



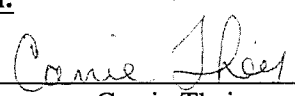
Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: April 10, 2020
TO: Board of Directors
FROM: Personnel Committee Chair
SUBJECT: Personnel Committee Meeting of April 8, 2020

The Personnel Committee met on April 8, 2020 at 10:30 a.m., at the District administrative offices and via Zoom. Director Campbell and Albert were in attendance along with District staff Tim Flanagan, Peter Skinner, Tim Brownell, Zoe Shoats, Berta Torres, and Becky Aguilar. District Legal Counsel Rob Wellington was also in attendance.

1. **Update on COVID-19 Planning, Procedures, & Impacts.** Staff reported that no personnel and/or family members have tested positive for the COVID 19 virus. Attendance has been good during the pandemic crisis and all operations currently have adequate staffing. All staff reporting for work now have their temperature taken, wear gloves and masks, keep social distancing during check-ins, and have increased sanitation of areas of common use. Staff is also developing a response plan that will be implemented if any District personnel tests positive. General Manager commended staff for their efforts during this time and in response to everchanging directives from the County and State. Internal communications to employees are being delivered on a consistent basis along with field briefings to deliver updates and provide opportunities to listen to District employees.
2. **Update on State of the District Finances.** Staff gave an update on the state of the financial condition of the District in the current economic climate. Based on the recent decline in tonnage caused by the Shelter in Place orders in effect in the region, the District expects to end the end near or somewhat below the Fiscal 2020 budget target. Staff does not anticipate results that would threaten compliance with the 2015 and 2018 revenue bond covenants. There is uncertainty about the tonnage the District can expect to receive in Fiscal 2021 and as a result staff will develop scenarios for possible tonnage amounts in Fiscal 2021. There was discussion and comments and questions from the Committee and Board members.
3. **Discussion on Fiscal Year 2020/21 Budget Planning.** Staff presented information on the Fiscal 2021 budget preparation and impact the Covid-19 pandemic may have on the District operations in Fiscal 2021. Some base line scenarios were presented to the Committee which included lower tonnage forecasts, lower revenue and possible rate increases. It is unlikely the District will have the Fiscal 2021 budget finalized by the end of Fiscal 2020 due to the uncertainty of Fiscal 2021 revenue projections. There was discussion and comments and questions from the Committee and Board members.
4. **General Manager Comments.** None at the time of this writing.
5. **Next Meeting Date: Wednesday, May 6, 2020, 9:00 a.m.**



Carrie Theis