



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** June 11, 2008  
**TO:** Board of Directors  
**FROM:** Assistant General Manager  
**SUBJECT:** Agenda Information for the July 18, 2008 Board Meeting

**NOTICE:** We will hold a Monterey Regional Waste Management Authority meeting at 9:30 a.m., just before the District meeting. The Authority meeting should only take a few minutes. Please note you will need to elect new Authority Officers. Chair Laska and Vice Chair McCloud are the current officers. Since the County is not a member of the Authority Board, it would be appropriate for Director Mettee-McCutchon to excuse herself during the brief Authority meeting.

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### MONTEREY REGIONAL WASTE MANAGEMENT AUTHORITY

#### 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. The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board.

#### ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION

##### 1) Election of Officers for Fiscal Year 2008/09

Historically, the Authority Board has elected the same officers as the District Board. That is not absolutely necessary, but makes things less complicated. At the Board meeting in June, the District Board re-elected Chair Leo Laska and Vice Chair Sue McCloud.

***Recommendation: Elect Authority Chair and Vice Chair for Fiscal Year 2008/09.***

**2) Approve Minutes of August 17, 2007 Meeting**

*Recommendation: Approve Minutes of August 17, 2007 Meeting.*

**3) Adopt Resolution 2008-1A Establishing Authority Investment Policy and Guidelines for Fiscal Year 2008/09**

Please refer to the enclosed memo and attachments from Finance Manager Chuck Rees.

*Recommendation: Adopt Resolution 2008-1A Establishing Authority Investment Policy and Guidelines for Fiscal Year 2008/09.*

**CORRESPONDENCE**

**BOARD COMMUNICATIONS**

**ADJOURNMENT**

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**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT**

**CALL TO ORDER AT 9:35 AM (OR IMMEDIATELY FOLLOWING MRWMA MEETING)**

**ROLL CALL AND ESTABLISHMENT OF QUORUM**

**PUBLIC COMMUNICATIONS**

Anyone wishing to address the Board on matters not appearing on the Agenda may do so now. 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 20, 2008 Regular Board Meeting**

**2) Approve Report of Disbursements**

**3) Authorize Issuance of Request for Bids for the Purchase of Two New Roll-Off Trucks**

Please refer to the enclosed memo from Equipment Maintenance Manager Ron Mooneyham. The two trucks were originally scheduled for replacement in FY 2007/2008, but were deferred due to budget constraints last year. Additionally, new state regulations mandate a reduction in particulate emissions which the existing trucks would not be able to cost effectively meet.

*Recommendation: Authorize Issuance of Request for Bids for the Purchase of Two New Roll-Off Trucks.*

**4) Adopt Resolution 2008-07 Establishing Financial Assurance for Corrective Action for the Monterey Peninsula Landfill and Authorizing the Board Chair to Execute a Pledge of Revenue Agreement for Corrective Action with the California Integrated Waste Management Board**

Please refer to the enclosed memo by Senior Engineer Rick Shedden. This action is necessary since a pledge of revenue agreement was not included in the resolution adopted in 1992 which established financial assurance for corrective action for the District's landfill.

*Recommendation: Adopt Resolution 2008-07.*

**PRESENTATIONS**

**5) Presentation on Administrative Operations**

Rich Norton, Administrative Services Manager, will make a brief presentation on the District's administrative functions and will also introduce the administrative staff. Please join in acknowledging their hardworking efforts.

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

**6) Adopt Resolution 2008-08 Establishing District Investment Policy and Guidelines for Fiscal Year 2008/09**

Please refer to the enclosed memo and attachments from Finance Manager Chuck Rees.

*Recommendation: Adopt Resolution 2008-08 Establishing District Investment Policy and Guidelines for Fiscal Year 2008/09.*

**7) Award Contract to Vector Engineering, Inc., in the Amount of \$84,395 for the Installation of Landfill Gas Monitoring Probes**

Please refer to the enclosed memo from Senior Engineer Rick Shedden. This expenditure is necessary to comply with recent revisions to the California Code of Regulations that created more stringent requirements for LFG monitoring at active landfills. An RFP was issued to select a firm to complete this project. Vector Engineering, Inc. was the most cost competitive proposal received.

*Recommendation: Award Contract to Vector Engineering, Inc., in the Amount of \$84,395 for the Installation of Landfill Gas Monitoring Probes.*

**STAFF REPORTS**

**8) Financial, Operating and Recycling Reports**

The June audited financials will not be available until August because of the reconciliation activities required for the annual year-end closing statements.

