



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** JULY 19, 2021  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Agenda Information for the July 23, 2021 Board Meeting

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

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### MONTEREY REGIONAL WASTE MANAGEMENT **AUTHORITY**

#### 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

- 1) Approve January 22, 2021 Meeting Minutes
- 2) Adopt Resolution 2021-2A Establishing Authority Investment Policy and Guidelines for Fiscal Year 2021/22

Please refer to the enclosed memo and attachments from Director of Finance & Administration Peter Skinner.

*Recommendation: Approve Consent Agenda.*

**BOARD COMMUNICATIONS**

**ADJOURNMENT**

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**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT**

**CALL TO ORDER AT APPROXIMATELY 9:05 AM OR IMMEDIATELY FOLLOWING MRWMA MEETING**

**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 June 18, 2021 Regular Board Meeting.**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements for June 2021.**
- 3) **Receive Report on July 7, 2021 Finance Committee Meeting.**
- 4) **Receive Report on July 7, 2021 Personnel Committee Meeting.**
- 5) **Authorize Issuance of Request for Bids for Tree Maintenance along Charles Benson Road**
- 6) **Adopt Resolution (2021-08) Establishing Investment Policy Guideline for District/Authority for Fiscal Year 2021/22**
- 7) **Approve a New Information Systems Services Agreement with Monterey Bay Technologies, Inc.**
- 8) **Approve Resolution (2021-09) Appreciation for Peter Skinner, Director of Finance and Administration**
- 9) **Authorize Letter of Support for City of Seaside, Single Use Plastic Draft Ordinance.**

***Recommendation: Approve Consent Agenda***

**RECOGNITION/PRESENTATIONS**

**10) Recognition of Heavy Equipment Operator Jonathan Houck for 20 Years of Service.**

Please join us in recognizing Johnathan Houck, Heavy Equipment Operator for 20 years of service to the District. John started his tenure at the District in July of 2001 working as a MRF Operator II and promoted to Heavy Equipment Operator. This is part of our regular program of recognizing employees with significant lengths of service. Please join me in recognizing this significant achievement.

**11) Presentation by Veterans Transition Center (VTC) on Last Chance Mercantile (LCM)**

The VTC team will be doing a brief presentation on the status of the re-opening of the LCM and the plans for a grand opening scheduled for the end of July.

**12) Presentation on Electric Vehicle Charging Station**

Guy Petraborg, Director of Engineering and Compliance will present an update on the installed EV charging station done in cooperation with the California Energy Commission and MBARD.

**13) Presentation on July 6,2021 Materials Recovery Facility Fire Incident**

Christie, Safety Manager, and David Saucedo, MRF Manager, conducted a “deep dive” investigation of the 7-6-21 fire incident in the MRF. The D.I.V.E. process is utilized to investigate and define the facts of serious incidents to document lessons learned and immediate action items. David Ramirez, Senior Engineer will present a summary of the fire incident and the findings of the investigation.

**14) Recognition of Director of Finance and Administration Peter Skinner**

Please join me in recognizing Peter Skinner, Director of Finance and Administration for his five years of service to the District. Peter during his tenure here developed many new processes and streamlined many others. His strategic thinking and the role he has played in our mission of “Turning Waste into Resources” was unparalleled. His wise counsel and his ability to synthesize complicated subject matter into easily digestible information bites made for our financial and operational success. We wish him and his wife Marie great fun and success in their retirement.

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

- 15) 1) Approve the addition of a new classification of LFG Maintenance Assistant to the Landfill Gas Power Systems Department and approve the related Compensation Schedule; 2) receive the Corrected Headcount for FY 2021/22.**

***Recommendation: 1) Approve the addition of a new classification of LFG Maintenance Assistant to the Landfill Gas Power Systems Department and Approve the related Compensation Schedule; 2) Receive the Corrected Headcount for FY 2021/22***

**STAFF REPORTS**

**16) Review Finance, Operating, and Recycling Reports**

**17) Report on Update on Technical Advisory Committee and SB1383**

Zoe Shoats will present an oral update on the TAC status as it relates to SB 1383 status updates and completion of the Cal -Recycle annual reporting requirements on behalf of the member agencies.

