



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** SEPTEMBER 11, 2020  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Agenda Information for the September 18, 2020 Board Meeting

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### 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 July 24, 2020 Regular Board Meeting.**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements for July 2020 and August 2020.**
- 3) **Receive Report on August 5, and September 2, 2020 Finance Committee Meeting.**
- 4) **Receive Report on August 5, and September 2, 2020 Personnel Committee Meeting.**
- 5) **Adopt Resolution (2020-12) Amending Designated Positions on the Conflict of Interest Code.**
- 6) **Adopt Resolution (2020-13) Authorizing General Manager to Execute Agreements and Scope of Work with State of CA Department of Parks and Recreation for Acceptance of Materials.**

- 7) **Adopt Resolution of Appreciation (2020-14) for Retiring Executive Assistant/Clerk of the Board Becky Aguilar.**
- 8) **Adopt Resolution of Appreciation (2020-15) for Retiring Sales Associate Amalia Beasley.**
- 9) **Adopt Resolution of Appreciation (2020-16) for Retiring Last Chance Mercantile/Hazardous Materials Manager Glen Evett.**
- 10) **Adopt Resolution of Appreciation (2020-17) for Retiring Weighmaster Gene Green.**
- 11) **Adopt Resolution of Appreciation (2020-18) for Retiring Public Education & Outreach Coordinator Kimberle Herring.**
- 12) **Adopt Resolution of Appreciation (2020-19) for Retiring Sales Assistant Nancy Novoa.**
- 13) **Adopt Resolution of Appreciation (2020-20) for Retiring Scale Supervisor Jeannette Pagan.**
- 14) **Adopt Resolution of Appreciation (2020-21) for Retiring Maintenance Shop Assistant II Frank Patague.**
- 15) **Adopt Resolution of Appreciation (2020-22) for Retiring Sorter I Francisco Ponce Torres.**
- 16) **Adopt Resolution of Appreciation (2020-23) for Retiring Accounting Technician Tina Reid.**
- 17) **Adopt Resolution of Appreciation (2020-24) for Retiring Materials Recovery Facility Maintenance Worker II David Reyes.**
- 18) **Adopt Resolution of Appreciation (2020-25) for Retiring Heavy Equipment Technician III Jose Tavares.**
- 19) **Adopt Resolution of Appreciation (2020-26) for Retiring Materials Recovery Facility Manager Clyde Walkup**
- 20) **Adopt Resolution of Appreciation (2020-27) for Retiring Recycling Attendant Holly Yanez.**
- 21) **Adopt Resolution of Appreciation (2020-28) for Retiring MRF Maintenance Worker I David Wanzong**

*Recommendation Approve Consent Agenda*

**RECOGNITION/PRESENTATIONS**

**22) Presentations of Resolutions of Appreciations for Retiring District Employees**

The General Manager will provide a brief statement about each individual employee and will allow each employee the opportunity to make a brief comment if they are in attendance virtually.

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

**23) a) Authorize Site Improvements of compost area operations in the amount of \$2.5 million Dollars and; b) approve 10 year contract and lease extension with Gabilan AG Services.**

The attached report was supported by the Finance Committee at their last meeting. This capital expenditure has been anticipated for the past two fiscal years and is now coming before the Board for approval. This expenditure is a compliance measure mandated by the RWQCB. Staff is making an adjustment in our capital spending plan for FY 20/21 in order to not create an additional expenditure of capital for this fiscal year. The lease adjustment with the operator is part of the plan to provide compost operations coverage for the next ten to fifteen years. The District has been managing this contract on a year-to-year basis while we assessed options and drafted the site development plan for composting. The operator, Gabilan AG Services (aka Keith Day Company (KDC)), has been an excellent partner for the District. KDC took over from Sunland Garden Products when they went bankrupt in 2009. KDC took over the wood and yard waste grinding operations right after the beginning of the MRF 2.0 operations, and took over the food waste composting upon the closure of the Zero Waste Energy Pilot AD project as well. Keith Day has also managed to sell all of the hundreds of thousands of tons of organic materials diverted at the District over the past 14 years. Please refer to the enclosed memo from Guy Petraborg Director of Engineering and Compliance for additional specific information.

