

REGIONAL WASTE MANAGEMENT AUTHORITY

Serving Sutter County, Yuba County, Live Oak, Marysville, Wheatland and Yuba City



MEETING NOTICE & AGENDA

DATE: Thursday, April 21, 2022

TIME: 4:30 p.m.

PLACE: Yuba County Government Center
Board of Supervisors Chambers
915 Eighth Street
Marysville, California

A remote option for audience participation is being provided only as a courtesy. Members of the Regional Waste Management Authority Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

<https://us02web.zoom.us/j/81787532944?pwd=aHRzVTZCVWZuL2JrTkxMkFHR2htUT09>

To join by telephone conference call: 1-669-900-6833
Meeting ID: 817 8753 2944
Password: 535371

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

Online: Raise your hand or use the Q&A panel to submit your comments.
Phone: Press *9 to raise your hand or press *6 to send a request to be unmuted to submit comments.

I. Call to Order & Roll Call

Bains (Vice Chairman), Buttacavoli, Pendergraph (Chairman), Shaw, Vasquez and Woten

II. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the jurisdiction of the Authority and are not on the agenda for this meeting. No action may be taken on items that do not appear on the posted agenda.

III. Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of March 17, 2022. (Attachment)
- B. Disbursement List for March 2022. (Attachment)

IV. Reports

- A. Staff Transition Plan.** Review and consideration of a revised job description for the RWMA Executive Director position. (Attachment)

RECOMMENDATION: Approve the revised Executive Director job description as proposed.

B. Status Reports on Current Projects.

1. Management Analyst I/II Staff Recruitment
2. Initial SB 1383 Compliance Report (Submitted March 29, 2022)
3. SB 1383 Local Assistance Grant Program for FY 2021-22
4. FY 2022-23 Budget Preparation

RECOMMENDATION: Information only.

V. Other Business

VI. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:30 P.M. ON THURSDAY, MAY 19, 2022
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

AGENDA ITEM III – A
REGIONAL WASTE MANAGEMENT AUTHORITY
MEETING MINUTES
MARCH 17, 2022

I. Call to Order and Roll Call

The meeting was called to order by Chairman Shaw at 4:42 p.m.

Present: Bains, Blaser (for Vasquez), Buttacavoli, Pendergraph, Shaw, and Woten
Absent: Vasquez

Keith Martin introduced the newest Yuba-Sutter Transit staff member, Administrative Assistant Lisa O’Leary who would also be assuming the role of RWMA Board Clerk. She will be replacing Janet Frye in this position as she was recently promoted to the position of Program Analyst following the January departure of Amy White.

II. Public Business from the Floor

None.

III. Consent Calendar

Director Bains made a motion to approve the Consent Calendar. Director Shaw seconded the motion and it carried unanimously.

VI. Reports

A. Amended Yuba-Sutter Transit / Regional Waste Management Authority (RWMA) consulting agreement.

Martin reported that the proposed agreement was approved by the Yuba-Sutter Transit Board of Directors at their earlier meeting today (March 17, 2022) which would establish it as a month-to-month agreement.

Director Shaw made a motion to accept the execution of the amended Yuba-Sutter Transit / RWMA consulting Agreement as submitted. Director Buttacavoli seconded the motion and it carried unanimously.

B. June Board of Directors Meeting Date Change.

Director Shaw made a motion to cancel the regular Board meeting on Thursday, June 16, 2022. Director Bains seconded the motion and it carried unanimously.

C. Status Reports on Current Projects.

1. Staff Recruitment

Martin stated that the RWMA Board of Directors will be having a special closed session meeting at 1:00 p.m. on Wednesday, March 23rd to interview a candidate for the Executive Director position. Applications for the Management Analyst I/II position are due on March 29th, but an appointment is not expected to occur before the new Executive Director is selected.

2. YubaSutterRecycles.com Agency Website

Martin stated that the new RWMA agency website, YubaSutterrecycles.com, is up and running where agendas will now be posted for past and upcoming board meetings.

