



## AGENDA Regular Meeting

### BOARD OF DIRECTORS

September 15, 2016, 6:00 p.m.

Gonzales City Council Chambers  
117 Fourth Street, Gonzales, California

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#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

##### **Board Directors**

County: Fernando L. Armenta  
County: Simon Salinas, **Vice President**  
Salinas: Gloria De La Rosa  
Salinas: Jyl Lutes, **President**  
Salinas: Tony R. Barrera  
Gonzales: Elizabeth Silva  
Soledad: Richard J. Perez, **Alternate Vice President**  
Greenfield: Avelina T. Torres  
King City: Robert S. Cullen

##### **Alternate Directors**

County: John M. Phillips  
Salinas: Joseph D. Gunter  
Gonzales: Scott Funk  
Soledad: Christopher K. Bourke  
Greenfield: Raul C. Rodriguez  
King City: Darlene Acosta

#### TRANSLATION SERVICES AND OTHER MEETING ANNOUNCEMENTS

#### GENERAL MANAGER/CAO COMMENTS

#### DEPARTMENT MANAGER COMMENTS

#### BOARD DIRECTOR COMMENTS

#### PUBLIC COMMENT

Receive public comment from audience on items which are not on the agenda. The public may comment on scheduled agenda items as the Board considers them. Speakers are limited to three minutes at the discretion of the Chair.

#### CONSENT AGENDA:

*All matters listed under the Consent Agenda may be enacted by one motion unless a member of the Board, a citizen, or a staff member requests discussion or a separate vote.*

1. [Minutes of August 18, 2016, Regular Meeting](#)
2. [July 2016 Claims and Financial Reports](#)
3. [August 2016 Member and Interagency Activities Report and Upcoming Events](#)
4. [Strategic Plan Goals & Objectives Monthly Progress Report](#)
5. [A Resolution Approving the Grants and Capital Improvement Projects Budget for Fiscal Year 2016-17](#)
6. [A Resolution Approving the Revised Personnel Allocation/Salary Schedule Effective November 1, 2016, Changing the Title of Diversion Manager to Resource Recovery Manager, Adding a New Allocation for Marketing Coordinator Student Intern, Creating Levels I and II for Specific Classifications, and Adjusting Salary Ranges for Level I and II Classifications in Accordance to Established Salary Differential Policy](#)
7. [A Resolution Authorizing the Acceptance of CalRecycle's Tire Derived Aggregate \(TDA\) Grant Agreement #TDA5-15-0004 and Approving a Budget Adjustment of \\$66,373](#)

## **PRESENTATION**

### **8. ENVIRONMENTAL STEWARD AWARD**

- A. Receive Report from Estela Gutierrez, Resource Recovery Technician
- B. Public Comment
- C. Board Discussion
- D. Recommended Action – None; Informational Only

### **9. SALINAS VALLEY RECYCLES ANNUAL REPORT FOR FISCAL YEAR 2015-16**

- A. Receive Report from Patrick Mathews, General Manager/CAO
- B. Public Comment
- C. Board Discussion
- D. Recommended Action – None; Informational Only

## **FUTURE AGENDA ITEMS**

### **10. AGENDA ITEMS – VIEW AHEAD SCHEDULE**

## **ADJOURNMENT**

.....  
This agenda was posted at the Administration Office of the Salinas Valley Solid Waste Authority, 128 Sun St., Ste 101, Salinas, and on the Gonzales Council Chambers Bulletin Board, 117 Fourth Street, Gonzales, **Friday September 9, 2016**. The Salinas Valley Solid Waste Authority Board will next meet in regular session on, **Thursday October 20, 2016**. Staff reports for the Authority Board meetings are available for review at:  
► Salinas Valley Solid Waste Authority: 128 Sun Street, Ste. 101, Salinas, CA 93901, Phone 831-775-3000 ► Web Site: [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org) ► Public Library Branches in Gonzales, Prunedale and Soledad ► City Halls of Salinas, Gonzales, Greenfield, King City & Soledad. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact Elia Zavala, Clerk of the Board at 831-775-3000. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II). Spanish interpretation will be provided at the meeting. *Se proporcionará interpretación a Español.*

**MINUTES OF  
THE SALINAS VALLEY SOLID WASTE AUTHORITY  
BOARD MEETING  
AUGUST 18, 2016**

**CALL TO ORDER**

Vice President Salinas called the meeting to order at 6:00 p.m.

**ROLL CALL**

The following Board Directors were present:

County of Monterey	Fernando Armenta
County of Monterey	Simon Salinas, <i>Vice President</i>
City of Salinas	Tony Barrera
City of Gonzales	Elizabeth Silva
City of Soledad	Richard Perez, <i>Alt. Vice President</i>
City of Greenfield	Avelina Torres
City of King	Robert Cullen

The following Board Directors were absent:

City of Salinas	Jyl Lutes, <i>President</i>
City of Salinas	Gloria De La Rosa

**Staff Members Present:**

R. Patrick Mathews, General Manager/CAO	Elia Zavala, Clerk of the Board
Susan Warner, Asst. GM/Diversion Manager	Thomas Bruen, General Counsel
Ray Hendricks, Finance Manager	Mandy Brooks, Recycling Coordinator
Cesar Zuñiga, Operations Manager	Estela Gutierrez, Resource Recovery
Rose Gill, HR/Organizational Dev Manager	Technician

**MEETING ANNOUNCEMENTS**

Vice President Salinas announced the availability of translation services. No member from the public requested the service.

**GENERAL MANAGER COMMENTS**

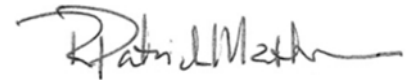
(6:02) General Manager/CAO Mathews announced the 40<sup>th</sup> anniversary of Johnson Canyon Landfill. He referred to two handouts provided, 1) Waste Dive - *Low Chinese demand for recovered materials likely to continue*, and 2) McKinsey&Company – *Sending the right infrastructure message*. He also announced two employee promotions after the retirement of Assistant General Manager Warner – Recycling Coordinator Brooks to Resource Recovery Manager and Contracts and Grants Analyst Jenny Mitchell Recycling Coordinator.

**DEPARTMENT MANAGER COMMENTS**

Finance Manager Hendricks informed the Board that additional actuarial services are needed for the reporting of Governmental Accounting Standards Board, Statement No. 68 (GASB 68) due to changes in the actuarial provided by CalPERS. He is unsure what this will do to the delivery schedule of the Comprehensive Annual Financial Report (CAFR), but will keep the board updated if it is to be delayed. Assistant General Manager Warner provided an update on the progress with AECOM, the consultant for the Long Term Facility Needs environmental report.

**ITEM NO. 1**

Agenda Item



General Manager/CAO

**T. Bruen by ez**

General Counsel Approval

## **BOARD DIRECTORS COMMENTS**

(6:05) Director Armenta commended the Sun Street facility staff for their great customer service. Directors Silva and Barrera mentioned that they attended the employee communications meeting, as well as President Lutes, and commended the employees' comradeship.

## **PUBLIC COMMENT**

(6:07) None

## **CONSENT AGENDA** (6:07)

- 1-A. Minutes of June 16, 2016, Regular Meeting
- 1-B. Minutes of July 13, 2016, Special Meeting
2. May 2016 Claims and Financial Reports
3. June 2016 Claims and Financial Reports
4. June-July 2016 Member and Interagency Activities Report and Upcoming Events
5. Resolution No. 2016-26 Approving the 2016-19 Strategic Plan Goals and July-January 2017 Six-Month Objectives
6. Monterey Bay Community Power Project Update
7. June 2016 Quarterly Tonnage and Diversion Report
8. Report of Award of a Professional Service Agreement to CH2M Hill Engineers, Inc. for an Economic Benefits Analysis Study for all selected Project Scenarios of the Long Term Facility Needs Study in an Amount of \$30,000.00

**Public Comment:** None

**Board Comments:** None

**Motion:** Alternate Vice President Perez made a motion to approve the consent agenda. Director Silva seconded the motion.

**Votes:** Motion carried 7, 0

Ayes: Armenta, Barrera, Cullen, Perez, Salinas, Silva, Torres

Noes: None

Abstain: None

Absent: De La Rosa, Lutes

## **PRESENTATION**

### **9. WALLY WASTE-NOT AWARD**

(6:09) Recycling Coordinator Brooks commented on the purpose and requirements of the recycling award program. Resource Recovery Technician Gutierrez recognized the awarded organizations and presented them with their \$1,500 award. The following schools/organizations received this year's award:

- Monterey County Office of Education, Alisal Head Start Center
- Monterey County Office of Education, SCDC Head Start Center
- Community Action Partnership of San Luis Obispo (CAPSLO), SCDC Early Preschool Center
- Girl Scouts, Alisal Center
- Salinas High School
- Washington Middle School
- Dual Language Academy of Salinas
- Bolsa Knolls Middle School
- Sacred Heart School

**Public Comment:** Representatives of the various educational organizations addressed the Board and commended the program and thanked Authority staff for their support.

**Board Comments:** The Board congratulated the organizations.

**10. ANNUAL TONNAGE AND DIVERSION REPORT**

(6:29) Finance Manager Hendricks presented the fiscal year-end report on waste landfilled and diverted materials, which reflected an increase in both. He highlighted the 5,000 tons of recyclable materials pulled by staff from the materials recovery center, which would have otherwise been landfilled. (6:37) Operations Manager Zuñiga reported an increase in vehicle trips to the Sun Street and Johnson Canyon facilities, as well as a savings of about \$1.4 million, which would have been paid to the previous operator per contract for density compaction. He acknowledged staff's safe driving record. He added that staff was able to assume operations of the Johnson Canyon facility at \$375,391 under the estimated cost.

**Public Comment:** None

**Board Comments:** The Board commended staff and encouraged safety incentives. There was a brief discussion on the sale of recyclable materials, from which last year \$340,000 was received.

**CONSIDERATION**

**11. CITIZENS ADVISORY GROUP MEMBERSHIP**

(6:51) General Manager/CAO Mathews presented an update on the Group's membership and encouraged remaining vacancies to be filled as the next phase of the environmental studies approach.

**Public Comment:** None

**Board Comments:** The Board commended the Group's input and will work with staff to fill the remaining vacancies.

**FUTURE AGENDA ITEMS**

**12. AGENDA ITEMS – VIEW AHEAD SCHEDULE**

(6:57) The Board reviewed the future agenda items.

**ADJOURN**

(6:59) Vice President Salinas adjourned the meeting.

APPROVED: \_\_\_\_\_  
Jyl Lutes, Vice President

Attest: \_\_\_\_\_  
Elia Zavala, Clerk of the Board

**ITEM NO. 2**

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

General Counsel

**Date:** September 15, 2016  
**From:** Ray Hendricks, Finance Manager  
**Title:** July 2016 Claims and Financial Reports

**RECOMMENDATION**

Staff recommends acceptance of the July 2016 Claims and Financial Reports.

**DISCUSSION & ANALYSIS**

Please refer to the attached financial reports and checks issued report for the month of July for a summary of the Authority's financial position as of July 31, 2016. Following are highlights of the Authority's financial activity for the month of July.

Results of Operations (Consolidated Statement of Revenues and Expenditures)

For the month of July 2016, FY 2015-16 operating revenues exceeded expenditures by \$738,778. Year to Date operating revenues exceeded expenditures by \$738,778.

Revenues (Consolidated Statement of Revenues and Expenditures)

After one month of the fiscal year (8.3% of the fiscal year), revenues total \$1,552,470 or 8.9% of the total annual revenues forecast of \$17,354,800. July Tipping Fees totaled \$1,100,040 and for the year to date totaled \$1,100,040 or 9.4% of the forecasted total of \$11,645,600.

Operating Expenditures (Consolidated Statement of Revenues and Expenditures)

As of July 31 (8.3% of the fiscal year), year-to-date operating expenditures total \$813,692. This is 5.1% of the operating budget of \$15,902,000.

Capital Project Expenditures (Consolidated Grant and CIP Expenditures Report)

For the month of July 2016, capital project expenditures totaled \$76,029. \$75,966 of the total was for the Jolon Road Equipment Purchase project.

The FY 2016-17 Capital Improvement Projects Budget is approved with carryovers by the Board separate from the Operating Budget. The Capital Improvement Projects Budget will be presented to the Board at the September meeting.

Claims Checks Issued Report

The Authority's Checks Issued Report for the month of July 2016 is attached for review and acceptance. July disbursements total \$1,694,308 of which \$402,340 was paid from the payroll checking account for payroll and payroll related benefits.

Following is a list of vendors paid more than \$50,000 during the month of July 2016.

Vendor	Service	Amount
AON RISK INSURANCE SERVICES WEST, INC .	FY 2015-16 Insurance Premiums	320,582.05
VISION RECYCLING INC	Green waste recycling	162,349.98
CA STATE BOARD OF EQUALIZATION	Quarterly Integrated Waste Management Fees	68,660.20
PRIME TIME EQUIPMENT INC.	JR Water Truck	59,017.91
PHILIP SERVICES CORP	HHW Disposal Services	58,556.97
MONTEREY COUNTY HEALTH DEPARTMENT	Quarterly Fees	56,727.00

### Cash Balances

The Authority's cash position increased \$48,417.75 during July to \$18,104,542.37. Most of the cash balance is restricted, committed, or assigned as shown below:

#### Restricted by Legal Agreements:

Johnson Canyon Closure Fund	\$ 3,515,715.50
State & Federal Grants	18,606.60
BNY - Bond 2014A Payment	-
BNY - Bond 2014B Payment	-
BNY - Sub Pmt Cap One 2014 Eq Lease	-

#### Funds Held in Trust:

Central Coast Media Recycling Coalition	37,801.46
Employee Unreimbursed Medical Claims	3,545.89

#### Committed by Board Policy:

Expansion Fund (South Valley Revenues)	8,052,688.38
Designated for Capital Projects Reserve	-
Designated for Operating Reserve	254,527.02
Designated for Environmental Impairment Reserve	254,527.02
Salinas Rate Stabilization Fund	24,324.06

#### Assigned by Budget

Assigned for Capital Projects	2,952,696.39
Assigned for OPEB	282,200.00

#### Available for Operations

2,707,910.05

Total

\$ 18,104,542.37

### **ATTACHMENTS**

1. July 2016 Consolidated Statement of Revenues and Expenditures
2. July 2016 Consolidated Grant and CIP Expenditures Report
3. July 2016 Checks Issued Report



# Salinas Valley Solid Waste Authority

## Consolidated Statement of Revenues and Expenditure

### For Period Ending July 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<b><u>Revenue Summary</u></b>							
Tipping Fees - Solid Waste	11,645,600	1,100,040	1,100,040	9.4 %	10,545,560	0	10,545,560
Tipping Fees - Surcharge	1,751,000	133,992	133,992	7.7 %	1,617,008	0	1,617,008
Tipping Fees - Diverted Materials	1,043,600	134,133	134,133	12.9 %	909,467	0	909,467
AB939 Service Fee	2,228,900	185,742	185,742	8.3 %	2,043,158	0	2,043,158
Charges for Services	124,500	0	0	0.0 %	124,500	0	124,500
Sales of Materials	309,500	195	195	0.1 %	309,305	0	309,305
Gas Royalties	220,000	0	0	0.0 %	220,000	0	220,000
Investment Earnings	31,700	(1,631)	(1,631)	-5.1 %	33,331	0	33,331
Grants/Contributions	0	0	0	0.0 %	0	0	0
Other Non-Operating Revenue	0	0	0	0.0 %	0	0	0
<b>Total Revenue</b>	<b>17,354,800</b>	<b>1,552,470</b>	<b>1,552,470</b>	<b>8.9 %</b>	<b>15,802,330</b>	<b>0</b>	<b>15,802,330</b>
<b><u>Expense Summary</u></b>							
Executive Administration	431,200	22,187	22,187	5.1 %	409,013	873	408,140
Administrative Support	504,200	41,531	41,531	8.2 %	462,669	90,831	371,838
Human Resources Administration	366,900	19,075	19,075	5.2 %	347,825	2,575	345,249
Clerk of the Board	184,700	8,691	8,691	4.7 %	176,009	5,511	170,498
Finance Administration	597,550	50,085	50,085	8.4 %	547,465	2,022	545,443
Operations Administration	378,500	23,326	23,326	6.2 %	355,174	3,221	351,952
Resource Recovery	803,850	48,510	48,510	6.0 %	755,340	46	755,295
Marketing	75,000	(250)	(250)	-0.3 %	75,250	500	74,750
Public Education	206,500	0	0	0.0 %	206,500	0	206,500
Household Hazardous Waste	747,800	34,915	34,915	4.7 %	712,885	396	712,490
C & D Diversion	80,000	0	0	0.0 %	80,000	0	80,000
Organics Diversion	690,200	0	0	0.0 %	690,200	0	690,200
Diversion Services	18,000	790	790	4.4 %	17,210	5,710	11,500





# Salinas Valley Solid Waste Authority

## Consolidated Statement of Revenues and Expenditure

### For Period Ending July 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
Scalehouse Operations	447,950	28,332	28,332	6.3 %	419,618	743	418,875
JR Transfer Station	595,100	8,261	8,261	1.4 %	586,839	0	586,839
JR Recycling Operations	0	0	0	0.0 %	0	0	0
ML Transfer Station	185,000	0	0	0.0 %	185,000	0	185,000
SS Disposal Operations	820,200	90,250	90,250	11.0 %	729,950	7,281	722,669
SS Transfer Operations	1,116,000	58,644	58,644	5.3 %	1,057,356	1,932	1,055,424
SS Recycling Operations	332,100	18,964	18,964	5.7 %	313,136	2,671	310,465
JC Landfill Operations	2,784,300	143,148	143,148	5.1 %	2,641,152	239,036	2,402,116
JC Recycling Operations	239,700	12,060	12,060	5.0 %	227,640	1,376	226,264
Crazy Horse Postclosure Maintenance	623,100	60,685	60,685	9.7 %	562,415	8,123	554,292
Lewis Road Postclosure Maintenance	234,500	89,805	89,805	38.3 %	144,695	6,858	137,837
Johnson Canyon ECS	320,800	1,547	1,547	0.5 %	319,253	0	319,253
Jolon Road Postclosure Maintenance	208,650	29,113	29,113	14.0 %	179,537	21	179,517
Sun Street ECS	204,600	1,699	1,699	0.8 %	202,901	0	202,901
Debt Service - Interest	1,653,300	0	0	0.0 %	1,653,300	0	1,653,300
Debt Service - Principal	1,052,300	0	0	0.0 %	1,052,300	0	1,052,300
Closure Set-Aside	0	22,326	22,326	0.0 %	(22,326)	0	(22,326)
Total Expense	15,902,000	813,692	813,692	5.1 %	15,088,308	379,726	14,708,581
Revenue Over/(Under) Expenses	1,452,800	738,778	738,778	50.9 %	714,022	(379,726)	1,093,748



# Salinas Valley Solid Waste Authority

## Consolidated Grant and CIP Expenditure Report

### For Period Ending July 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<b><u>Fund 130 - Crazy Horse Project Fund</u></b>							
130 9913 CH LFG to Energy Project	0	0	0	0.0 %	0	0	0
<b>Total Fund 130 - Crazy Horse Project Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0 %</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Fund 180 - Expansion Fund</u></b>							
180 9023 Salinas Area MRC	0	0	0	0.0 %	0	0	0
180 9024 GOE Autoclave Final Project	0	0	0	0.0 %	0	0	0
180 9804 Long Range Facility Needs EIR	0	109	109	0.0 %	(109)	487,614	(487,723)
180 9805 Harrison Road	0	0	0	0.0 %	0	0	0
180 9806 Long Range Financial Model	0	0	0	0.0 %	0	0	0
<b>Total Fund 180 - Expansion Fund</b>	<b>0</b>	<b>109</b>	<b>109</b>	<b>0.0 %</b>	<b>(109)</b>	<b>487,614</b>	<b>(487,723)</b>
<b><u>Fund 211 - State Grants</u></b>							
211 2610 Tire Amnesty Grant	0	212	212	0.0 %	(212)	0	(212)
211 2620 Cal Recycle - CCPP	0	0	0	0.0 %	0	0	0
211 9206 HHW HD25-15-0003	0	28	28	0.0 %	(28)	0	(28)
211 9208 Tire Amnesty 2015-16	0	1,100	1,100	0.0 %	(1,100)	7,900	(9,000)
211 9248 Cal Recycle - 2014-15 CCPP	0	0	0	0.0 %	0	0	0
<b>Total Fund 211 - State Grants</b>	<b>0</b>	<b>1,340</b>	<b>1,340</b>	<b>0.0 %</b>	<b>(1,340)</b>	<b>7,900</b>	<b>(9,240)</b>
<b><u>Fund 216 - Reimbursement Fund</u></b>							
216 9802 Autoclave Demonstration Unit	0	0	0	0.0 %	0	0	0
216 9804 Long Range Facility Needs EIR	0	0	0	0.0 %	0	242,828	(242,828)
<b>Total Fund 216 - Reimbursement Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0 %</b>	<b>0</b>	<b>242,828</b>	<b>(242,828)</b>
<b><u>Fund 221 - USDA Grant</u></b>							
221 9003 USDA Autoclave Studies	0	0	0	0.0 %	0	0	0
<b>Total Fund 221 - USDA Grant</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0 %</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Salinas Valley Solid Waste Authority

## Consolidated Grant and CIP Expenditure Report

### For Period Ending July 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
800 9010 JC Roadway Improvements	365,000	0	0	0.0 %	365,000	0	365,000
800 9102 Segunda Vida (Second Life) Start L	0	0	0	0.0 %	0	0	0
800 9103 Closed Landfill Revenue Study	0	0	0	0.0 %	0	0	0
800 9254 JC Leachate Handling Sys	0	0	0	0.0 %	0	0	0
800 9255 JC LFG System Improvement	0	0	0	0.0 %	0	0	0
800 9316 CH Corrective Action Program	203,000	0	0	0.0 %	203,000	0	203,000
800 9319 CH LFG System Improvements	116,500	0	0	0.0 %	116,500	0	116,500
800 9401 LR LFG Replacement	67,500	0	0	0.0 %	67,500	0	67,500
800 9501 JC LFG System Improvements	0	0	0	0.0 %	0	0	0
800 9502 JC Flare Station Improvements	0	63	63	0.0 %	(63)	151,208	(151,271)
800 9504 JC Module 456B Liner Improvemen	0	0	0	0.0 %	0	0	0
800 9506 JC Litter Control Barrier	50,000	0	0	0.0 %	50,000	0	50,000
800 9507 JC Corrective Action	100,000	0	0	0.0 %	100,000	0	100,000
800 9508 JC Drainage Modifications	35,000	0	0	0.0 %	35,000	0	35,000
800 9509 JC Groundwater Wells	165,000	0	0	0.0 %	165,000	0	165,000
800 9510 JC LFG System (Vertical Wells)	30,000	0	0	0.0 %	30,000	0	30,000
800 9511 JC LFG System (Horizontal Wells)	30,000	0	0	0.0 %	30,000	0	30,000
800 9526 JC Equipment Replacement	50,000	0	0	0.0 %	50,000	0	50,000
800 9601 JR Transfer Station Improvements	82,000	0	0	0.0 %	82,000	0	82,000
800 9602 JR Equipment Purchase	0	75,966	75,966	0.0 %	(75,966)	397,198	(473,164)
800 9701 SSTS Equipment Replacement	190,000	0	0	0.0 %	190,000	0	190,000
800 9702 SSTS NPDES Improvements	0	0	0	0.0 %	0	0	0
<b>Total Fund 800 - Capital Improvement Proje</b>	<b>1,484,000</b>	<b>76,029</b>	<b>76,029</b>	<b>5.1 %</b>	<b>1,407,971</b>	<b>548,406</b>	<b>859,565</b>
<b>Total CIP Expenditures</b>	<b>1,484,000</b>	<b>77,478</b>	<b>77,478</b>	<b>5.2 %</b>	<b>1,406,522</b>	<b>1,286,748</b>	<b>119,774</b>

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 7/1/2016 to 7/31/2016**

Check #		Check Date	Amount	Check Total
16545	AERIAL PHOTOMAPPING SERVICE JC AERIAL SURVEYING	7/7/2016	6,925.00	6,925.00
16546	AMERICAN SUPPLY CO. ADMIN JANITORIAL SERVICES	7/7/2016	221.55	221.55
16547	AT&T SERVICES INC ADMIN TELEPHONE SERVICE MONTHLY	7/7/2016	323.22	323.22
16548	CARDLOCK FUELS SYSTEM, INC. SS & JC EQUIPMENT FUEL	7/7/2016	19,683.37	19,683.37
16549	CLARK PEST CONTROL, INC PEST-AWAY SERVICE	7/7/2016	88.00	88.00
16550	COSTCO WHOLESALE JCLF FACILITY SUPPLIES SCALEHOUSE COMPUTER ADM OFFICE SUPPLIES ADM OFFICE EQUIPMENT	7/7/2016	7.99 654.72 74.84 430.58	1,168.13
16551	EAGLE STAR SECURITY SECURITY SERVICE	7/7/2016	3,648.00	3,648.00
16552	ERIKA TRUJILLO SP EMPLOYEE WORKSHOP 06/09	7/7/2016	20.54	20.54
16553	FERGUSON ENTERPRISES INC #795 JCLF FACILITY MAINTENANCE	7/7/2016	955.94	955.94
16554	FRANCHISE TAX BOARD STATE TAX WITHHOLDING - JESSIE FLORES	7/7/2016	87.50	87.50
16555	FULL STEAM STAFFING LLC DIVERSION WORKER LABOR	7/7/2016	4,842.93	4,842.93
16556	GOLDEN STATE TRUCK & TRAILER REPAIR ALL SITES EQUIPMENT MAINTENANCE	7/7/2016	3,270.88	3,270.88
16557	GONZALES ACE HARDWARE JCLF FACILITY MAINTENANCE	7/7/2016	35.74	35.74
16558	GRAINGER SSTS FACILITY MAINTENANCE	7/7/2016	61.86	61.86
16559	GREENWASTE RECOVERY INC. CARPET RECYCLING PROGRAM	7/7/2016	801.00	801.00
16560	HOME DEPOT JC & SS FACILITY MAINTENANCE SUPPLIES	7/7/2016	574.86	574.86
16561	HOPE SERVICES MAY DIVERSION SERVICE	7/7/2016	11,843.79	11,843.79

