



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: September 15, 2017
TO: Board of Directors
FROM: General Manager
SUBJECT: Agenda Information for the September 22, 2017 Board Meeting

Note: Chair Delgado will not be in attendance. Vice Chair Theis will chair the meeting.

CALL TO ORDER AT 9:30 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 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 single majority vote. Individual items may be removed from Consent for discussion and action.

- 1) **Approve Minutes of July 21, 2017 Regular Board Meeting**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements**
- 3) **Receive Report on August 2, and September 6, 2017 Finance Committee Meetings**
- 4) **Receive Report on September 6, 2017 Personnel Committee Meeting**
- 5) **Authorize Purchase of Two REFWF 48-133 Live Floor Trailers with Roll Type Tarp System from The Trailer Company of Bakersfield, CA, at a Cost of \$80,228.76 Each, for a Combined Total of \$160,457.51 (Including Sales Tax and Freight)**
- 6) **Authorize General Manager to Execute PG&E Power Pole Relocation Contract at a Cost of \$59,587.04**
- 7) **Adopt Resolution 2017-17 In Recognition of The Offset Project's Ten Year Anniversary.**

RECOGNITION

8) Recognition of Scale Supervisor Jeannette Pagan for 25 Years of Service to the District

Jeannette has been a key part of our customer service for all of her 25 years in service. She has a tremendous work ethic, and always is there to support her team and the District. Please join staff in recognizing Jeannette and 25 years of dedicated service to the District.

PRESENTATIONS

9) Small Planet News: The Offset Project (TOP)

The Offset Project started 10 years ago, as an idea to help raise environmental awareness and provide practical, on the ground support for recycling, diversion, renewable energy and energy conservation. They have successfully partnered on helping make the AT&T golf tournament and Big Sur Marathon close, if not actual, “zero waste” events. The District was one of The Offset Project first partners in supporting these activities on the Peninsula. District staff has under one of its Pillars of Sustainability the Community pillar. The Offset Project is certainly aligned with support of the Community pillar. Partnering with TOP helps the District fulfill the mission of the District in our efforts to “Turn Waste Into Resources”. TOP is well deserving of this recognition and staff looks forward to continuing this highly effective partnership.

10) Workforce Development Plan

District HR staff, with Berta Torres in the lead, has been hard at work developing a work force engagement and development plan. This plan is one of the District’s 2017/18 Goals. This effort has been focused on identifying approaches for employee development, support, training, and assessment. Staff views these areas as critical to fulfilling our People pillar objective of creating “an engaged and talented workforce (that) allows us to pursue the District’s mission”. In beginning this plan, staff has held a series of discussions with management and employees. We will continue this process throughout this fiscal year and will update the Board on our progress.

OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION

- 11) Authorize Scope of Work with Golder Associates for Gas Collection and Control System Operation & Maintenance Field Services, on a Time and Materials Basis, at a Cost Not to Exceed \$75,000**

Please refer to the enclosed memo from Director of Engineering and Compliance Guy Petraborg. PG&E power poles and transmission line need to be moved outside of the Truck Yard Facility to eliminate a safety hazard and comply with a building code requirement.

Recommendation: Authorize Scope of Work with Golder Associates for Gas Collection and Control System Operation & Maintenance Field Services, on a Time and Materials Basis, at a Cost Not to Exceed \$75,000.

STAFF REPORTS

- 12) Review Finance, Operating, and Recycling Reports**

The financial statements for the month of June 2017 and the full 2016–2017 fiscal year are not yet available due to the significant review procedures required to prepare for the audit. The auditors are scheduled to perform their year-end procedures during the week of September 25th through 29th. The preliminary pre-audit results for FY 2016–2017 show the following: Revenues of \$26.4 million, exceeding budget by \$4.8 million (22.3%); Operating Expenses of \$23.3 million, exceeding budget by \$1.6 million (7.3%); and Operating Income of \$3.1 million, \$3.2 million above the projected loss of \$0.128 million.

The financial statements for July and August 2017 are not completed due to the audit process. The year-to-date Tipping Fees Revenues through August 2017 are estimated at \$4.5 million which is above budget by \$1.0 million and prior year by \$0.5 million. This excess is primarily due to record levels of contract waste delivered from out of District.

The Operating Report for August 31, 2017 is enclosed. The following table shows increased District tonnage in August 2017 from the prior month of 13.2% and increased tonnage from the prior year of 0.3% and increased tonnage year-to-date of 0.6%. The Contract waste is above last month and continues to be above last year for both the month and prior year.

Operating Report Statistics					
Month	August 2017	July 2017	Inc (Dec)	August 2016	Inc (Dec)
Customer Type	Tons	Tons	%	Tons	%
Franchised	12,691	11,744	8.1%	12,889	(1.5%)
Commercial	8,969	7,239	23.9%	8,961	0.1%
Cash	8,231	7,427	10.8%	7,956	3.5%
Total District	29,891	26,410	13.2%	29,806	0.3%
Regional	1,503	1,443	4.2%	1,489	0.9%
Contract	37,222	26,817	38.8%	27,688	34.4%
Contract ADC	3,278	16,294	(79.9%)	5,087	(35.6%)
Total	71,894	70,963	1.3%	64,070	12.2%
Year-to-Date	August 2017	August 2016	Inc. (Dec)		
Customer Type	Tons	Tons	%		
Franchised	24,434	25,139	(2.8%)		
Commercial	16,207	14,986	8.1%		
Cash	15,658	15,818	(1.0%)		
Total District	56,299	55,943	0.6%		
Regional	2,953	2,769	6.6%		
Contract	64,039	58,318	9.8%		
Contract ADC	19,571	10,244	91.0%		
Total	142,862	127,274	12.2%		

13) Public Education and Recycling Report, to Include Report on California Resource Recovery Association Conference (CRRA)

Please refer to the enclosed memo from Director of Communications and Sustainability Jeff Lindenthal.