3. Waste Tire Amnesty Grant Program

Martin stated that this popular free residential tire disposal program will be starting again on March 28th.

4. Initial SB 1383 Compliance report (due to Cal Recycle by April 1st)

Alyson Burleigh confirmed that the initial compliance report is in process and will be submitted to CalRecycle on time.

5. SB 1383 Local Assistance Grant Program for FY 2021-22

Martin stated that word is expected soon on the award of at least \$260,000 in state grant funds for the initial implementation of the SB 1383 program. Staff also distributed a Yuba-Sutter Food Bank press release regarding the award of a state grant primarily for a new refrigerated food truck to support the recovery of edible food for human consumption.

VII. Other Business

Director Pendergraph asked if we will continue to offer Zoom for Board meetings. Martin stated that meeting notices would include a Zoom link so the public can attend remotely and make comments without having to be present, but this is being provided only as a courtesy due to the technical capabilities of this meeting room and it is not required.

VIII. Adjournment.

The meeting was adjourned at 4:55 p.m.

The next meeting of the Regional Waste Management Authority is scheduled for 4:30 p.m. on April 21, 2022, in the Yuba County Board of Supervisors Chambers at the Yuba County Government Center unless otherwise noticed.

**AGENDA ITEM III-B
REGIONAL WASTE MANAGEMENT AUTHORITY
DISBURSEMENT LIST
MONTH OF MARCH 2022**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 4,438.75	YUBA-SUTTER TRANSIT	CONTRACT SERVICES - FEBRUARY 2022
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 3/17/2022
EFT	\$ 100.00	DON BLASER	BOARD MEETING 3/17/2022
EFT	\$ 100.00	JAY PENDERGRAPH	BOARD MEETING 3/17/2022
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 3/17/2022
8073	\$ 12,976.10	AURORA ENVIRONMENTAL INC	PROFESSIONAL SERVICES - FEBRUARY 2022
8073	\$ 1,157.23	AURORA ENVIRONMENTAL INC	TIRE GRANT MANAGEMENT JAN - FEB 2022
8074	\$ 42,499.74	RECOLOGY YUBA SUTTER	HHW & USED OIL - JANUARY 2022
8075	\$ 150.00	STREAMLINE	WEBSITE SERVICES - MARCH 2022
8076	\$ 100.00	BOB WOTEN	BOARD MEETING 3/17/2022
8077	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 3/17/2022
8078	\$ 160.00	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES 2/16/2022 - 3/15/2022
	\$ 61,981.82		

**LAIF
TRANSFERS**

AGENDA ITEM IV – A
STAFF REPORT

STAFF TRANSITION PLAN

At the December 2021 meeting, the Board approved the Executive Director job description and salary scale and authorized staff to proceed with recruitment for this position. With the assistance of the Sutter County Human Resources (HR) Department, staff initiated the recruitment process in January. While the position was posted as “Open Until Filled”, the first review of applications was after February 10th.

Applications were received from three qualified candidates and all three were interviewed by the member jurisdiction administrators meeting as the RWMA Technical Advisory Committee (TAC). For separate stated reasons, all three ultimately withdrew their name from further consideration before a recommended candidate could be presented to the RWMA Board of Directors for possible appointment.

In response, the TAC along with the HR departments of both counties are now recommending slight, but significant changes to the position job description and a refreshed approach to the recruitment process. Attached for the Board’s review and approval consideration is a “Track Changes” version of a revised job description. If approved as proposed, compared to the original version, the required knowledge, abilities, and experience for this position would be less technical in nature resulting in a greater emphasis on executive, leadership, and coordination skills and experience. In anticipation of Board approval, in the interest of time, the TAC has asked staff to reinitiate the recruitment process in advance of the April 21st meeting.

