



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: NOVEMBER 15, 2021
TO: Board of Directors
FROM: General Manager
SUBJECT: Agenda Information for the November 19, 2021 Board Meeting

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

CALL TO ORDER AT 9:00 A.M.

ROLL CALL AND ESTABLISHMENT OF QUORUM

PLEDGE OF ALLEGIANCE

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 Employment Appointment (Govt. Code sec. 54957)
Position to be filled: General Manager

RECONVENE TO OPEN SESSION AND:

- 1) Report On Any Action Taken in Closed Session and/or Take Any Action Arising from or Required by the Closed Session; and
- 2) Ratify and Approve the Terms of Compensation and Authorize the Board Chair to Execute an Employment Agreement with the District's New General Manager (Name To Be Announced).

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 Resolution No. 2021-13, regarding the Ralph M. Brown Act (California Government Code §§54950- 54963, hereinafter the "Brown Act") and Assembly Bill 361, making certain findings, and authorizing the District to implement remote teleconferenced public meetings of the Board and the District's standing committees (i.e., Finance and Personnel) for the period November 19, 2021 through December 19, 2021.

- 2) Approve Minutes of October 22, 2021 Regular Board Meeting.
- 3) Approve Report of Disbursements, and Board and Employee Reimbursements for October 2021.
- 4) Receive Report on October 10, 2021 Finance Committee Meeting.
- 5) Receive Report on October 10, 2021 Personnel Committee Meeting.

Recommendation: Approve Consent Agenda

RECOGNITION/PRESENTATIONS

6) Presentation on Re-Branding

A presentation highlighting the progress to date on the District's efforts to rebrand in coordination with the Ad Hoc Rebranding Committee will be shared by consultant, Spencer Critchley from Boots Road Group

7) Presentation on Biogas-to-rCNG System (CEC Grant ARV-17-036)

Guy Petraborg, Director of Engineering & Compliance, will provide a summary of the progress of the Biogas-to-rCNG System (CEC Grant ARV-17-036) project. TetraTech assisted the District in applying for the CEC Grant and has been retained by the District as the Design Engineer of Record for the project. The design, equipment procurement and supply, and construction is about 99% complete and, considering the administrative and operations requirements for the Grant activities, the overall project is about 85% – 90% complete. The conditioning system equipment has been both operated onsite and also remotely in 're-circulation mode'. A process gas quality of about 75% methane content was achieved during those initial test operations. Improvements to the gas quality in the landfill are needed before the conditioning system will be able to accomplish a process gas quality of ~97% that is needed to meet the rCNG fuel specification. The improvements to the landfill gas quality are anticipated in November and December thus, official startup of the system is anticipated to occur in January 2021. The startup will allow the sampling and laboratory testing of the process gas which will in-turn allow for the completion of a 3rd Party Certification Engineering Review report and its subsequent submittal to the Environmental Protection Agency (EPA) and EPA's subsequent review and concurrence. Also required by the Grant is 6 months of system operations data and development of draft and final reports documenting the project and its accomplishments. The District has submitted an Extension Request to re-schedule the 'end date' from 12/31/2021 to 12/31/2022 in order to complete the remaining 10% - 15% of the overall grant task requirements.

8) Project Update on Module 7 –

Guy Petraborg, Director of Engineering & Compliance, will provide a summary of the progress of the Module 7 disposal area project. David Ramirez, Senior Engineer, is the project manager representing the District during the Module 7 construction. The Module 7 project has been phased to accomplish the majority of the soil excavation this calendar year and the final excavation and base liner system installation in calendar year 2022. The overall approved budget for the project is \$8.5 million consisting of the Phase I Mass Excavation of \$2.5 million and the Phase II Base Liner System Installation of \$6 million. In June 2021, the Board approved a construction contract with Don Chapin Company of Salinas California in the amount of \$1,682,000 for the Phase I Mass Excavation.

