

**MINUTES OF MEETING
SALINAS VALLEY SOLID WASTE AUTHORITY
EXECUTIVE COMMITTEE
August 3, 2017**

CALL TO ORDER

President Salinas called the meeting to order at 4:00 p.m.

Committee Members Present

Simón Salinas	President
Robert Cullen	Vice President
Gloria De La Rosa	Alternate Vice President

Staff Members Present

Patrick Mathews, General Manager/CAO
Cesar Zuniga, Asst. General Manager/
Operations Manager
Ray Hendricks, Finance Manager
Brian Kennedy, Environmental and
Compliance Manager

Mandy Brooks, Resource Recovery Manager
Erika J. Trujillo, Clerk of the Board
Thomas Bruen, General Counsel
(via telephone)

GENERAL MANAGER AND DEPARTMENT MANAGER COMMENTS

(4:01) General Manager/CAO Mathews reminded the committee of the online industry newsletter WasteDive, encouraging the committee members to register to receive the email newsletter. All three members requested to be registered by Authority staff. Mr. Mathews reported on his participation in the California Funding Fair and the possible opportunities available for grants and/or low rate loans. He commented on a large payment made by a customer from the cannabis industry in cash. Stating basic improvement of the current procedures for receiving and depositing payments will have to change to assure staff safety if it becomes common. Assistant General Manager/CAO Zuñiga reminded the Committee of the Employee Communication Meeting scheduled for Friday, August 4, 2017. He reported on the vandalism being experienced at the Sun Street Transfer Station the last couple of weeks, explaining the measures being taken to try to prevent future break-ins and the repairs completed for the damaged caused during the break-ins. Resource Recovery Manager Brooks provided an update on the Draft Environmental Impact Report for the Long-Term Facility Needs Project, stating three administrative draft chapters have been received and are actively being reviewed by staff and will be going to the Citizens Advisory Group for review at the August 10 meeting.

COMMITTEE COMMENTS

Director Cullen apologized for not being able to attend the Employee Communication Meeting, stating he has commitments that evening.

PUBLIC COMMENT

None

CONSIDERATION ITEMS

1. Minutes of June 1, 2017, Meeting

(4:14)

Public Comment: None

Committee Action: Vice President Cullen made a motion to approve the minutes as presented. Alternate Vice President De La Rosa seconded the motion. The motion passed unanimously; 3-0.

2. May 2017 Claims and Financial Reports

3. June 2017 Claims and Financial Reports

(4:14) Finance Manager Hendricks provided a joint report on Item Nos. 2 and 3. He indicated that some expenditures were over budget but there has been plenty of savings to be confident that the Authority will be under the projected expenditure budget, expecting a good surplus for the year. He reported there are a few outstanding invoices that are still being paid for the previous fiscal year, but is expecting to be finished soon.

Public Comment: None

Committee Discussion: The Committee discussed the report commending staff for the surplus expected.

Committee Action: Alternate Vice President De La Rosa made a motion to forward to the Board for approval. Vice President Cullen seconded the motion. The motion passed unanimously; 3-0

4. A Resolution Approving the Revised Personnel Allocation, Salary Schedule, and the New and Revised Job Descriptions, Reflecting the Reorganization of the Administration Department, Resource Recovery Department, and Management Staffing Effective August 28, 2017

(4:18) General Manager/CAO Mathews detailed the proposed reorganization of the Administration Department, Resource Recovery Department and Management staffing. Explaining in detail the restructure to include the elimination of two positions, addition of two new positions, the revised Management task assignment, and the cost savings the restructure would allow.

Public Comment: None

Committee Discussion: The Committee discussed the presentation.

Committee Action: Vice President Cullen made a motion to forward to the Board of Directors for approval. Alternate Vice President De La Rosa seconded the motion. The motion passed unanimously; 3-0

5. Discussion on Future Board Retreat Dates and Facilitation

(4:34) General Manager/CAO Mathew provided a background on how the current process of the Strategic Planning and the facilitation began in fiscal year 2010-11. He indicated staff is committed to the process but not the facilitator or the schedule.

Public Comment: None

Committee Discussion: Director De la Rosa explained the current process used by the City of Salinas was one facilitated retreat by a consultant a year and a six-month follow up conducted by City staff, expressing her support for the Authority to implement the same procedure. Director Cullen expressed his concerns with changing the current process at this time. He would like the Authority to maintain the current process, facilitator, and schedule. Director Salinas also expressed his disapproval for changing the current process. All three Committee members expressed their disapproval for scheduling a Saturday retreat.

Committee Action: The Committee directed staff to forward this item to the Board of Directors for further discussion with Directors Cullen and Salinas recommending to keeping the current process, schedule, and

facilitation as-is and Director De La Rosa recommending changing facilitation to once a year by a consultant with Authority staff conducting a six-month review retreat, with no change on schedule or facilitator.

6. Update on Hazardous Preparedness

(4:44) General Manager/CAO Mathew presented to the Committee the *Executive Handbook for All-Hazards Preparedness* by the Federal Emergency Management Agency (FEMA) and their Training Course Summary booklet that were provided at the Emergency Preparedness training that management staff attended in July. He explained they were extras and encouraged the members to share with their City Managers or training coordinating staff.

Public Comment: None

Committee Discussion: The Committee discussed the importance of including the Authority in the Multi-Agency emergency response drill conducted by Monterey County and expressed appreciation to staff for the material provided.

Committee Action: None; Informational only.

PRESENTATION

7. CalEnviroScreen – Designation of Disadvantaged Communities

(4:53) General Manager/CAO Mathew presented the CalEnviroScreen 3.0 website, created by the Office of Environmental Health Hazard Assessment (OEHHA) on behalf of the California Environmental Protection Agency (CalEPA) to identify designated disadvantaged communities in California. He explained the 20 categories analyzed and scored based on environmental, health, and socioeconomic impacts, and the scoring method utilized to determine the designation.

Public Comment: None

Committee Discussion: The Committee discussed the presentation.

Committee Action: By consensus the Committee directed staff to present this item to the Board as an informational item.

FUTURE AGENDA ITEMS

8. Agenda Items – View Ahead

(5:14) The committee reviewed the future agenda items with General Manager/CAO Mathews noting that the Memorandums of Understanding negotiations with Management and Non-Management Employees will be brought for discussion in September.

ADJOURNMENT

(5:16) President Salinas adjourned the meeting.

ATTEST:


Erika J. Trujillo, Clerk of the Board

APPROVED: _____


Simón Salinas, President