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DISTRICT ENGINEER

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ASST. GENERAL MANAGER

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SENIOR ENGINEER

ROBERT WELLINGTON  
COUNSEL

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday

March 4, 2015

*Approximately 11 a.m., Following Meeting of Finance Committee*

Board Room

MRWMD Offices

14201 Del Monte Blvd., Marina CA 93933

Attending: Board Chair Allion, and Directors Pendergrass, Downey, and Theis  
Rob Wellington, Legal Counsel  
William Merry, General Manager  
Tim Flanagan, Assistant General Manager  
Berta Torres, Interim Human Resources Manager

### OPEN SESSION AGENDA

- 1) Selection of Committee Chair
- 2) Budget Preparation
  - a) Recruitment  
General Manager  
Principal Engineer
  - b) Staffing
- 3) General Manager Comments
- 4) Next Meeting Date: 11:00 a.m., Wednesday, April 1, 2015.

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### CLOSED SESSION

As permitted by the Brown Act (California Government Code Sections 54950 and following), the Board may adjourn to closed session to consider the specific items listed below:

- 1) Personnel Matter: Selection of General Manager



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: February 27, 2015  
TO: Personnel Committee  
FROM: General Manager  
SUBJECT: Personnel Committee Meeting of March 4, 2015

**NOTE:** *The meeting will be held at the District administrative offices on Wednesday, March 4, 2015, immediately following the Finance Committee Meeting, at approximately 11 a.m.*

- 1) **Selection of Committee Chair.** Please refer to the enclosed Policy adopted by the Board at the February meeting. According to the policy, it would be the preference of the Board not to have the Board Chair be the committee chair.

Additionally, Becky has brought to my attention that the policy anticipates election of officers at the December meeting, whereas elections currently occur at the end of the June meeting. I did not catch this change, and wanted to bring this to the attention of the Committee and the full Board before making it final.

**Recommendation:** *Select Committee Chair and Elect Officers at the June Meeting.*

- 2) **Budget Preparation.** Staff has begun the process of preparing the Budget for FY 2015/16. With that in mind, staff will be reporting orally regarding plans that may affect the organizational structure. Please refer to the enclosed memo from Interim HR Manager Berta Torres on the following:

- a) **Recruitment**

General Manager

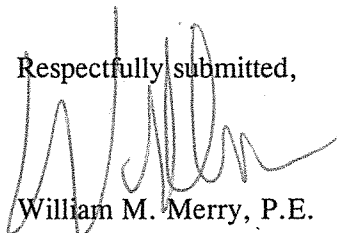
Principal Engineer

- b) **Staffing**

**Recommendation:** *Informational Only.*

- 3) **General Manager Comments.**
- 4) **Next Meeting Date:** 11:00 a.m., Wednesday, April 1, 2015.

Respectfully submitted,



William M. Merry, P.E.

## *Monterey Regional Waste Management District*

### Policy for Election of Board Officers and Appointment to Board Committees

#### Officers

The District officers shall consist of a Chair and Vice Chair and will be elected from the Board to serve one year. It is the Board's intention that officers may be re-elected to a maximum of three years, unless a compelling reason makes an extension desirable.

It is the policy of the Board that, to the extent possible, the officers rotate among the members of the Board, with the Vice Chair usually succeeding as Chair.

In October, an ad hoc nominating committee shall be created, with 2 members, recommended by the Chair and ratified by the full Board. Members of the nominating committee shall not be eligible to serve as officers.

Election of officers will occur at the December meeting; terms will begin in January.

#### Committees

The Chair will maintain a list of committees, will invite Board members to participate on a minimum of one, and may appoint if necessary. The Chair of the Board shall be a member of all Board committees. While it is up to the committee members, it is the preference of the Board to share the chairship responsibility – and not have the Board Chair also serve as committee chair.

As approved by the Board on February 20, 2015



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: [Signature] Date: 2.27.15

General Manager

DATE: February 27, 2015  
TO: General Manager  
FROM: Interim HR Manager  
SUBJECT: Budget Preparation – Recruitment & Staffing

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### RECOMMENDATION: Informational Only

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### BACKGROUND

It was previously reported that recruitment efforts are ongoing for a Principal Engineer and General Manager. A new position became available on January 28, 2015, with the retirement of the Safety Manager.

### DISCUSSION

The recruitment process for Principal Engineer will conclude on February 27, 2015, at which time an offer will be extended. The expected start date of the new Principal Engineer is May 1, 2015. The closing date for the General Manager recruitment is March 13, 2015. At this time, staff is evaluating options for replacement of the Safety Manager.

### FINANCIAL IMPACT

The Principal Engineer is a new position and budget consideration should be given for the compensation package for FY 2015/2016. The compensation package for the General Manager will not impact the FY budget 2015/2016, as this is a back-fill for the retiring General Manager. The base compensation range for the Safety Manager is under review.

### CONCLUSION

We will continue to keep the Personnel Committee informed throughout these recruitments.

[Signature]  
Berta R. Torres