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16562	HRN PERFORMANCE SOLUTIONS EMPLOYEE EVALUATION SOFTWARE	7/7/2016	47.00	47.00
16563	J D BLACK TUITION REIMBURSEMENT	7/7/2016	284.48	284.48
16564	JESSIE L. FLORES JR. STATE TAX WITHHOLDING VEHICLE BODY DAMAGE REPAIR	7/7/2016	(87.50) 350.00	262.50
16565	MANDY BROOKS RESOURCE RECOVERY RETREAT	7/7/2016	52.71	52.71
16566	NEXTEL OF CALIFORNIA, INC CELL PHONE SERVICE	7/7/2016	279.77	279.77
16567	OFFICE DEPOT DEPARTMEN OFFICE SUPPLIES	7/7/2016	847.74	847.74
16568	PACIFIC WASTE SERVICES JC CQA ENGINEERING	7/7/2016	10,434.00	10,434.00
16569	PHILIP SERVICES CORP APRIL HHW DISPOSAL APRIL HHW DISPOSAL SUPPLIES	7/7/2016	14,953.22 2,152.00	17,105.22
16570	QUINN COMPANY SSTS EQUIPMENT MAINTENANCE	7/7/2016	499.57	499.57
16571	RONNIE G. REHN KEY DUPLICATES	7/7/2016	13.10	13.10
16572	SALINAS CALIFORNIAN NEWSPAPER LEGAL POSTINGS	7/7/2016	529.01	529.01
16573	SCS FIELD SERVICES MAY ENVIRONMENTAL SERVICES MAY NON ROUTINE ENVIRONMENTAL SERVICES	7/7/2016	7,566.79 13,764.37	21,331.16
16574	STURDY OIL COMPANY SS FUEL	7/7/2016	152.11	152.11
16575	TRI-COUNTY FIRE PROTECTION, INC. CHLF FACILITY MAINTENANC	7/7/2016	259.06	259.06
16576	UNITED RENTALS (NORTHWEST), INC SSTS EQUIPMENT MAINTENANCE	7/7/2016	1,764.57	1,764.57
16577	VISION RECYCLING INC MAY C&D GRINDING GREENWASTE PROCESSING	7/7/2016	14,134.54 52,563.04	66,697.58

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16578	COSTCO MEMBER CARD SERVICES ANNUAL MEMBERSHIP RENEWAL	7/7/2016	68.67	68.67
16579	JENNY MITCHELL CRRRA CONFERENCE: PER DIEM	7/7/2016	102.00	102.00
16580	KISKIS & ASSOCIATES DOT COMPLIANCE SAFETY PROGRAM	7/7/2016	728.00	728.00
16581	MONTEREY COUNTY HEALTH DEPARTMENT MO. CO. ANNUAL FEES	7/7/2016	56,727.00	56,727.00
16582	**VOID**	7/7/2016	-	-
16583	NEXIS PARTNERS, LLC JULY ADMIN BUILDING RENT	7/7/2016	9,212.00	9,212.00
16584	PITNEY BOWES GLOBAL POSTAGE MACHINE QTR LEASE	7/7/2016	301.60	301.60
16585	SWANA (2) ANNUAL MEMBERSHIP	7/7/2016	484.00	484.00
16586	TYLER TECHNOLOGIES, INC. - INCODE DIVISION ANNUAL SOFTWARE MAINTENANCE PLAN	7/7/2016	19,951.23	19,951.23
16587	AECOM TECHNICAL SERVICES, INC. PROJECT DESIGN AND CEQA SERVICES	7/14/2016	44,915.00	44,915.00
16588	ALEXANDRA BRISTOW RECYCLERAMA PERFORMANCES	7/14/2016	295.87	295.87
16589	ANA S. SANTOS CAMPOS JC FACILITY SUPPLIES	7/14/2016	1,000.00	1,000.00
16590	AT&T SERVICES INC ADMIN TELEPHONE SERVICE MONTHLY	7/14/2016	349.80	349.80
16591	BRANDY ELLEN ACEVEDO RECYCLERAMA PERFORMANCES	7/14/2016	724.84	724.84
16592	CARDLOCK FUELS SYSTEM, INC. SS & JC EQUIPMENT FUEL	7/14/2016	10,257.45	10,257.45
16593	COAST COUNTIES TRUCK & EQUIPMENT CO. SSTS EQUIPMENT MAINTENANCE	7/14/2016	32.69	32.69
16594	COSTCO MEMBER CARD SERVICES REUSABLE FORKS	7/14/2016	14.60	14.60
16595	CSC OF SALINAS/YUMA JCLF EQUIPMENT MAINTENANCE	7/14/2016	492.56	492.56

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16596	EAGLE STAR SECURITY SS TS SECURITY SERVICE	7/14/2016	2,432.00	2,432.00
16597	ELIA ZAVALA MEETINGS REIMBURSEMENT	7/14/2016	39.00	39.00
16598	ERNEST BELL D. JR JANITORIAL SERVICES ALL SITES	7/14/2016	2,400.00	2,400.00
16599	FERGUSON ENTERPRISES INC #795 JCLF FACILITY MAINTENANCE	7/14/2016	233.53	233.53
16600	FULL STEAM STAFFING LLC FACILITY DIVERSION WORKERS	7/14/2016	9,804.96	9,804.96
16601	GOLDEN STATE TRUCK & TRAILER REPAIR SS & JC EQUIPMENT MAINTENANCE	7/14/2016	5,205.59	5,205.59
16602	GREEN VALLEY INDUSTRIAL SUPPLY, INC JCLF FACILITY MAINTENANCE	7/14/2016	437.13	437.13
16603	GUARDIAN SAFETY AND SUPPLY, LLC JCLF SAFETY SUPPLIES	7/14/2016	43.57	43.57
16604	IVY CONTRERAS RECYCLERAMA PERFORMANCES AND PRODUCTION	7/14/2016	795.92	795.92
16605	J. J. KELLER & ASSOCIATES, INC HHW VEHICLE SUPPLIES	7/14/2016	44.13	44.13
16606	JOHN DAVID ACEVEDO II RECYCLERAMA PEFORMANCES	7/14/2016	402.88	402.88
16607	JOHN NEAGLE DOT MEDICAL CARD REIMBURSEMENT	7/14/2016	150.00	150.00
16608	KELLY-MOORE PAINT COMPANY INC. SSTS FACILITY MAINTENANCE	7/14/2016	202.37	202.37
16609	MICHAEL DAVID ACEVEDO RECYCLERAMA PERFORMANCES	7/14/2016	279.52	279.52
16610	MONTEREY BAY OFFICE PRODUCTS ADMINISTRATION PRINTER MAINTENANCE	7/14/2016	272.89	272.89
16611	MONTROSE ENVIRONMENTAL GROUP, INC. JCLF ENGINEERING SERVICES	7/14/2016	520.00	520.00
16612	OFFICE DEPOT HHW FACILITY SUPPLIES	7/14/2016	45.69	45.69
16613	PERSONAL AWARDS INC JCLF EMPLOYEE UNIFORMS	7/14/2016	309.72	309.72

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16614	PHILIP SERVICES CORP MAY HHW DISPOSAL MAY HHW DISPOSAL SUPPLIES	7/14/2016	13,070.09 2,652.00	15,722.09
16615	QUINN COMPANY ALL SITES EQUIPMENT MAINTENANCE	7/14/2016	19,852.60	19,852.60
16616	RONNIE G. REHN SSTS FACILITY SUPPLIES	7/14/2016	13.86	13.86
16617	SAVOIA GRAPHICS JCLF VEHICLE SUPPLIES	7/14/2016	1,684.11	1,684.11
16618	SETCO, INC SSTS EQUIPMENT TIRE PURCHASE	7/14/2016	30,502.35	30,502.35
16619	STURDY OIL COMPANY SSTS EQUIPMENT MAINTENANCE	7/14/2016	332.76	332.76
16620	TRI-COUNTY FIRE PROTECTION, INC. HHW FACILITY SUPPLIES	7/14/2016	123.80	123.80
16621	ULINE, INC. SEGUNDA VIDA SUPPLIES	7/14/2016	1,119.71	1,119.71
16622	VISION RECYCLING INC GREENWASTE CONTAMINATION MAY SS GREENWASTE PROCESSING	7/14/2016	250.00 24,974.64	25,224.64
16623	CARDLOCK FUELS SYSTEM, INC. SS & JC EQUIPMENT FUEL	7/14/2016	7,016.95	7,016.95
16624	JOHNSON ASSOCIATES OPERATIONS VEHICLE SUPPLIES	7/14/2016	100.89	100.89
16625	SWANA ANNUAL MEMBERSHIP	7/14/2016	377.00	377.00
16626	FRANCHISE TAX BOARD - VEHICLE REGISTRATION ( DM FRANCHISE TAX BOARD 2	7/20/2016	(156.00)	(156.00)
16626	FRANCHISE TAX BOARD - VEHICLE REGISTRATION ( DM FRANCHISE TAX BOARD 2	7/20/2016	156.00	156.00
16627	AMERICAN SUPPLY CO. SSTS JANITORIAL SUPPLIES	7/20/2016	261.19	261.19
16628	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFIC MEETING REGISTRATION	7/20/2016	75.00	75.00
16629	COAST COUNTIES TRUCK & EQUIPMENT CO. SSTS EQUIPMENT MANTENANCE	7/20/2016	46.69	46.69



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16630	COMCAST INTERNET SERVICE	7/20/2016	177.51	177.51
16631	FIRST ALARM FACILITY ALARM SERVICE	7/20/2016	1,154.94	1,154.94
16632	GREEN RUBBER - KENNEDY AG, LP SSTS FACILITY MAINTENANCE	7/20/2016	840.28	840.28
16633	HERC RENTALS INC. JRLF FACILITY MAINTENANCE	7/20/2016	185.51	185.51
16634	JENNY MITCHELL CRRRA CONFERENCE: MILEAGE	7/20/2016	177.12	177.12
16635	ONHOLD EXPERIENCE TELEPHONE HOLD SERVICE	7/20/2016	207.00	207.00
16636	PACIFIC TRUCK PARTS, INC JCLF EQUIPMENT MAINTNENANCE	7/20/2016	74.53	74.53
16637	QUINN COMPANY JCLF EQUIPMENT MAINTENANCE	7/20/2016	831.06	831.06
16638	REPUBLIC SERVICES #471 TRASH DISPOSAL SERVICE	7/20/2016	71.46	71.46
16639	WEST COAST RUBBER RECYCLING, INC JR TIRE AMNESTY TIRE RECYCLING	7/20/2016	1,100.00	1,100.00
16640	ACE HARDWARE CORPORATION CHLF FACILTY MAINTENANCE	7/20/2016	93.44	93.44
16641	AT&T SERVICES INC HHW TELEPHONE SERVICE	7/20/2016	306.52	306.52
16642	BAGLEY ENTERPRISES, INC SSTS BI-ANNUAL INSPECTION	7/20/2016	680.00	680.00
16643	BECKS SHOE STORE, INC. JCLF EMPLOYEE UNIFORM	7/20/2016	132.64	132.64
16644	CDW GOVERNMENT SCALE REPLACEMENT RECEIPT PRINTER	7/20/2016	327.92	327.92
16645	CITY OF GONZALES JC LF WATER	7/20/2016	131.91	131.91
16646	CSC OF SALINAS/YUMA SSTS EQUIPMENT MAINTENANCE	7/20/2016	35.54	35.54
16647	EAST BAY TIRE CO. JCLF EQUIPMENTMANT MAINTENANCE	7/20/2016	538.27	538.27

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16648	ERIC AMARAL DOT MEDICAL CERTIFICATE RENEWAL	7/20/2016	150.00	150.00
16649	GOLDEN STATE TRUCK & TRAILER REPAIR HHW & SS EQUIPMENT MAINTENANCE	7/20/2016	3,991.22	3,991.22
16650	GONZALES ACE HARDWARE JCLF FACILITY MAINTENANCE	7/20/2016	37.73	37.73
16651	MANUEL PEREA TRUCKING, INC. ALL SITES FACILITY MAINTENANCE	7/20/2016	1,377.02	1,377.02
16652	MARTA M. GRANADOS BD MEETINGS INTERPRETER SERVICES 2015-16	7/20/2016	180.00	180.00
16653	MONTEREY AUTO SUPPLY INC CREDIT MEMO SS & JC EQUIPMENT MAINTENANCE	7/20/2016	(0.06) 1,192.60	1,192.54
16654	**VOID**	7/20/2016	-	-
16655	MONTEREY REGIONAL WATER POLLUTION CONTRO SSTS SEWER SEVICES	7/20/2016	29.42	29.42
16656	PROBUILD COMPANY LLC HHW & SS DEPARTMENT SUPPLIES	7/20/2016	1,132.47	1,132.47
16657	PURE WATER BOTTLING ALL SITES POTABLE WATER SERVICE	7/20/2016	372.65	372.65
16658	QUINN COMPANY JCLF EQUIPMENT MAINTENANCE	7/20/2016	14,415.00	14,415.00
16659	REPUBLIC SERVICES OF SALINAS 2ND QTR TRANSPORTATION SURCHARGE	7/20/2016	2,736.49	2,736.49
16660	RODDY TREVINO TRAINING PER DIEM	7/20/2016	18.00	18.00
16661	SOLEDAD MISSION CHAMBER OF COMMERCE 2016 MEMBERSHIP FEES	7/20/2016	675.00	675.00
16662	THOMAS M BRUEN JUNE LEGAL CONSULTING SERVICES	7/20/2016	2,697.18	2,697.18
16663	VALLEY PACIFIC PETROLEUM SERVICES, INC. JCLF EQUIPMENT FUEL	7/20/2016	255.99	255.99
16664	VERIZON WIRELESS SERVICES CELL PHONE SERVICE	7/20/2016	119.03	119.03

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16665	WESTERN EXTERMINATOR COMPANY FACILITY VECTOR CONTROL	7/20/2016	364.50	364.50
16666	ADMANOR, INC JUNE MARKETING SERVICES JUNE CCRMC MARKETING JUNE MARKETING SERVICES	7/28/2016	2,346.00 11,569.68 11,826.00	25,741.68
16667	AGRI-FRAME, INC JC FACILITY SUPPLIES	7/28/2016	75.00	75.00
16668	ALLEN BROTHERS OIL II, INC. JC & SS VEHICLE MAINTENANCE	7/28/2016	426.06	426.06
16669	AMERICAN SUPPLY CO. ADMIN JANITORIAL SUPPLIES SUPPLIES RETURN	7/28/2016	93.89 (80.32)	13.57
16670	ASBURY ENVIRONMENTAL SERVICES USED OIL COLLECTION	7/28/2016	120.00	120.00
16671	AT&T MOBILITY FINANCE INTERNET	7/28/2016	41.65	41.65
16672	AT&T SERVICES INC MONTHLY TELEPHONE SERVICE	7/28/2016	499.28	499.28
16673	BC LABORATORIES, INC CH LAB SERVICE	7/28/2016	414.00	414.00
16674	BECKS SHOE STORE, INC. SS SAFETY SUPPLIES	7/28/2016	361.74	361.74
16675	CALIFORNIA WATER SERVICE SS TS WATER	7/28/2016	954.72	954.72
16676	CARDLOCK FUELS SYSTEM, INC. JUNE SS & JC FUEL	7/28/2016	5,991.31	5,991.31
16677	DON CHAPIN INC SS FACILITY SUPPLIES CH FACILITY SUPPLIES	7/28/2016	355.16 330.00	685.16
16678	EAGLE STAR SECURITY SS SECURITY SERVICE	7/28/2016	1,216.00	1,216.00
16679	EAST BAY TIRE CO. JC EQUIPMENT SERVICE	7/28/2016	404.09	404.09
16680	EXPRESS SAFETY INC SS SAFETY SUPPLIES	7/28/2016	816.48	816.48

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16681	FEDEX OVERNIGHT SHIPMENTS	7/28/2016	31.92	31.92
16682	FERGUSON ENTERPRISES INC #795 JCLF FACILITY MAINTENANCE	7/28/2016	17,631.28	17,631.28
16683	FULL STEAM STAFFING LLC JC & SS DIVERSION SERVICES	7/28/2016	2,767.88	2,767.88
16684	GEOLOGIC ASSOCIATES, INC. MAY GROUNWATER MONITORING CONSULTING	7/28/2016	6,460.11	6,460.11
16685	GOLDEN STATE TRUCK & TRAILER REPAIR SS & JC EQUIPMENT MAINTENANCE	7/28/2016	16,300.57	16,300.57
16686	**VOID**	7/28/2016	-	-
16687	GONZALES ACE HARDWARE JC FACILITY SUPPLIES PARTS RETURN	7/28/2016	61.05 (43.23)	17.82
16688	GREEN RUBBER - KENNEDY AG, LP PVC SUPPLIES	7/28/2016	70.19	70.19
16689	GUARDIAN SAFETY AND SUPPLY, LLC JC SAFETY SUPPLIES	7/28/2016	400.15	400.15
16690	HERC RENTALS INC. SS EQUIPMENT RENTAL	7/28/2016	6.48	6.48
16691	HOME DEPOT JR FACILITY MAINTENANCE	7/28/2016	348.51	348.51
16692	HOPE SERVICES JUNE DIVERSION SERVICES	7/28/2016	12,407.78	12,407.78
16693	JULIO GIL SSTS FACILITY MAINTENANCE	7/28/2016	1,059.71	1,059.71
16694	L. A. HEARNE COMPANY JC FACILITY SUPPLIES	7/28/2016	27.00	27.00
16695	MANUEL PEREA TRUCKING, INC. JC EQUIPMENT MAINTENANCE JC EQUIPMENT MAINTENANCE JC EQUIPMENT MAINTENANCE	7/28/2016	1,746.80 97.50 450.00	2,294.30
16696	MANUEL TINAJERO CH FACILITY MAINTENANCE	7/28/2016	450.00	450.00
16697	MONTEREY COUNTY SURVEYORS HARRISON ROAD ALTA SURVEY	7/28/2016	2,700.00	2,700.00

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16698	MONTEREY REGIONAL WATER POLLUTION CONTROL SS SEWER SERVICE	7/28/2016	624.06	624.06
16699	MONTEREY SANITARY SUPPLY, INC. JC JANITORIAL SUPPLIES SUPPLIES RETURN	7/28/2016	211.24 (9.47)	201.77
16700	MONTROSE ENVIRONMENTAL GROUP, INC. JC FLARE ENGINEERING	7/28/2016	26,219.04	26,219.04
16701	OFFICE DEPOT DEPARTMENT OFFICE SUPPLIES	7/28/2016	1,499.39	1,499.39
16702	PACIFIC CREST ENGINEERING INC JC LFG FLARE	7/28/2016	2,433.43	2,433.43
16703	PACIFIC GAS AND ELECTRIC COMPANY CNG VEHICLES FUEL MONTHLY ELECTRICAL SERVICE	7/28/2016	283.95 7,547.40	7,831.35
16704	PHILIP SERVICES CORP JUNE HHW DISPOSAL JUNE HHW DISPOSAL SUPPLIES	7/28/2016	21,785.66 3,944.00	25,729.66
16705	PINNACLE MEDICAL GROUP DOT PHYSICAL	7/28/2016	130.00	130.00
16706	PROBUILD COMPANY LLC JC & SS FACILITY SUPPLIES	7/28/2016	2,372.96	2,372.96
16707	SAN JOSE CONSERVATION CORPS TIRE AMNESTY TIRE LOADING	7/28/2016	1,881.50	1,881.50
16708	SCS FIELD SERVICES JUNE ROUTINE & NON ROUTINE ENVIRONMENTAL SERVICES	7/28/2016	11,168.24	11,168.24
16709	TYLER TECHNOLOGIES, INC. - INCODE DIVISION WEBINAR REGISTRATION	7/28/2016	137.50	137.50
16710	VISION RECYCLING INC JC JUNE GREENWASTE PROCESSING SS JUNE GREENWASTE PROCESSING	7/28/2016	49,216.93 21,210.83	70,427.76
16711	WASTE MANAGEMENT INC JUNE REPUBLIC TONNAGE TO MADISON	7/28/2016	35,016.40	35,016.40
16712	WEST COAST RUBBER RECYCLING, INC TIRE AMNESTY RECYCLING	7/28/2016	1,100.00	1,100.00
16713	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION JUNE VEHICLE FUEL	7/28/2016	2,037.23	2,037.23

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16714	AMERICAN SUPPLY CO. JANITORIAL SUPPLIES ADMIN	7/28/2016	134.85	134.85
16715	AON RISK INSURANCE SERVICES WEST, INC . FY 2016-17 INSURANCE PREMIUMS	7/28/2016	320,582.05	320,582.05
16716	CESAR ZUÑIGA 2016 WASTECON CONFERENCE PER DIEM: CESAR ZUNIGA	7/28/2016	269.00	269.00
16717	CITY OF GONZALES JC HOSTING FEE	7/28/2016	20,833.33	20,833.33
16718	CONCERN: EMPLOYEE ASSISTANCE PROGRAM CONCERN INVOICE # CN1701011	7/28/2016	4,100.00	4,100.00
16719	EAGLE STAR SECURITY SS SECURITY SERVICE	7/28/2016	1,216.00	1,216.00
16720	FULL STEAM STAFFING LLC JCLF & SSTs CONTRACT LABOR	7/28/2016	3,061.31	3,061.31
16721	GREENWASTE RECOVERY INC. CARPET RECYCLING	7/28/2016	789.80	789.80
16722	JUAN CAMACHO WASTECON CONFERENCE: DIEM FOR JUAN C.	7/28/2016	230.00	230.00
16723	JULIO GIL FULL COLOR BANNER - ADMIN FRONT ENTRANCE	7/28/2016	65.48	65.48
16724	MANDY BROOKS CONFERENCE PER DIEM	7/28/2016	87.00	87.00
16725	MONTEREY BAY OFFICE PRODUCTS COPIER MACHINE BASE RATE CHARGE & OVERAGES	7/28/2016	40.69	40.69
16726	NEXIS PARTNERS, LLC AUGUST ADMIN BUILDING RENT	7/28/2016	9,212.00	9,212.00
16727	OSCAR GARCIA WASTECON CONFERENCE: DIEM FOR OSCAR G.	7/28/2016	230.00	230.00
16728	PACIFIC AG RENTALS, LLC REFUND CHECK 54299	7/28/2016	388.06	388.06
16729	PRIME TIME EQUIPMENT INC. JOLON ROAD WATER TRUCK	7/28/2016	59,017.91	59,017.91
16730	QUALITY FUEL TRAILER AND TANK, INC. JR FUEL TRAILER	7/28/2016	16,948.14	16,948.14
16731	R. PATRICK MATHEWS AEP CLIMATE CHANGE CONFERENCE: DIEM	7/28/2016	28.00	28.00

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16732	ROBERTO CORREA REIMBURSEMENT ROBERTO CORREA	7/28/2016	3.52	3.52
16733	SWANA 2016 WASTECON CONFERENC REGISTRATION: CESAR ZUNIGA WASTECON REGISTRATION & MEMBERSHIP FOR OSCAR G.	7/28/2016	850.00 1,359.20	2,209.20
16734	THE OFFSET PROJECT ANNUAL MEMBERSHIP	7/28/2016	1,000.00	1,000.00
16735	US BANK CORPORATE PAYMENT SYSTEM HABOR FREIGHT: DISPOSABLE GLOVES FOR WASTE AUDIT AMAZON.COM: SUPPLIES AMAZON.COM: VEHICLE SUPPLIES MOUNTAIN MIKES PZZA: CAG MEETING WYNDHAM HOTEL: CONFERENCE LODGING PARKNTRAVEL: CONFERENCE PARKING AMERICAN RED CROSS: CPR TRAINING AMERICAN RED CROSS: CPR TRAINING EXPERIAN: CREDIT CHECKS HANDLEY QUARRY: JCLF FACILITY MAINTENANCE OD NETWORK: TRAINING MATERIAL POSITIVE PROMOTIONS: EMPLOYEE RECOGNITION SUPPLIES SHRM: EMPLOYEE TRAINING MATERIAL HARBOR FREIGHT TOOLS: HHW FACILITY SUPPLIES AMAZON: TRAINING MATERIAL CELLOTAPE: HHW LABELS CHEVRON: ICE FOR WATER SAMPLES HIGHERNET.COM: JC INTERNET CSMFO: MEETING REGISTRATION MIKE'S PIZZA: BD MTG REFRESHMENTS 6/16/16 INTERMEDIA: MONTHLY EMAIL EXCHANGE HOSTING SHAREFILE: FTP SITE SUBSCRIPTION MICROSOFT 365: MONTHLY OFFICE 365 SUBSCRIPTION ORCHARD SUPPLY: SSTS FACILITY MAINTENANCE ENVIROTECH: TRAINING REGISTRATION OD NETWORK: TRAINING MATERIAL REFUND ORCHARD SUPPLY HARDWARE: FACILITY MAINTENANCE SAFEWAY: 6/16/16 BD MTG REFRESHMENTS HARBOR FREIGHT TOOLS: SSTS FACILITY MAINTENANCE SMART&FINAL: EC MTG REFRESHMENTS 6/2/16 SAFEWAY: SP EMPLOYEE WORKSHOP 6/7 WALMART: SP EMPLOYEE WORKSHOP 6/9 FENCESCREEN.COM: FENCE SUPPLIES AMAZON: WALL MOUNTS FOR MONITORS SUPER MAX: CHLF FACILITY SUPPLIES AUTO ZONE: FACILITY MAINTENANCE	7/28/2016	13.07 8.87 28.94 27.61 617.08 59.10 330.00 220.00 99.90 318.98 11.99 1,447.05 33.12 106.81 45.28 960.62 3.32 91.60 40.00 51.70 273.75 32.95 238.34 2.38 260.00 (495.00) 71.25 16.12 61.08 32.24 48.96 9.76 492.30 43.98 11.20 57.30	5,671.65
16736	**VOID**	7/28/2016	-	-
16737	**VOID**	7/28/2016	-	-

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 7/1/2016 to 7/31/2016**

Check #		Check Date	Amount	Check Total
16738	**VOID**	7/28/2016	-	-
16739	US BANK CORPORATE PAYMENT SYSTEM	7/28/2016		
	AMAZON: 6 LOBBY CHAIRS		463.50	
	GREENS CAMERA: ADMIN OFFICE SUPPLIES		474.67	
	GREENS CAMERA: ADMIN VEHICLE SUPPLIES		75.25	
	DOLLARTREE: RECOGNITION FRAMES		6.55	
	VALLEY CENTER BOWL: EMPLOYEE APPRECIATION		413.63	
	MISSION CITY GRILL: SITE TOUR LUNCH		75.79	
	KULA RANCH ISLAND GRILL: RESOURCE RECOVERY RETREAT		139.64	
	MICROSOFT: MS OFFICE 365 MONTHLY SUBSCRIPTIONS		220.00	
	AMAZON: 2 SAFES FOR SCALEHOUSES		578.76	
	CVS: SAFETY PROGRAM		734.65	
	SMART&FINAL: EMPLOYEE EVENT SUPPLIES		19.88	
	SMART&FINAL: OFFICE SUPPLIES - COFFEE CREAMER		5.69	
	ORCHARD:SS TS SUPPLIES		6.54	
	BEVERLYS: EMPLOYEE RECOGNITION SUPPLIES		54.79	
	SMART & FINAL: RESOURCE RECOVERY RETREAT		25.63	
	TIGER SUPPLIES: FACILITY MAINTENANCE		133.78	
	BESTBUY: REPLACEMENT WASHER		436.49	
				3,865.24
16740	**VOID**	7/28/2016	-	-
DFT2016564	WAGEWORKS	7/11/2016		
	FSA ADMIN FEE		128.00	
				128.00
DFT2016565	CA STATE BOARD OF EQUALIZATION	7/25/2016		
	QUARTERLY BOE IWM PAYMENT		68,660.20	
				68,660.20
	SUBTOTAL:			1,291,967.79
	PAYROLL DISBURSEMENTS			402,340.24
	GRAND TOTAL			<u>1,694,308.03</u>





## Report to the Board of Directors

ITEM NO. 3

N/A

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

Legal Counsel

Date: September 15, 2016

From: Susan Warner, Diversion Manager/Assistant General Manager

Title: Member and Interagency Activities Report for August 2016 and Upcoming Events

### RECOMMENDATION

Staff recommends the Board accept the report.

