



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** August 14, 2015  
**TO:** Board of Directors  
**FROM:** Personnel Committee Chair  
**SUBJECT:** Summary of Personnel Committee Meeting of August 7, 2015

The Personnel Committee met on August 7, 2015 at 10:30 a.m., at the District administrative offices. Committee members in attendance were Chair Allion, Directors Allion, Downey, and Theis. Staff members in attendance were present Tim Flanagan, Guy Petraborg, and Berta Torres. District Counsel Rob Wellington was also present. Director Pendergrass was absent.

### OPEN SESSION

#### Report on Engineering.

- a) **Hagemann & Associates (H&A).** The District's senior management team is undergoing a transition period which has required staff to seek temporary engineering planning and management assistance, to address elements of the District's Strategic Plan. Staff has reached out to Brad Hagemann, former Assistant General Manager of the Monterey Regional Water Pollution Agency (MRWPCA) to assist District staff for 6 months with the planning of shared services between the District and MRWPCA and assistance with the transition of the District's engineering department. The Committee discussed and reviewed the parameters of the (H&A) Scope of Services to provide assistance to District staff and requested that the (H&A) Scope of Services be revised to include discussion items and brought back to the Finance committee for further discussion.
- b) **Senior Engineering Recruitment.** Interim Human Resources Manager Berta Torres reported that the District's Senior Engineer has communicated his intentions to retire within 6-12 months. In discussion with the General Manager, Staff intends to add a second Senior Engineer to overlap with the current Senior Engineer as soon as possible to ensure a smooth transition of the compliance program in the midst of major capital improvement projects and for succession planning purposes. Staff believes this is in the best long-term interest of the District as it is functionally important that the current Senior Engineer's extensive knowledge of the District's development and compliance history be transferred to both the new Principal Engineer and a Senior Engineer candidate who would assume the role entirely upon his retirement in the near future. The position would be funded by reallocating the compensation of the Site Manager position, which vacated in June, 2015. The committee was supportive of the General Manager's decision to hire a Senior Engineer and re-evaluate the pool of qualified candidates who applied for the Principal Engineer position and explore the job opportunity with the top candidate(s), which would allow the District to fill the position in a cost effective manner. Should the approach be unsuccessful, a recruitment process for the Senior Engineer position would be subsequently undertaken.

#### Human Resources Update

- Interim Human Resources Manager Berta Torres reported that the District meets the new compliance requirements under the new Healthy Workplaces, Healthy Families Act of 2014 that establishes accrual, carryover and use requirements for paid sick leave. A draft policy is currently undergoing review by Legal and will be implemented upon Legal approval. The committee was provided a copy of the notice given to the District employees.

Personnel Committee Summary

August 14, 2015

Page 2

- Staff reported that the Social committee was organizing an employee picnic on August 16, 2015, at Toro Park, in Salinas from 11:00 a.m. to 4:00 p.m. Board members were encouraged to attend along with their families.

**Next Meeting Date: 11:00 a.m., Wednesday, September 2, 2015.**



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Dennis Allion

BOARD OF DIRECTORS

DENNIS ALLION  
CHAIR

IAN OGLESBY  
VICE CHAIR

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DAVID PENDERGRASS  
LEO LASKA  
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# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

TIMOTHY S. FLANAGAN  
GENERAL MANAGER

GUY PETRABORG P.E., G.E.  
PRINCIPAL ENGINEER

RICHARD SHEDDEN, P.E.  
SENIOR ENGINEER

ROBERT WELLINGTON  
COUNSEL

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Friday  
August 7, 2015  
10:30 a.m.

Board Room  
MRWMD Offices  
14201 Del Monte Blvd., Marina CA 93933

**Teleconference Location:**

210 Independence Creek Road  
Ketchum, ID 83353

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

### AGENDA

- 1) **Report on Engineering**
  - a) Hagemann & Associates
  - b) Senior Engineer Recruitment
- 2) **Human Resources Update**
  - a) Sick Leave Policy
  - b) Employee Appreciation Day
- 3) **General Manager Comments**
- 4) **Next Meeting Date: 11:00 a.m., Wednesday, September 2, 2015**