In addition to a revised job description, staff is working with the two county HR departments to refresh and widen the reach of the recruitment process which had previously been targeted primarily at the waste management and recycling industry. In addition, while it would still be posted as “Open Until Filled”, no reference would be made to a target salary to attract the widest possible number of interested applicants. A copy of the draft recruitment brochure is attached for Board information.

Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Approve the revised Executive Director job description as proposed.

Attachments

Regional Waste Management Authority
EXECUTIVE DIRECTOR
Adopted December 16, 2021

DEFINITION:

To plan, organize, direct and review the overall activities and operations of the Regional Waste Management Authority; to advise and assist the Board of Directors and Technical Advisory Committee; to represent the Authority's goals and interests locally, regionally and at the State levels; to provide leadership to the organization; and to coordinate activities with member agencies, outside agencies and organizations and the community.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Board of Directors.

Exercises direct supervision over assigned management, professional, technical and/or administrative support staff.

FAIR LABOR STANDARDS ACT (FLSA) STATUS: An exempt position and not eligible for overtime.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop, plan and implement Authority goals and objectives; recommend and administer policies and procedures.
- Coordinate Authority activities with member agencies and outside agencies and organizations; provide staff assistance to the Board of Directors and Technical Advisory Committee; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development and implementation of the Authority's overall work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee and administer service agreements.
- Direct and participate in the development and administration of the Authority's budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Authority.

- Prepare and submit a wide variety of financial, administrative and operational reports to the Board of Directors; keep the Board of Directors advised on financial matters, regulatory issues, and the present and future needs of the Authority.
- Represent the Authority to elected officials, outside groups and organizations; provide technical assistance as necessary.
- Receive, research and resolve the more complex or sensitive inquiries and complaints.
- Research, evaluate, and prepare numerical, financial, and demographic data used in reports, studies, surveys and analyses; conduct on-site reviews and inspections; and analyze and make recommendations in the development and administration of assigned programs.
- Research and analyze pending legislation/regulations and identify impact to Authority programs and activities; ~~work with lobbyist to influence pending legislation and regulations.~~
- Prepare and submit required regulatory reports.
- Develop and implement outreach and education program activities.
- Research grant opportunities and review grant guidelines and requirements to assess compliance with requirements and risks associated with receiving grants; prepare grant analyses and proposals; develop, maintain and monitor grant budgets and award milestones; and ensure all requirements are being met and submitted accordingly.
- Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive environment.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Build and maintain positive working relationships with co-workers, Authority employees, member agencies and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of modern and highly complex public administration.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- ~~Principles, techniques and theories of solid, liquid and hazardous waste management.~~

- Principles ~~and~~; practices ~~and~~ ~~markets~~ of or interest and capability for learning about the municipal solid waste management recycling industry.
- ~~Economics of solid waste disposal alternatives, including resource recovery programs and disposal.~~
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of policy development and implementation.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Authority.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules, and codes related to area of assignment; intermittently access, review, analyze and adjust technical documents, work orders, reports and other files and records; train others; observe performance, review and evaluate the work of others; problem solve issues related to area of assignment; remember various processes and requirements; identify, interpret and communicate technical and numerical information and instructions.
- Remain in stationary position for long periods of time at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 25 pounds or less.
- Develop and implement Authority policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply Authority, local, State and Federal policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.

- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Authority goals, objectives and activities.
- Work with and maintain the confidentiality of information.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Experience:

~~Five~~^{Eight} years of increasingly responsible experience involving integrated solid waste management; and/or solid waste management or a related field; or, complicated regulatory or technical professional experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, public or business administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.

