

NOTICE & AGENDA



Personnel Committee Meeting

October 5, 2022, 10:30 a.m.

In-Person: Bales Board Room

Virtually: <https://us02web.zoom.us/j/89734094828>

Meeting ID: **897 3409 4828**

Please see meeting information notice at the end of this agenda for more details.

Call to Order

Roll Call & Establishment of Quorum

Committee Chair: Carrie Theis, City of Carmel-by-the-Sea

Board Chair: Jason Campbell, City of Seaside

Board Vice Chair: Jerry Blackwelder, City of Sand City

Directors: Dan Albert, City of Monterey

Public Communications

Anyone wishing to address the Board 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. For information about submitting public comments in writing in advance of the meeting, please see the Meeting Information section of this agenda.

1. Discussion/Action

- a. Approve September 7, 2022 Personnel Committee Minutes
- b. Discuss Draft White Paper Document for ReGen Monterey
- c. Addition of New Pay Stipend
- d. Discuss Potential Additions to ReGen Monterey Website Content Including Video/Audio Recordings and Board Policies

2. General Manager Communications

3. Discuss Future Agenda Items

Closed Session

As permitted by Government Code Section 54956 et seq., the Board may adjourn to a closed session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations or to confer with the ReGen Monterey's Meyers-Milias-Brown Act representative.

1. Conference with Legal Counsel--Existing Litigation
Public Employment Relations Board Matter – Case Name Unspecified: One case

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@ReGenMonterey

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Return to Open Session

Please note: A report out and announcement concerning the closed session will be provided. Anyone requesting a report out of closed session items may contact the board clerk.

Adjournment

Next Meeting Date: November 2, 2022

MEETING INFORMATION

Regular Meeting Notice:

The meeting will be held (1) virtually via Zoom and is compliant with California Government Code Section 54953(e)(1)(A), with Governor Newsom's executive Order N-29-20 and with the Recommendation of the Monterey County Health Official dated September 22, 2021, regarding social distancing including remote meetings of legislative bodies, which together allow local legislative bodies to hold public meetings electronically or 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, and (2) as a regular meeting.

To join the Zoom webinar: Click on this link: <https://us02web.zoom.us/j/89734094828> 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: 897 3409 4828

Public Comments: If you are unable to participate virtually or via telephone, you may also submit your comments by e-mailing the board clerk at IGonzales@ReGenMonterey.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 p.m. on the day prior to the scheduled meeting. All submitted comments will be provided to the Board and may be read into the record or compiled as part of the record.

Posting Information

This agenda was posted at the ReGen Monterey administrative offices at 14201 Del Monte Blvd, Salinas, CA, 93908. The agenda, including staff reports and additional information regarding these items, are available on our website at ReGenMonterey.org and our administrative office during regular business hours (additional fee may apply for copying).

This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a final agenda will be reposted.

Accessibility

All meetings are open to the public. ReGen Monterey does not discriminate against persons with disabilities and the boardroom is wheelchair accessible. In compliance with the Americans Disabilities Act, if you need special assistance to participate, please contact Board Clerk, Ida Gonzales at 831-384-5313 or email IGonzales@ReGenMonterey.org. Notification 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible. Recordings of meetings can be provided upon request.

MINUTES



The Personnel Committee met on September 7, 2022, at 10:35 a.m., at the District administrative offices and via Zoom virtual conference. Committee members in attendance were Directors Theis, Blackwelder, Albert and Campbell. Staff members in attendance were Felipe Melchor, Guy Petraborg, Helen Rodriguez, Zoe Shoats, Jay Ramos, Berta Torres, Garth Gregson, and Ida Gonzales. Legal counsel Rob Wellington was also in attendance.

1. Personnel Committee Purpose, Responsibilities and Draft Bylaws

Staff presented a draft of the responsibilities and bylaws of the Personnel Committee. The Committee reviewed the draft document and recommended that the Board approve the revised Purpose, Responsibilities and Bylaws. This item will be placed on the consent agenda at the next Board meeting.

2. ReGen Monterey Transparency: Current Certificate of Transparency

Staff presented information requesting to expand the content on the District website. The additional content may include audio/video recordings of Board meetings and Board policies. There was discussion and comments from the Committee. Staff will provide additional information at the next committee meeting.

3. Leadership Development Proposal by Frew and Associates

Staff provided a summary of the leadership development proposal. The committee recommends that the Board approve the request to execute the contract with Frew and Associates.