The Operating Report for June 30, 2008 is enclosed. The Total Solid Waste Accepted into the site (excluding regional waste from Santa Cruz County and Watsonville) during June 2008 was 26,981 tons, a decrease of 2,346 tons from May 2008 and up 490 tons (or 1.8%) from June of last year. These variances result primarily from an increase of 1,443 tons (22.5%) from the Commercial and Industrial customers offset by a decrease in Franchised Garbage (1,000 tons) from June of last year. The tonnage from Santa Cruz County was 1,426 in June and a total of 23,670 tons for the 14 months since deliveries began in May 2007, for an average of 1,691 tons per month. The City of Watsonville delivered 888 tons during the month of June 2008, and a total of 2,990 tons for a monthly average of 854 tons since deliveries began in March 2008.

The financial statements for May 31, 2008 are enclosed showing Operating Income of \$110,338. This is \$10,338 more than the preliminary estimate in last month's packet. Tipping Fees Revenue for June was \$1,150,000 which is 0.5% below budgeted levels for the month. The full year Tipping Fees Revenues are projected to be \$1,100,000 below budget and \$50,000 below the Mid Year Budget Review estimate.

**9) Report on Public Education, Recycling and Litter**

Please refer to the enclosed memo from Public Education and Recycling Manager Jeff Lindenthal. The 3<sup>rd</sup> annual County Clean-Up Day took place on April 19<sup>th</sup>. Staff from the County of Monterey will present a short overview and summary of the effort.

**10) Report on the July 15<sup>th</sup> Meeting of the Special District's Association of Monterey County**

Enclosed for your information is the agenda for the July 15<sup>th</sup> meeting of the SDAMC, along with the minutes of the April 15<sup>th</sup> meeting. Director Jordan and I plan to attend the meeting and will report back at the Board meeting on July 18<sup>th</sup>.

**11) Report on April 17, 2008 Safety Committee**

Please refer to the enclosed Safety Committee Minutes of the April 17, 2008 meeting.

**12) Report on 2007 Annual Safety Review**

Please refer to the enclosed report on employee injuries and property loss incidents from Safety Manager Jack Cook. The report is provided at the request of the Board as an annual summary of incidents and injuries resulting from District operations. The report draws several conclusions which staff will be implementing in an effort to improve the effectiveness of the safety program and lessen the rate of incidents and injuries. Comparing 2006 to 2007 shows almost the same total number of injuries (22 in 2006 to 23 in 2007), although costs were affected because of the type and nature of the injuries as well as being reflective of the increased costs for medical care overall.

**OTHER CORRESPONDENCE**

**13) Letter From and To Mr. Douglas R. McLain RE: Alternative Fuels**

This letter to Monterey Transit from Dr. McClain identified the District as a potential supplier of fuel derived from landfill gas (LFG). This process is possible, although it would require a wholesale revision of the District's energy production process and is not an alternative for the short-term potential use by the District. Long-term potential use can be evaluated by staff at the Board's direction, as part of an upcoming review for the expansion of the District's LFG project which will go to the Finance Committee of the Board in the next few months.

**14) Letter From Association of Monterey Bay Area Governments RE: Sanctuary Advisory Committee**

Jeff Lindenthal will be contacting the AMBAG staff person identified to follow up as a participant in the Technical Advisory Committee. There is no cost impact to the District by our participation except for staff time which will be monitored as to not become a burden to other District related obligations.

**15) Email From Salvation Army RE: Thank You for Recycling/Papermaking Presentation**

Kimberle Herring received this thank you from the Salvation Army regarding her work with the children and making recycled paper. This is one of the several appreciative letters we have received concerning the District's public outreach program.

**GENERAL MANAGER COMMUNICATIONS**

- **District Credit Card Policy**. This item had previously been requested to undergo review. Staff is in the process of completing an external review of other public agency policies along with our current internal control policies and this item will be brought back at a later date.
- **Monterey Regional Water Pollution Control Agency Letter**. This item refers to the potential expansion of materials accepted at the HHW program as part of the "keep drugs out of the drain" policy as proposed by the MRWPCA and the National Drug Control Policy. The recommended policy is to have pharmacies adopt a "take-back" program that the pharmacies administer. The fall back position, as noted in Mr. Keith Israel's letter to the editor of the Herald is to dispose of them through the "household hazardous waste program at the landfill". The District is currently reviewing the practice of how prescription drugs and regulated drugs can be accepted at the HHW program, which would require an expansion of the program. The bans on disposal of items such as batteries and fluorescent bulbs along with the acceptance of prescription and regulated drugs, without any revenue to pay for these programs, will continue to have negative financial impacts on the District.
- **Plasma ARC**. Note recent article on Plasma Arc technology.

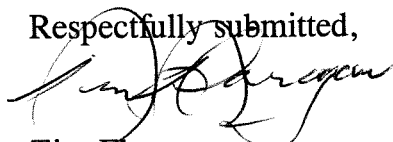
**BOARD COMMUNICATIONS**

**CLOSED SESSION**

As permitted by Government Code Section 54956 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.

**NEXT MEETING DATE: AUGUST 15, 2008**

Respectfully submitted,



Tim Flanagan