**24) Review of Fiscal Year 2019/20 District Goals.**

FY 2019/2020 was a tale of two different years. Staff set up a very aggressive series of goals for FY 19/20 and to staff's credit we accomplished most of them. Some highlights of our year were: Staff completed negotiations with the Santa Cruz county cities and with the County for the renewal of our long-term disposal agreements. We finished the year 8% over Budget for revenues even though the last four months of FY 19/20 the world shifted due to COVID-19 impacts and revenue reductions. The Module 6 construction was completed and accepted by the RWQCB for utilization, the first step in our automated scale installation was completed with the building of the new scale, our payroll system and our payroll timing changes to improve efficiency and pay our personnel on a "time earned" basis vs. "time projected" was implemented, and our benchmarking metrics were rolled out across operations to allow for a real time assessment of productivity and efficiency was delivered. Please refer to the enclosed document: "MRWMD FY 2019/20 Goals; Year-End Review.

**25) Accept District Goals for Fiscal Year 2020/21.**

District staff, in light of the impacts of COVID 19, decided to scale back on the number and breadth of goals for FY 20/21 and focus on just a few critical business areas: 1. safety of employees and customers relating to COVID 19 and continued improvement on operational safety; 2. working to bring back on-line the LCM; 3. managing and performing to budget with emphasis on cost control and revenue enhancement objectives; 4. initiating the planning process with the TAC and haulers around implementing SB1383 and its deadlines for 2022 and 2025; and 5. continuing (albeit with reduced staff and resources) our efforts to clean up the recyclable stream and educate the public to “recycle right”.

*Recommendation Approve District Goals for Fiscal Year 2020/21.*

**26) a) Approve Addition of New Classification of Electro Mechanical Technician in the OE3 Operations Unit to Replace the Vacant Position of Industrial Maintenance Technician and Approve the Related Compensation Schedule; b) Approve Addition of Two Maintenance Worker Positions; c) Reduce Count of Senior Maintenance Worker Position**

Please review the memo from Tim Brownell Director of Operations regarding the need to make the changes in these positions. Efrain Lopez and Tim Brownell will present the operational rationale behind this request.

*Recommendation a) Approve Addition of New Classification of Electro Mechanical Technician in the OE3 Operations Unit to Replace the Vacant Position of Industrial Maintenance Technician and Approve the Related Compensation Schedule; b) Approve Addition of Two Maintenance Worker Positions; c) Reduce Count of Senior Maintenance Worker Position*

**STAFF REPORTS**

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

**28) Communications and Public Education Plan for Fiscal Year 2020/21**

Please review the very detailed and focused plan for Communications and Public Education that Zoe Shoats and Angela Goebel put together. This plan is ambitious yet reasonable and has a focus on areas of communication that needed attention such as a re-casting of our website design and social media platforms, enhancing our internal communications, focusing on educating the public to the critical areas of contamination to our single stream recycling (like misplaced batteries) , addressing the challenges presented by COVID-19 and re-imagining on-site tour experiences, and preparing us for a major re-branding effort to be undertaken next fiscal year in alignment with our planned 70<sup>th</sup> Anniversary celebration in October of 2021.

- 29) **Last Chance Mercantile Project Update** The LCM project team will present an update to their work on assessing options and opportunities for the re-opening of the LCM safely and cost-effectively. Please refer to the enclosed memo from Tim Brownell Director of Operations.
- 30) **Report on California Resource Recovery Association Conference (CRRA)**  
Angela Goebel presented a summary for the virtual CRRA conference held last month. As with all conferences held now, the virtual conference has advantages and challenges. Angela has done a good job summarizing the conference highlights.
- 31) **Report on August 12, 2020 District Technical Advisory Committee (TAC) Meeting.** Mike Niccum, General Manager of the Pebble Beach Community Services District has been appointed to lead the TAC. District staff will continue to support the TAC administratively and logistically. All cities and haulers will be participating in the TAC as we collectively focus on SB 1383 implementation and compliance. Please review the enclosed meeting summary.

#### **OTHER CORRESPONDENCE**

#### **GENERAL MANAGER COMMUNICATIONS**

**Update on COVID-19 Operations** -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.

**Article in Waste 360 Magazine** – Please read the enclosed article from Waste 360 magazine which highlights the in process joint power project between the District and M1W. it highlights the example of great land use planning in having the two agencies located together.

#### **BOARD COMMUNICATIONS**

#### **ADJOURNMENT**

#### **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**

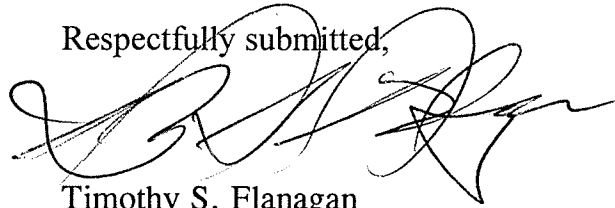
**RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM  
CLOSED SESSION**

*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: October 23, 2020 at 9 a.m.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Timothy S. Flanagan', written over the typed name below.

Timothy S. Flanagan