### STRATEGIC PLAN RELATIONSHIP

This report relates to the 3-year goal to promote the value of Salinas Valley Recycles' services and programs to the community, and is intended to keep the Board apprised of communication with our member agencies and regulators.

### Monterey County Environmental Health Bureau

The quarterly and monthly inspection at Lewis Road and Crazy Horse landfills took place on August 12. We had no areas of concerns nor Notice of Violations.

Acknowledgement was received on August 12, 2016 that the permit revision submitted for the Johnson Canyon Landfill meets the requirements of Title 27 and was accepted as complete and correct for filing. When approved, this action will bring all activities at the landfill under a single permit and will allow food waste to be added to the list of compost material, and authorize the siting of the 300-ton per day capacity autoclave as a demonstration project.

### Sun Street Transfer Station

The revised Solid Waste Facilities Permit for the transfer station was received August 3 following approval by Monterey County Environmental Health and CalRecycle. The permit removes any specific vehicle trips level and allows traffic to be regulated to ensure there is no interference with or creation of a safety hazard on adjacent public streets, or on-site safety hazards, or interference with transfer station operations. The daily limit of 400 tons remains unchanged.

SVR has entered into an agreement with Goodwill Central Coast to host a Donation Trailer at Sun St to divert good, reusable household items, clothing, small furniture, etc. The trailer was delivered and set up on Aug 31<sup>st</sup>. The trailer will be staff by Goodwill attendants and will operate the same hours as Sun St.



Annual reports were completed and due by August 1 for every city and county in California to calculate achievement with the 50% diversion goal established by AB939. The SVR target rate for its status as a regional agency for 2015 was 6.2 pounds per person per day. The annual report indicates a generation rate of 3.8 pounds per person per day or an estimated 69%, the same rate achieved in 2014. Disposal increased slightly, less than 2%, compared to 2014 data and population decreased by less than 1%, with employment increasing by almost 6%.

Statewide, the overall recycling rate fell to 47% reflecting an increase in disposal amounts of 2 million tons compared to 2014. The lower rate is due in part to low commodity prices which resulted in the closure of more than 662 recycling centers in California over the last 12 months.

#### **City of King**

Staff continues to work with Waste Management and the City Manager on the final draft of the restated Franchise Services Agreement for consideration by the City Council.

#### **Gonzales, Soledad and Greenfield**

The Franchise Services draft agreement with Tri-cities Disposal is near completion and will be prepared for consideration by the City Councils in the near future.

### **Future Events**

Gonzales: 10/8 - 10/9 Weekend Clean Up Event

Greenfield: 8/28 Dia del Trabajador Agricola  
10/22 Recycling and Clean Up Event

Monterey County 8/13 Composting Workshop at McShane's Nursery  
10/15 San Ardo Clean Up  
11/05 Aromas Clean Up

Salinas: 8/13 District 5 Clean Up Event  
9/10 District 4 Clean Up Event  
9/21 Mo Co Environmental Compliance Workshop  
9/24 Composting Workshop at Rescate Verde Garden  
10/22 Citywide Clean Up Events  
11/3 Farm Day at the Rodeo Grounds  
11/27 Holiday Parade of Lights

Soledad: 8/16 CAPSLO Annual Health Fair  
10/1 Recycling and Clean Up Event

Sacramento: 8/7 - 8/10 CA Resource Recovery Association Annual Conference

Progress as of 9/8/16

**SALINAS VALLEY SOLID WASTE MANAGEMENT AUTHORITY  
(dba SALINAS VALLEY RECYCLES)**

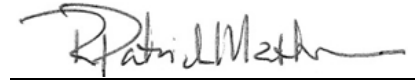
**STRATEGIC GOALS 2016-2019**

**SIX-MONTH OBJECTIVES**

July 13, 2016 – January 15, 2017

**ITEM NO. 4**

Agenda Item



General Manager/CAO

**2016-2019 THREE-YEAR GOAL**

**A: SELECT AND IMPLEMENT FACILITIES (e.g., SALINAS-AREA MATERIALS RECOVERY CENTER) AND PROGRAMS THAT LEAD TO ACHIEVEMENT OF AT LEAST 75% WASTE DIVERSION**

SIX-MONTH OBJECTIVES			STATUS			COMMENTS
WHEN	WHO	WHAT	DONE	ON TARGET	REVISED	
1. At the October 2016 Board meeting	Operations Manager	Prepare a cost-benefit analysis for processing construction and demolition material by SVR or MRWMD and present to the Board.		X		MRWMD provided some initial input into pricing for C&D processing, cost analysis is being completed
2. At the October 2016 and January 2017 Board meetings and quarterly thereafter	General Manager	Provide to the Board quarterly progress reports on the Long Term Facility Needs Environmental Impact Report and other due diligence activities.		X		
3. At the Nov. 2016 Board meeting	Operations Manager and Engineering & Environmental Compliance Manager	Develop a Household Hazardous Waste Collection Program for South County and present to the Board.		X		Work in Progress
4. At the December 2016 Board meeting	Resource Recovery Manager and Operations Manager	Explore a Prescription Drug Collection Program and provide options to the Board.		X		Partnering with local hospital and pharmacies for placement of 2 collection locations.
5. At the January 2017 Board meeting	Resource Recovery Manager	Develop a Needs Assessment Report for Board review on alternative outlets for recyclable/reusable materials.		X		Work in Progress
6. At the January 2017 Board meeting	Resource Recovery Manager	Provide an update to the Board on food-to-energy and composting opportunities.		X		
7. FUTURE OBJECTIVE	General Manager	Engage the stakeholders and the public in the Long Term Facility Needs Public Outreach Plan for the Environmental Impact Report and report the results to the Board.		X		Notice Of Preparation for EIR is under review with public Scoping meetings tentatively set for late fall 2016

Progress as of 9/8/16

**2016-2019 THREE-YEAR GOAL**

<b>B: REDUCE LANDFILL DISPOSAL FEE DEPENDENCE THROUGH SELF-FUNDED PROGRAMS AND NEW REVENUE SOURCES</b>						
<b>SIX-MONTH OBJECTIVES</b>			<b>STATUS</b>			<b>COMMENTS</b>
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	DONE	ON TARGET	REVISED	
1. At the October 2016 Board meeting	General Manager	Provide a progress report on alternative energy project development at SVR sites.		X		
2. At the December 2016 Board meeting	Finance Manager	Present a report to the Board on how each of the SVR programs and services are currently funded and provide a recommendation on how each may be self-funded.			X	Work will be completed after conclusion of annual audit in Oct/Nov 2016
3. At the January 2017 Board meeting	Engineering and Environmental Compliance Mgr.	Conduct a water supply study at SVR sites to help determine potential excess land uses and make a report, with recommendation(s), to the Board for direction.		X		Work in Progress

<b>C: PROMOTE THE VALUE OF SVR SERVICES AND PROGRAMS TO THE COMMUNITY</b>						
SIX-MONTH OBJECTIVES			STATUS			COMMENTS
WHEN	WHO	WHAT	DONE	ON TARGET	REVISED	
1. At the August 2016 Board meeting	General Manager and Board	Determine the Citizen Advisory Group terms, future appointments and responsibilities.	X			Received Board direction at Aug 2016 mtg., (re)-appointments for CAG scheduled after new Board is fully seated in Feb 2017
2. September 15, 2016	Resource Recovery Manager, with input from the Marketing Committee	Publish a press release announcing SVR's new Three-Year Strategic Plan.			X	Finalized and ready for release Sept 15th
3. September 2016 and December 2016, and quarterly thereafter	Resource Recovery Manager, with input from the Marketing Committee	Conduct quarterly live radio talks about SVR services and programs.		X		Work in Progress
4. October 1, 2016	Operations Manager	Update entrance signs at all sites to promote SVR services.		X		Work in Progress
5. At the Nov. 2016 Board meeting	Human Resources Manager	Explore and make a recommendation to the Board on the concept of recruiting a communications major intern for social media projects such as creating videos and developing social media promotions to increase followers.		X		Attending an intern meeting at CSUMB. Recruitment placed on college websites.
6. At the Nov. 2016 Board meeting	Resource Recovery Manager, with input from the Marketing Committee	Analyze and present to the Board the results of a social media survey on how to increase public engagement on transfer station and landfill service options.		X		Work in Progress
7. November 15, 2016	Resource Recovery Manager, with input from the Marketing Committee	Explore and make a recommendation(s) to the Management Team regarding additional advertising opportunities, e.g., billboards, transit advertisements.		X		Work in Progress
8. January 15, 2017	Resource Recovery Manager, with input from the Marketing Committee	Develop a new television or radio commercial promoting facilities' services.		X		
9. January 15, 2017	Each Board Member	Attend at least one community event to promote SVR services and programs.		X		
10. FUTURE OBJECTIVE _____	General Manager	Present to the Board a plan for the engagement and survey of the community and stakeholders regarding the future SVR facility options and EIR.		X		Will be presented in advance of EIR release

Progress as of 9/8/16  
**2016-2019 THREE-YEAR GOAL**

<b>D: MAINTAIN A HIGH PERFORMANCE AND FLEXIBLE WORKFORCE</b>						
<b>SIX-MONTH OBJECTIVES</b>			<b>STATUS</b>			<b>COMMENTS</b>
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	DONE	ON TARGET	REVISED	
1. Beginning in August 2016 and quarterly thereafter	General Manager	Conduct quarterly staff meetings at each facility to share SVR information and obtain feedback from employees.		X		Work in Progress
2. November 1, 2016	Operations Manager	Develop an Employee Communication System (e.g., to use in an emergency) and recommend to the Management Team for approval.		X		Work in Progress
3. At the November 2016 Board meeting	Human Resources Manager	Research and recommend to the Board for direction whether or not to implement an Employment Longevity Package.		X		Options under discussion by management after survey of all local and member agencies.
4. November 15, 2016	Human Resources Manager	Update the Employee Safety Training resources and collaborate on sharing with other agencies where and when appropriate.		X		Team using YouTube as a source. Reached out to MRWMD on collaborative sharing of resources
5. November 15, 2016	Human Resources Manager	Develop and recommend to the Management Team for approval an Employee Recognition Program.		X		Options under discussion with management



## Report to the Board of Directors

### ITEM NO. 5

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

General Counsel

**Date:** September 15, 2016

**From:** Ray Hendricks, Finance Manager

**Title:** A Resolution Approving the Grants and Capital Improvement Projects Budget for Fiscal Year 2016-17

### RECOMMENDATION

Staff recommends Board approval of this item. This will ensure grants and capital improvement projects are properly budgeted.

### STRATEGIC PLAN RELATIONSHIP

The recommended action is routine in nature.

### FISCAL IMPACT

The Operating Budget for FY 2016-17 included \$2,084,000 assigned to Capital Improvement Projects from the expected operating surplus, and a loan from the CIP Reserves. \$600,000 of this amount was approved to be allocated in FY 2015-16 using CIP reserves in order to begin the process of searching for equipment for the Jolon Road Transfer Station. This loan will be reimbursed to the CIP Reserves from Jolon Road Operations over the next several budget cycles.

The supplemental appropriations of \$213,052 will be funded as follows:

- \$151,530 from expansion funds
- (\$23,776) Reduction from expired grants
- \$36,220 to be reimbursed from GOE as part of the CEQA reimbursement agreement
- \$49,078 in FY 2015-16 operating budgeted surplus (prior to surplus allocation)

### DISCUSSION & ANALYSIS

The proposed budget adjustments are necessary to ensure that there is sufficient budget to meet current Capital Improvement needs. The Board approved new appropriations to the CIP budget on March 17, 2016 as part of the FY 2016-17 operating budget.

The attached Capital Improvements Projects Budget worksheet summarizes all the appropriations involved in the CIP Budget and provides a CIP budget total. Following is a description of the various columns.

- FY 2015-16 remaining balance is the remaining budget at June 30, 2015 that is being carried over to 2015-16 per the Authority's financial policies.
- Approved in FY 2016-17 Budget is the budget approved by the Board as part of the FY 2016-17 operating budget on March 17, 2016.

- Adjustments are the requested adjustments to the budget, as discussed below.

#### **Expansion Funds (\$151,530)**

CIP 9804 – Long Range Facility Needs Environmental Impact Report (EIR): This project needs \$47,780 in additional funding for staff time, legal review, outreach, and other professional services. The original budget requested included only the consultant costs and omitted these items.

CIP 9805 – Harrison Road: This project needs \$73,750 in additional funding in order to pay the FY 2016-17 portion of the purchase option for the property on the intersection of Sala and Harrison Roads. The purchase option was approved by the board on January 21, 2016.

CIP 9806 – Long Range Financial & Economic Models: This project needs \$30,000 in additional funding in order to pay for the Economic Model portion of the CIP. The contract was presented to the Board on August 18, 2016.

#### **State Grants (-\$23,776)**

CIP 2610 – Tire Amnesty Grant: The grant was completed, and the \$23,776 represents the amount of unused funds. During FY 2015-16, a new grant (CIP 9208) was awarded in the amount of \$52,535 to continue these efforts through the end of FY 2016-17.

#### **Reimbursement Fund (\$36,220)**

CIP 9804 – Long Range Facility Needs Environmental Impact Report (EIR): This project needs \$36,220 in additional funding for staff time, legal review, outreach, and other professional services. The original budget requested included only the consultant costs and omitted these items. This amount is to be reimbursed by Global Organics Energy.

#### **Capital Improvement Fund (\$49,078)**

CIP 9102 – Segunda Vida Start Up: This project is complete, remaining CIP funds are no longer needed.

CIP 9502 – JC Flare Station Improvements: Additional funding of \$30,000 is needed due to higher than anticipated costs for the concrete slab due to unanticipated site conditions at the time of budgeting.

CIP 9504 – JC Module 456B Liner Improvements: This project is complete, remaining CIP funds are no longer needed.

CIP 9509 – JC Groundwater Wells: Staff has reviewed the budget for this project and feels that the work needed can be done at a lower cost than originally anticipated. A reduction of \$15,000 from this budget will help fund the additional amount needed to complete the JC Flare Station Improvements needed in CIP 9502 above.



CIP 9527 – JC Module 7 Engineering and Construction (New CIP): As the agency works towards deciding its long range facility needs, it is time to begin planning for the next cell at Johnson Canyon. While the direction that the board takes greatly impacts the date that the new cell will be needed, it is important that we begin to fund this project now in order to ensure that there is adequate funding when the construction of the cell is necessary. The \$50,000 budget for this item will be allocated from expected FY 2015-16 surplus prior to allocating them to reserves.

CIP 9529 – JC Leachate Handling System: Staff has reviewed the budget for this project and feels that the work needed can be done at a lower cost than originally anticipated. A reduction of \$15,000 from this budget will help fund the additional amount needed to complete the JC Flare Station Improvements needed in CIP 9502 above.

- FY 2016-17 CIP Budget (attached) is the combined total of all the columns described above.

## **BACKGROUND**

The Board originally approved new appropriations to the CIP budget on March 17, 2016 as part of the FY 2016-17 operating budget.

## **ATTACHMENT(S)**

1. Resolution
2. FY 2016-17 Budget for Grants and Capital Improvement Projects.

## RESOLUTION NO. 2016 –

### A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY APPROVING THE GRANTS AND CAPITAL IMPROVEMENT PROJECTS BUDGET FOR FY 2016-17

**BE IT RESOLVED**, by the Board of Directors of the Salinas Valley Solid Waste Authority, that the Grants and Capital Improvements Project Budget for Fiscal Year 2016-17, attached hereto and marked "Exhibit A" is hereby approved effective July 1, 2016; and,

**BE IT FURTHER RESOLVED**, that the General Manager/CAO is hereby authorized to implement the budget in accordance with the Authority's financial policies.

**PASSED AND ADOPTED** by the Board of Directors of the Salinas Valley Solid Waste Authority at a regular meeting duly held on the 15th day of September 2016, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Jyl Lutes, President

ATTEST:

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Elia Zavala, Clerk of the Board

**Salinas Valley Solid Waste Authority**  
**FY 2016-17 Budget for Grants and Capital Improvement Projects**

			<b>FY 2015-16 REMAINING BALANCES</b>	<b>APPROVED IN FY 2016-17 BUDGET</b>	<b>ADJUSTMENTS</b>	<b>FY 2016-17 CIP BUDGET</b>
<b><u>Fund 180 - Expansion Fund</u></b>						
180	9804	Long Range Facility Needs EIR	483,884.07	-	47,780.00	531,664.07
180	9805	Harrison Road	1,250.00	-	73,750.00	75,000.00
180	9806	Long Range Financial & Economic Models	65,000.00	-	30,000.00	95,000.00
180	9807*	GOE Autoclave Final Project	100,000.00	-	-	100,000.00
<b>Total Fund 180 - Expansion Fund</b>			<b>650,134.07</b>	<b>-</b>	<b>151,530.00</b>	<b>801,664.07</b>
<b><u>Fund 211 - State Grants</u></b>						
211	2610	Tire Amnesty Grant	23,775.63		(23,775.63)	-
211	9206	HHW HD25-15-0003	23,869.90		-	23,869.90
211	9208	Tire Amnesty 2015-16	23,193.46			23,193.46
211	9247*	Cal Recycle - CCPP	95,345.15		-	95,345.15
211	9248	Cal Recycle - 2014-15 CCPP	19,517.19	-	-	19,517.19
<b>Total Fund 211 - State Grants</b>			<b>185,701.33</b>	<b>-</b>	<b>(23,775.63)</b>	<b>161,925.70</b>
<b><u>Fund 216 - Reimbursement Fund</u></b>						
216	9802	Autoclave Demonstration Unit	141,498.86	-	-	141,498.86
216	9804	Long Range Facility Needs EIR	238,348.62	-	36,220.00	274,568.62
<b>Total Fund 216 - Reimbursement Fund</b>			<b>379,847.48</b>	<b>-</b>	<b>36,220.00</b>	<b>416,067.48</b>
<b><u>Fund 800 - Capital Improvement Projects Fund</u></b>						
800	9102	Segunda Vida (Second Life) Start Up	27.63		(27.63)	-
800	9103	Closed Landfill Revenue Study	31,769.25			31,769.25
800	9316	CH Corrective Action Program	50,000.00	203,000.00		253,000.00
800	9319	CH LFG System Improvements	-	116,500.00		116,500.00
800	9401	LR LFG Replacement	-	67,500.00		67,500.00
800	9502	JC Flare Station Improvements	244,996.47		30,000.00	274,996.47
800	9504	JC Module 456B Liner Improvements	894.28		(894.28)	-
800	9506	JC Litter Control Barrier	-	50,000.00		50,000.00
800	9507	JC Corrective Action	-	100,000.00		100,000.00
800	9508	JC Drainage Modifications	-	35,000.00		35,000.00
800	9509	JC Groundwater Wells	-	165,000.00	(15,000.00)	150,000.00
800	9510	JC LFG System (Vertical Wells)	-	30,000.00		30,000.00
800	9511	JC LFG System (Horizontal Wells)	-	30,000.00		30,000.00
800	9526	JC Equipment Replacement	30,900.00	50,000.00		80,900.00
800	9527	JC Module 7 Engineering and Construction			50,000.00	50,000.00
800	9528*	JC Roadway Improvements	1,853,936.96	365,000.00		2,218,936.96
800	9529*	JC Leachate Handling Sys	70,530.61		(15,000.00)	55,530.61
800	9601	JR Transfer Station Improvements	-	82,000.00		82,000.00
800	9602	JR Equipment Purchase	556,453.67			556,453.67
800	9701	SSTS Equipment Replacement	1,260.10	190,000.00		191,260.10
800	9702	SSTS NPDES Improvements	12,062.07	-	-	12,062.07
<b>Total Fund 800 - Capital Improvement Projects Fund</b>			<b>2,852,831.04</b>	<b>1,484,000.00</b>	<b>49,078.09</b>	<b>4,385,909.13</b>
<b>Total CIP Budget</b>			<b>4,068,513.92</b>	<b>1,484,000.00</b>	<b>213,052.46</b>	<b>5,765,566.38</b>

\* CIP's are being renumbered from prior year in order to maintain consistency within the numbering structure



## Report to the Board of Directors

ITEM NO. 6

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

General Counsel

**Date:** September 15, 2016

**From:** Rose Gill, Human Resources/Organizational Development Manager

**Title:** A Resolution Approving the Revised Personnel Allocation/Salary Schedule Effective November 1, 2016, Changing the Title of Diversion Manager to Resource Recovery Manager, Adding a New Allocation for Marketing Coordinator Student Intern, Creating Levels I and II for Specific Classifications, and Adjusting Salary Ranges for Level I and II Classifications in Accordance to Established Salary Differential Policy

### RECOMMENDATION

Staff recommend approval of the personnel adjustments included in the resolution. The proposed changes will be effective November 1, 2016.

### STRATEGIC PLAN RELATIONSHIP

This agenda item reflects action related to the 2016-19 Strategic Plan goals to "Maintain a High Performance Workforce" and to "Promote the Value of SVR Services and Programs to the Community." These actions also reflect on one of the Authority's key core values, Public Education.

### FISCAL IMPACT

There is no fiscal impact to the current budget. Funds are available for a short-term, part-time Marketing intern position. All other staffing changes have minimal fiscal impact and can be incorporated through savings and reallocation within the current budget. Salary range correction will result in minimal impact because the positions will be placed in the closest salary step to their current position.

### DISCUSSION & ANALYSIS

#### *Level I and II Classifications:*

Staff is recommending creating alternate hire classifications for existing jobs descriptions that have both a level I (entry) and II (journey) designation and combining the alternate hires into one job description (see Exhibit D). Less skilled employees hired at the entry level can then be moved to the higher level once desired experience and training levels are reached. This reduces administrative burden by not requiring change in staffing allocations for moving an employee to the second tier within a specific job classification.

The recommended combination of level I and II as alternate hires are for the following positions:

- Resource Recovery Tech I and II
- Accounting Tech I and II
- Solid Waste Tech I and II
- HHW Maintenance Worker I and II
- Administrative Support Assistant I and II
- Diversion Worker I and II

***Title Change:***

Staff is recommending changing the title of the Diversion Manager to Resource Recovery Manager to concur with industry standards.

***Salary Range Adjustments:***

In accordance with Resolution No. 2005 – 38, there should be a 10% difference between entry level (Class I) and journey level (Class II) positions; therefore, the following adjustments to the salary schedule are recommended:

- Admin Assistant II should be moved from salary range 21.0 to salary range 22.0
- Solid Waste Tech I should be moved from salary range 24.5 to salary range 23.0
- Solid Waste Tech II should be added at salary range 25.0 (new alternate hire)
- Accounting Tech II should be added at salary range 25.0 (new alternate hire)
- Resource Recover Tech II should be added at salary range 25.0 (new alternate hire)

***New Position:***

Staff is recommending hiring a part-time intern to help with the marketing of materials, surveys, videos, and social media. Staff anticipates working with the local colleges and university to find students with interest in marketing and public relations to fill this part-time position. The salary range for this position already exists as Student Intern, but a new job description has been created specific for this project (Exhibit D).

**BACKGROUND**

To better align the job titles with more experienced staff, management recommends creating combined alternate hire classifications to allow positions that incur more experience, knowledge and skills to move into a higher position within the same job description without the need for a change in staff allocations. This is a common practice in many agencies and simplifies administration.

The title change for the Diversion Manager to Resource Recovery Manager allows SVR to incorporate appropriate title with industry standards.

After review of the salary schedule, we found several of the alternate hire positions in the “technical” and administrative sections to not have the appropriate salary separation of 10% per SVR personnel policies.

A marketing intern will be a valuable asset to the organization in helping with social media, public surveys, video creations, and marketing materials.

**ATTACHMENT(S)**

1. Resolution
2. Exhibit A – Revised Personnel Allocation
3. Exhibit B – Revised Salary Schedule
4. Exhibit C – Organizational Chart
5. Exhibit D – Job Descriptions
6. Resolution 2005-38

## RESOLUTION NO. 2016 -

**A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY APPROVING THE REVISED PERSONNEL ALLOCATION/SALARY SCHEDULE EFFECTIVE NOVEMBER 1, 2016, CHANGING THE TITLE OF DIVERSION MANAGER TO RESOURCE RECOVERY MANAGER, ADDING A NEW ALLOCATION FOR MARKETING COORDINATOR STUDENT INTERN, CREATING LEVELS I AND II FOR SPECIFIC CLASSIFICATIONS, AND ADJUSTING SALARY RANGES FOR LEVEL I AND II CLASSIFICATIONS IN ACCORDANCE TO ESTABLISHED SALARY DIFFERENTIAL POLICY**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALINAS VALLEY SOLID WASTE AUTHORITY** that the Personnel Allocation effective November 1, 2016, attached hereto and marked "Exhibit A" is hereby approved; and

**BE IT FURTHER RESOLVED** that the Salary Schedule effective November 1, 2016, attached hereto and marked "Exhibit B" is hereby approved; and,

**BE IT FURTHER RESOLVED** that the Organization Chart effective November 1, 2016, attached hereto and marked "Exhibit C" is hereby approved; and,

**BE IT FURTHER RESOLVED** that the Job Descriptions for the following positions listed below, attached hereto and marked "Exhibit D" are hereby approved; and,

- Resource Recovery Manager
- Resource Recovery Technician I and II
- Accounting Technician I and II
- Solid Waste Technician I and II
- Administrative Support Assistant I and II
- Household Hazardous Waste Maintenance Worker I and II
- Diversion Worker I and II
- Marketing Coordinator (Student Intern)

**PASSED AND ADOPTED** by the Board of Directors of the Salinas Valley Solid Waste Authority this 15th day of September 2016 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

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Jyl Lutes, President

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Elia Zavala, Clerk of the Board

**SALINAS VALLEY RECYCLES  
PERSONNEL ALLOCATION  
PROPOSED EFFECTIVE DATE 11/01/2016**

**Exhibit A**

Program and Position	14-15	15-16	15-16	15-16	16-17	16-17	16-17
	Approved 03/20/14	Approved 05/20/15	Approved 09/17/15	Approved 11/19/15	Approved 07/01/16	Approved 8/22/16	Proposed 11/01/16
<b>Administration</b>							
General Manager/CAO	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant General Manager	-	-	-	1.0	**	**	**
Human Resources/Organizational Development Mgr	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Clerk of the Board	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Human Resources Generalist	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Support Assistant II	0.5	2.0	2.0	2.0	2.0	2.0	-
Administrative Support Assistant I	1.0	1.0	1.0	1.0	1.0	1.0	-
Administrative Support Assistant I & II	-	-	-	-	-	-	3.0
<b>Total Administration</b>	<b>5.5</b>	<b>7.0</b>	<b>7.0</b>	<b>8.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b>Finance</b>							
Finance Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Business Services Supervisor	1.0	-	-	-	-	-	-
Accountant	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Technician I	1.0	1.0	1.0	1.0	1.0	1.0	-
Accounting Technician I & II	-	-	-	-	-	-	1.0
Administrative Support Assistant II	0.5	-	-	-	-	-	-
<b>Total Finance</b>	<b>4.5</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Resource Recovery</b>							
Diversion Manager	1.0	1.0	1.0	-	1.0	1.0	-
Resource Recovery Manager	-	-	-	-	-	-	1.0
Recycling Coordinator	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Contracts & Grants Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Resource Recovery Technician I	2.0	2.0	2.0	2.0	2.0	2.0	-
Resource Recovery Technician I & II	-	-	-	-	-	-	2.0
Marketing Intern	-	-	-	-	-	-	0.5
<b>Total Resource Recovery</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.5</b>
<b>Engineering</b>							
Authority Engineer	1.0	1.0	1.0	1.0	-	-	-
Engineering and Environmental Compliance Manager	-	-	-	1.0	1.0	1.0	1.0
<b>Total Engineering</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Operations</b>							
Operations Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Field Operations Supervisor I	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Solid Waste Technician I	1.0	1.0	1.0	1.0	1.0	1.0	-
Solid Waste Technician I & II	-	-	-	-	-	-	1.0
Household Hazardous Waste Technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Equipment Operator/Driver/Lead	1.0	1.0	2.0	2.0	2.0	2.0	2.0
Heavy Equipment Operator/Lead	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Equipment Operator/Driver	5.0	6.0	5.0	5.0	5.0	6.0	6.0
Heavy Equipment Operator	3.0	3.0	3.0	3.0	3.0	3.0	3.0
HHW Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	3.0	-
HHW Maintenance Worker I & II	-	-	-	-	-	-	3.0
Scalehouse Cashier	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Diversion Worker I	6.0	6.0	6.0	6.0	6.0	8.0	-
Diversion Worker II	2.0	2.0	2.0	2.0	2.0	3.0	-
Diversion Worker I & II	-	-	-	-	-	-	11.0
<b>Total Operations</b>	<b>30.0</b>	<b>31.0</b>	<b>31.0</b>	<b>31.0</b>	<b>31.0</b>	<b>35.0</b>	<b>35.0</b>
<b>Frozen Positions</b>							
Business Services Supervisor	-	1.0	1.0	1.0	1.0	1.0	1.0
Diversion Driver	3.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total Frozen Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Total Full Time Equivalents</b>	<b>49.0</b>	<b>50.0</b>	<b>50.0</b>	<b>51.0</b>	<b>50.0</b>	<b>54.0</b>	<b>54.5</b>

\*\* The Assistant General Manager position and duties are assigned to a Division Manager by the GM.

