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MONTEREY REGIONAL
WASTE MANAGEMENT DISTRICT
Home of the Last Chance Mercantile
PERSONNEL COMMITTEE MEETING
AGENDA

TIMOTHY S. FLANAGAN
General Manager
GUY PETRABORG, P.E., G.E.
Director of Engineering & Compliance
PETER SKINNER
Director of Finance & Administration
TIM BROWNELL
Director of Operations
ZOE SHOATS
Director of Communications
ROBERT WELLINGTON
Legal Counsel

Wednesday, March 10, 2021

Bales Boardroom

9:00 a.m.

14201 Del Monte Blvd., Monterey County, CA

Please Note: Meeting will be held virtually via zoom compliant with Governor Newsom's executive Order N-29-20 which allows local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body to avoid public gatherings, and which suspended all contrary provisions of the Brown Act. To join the zoom webinar, click on this link: <https://us02web.zoom.us/j/81248144592> copy/paste the link into your browser, or type the link into your browser. If your computer does not have audio, you will also need to join the meeting via phone. To participate via phone, please call: 1-669-900-9128; Meeting ID: 812 4814 4592 Public Comments: if you are unable to participate via telephone or virtually, you may also submit your comments by e-mailing them to igonzales@mrwmd.org with one of the following subject lines "Public Comment Item #" (insert the item number relevant to your comment) or "Public Comment - Non Agenda Item". Comments must be received by 4:00 p.m. on Tuesday, March 9, 2021. All submitted comments will be provided to the Committee and may be read into the record or compiled as part of the record. Public comment will also be accepted during the meeting.

CALL TO ORDER

ROLL CALL AND ESTABLISHMENT OF QUORUM

PUBLIC COMMUNICATIONS

Anyone wishing to address the Committee on matters *not* appearing on the Agenda may do so now. *Please limit comments to a maximum of three (3) minutes.* The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board.

ITEMS FOR COMMITTEE CONSIDERATION, DISCUSSION AND ACTION

1. Review Last Chance Mercantile Re-Opening Process.
2. Review FY 2021 Budget Assumptions.
3. Receive Presentation on Rebranding Approach.
4. General Manager Comments.

ADJOURNMENT

CLOSED SESSION

NEXT MEETING DATE: Wednesday, April 7, 2021 9:00 a.m.

This agenda was posted at the District offices at 14201 Del Monte Blvd, Monterey County, CA. Staff reports and additional information regarding these agenda items are available on the District website (www.mrwmd.org) and at the District offices during regular business hours (additional fee for copying). All meetings are open to the public. The District does not discriminate against persons with disabilities and the Boardroom is wheelchair accessible. Recordings of meetings can be provided upon request. To request assistive listening devices, sign language interpreters, readers, large print agendas or other accommodations, please call Ida Gonzales at (831) 384-5313 or e-mail: igonzales@mrwmd.org. Requests must be made at least 48 hours in advance of the meeting.



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: March 5, 2021
TO: Personnel Committee
FROM: General Manager
SUBJECT: Personnel Committee Meeting of March 10, 2021

1. **Review Last Chance Mercantile Re-Opening Process**

The Last Chance Mercantile project team will provide a verbal report at the committee meeting.

Recommendation: Information Only

2. **Review FY 2021/22 Budget Assumptions**

Please refer to the enclosed information from Garth Gregson. Staff is expecting a reduction in tonnage received due to less tonnage coming from GreenWaste however MRF revenue is expected to increase due to continued strong commodity market prices. There is a small increase expected in headcount during fiscal 2022, however headcount will be significantly lower than the prior two years. There are not expected to be any significant increases in operating expenses in fiscal 2022.

Recommendation: Information Only

3. **Receive Presentation on Rebranding Approach**

The Communications and Public Education department will present on the District rebranding initiative with Boots Road Group. The process will involve feedback from internal and external stakeholders, and the establishment of a vision and organizational values. From these, a new name, logo, and website will be developed. Staff will also present on the adoption of a values-based decision making model to guide the organization and foster a unified workforce.