4. Review Draft Microgrid Co-Op Agreement between Monterey One Water and ReGen Monterey

Staff requested that the Committee support the microgrid agreement between the District and Monterey One Water. The next step in the process following the approval of the Microgrid Co-Op agreement will be the feasibility study. Staff is reviewing ten proposals to complete the feasibility study and will present the final selection to the Board for approval. The committee recommends that the Board approve the Microgrid Co-Op agreement with Monterey One Water. This item will be placed on the agenda of the September 23 Board meeting.

5. General Manager Communications

- a) Staff is completing audits to comply with the SB1383 requirements. These audits are required to be done on a quarterly basis.
- b) The work on module 7, phase 2 is nearly complete.
- c) The District is working the City of Marina to have an odor study completed.
- d) Staff received information on Biochar technology that could be used in the compost operation.

The Committee went into closed session at 11:45 a.m. No reportable action was taken.

Next Meeting Date: October 5 at 10:30 a.m.

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Summary of Municipal Solid Waste Management in Monterey County

Manatt, Phelps & Phillips, LLP

Introduction

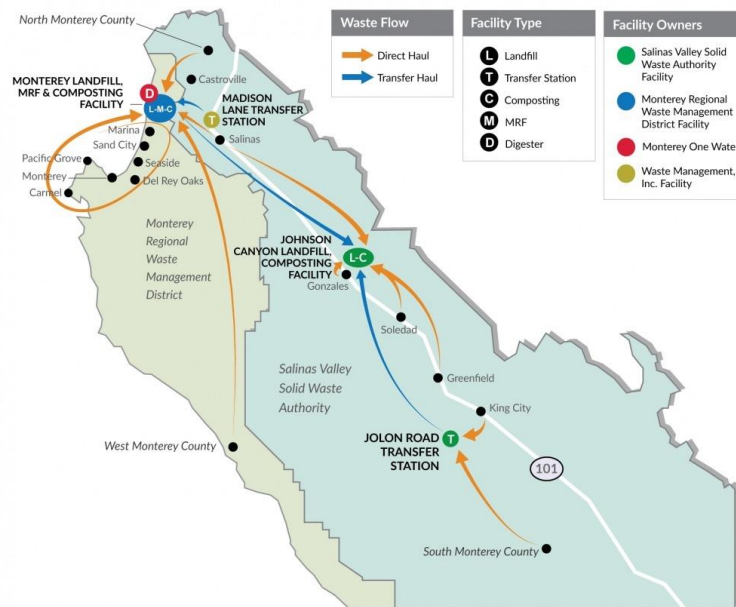
The management of municipal solid waste in California is a complex and interrelated system involving government, public agencies, the private sector and myriad of collection, processing, transportation, recycling and disposal facilities. In addition, California also has a complex framework of legislation and regulations to maximize the reduction, recycling, reuse and recovery of materials – and to minimize the disposal of solid waste into the environment – that is enforced in all cities and counties.

The Monterey Regional Waste Management District, a California Special District now known as ReGen Monterey, provides solid waste facilities for processing, recycling and disposal services primarily for the Monterey Peninsula area and western portion of the County of Monterey. ReGen Monterey's stated mission is **"doing more to waste less."** The vast majority of solid waste produced in Monterey County is managed within the county – mostly at facilities operated by ReGen Monterey (See Figure 1).

Figure 1. Solid Waste Facilities and Waste Flow within Monterey County¹²

¹ Note that the SMSWA Sun Street Transfer Station in Salinas is not shown. The SSTS has been operating for many years and is now being closed down and services primarily shifted to the Madison Lane Transfer Station.