# Exhibit B

## SALINAS VALLEY SOLID WASTE AUTHORITY SALARY SCHEDULE EFFECTIVE November 1, 2016

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
1.0	Hourly		8.485	8.697	8.914	9.137	9.365	9.599	9.839	10.085	10.337	10.595	10.807
	Bi-Weekly		678.80	695.76	713.12	730.96	749.20	767.92	787.12	806.80	826.96	847.60	864.56
	Monthly		1,470.73	1,507.48	1,545.09	1,583.75	1,623.27	1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,873.21
	Annual		17,648.80	18,089.76	18,541.12	19,004.96	19,479.20	19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,478.56
1.5	Hourly		8.697	8.914	9.137	9.365	9.599	9.839	10.085	10.337	10.595	10.860	11.077
	Bi-Weekly		695.76	713.12	730.96	749.20	767.92	787.12	806.80	826.96	847.60	868.80	886.16
	Monthly		1,507.48	1,545.09	1,583.75	1,623.27	1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,920.01
	Annual		18,089.76	18,541.12	19,004.96	19,479.20	19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,040.16
2.0	Hourly		8.914	9.137	9.365	9.599	9.839	10.085	10.337	10.595	10.860	11.132	11.355
	Bi-Weekly		713.12	730.96	749.20	767.92	787.12	806.80	826.96	847.60	868.80	890.56	908.40
	Monthly		1,545.09	1,583.75	1,623.27	1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,968.20
	Annual		18,541.12	19,004.96	19,479.20	19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,618.40
2.5	Hourly		9.137	9.365	9.599	9.839	10.085	10.337	10.595	10.860	11.132	11.410	11.638
	Bi-Weekly		730.96	749.20	767.92	787.12	806.80	826.96	847.60	868.80	890.56	912.80	931.04
	Monthly		1,583.75	1,623.27	1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,017.25
	Annual		19,004.96	19,479.20	19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,207.04
3.0	Hourly		9.365	9.599	9.839	10.085	10.337	10.595	10.860	11.132	11.410	11.695	11.929
	Bi-Weekly		749.20	767.92	787.12	806.80	826.96	847.60	868.80	890.56	912.80	935.60	954.32
	Monthly		1,623.27	1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,067.69
	Annual		19,479.20	19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,812.32
3.5	Hourly		9.599	9.839	10.085	10.337	10.595	10.860	11.132	11.410	11.695	11.987	12.227
	Bi-Weekly		767.92	787.12	806.80	826.96	847.60	868.80	890.56	912.80	935.60	958.96	978.16
	Monthly		1,663.83	1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,119.35
	Annual		19,965.92	20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,432.16
4.0	Hourly		9.839	10.085	10.337	10.595	10.860	11.132	11.410	11.695	11.987	12.287	12.533
	Bi-Weekly		787.12	806.80	826.96	847.60	868.80	890.56	912.80	935.60	958.96	982.96	1,002.64
	Monthly		1,705.43	1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,172.39
	Annual		20,465.12	20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,068.64
4.5	Hourly		10.085	10.337	10.595	10.860	11.132	11.410	11.695	11.987	12.287	12.594	12.846
	Bi-Weekly		806.80	826.96	847.60	868.80	890.56	912.80	935.60	958.96	982.96	1,007.52	1,027.68
	Monthly		1,748.07	1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,226.64
	Annual		20,976.80	21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,719.68
5.0	Hourly		10.337	10.595	10.860	11.132	11.410	11.695	11.987	12.287	12.594	12.909	13.167
	Bi-Weekly		826.96	847.60	868.80	890.56	912.80	935.60	958.96	982.96	1,007.52	1,032.72	1,053.36
	Monthly		1,791.75	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,282.28
	Annual		21,500.96	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,387.36



SALINAS VALLEY SOLID WASTE AUTHORITY  
SALARY SCHEDULE  
EFFECTIVE November 1, 2016

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	5.5	Hourly	10.595	10.860	11.132	11.410	11.695	11.987	12.287	12.594	12.909	13.232	13.497
		Bi-Weekly	847.60	868.80	890.56	912.80	935.60	958.96	982.96	1,007.52	1,032.72	1,058.56	1,079.76
		Monthly	1,836.47	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,339.48
		Annual	22,037.60	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,073.76
	6.0	Hourly	10.860	11.132	11.410	11.695	11.987	12.287	12.594	12.909	13.232	13.563	13.834
		Bi-Weekly	868.80	890.56	912.80	935.60	958.96	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,106.72
		Monthly	1,882.40	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,397.89
		Annual	22,588.80	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,774.72
	6.5	Hourly	11.132	11.410	11.695	11.987	12.287	12.594	12.909	13.232	13.563	13.902	14.180
		Bi-Weekly	890.56	912.80	935.60	958.96	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,134.40
		Monthly	1,929.55	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,457.87
		Annual	23,154.56	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,494.40
	7.0	Hourly	11.410	11.695	11.987	12.287	12.594	12.909	13.232	13.563	13.902	14.250	14.535
		Bi-Weekly	912.80	935.60	958.96	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,162.80
		Monthly	1,977.73	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,519.40
		Annual	23,732.80	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,232.80
	7.5	Hourly	11.695	11.987	12.287	12.594	12.909	13.232	13.563	13.902	14.250	14.606	14.898
		Bi-Weekly	935.60	958.96	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,191.84
		Monthly	2,027.13	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,582.32
		Annual	24,325.60	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	30,987.84
Student Intern	8.0	Hourly	11.987	12.287	12.594	12.909	13.232	13.563	13.902	14.250	14.606	14.971	15.270
		Bi-Weekly	958.96	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,221.60
		Monthly	2,077.75	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,646.80
		Annual	24,932.96	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,761.60
	8.5	Hourly	12.287	12.594	12.909	13.232	13.563	13.902	14.250	14.606	14.971	15.345	15.652
		Bi-Weekly	982.96	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,252.16
		Monthly	2,129.75	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,713.01
		Annual	25,556.96	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,556.16
	9.0	Hourly	12.594	12.909	13.232	13.563	13.902	14.250	14.606	14.971	15.345	15.729	16.044
		Bi-Weekly	1,007.52	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,283.52
		Monthly	2,182.96	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,780.96
		Annual	26,195.52	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,531.52
	9.5	Hourly	12.909	13.232	13.563	13.902	14.250	14.606	14.971	15.345	15.729	16.122	16.444
		Bi-Weekly	1,032.72	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,315.52
		Monthly	2,237.56	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,850.29
		Annual	26,850.72	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,203.52

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	10.0	Hourly	13.232	13.563	13.902	14.250	14.606	14.971	15.345	15.729	16.122	16.525	16.856
		Bi-Weekly	1,058.56	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,348.48
		Monthly	2,293.55	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,921.71
		Annual	27,522.56	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,060.48
	10.5	Hourly	13.563	13.902	14.250	14.606	14.971	15.345	15.729	16.122	16.525	16.938	17.277
		Bi-Weekly	1,085.04	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,382.16
		Monthly	2,350.92	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	2,994.68
		Annual	28,211.04	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	35,936.16
	11.0	Hourly	13.902	14.250	14.606	14.971	15.345	15.729	16.122	16.525	16.938	17.361	17.708
		Bi-Weekly	1,112.16	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,416.64
		Monthly	2,409.68	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,069.39
		Annual	28,916.16	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	36,832.64
Diversion Worker I	11.5	Hourly	14.250	14.606	14.971	15.345	15.729	16.122	16.525	16.938	17.361	17.795	18.151
		Bi-Weekly	1,140.00	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,452.08
		Monthly	2,470.00	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,146.17
		Annual	29,640.00	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,754.08
	12.0	Hourly	14.606	14.971	15.345	15.729	16.122	16.525	16.938	17.361	17.795	18.240	18.605
		Bi-Weekly	1,168.48	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,488.40
		Monthly	2,531.71	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,224.87
		Annual	30,380.48	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,698.40
	12.5	Hourly	14.971	15.345	15.729	16.122	16.525	16.938	17.361	17.795	18.240	18.696	19.070
		Bi-Weekly	1,197.68	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,525.60
		Monthly	2,594.97	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,305.47
		Annual	31,139.68	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,665.60
	13.0	Hourly	15.345	15.729	16.122	16.525	16.938	17.361	17.795	18.240	18.696	19.163	19.546
		Bi-Weekly	1,227.60	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,563.68
		Monthly	2,659.80	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,387.97
		Annual	31,917.60	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,655.68
Diversion Worker II	13.5	Hourly	15.729	16.122	16.525	16.938	17.361	17.795	18.240	18.696	19.163	19.642	20.035
		Bi-Weekly	1,258.32	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,602.80
		Monthly	2,726.36	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,472.73
		Annual	32,716.32	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,672.80
	14.0	Hourly	16.122	16.525	16.938	17.361	17.795	18.240	18.696	19.163	19.642	20.133	20.536
		Bi-Weekly	1,289.76	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,642.88
		Monthly	2,794.48	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,559.57
		Annual	33,533.76	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,714.88

SALINAS VALLEY SOLID WASTE AUTHORITY  
SALARY SCHEDULE  
EFFECTIVE November 1, 2016

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	14.5	Hourly	16.525	16.938	17.361	17.795	18.240	18.696	19.163	19.642	20.133	20.636	21.049
		Bi-Weekly	1,322.00	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,683.92
		Monthly	2,864.33	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,648.49
		Annual	34,372.00	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,781.92
	15.0	Hourly	16.938	17.361	17.795	18.240	18.696	19.163	19.642	20.133	20.636	21.152	21.575
		Bi-Weekly	1,355.04	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,726.00
		Monthly	2,935.92	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,739.67
		Annual	35,231.04	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	44,876.00
	15.5	Hourly	17.361	17.795	18.240	18.696	19.163	19.642	20.133	20.636	21.152	21.681	22.115
		Bi-Weekly	1,388.88	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,769.20
		Monthly	3,009.24	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,833.27
		Annual	36,110.88	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	45,999.20
	16.0	Hourly	17.795	18.240	18.696	19.163	19.642	20.133	20.636	21.152	21.681	22.223	22.667
		Bi-Weekly	1,423.60	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,813.36
		Monthly	3,084.47	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,928.95
		Annual	37,013.60	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,147.36
	16.5	Hourly	18.240	18.696	19.163	19.642	20.133	20.636	21.152	21.681	22.223	22.779	23.235
		Bi-Weekly	1,459.20	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,858.80
		Monthly	3,161.60	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,027.40
		Annual	37,939.20	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,328.80
	17.0	Hourly	18.696	19.163	19.642	20.133	20.636	21.152	21.681	22.223	22.779	23.348	23.815
		Bi-Weekly	1,495.68	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,905.20
		Monthly	3,240.64	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,127.93
		Annual	38,887.68	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,535.20
HHW Maintenance Worker I	17.5	Hourly	19.163	19.642	20.133	20.636	21.152	21.681	22.223	22.779	23.348	23.932	24.411
		Bi-Weekly	1,533.04	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,952.88
		Monthly	3,321.59	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,231.24
		Annual	39,859.04	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	50,774.88
	18.0	Hourly	19.642	20.133	20.636	21.152	21.681	22.223	22.779	23.348	23.932	24.530	25.021
		Bi-Weekly	1,571.36	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,001.68
		Monthly	3,404.61	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,336.97
		Annual	40,855.36	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,043.68
Diversion Driver	18.5	Hourly	20.133	20.636	21.152	21.681	22.223	22.779	23.348	23.932	24.530	25.143	25.646
		Bi-Weekly	1,610.64	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,051.68
		Monthly	3,489.72	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,445.31
		Annual	41,876.64	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,343.68

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	19.0	Hourly	20.636	21.152	21.681	22.223	22.779	23.348	23.932	24.530	25.143	25.772	26.287
		Bi-Weekly	1,650.88	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,102.96
		Monthly	3,576.91	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,556.41
		Annual	42,922.88	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,676.96
HHW Maintenance Worker II Scalehouse Cashier	19.5	Hourly	21.152	21.681	22.223	22.779	23.348	23.932	24.530	25.143	25.772	26.416	26.944
		Bi-Weekly	1,692.16	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,155.52
		Monthly	3,666.35	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,670.29
		Annual	43,996.16	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,043.52
Administrative Assistant I	20.0	Hourly	21.681	22.223	22.779	23.348	23.932	24.530	25.143	25.772	26.416	27.076	27.618
		Bi-Weekly	1,734.48	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,209.44
		Monthly	3,758.04	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,787.12
		Annual	45,096.48	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,445.44
	20.5	Hourly	22.223	22.779	23.348	23.932	24.530	25.143	25.772	26.416	27.076	27.753	28.308
		Bi-Weekly	1,777.84	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,264.64
		Monthly	3,851.99	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,906.72
		Annual	46,223.84	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	58,880.64
Equipment Operator/Driver Heavy Equipment Operator	21.0	Hourly	22.779	23.348	23.932	24.530	25.143	25.772	26.416	27.076	27.753	28.447	29.016
		Bi-Weekly	1,822.32	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,321.28
		Monthly	3,948.36	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,029.44
		Annual	47,380.32	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,353.28
	21.5	Hourly	23.348	23.932	24.530	25.143	25.772	26.416	27.076	27.753	28.447	29.158	29.741
		Bi-Weekly	1,867.84	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,379.28
		Monthly	4,046.99	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,155.11
		Annual	48,563.84	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	61,861.28
Administrative Assistant II	22.0	Hourly	23.932	24.530	25.143	25.772	26.416	27.076	27.753	28.447	29.158	29.887	30.485
		Bi-Weekly	1,914.56	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,438.80
		Monthly	4,148.21	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,284.07
		Annual	49,778.56	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,408.80
	22.5	Hourly	24.530	25.143	25.772	26.416	27.076	27.753	28.447	29.158	29.887	30.634	31.247
		Bi-Weekly	1,962.40	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,499.76
		Monthly	4,251.87	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,416.15
		Annual	51,022.40	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	64,993.76
Accounting Technician I Equipment Operator Lead Heavy Equipment Operator Lead Human Resources Generalist Resource Recovery Tech I Solid Waste Technician I	23.0	Hourly	25.143	25.772	26.416	27.076	27.753	28.447	29.158	29.887	30.634	31.400	32.028
		Bi-Weekly	2,011.44	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,562.24
		Monthly	4,358.12	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,551.52
		Annual	52,297.44	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,618.24

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	23.5	Hourly	25.772	26.416	27.076	27.753	28.447	29.158	29.887	30.634	31.400	32.185	32.829
		Bi-Weekly	2,061.76	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,626.32
		Monthly	4,467.15	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,690.36
		Annual	53,605.76	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,284.32
	24.0	Hourly	26.416	27.076	27.753	28.447	29.158	29.887	30.634	31.400	32.185	32.990	33.650
		Bi-Weekly	2,113.28	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,692.00
		Monthly	4,578.77	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,832.67
		Annual	54,945.28	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	69,992.00
	24.5	Hourly	27.076	27.753	28.447	29.158	29.887	30.634	31.400	32.185	32.990	33.815	34.491
		Bi-Weekly	2,166.08	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,759.28
		Monthly	4,693.17	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	5,978.44
		Annual	56,318.08	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	71,741.28
	25.0	Hourly	27.753	28.447	29.158	29.887	30.634	31.400	32.185	32.990	33.815	34.660	35.353
		Bi-Weekly	2,220.24	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,828.24
		Monthly	4,810.52	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,127.85
		Annual	57,726.24	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,534.24
	25.5	Hourly	28.447	29.158	29.887	30.634	31.400	32.185	32.990	33.815	34.660	35.527	36.238
		Bi-Weekly	2,275.76	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,899.04
		Monthly	4,930.81	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,281.25
		Annual	59,169.76	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,375.04
	26.0	Hourly	29.158	29.887	30.634	31.400	32.185	32.990	33.815	34.660	35.527	36.415	37.143
		Bi-Weekly	2,332.64	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,971.44
		Monthly	5,054.05	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,438.12
		Annual	60,648.64	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,257.44
	26.5	Hourly	29.887	30.634	31.400	32.185	32.990	33.815	34.660	35.527	36.415	37.325	38.072
		Bi-Weekly	2,390.96	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,045.76
		Monthly	5,180.41	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,599.15
		Annual	62,164.96	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,189.76
	27.0	Hourly	30.634	31.400	32.185	32.990	33.815	34.660	35.527	36.415	37.325	38.258	39.023
		Bi-Weekly	2,450.72	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,121.84
		Monthly	5,309.89	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,763.99
		Annual	63,718.72	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,167.84
	27.5	Hourly	31.400	32.185	32.990	33.815	34.660	35.527	36.415	37.325	38.258	39.214	39.998
		Bi-Weekly	2,512.00	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,199.84
		Monthly	5,442.67	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,932.99
		Annual	65,312.00	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,195.84

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Accountant Business Services Supervisor Contracts & Grants Analyst Field Operations Supervisor I Recycling Coordinator	28.0	Hourly	32.185	32.990	33.815	34.660	35.527	36.415	37.325	38.258	39.214	40.194	40.998
		Bi-Weekly	2,574.80	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,279.84
		Monthly	5,578.73	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,106.32
		Annual	66,944.80	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,275.84
	28.5	Hourly	32.990	33.815	34.660	35.527	36.415	37.325	38.258	39.214	40.194	41.199	42.023
		Bi-Weekly	2,639.20	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,361.84
		Monthly	5,718.27	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,283.99
		Annual	68,619.20	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,407.84
	29.0	Hourly	33.815	34.660	35.527	36.415	37.325	38.258	39.214	40.194	41.199	42.229	43.074
		Bi-Weekly	2,705.20	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,445.92
		Monthly	5,861.27	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,466.16
		Annual	70,335.20	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	89,593.92
	29.5	Hourly	34.660	35.527	36.415	37.325	38.258	39.214	40.194	41.199	42.229	43.285	44.151
		Bi-Weekly	2,772.80	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,532.08
		Monthly	6,007.73	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,652.84
		Annual	72,092.80	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	91,834.08
	30.0	Hourly	35.527	36.415	37.325	38.258	39.214	40.194	41.199	42.229	43.285	44.367	45.254
		Bi-Weekly	2,842.16	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,620.32
		Monthly	6,158.01	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,844.03
		Annual	73,896.16	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,128.32
	30.5	Hourly	36.415	37.325	38.258	39.214	40.194	41.199	42.229	43.285	44.367	45.476	46.386
		Bi-Weekly	2,913.20	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,710.88
		Monthly	6,311.93	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,040.24
		Annual	75,743.20	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,482.88
	31.0	Hourly	37.325	38.258	39.214	40.194	41.199	42.229	43.285	44.367	45.476	46.613	47.545
		Bi-Weekly	2,986.00	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,803.60
		Monthly	6,469.67	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,241.13
		Annual	77,636.00	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	98,893.60
	31.5	Hourly	38.258	39.214	40.194	41.199	42.229	43.285	44.367	45.476	46.613	47.778	48.734
		Bi-Weekly	3,060.64	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,898.72
		Monthly	6,631.39	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,447.23
		Annual	79,576.64	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,366.72
	32.0	Hourly	39.214	40.194	41.199	42.229	43.285	44.367	45.476	46.613	47.778	48.972	49.951
		Bi-Weekly	3,137.12	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	3,996.08
		Monthly	6,797.09	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,658.17
		Annual	81,565.12	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	103,898.08

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	32.5	Hourly	40.194	41.199	42.229	43.285	44.367	45.476	46.613	47.778	48.972	50.196	51.200
		Bi-Weekly	3,215.52	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,096.00
		Monthly	6,966.96	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,874.67
		Annual	83,603.52	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	106,496.00
	33.0	Hourly	41.199	42.229	43.285	44.367	45.476	46.613	47.778	48.972	50.196	51.451	52.480
		Bi-Weekly	3,295.92	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,198.40
		Monthly	7,141.16	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,096.53
		Annual	85,693.92	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,158.40
	33.5	Hourly	42.229	43.285	44.367	45.476	46.613	47.778	48.972	50.196	51.451	52.737	53.792
		Bi-Weekly	3,378.32	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,303.36
		Monthly	7,319.69	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,323.95
		Annual	87,836.32	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	111,887.36
	34.0	Hourly	43.285	44.367	45.476	46.613	47.778	48.972	50.196	51.451	52.737	54.055	55.136
		Bi-Weekly	3,462.80	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,410.88
		Monthly	7,502.73	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,556.91
		Annual	90,032.80	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	114,682.88
	34.5	Hourly	44.367	45.476	46.613	47.778	48.972	50.196	51.451	52.737	54.055	55.406	56.514
		Bi-Weekly	3,549.36	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,521.12
		Monthly	7,690.28	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,795.76
		Annual	92,283.36	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	117,549.12
Engineering and Environmental Compliance Manager Finance Manager Human Resources / Organizational Development Mgr Operations Manager Resource Recovery Manager	35.0	Hourly	45.476	46.613	47.778	48.972	50.196	51.451	52.737	54.055	55.406	56.791	57.927
		Bi-Weekly	3,638.08	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,634.16
		Monthly	7,882.51	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,040.68
		Annual	94,590.08	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	120,488.16
	35.5	Hourly	46.613	47.778	48.972	50.196	51.451	52.737	54.055	55.406	56.791	58.211	59.375
		Bi-Weekly	3,729.04	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,750.00
		Monthly	8,079.59	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,291.67
		Annual	96,955.04	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	123,500.00
	36.0	Hourly	47.778	48.972	50.196	51.451	52.737	54.055	55.406	56.791	58.211	59.666	60.859
		Bi-Weekly	3,822.24	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,868.72
		Monthly	8,281.52	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,548.89
		Annual	99,378.24	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	126,586.72
	36.5	Hourly	48.972	50.196	51.451	52.737	54.055	55.406	56.791	58.211	59.666	61.158	62.381
		Bi-Weekly	3,917.76	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	4,990.48
		Monthly	8,488.48	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,812.71
		Annual	101,861.76	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	129,752.48

**SALINAS VALLEY SOLID WASTE AUTHORITY**  
**SALARY SCHEDULE**  
**EFFECTIVE November 1, 2016**

POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Assistant General Manager	37.0	Hourly	50.196	51.451	52.737	54.055	55.406	56.791	58.211	59.666	61.158	62.687	63.941
		Bi-Weekly	4,015.68	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,115.28
		Monthly	8,700.64	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,083.11
		Annual	104,407.68	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	132,997.28
	37.5	Hourly	51.451	52.737	54.055	55.406	56.791	58.211	59.666	61.158	62.687	64.254	65.539
		Bi-Weekly	4,116.08	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,243.12
		Monthly	8,918.17	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,360.09
		Annual	107,018.08	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,321.12
	38.0	Hourly	52.737	54.055	55.406	56.791	58.211	59.666	61.158	62.687	64.254	65.860	67.177
		Bi-Weekly	4,218.96	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,374.16
		Monthly	9,141.08	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,644.01
		Annual	109,692.96	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	139,728.16
	38.5	Hourly	54.055	55.406	56.791	58.211	59.666	61.158	62.687	64.254	65.860	67.507	68.857
		Bi-Weekly	4,324.40	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,508.56
		Monthly	9,369.53	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,935.21
		Annual	112,434.40	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,222.56
	39.0	Hourly	55.406	56.791	58.211	59.666	61.158	62.687	64.254	65.860	67.507	69.195	70.579
		Bi-Weekly	4,432.48	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,646.32
		Monthly	9,603.71	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,233.69
		Annual	115,244.48	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	146,804.32
	39.5	Hourly	56.791	58.211	59.666	61.158	62.687	64.254	65.860	67.507	69.195	70.925	72.344
		Bi-Weekly	4,543.28	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,787.52
		Monthly	9,843.77	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,539.63
		Annual	118,125.28	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	150,475.52
Assistant General Manager(Incumbent Y Rated)	40.0	Hourly	58.211	59.666	61.158	62.687	64.254	65.860	67.507	69.195	70.925	72.698	74.152
		Bi-Weekly	4,656.88	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,932.16
		Monthly	10,089.91	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,853.01
		Annual	121,078.88	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,236.16
	40.5	Hourly	59.666	61.158	62.687	64.254	65.860	67.507	69.195	70.925	72.698	74.515	76.005
		Bi-Weekly	4,773.28	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,961.20	6,080.40
		Monthly	10,342.11	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,915.93	13,174.20
		Annual	124,105.28	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,991.20	158,090.40
	41.0	Hourly	61.158	62.687	64.254	65.860	67.507	69.195	70.925	72.698	74.515	76.378	77.906
		Bi-Weekly	4,892.64	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,961.20	6,110.24	6,232.48
		Monthly	10,600.72	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,915.93	13,238.85	13,503.71
		Annual	127,208.64	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,991.20	158,866.24	162,044.48