4. **General Manager Comments**

COVID-19 Update - Sadly, one of our team members lost his elderly father to COVID-19 in early February. This was a terrible loss after almost one year of eluding tragic loss within the District family due to the terrible illness. During the month of February, we only had one employee absence event due to COVID19, which represents a huge drop from January when there were 10 loss time events. Human Resources has been reaching out to employees who are eligible for the vaccine to assist them in registering for the vaccine and will continue to promote and encourage vaccination.

SB 1383 Presentations at Council Meetings - To date, Rob Hilton of HF&H along with District staff have met with the member jurisdictions of Carmel-by-the-Sea, Pebble Beach, Marina and Pacific Grove to present legislative requirements of SB 1383 Short Lived Climate Pollutants as well as to report on

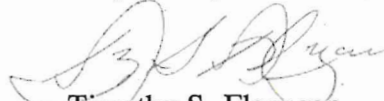
progress made thus far by our TAC. Presentations are scheduled for the cities of Sand City, Seaside, Del Rey Oaks and Monterey throughout the remainder of March and April.

Employee Recognition & Rewards Programs - At the next board meeting there will be a presentation on the Employee Recognition and Rewards Programs.

ADJOURNMENT

NEXT MEETING DATE: April 7, 2021 at 9:00 a.m.

Respectfully submitted,



Timothy S. Flanagan



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: March 5, 2021
TO: Personnel Committee
FROM: Accounting Manager
SUBJECT: Fiscal 2022 Budget Assumptions

Attached is a summary of the assumptions that will be included in the fiscal 2022 District budget. These will be reviewed at the Finance and Personnel Committee meetings on March 10.

- Total tons received expected to decrease from fiscal 2021 due to lower tons being delivered by GreenWaste San Jose. Total tons received from GreenWaste San Jose expected to decrease by about 20% from fiscal 2021.
- Other regional tonnage expected to increase about 8-10% over fiscal 2021.
- No changes to tip fees other than new agreements with the County of Santa Cruz and the City of Scotts Valley.
- Total tip fee revenue expected to increase less than 1% over fiscal 2021.
- MRF revenue (product sales & CRV reimbursements) expected to increase over fiscal 2021 as commodity prices are expected to remain at price levels the District has seen in Q4 of calendar 2020 and the beginning of calendar 2021. There will also likely be a reduction in MRF processing fees.
- The sale of landscaping products will be taken over by Keith Day Company and the financial arrangement the district is still to be determined.
- Power revenue expected to increase about 25% over fiscal 2021 due to improved continuing improved operating performance of the LFG operations.
- Total headcount expected to increase by 4 FTE's to 122.

Respectfully submitted,

Garth Gregson

FY 2022 BUDGET ASSUMPTIONS

(All tonnage & dollars in thousands except for rates)

17/18 Actual

18/19 Actual

19/20 Actual

20/21 YTD Jan

20/21 Estimate

REVENUE

DISPOSAL TONS & FEE REVENUE

Received Tons

In-District: Franchise + Self Haul

MSW	205.0	207.0	193.1	110.2	195.0
Yard Waste	38.6	45.6	43.7	24.9	43.0
Food Waste	4.5	5.5	5.1	2.0	5.0
Other	100.0	109.0	143.2	94.8	145.0

Total In-District: Franchise + Self Haul

348.1 367.1 385.1 231.9 388.0

Out-of-District

GWR - San Jose

MSW	390.0	408.0	375.3	219.9	350.0
ADC	30.0	45.0	34.6	32.0	36.0

Total GWR - San Jose

420.0 453.0 409.9 251.9 386.0

Other Regional

MSW	25.0	45.5	59.2	36.6	60.0
Yard Waste	N/A	2.3	2.6	1.7	3.0
Food Waste	N/A	1.8	2.1	1.0	2.0