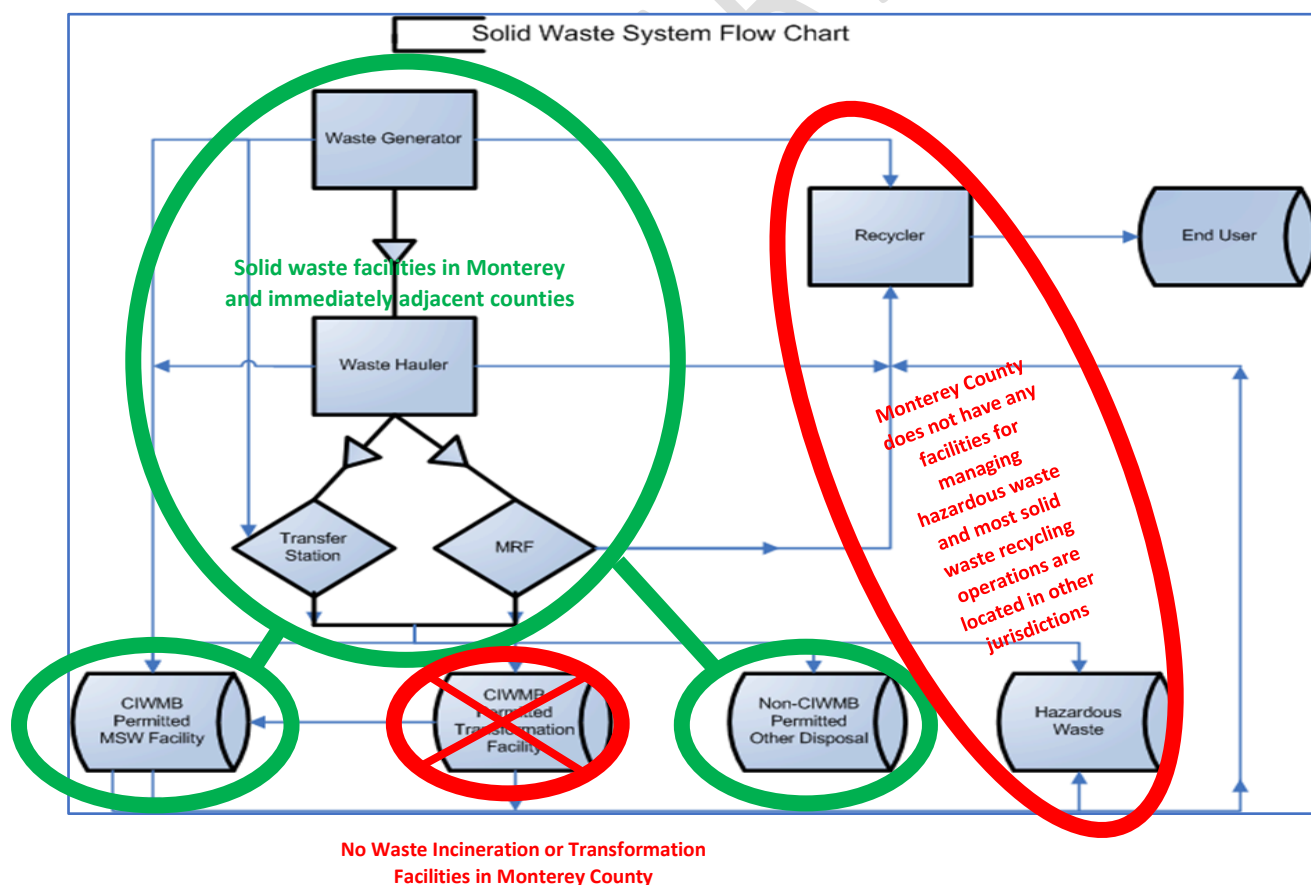
² Source: Monterey County – Evaluation and Analysis of Solid Waste Management System, R3 Consulting Group, April 18, 2020.



The above figure does not include the additional ReGen Monterey's sphere of influence approved in 2015 by the Monterey County Local Agency Formation Commission (LAFCO). Those larger areas include the City of Salinas and North County areas which are currently served by SVSWA and depicted at: <https://regenmonterey.org/wp-content/uploads/2018/12/sphere-of-influence-map-2014.pdf>. Some waste produced in Monterey County is transported from ReGen Monterey to other jurisdictions for further recycling, treatment and disposal, where necessary. In fact, most facilities that actually process and recycle Monterey's solid waste into new reusable materials are located in other jurisdictions. The recycling facilities in other jurisdictions that receive processed solid waste from ReGen Monterey include those that are needed for the recycling of glass, plastic, metals, paper, cardboard, etc.

Waste in California is regulated in four different categories: solid waste, hazardous waste (HW) and radioactive waste. The Management of solid waste is addressed in this document. There are no hazardous waste facilities located in Monterey County. All hazardous waste generated within Monterey County by residents and business must be delivered to other jurisdictions that provide for hazardous waste treatment, storage and disposal. Incidental hazardous waste is authorized to be removed from the solid waste stream by ReGen Monterey and is transported out of county to permitted hazardous waste facilities. According to the Department of Toxic Substances Control (DTSC) the amount of HW delivered yearly to other jurisdictions is about 9,600 tons per year – although the amount of hazardous waste exported from Monterey County in 2020 (the most recent year in which data was available) was approximately 12,000 tons. In 2020 there were 276 generators of hazardous waste within Monterey County producing more than one ton of HW, 104 generators producing more than five tons, 74 generators producing more than 10 tons and 48 generators producing more than 20 tons of hazardous – all of which had to be delivered for proper management in other jurisdictions outside of Monterey County. Figure 2 generally portrays how solid and hazardous waste is managed by Monterey County.