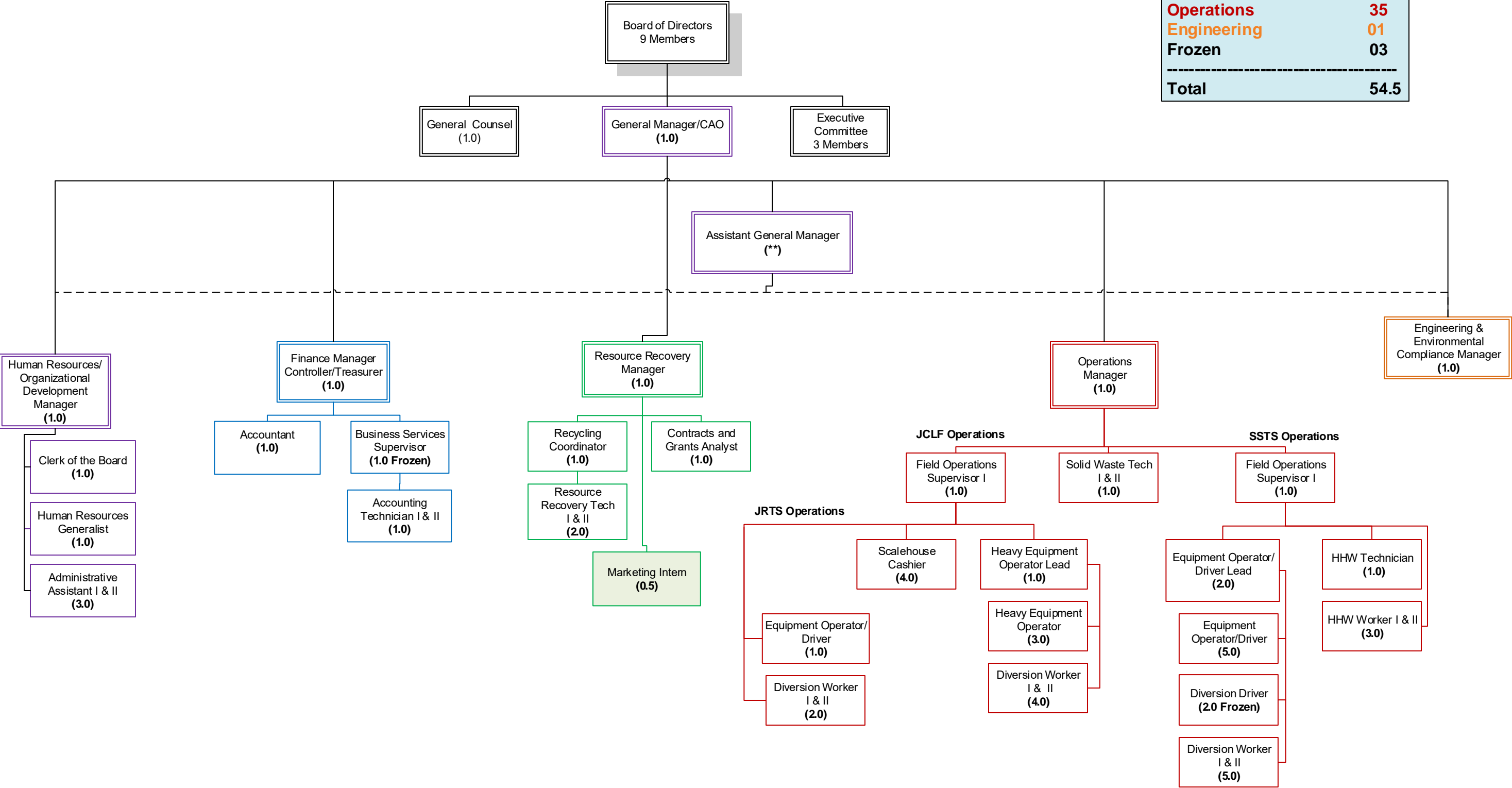
POSITION	SALARY RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	41.5	Hourly	62.687	64.254	65.860	67.507	69.195	70.925	72.698	74.515	76.378	78.287	79.853
		Bi-Weekly	5,014.96	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,961.20	6,110.24	6,262.96	6,388.24
		Monthly	10,865.75	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,915.93	13,238.85	13,569.75	13,841.19
		Annual	130,388.96	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,991.20	158,866.24	162,836.96	166,094.24
	42.0	Hourly	64.254	65.860	67.507	69.195	70.925	72.698	74.515	76.378	78.287	80.244	81.849
		Bi-Weekly	5,140.32	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,961.20	6,110.24	6,262.96	6,419.52	6,547.92
		Monthly	11,137.36	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,915.93	13,238.85	13,569.75	13,908.96	14,187.16
		Annual	133,648.32	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,991.20	158,866.24	162,836.96	166,907.52	170,245.92
	42.5	Hourly	65.860	67.507	69.195	70.925	72.698	74.515	76.378	78.287	80.244	82.250	83.895
		Bi-Weekly	5,268.80	5,400.56	5,535.60	5,674.00	5,815.84	5,961.20	6,110.24	6,262.96	6,419.52	6,580.00	6,711.60
		Monthly	11,415.73	11,701.21	11,993.80	12,293.67	12,600.99	12,915.93	13,238.85	13,569.75	13,908.96	14,256.67	14,541.80
		Annual	136,988.80	140,414.56	143,925.60	147,524.00	151,211.84	154,991.20	158,866.24	162,836.96	166,907.52	171,080.00	174,501.60
General Manager/CAO	Approved	Hourly											89.15
		Bi-Weekly											7,132.00
		Monthly											15,452.67
		Annual											185,432.00

Salinas Valley Recycles  
Organizational Chart

Proposed Effective Date: November 01, 2016

Exhibit C

Administration	07
Finance	03
Resource Recovery	05.5
Operations	35
Engineering	01
Frozen	03
<hr/>	
Total	54.5



\*\* The Assistant General Manager position and duties are assigned to a Division Manager by the GM.

**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Resource Recovery Manager	<b>DEPARTMENT:</b>	Resource Recovery
<b>REPORTS TO:</b>	General Manager	<b>FLSA STATUS:</b>	Exempt
<b>PREPARED DATE:</b>	August 2016	<b>APPROVED DATE:</b>	
<b>REVISION DATE:</b>			

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**SUMMARY**

Under direction of the General Manager, plans, develops and implements programs and facilities to enhance solid waste diversion services at point of origin and at landfills and transfer stations in support of Board directives and relevant federal, state and local mandates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Other duties may be assigned.)*

*Solid Waste Diversion Plan* – Develop and implement an integrated waste management strategy that promotes and provides for reduction of solid waste at its source and through recycling, reuse or transformation processes to protect the environment and conserve landfill capacity. Establish goals, objectives, policies, procedures and priorities for achievement of the diversion goals established by the Board of Directors utilizing existing and emerging technological processes and methods. Works with local agencies to ensure effective cooperation on all levels.

*Solid Waste Processing and Conversion Technologies* – Assists in evaluating technical, economic and political factors involved in developing or enhancing waste processing methods. Supervises and reviews the work of contract engineers and consultants to identify, plan, permit and construct facilities or site improvements while adhering to all applicable federal, state and local laws, regulations, and codes. Provides technical representation to the Authority and its Board of Directors; oversees the certification of plans and specifications; develops proposals, bid packages and specifications; analyzes responses; and prepares documentation for Board consideration.

*Project Management* - Develops and implements capital improvement projects for material recovery facilities, oversees and coordinates staff and consultants involved with permitting and environmental review of proposed projects; supervises contracted project managers and consultants; responds to public on issues related to source separated or diverted materials and related projects; coordinates external consultants and contractors related to assigned projects.

*Environmental/Regulatory Compliance* - Oversees permitting and compliance; reviews and comments on regulatory matters; oversees operations of waste recovery, processing or conversion systems; analyzes reports, maps, drawings, blueprints, tests, prototypes and other data to calculate costs and feasibility of projects; prepares or directs preparation of reports, specifications, plans, construction schedules, environmental impact studies, and designs for projects. Demonstrates experience in overseeing and managing work performed by contractors and consultants.

*Budget and Finance* - Develops capital improvement budgets, operations and public education budget for Diversion Services division.

*General Responsibilities* - Prepares proposals and enforces contract provisions related to conversion technologies, and programs implemented to identify and divert materials from landfills; evaluates the performance and outcomes of all supervised staff; develops and recommends policies and policy revisions to the General Manager.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises staff in Diversion Services including the Recycling Coordinator, contracted engineers, consultants or project managers. Carries out supervisory responsibilities in accordance with the Authority's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Accountability/ Planning/Organizing***

Holds self and others accountable for required work output and standards. Ensures that effective controls and contingency plans are in place. Projects/tasks within area of own accountability are completed on time and within budget. Structures his/her department/team in an organized, efficient manner. Coordinates team activities to make the best use of individual skills and specialties. Accurately identifies the resources and time scales needed to meet objectives. Puts plans into action effectively. Has contingency plans in place to counter unforeseen developments.

### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

### ***Employee Development/Empowerment***

Provides challenging assignments so employees can learn through practical experience. Actively assists employees in the identification of their learning and development needs and strategies, for current and future positions. Recognizes and builds upon employees' strengths and abilities. Has a formal, written development plan in place for each direct report. Provides relevant learning opportunities for employees to become highly competent. Organizes and structures work for employees in a way that encourages ownership. Encourages and promotes decision making authority and accountability at all levels. Provides the time, resources and opportunities for employees to undergo identified learning activities. Enables employees to take calculated risks and learn from their mistakes in a non-critical environment.

### ***Financial Management***

Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.

### ***Leadership Skills/Strategic Thinking/Visioning***

Establishes unit vision and direction and motivates/inspires team members to follow suit. Believes in self and has a sense of purpose. Has good problem-solving and decision-making skills. Has good communication skills (oral and written). Leads by example, and with confidence and authority; takes charge of difficult situations. Has the courage of his/her convictions, and is not afraid to make difficult or unpopular decisions if necessary. Fosters good morale within the team. Treats others with respect and dignity, and establishes good interpersonal relationships. Makes others feel appreciated, valued and included, and so gains their respect. Demands excellence and recognizes and rewards excellent performance. Constructively criticizes when required, so underperformers are re-motivated to do better. Not afraid to take calculated risks and learn from mistakes. Embraces and initiates change. Is fair and forthright. Identifies and keeps up to date on key national and international political, economical, social and technological trends that (may) affect the organization. Identifies and acts upon threats and opportunities. Takes a long-term view of organizational issues and priorities. Formulates effective strategies consistent with the vision and mission of the organization. Involves, inspires and energizes others to commit to the vision and translating it into action. Uses the organization's strategies effectively to set realistic yet stretching goals. Develops and refines the vision and strategies to reflect constant and accelerating change. Continually seeks ways to expand and grow diversion and resource recovery opportunities, and encourages employees to do the same.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## ***Minimum Qualifications***

Eight years of work experience in the field of environmental science, environmental engineering, public or business administration focusing on source reduction, recycling, waste management or a related area. A Bachelor's Degree from an accredited college or university will serve as four years of experience; a Master's Degree is equivalent to five years of experience. The ability to demonstrate a history of responsibility for planning and implementing successful source separation and diversion programs and projects is essential.

## **DESIRABLE EXPERIENCE AND KNOWLEDGE BASE**

- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations for public works facilities;
- Applicable County, State and Federal laws, codes and ordinances related to the design, construction and operation of public facilities;
- Methods, material, tools, and equipment used in the thermal, biological or chemical technologies used to process solid waste;
- Principles and practices of public administration, including administrative analysis, fiscal planning and control and policy and program development.
- Budget development, expenditure control, financial administration and financial record keeping;
- Demonstrates experience in sound customer service practices and procedures;
- Principles of employee development and training; supervision, and performance evaluations.
- Working knowledge of Microsoft Office software.
- Ability to speak in public and respond to questions from individuals, small and large groups.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required.
- SWANA Manager of Landfill Operations (MOLO) Certification or attainment within one year.
- SWANA Recycling Program Manager Certificate or attainment within one year.

## **OTHER QUALIFICATIONS**

*Physical Demands* - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

*Work Environment* - The work environment a typical office setting; however field visits are required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Resource Recovery Technician I & II	<b>DEPARTMENT:</b>	Resource Recovery
<b>REPORTS TO:</b>	Recycling Coordinator	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	January 2004	<b>APPROVED DATE:</b>	March 18, 2004
<b>REVISION DATE:</b>	July 2016		

### SUMMARY

Under the direction of the Recycling Coordinator, performs a variety of duties relating to diversion and recycling programs and household hazardous waste collection. Assists Recycling Coordinator with planning, organizing, promoting, facilitating, and implementing the comprehensive programs to promote waste reduction and the recycling and reuse of waste materials within the Authority's service areas. Designs and implements public education programs including public outreach, media communications, marketing collateral, school programs, and Household Hazardous Waste collection programs for the Authority.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Other duties may be assigned.)*

**Establish Programs** - Works with vendors and school districts to establish or enhance recycling/reuse programs; conceptualizes and executes school assembly programs; assists with identifying and promoting markets for recycled materials; establish exchange partnerships and maintain connection to local, regional and State Exchange websites; works independently or in collaboration with marketing consultant preparing and maintaining stock of promotional materials, including brochures, advertisements and incentive giveaways; establishes and implements event and promotional schedules. Maintains Resource Recovery Calendar and Master Events Calendar; designs educational display materials; designs and implements landfill and household hazardous waste collection facility tours; assists with coordinating the Curbside Used Oil Collection Program with contractors; conducts research and maintains current information and awareness regarding waste reduction, recycling, and composting transformation programs. Monitors success of programs through follow-up waste audits and frequent correspondence.

**Public Outreach** – Provide information to the general public about the environmental programs, including recycling, electronics recycling, materials exchange, disposal of household hazardous wastes, and composting opportunities. This is accomplished through several methods, including: representing Authority at special events by staffing informational booths, giving presentations, performing media interviews, conducting multimedia ad campaigns, responding to telephone inquiries, making one-on-one contacts, developing and distributing educational materials and brochures, and performing waste audits. Assists businesses and schools with implementing more sustainable practices, which includes utilizing environmental alternatives to packaging, raw materials and energy sources.

**Establish and Track Base-years** - Establishes base year calculations for diversion rates; tracks and reports diversion rates.

**Write reports and descriptions of Programs** - Prepares advertising and public service announcements; develops data and prepares reports for recycling and public information programs; develops and implements student and business professional programs including classroom presentations and distribution of curriculum materials. Perform Solid Waste management related record-keeping by: collecting and interpreting data from business and multi-family residential waste audits, compiling and recording data on

Resource Recovery Technician

quantity and type of materials discarded and provide reports quantifying data and recommending waste diversion, money-saving/making recycling techniques.

### ***Additional Duties***

Assists in waste characterization studies. Performs a variety of assignments as delegated by the Diversion Manager, Resource Recovery Coordinator, General Manager and occasionally, other managers.

Attends meetings and events outside normal work hours and location as required.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

#### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

#### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

#### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

#### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

#### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

#### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and

contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Minimum Qualifications*

One year certificate from college or technical school or six months related experience and/or training, or equivalent combination of education and experience.

High school diploma or general education degree (GED); three months experience in public information and public education or related experience and/or training; or equivalent combination of education and experience. Bilingual in English/Spanish desirable.

### ***Language Skills***

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to read, analyze, and interpret general business periodicals, or governmental regulations.

### ***Mathematical***

### ***Skills***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### ***Reasoning***

### ***Ability***

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

### ***Desirable Experience and Knowledge Base***

- One year certificate from college or technical school in Public Administration, Journalism, Public Relations, Political Science, Environmental Science, Education, Resource Management: or six months related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Microsoft Office.
- California Integrated Waste Management Act of 1989 and subsequent recycling related legislation.
- Source reduction, recycling, composting, and transformation methods and practices.
- Environmental, political, and planning issues related to Solid Waste Management.
- Advertising and marketing techniques.
- Public education/information methods and practices.
- The use of computers and software packages for statistical analysis, word processing, spreadsheets, and desktop publishing.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before large groups, the public, school and business employees and students



- Analyze and interpret Federal, State, and local laws and regulations related to waste management and recycling.
- Prepare clear concise statistical and narrative reports.
- Effectively present Authority policies, programs, and services to employees, the public, the media, representatives of other agencies, and local schools.

***Resource Recovery Tech II position:***

Is a senior level position for a trained individual who has experience in managing waste reduction and recycling programs and more than 1 year experience in managing and leading commercial and/or school recycling programs and media or marketing projects. This individual works closely with supervisors to define program work plans and can work independently with little supervision. In addition to the duties listed above, the Resource Recovery Tech II may also act as the Recycling Coordinator due to absences or time-off. A RR Technician II has excellent verbal and written communication skills, advanced skills level in the use of Microsoft Office, and a complete knowledge of solid waste management and resource recovery systems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required.

**OTHER QUALIFICATIONS**

***Physical Demands*** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

***Work Environment*** - The work environment is a typical office setting, however 30% of the job includes required field visits, which may involve outdoor weather conditions, fumes, airborne particles, moderate noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Accounting Technician I & II	<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Business Services Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	April 2006	<b>APPROVED DATE:</b>	August 20, 2009
<b>REVISION DATE:</b>	July 2016		

**SUMMARY**

Under general direction of the Business Services Supervisor, performs a variety of accounting and fiscal record keeping for, accounts receivable and accounts payable functions, specialized accounting, statistical record keeping and data entry in support of the Authority's financial services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties and responsibilities may be assigned.)*

Collects, verifies and processes daily accounts receivable payments from landfill and transfer station customers; reconciles and adjusts account balances; corresponds with customers on past due accounts; prepares periodic reports on debts and collections; assembles data and creates a variety of financial and statistical documentation to support financial reports required by State, County, and federal agencies; develops and maintains financial and statistical spreadsheets on Authority functions and activities; processes purchase orders and payments to vendors; may process and maintain health insurance and benefit information; posts, assembles, tabulates and compares financial data; prepares invoices and other fiscal documents; compares, reviews and files bills, vouchers, and other records; prepares and checks various statistical or accounting tables and reports; maintains subsidiary ledgers; provides landfill customers and the public with information about Authority services, disposal requirements, or service billings; prepares letters and written reports; operates office equipment such 10-key adding machine, calculator, computer terminal, copier, scanner, facsimile and other equipment.

May be asked to represent the Authority at special events and attend meetings outside regular work hours and location as required.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective

customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MINIMUM QUALIFICATIONS**

Three (3) years of increasingly responsible financial or statistical record keeping work experience, including some background in independent financial report preparation, which would provide the required knowledge, skills and abilities.

Desirable Experience and Knowledge Base:

- General purposes, methods, practices, and procedures of accounting, financial, and statistical record keeping Services.
- Laws, rules, and regulations impacting the development of the Authority's General Journal and financial reporting.
- Working knowledge of automated accounting Services and Microsoft Office Suite software.
- Bookkeeping principles and procedures.
- Payroll development and reporting requirements.
- Sound customer service practices and procedures.
- Office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

**ABILITY TO:**

- Perform a variety of complex, specialized financial, statistical, payroll and budget record keeping assignments requiring the interpretation and application of accounting and bookkeeping principles.
- Perform a variety of accounting support duties, requiring use of independent judgment and initiative.
- Apply Authority financial record keeping and reporting requirements to work assignments.
- Prepare a variety of financial statements and other specialized reports.
- Make mathematical calculations quickly and accurately.
- Identify and correct errors in mathematical computations and financial documents.
- Operate calculators and keyboard at a skill level and with the degree of accuracy required to meet job standards.
- Use a computer and appropriate software to develop and maintain accounting database information.
- Maintain good public relations with the public, vendors and customers.
- Establish and maintain cooperative working relationships.

**Certificates, Licenses, Registrations**

- A valid California driver's license is required.

**Accounting Tech II**

- All of the above, and

**OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** - The work environment a typical office setting; however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Solid Waste Technician I/II	<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Field Operations Supervisor I	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	January 2004	<b>APPROVED DATE:</b>	March 18, 2004
<b>REVISED:</b>	October 2014		

### SUMMARY

Under the direction of the Field Operations Supervisor I, plans and participates in activities concerned with study, development, and inspection of solid waste systems, including landfills, transfer stations, and household hazardous waste collection facilities by performing the duties listed.

**SOLID WASTE TECHNICIAN I:** Is an entry-level position for a semi-skilled worker who is expected to perform all the duties and responsibilities of the position under the direct supervision of the Operations Manager and/or the Field Operations Supervisor. Typically an individual would possess construction or engineering experience not specific to the solid waste industry; or may have only six months or less in industry experience.

**SOLID WASTE TECHNICIAN II:** Is a journeyman level position for a skilled worker who has experience in the solid waste industry and more than six months experience working in construction, engineering or environmental engineering. This individual can work independently with little or no direct supervision, has excellent repair and maintenance skills, and a complete knowledge of the operation of a landfill, transfer station, household hazardous waste collection facilities, and environmental monitoring systems. A Technician II would possess 40-hour Hazardous Waste Operator certification, Manager of Landfill Operations from the Solid Waste Association of North America, have the ability to operate heavy equipment, and have an intermediate skills level in the use of Microsoft Office and AutoCAD software.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Other duties may be assigned.)*

**Solid Waste Operations/Facilities Inspection** - Performs regular inspections of solid waste operations and sites, including landfills, transfer stations, and household hazardous waste collection facilities to ensure proper operations and environmental conditions. Operates heavy equipment to perform repairs and maintenance at landfill facilities. Inspects liner systems, leachate collection systems, sedimentation and detention ponds, storm water run-off systems, drainage ditches, groundwater sampling wells, methane probes, and water re-injection systems. Inspects facilities to maintain permit compliance; conducts winterization inspections and directs operator preparation for winterization.

**Construction Management** - Inspects contractor's work during construction to ensure compliance with approved plans and specifications; performs final inspection of construction and recommends approval for payments or prepares the list of items to be corrected before approval; inspects adjacent properties for damage from construction activity; confers with property owners regarding construction schedules, hazards, and inconveniences.

**Environmental Control Systems** - Performs routine and complex sampling of storm water run-off, groundwater, and soils.

**Site Maintenance** - Maintains site and work safety. Performs repairs and improvements to closed facilities and assist with winterization tasks at landfill and transfer station facilities.

**Reporting** - Develops quarterly and annual reports to regulatory agencies.

### **SUPERVISORY RESPONSIBILITIES**

This job has no current supervisory responsibilities; however, the Solid Waste Technician II may provide some work coordination and lead direction for Solid Waste Technician I (s).

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED required; one year certificate from college or technical school in landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations; or three to six months in related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California driver's license is required.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

#### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

#### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

#### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

#### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future

needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

### ***Desirable Experience and Knowledge Base***

- Associate's degree (A. A.) or equivalent from two-year college or technical school in civil, chemical, or environmental engineering or related field; or six months to one year experience in solid waste disposal or landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations, or a related area related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Microsoft Office and CAD.
- Principles of solid waste facility operations.
- Principles of inspection and construction monitoring.
- Soil mechanics and geology.
- Applicable County, State, and Federal laws, codes, and ordinances related to the proper operation of solid waste management and landfill facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related public works systems.
- Field and laboratory water and soil testing procedures.
- Utilization of computers and computerized information systems.
- Sound customer service practices and procedures.
- Leachate and groundwater system operations and maintenance.
- Operations of office equipment
- Operation of surveying equipment
- Review construction plans and specifications for feasibility and compliance with local, state, and federal regulations.
- Detect discrepancies between approved specifications and actual construction.
- Read, understand, and interpret laws, rules, regulations, and policies, which impact the operation of landfills and associated facilities.
- Identify malfunctions and problems with landfill systems such as leachate control, groundwater control, storm water run-off and related systems.
- Identify and initiate corrective actions for landfill operations, which are not in compliance with applicable laws, contract agreements, or sound operating principles.
- Oversee basic maintenance and repairs of pumps and wells.
- Collect and analyze or transmit samples of soils, groundwater, surface water, and other landfill materials.
- Collect data and assist with the preparation of comprehensive technical reports.
- Effectively represent Authority policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Provide minor construction maintenance

## **OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvex suit or coveralls, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be required to respond to work sites beyond normal working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Language Skills***

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization, contractors or vendors; ability to read, analyze, and interpret general business periodicals, or governmental regulations.

### ***Mathematical Skills***

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

### ***Reasoning Ability***

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Administrative Support Assistant I and II	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Human Resources/Organizational Development Manager	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	June 2015	<b>APPROVED DATE:</b>	June 17, 2015
<b>REVISION DATE:</b>			

### **SUMMARY**

Under the direction of the Human Resources/Organizational Development Manager, provides administrative support to all Authority programs and divisions. Independent judgment is required to plan, prioritize, and organize diversified workload.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties may be assigned.)*

#### **Administrative Support Assistant I:**

Composes and types routine correspondence, statistical reports and invoices; organizes and maintains file system, files correspondence and other records both manual and computerized; screen calls and provides customers and the public with information about disposal requirements and Authority services; interfaces with vendors; purchases equipment and places special orders; coordinates and arranges meetings, prepares staff meeting agendas, maintains master calendar and General Manager calendar, reserves and prepares facilities, conducts research; makes copies of Board agenda materials, distributes agenda packets, correspondence or other printed materials; prepares outgoing mail and correspondence, including e-mail and faxes; opens and distributes mail and deliveries; routes interoffice and outgoing mail, maintains inventory of office supplies; assists Clerk of the Board with records retention program and perform electronic imaging of documents in accordance with quality control procedures. Arranges travel arrangements for General Manager. Assists Finance Department with entry and routing of purchase orders, back up to Accounting Technician for daily deposits using Remote Deposit system. Assists Recycling Coordinator with the logistics in planning and organizing Clean-Up events within the Authority's service areas. Serves as staff support for special projects by preparing and translating various public documents for distribution and attending public meetings as necessary. Acts as a back-up for Administrative II positions.

#### **Administrative Support Assistant II:**

Coordinates the preparation and distribution of documents associated with the public bidding process; composes and types routine correspondence; organizes and maintains filing system, and files correspondence and other records both manually and computerized; opens and distributes mail; answers incoming telephone calls; provides customers and the public with information about disposal requirements and Authority services and interfaces with vendors; coordinates equipment and vehicle maintenance and maintains vehicle records; coordinates and arranges travel arrangements and meetings; conducts research; compiles and types statistical reports; make copies of correspondence or other printed materials. Attends meetings outside normal work hours and locations as required. Assists Finance Department processing accounts payable documents such as invoices and purchase orders; processes travel authorizations; maintains an Office Procedures Manual for various tasks required.

