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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.  
July 24, 2020

MRWMD Bales Boardroom and Via Zoom  
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)  
Bruce Delgado, City of Marina Mayor  
Dennis Allion, City of Del Rey Oaks  
Jerry Blackwelder, City of Sand City Vice Mayor  
Dan Albert, City of Monterey Councilmember

**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  
Garth Gregson, Finance Manager  
David Ramirez, Senior Engineer  
Ida Gonzales, Administrative Support Specialist (Acting Board Clerk)

**OTHERS PRESENT:** Mike Niccum, Pebble Beach Community Services District

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### MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

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

#### ROLL CALL AND ESTABLISHMENT OF QUORUM

Notice duly given and presence of a quorum established, the July 24, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was called to order by Chair Theis at 9:05 a.m.

**CALL AND ESTABLISHMENT OF QUORUM**

**PLEDGE OF ALLEGIANCE**

A moment of silence was held in memory of Salinas Mayor Joe Gunter and Former Seaside Mayor Ralph Rubio, to honor and remember their contributions to the community.

**PUBLIC COMMUNICATIONS**

No Public Comments

**CONSENT AGENDA**

Vice Chair Campbell requested agenda Item A be removed from the Consent agenda for further discussion.

*Following a motion by Director Delgado, seconded by Director Parker, the Board unanimously approved the Consent Agenda excluding agenda item A of the consent agenda pulled for discussion.*

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

**Item A Award A Construction Contract To Monterey Peninsula Engineering For the EV Charging Stations Installation For a Not-To-Exceed Amount of \$75,000.**

Vice Chair Campbell requested agenda Item A be removed from the Consent agenda for further discussion. Board discussion followed.

*Following a motion by Director Campbell, seconded by Director Allion, the Board unanimously approved Agenda Item A of the Consent Agenda*

**STAFF REPORTS****9) Review Finance, Operating, and Recycling Reports**

The Board reviewed the financial statements for June 2020, along with operating and recycling reports. Accounting Manager Garth Gregson presented the June 2020 financial review. Director of Finance Peter Skinner reviewed the current month-to-date operating information, including preliminary revenue results that were trending above budget.

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

Tim Brownell provided an update on COVID-19 and reported that two District Employees tested positive and but were not experiencing symptoms. One additional employee was on Administrative leave pending test results. The Monterey County Health Department contacted Human Resources and determined that other employees were not of concern from the standpoint of county COVID-19 testing and contact tracing. The General Manager reported that both employees are not experiencing symptoms and may be able to return to work by next week.

The District is currently on Level 4 of the Districts Risk Minimization Plan. On a weekly basis Districts consultant In-Focus and the District Safety Manager are continuously conducting observations at the District, to ensure that current policies are being followed and looking ways to improve safety. Staff will review room occupancy signs sitewide. District Employees continue to social distance and follow social distancing lunch protocols. The Board appreciated staff for their efforts to keep employees safe.

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

The SDAMC meeting was held on July 21, 2020 held via Zoom. General Manager Tim Flanagan was in attendance and reported that Kate Mckenna presented on FORA.

**GENERAL MANAGER COMMUNICATIONS**

General Manager confirmed that the August MRWMD Board meeting will be cancelled, and the next regular scheduled Board meeting will be held on Friday, September 18, 2020.

The Finance and Personnel Committee meetings will be held on Wednesday, August 5, 2020 via a Zoom. Staff will provide information to the Finance committee on the Compost Operations, Capital Funding and Lease Extension with Keith Day Company (KDCI). This will also include an operational plan and capital development estimate for regulatorily required site improvements of the composting area, currently leased to the KDCI. KDCI recently submitted a regulatory report to the Regional Water Quality Control Board (RWQCB) outlining the development plan. 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. KDCI and their engineering consultants are developing a project estimate to be presented to the Finance Committee at the August and September committee meetings. Recommendations will be provided to the Full Board in September.

Staff has identified the need for a Last Chance Mercantile Project Team and assigned Peter Skinner Director of Finance and Administration, Zoe Shoats Director of Communication and Tim Brownell Director of Operations to the Project. The re-opening plan for LCM 2.0 will be complex and will include soliciting information from Board members to include historical information and the future vision of the store. Staff will report back to the Board monthly on processes, evaluations, and alternatives for the re-opening of the Last Chance Mercantile.

The FY19/20 Goals Review and the draft District goals for FY20/21 will be presented to Finance and Personnel committees. Staff will present the Committee recommendations to the full Board for review at the September Board meeting.

**BOARD COMMUNICATIONS**

Director Bales received an email from Pacific Grove resident regarding Buy Back Center.

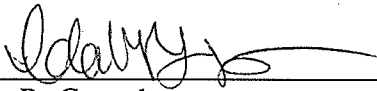
Director Delgado referenced MSW cover magazine and was pleased to see the amount of diversity in the award recipients pictured on the cover of the magazine.

**ADJOURNMENT**

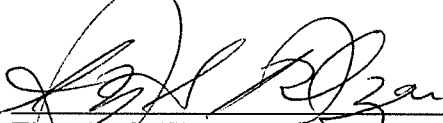
There being no further business to come before the Board at this time, the July 24, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was adjourned by Chair Theis at 10:11 a.m.

*In memory of Mayor Joe Gunter and Mayor Ralph Rubio.*

**RECORDED BY:**

  
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Ida R. Gonzales  
Administrative Support Specialist/Acting Board Clerk

**AUTHENTICATED BY:**

  
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Timothy S. Flanagan  
General Manager/Secretary