Figure 2: Background Flow Chart by CalRecycle³



³ Basic Flow Chart provided by CalRecycle: <https://calrecycle.ca.gov/lgcentral/wastestream/swsflwchart/>

There is only one registered medical waste facility located in Monterey County that is operated by Altius Medical in the City of Monterey and is regulated by the California Department of Public Health. Altius only provides medical waste removal and collection services. All collected medical waste is transported to permitted medical waste treatment and disposal services located in other jurisdictions.

There are no permitted radioactive facilities located in Monterey County. Radioactive waste is collected in accordance with the requirements of the California Department of Public Health and transported out of Monterey County for disposal.

In addition, for a variety of reasons, municipal solid waste generated in Monterey County is transported for disposal to 18 other California Counties. The approximately 13,600 tons of waste exported from Monterey County represent about three percent (3%) of the total waste generated in Monterey County requiring disposal. The following Figure and listing describes the destination of municipal solid waste that was transported for disposal from Monterey County to other California counties in 2019 – the most recent year for which this data was available. Similar numbers are available for the immediately preceding years. Note that many counties in California have similar figures/listings as that shown below for Monterey County.

Figure/Table 3: Solid Waste Disposal from Monterey County to other Counties.⁴



Source: <https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Statewide/TransportedSolidWaste>. Note that exported total is rounded to nearest whole number and does not equal all entries in Table. Several very small exports to other counties are not included.

Name	Tonnage	Type
Monterey	502,942.16	County
Kings	4,783.98	County
Fresno	3,793.54	County
San Benito	2,693.26	County
Santa Cruz	700.94	County
Solano	444.79	County
Contra Costa	345.01	County
Santa Clara	203.71	County
Alameda	154.76	County
Stanislaus	143.30	County
Kern	102.11	County
San Luis Obispo	75.62	County
Merced	60.80	County
San Joaquin	40.14	County
San Mateo	23.36	County
Los Angeles	16.36	County
Yolo	5.75	County
Shasta	3.61	County
Madera	2.65	County
Sacramento	1.56	County
Yuba	0.07	County

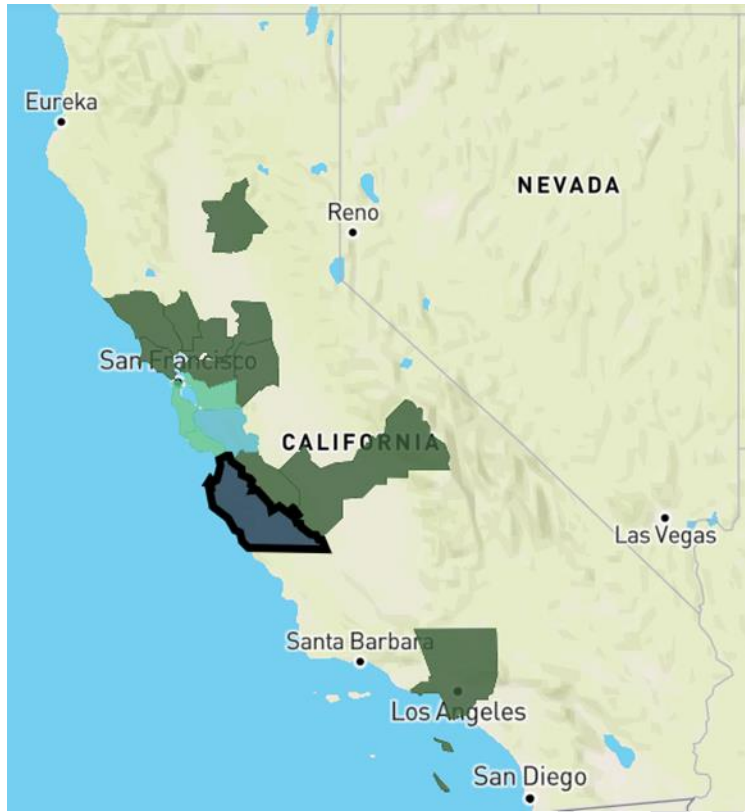
Total **exported** for disposal 13,595tons
Does not include waste disposal in Monterey Co.