Processes soil permit applications; orders Authority-wide supplies and maintains inventory; initiates cost saving opportunities; produce agency Annual Report and other publications distributed to the public; maintains the Authority's Website, Intranet, Facebook and Twitter pages; performs Engineering, Finance, Operations or Resource Recovery projects as assigned. Serves as staff support for special projects by preparing and translating various public documents, setting up for public meetings, preparing travel arrangements and logistics; attending public meetings; and assisting meetings as necessary. Acts as backup for Accounting Technician for daily deposits using Remote Deposit system; is backup to Clerk of the Board; performs Clerk of the Board administrative tasks preparation for Board of Directors Meetings setup and breakdown; distributes agenda packets both in paper and electronic format; provides first level

IT support to employees and assist with various projects as assigned; provides support to the Clerk of the Board in the maintenance of the records management process and program.

In collaboration with the Clerk of the Board, plan, develop, implement, and maintain a centralized manual and electronic records management system; perform and coordinate a variety of record keeping functions including document imaging, indexing, filing, routing and disseminating reports, records, and data; develop, implement, and maintain policies and procedures for quality control filing, indexing, retrieving of active documents, storage of inactive documents, and destruction of obsolete records in accordance with Authority policies, financial, governmental, legal, regulatory, and historical requirements; coordinate voluminous document imaging production; recommend system improvements and upgrades.

### **ADMINISTRATIVE**

The administrative staff acts as a pooled administrative department, therefore duties may vary on a continual basis.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities. May provide guidance and direction for temporary office support staff or volunteers.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

#### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

#### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

#### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

#### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

#### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

#### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **QUALIFICATIONS ADMINISTRATIVE SUPPORT ASSISTANT I:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Minimum Qualifications***

High school diploma or general education degree (GED); and six months experience in an office environment or related experience; or equivalent combination of education and experience.

One-year certificate from college or business school or one year related experience is desirable.

### ***Language Skills***

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers and other employees of the organizations. Bilingual in Spanish is desirable.

### ***Mathematical Skills***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### ***Reasoning Ability***

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

### ***Computer Skills***

Working knowledge of Microsoft Word, Excel, and Outlook.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California's driver's license is required.

## **OTHER QUALIFICATIONS**

***Physical Demands*** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

***Work Environment*** - The work environment is a typical office setting including moderate noise levels. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **QUALIFICATIONS ADMINISTRATIVE SUPPORT ASSISTANT II:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Minimum Qualifications***

One year certificate from college or business school; or two years related experience in an office environment; or equivalent combination of education and experience.

Associate's degree (A.A.) from an accredited college or university, or one year of records management related experience in an office environment or related experience is desirable.

### ***Knowledge of***

Municipal government administration, applicable Federal, State, and local regulations; principles and procedures of electronic and manual records management.

### ***Language Skills***

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to read, analyze, and interpret general business periodicals, or governmental regulations. Bilingual in Spanish is desirable.

### ***Mathematical Skills***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### ***Reasoning Ability***

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

### ***Computer Skills***

Working knowledge of electronic filing methods, systems and equipment used in storing, retrieving, and updating records; Microsoft Word, Excel, Outlook, and PowerPoint. Knowledge of Laserfiche or another electronic document management program is highly desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California's driver's license is required.

## **OTHER QUALIFICATIONS**

***Physical Demands*** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

***Work Environment*** - The work environment is a typical office setting including moderate noise levels. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	HHW Maintenance Worker I/ II	<b>DEPARTMENT:</b>	HHW
<b>REPORTS TO:</b>	Household Hazardous Waste Technician	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	January 2004	<b>APPROVED DATE:</b>	March 18, 2004
<b>REVISION DATE:</b>	August 2016		

**SUMMARY**

Under Household Hazardous Waste (HHW) Technician direction, performs skilled maintenance, repair work at Authority Household Hazardous Waste collection facilities including equipment maintenance and assists with the more difficult and specialized assignments including maintenance work at other Authority locations. Assignments may include intense physical labor. Acts as HHW Technician in his/her absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties may be assigned.)*

**General Responsibilities** - Performs maintenance duties as directed including repair and maintenance of facilities and equipment, preventative maintenance, and grounds maintenance; operates equipment and tools such as forklift, hand and power tools, compressor, power winch, pumps can crusher, and other related equipment and tools; assists HHW Technician with special assignments. Receive, inspect and assess incoming household hazardous waste material for identification and separation; maintains personal protective equipment; loads and unloads equipment and materials; maintains logs; mixes latex paint; responds to customer inquiries in person and by telephone. Extract Freon, mercury switch, thermostat and capacitor, as required by law, prior to appliance demolition. Accept Commercially Exempt Small Quantity Generator (CESQG) material, inventory and process invoices and payments. Attends meetings or events outside normal work hours and location as required.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine

interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Minimum Qualifications***

HHW I: High School Diploma or GED is required. Associate's degree (A.A.) or equivalent from two-year college, technical or vocational school, or three years of warehousing experience or a related field is desirable. Bilingual in English/Spanish is desirable.

HHW II: One year certificate from college, technical, or vocational school in a related field; or two years of warehousing experience or related experience; or equivalent combination of education and experience.

Bilingual in English/Spanish is desirable.

### ***Language Skills***

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to read, analyze, and interpret general business periodicals, or governmental regulations. Bilingual in Spanish desirable.

### ***Mathematical***

### ***Skills***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Reasoning**

## **Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

Working knowledge of Microsoft Word, Excel, and Outlook.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required.
- Hazardous Waste Operator 40 Hour Certification
- Forklift Training required.
- CPR/Basic First Aid Certification required.
- Customer Service Training required.

### **OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed both indoors and outdoors in varying temperature, weather and humidity conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvex suit or coveralls, latex gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** – The work environment is a Household Hazardous Waste collection facility. While performing the duties of this job, the employee is occasionally exposed to grease, oils, fumes or airborne chemicals, toxic or caustic chemicals, loud noise levels, moving equipment, electrical current, hazardous waste materials and outdoor weather conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\*\*\*\*\*

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

---

Employee

---

Date

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Diversion Worker I/II	<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Field Operations Supervisor I	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	July 2007	<b>APPROVED DATE:</b>	March 20, 2014
<b>REVISION DATE:</b>	March 2014		

**SUMMARY**

Under general direction of the Field Operations Supervisor I, perform a variety of semi-skilled/unskilled manual laboring tasks. To sort and separate materials for recycling on site, tip floor; and to perform other job related work as required.

**DIVERSION WORKER I**

**Essential Job Functions:** Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.

- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination;
- Lifts and moves heavy objects; separates materials such as tires, mattresses, wood, glass, metals, plastics, etc. from waste materials for recycling or reprocessing.
- Assists in loading and unloading trucks;
- May clear and clean transfer station or landfill various work areas.
- May be assigned to operate skip or wheel loaders.
- May perform some semi-skilled maintenance and repair tasks in a training and learning capacity.
- Moves collection bins with pneumatic forklift to and within the recycling facility.
- Sweeps and removes hazards from the work area floor of the recycling, transfer or disposal facility.
- May respond to questions from the general public related to the Authority's solid waste and diversion programs.
- Interact with customers and direct customers to proper drop off locations for recyclable items.

**DIVERSION WORKER II**

**Essential Job Functions:** Same as level I, with the following added task:

- Drive and operate loader

**SUPERVISORY RESPONSIBILITIES**

This job has no current supervisory responsibilities.

**MINIMUM QUALIFICATIONS**

High school diploma or GED required. Note: Additional qualifying experience may be substituted for the required education on a year per year basis.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California "C" driver's license is required. Commercial "A" driving license preferred.



## **OTHER REQUIREMENTS**

A valid class "C" California driver's license –commercial "A" preferred. Must report any changes in status of driver's license. Must possess a sufficient amount of strength and stamina to lift and carry objects weighing up to 80 pounds and must be free from allergies to dust and pollen. Must be willing to work early morning, evening, holiday and weekend shifts. Must be willing to work with exposure to disagreeable and potentially hazardous substances.

## **KNOWLEDGE AND SKILLS:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous work experience performing heavy physical labor is highly desirable.
- Continued possession of a valid California
- Driver's License and a driving record that meets the Authority's auto insurance requirements.
- Ability to handle physically demanding work including lifting/loading bulky and heavy refuse.
- Must possess violation-free driving record for at least 18 months prior to employment with the Authority.
- Ability to work independently and with minimal supervision.
- Must maintain violation-free driving record during employment.
- Ability to effectively deal with the general public and customers.

### **Skill in and Ability to:**

- Perform semi-skilled maintenance, repair and construction assignments in a safe and efficient manner.
- Maintain productivity and focus on assigned tasks, with and without supervision, performing work in a timely and efficient manner.
- Understand and comply with safety policies and procedures.
- Pass District physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment if needed.
- Understand and carry out oral/written directions and accept constructive criticism.
- Serve customers in a positive manner maintaining courtesy and respect at all times.
- Cooperate with other employees and promote team harmony and effectiveness.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule; adjust working hours to include early evenings and/or Weekends if necessary.
- Conduct vehicle safety inspections.

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Language Skills***

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers and other employees of the organizations. Bilingual in Spanish is desirable.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning****Ability**

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence.

Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats, including reports, letters, memos, emails, etc.

***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively, to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for

or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Frequently stand and walk; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for short/long distances and on uneven surfaces; lift and move objects weighing up to 80 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\*\*\*\*\*

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

---

Employee

---

Date



### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Student Internship – Marketing Coordinator	<b>DEPARTMENT:</b>	Marketing Intern
<b>REPORTS TO:</b>	Recycling Coordinator	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	2016	<b>APPROVED DATE:</b>	
<b>REVISION DATE:</b>			

The Salinas Valley Solid Waste Authority is a joint powers agency who is working towards a future without landfills by protecting the environment and promoting economic development through resource recovery in our community. Our mission is to manage Salinas Valley solid waste as a resource, promoting sustainable, environmentally sound and cost effective practices through an integrated system of waste reduction, reuse, recycling, innovative technology, customer service and education.

### **SUMMARY**

Work in close collaboration with the Recycling Coordinator and Marketing Committee to coordinate and execute marketing campaigns and to implement strategic marketing activities in support of the Authority's brand platform goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create and maintain web pages, data entry, search engine optimization, and project management.
- Write, proof, and edit marketing materials.
- Execute social media strategies, including Facebook, Twitter, Instagram, YouTube, and other social media platforms.
- Work with graphic design, photos & multimedia including photo and video editing, web banner and button design, and basic graphic design support for print materials.
- Provide general office support, including the coordination of conference sponsorships and marketing events; conducting research; and the preparation of various document and reports.
- Plan and execute print and media campaigns.
- Initiate media opportunities including on-air interviews and feature stories.
- Design, negotiate, and buy in local media.

### **MINIMUM QUALIFICATIONS**

Demonstrate a high level of proficiency in MS Office Suite, Adobe InDesign, Photoshop, and Wordpress; impeccable written and verbal skills; excellent interpersonal skills, and a penchant for detail. The ability to set priorities, handle multiple projects simultaneously, and meet deadlines is required. College-level course work is required, preferably in marketing, communications, or a related field, and coursework in visual art and graphic design. Bilingual in English and Spanish preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required.

## **OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** - The work environment a typical office setting, however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

\*\*\*\*\*

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

---

Employee

---

Date

**RESOLUTION NO. 2005 – 38**

**A RESOLUTION AUTHORIZING THE LEVEL OF SALARIES FOR AUTHORITY  
EMPLOYEES EFFECTIVE JULY 1, 2005**


**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALINAS VALLEY  
SOLID WASTE AUTHORITY** that the Salary Schedule attached hereto and marked Exhibit A is  
hereby approved effective July 1, 2005, incorporating the following parameters:

- 1) Adjust to market rate salary range based on Table 1 of the CPS Human Resources Study dated April 29, 2005; and
- 2) Limit adjustments to no more than 10% above or 10% below current range; and
- 3) A 10% difference between entry level (Class I) and journey level (Class II) positions;
- 4) A 15% difference between supervisors and highest level direct report; and
- 5) A minimum 15% difference between department managers and highest level direct report; and
- 6) Where there is a discrepancy between market rate and internal differences, market rate shall prevail.

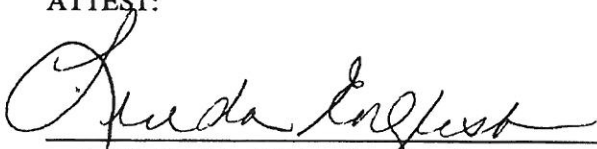
**BE IT FURTHER RESOLVED** that the Board affirms the funding to implement the changes as depicted in Exhibit A were approved with the adoption of the fiscal year 2005-2006 budget and that said changes shall be retroactive to July 1, 2005.

**PASSED AND ADOPTED** by the Board of Directors of the Salinas Valley Solid Waste Authority this 16th day of June, 2005 by the following vote:

AYES:	BOARD MEMBERS:	Fernando Armenta, Janet Barnes, Lou Calcagno, Josie Campos, Richard Ortiz, Yolanda Teneyuque, George Worthy
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	Gloria De La Rosa, Maria Giuriato
ABSTAIN:	BOARD MEMBERS:	NONE

  
Janet Barnes, President

ATTEST:

  
Linda English, Clerk of the Board



## Report to the Board of Directors

ITEM NO. 7

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

Legal Counsel

**Date:** September 15, 2016

**From:** Jenny Mitchell, Contracts & Grants Analyst

**Title:** A Resolution Authorizing the Acceptance of CalRecycle's Tire Derived Aggregate (TDA) Grant Agreement #TDA5-15-0004 and Approving a Budget Adjustment of \$66,373

### RECOMMENDATION

Staff recommends the Board approve this item.

Approving this item would enable SVR to be reimbursed with grant funds while using recycled tires for a construction project.

### STRATEGIC PLAN RELATIONSHIP

The recommended action supports Strategic Goal A, *Select and Implement Facilities and Programs that Lead to Achievement of at Least 75% Waste Diversion* by offsetting costs associated with the implementation of the *Johnson Canyon Landfill Horizontal Well Project*. It also supports the Authority's Mission, Vision and Values by recovering waste for its highest and best use and utilizing waste as a resource through environmentally sound and cost-effective practices.

### FISCAL IMPACT

This grant project is funded through CalRecycle and does not require matching funds. However, the Authority has committed to absorb all additional costs that may be expended to successfully complete the project, should there be a need.

The FY 2016-17 Budget was adopted in advance of notification of this grant award, therefore; the budget needs to be amended to include this new revenue and its associated expenditures, which will be used as follows:

Budget Items	Cost
Materials	\$ 50,705
Installation	8,138
Engineering	6,030
Testing	1,500
<b>Total Project Cost</b>	<b>\$ 66,373</b>

Beginning November 2016, through the remainder of the grant period, the funding will be used for the installation of 9 horizontal landfill gas wells as part of the *Johnson Canyon Landfill Horizontal Well Project*.

## **DISCUSSION & ANALYSIS**

Currently, the Authority funds all capital improvement projects that sustain landfill operations. In an effort to reduce operational costs, while accomplishing waste diversion goals, the Authority solicited and was awarded CalRecycle grant funding for the installation of 9 horizontal landfill gas wells and approximately 1,013 tons of TDA.

TDA will be used as backfill for the horizontal landfill gas collection system in Modules 2A through 6A. Landfill placement of waste will resume in Modules 2A through 6A within the next year or two. In anticipation of that schedule, the Authority planned for the installation of horizontal wells to complement the existing vertical landfill well field in Modules 2B through 6B. This project will utilize the existing landfill gas header system and will enhance current methane emission controls, as well as capturing new emissions resulting from future waste placement.

The tire-derived aggregate grant program will provide the Authority with greatly needed financial assistance; an outlet for the reuse of local waste tires; and an educational opportunity to promote the reuse of waste tires and the “closed-loop” concept. By capitalizing on grant funding, the Authority can potentially reuse more than 100,000 waste tires. Thus, providing the opportunity to reuse materials that otherwise may be permanently buried in the landfill, never to be repurposed.

## **BACKGROUND**

In 2013, the Authority was awarded grant funding for the installation of 12 horizontal gas wells at Johnson Canyon Landfill, which utilized approximately 1,445 tons of TDA as backfill. This project resulted in the diversion of 164,553 California-generated waste tires from the waste stream.

In 2011, the Authority used approximately 305 tons of TDA for its leachate recirculation system as part of the Crazy Horse Closure Project. Incidentally, the unit cost for TDA is higher than crushed rock which is normally used for such applications. While this project did not receive grant funds, it demonstrated the Authority’s continuing commitment to reuse materials whenever possible.

## **ATTACHEMENT(S)**

1. Resolution
2. Grant Agreement # TDA5-15-0004



**RESOLUTION NO. 2016-  
A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY AUTHORIZING THE  
ACCEPTANCE OF CALREYCLE'S TIRE-DERIVED AGGREGATE (TDA) GRANT AGREEMENT #TDA5-  
15-0004 AND APPROVING A BUDGET ADJUSTMENT OF \$66,373**

**WHEREAS**, the Salinas Valley Solid Waste Authority applied for and was awarded the 2015-16 Tire-Derived Aggregate (TDA) Grant and,

**WHEREAS**, the FY 2016-17 Budget was adopted in advance of notification of this grant award, therefore; the budget needs to be amended to include the revenue and its associated expenditures.

**BE IT RESOLVED**, by the Board of Directors of the Salinas Valley Solid Waste Authority, that the Tire-Derived Aggregate Grant Agreement, attached hereto and marked "Exhibit A", and the corresponding and budget adjustment are hereby approved effective September 15, 2016; and,

**BE IT FURTHER RESOLVED**, that the General Manager/CAO is hereby authorized to implement the Tire-Derived Aggregate Grant budget adjustment in accordance with the Authority's financial policies.

**PASSED AND ADOPTED** by the Board of Directors of the Salinas Valley Solid Waste Authority this 15th day of September 2016 by the following vote:

AYES:           BOARD MEMBERS:

NOES:           BOARD MEMBERS:

ABSENT:        BOARD MEMBERS:

ABSTAIN:       BOARD MEMBERS:

\_\_\_\_\_  
Jyl Lutes, President

ATTEST:

\_\_\_\_\_  
Elia Zavala, Clerk of the Board

## EXHIBIT A

STATE OF CALIFORNIA - CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CalRecycle)

**GRANT AGREEMENT COVER SHEET**

CalRecycle 110 (Revised 3/14)

GRANT NUMBER  
TDA5-15-0004

NAME OF GRANT PROGRAM

2015-16 Tire-Derived Aggregate Grant Program

GRANTEE NAME

Salinas Valley Solid Waste Authority

TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER

TOTAL GRANT AMOUNT NOT TO EXCEED

\$66,373.00

TERM OF GRANT AGREEMENT

FROM: April 27, 2016

TO: April 01, 2018

The Department of Resources Recycling and Recovery (CalRecycle) and Salinas Valley Solid Waste Authority (the "Grantee"), in mutual consideration of the promises made herein, agree to comply with the provisions of this Agreement, which consists of this Grant Agreement Cover Sheet and the following Exhibits, which are incorporated by this reference and made a part of this Agreement as if attached hereto:


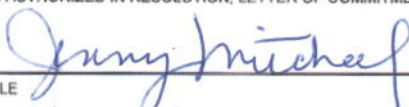
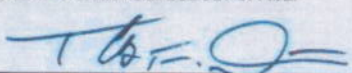
Exhibit A – Terms and Conditions

Exhibit B – Procedures and Requirements

Exhibit C – Application with revisions, if any, and any amendments

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CalRecycle.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CALRECYCLE		GRANTEE'S NAME (PRINT OR TYPE) Salinas Valley Solid Waste Authority	
SIGNATURE OF CALRECYCLE'S AUTHORIZED SIGNATORY 		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION) 	
TITLE Deputy Director, CalRecycle	DATE 5/13/16	TITLE CONTRACTS & GRANTS ANALYST	DATE 5-5-16
		PAYMENT ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) Resource Recovery 128 Sun Street, Suite 101 Salinas, CA 93901	
<b>CERTIFICATION OF FUNDING</b>			
AMOUNT ENCUMBERED BY THIS AGREEMENT \$66,373.00	FISCAL YEAR/PROGRAM 2015-16 Tire-Derived Aggregate Grant Program	FUND TITLE Tire Recycling Management Fund	
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	(OPTIONAL USE)		
TOTAL AMOUNT ENCUMBERED TO DATE \$66,373.00	ITEM 3970-101-0226	CHAPTER 10	STATUTE 2015
	FISCAL YEAR 2015-16		
		OBJECT OF EXPENDITURE (CODE) 7830-G3601-702	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF CALRECYCLE BUDGET OFFICE: 		DATE 4/29/16	



## Report to the Board of Directors

**Date:** September 15, 2016

**From:** Estela Gutierrez, Resource Recovery Technician

**Title:** Environmental Steward Award

### ITEM NO. 8

N/A

Finance Manager/Controller-Treasurer

N/A

General Counsel

N/A

General Manager/CAO

**A PRESENTATION WILL BE GIVEN  
AT THE MEETING**



## Report to the Board of Directors

**Date:** September 15, 2016

**From:** Patrick Mathews, General Manager/CAO

**Title:** Salinas Valley Recycles Annual Report for  
Fiscal Year 2015-16

### ITEM NO. 9

N/A

Finance Manager/Controller-Treasurer

N/A

General Counsel

N/A

General Manager/CAO

**A REPORT WILL BE GIVEN  
AT THE MEETING**

OUR CONTINUED COMMITMENT TO OUR FUTURE GENERATIONS AND COMMUNITY



2015-16

Annual Report



SalinasValleyRecycles.org

SALINAS VALLEY SOLID WASTE AUTHORITY

Working towards a future without landfills...



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## MISSION STATEMENT

"To manage Salinas Valley solid waste as a resource, promoting sustainable, environmentally sound and cost effective practices through an integrated system of waste reduction, reuse, recycling, innovative technology, customer service and education."

## VALUES

Innovation \* Integrity

Public Education \* Efficiency

Fiscal Prudence \* Resourcefulness

Customer Service \* Community

Partnerships

## VISION STATEMENT

"To reduce the amount of waste by promoting individual and corporate responsibility.

To recover waste for its highest and best use while balancing rates and services.

To transform our business from burying waste to utilizing waste as a resource. To eliminate the need for landfills."

Salinas Valley Recycles' Mission, Vision, and Values were developed and approved by its Board of Directors in 2009. They have been continuously reaffirmed during the Board's Strategic Planning sessions that are held every six months.

- ◆ Our Mission helps us focus on our core purpose.
- ◆ Our Vision motivates our actions to get to where we want to be in the future.
- ◆ Our Core Values guide our behavior and actions towards teamwork, company culture, and success.

# LETTER FROM THE GENERAL MANAGER



Fiscal year 2015-16 was full of major decisions for a more sustainable path forward for Salinas Valley Recycles (SVR) and our community. Staff and I want to again thank the Board of Directors for their leadership in moving forward the final decision process to complete this agency's long range planning for our future public facility needs. As SVR's member agencies embark on implementing their local plans to create more vibrant, healthy and sustainable communities, the contributions of our agency to these goals are critical. Garbage and recycling, like water, sewer, gas and electricity, are imperative public utility services that are essential to community health and well-being. Yet, the importance of our services are often overlooked. When we go to the trash or recycling containers at home or work, we expect the by-products of our lifestyle to just go "Away". SVR and our partners, marketers, and collectors are your "Away" and as a community utility service provider, we must work in an ever increasing atmosphere of expanding environmental regulation, financially and politically complicated markets for recycled materials, climate change adaptation mandates, and local concerns over solid waste facilities and related transportation.

Community partnerships, technological innovation, and climate action plan opportunities continue to drive the future vision of SVR and our partner agencies. Our vision for a future which uses waste as a resource instead of burying it, is both challenging and exciting, because change is both necessary and good. At the same time, change is often hard to achieve within the complexity of new laws and regulations, existing financial obligations, community concerns, and acclimation to political sensitivities. However, as communities, each of us has made this commitment to change through our General Plans, Strategic Plans, Climate Action Plans, and Economic Development Goals that guide the whole region towards more sustainable living. Salinas Valley Recycles, through the Source Reduction and Recycling Element of each adopted General Plan, is part of this healthy change.

## Key Achievements

A few of the key achievements that we should all be very proud of on our way to a healthier and more sustainable "Future without Landfills":

- SVR Board of Directors and staff completed its second 3-year Strategic Planning period, accomplishing almost all of the goals and objectives it set forth. A new 3-year plan was prepared by Board and staff in July 2016 to implement our Mission and Vision through 2019.
- SVR continues to sustainably meet our service and financial obligations without depending on revenues from landfilling waste imported from outside Monterey County, which has:
  - ◆ Reduced our community's long-term financial and environmental liabilities
  - ◆ Extended the landfill life by over ten years
  - ◆ Reduced transportation greenhouse gases by an estimated 1,200 tons of carbon dioxide(CO<sub>2</sub>) per year
  - ◆ Reduced long-term methane generation in the landfill (a very potent greenhouse gas)
- SVR continues work on a public-private partnership with Global OrganicS Energy (GOE) to co-locate a green-business opportunity that could recover up to 80% of our remaining landfill-bound waste into renewable energy and market ready paper pulp for re-manufacturing, as well as recover any remaining recyclables such as bottles and cans.
  - ◆ This partnership could reduce our dependence on unstable foreign markets for our recycled paper and reduce waste management related greenhouse gases
  - ◆ This partnership could provide new jobs and a source of renewable bioenergy for facility operations and local use/resale
- SVR Board of Directors approved a three-pronged approach to study the future facility needs of our community, including Environmental Impact Report preparation, Long-Range Financial Modeling, and Economic Benefits Studies on five project options, including the GOE partnership.



- SVR funded three critical strategic components required in our Fiscal Policies: Capital, Environmental Impairment and Operational Reserves.
- SVR's Finance Department received its second Government Finance Officers Association award for our Comprehensive Annual Financial Report (CAFR), providing more transparent and detailed financial reporting for the public.
- SVR maintains the lowest per capita cost for delivery of recycling and solid waste services in the region, even with nearly 30% of our budget going to care for 3 closed landfills ("legacy liabilities"), inherited by SVR in 1997.
- SVR staff has increased recovery of materials at the Johnson Canyon Landfill and Sun Street Transfer Station by nearly 20,000 tons compared to the prior year, through our efficient and convenient services.
- SVR staff continues to operate the Johnson Canyon Landfill at significant savings over the previous private-sector operation.
- SVR has completed preparations to assume operations of its Jolon Road Transfer Station upon expiration of the private-sector contract operations in September 2016. Additional agency cost savings are expected from this change in operations.
- SVR continues to move forward with development of electricity generating solar fields and other renewable energy concepts on our closed landfills.
- SVR continues to benefit from cost savings through staff initiatives, new ideas, and programs.

These accomplishments have improved SVR's ability to expand and deliver better public services, become a sustainable partner in the community, and most of all to advance SVR's commitment to its Mission, Vision and Values. With our Board's leadership, we have become a more efficient, agile and progressive agency, equipped to meet the challenges of government services and sustainable practices, both financial and environmental.

### A Future Without Landfills

The decisions we make today regarding a sustainable waste management system will serve our communities and future generations for decades to come and serve as a model for others to emulate. We will continue to encourage the Board, staff, partners, community, and stakeholders to look into the future and imagine a world without burying trash, and in its place, a system to repurpose, reuse, reduce, and recycle all our thrown away resources.