14) Report on Household Hazardous Waste Program for Fiscal Year 2016/17

Please refer to the memo from Household Materials/ Last Chance Mercantile Manager Glen Evett. Turn-ins at HHW has steadily risen over the past few years from 7,199 turn-ins in FY 2013/14 to 11,300 turn-ins in FY2016/17. HHW staff is also currently responsible for the state mandated load checking program as part of our landfill facilities permit.

15) Report on District Capital Projects

Staff will provide an oral report at the Board meeting on District Capital Projects, to include the progress of the Materials Recovery Facility Improvements Project.

Enclosed is draft letter from Solid Waste Association of North America (SWANA) offering comments in response to the Restriction on Recyclables entering the Peoples Republic of China (PRC). The PRC has established new, very restrictive policies regarding the acceptance of recyclable material. The PRC is the main market for most recycling off of the West Coast as well as all of North America. The policy, as defined by the PRC, is targeted for implementation by September 1, 2017. SWANA, Waste Management, and the Institute of Scrap Iron and Steel (ISRI) have all sent letters to the World Trade Organization (WTO) requesting an extension of the implementation of this “ban”. Staff is including this information as background on the challenges we will face as we develop a marketing strategy for the District’s single stream recyclables.

16) Report on July 18, 2017 Meeting of Special Districts Association of Monterey County

Enclosed is a report from Director Campbell on the meeting held on July 18th.

17) Report on August 20, 2017 District Technical Advisory Committee Meeting

The minutes of the August 20th meeting are enclosed for your information.

OTHER CORRESPONDENCE

18) Letter from District Customer RE: Appreciation of Service

Enclosed is a letter from one of our customers who took the time to thank our staff for her customer service experience. There are many examples of our staff doing this every day and it is always nice when someone recognizes their efforts.

GENERAL MANAGER COMMUNICATIONS

- **Modules 1 and 2 North Slope Vegetative Soil Cover Layer Reconstruction Work.** Last winter the north slopes of both Module 1 and 2 experienced significant failures of the surface soil layer due to the extreme weather conditions. Those failures occurred in areas where some minor slippage had been experienced in the past few years. These failures last winter were even more significant and caused significant disruption to a portion of the landfill gas collection system infrastructure. This request is to conduct some additional exploratory review while performing temporary remedial grading of the area in advance of the wet weather season to prepare the area for the wet weather season. This work will need to be done on a “time and materials” basis since the extent of the remedial grading is not discretely quantifiable at this time, cannot be estimated as such, and will go beyond my limit of \$30,000. Staff will be updating the Board as the project is more completely developed and cost estimates can be provided.

- **Renewable Power Information**. Enclosed are several articles about renewable power, county greenhouse gas standards, and legislative attempts that could potentially impact Monterey Bay Community Power. The email from Lean Energy notified that those attempts were foiled.
- **October Board Meeting Format**. Staff is developing an agenda for the extended Board meeting in October that will have the first part of the meeting (90 minutes is currently scheduled) for the Long-term Capital and Financial Planning Study session. Staff will have the sections of the study session timed to allow for coverage of all the topics presented. The regular Board meeting will follow starting at approximately 10:30 a.m. Staff is also trying a new approach for the Consent agenda in which most purchases that are at or below budget, or of a more routine nature will be placed there in an attempt to allow for reasonable amount of times for items that require more discussion. Of course, any board member or member of the public can request an item be removed from the Consent Agenda for discussion.
- **Extended Meeting in November**. Staff is anticipating that additional discussion around Long-term Capital and Financial Planning may be required. Staff is requesting that the Board place this on their calendar in case this additional time is necessary.
- **Tour of Materials Recovery Facility Following Board Meeting**. If you would like to tour the MRF, please dress appropriately (closed toed shoes). This is a great opportunity to see the MRF project in about 45-50% completion state. If requested, we can have another tour set up after the October meeting when substantially more of the project should be completed.

BOARD COMMUNICATIONS

CLOSED SESSION

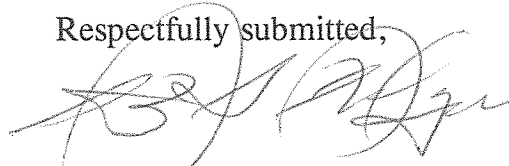
As permitted by the Brown Act (California Government Code Sections 54950, et seq.), the Board may adjourn to a Closed or Executive Session to consider specific matters dealing with pending or prospective litigation, real property negotiations, certain personnel matters, or to confer with District's Meyers-Milias-Brown representative.

- 1) Conference with Legal Counsel--Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Two Cases)
- 2) Public Employee Performance Evaluation: General Manager

RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM
CLOSED SESSION

ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Timothy S. Flanagan', written in a cursive style.

Timothy S. Flanagan