COMPENSATION AND BENEFITS

Salary for the Executive Director position:

Depending on Qualifications

The Regional Waste Management Authority offers a comprehensive benefits package for this position including:

- Health, dental, vision (reimbursement allowance), life (\$100,000 double indemnity), and long term disability coverage available to employee and dependents
- Health insurance is provided at no cost for the employee and at 80% for dependent coverage for available plans (\$250 a month allowance if health insurance is waived in lieu of other coverage subject to limitations)
- A 401(a) Defined Contribution Retirement Plan offering dollar-for-dollar matching funds for voluntary employee contributions to the available 457(b) Deferred Compensation Plan up to 7% of the base salary with a 20% annual vesting schedule in the employer share until fully vested at five years of employment or normal retirement age of 55 years old
- Employer contribution of \$200 per month to the available 457(b) Deferred Compensation Plan
- The agency participates in the Social Security system with an employer paid Medicare premium of 1.45%
- Twelve paid holidays per year
- Paid Annual Leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 36 days a year (at least 20 years) up to a maximum accrual of 48 days with a limited Annual Leave sell back program
- Paid Administrative Leave (80 hours annually at 6.7 hours per month) up to a maximum of 160 hours
- Car Allowance of \$300 per month for unlimited travel within 50 miles of the administrative office (additional travel reimbursed at current IRS rate)

THE SELECTION PROCESS

The Sutter County Human Resources Department is conducting this recruitment on behalf of the Regional Waste Management Authority. This position is open until filled, but for first consideration, a completed application and resume must be received at the NEOGOV jobs link below by no later than 5:00 p.m., Monday, May 16, 2022.

[\[LINK\]](#)

This Recruitment Is:

OPEN UNTIL FILLED

*First Review of Applications Will Occur After:
May 16, 2022*

The complete job description and application for this position is available from the Sutter County website below or at the Sutter County Human Resources Department.

**Sutter County Human Resources
1160 Civic Center Blvd, Suite B
Yuba City, CA. 95993**

Phone: (530) 822-7113 / Fax: (530) 822-7191

Email: hr@co.sutter.ca.us

Website: www.suttercounty.org

A screening panel will select those most qualified to be considered further in the selection process which may include an application screening and/or interviews. An offer of employment is contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

REGIONAL WASTE MANAGEMENT AUTHORITY

Serving Sutter County, Yuba County, Live Oak, Marysville, Wheatland and Yuba City



Seeking highly qualified applicants for the position of



Photo by Jack Davis

Executive Director

Annual Salary Depending on Qualifications

OPEN UNTIL FILLED

First Review of Applications After May 16, 2022



Photo by Jack Davis



THE OPPORTUNITY

The Regional Waste Management Authority is excited to announce a unique opportunity to become the agency's first Executive Director. This along with all other support functions for the Authority and its predecessor agency have been performed since 1988 by part-time contract staff and consultants, but direct full-time staff is now desired for the newly expanded agency responsibilities and authorities in response to SB 1383 and other recent state mandates. The Executive Director will be tasked with establishing the agency's organizational structure and culture from scratch, making this a once-in-a-career opportunity for the right candidate.

THE AUTHORITY

Serving all of Yuba and Sutter Counties including the Cities of Live Oak, Marysville, Yuba City and Wheatland since 1990, the Authority's organizational roots can be traced back to the creation of the Bi-County Solid Waste Authority in 1979. Still the only multi-county waste management planning agency in California, the Authority was formed to provide reliable, economical, integrated, collaborative and environmentally sound waste management services to the residents, businesses and organizations of the bi-county region.

While municipal solid waste management collection, processing and disposal services are provided under separate exclusive agreements between the six member jurisdictions and Recology Yuba-Sutter, the Authority has long been tasked with the planning, reporting and coordination functions of these agreements. This limited role was greatly expanded in 2021 when the agency Joint Powers Agreement was amended to delegate much of the responsibility and authority for compliance with SB 1383, AB 341 and AB 1826 to the Authority.

Well-established recycling, organics, construction and demolition debris recovery and household hazardous waste collection programs and facilities serve the Yuba-Sutter region. The Recology transfer station and materials recovery facility in Marysville is used to process residential and commercial recyclable materials; transfer organic materials to the Ostrom Organics facility; transfer refuse to the Ostrom Road Landfill; and transfer construction & demolition debris to a third-party processing facility. Green waste, food waste and food-soiled paper are composted at Ostrom Organics. There has been an active AB 341 and AB 1826 outreach and monitoring effort for several years and the Authority has completed extensive preparations for the required SB 1383 programs.