Landfills have historically been at the center of managing society's waste, but the idea of building new landfills and expanding current ones has fallen in great disfavor with the public. Landfilling is not a sustainable practice and the sooner we as a community address this reality, the better our future will look. The SVR Board has taken this realization to heart and, over 10 years ago, set the course to find viable solutions. This year has been the culmination of those years of work as we began the next and most important phase of our long range facilities needs assessment with several comprehensive studies underway to provide a clear and fact-based analysis for the final decisions to come.

### Our Future

This annual report is a summary of SVR's accomplishments, waste reduction activities, cost saving measures, and dedicated professional staff for the 2015-2016 fiscal year. We hope it provides the reader with a clear overview of the sustainable direction of Salinas Valley Recycles!

I want to again thank the SVR Board of Directors, staff, community partners, our Citizens Advisory Group, and all those who have supported our efforts to improve our environment and help make sustainable living in the Salinas Valley a reality.



R. Patrick Mathews  
General Manager/Chief Administrative Officer

# BOARD OF DIRECTORS



Jyl Lutes  
President  
City of Salinas



Simon Salinas  
Vice President  
County of Monterey



Richard Perez  
Alternative V. President  
City of Soledad



Elizabeth Silva  
Immediate Past President  
City of Gonzales



Fernando Armenta  
County of Monterey



Gloria De La Rosa  
City of Salinas



Tony Barrera  
City of Salinas



Avelina Torres  
City of Greenfield



Robert Cullen  
City of King



## STAY INFORMED

**The Board of Directors** meets every 3rd Thursday of every month at 6:00 p.m. at the City of Gonzales City Council Chambers.

**The Executive Committee**, (Board executive officers), meets monthly on the Thursday two weeks before each Board of Directors meeting as necessary at 4:00 p.m. at SVR's Administration Office.

<http://svswa.org/government/agendas-meeting-schedules/>

## BOARD ALTERNATES

John M. Phillips  
County of Monterey



Christopher Bourke  
City of Soledad



Scott Funk  
City of Gonzales



Joe Gunter  
City of Salinas



Raul Rodriguez  
City of Greenfield



Darleen Acosta  
City of King



## BOARD MEETING HIGHLIGHTS

♦ **July Special Meeting** - R3 Consulting, hired by the Monterey Bay Area Managers Group, presented its recommendation on an analysis conducted to find a lowest-cost alternative for processing solid waste in the county. They recommended redirecting the Salinas and North County waste to MRWMD in Marina and discontinue current efforts to increase waste reduction activities in Salinas Valley, specifically the investigation of the Clean Fiber and Organics Recovery System (CFORS) proposed by Global OrganicS Energy (GOE). This change in waste flow would save an estimated 47¢ per month to a typical household customer vs. an estimated increase of \$1.03 for GOE's proposed waste recovery project. For 47¢ per month savings, the community would lose the opportunity to fully understand what long term benefits a project like the CFORS could bring to the community, including jobs, economic development, greenhouse gas reduction, and increased waste diversion opportunities. The recommendation would also eliminate the primary public service facility in Salinas. This recommendation lead the way to several actions of the Board to help determine the future of waste in the Salinas Valley.

♦ **July Strategic Planning Retreat** - The goal to complete development of the Salinas-area facility was revised to complete the "fact-finding process" for the Salinas area facility. A plan was developed to study different project scenarios at various properties under the California Environmental Quality Act, referred to as the Long Term Facility Needs study (the Project), along with preparation of independent studies for financial modeling and economic impact for each scenario, including the Monterey Bay Area Managers Group recommendation.

♦ **August** - The strategic goals and objectives were adopted as recommended at the retreat.

♦ **September** - The Citizens Advisory Group presented the Project's scope of work, functions, and locations including a new property at Harrison/Sala Road.

♦ **October** - A list of properties was selected to commence the Project's study. The properties on Madison Lane, Work Street, and Hitchcock Road were removed. The Board President was directed to submit a letter to MRWMD to discuss interest in consolidation.

♦ **November/December** - AECOM was selected as the Project consultant and a funding agreement with

GOE was approved where GOE will reimburse 33% of the study's expenses. Staff was authorized to solicit proposals for the financial modeling study and economic benefit analysis.

♦ **January** - A purchase option agreement was approved for the Harrison/Sala Road parcel.

♦ **February** - Designs of modern Materials Recovery Centers were presented along with the concept of a green business park and alternatives for the Salinas-area facility.

♦ **February Strategic Planning Retreat** - Further plans were developed to help complete the Long Term Facility Needs study.

♦ **March/April** - Updates were given on the collaboration discussions with MRWMD and direction was given to continue the discussions.

♦ **May/June** - A progress report was given on the Project's progress, and the public outreach plans for the various properties were presented. CH2M Hill Engineers was selected to prepare the independent studies for each Project scenario.

♦ Many other actions were also taken, besides those pertaining to future facilities. Fees for disposal of mattresses/box springs were eliminated, the Board voted to assume operations of the Jolon Road Transfer Station, various entities were recognized for implementation of successful waste reduction programs. The Board was also kept apprised on the progress of Monterey Bay Community Power project. The formation of a joint power agency for this project would provide local residents and business with another choice to purchase renewable and cost competitive green electricity and create a local demand for future SVR renewable energy projects.

Long Term Facility Needs Environmental Impact Report PROJECT SCENARIOS					MRWMD	Crazy Horse	Johnson Canyon	Harrison/Sala	Sun Street
1. Transfer Station - Materials Recovery Center - CFORS			✓						
2. Transfer Station - Materials Recovery Center only	✓		✓		✓				
3. CFORS only			✓	✓					
4. No Salinas Facility (R3 Recommendation)									✓
5. No Project (stay at Sun Street with/without MRWMD)	✓								✓

# STRATEGIC PLANNING



## 2013-16 STRATEGIC PLAN

Our Strategic Plan goals and objectives promote our Mission and Vision and highlight our core Values.



Despite the various halts and reroutes along the path, much work was completed during the past three years. Below is a recap of some of the major accomplishments from the 97 Board directives between July 2013 through June 2016.

### GOAL A: Fund and Implement 75% waste diversion from landfills

- ✓ Refinanced the revenue bonds
- ✓ Advanced the Clean Fiber & Organics Recovery System (CFORS) demonstration unit at Johnson Canyon
- ✓ Confirmed positive diversion levels from the USDA digester pilot project
- ✓ Participated in Monterey Bay Area Managers Group County-wide Solid Waste Study
- ✓ Sought grant funding for a composting operation at Johnson Canyon
- ✓ Partnered with Salvation Army for a used clothing outlet
- ✓ Developed a work plan for the Long Term Facility Needs (LTFN) environmental review process
- ✓ Commenced collaboration discussions with MRWMD on shared capacities
- ✓ Commenced public outreach on the CFORS project to educate, gain input, assess community support
- ✓ Sought a food waste composting permit at Johnson Canyon

### GOAL B: Complete \*fact-finding process for Salinas-Area Materials Recovery Center (SAMRC) - \*revised 7/2015

- ✓ Received a recommendation from the Citizens Advisory Group on acceptable SAMRC project sites
- ✓ Combined the SAMRC/CFORS project into one study (the LTFN project)
- ✓ Completed property assessments of Sun Street & Madison Lane properties
- ✓ Considered the lease or purchase of the Madison Lane property
- ✓ Assessed City of Salinas & County support for Madison Lane property
- ✓ Included staff input in the design of a new materials recovery center for optimal customer and employee efficiency
- ✓ Reviewed permanent improvement options for the Sun Street facility
- ✓ Prepared a public outreach plan for each LTFN scenario
- ✓ Authorized the preparation of independent long-range financial modeling & economic impact analysis for each LTFN scenario





**GOAL C: Utilize closed landfills to generate revenue**

- ✓ Developed a reuse plan for closed landfills
- ✓ Evaluated energy delivery options to County facilities
- ✓ Reached out to local wineries and landfill neighbors on solar power partnerships
- ✓ Prepared a work plan and budget to explore wind power development
- ✓ Reached out to commercial companies for the installation of cell towers
- ✓ Researched the process to sell excess landfill property

**GOAL D: Increase public access, involvement, and awareness of SVR activities**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ Participated in radio interviews</li> <li>✓ Held Citizens Advisory Group meetings</li> <li>✓ Held community forums</li> <li>✓ Published news releases</li> <li>✓ Published weekly Facebook posts</li> <li>✓ Developed an expanded public outreach plan</li> <li>✓ Enhanced the student education recycling program</li> <li>✓ Broadcasted two new radio and TV advertisements</li> <li>✓ Increased social media by 50%</li> <li>✓ Expanded connections with local special interest groups</li> </ul> | <ul style="list-style-type: none"> <li>✓ Posted the 2015 rate hearing to social media</li> <li>✓ Conducted Sun Street customer service surveys</li> <li>✓ Developed a measuring plan for marketing campaigns</li> <li>✓ Improved the Wally Waste-Not school award program</li> <li>✓ Promoted that the Johnson Canyon facility is open on Sundays</li> <li>✓ Held a "Like Us" on Facebook contest</li> <li>✓ Conducted a customer survey to assess facility alternatives if the Sun Street facility were to close</li> </ul> |
|---|--|

**GOAL E: Reduce costs and improve services at SVR facilities**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>✓ Selected SVR to operate Johnson Canyon starting January 2015</li> <li>✓ Sought funding commitment for the regional truck route improvements to the Johnson Canyon facility</li> <li>✓ Determined the viability of a compost operation</li> <li>✓ Completed temporary improvements for the Sun Street facility</li> <li>✓ Evaluated alternatives for optimal recovery, storage, and marketing of recyclable materials</li> <li>✓ Prepared an improvement plan for the Johnson Canyon gas flare station</li> <li>✓ Created a new materials recovery center at Johnson Canyon</li> </ul> | <ul style="list-style-type: none"> <li>✓ Updated the Storm Water Pollution Prevention Plans for all facilities</li> <li>✓ Studied uses for the remaining landfill gas at Johnson Canyon</li> <li>✓ Considered opening a convenience station at Crazy Horse</li> <li>✓ Studied energy projects to offset operations costs</li> <li>✓ Selected SVR to operate the Jolon Road Transfer Station starting September 2016</li> <li>✓ Sought interest in a second gas-to-energy generation unit at Johnson Canyon</li> <li>✓ Commenced a cost/benefit analysis for processing construction &amp; demolition materials</li> </ul> |
|--|---|

**GOAL F: Promote and maintain a high-performance, efficient, and flexible workforce - added 1/2015**

- ✓ Implemented new personnel safety goals & objectives
- ✓ Aligned job classifications & establish benchmarking for compensation based on job descriptions
- ✓ Prepared a career development process to incorporate with performance reviews
- ✓ Revitalized the employee mentor program
- ✓ Developed a "buddy" program for new hires
- ✓ Completed the recruitment for the Jolon Road operations
- ✓ Held teambuilding activities to promote communication and employee morale

# SVR's COMMITTED TEAM

SVR's 47 team members strive to deepen their commitment to our community. Whether it is providing resources, education, or simply lending a hand, SVR's team understands and values the level of responsibility they bring to our community.



The **Administration team** is dedicated to providing high quality support to all customers in a friendly and professional manner, promising an excellent service experience.



The **Finance team** is committed to integrity and excellence in providing timely, accurate and complete financial information and services to all SVR stakeholders.



The **Resource Recovery team** is devoted to developing plans and programs to educate our community, while promoting Recycling, Reducing, and Reusing, in the effort to reach our goal of a future without landfills.



**Engineering and Environmental Compliance** works diligently to assure the planning, permitting, design and construction of capital improvement projects and compliance with environmental requirements of all SVR facilities.



Responsible for providing a great experience for our customers, the **Operations team** prides themselves in ensuring all operations run safely and efficiently day to day, monitoring compliance of the State's environmental safety standards for the Sun Street Transfer Station, Johnson Canyon Landfill and three closed landfills in the Salinas Valley.

## SERVICE RECOGNITION AWARDS



Susan Warner  
18 years of service



Cesar Zuniga  
15 years of service



Ernesto Natera  
10 years of service



Jason Guillen  
5 years of service

## NEW HIRES



**James Martinez**  
Diversion Worker I  
08/20/15



**Luis Macias**  
Diversion Worker I  
08/20/15



**Linda Vasquez**  
Administrative Assistant II  
10/5/15



**Gonzalo De Leon**  
Equipment Operator/Driver  
01/04/16



**Brian Kennedy**  
Engineering & Environmental Compliance Manager  
03/21/16



**Carlos Ventura**  
Diversion Worker I  
05/16/16

## WELCOMING NEW STAFF

**Buddy Program** - This is a newly launched program to welcome new hires to SVR. In this program, SVR assigns a current employee as a "buddy" to the new hire. Off-site lunch meetings are held once a week during the new hire's first month of employment. Discussed are the work culture/environment, guidance of the day-to-day aspects of the job, and helpful resources to become a successful employee at SVR. The program is designed to help ease the transition of new employees and recognize knowledge and leadership talents of current outstanding employees.



## STAFF CHANGES



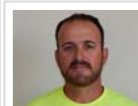
**Dave Meza**  
Retired Authority Engineer  
06/30/16



**Susan Warner**  
Promoted to Assistant General Manager  
07/27/15



**Michael Mansfield**  
Promoted to Heavy Equipment Operator-Lead  
06/22/15



**Eric Amaral**  
Transferred to Heavy Equipment Operator  
06/22/15

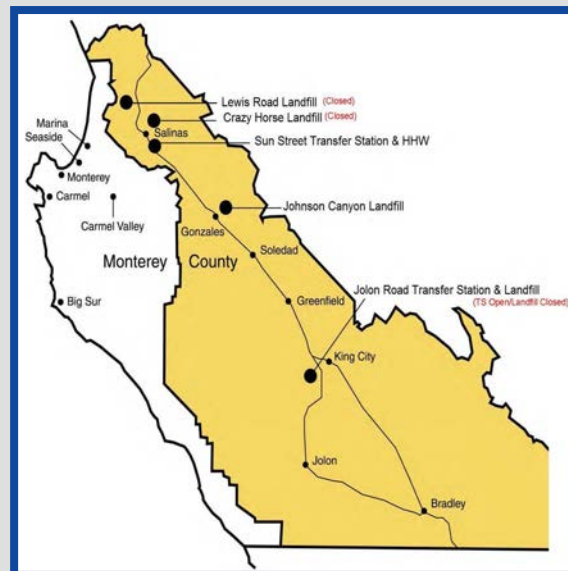
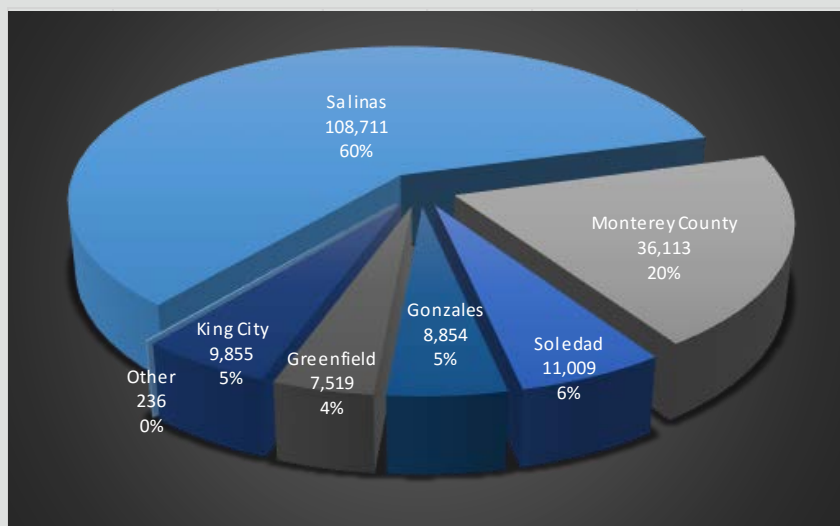
## HELPING STAFF GROW

**Mentor Program** - SVR is now offering a Mentor/Mentee Program to all management & non-management staff. This six-month program is geared towards pairing up a mentee who is seeking to increase his/her skills with a more experienced and knowledgeable mentor. The program is aimed at providing the mentee with career guidance and enables SVR to invest in human capital and succession planning.



# STATISTICS

## TOTAL TONS OF WASTE LANDFILLED - 182,298



## TONS OF WASTE PROCESSED (from SVR's service area)

	Monterey						
	Salinas	County	Soledad	King City	Greenfield	Gonzales	Total
<b>Total Received</b>	136,531	49,360	8,498	12,524	10,300	13,413	<b>240,626</b>
<b>Diverted Greenwaste</b>	19,450	4,903	1,824	1,061	1,462	1,327	<b>30,027</b>
<b>Dirt</b>	1,047	6,554	2,345	1,319	59	748	<b>12,072</b>
<b>Diverted Other</b>	1,242	1,186	1,993	64	716	2,090	<b>7,291</b>
<b>Diverted Construction &amp; Demolition</b>	4,200	530	270	216	485	318	<b>6,019</b>
<b>Diverted Wood Waste</b>	1,701	66	55	2	57	64	<b>1,945</b>
<b>Diverted Biosolids</b>	0	0	998	0	0	0	<b>998</b>
<b>Household Hazardous Waste</b>	180	8	4	7	2	12	<b>213</b>
<b>Total Diverted</b>	27,820	13,247	7,489	2,669	2,781	4,559	<b>58,565</b>
<b>% Diverted</b>	<b>20.4%</b>	<b>26.8%</b>	<b>40.5%</b>	<b>21.3%</b>	<b>27.0%</b>	<b>34.0%</b>	<b>24.3%</b>
<b>Solid Waste Landfilled</b>	<b>108,711</b>	<b>36,113</b>	<b>11,009</b>	<b>9,855</b>	<b>7,519</b>	<b>8,854</b>	<b>182,061</b>

\*Data includes inbound tons. Facilities not operated by SVSWA are allocated based on tonnage received at Johnson Canyon.



### Annual Diversion Rates

SVR Regional Diversion

Unincorporated Monterey County

**2013**

**2014**

**2015**

\*72%

\*69%

\*69%

\*58%

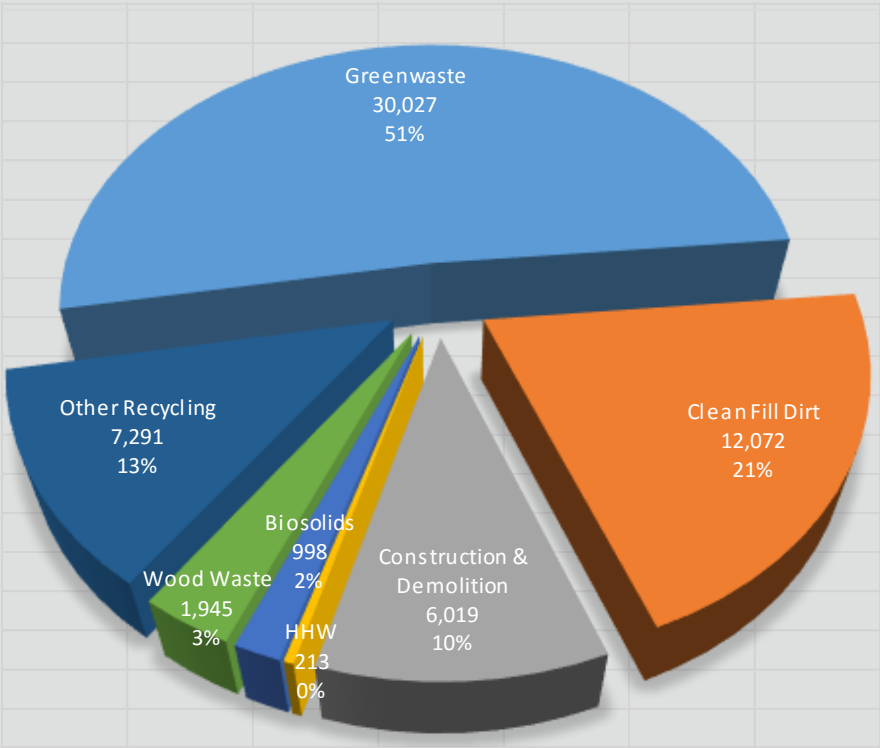
\*59%

54%

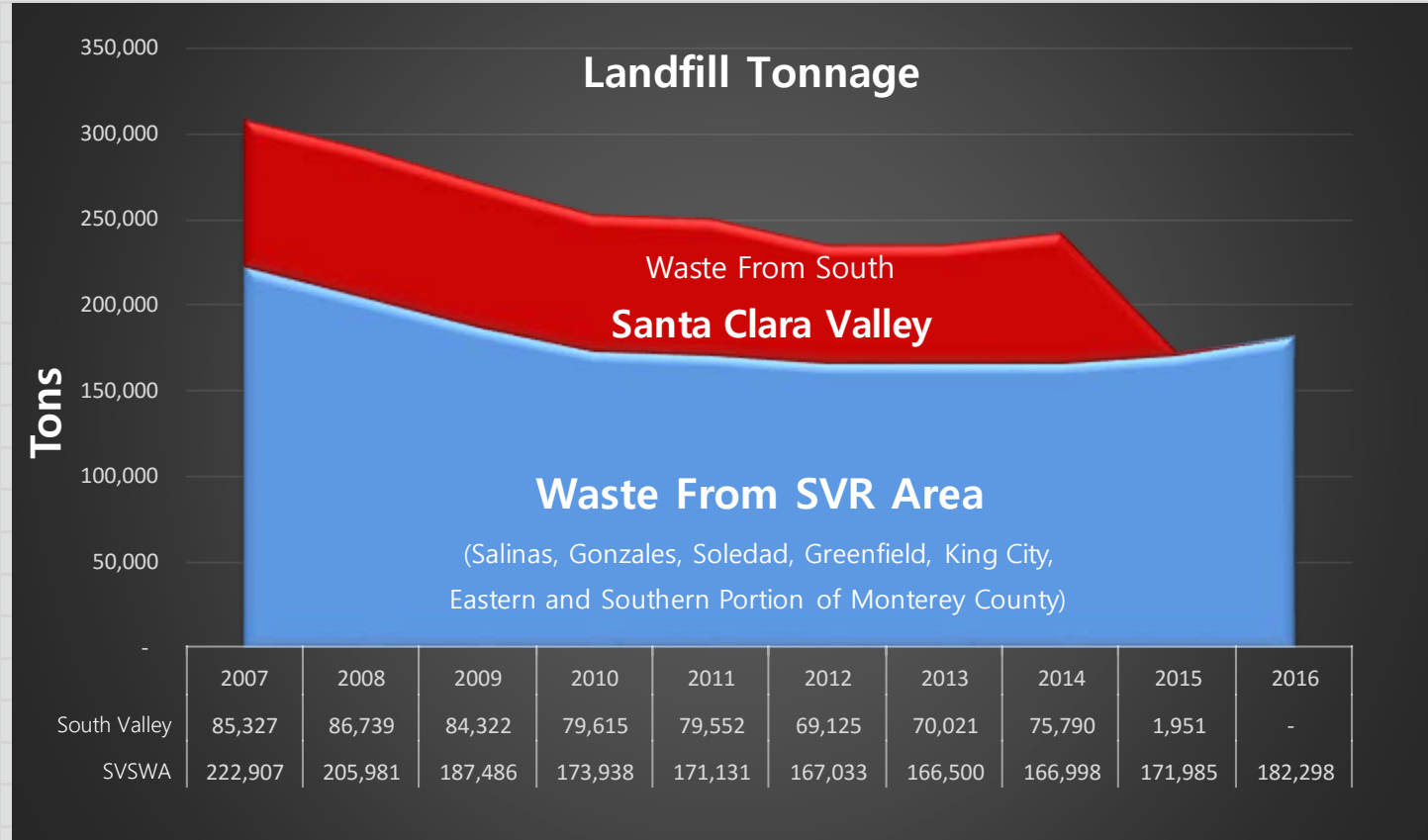
\*In 2013, SVR became a Regional Agency on behalf of the five member cities for AB 939/ SB 1016 Annual Reporting to CalRecycle. The County of Monterey chose to opt out of the regional agency reporting and conducts its own standalone reporting. The percentage is an estimated calculation based on each jurisdiction's reported lbs./person/day data.



TOTAL TONS DIVERTED FROM LANDFILL - **58,565**



HISTORICAL LANDFILL TONNAGE BY FISCAL YEAR



# OPERATIONS BUDGET



Johnson Canyon Landfill



Jolon Road Transfer Station



Crazy Horse Landfill (closed)



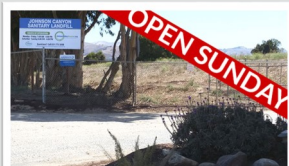
Lewis Road Landfill (closed)

REVENUE	Actual FY 2014-15	Unaudited FY 2015-16	Budgeted FY 2016-17
Tipping Fees	\$ 14,156,971	\$ 15,336,402	\$ 14,440,200
AB 939 Services	\$ 1,731,984	\$ 2,166,096	\$ 2,228,900
South Santa Clara County	\$ 57,140	\$ -	\$ -
Charges for Services	\$ 124,548	\$ 127,212	\$ 124,500
Sales of Materials	\$ 359,515	\$ 361,779	\$ 309,500
Gas Royalties	\$ 224,219	\$ 257,004	\$ 220,000
Investment Earnings	\$ 32,345	\$ 65,009	\$ 31,700
<b>TOTAL REVENUE</b>	<b>\$ 16,686,722</b>	<b>\$ 18,313,502</b>	<b>\$ 17,354,800</b>
<b>EXPENDITURES</b>			
Administration	\$ 1,994,814	\$ 2,124,215	\$ 2,463,050
Resource Recovery	\$ 2,159,776	\$ 3,075,747	\$ 3,193,150
Scalehouse Operations	\$ 389,650	\$ 392,404	\$ 447,950
Transfer Station Operations	\$ 2,720,750	\$ 2,920,553	\$ 1,716,300
Landfill Operations	\$ 3,515,000	\$ 2,462,550	\$ 2,784,300
Environmental Control Systems	\$ 450,600	\$ 466,557	\$ 525,400
Postclosure Maintenance	\$ 930,050	\$ 727,222	\$ 1,066,250
Debt Services	\$ 1,921,000	\$ 2,869,021	\$ 2,705,600
Closure Costs	\$ 186,000	\$ 244,266	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,267,640</b>	<b>\$ 15,282,535</b>	<b>\$ 14,902,000</b>
<b>NET OPERATING REVENUE</b>	<b>\$ 2,419,082</b>	<b>\$ 3,030,967</b>	<b>\$ 2,452,800</b>

## OUR FACILITIES



Jolon Transfer Station  
Mon-Fri 8am to 4pm  
Sat 8am to 12pm



Johnson Canyon Landfill  
Mon-Fri 7am to 4pm  
Sat-Sun 8am to 4pm



Sun Street Transfer Station  
Mon-Fri 7am to 5pm  
Sat 8am to 4pm



Household Hazardous Waste  
Mon-Fri 8am to 5pm  
Sat 8am to 4pm

FOR MORE DETAILED INFORMATION

To view SVR's latest financial information including budget documents and audited financial statements go online to [www.svswwa.opengov.com](http://www.svswwa.opengov.com)

# GRANTS

## Household Hazardous Waste Grant (HD25) FY 15/16



CalRecycle awarded SVR the HD-25 grant to fund the purchase of a Compressed Natural Gas (CNG) box truck and provide personnel with Hazardous Waste Operations & Emergency Response (HAZWOPER) training. The award will assist SVR by expanding HHW services to under-served residents within SVR's jurisdiction such as seniors, disabled, or low income individuals with no means of transportation. Door-to-door and one-day mobile collection services will be provided to gather & dispose of HHW properly. Appointments will be group-scheduled to maximize transportation and staffing resources. **Total amount awarded was \$95,523 for the term of July 9, 2015 to March 28, 2018.**

## Tire-Derived Aggregate Grant (TDA5) FY15/16

CalRecycle awarded SVR the TDA5 grant to provide funding for the use of tire derived aggregate in the installation of nine horizontal gas collection wells at Johnson Canyon Landfill. The goal is to provide an outlet for the reuse of local waste tires collected through tire amnesty collection events. By capitalizing on grant funding, SVR can potentially reuse more than 100,000 waste tires. **Total amount awarded was \$66,373 for the term of April 1, 2016 to April 1, 2018.**



# CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET

Johnson Canyon Roadway Improvements	\$ 1,854,726
Segunda Vida (Second Life)-Clothing Outlet Start Up	\$ 6,989
Closed Landfill Revenue Study	\$ 32,222
Johnson Canyon Leachate Handling System	\$ 73,000
Crazy Horse Corrective Action Program	\$ 50,000
Johnson Canyon LFG System Improvements	\$ 120
Johnson Canyon Flare Station Improvements	\$ 508,730
Johnson Canyon Module 456B Liner Improvements	\$ 10,181
Johnson Canyon Equipment Replacement	\$ 30,900
Jolon Road Equipment Purchase	\$ 600,000
Sun Street Transfer Station Equipment Replacement	\$ 213,888
Sun Street Transfer Station NPDES Improvements	\$ 12,062
<b>Total</b>	<b>\$ 3,392,818</b>



# GUIDING OUR COMMUNITY

Promoting environmental stewardship, SVR collaborated with cities, Monterey County, schools, organizations, waste collectors, and businesses by attending or hosting **132** outreach and education events.