ReGen Monterey also receives solid waste from other jurisdictions, primarily post-processing residuals for disposal. This is in large part due to the fact that most cities do not have their own recycling and disposal facilities given the scarcity of appropriately zoned land areas in cities and the significant capital costs to design, permit, construct, operate and maintain such facilities. In addition, there has been a significant reduction in waste requiring disposal – both within Monterey County and other nearby counties due to Assembly Bill 939 (AB 939 – 1989), the Integrated Waste Management Act. This has more recently been enhanced due to the enactment of significant California legislation that basically requires that all cities and counties achieve a 75% reduction in solid waste disposal by 2025 through enhanced waste reduction, recycling and resource recovery activities. For a complete summary of major solid waste reduction and recycling legislation currently for the past 30+ years, go to: <https://www.cawrecycles.org/caw-history>. This site is maintained by Californians Against Waste (www.cawrecycles.org) which has been the leading solid waste reduction and recycling advocacy organization in California.

The Figure/Table 4 shows the amount of solid waste disposed of in Monterey County in 2019 from all counties was 949,816 tons. Of that amount, 446,874 tons or 47% was received for disposal from other nearby adjacent jurisdictions – principally from Santa Clara, Santa Cruz and San Mateo Counties. Note that many counties in California have similar figures/listings as that shown below for Monterey County.

Figure/Table 4: Solid Waste Disposed in Monterey County from all Jurisdictions in 2019.⁵

⁵ Source: <https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Statewide/TransportedSolidWaste>. Note that imported total is rounded to nearest whole number and does not equal all entries in Table. Several very small imports from other counties are not included.



PRELIMINARY DRAFT

Name	Tonnage ↓	Type
Monterey	502,942.16	County
Santa Clara	259,022.10	County
Santa Cruz	66,808.83	County
San Mateo	55,135.28	County
Alameda	27,769.87	County
San Francisco	15,999.05	County
Sonoma	8,320.00	County
San Benito	6,816.34	County
Contra Costa	3,167.99	County
Marin	1,909.48	County
Solano	1,325.52	County
Sacramento	206.12	County
Los Angeles	178.60	County
Fresno	113.00	County
San Joaquin	72.79	County
Butte	16.85	County
Napa	11.98	County

Total solid waste ***imported*** for disposal in Monterey County 949,816 tons
Does not include waste generated within Monterey County.

For more information about ReGen Monterey's history, facilities, organization and operations, go to:
<https://www.regenmonterey.org/about/> and <https://www.regenmonterey.org/services/>.

Standards and Benefits for Receiving Waste from other Jurisdictions

Standards for the Management of Waste in Monterey County

- The California Environmental Protection Agency (Cal/EPA) administers and enforces the solid waste rules for the entire state of California through the Department of Resources Recycling and Recovery (CalRecycle) with the assistance of Local Enforcement Agencies. Cal/EPA has delegated authority to administer Federal solid waste regulations. Solid waste transporters are regulated by local enforcement agencies.

- Monterey County does not have any permitted hazardous waste facilities and all hazardous waste generated within Monterey County must be delivered to appropriately permitted facilities in other counties to manage that waste in accordance with applicable laws. All medical and radioactive waste must similarly be exported from Monterey County for proper management.
- ReGen Monterey ensures that municipal solid waste received for disposal from other jurisdictions meets and exceeds applicable standards for the reduction and recycling of solid waste prior to disposal in Monterey County.
- California regulations for the collection and transport of solid waste involve meeting local vehicle and equipment standards enforced by Monterey County and ReGen Monterey contract provisions.
- A person shall not collect, haul or transport refuse for hire in Monterey County/City without first obtaining a health permit from Monterey County Health Department (HD).
- The County of Monterey Health Department's Solid Waste Services (HD) is the local enforcement agency that is responsible for administering and enforcing the County of Monterey Code of Ordinance to all persons and businesses with vehicle(s) that haul solid waste in the County of Monterey area. The HD oversees the registration requirements and annual inspections for all solid waste haulers (vehicles) operating in Monterey County.

The purpose of these programs is to ensure proper containment of solid waste (including refuse) and leachate (liquid generated from solid waste) within a management unit (landfill). Solid waste shall only be disposed at a permitted disposal facility (landfill), processing facility (transfer station), compost operation and/or recycling facility.

Any openings, cracks, splits, holes, or breaches identified in the solid waste storage compartments, tanks, trailers, truck bed, bins, lids and/or covers from either an inspection or complaint inspection will result in a cease-and-desist order to discontinue any solid waste hauling-related-activities for the vehicle(s) of interest until the issue has been repaired and the business has received approval from the HD inspector, ensuring solid waste will be properly contained during storage and transport.

The Solid Waste Hauler program ensures that:

- Solid waste is properly disposed, recycled and/or reused at an authorized a permitted disposal facility (landfill), processing facility (transfer station), compost operation and/or recycling facility.
- All vehicles, storage compartments, tanks, trailers, truck bed, bins, lids and/or covers are watertight and free of any openings, cracks, splits, holes or breaches, preventing uncontrolled littering/disposal of solid waste during transport.

