landfill Operations

This is additional tonnage that we are capable of processing in our existing system with existing staff. This is a trial program to evaluate for Merced County the viability of transferring material to the District. Staff believes it will be a successful evaluation and a longer-term agreement could be a potential result of this trial.

- 8) **Authorize the General Manager to Execute a Contract with Mathews Mechanical for Materials Recovery Facility (MRF) Maintenance Access Improvement in the amount of \$71,700 (includes 5% contingency).**

Please refer to the enclosed memo from Senior Engineer, David Ramirez.

- 9) **Authorize the General Manager to Execute a Contract with American Restore for Materials Recovery Facility (MRF) Tip Floor Concrete and Asphalt Repair in the amount of \$120,773.**

Please refer to the enclosed memo from Senior Engineer, David Ramirez.

- 10) a) **Approve the MRF Maintenance Department Flexible Staffing Plan, and b) Approve the revised Organizational Chart.**

Please refer to the enclosed memo and revised organizational chart from Human Resources Manager, Berta Torres.

**Recommendation Approve Consent Agenda**

**RECOGNITION/PRESENTATIONS**

- 11) **Presentation on Report of Quarterly District Financials for Fiscal Year 2020/21.**

District staff will present an in-depth analysis of the first quarter of FY 20/21. As staff promised during the FY 20/21 Budget process, staff will provide such analysis quarterly highlighting the District's year-to-date financial performance, including trends of our tonnages, revenues, expenses, as well as provide discussion of projections and cost controls for the remainder of the fiscal year.

- 12) **Presentation of Findings of CARB/MBARD Inspection of Landfill Gas Collection and Control System.**

Staff will present findings of the inspection by CARB and MBARD. Several areas of the District's landfill gas collection and control system are under review.

**OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION**

- 13) **Receive SCS Engineers Waste Characterization Study Results.**

Please refer to the enclosed memo from Senior Engineer, David Ramirez. Results of the study show a significant increase in the amount of contamination on a year-to-year basis. As of now staff does not have clear identification of all the factors that created such a significant increase. Staff believes that the SIP order and the impacts of COVID-19 pandemic have played a role in this increase.

Since our study was one of the first, if not the first, characterization study performed post-COVID 19, we do not at this time have any other field data from other open sources to compare our results against. SCS Engineers and staff will present the data as collected and will update the Board and the public in the future as more open data is made available from other jurisdictions.

***Recommendation: Receive SCS Engineers Waste Characterization Study Results***

## **STAFF REPORTS**

**14) Last Chance Mercantile Project Update** Staff will provide an update on steps under way to re-open the Last Chance Mercantile. This includes development and plans for a Request for Qualifications (RFQ) for a third party operator that will be issued prior to the end of October, meetings with stakeholders, including interested third parties and a group of former LCM employees, and a project schedule.

**15) Review Finance, Operating, and Recycling Reports.**

**16) Report on October 14<sup>th</sup> District Technical Advisory Committee Meeting.**

The TAC, now comprising all haulers, heard a presentation from HF&H on our “GAP” analysis relating to SB 1383. This review highlighted sections of the regulations where District jurisdictions or the District have areas of non-compliance that will need to be addressed prior to the implementation dates that begin January 2022. Salinas Valley Recycles’ staff also participated in the TAC meeting and will become a regular participant as several areas of the regulations are best addressed on a county or region-wide basis.

## **OTHER CORRESPONDENCE**

### **GENERAL MANAGER COMMUNICATIONS**

- **Lease Agreement for Composting Operations** - Staff and Counsel are preparing a new 10-year lease document for composting operations by Keith Day Company, Inc. to replace an 11-year old rental agreement that was on a year-to-year term basis. The Finance Committee has recommended adoption of the lease and Counsel is working on the final language with staff. The lease document will be brought to the December Board Meeting.
- **Electrical Connection M1W-** M1W staff and District staff are in discussion on the transference of the project roles for the electrical connection project between the District and M1W. M1W accepted the District’s offer for the District to take the lead role for completing final design, permitting, bidding, and construction. M1W is coordinating with their project consultant for a transition to a contract with the District. The District will take the lead role in project delivery and M1W will take the support role. The plan discussed with M1W is that the District would take over the project funding and construction bidding and management. Staff will look to present a more complete outline of the revised project delivery plan at the December Board meeting.

- **COVID-19 Update** Since the pandemic we have only had four confirmed cases and no operational disruptions. We continue to vigilantly practice our COVID-19 protocols and safe operating practices.
- **Combined Nov/Dec Meeting** As staff did last year, we are recommending combining the November/December Board meeting to be held Friday December 4<sup>th</sup>. The Finance and Personnel Committee will still hold their as regularly scheduled on Wednesday, December 2<sup>nd</sup>.

### **BOARD COMMUNICATIONS**

#### **17) Appoint Ad Hoc Nomination Committee to Consider Board Chair and Vice Chair Appointments.**

Please let Chair Theis know before or at the meeting if you are interested in serving on the nomination committee. She will make an appointment at the meeting. Hopefully, the committee will make a nomination prior to the preparation of the November/December Board meeting packet for consideration at the December 4<sup>th</sup> meeting

### **CLOSED SESSION**

As permitted by Government Code Section 54956 et seq., the Board may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, property negotiations or to confer with the District's Meyers-Milias-Brown Act representative.

1. Public Employee Performance Evaluation: General Manager

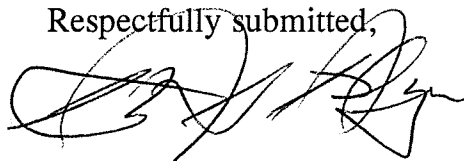
### **RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM CLOSED SESSION**

*Please note: A report out and announcement concerning the closed session will be provided to anyone requesting same by emailing [igonzales@mrwmd.org](mailto:igonzales@mrwmd.org).*

### **ADJOURNMENT**

**NEXT MEETING DATE: December 4, 2020 at 9 a.m.**

Respectfully submitted,



Timothy S. Flanagan