Phase 1 is currently about 95% complete and will be completed by December 2021. Phase I Change Orders are on the order of \$125,000 and is tracking to be on the order of \$700,000 under budget. The design for both Phase I (100% complete) and Phase II (75% complete) plans, specifications, and construction documents has had Change Orders of about \$100,000 and appears to be within budget at this time albeit prior to receiving construction bids for Phase II. The Change Orders have been for preparing two sets of design/construction documents for the two phases; additional subsurface investigation in Module 7 area; additional subsurface investigation in Module 7 and the tentative Module 8A area to gain additional information on the location and extent of the natural clay material below the overlying native sand materials; and additional engineering to develop an Engineered Alternate Design (EAD) for the clay liner element of the Base Liner System. The EAD is a contingency plan in the event that onsite natural clay is either i) not available in sufficient quantity or 'too wet' to be used in a timely fashion or economical manner at the time of construction. The EAD will also provide an early insight on regulatory approval of a non-prescriptive liner system that will be necessary for the future removal of the Module 5 'internal sump' and replacement with a 'perimeter sump' that would need an EAD system to achieve conditions consistent with the regulatory liner separation requirement from closest groundwater surface.

OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION

9) Accept Draft Audit Report for Fiscal Year 2020/21.

Please refer to the enclosed Audit. Nathan Edelman from the accounting firm Eide Bailly LLP will be present to go through the audit for the Board. This Audit reflects more than 16 straight years of a clean audit being presented to the MRWMD Board of Directors. This is a significant accomplishment.

***Recommendation:* Accept Draft Audit for Fiscal Year 2020/21.**

STAFF REPORTS

10) Review Finance, Operating, and Recycling Reports

Garth Gregson, Finance Manager will provide a verbal report at the meeting. The District continues to perform at better than expected levels compared to budget, and with significant continued achievement of waste diversion and recycling levels with expenses in line with budget.

11) Report on Technical Advisory Committee (TAC) and SB 1383 October 20, 2021 Meeting.

Please refer to the enclosed memo from Zoe Shoats, Director of Communications.

OTHER CORRESPONDENCE

GENERAL MANAGER COMMUNICATIONS

Strategic Planning – Staff is continuing to work on the Strategic planning process. The next phase will be to begin to work on the agenda and items to be covered at the next Board retreat on Strategic Planning. No date as of yet has been set for the session, but most likely it will occur in either February or March of 2022.

Rebranding – The Re-branding committee met with staff and the Boots Road team. The Board will be receiving a presentation on the status of the re-brand at the November 19th meeting.

COVID-19 – Staff has implemented its mandatory vaccination policy. The policy states that employees must be vaccinated or submit to weekly testing. To date we have only 8 employees who have not been vaccinated and continue to be tested. To date the District has not had one documented case of COVID-19 transmission from on-site exposure. This is a great testimony to the responsiveness and dedication of staff to following CDC and State of California guidelines for preventing COVID-19 on-site since the start of the pandemic. This is a wonderful accomplishment by the woman and men of the District.

Recruitments – The labor market continues to be very tight for almost every position. The recruitment for the position of Director of Finance and Administration is continuing. The recruiting for the Public Education team (three positions total) is also underway with several potential candidates for all three positions. Technical positions, such as mechanics, technicians, etc. continues to be problematic. Staff may be bringing alternative approaches to the Board at a later date if these key positions continue to be unfilled.

Microgrid/M1W Ad Hoc Committee Update – Respective staffs of both agencies are continuing to work on the development of a patch forward to initiate an action plan for the development of a microgrid to serve both agencies. Both Paul Scuito and I believe that the assignment of a dedicated, experienced professional with significant project management experience is required to help manage this project to completion. Both staffs have a number of projects that prevents the dedication of time and expertise of current staff required to run this project evaluation, prepare the necessary report(s), and make a recommendation to a point that the respective agencies can make a “go no-go” decision. District staff will be bringing to the Board for its review a staff report with an analysis and prospective budget for management of this project at the December Board meeting.

Bond Update – The process to finish the Preliminary Official Statement is almost complete. Final details are being worked on this week with the intent to get to market sometime the first or second week of December. Staff and the Bond re-finance team will be making its presentation to the rating agencies sometime in the next two weeks. This will be a virtual presentation to the rating agencies.

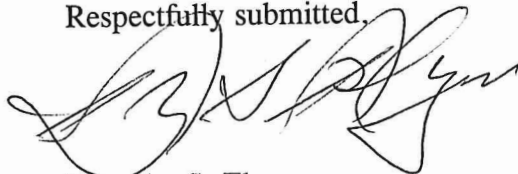
Committee Meetings – The Finance and Personnel Committee meetings scheduled for December 1st will be rescheduled to December 8, 2021 at 9:00 and 10:30 a.m.

BOARD COMMUNICATIONS

ADJOURNMENT

NEXT MEETING DATE: December 17, 2021 at 9 a.m.

Respectfully submitted,



Timothy S. Flanagan