Benefits of Receiving Waste from other Jurisdictions

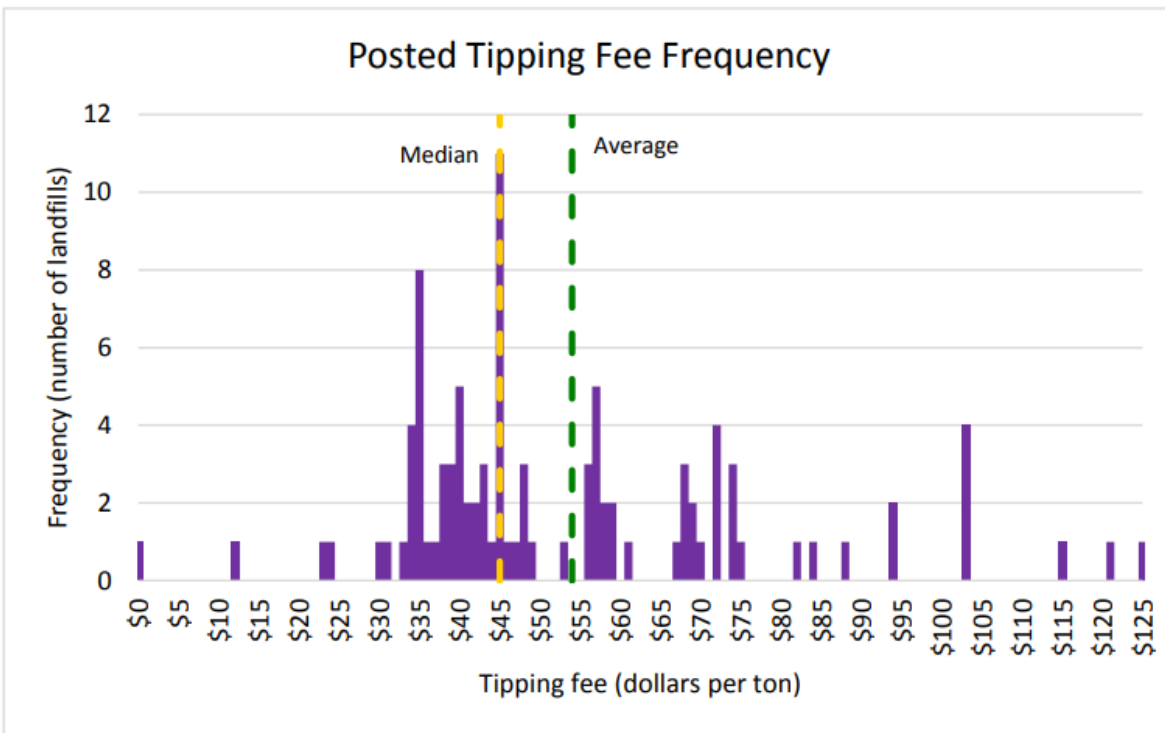
- **Public Health:** City and County planning policies and practices, such as zoning requirements, have been designed to protect public health by preventing or limiting the development of solid waste facilities in urban and suburban areas, and in residential or

commercial developments found in rural areas. These public policies align with solid waste regulatory principles to manage waste in a designated management unit that is properly sited and permitted to protect the public health and the environment. As a result, many jurisdictions do not have solid waste facilities in their jurisdictions and are required to use facilities located in other jurisdictions. The solid waste facilities are sited and permitted in areas of less population density using zoning designations to properly site such facilities. Once the solid waste facilities are properly sited, the public policy challenge then becomes the protection of those zoning designations and the prevention of residential growth around existing solid waste facilities.