## SVR participated in 132 events

that included door-to-door education, presentations, and trainings to groups such as multi-family complexes, large local ag producers, small independently owned companies, non-profit organizations, and schools throughout the Salinas Valley.



## 8 composting workshops

to educate participants on how to convert kitchen scraps and yard trimmings into a nutrient rich soil at locations across the Salinas Valley.

## 8 facility tours

to groups such as Lincoln Elementary School and Hartnell Environmental Science Class.



## 14 school recycling programs

to assist in the implementation or re-implementation of recycling programs.

**SVR staff knows there is no  
group too large  
or too small  
- all matter  
equally.**



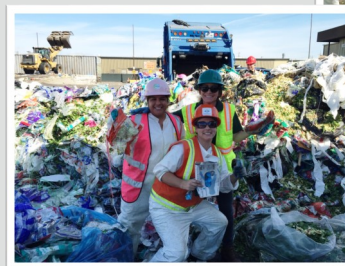
## COMMUNITY EVENTS

(Not all events listed)

Mission Chamber Business Expo—Soledad  
El Grito Festival—Salinas  
Pharmaceutical Collection—Gonzales  
Harvest Festival—Greenfield  
Senior Resource Fair—Monterey  
CAPSLO Annual Health Fair—King City  
Farm Day—King City

Rava Ranch Annual Health & Safety Fair—King City  
Hartnell Ag Tech Summit—Salinas  
Salinas Employee Health Fair—Salinas  
Community Showcase & Health Fair—Gonzales  
Dia Del Trabajador Agricola—Greenfield  
Colmo del Rodeo Parade—Salinas  
Soledad Parade of Lights—Soledad

**Waste Assessments and Recycling Implementation—** Focusing on the largest waste generators in the community, SVR staff conducted 23 waste assessments this year with local businesses, schools, institutions, and agriculture companies interested in reducing waste, recycling, and saving money. During a waste assessment, an evaluation of types and quantities of waste is conducted and data is compiled. This data is then presented to the organization and they are given free training on proper sorting of materials, assuring that materials end up in correct waste or recycling dumpsters and/or carts. Implementation of a recycling program is established to ensure a successful outcome. Some of this years participants are: Salinas High School, Chualar Elementary School, Chalone Peaks Middle School, Mi Pueblo, Western Harvesting, Cheezers Gourmet Pizza, Silva Farms, Bahia Insurance, and La Plaza Bakery (Soledad).



**Mandatory Commercial Organics Recycling (AB 1826)—** SVR staff is working with local businesses and multi-family complexes to successfully meet the requirement of Assembly Bill 1826 (AB 1826) that took effect April 01, 2016. AB 1826 requires generators to recycle organic waste (including food scraps) in an effort to reduce greenhouse gas emissions, expand organics recycling in California, and to conserve natural resources. Following a waste assessment and evaluation, programs are recommended to comply with AB1826, such as source separation and recycling of organics, or donation of food.



**Free Mattress Recycling Program**  
Assisting the goal of reducing illegal dumping of mattresses, starting January 1, 2016, customers can now drop off up to 5 mattresses or box springs at any of our facilities at no cost.



**City of Salinas 2015 Employee Health Fair**  
SVR provided recycling and waste reduction education to approximately 250 attendees of the annual event.



**Wally Waste-Not Award—** Over the years SVR has assisted more than 60 schools in the Salinas Valley to implement comprehensive school-wide recycling programs. The award was launched in 2015, it was created in an effort to encourage the remaining schools to participate. This year the program offered a \$1,500 incentive to complete the required activities for schools to achieve more sustainable diversion programs. A total of 9 local schools completed the 26 activities for the program requirements, earning them each \$1,500. The schools awarded were:

Sacred Heart School - Salinas  
Washington Middle School - Salinas  
CAPSLO Salinas Child Development Center  
MCOE Salinas Child Development Center  
Salinas High School

MCOE Alisal Center - Salinas  
Dual Language Academy of Salinas  
Girls Scout Alisal Center - Salinas  
Bolsa Knolls Middle School

**RecycleRama Show—** Since 2006, SVR has worked with Contreras Productions to provide this interactive school performance. The program promoted the three R's: Reduce, Reuse, and Recycle to children as part of SVR's outreach program. Over the course of 10 years, over 600 shows have been performed, all of which were sponsored by SVR at no cost to the schools. In its last year of performances with SVR, a total of 87 shows were presented to schools and organizations. Among the schools that received performances were:

Monte Bella School - Salinas  
Santa Lucia Elementary - King City  
Jesse G. Sanchez Elementary - Salinas  
Laurel Wood Elementary - Salinas  
Mary Chapa Academy - Greenfield

Everett Alvarez High School - Salinas  
Sacred Heart School - Salinas  
La Gloria Elementary - Gonzales  
San Vicente Elementary - Soledad  
Rose Ferrero Elementary - Soledad





# CONTRIBUTING TO OUR COMMUNITY

SVR cares for its community and is committed to going beyond providing fundamental services. SVR takes responsibility to contribute to the growth, maintenance, and strength of it's community. Whether it's participating in fundraising events, sponsorships, or partnering with community agencies, SVR knows that developing relationships with its community will help deliver the best possible services.

"Unity is strength...  
when there is  
teamwork and collaboration,  
wonderful things  
can be achieved."  
- Mattie J.T. Stepanek



**Old Town Cart Corrals**— SVR was one of six organizations and seventeen local artists that worked together to purchase, paint and install 18 "cart corrals" in Oldtown Salinas. These 18 cart corrals housing trash and recycling receptacles will prevent litter and divert recyclables, as well as preserve and protect the local community, all while enhancing the Oldtown area with art images inspired by the city.



**Segunda Vida-Second Life Clothing Closet**— This successful partnership between SVR and Salvation Army opened it's doors on October 21, 2015, to the community of Gonzales and has served families for a combined total of 968 household members.

**Race of Thrones Crapper Derby**— SVR participated in a unique fundraiser, hosted by the Salinas Rotary Club benefiting Dorothy's Place Lake Street Service Center Project. This relay style race of outhouse type vehicles took place May 7th on Main Street, in downtown Salinas. The family-friendly event raised over \$12,000. SVR's team "The Re-Deucers" received the 2nd place award for design, creativity, functionality, and crew enthusiasm of the "Reclaimed Crap Cruiser", made all from re-claimed or recycled materials.



**O'Neal Sea Odyssey**— This program provides a hands-on educational experience to encourage the protection and preservation of our living sea and communities. SVR has been a sponsor of this program since 2014, offering 12 classes of 4th through 6th graders from the Salinas Valley the opportunity to participate. Over 265 children observed marine life and discussed human impacts on the near shore ecosystem aboard a 65ft catamaran, with follow-up lessons at the shore side education center at the Santa Cruz Harbor. This experience of a lifetime is free to the schools, but each group that participates is required to do a community service project focused on recycling, waste reduction, or litter prevention as part of the continued education for children to be responsible for their own community.



## OTHER SPONSORSHIPS

- ◆ Salinas Valley Chamber of Commerce
- ◆ Salinas Valley Fair
- ◆ Forbes Ag Summit
- ◆ Greenfield Harvest Festival
- ◆ Soledad Business Expo
- ◆ El Grito Festival
- ◆ Salinas Food & Wine
- ◆ King City Chamber of Commerce & Agriculture

## OUR COMMUNITY PARTNERS



**Agriculture and Land-Based Training Association (ALBA)**— Working with the organization that provides training and education in farming, SVR assisted their goal in environmental education through composting presentations to 3rd grade class tours. The partnership has been going strong since 2013.



**The Offset Project (TOP)**— In efforts to provide education and resources to promote a more healthy environment, SVR has been collaborating with TOP since 2013 in establishing waste reduction programs for large local events such as the Salinas Valley Fair and California Rodeo.



**Rescate Verde**— Partners since 2014, Rescate Verde and SVR educate residents on creating an environmentally sustainable community by providing composting workshops.



**McShane Nursery**— SVR has teamed up with this nursery to provide educational information at its Earth Day Mixer & Composting Workshops since 2014.



**Hope Services**— Since 2008, SVR has been working with Hope Services in promoting an improved quality of life for people with developmental disabilities by providing rewarding employment opportunities.



**KickStart Program**— Collaborating with the County of Monterey, SVR has worked with this program since 2014 by providing re-entry services for ex-offenders. The program has allowed individuals to gather tools and skills that have led to successful full-time employment opportunities with SVR, and other local businesses.



**Vision Recycling**— SVR has partnered with Vision Recycling since 2011 for organics recycling and processing. The result is high quality product coming from 100% recycled material. Products such as compost, soil amendment, topsoil blends, mulches and wood chips can be purchased at the Sun Street Transfer Station or Johnson Canyon Landfill.



**Local Urban Gardeners**— SVR is working with this group to provide organic community gardening at Natividad Creek Park and Central Park in Salinas.

## SVR GOING BEYOND THE SALINAS VALLEY

Educating the public is a priority for SVR. This year was especially exciting with several local and international media outlets reaching out to SVR to discuss food waste, as well as the Crazy Horse Landfill solar project. Here is a sample list:

### MEDIA OUTLETS

NBC for the Today Show  
Worldwide Business with Kathy Ireland®  
ABC News Channel 7  
PBS Newshour  
Channel One News  
National Geographic

### ARTICLE/SHOW TITLE

"Fighting Vegetable Vanity"  
"SolarTurf®"  
"Investigation Reveals Millions of Pounds of Food Wasted Every Day"  
"Why are tons of fresh produce dumped in landfills every day?"  
"Food Waste"  
"Waste Not, Want Not"



# MARKETING

**In order for the community to take advantage of our services, they must be aware of them. The marketing team understands the importance of promoting public awareness and strives to have a plan that will help lead SVR towards its goal of a "Future Without Landfills."**

**New TV Commercial–** The Commercial promoted Johnson Canyon being open on Sundays and directing residents to our new updated website. A noticeable increase in customers was seen within the first two months of the commercial's release. To view the commercial visit our website, [www.SalinasValleyRecycles.org/gallery](http://www.SalinasValleyRecycles.org/gallery).

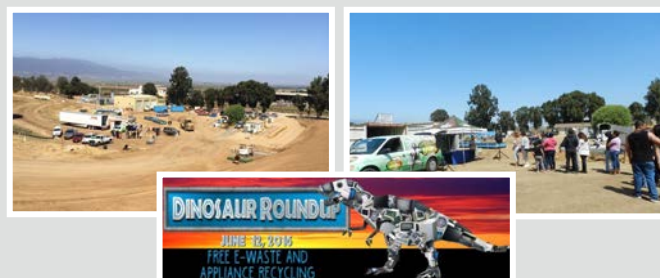


**Facebook Promotion-** The first sponsored post campaign on Facebook began in February 2016 and concluded in May 2016. The campaign "Like Us for a chance to win a \$25.00 Amazon gift card" was determined to be a success, increasing the number of "Likes" or followers on SVR's page by 159% and our engagements by over 770%.



**New Website-** In October 2015, the updated website was launched. The website is now mobile-friendly and can be viewed on any electronic hand-held device. A visitor can navigate with expanded drop-down menu options making the information easier to find. The marketing team is able to track the top viewed pages, giving SVR staff insight on the public's top questions and/or needs.

**E-Waste Event–** To promote SVR's free services the marketing team hosted its second annual Dinosaur Roundup E-Waste collection event, partnering with La Tricolor radio station to increase awareness of services such as recycling of electronic waste.



## COLLABORATORS

**Radio:** KLOK, KSES, KSEA, KCDU, KDON, KPRC, KION, KOCN, KTOM, KRKC, KMJV, KTGE, KRAY

**Television:** KSMS-67, KMUV-23, KSBW-8, KCBA-35, KION-46, NION-CW

**Print:** El Sol, South County Newspaper Group, The Salinas Californian, La Ganga, Monterey County Weekly, Auto Shopper

**Digital Added Value:** KCDU, KSEA, KMUB

## MEDIA CAMPAIGNS

Free Tire Recycling  
Free Holiday Tree Recycling  
Household Hazardous Waste Services  
Recycling Drop Off Locations  
Johnson Canyon Landfill Open Sundays  
Waste Disposal



# HHW SAFE DISPOSAL & RECYCLING

Disposing of Household Hazardous Waste in the garbage, sink, or storm drains can be harmful to the environment. Such wastes can poison the air, soil, water, animals and people that come in contact with the toxins. Since 1997, SVR has been committed to making it easy for the community to safely and legally dispose of these items. Programs like the HHW mobile collection allow our services to be offered to our local communities' recycling and cleanup events.

**91%**  
of HHW material  
collected was  
recycled.

**HHW team, always ready to lend a helping hand!**



Edwin Ocapan, David Roel, Araceli Gutierrez, Jason Guillen

**Some of the items residential households can bring to our facility at no charge are:**

- ◆ Aerosols Spray Cans
- ◆ Antifreeze
- ◆ Auto Batteries
- ◆ Batteries (Household)
- ◆ Cleaners (Bleach, Drain Openers, Toilet Cleaners)
- ◆ Cooking Oil/Grease
- ◆ Electronic Waste (Cell Phones, Computers, TV's etc.)
- ◆ Fluorescent Light Bulbs & Tubes
- ◆ Paint (Latex)
- ◆ Paint (Oil-based)
- ◆ Pesticides, Fertilizers, and Garden Chemicals
- ◆ Sharps (Needles or Syringes)
- ◆ Thermometers, Thermostats, and Other Mercury Containing Items
- ◆ Thinners & Solvents
- ◆ Toner, Developer, and Ink Cartridges
- ◆ Used Motor Oil & Filters



HHW Location & Hours  
139 Sun Street \* Salinas, CA \* 93901  
Monday-Friday \* 8:00am-5:00pm  
Saturday \* 8:00am-4:00pm  
Tel: 831-424-5520

## HHW COLLECTION FY 2015-2016

Material	Pounds Collected
Flammable Solids / Liquids	5,795
Bulked Flammable Liquids	6,500
Paint Related Material	74,000
Poisons	24,310
Acid	2,750
Base	21,625
Oxidizer	1,290
Reactive/Explosives	135
Antifreeze	9,090
Auto Batteries	32,630
Latex Paint	91,275
Motor Oil & Filters	101,075
Mercury Containing Items	75
Fluorescent Lamps	19,198
Household Batteries	18,476
Electronic Waste	761,988
Universal Waste	374,876
Medical Waste	2,527
Gas Cylinders	1,825
Other Materials	6,260
<b>Total Pounds Collected</b>	<b>1,564,775</b>

For more information on HHW Safe Disposal, Recycling, and Mobile Collection Events visit our website at [www.SalinasValleyRecycles.org](http://www.SalinasValleyRecycles.org)

## IMPROVEMENTS & COST SAVINGS

**SSTS New Materials Recovery Center**— As more members of the community have discovered the value of using the Sun Street Transfer Station, SVR has responded to make the experience of recycling and disposal easier than ever. The Materials Recovery Center was expanded 2,000 square feet, relocating the landscape material bunkers and rearranging the containers in the drop off areas. The improvements will allow the facility to handle more traffic in the recycling areas, as well as provide additional space for customers to access the scale. SVR staff completed the grading and relocation of bunkers and materials, resulting in a savings of **\$17,000**.



**Sacrificial Liner Replacement**— The southern slope of Module VII at the Johnson Canyon Landfill required the sacrificial liner to be replaced due to sun damage to the existing 30-mil PVC cover. The cost to replace and secure a new PVC liner was estimated at \$65,000, based on a cost per square foot. Staff purchased all materials and performed the work. The project was completed at a total cost of \$30,000, including labor and materials, for a total estimated savings of **\$35,000**.

**Johnson Canyon Landfill Module 1B Expansion**— SVR staff is always finding innovative ways to solve issues. When staff found that the limits of waste went further south than originally known, they surveyed the site to discover the actual limits of waste and received approval from the Regional Water Quality Control Board to slightly extend the fill limits. Staff performed the grading and installation of a buttress fill to ensure full containment within the existing system. The small expansion extended the life of the landfill by 6 months. All work was performed by staff, at a cost of \$30,000, saving an estimated **\$50,000** compared to hiring a private contractor.



**Storm Water Improvements**— SSTS improved its storm water handling by installing two pumps into a storm water collection sump and tying into the sewer system. The connection to the storm water system will ensure that storm water runoff was re-directed to the sewer treatment plant and not discharged into the storm water drains. The improvements were completed by staff with an estimated cost savings of **\$35,000** compared to a private vendor.

**Johnson Canyon Landfill Hydro Seeding**— Always looking to find better solutions, SVR's staff analyzed the different ways to cost-effectively protect the landfill slopes from rain and erosion. After careful review, SVR staff found that hydro-seeding the slopes was more cost effective than the previous practice of hay and seed. Hay, seed, and labor cost was \$22,000. Hydro-seeding the exposed outside slopes cost was \$10,500, which resulted in a total saving of **\$12,514** per year.



# MORE TO COME...



**Brand New Show!**— SVR has been offering educational assemblies with the help of the RecycleRama Show. These shows have reached students at over 80 school assemblies yearly. To keep the program fresh, SVR is delighted to provide a brand new show. **Rock Steady Juggling** offers an innovative, high-quality, educational, and entertaining show. The show is conducted by performer/educator Doug Nolan, a Bay Area performer with over 20 years of experience. “The Amazing Adventures of the Recycling Wizard” brings a multimedia assembly featuring comedy, juggling, magic, and interactive games, while motivating students to learn about the 4R’s -reduce, reuse, recycle and rot. The show will continue to be offered to local schools at NO cost!

**Jardin El Sol**— This demonstration garden is currently being developed to promote sustainable gardening as well as demonstrate how to recycle food scraps and yard trimmings at home into compost. The garden, located within the Sun Street Transfer Station, will be home to free compost workshops taught by our Master Composter personnel.

If you would like to schedule a presentation or visit our garden, please contact us at 831-775-3000.



**One-Stop Drop Off**— Salinas Valley Recycles is partnering with Central Coast Goodwill to accept reusable items in good condition, such as furniture, sporting goods, housewares and books. Such venture will help make the Sun Street Transfer Station become a one-stop drop off for all recycling and reuse needs.



**Jolon Road Transfer Station Operations**— After receiving Board approval to move forward with managing the operations of the Jolon Road Transfer Station facility, SVR will assume operations on September 2, 2016. All staff are on-board and ready to take over this operation.

**Salinas Valley’s Future Public Facilities**— The next phase to determine our future facilities is to complete the Project descriptions, site layouts, and to begin the public outreach for the five Project scenarios being considered. Meetings will be scheduled as close as practical to each of the Project locations. Notification of meetings will be provided to the public through SVR’s website, social media, and mailings.

If you are interested in attending these meeting please visit our website at [www.SalinasValleyRecycles.org](http://www.SalinasValleyRecycles.org) for hours and locations.



# THANK YOU FOR YOUR FEEDBACK!

Patrick gave a great presentation last night  
that was well received by the students.  
Lots of good information, particularly on  
methane.  
Thanks,

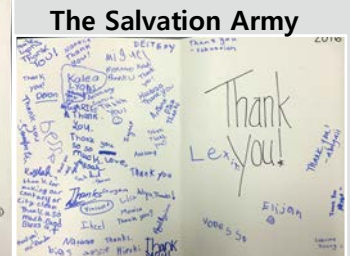
**Bob Barminski**  
Hartnell Community College

On behalf of the Soledad-Mission Chamber of  
Commerce, I want to personally Thank you for  
participating and sponsoring our 2015 South  
County Business & Ag Expo!

**Adria Brinson, President**  
Soledad-Mission Chamber of Commerce

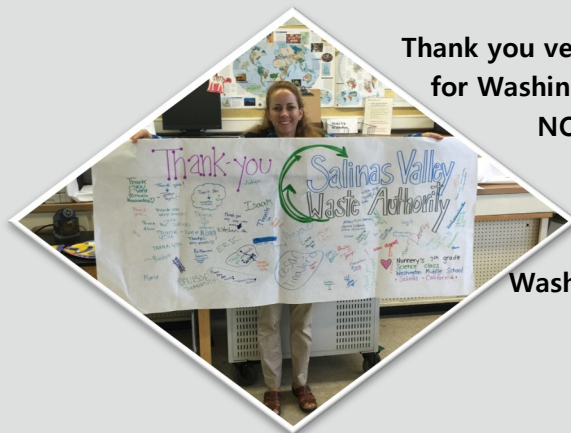
YOU did such a great job presenting... I learned a lot  
and am so happy to have SVSWA or SVR as a  
resource. You all have been so valuable and helpful  
to implementing recycling programs- Thank you for  
ALL you do... Susan, Mandy, Estella, Guillie!  
Cheers to this wonderful team!

**Nikki Rodoni**  
Measure to Improve, LLC



This was an excellent workshop.  
The students really liked it.  
Thank you.

**Mrs. Fowler**  
King City Unified School District



Thank you very much for all you have done  
for Washington Middle School and our  
NOAA Garden project!  
Sincerely,

**Jody Bell**  
Washington Middle School

[facebook.com/SalinasValleyRecycles](https://www.facebook.com/SalinasValleyRecycles)

[twitter.com/SalinasValleyRecycles](https://twitter.com/SalinasValleyRecycles)

[www.SalinasValleyRecycles.org](http://www.SalinasValleyRecycles.org)



## Administrative Office

128 Sun Street, Ste 101  
Salinas, CA 93901  
Mon - Fri 8am - 5pm  
(831) 775-3000  
Fax (831) 755-1322  
[info@svswa.com](mailto:info@svswa.com)

## Sun Street Transfer Station

139 Sun Street  
Salinas, CA 93901  
Mon - Fri 7am - 5pm  
Saturday 8am - 4pm  
(831) 424-5535

## Household Hazardous Waste Facility

139 Sun Street  
Salinas, CA 93901  
Mon - Fri 8am - 5pm  
Saturday 8am - 4pm  
(831) 424-5520

## Johnson Canyon Landfill

31400 Johnson Canyon Rd.  
Gonzales, CA 93926  
Mon - Fri 7am - 4pm  
Sat/Sun 8am - 4pm  
(831) 675-2165

## Jolon Road Transfer Station

52654 Jolon Rd.  
King City, CA 93930  
Mon - Fri 8am - 4pm  
Saturday 8am - 12pm  
(831) 385-6213

SVR Agenda Items - View 2016				2017			Item No. 10
	20-Oct	17-Nov	15-Dec	Jan	25-Jan	Feb	
<b>A</b>				<b>Election of Officers</b>			
1	Minutes	Minutes	Minutes	Minutes	<b>SPECIAL MEETING 6-Month Strategic Planning Retreat</b>	Minutes	
2	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)		Claims/Financials (EC)	
3	Member Agencies Activities Report	Member Agencies Activities Report	Member Agencies Activities Report	Member Agencies Activities Report		Member Agencies Activities Report	
4	Strategic Plan Update	Strategic Plan Update	Strategic Plan Update	LTFN EIR Qtrly Update (sp)			
5	Monterey Bay Community Power Project Update	QTE Sept Tonnage & Diversion Reports	Monterey Bay Community Power Project Update	Recyclables Alternative Outlets Plan & Resources Needs Assessmt (sp)			
6	LTFN EIR Qtrly Update (sp)	Reserves Allocation	Annual County Used Oil Report	Food-to-Energy/ Composting Opportunities (sp)			
7	QTE Sept. Cash & Investments	HHW Collection Program in SoCo (sp)	128 Sun St. Building Lease (exp 12/31/16)	Board member Public Outreach Participation (sp)			
8	QTE Sept Facilities Customer Survey Results	Student Intern with Communications Major (sp)	City of Gonzales Franchise Contract Administration (exp 12/31/16)	<b>Water Supply Study for Potential Excess Land Uses (sp)</b>			
9	2017 Meetings Calendar	City of King Franchise Contract Administration	City of Greenfield Franchise Contract Administration (exp 12/31/16)				
10	Conflict of Interest Code Update	<b>Social Media Survey - Future Community Service Options (sp)</b>	City of Soledad Franchise Contract Administration (exp 12/31/16)				
11	CAG Annual Report	<b>Employee Longevity Plan (sp)</b>	Prescription Drug Collection Program Options (sp)				
12	Progress Report on Alternative Energy Project Development (sp)	<b>Audit Report (EC)</b>	<b>Elections Nominating Committee</b>				
13	Injury and Illness Prevention Program (EC)	<i>GM Evaluation</i>	<b>Self-Funding Programs and Services (sp)</b>				
14	<b>Cost Benefit Analysis for C&amp;D processing by SVR or MRWMD (sp)</b>		<i>GM Evaluation</i>				
15	<b>Annual Franchise Haulers Performance Report</b>						
16	<b>Franchise Customer Rate Itemization</b>						

Consent
Presentation
Consideration
Closed Session

**[Other]** (Public Hearing, Recognition, Informational, etc.)  
**(EC)** Executive Committee  
**(sp)** Strategic Plan Item