Total Other Regional

25.0 49.6 63.9 39.3 65.0

Total Out of District

445.0 502.6 473.8 291.2 451.0

Total Received Tons

793.1 869.7 858.9 523.1 839.0

Tip Rates & Fees

In-District

MSW	\$56.00	\$62.00	\$62.00	\$65.00	\$65.00
Yard Waste	\$32.50	\$40.00	\$40.00	\$40.00	\$42.00
Food Waste	\$45.50	\$54.00	\$54.00	\$54.00	\$57.00

Out-of-District

GWR MSW	\$24.12	\$24.74	\$25.53	\$25.44	\$26.00
GWR ADC	\$13.94	\$14.33	\$14.76	\$14.89	\$15.00
Existing Regional Average	\$35.50	\$36.57	\$37.49	\$38.20	\$40.00

Total Disposal Revenue

\$25,459 \$28,747 \$28,828 \$17,305 \$28,650

MRF REVENUE

Processed Tons

Single Stream - Franchise	6.9	50.6	49.0	28.7	13.0
Single Stream - Other	10.0	10.5	13.2	9.5	47.0
C&D Self-Haul	10.0	31.6	30.4	11.5	45.0

Total Tons Processed

26.9 92.7 92.6 49.7 105.0

Residue Rate

N/A N/A 30% 35% 35%

Residue Disposal Fee

N/A N/A \$62 \$65 \$65

MRF Processing Fee

N/A N/A \$35 \$40 \$40

Total MRF Revenue

\$1,034 \$5,763 \$7,872 \$6,158 \$10,800

LCM/HHW REVENUE

LCM	\$790	\$797	\$594	\$0	\$0
HHW	\$173	\$165	\$116	\$68	116
Buy Back Center	\$323	(Incl. in MRF)	(Incl. in MRF)	\$0	\$0

Total Out-of-District Revenue

\$1,286 \$962 \$710 \$68 \$116

OTHER MATERIALS

Sand	\$218	\$183	\$169	\$133	\$110
Landscape Products	\$168	\$180	\$136	\$90	\$185

FY 2022 BUDGET ASSUMPTIONS

(All tonnage & dollars in thousands except for rates)	17/18 Actual	18/19 Actual	19/20 Actual	20/21 YTD Jan	20/21 Estimate
CNG Sales	\$550	\$579	\$592	\$350	\$600
Other	\$5	\$5	\$5	\$0	\$5
Total Out-of-District Revenue	\$941	\$947	\$902	\$573	\$900
POWER REVENUE					
Capacity (KW)	2,750	5,000	5,000	5,000	5,000
Average \$/KWH	\$0.045	\$0.044	\$0.045	\$0.040	\$0.040
\$/REC	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Total Power Revenue	\$1,039	\$1,334	\$1,324	\$1,028	\$1,700
OTHER REVENUE					
Operational Services	\$16	\$20	\$14	\$25	\$25
Truck Yard & Other Rental Fees	\$270	\$280	\$343	\$188	\$196

PERSONNEL COST

STAFFING

Finance & Administration					
Administration	4.0	4.0	3.0	3.0	3.0
Accounting	5.0	5.0	5.0	5.0	5.0
Human Resources	2.5	2.8	3.0	3.0	3.0
Total Finance & Administration	11.5	11.8	11.0	11.0	11.0
Engineering, Compliance & Safety					
Engineering	2.0	2.0	2.0	2.0	2.0
Safety	1.0	1.0	2.0	2.0	2.0
Total Eng., Compliance & Safety	3.0	3.0	4.0	4.0	4.0
Communications/Public Education	3.0	3.0	2.0	2.0	2.0
Operations					
Director of Operations	1	1	1	1	1
Landfill Operations	9	9	9	9	9
Site Operations	12	11	10	11	11
Scales	6	7	5	5	5
Last Chance Merc.	15	15	0	0	0
Household Haz. Waste	4	4	4	4	4
Equipment Maintenance	10	11	10	10	10
MRF Maintenance	9	9	8	9	9
Landfill Gas to Energy	3	3	3	3	3
MRF Operations	48.25	57	49	49	49
Total Operations	117	127	99	101	101
TOTAL STAFFING	135	145	116	118	118