- **Environmental Health:** City and County planning policies and practices, such as zoning requirements, have also been designed to protect environmental health in most cases. The zoning designations for solid waste facilities often take into account the local natural resources that exist and provide for some degree of separation from and consideration for those natural resources so as to reduce or prevent environmental impacts. Together with requirements of the National Environmental Protection Act (NEPA) and the California Environmental Quality Act (CEQA), these public policies are used to properly site and permit solid waste facilities. As a result, many jurisdictions do not have solid waste facilities in their jurisdictions and are required to use facilities located in other jurisdictions.
- **Regulatory Requirements:** For jurisdictions that do not have solid waste facilities within their boundaries, there is an absolute regulatory requirement that the wastes generated in that jurisdiction be collected, processed, transported, recycled and disposed at a properly sited and permitted solid waste facility that is located outside of their jurisdiction. This is a central principle of solid waste regulations to properly manage wastes in a designated waste management unit that is actively operated and maintained to contain wastes in the managed unit that controls the exposure of waste that would otherwise impact public health and the environment.
- **Lower Costs:** For jurisdictions that do not have solid waste facilities within their boundaries, the cost of developing, operating, and maintaining such facilities is very large independent of whether or not such facilities can be sited and permitted in that jurisdiction. This stark reality influences jurisdictions to coordinate with other jurisdictions to address their common public service needs for solid waste management via an inclusive approach. In Monterey County, various cities came together with the County to form two different agencies to manage solid waste in Monterey County. These cities and the County have experienced lower costs for solid waste management services than would otherwise have occurred had they not joined together to address this public service need. In addition, it has been the history of both agencies in Monterey County that when the agency also provides the same solid waste services to other jurisdictions the fixed costs of the agency's facilities are shared by the other jurisdictions and thus, lowers the cost of each of the agency's member cities.
- **Lower Service Fees:** Receiving solid waste from other jurisdictions helps reduce the unit cost of solid waste recycling and disposal services for the operator of the solid waste facility and the communities and customers served by the facility. This is a basic

economic principle; the fixed costs are shared by more parties and the variable cost increase for adding a new party (jurisdiction) is small so that all parties (jurisdictions) have a lower unit cost. Lower tip fees equal lower service costs, which is a financial benefit for the Monterey County communities and their residents and businesses.

Figure 5. All landfills accepting public disposal in California, by tipping fee. The yellow dashed line represents the median of the data set, and the green line represents the average of the data set. Source: Landfill Tipping Fees in California, CalRecycle, February 2015.



- **More jobs.** Receiving solid waste from other jurisdictions for recycling and disposal leads to increased business activity in Monterey County and to increased employment at the solid waste facilities.
- **Reduced pension liability.** Increased business activity leads to increased revenues that help support the public pension or private retirement programs of staff and personnel for the Monterey County solid waste facilities.
- **Increase revenues.** The increased revenues from receiving wastes from other jurisdictions also accrue to supporting investments in technology and infrastructure. This in turn reduces the amount needed from in-county revenues to support the planned and permitted capital development and equipment replacement/maintenance that are significant costs for Monterey County's solid waste management facilities.

Restrictions on the intrastate flow of solid waste between cities and counties

There are currently no state or local provisions that either restrict or allow the restriction of the movement of solid waste between cities and counties of California. Any limitation on the delivery of solid waste from other jurisdictions would be controversial and would have to be based on a need to protect the people and environment of the receiving area and that the communities and environments where the wastes are generated are not unduly harmed. Given that solid waste recycling and disposal is strictly regulated by the State of California, it would likely be very difficult to justify a limitation on the delivery of solid from outside of Monterey County for disposal in Monterey County; as this has been the historical case under existing State and Federal law. For example, solid waste received from another jurisdiction is likely to be very similar in nature to municipal solid waste requiring disposal produced from within Monterey County and would not pose any additional public health, public safety or environmental harm different than the County's own solid waste.

Conclusions

The integrated Waste Management System in California is complex. Most jurisdictions do not have any, and certainly not all, of the facilities for managing waste generated within its jurisdiction. Monterey County is no different. All of the hazardous waste generated within Monterey County must be exported to other jurisdictions for proper management. At the same time Monterey County has sufficient disposal capacity to more than adequately manage the municipal solid waste generated within Monterey County and other nearby jurisdictions for the foreseeable future. Monterey County together with California has sufficient regulations to ensure that solid waste delivered to Monterey County is managed in accordance with all applicable regulations and requirements. Finally, the State of California has enacted sweeping

legislation that requires all solid waste to be minimized, reduced and recycled to lessen the amount of wastes requiring disposal. The delivery of solid waste for disposal in Monterey County lowers the overall cost of waste management in Monterey County and provides benefits for the people and businesses of Monterey County.

PRELIMINARY DRAFT

MEMO



Meeting Date: October 5, 2022

To: Personnel Committee
From: Director of Communications, Zoë Shoats
Approved by: General Manager, Felipe Melchor

Subject: Discuss Potential Additions to ReGen Monterey Website Content Including Video/Audio Recordings and Board Policies

Recommendation

Provide recommendation to the full Board of Directors if any additional items should be placed on ReGen Monterey website for increased communication to the public.

Background

A special district is a discrete local entity that delivers a limited number of public services in a specific geographic area. Special districts are separate and distinct from the cities and counties where they are located, but both are subject to the Brown Act allowing the public to access information and participate in the decision-making process fostering civic engagement and ensuring accountability.

