



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: October 6, 2017  
 TO: Board of Directors  
 FROM: Finance Committee Chair Allion  
 SUBJECT: Summary of Finance Committee Meeting of October 4, 2017

The Finance Committee met on October 4<sup>th</sup> at 9:00 a.m., at the District administrative offices. Committee members in attendance were Board Chair Delgado and Directors Bales and Laska. Staff members in attendance were Tim Flanagan, Peter Skinner, Guy Petraborg, Tim Brownell, Chuck Rees, Garth Gregson, and Becky Aguilar. Rob Wellington was also in attendance. The Committee was introduced to Garth Gregson who started on September 25<sup>th</sup> as the Accounting Manager. The purpose of the meeting was to receive information on Process and Materials to be prepared for the extended Board Meeting in October and November, a proposed conversion of the Financial Analyst Position to an Assistant Accounting Manager, receive an update on the FY 2016/2017 Audit, Capital Project Update, and receive General Manager Comments. Discussion is summarized below and followed the attached agenda.

1. **Discussion on Process and Materials for Preparation of October and November Extended Board Meetings.** Guy Petraborg made a presentation on the history of the development of the District that will be included in the extended Board Meeting to review the Strategic Plan and Future Capital Improvements. The presentation was to provide a background on how the District grew and developed the programs and services currently available. The Committee commented and asked questions during the presentation. The presentation included the topics of services provided, number of employees, tip fees, tonnages and budget data. The Committee requested that Staff have available comparative sheet presentations of these items over time including industry metrics regarding productivity. Staff concluded the presentation with a comparison of size and services of the regional landfills.
2. **Discussion on Conversion of the Finance Analyst Position to Assistant Accounting Manager.** Peter Skinner made a presentation on the business need to convert the Finance Analyst position to an Assistant Accounting Manager position of greater scope beginning in January 2018. The presentation highlighted the information resource gap that became evident during the process of filling the Accounting Manager position to replace the retiring Finance Manager. The Committee commented and asked questions during the presentation. The presentation included the topics of services required to address the new MRF requirements, budget development, budget tracking and reporting, audit management and support, month-end close and reporting, department P&L reporting and analysis and business opportunity financial modeling. The Committee deliberated and agreed to have staff bring the position conversion to the full Board in October.
3. **Receive Update on Annual Audit for Fiscal Year 2016/17.** Staff updated the Committee on status of the Audit and noted that the report was being completed and reviewed.

4. **Capital Project Updates.** Staff updated the Committee on the progress of the Materials Recovery Facility (MRF) Improvement Project. The MRF processing equipment from BHS equipment and installation is progressing on schedule, Granite Rock began site work the week of October 1<sup>st</sup> and MRF Office construction should begin by the end of October. The MRF performance testing is trending to start after the end of the calendar year.
5. **General Manager Comments.** General Manager noted that the MRF Grand opening has been moved to February 2018 in order to have all of the equipment operating for a more robust event. The District's in-house ESL classes have been successful and well received by staff and public. He also reported that he and Director Downey had attended the WasteCon/ISWA World Congress in Baltimore. The conference was very successful and provided substantial information on technology, benefit of a "circular" economy for recycling and waste reduction, and the impact of litter on the marine eco-system.
6. **Next Meeting Date:** Wednesday, November 1, 2017 at 9:00 a.m.

  
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Dennis Allion

Attachment

BOARD OF DIRECTORS

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Chair

CARRIE THEIS  
Vice Chair

GARY BALES

LEO LASKA

LIBBY DOWNEY

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General Manager

GUY PETRABORG, P.E., G.E.  
Director of Engineering & Compliance

JEFF LINDENTHAL  
Director of Communications & Sustainability

PETER SKINNER  
Director of Finance & Administration

TIM BROWNELL  
Director of Operations

ROBERT WELLINGTON  
Legal Counsel

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT FINANCE COMMITTEE MEETING

Wednesday  
October 4, 2017  
9:00 a.m.

Board Room  
MRWMD Offices  
14201 Del Monte Blvd., Monterey County CA

**Attending:** Board Chair Delgado, Committee Chair Allion, Directors Bales and Laska  
Rob Wellington, Legal Counsel  
Tim Flanagan, General Manager  
Chuck Rees, Finance Manager  
Guy Petrabor, Director of Engineering & Compliance/District Engineer  
Jeff Lindenthal, Director of Communications & Sustainability  
Peter Skinner, Director of Finance & Administration  
Tim Brownell, Director of Operations

### AGENDA

1. Discussion on Process and Materials for Preparation of October and November Extended Board Meetings.
2. Discussion on Conversion of the Finance Analyst Position to Assistant Accounting Manager Position.
3. Receive Update on Annual Audit for Fiscal Year 2016/17.
4. Capital Project Updates.
5. General Manager Comments.
6. Next Meeting Date: Wednesday, November 1, 2017, 9:00 a.m.