Governed by a six member Board of Directors of elected officials, one from each of the six member jurisdictions, the Authority prepares and submits all planning documents and reports required under AB 939; owns the Yuba-Sutter Household Hazardous Waste Facility which is operated under contract with Recology; finances the Bi-County Local Enforcement Agency which is provided by Yuba County; and is the responsible authority with certain exceptions for compliance with the various program, reporting and enforcement activities under SB 1383, AB 341 and AB 1826.

Operating expenditures for FY 2022 are budgeted at just under \$1 million with a slightly larger amount of revenue. The largest agency expenses are for the operation of the Household Hazardous Waste Facility and support of the Local Enforcement Agency. By far the largest revenue source is a regulatory surcharge that is assessed on all residential, commercial and debris box collection accounts in the bi-county service area for support of the agency which is budgeted at \$830,000 for FY 2022.

The initial agency staffing plan includes a Management Analyst I/II position who is being recruited contemporaneously with the Executive Director. The need for future positions will be assessed over time, but administrative support for the agency (phone, mail, public counter, meeting space, finance and clerical support) will initially be provided under the current consultant agreement with the Yuba-Sutter Transit Authority. As a result, the first two Authority employees can initially work remotely or establish new office space.



THE IDEAL CANDIDATE

The Executive Director will develop, plan and implement the goals and objectives of the Regional Waste Management Authority. Reporting directly to the Board of Directors, they will exercise direct supervision over assigned management, professional, technical and/or administrative staff and consultants. They will also coordinate with the local city and county managers and administrators on related policies and projects.

The Candidate must:

- Be a dedicated leader and problem solver who is able to work independently with minimal supervision in collaboration with others to find creative solutions.
- Have excellent interpersonal skills including the ability to develop and keep the trust and confidence of others; the ability to deal well with diverse personalities and styles while maintaining a sense of humor.
- Have demonstrated experience, skill and success working effectively with policy boards; elected and appointed officials; regulatory and legislative agencies; private and public-sector representatives; and the public.
- Have knowledge of budgeting and funding sources; and can obtain the greatest value and return on the investment of limited resources.
- Be capable of clear and effective communication, both oral and written, to a variety of audiences.
- Be willing and able to research, analyze, and prepare regulatory reports; conduct on-site reviews and inspections of waste generators; develop and implement outreach and education program activities; research grant opportunities and assess compliance with requirements and risks associated with receiving grants; prepare grant proposals; develop, maintain and monitor grant budgets and projects; and ensure all grant requirements are being met and submitted accordingly.

- Possess any combination of education, experience, and training generally equivalent to five years of increasingly responsible experience involving integrated solid waste management, a related field, or other complicated regulatory or technical professional experience; and/or a Bachelor's degree with major course work in environmental science, engineering, public or business administration, or a related field.

THE SETTING

Located just north of Sacramento County, the Yuba-Sutter bi-county region is known for an outstanding quality of life and an affordable cost of living. With the Sutter Buttes range and the Sacramento River on the west, the sweeping Sierra Nevada Mountain Range on the east and plenty of open space, the Feather River and clear skies between; residents share an appreciation of the outdoors and take full advantage of the area's many recreational opportunities.

Neighborly and ethnically diverse, area residents participate in a wide variety of cultural festivals, community-oriented fairs, parades and seasonal events. Other recreational activities include boating and fishing on area lakes and rivers; hiking and hunting in prime wildlife habitat; golfing on local courses; and numerous Farmers Markets offering locally-grown fruits and vegetables. All of this and just a short distance from Sacramento, Lake Tahoe, and San Francisco — Yuba-Sutter is a great place to live, work and play!