**OTHER CORRESPONDENCE**

**18) Letter from Monterey County Board of Supervisors RE: Illegal Dumping and Litter Abatement**

**GENERAL MANAGER COMMUNICATIONS**

**Update On Module 7** – Guy Petraborg will present a brief update on the status of the Module 7 construction schedule and planning for completion. The Phase 1 mass excavation contract that the Board approved last month has been executed with the Don Chapin Company, Inc. of Salinas, CA. Mobilization and the start of work will occur this month, July 2021.

**Strategic Planning & District Goals** – Staff is developing a Strategic Plan document that will form the basis for future program development and financial planning and help establish the prioritization of our work. This planning process will also inform the re-branding and the launch of our new mission, vision, and values and will support the communication of our strategic process to the public and community stakeholders. The plan will identify the District’s goals for FY 21/22. In addition, staff will be bringing to the Board a report on our progress toward FY20/21 goals. Staff would hope to have this available for review by the September personnel meeting and to the Board for the September meeting.

**Request from Supervisor Phillips Illegal dumping** – Staff received a phone the attached letter from Supervisor Phillips requesting to add additional funds to the \$25,000 currently in the approved FY 21/22 Budget. Staff will be following up with the Supervisor’s office to request a written request which will hopefully be received by the time of the July Board meeting.

**Onsite Security and Fencing** – Staff has noticed (as has VTC staff) an increased amount of nighttime “break-ins” and breaching of perimeter fencing. Additionally, signs of encampments are being noticed around the back of the LCM site. This adjacent area is owned by Cal-Am and other landowners who are actively farming the areas around the District borders. Staff will be working with these common stakeholders to develop a security plan to address this issue. This will be reported back to the Board an updated security plan is developed.

**Save the Date Sand City’s West End Celebration** – On August 28<sup>th</sup> and 29<sup>th</sup> District staff will be supporting Sand City’s 20<sup>th</sup> Annual West End Celebration. This may be the first large-scale event hosted on the Monterey Peninsula since the re-opening of California. Board members and families are encouraged to attend. Staff is supporting the event moving towards zero waste by offering a reusable commemorative cup, water filling station and hosting a booth presenting information regarding best

practices on recycling and waste reduction strategies and promoting the What Goes Where app and website. Staff has also invited the Veterans Transition Center to co-host our booth space and offer information about the Last Chance Mercantile.

**Update M1W on Power Purchase Agreement** District counsel is working with M1W staff to finish the PPA between the two agencies.

**Update M1W Ad Hoc** District staff and M1W staff are requesting a meeting of the Joint Ad Hoc committee meeting of the two agencies. Topics for the agenda will be our Power Purchase Agreement, Micro grid development, joint organic management, site security and maintenance and Site Master Planning and land development cooperation. Chair Campbell, Vice-chair Blackwelder, and Supervisor Askew are the designated District members.

**General Manager Recruitment** The General Manager will be available for assistance through February of 2022 as he has leave hours available through about that time. I will be able to assist as needed if at all, as recruitment is completed. Tim Brownell, Director of Operations would be able to serve as the Interim GM if needed from a scheduling standpoint.

**MBARD Agreement** – As of this writing, the District was in receipt of a draft letter from MBARD outlining a schedule for compliance and an outline for approach to settlement for the NOV's the District experienced around landfill gas emissions and reporting in 2019 and 2020. Staff expects to have a complete response and direction from MBARD in time for the August 2021 Board meeting.

## **BOARD COMMUNICATIONS**

### **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. Conference with Property Negotiators  
Property: Landfill Site Space/Capacity  
District Negotiators: Tim Flanagan, Timothy Brownell, Guy Petraborg, Peter Skinner and Zoe Shoats, Garth Gregson  
Negotiating Parties: Green Waste Recovery, San Jose CA

2. Conference with Legal Counsel--Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 54956.9: Two cases

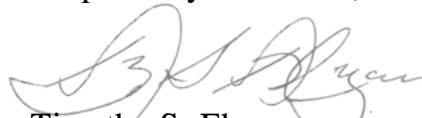
**RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM CLOSED SESSION**

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:            August 20, 2021 at 9 a.m.**

Respectfully submitted,

  
Timothy S. Flanagan