In 2017 the Little Hoover Commission released a report entitled “Special Districts: Improving Oversight & Transparency” which cited the greater need for public transparency within special districts. It recommended requiring every special district to maintain a website outlining how to participate in decision making and an easy guide to revenue resources and expenditures, plus a published policy for financial reserves in its report. In 2020, this became law with the passage of SB 929 requiring special districts to post 1) access what service is being provided, 2) budget, and 3) contact elected representatives and staff.

As a California Special District, ReGen Monterey prides itself on transparency. To that end, ReGen Monterey not only meets the requirements of SB 929, but also applies for and has been awarded a Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence continuously since 2014. The District Transparency Certificate of Excellence’s purpose is to “promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.” As a part of the application, the special district must meet all areas outlined under “basic requirements,” a list of required website-specific requirements, at least four additional website-specific items, and two “outreach/best practices requirements.” ReGen Monterey’s latest application submitted in early 2022 is attached for reference.

Discussion

Recently the question was raised as to how ReGen Monterey achieves transparency with the public and if more should be done to further communicate with the public to further increase transparency, specifically as it relates to Board and Committee policies, meetings, and practices. Below is a list of items that could be included on ReGen Monterey’s website, should the Board choose:

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- Expense and Travel Reimbursement Policy
- Agenda Preparation and Board Meeting Policy
- Joint Powers Agreement for the Monterey Regional Waste Management Authority (to include 2014 amendment)
- LAFCO Report Figure 1 from “2015 Municipal Service Review and Sphere of Influence Study: Monterey Regional Waste Management District”, dated January 9, 2015.
- Letter from Legal Counsel Re: Board Member Residency; Board Alternate; Appointment and Removal; and Board Compensation (to include 2018 update on alternates)
- District Guiding Principles (rev. 10/4) and Guiding Principles for Acceptance of Regional Waste (or new white paper)
- Reserve Policy
- Board Bylaws (need to be created)
- Finance and Personnel Committee Bylaws
- Video or audio recordings of public meetings (retention policy: adoption approval plus 90 days when used for minutes preparation)
- Specific Public Records Request Form (separate from current Public Contact Form)

Financial Impact

There is minimal financial impact assuming the use of existing equipment to record public meetings.

Conclusion

ReGen Monterey is compliant with transparency requirements and has received recognition from the CSDA with a District Transparency Certificate of Excellence since 2014. With the understanding that ReGen Monterey has exceeded minimum standards of transparency in its normal operational practices, provide recommendation to the Board to consider if more should be done to increase communication to the public as it relates to Board policies and procedures.

MEMO



Meeting Date: October 5, 2022

To: Personnel Committee
From: Berta R. Torres, Human Resources Manager
Approved by: General Manager, Felipe Melchor

Subject: Addition of New Pay Stipend

Recommendation

That the Personnel Committee support Board approval of the Shipment Assist Stipend.

Background and Discussion

After several years of operating the Material Recovery Facility (MRF) 2.0 successfully, MRF Management and Human Resources recently reviewed several MRF processes and identified a couple tasks currently being performed by Sorters I-II that appear to be outside the scope of work of the Sorter role. These tasks support the shipment process of recyclable material as described here:

1. **Task 1:** Once a truck is loaded with recyclable material at the MRF docks, the load must be weighed before leaving the District site. To do this, the full truck drives up to the scale and a MRF employee (Sorter) meets them at the scale to check and record its weight and takes a picture showing the loaded truck before leaving our site. This information becomes part of the purchase record in case the buyer has any issues upon receiving the load.
2. **Task 2:** Same as above, plus uploading the picture and entering the weight information into a log at a computer.

Task 1 has been regularly performed by a Sorter I – 2 who has volunteered and been trained to complete this task. Task 2 is primarily performed by the MRF Operations Support Specialist as part of her scope of responsibilities and a Sorter fills in as needed. There are 2-3 employees who have volunteered to assist with these tasks and they have been doing a great job.

District Management is interested in ensuring employees are appropriately rewarded for their work and at this time, request the Personnel Committee's support the addition of a new pay stipend to compensate employees performing the above tasks at the rate of 2.5% (Task 1) and 5.0% (Task 2) and recommend Board approval.

The Union has been informed of this proposal and has agreed to the new stipend amount, contingent on Board approval. These stipends are the same as other stipend amounts given for similar reasons (bilingual pay, commercial driver).

Financial Impact

The financial impact will be minimal as the business need is limited to the 2-3 employees performing this task.

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**Conclusion**

Management requests the Personnel Committee support the addition of a new pay stipend to appropriately compensate employees performing task outside their regular scope of work and recommend Board approval.