

NOTICE & AGENDA



Personnel Committee Meeting

March 1, 2023, 10:30 a.m.

In-Person: Bales Board Room

Virtually: <https://us02web.zoom.us/j/89974302765>

Meeting ID: 899 7430 2765

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

Call to Order

Roll Call & Establishment of Quorum

Committee Chair: Jerry Blackwelder, City of Sand City

Board Chair: Jason Campbell, City of Seaside

Director: Karen Ferlito, City of Carmel-by-the-Sea
Wendy Root Askew, County 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.

Discussion / Action

1. Approve February 1, 2023 Personnel Committee Minutes

Recommendation: Approve February 1, 2023 Personnel Committee Minutes

2. Team Lead Pay Stipend (New)

Recommendation: Support Board Approval

3. Landfill Operations Department Staffing Increase

Recommendation: Support Board Approval

4. Engineering & Compliance Department Staffing Increase

Recommendation: Support Board Approval

General Manager Communications

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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.

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: April 5, 2023

MEETING INFORMATION

The meeting will be held (1) as a regular in person meeting and 2) 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.

To join the Zoom webinar: Click on this link: <https://us02web.zoom.us/j/89974302765> 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: 899 7430 2765**

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 LGonzales@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 February 1, 2023, at 10:30 a.m., at the District administrative offices and via Zoom virtual conference. Committee members in attendance were Directors Blackwelder, Campbell, and Ferlito. Staff members in attendance were Felipe Melchor, Guy Petraborg, Helen Rodriguez, Zoe Shoats, Jay Ramos, Garth Gregson, Berta Torres and Ida Gonzales. Legal counsel Rob Wellington was also in attendance.

1. Election of Committee Chair for 2023

The Committee elected Director Blackwelder as the new Personnel Committee Chair for 2023.

2. Approve November 2, 2022 Personnel Committee Minutes

The Committee approved the November 2, 2022 Personnel Committee Minutes.

3. Update on Budget Planning

There was discussion about the fiscal 2024 budget preparation. Disposal fees increased 7% on July 1, 2022 and disposal fee adjustments for fiscal 2024 were discussed. The MOU for one of the bargaining units expires in June 2023 and the negotiations will impact the budget for next year. In addition to a COLA increase there is expected to be a living wage adjustment. There will be some carryover of capital spending from the fiscal 2023 budget and prices are expected to be higher for capital spending projects. The existing reserve policies will be reviewed and adjustments made as appropriate. Staff will have a preliminary budget to review at the April committee and Board meetings.

4. General Manager Communications

The General Manager provide information on the following items:

Invitation to Bid/Module 7, Phase 3 – Excavation & Liner: Sealed bids will be received at the MRWMD office until Monday, February 27, 2023 at 3:00 p.m. (local time) for this public works construction project.

Recognition for Employee Donations: We received in invitation from Interim, Inc., one of the charitable organizations that received funds from the employees Christmas fundraiser. They have invited us to submit a special message for a plaque that will go on the “donor wall” of the new Sun Rose apartment complex. The apartment complex will house adults with mental disabilities and support independent living and self-sufficiency. This is a great honor and since the donation was made by employees and not from District funds, we asked the Social Committee to submit an inscription on behalf of all employees.

The inscription that was submitted on behalf of our employees is:

Some people look for a beautiful place. Others make a place beautiful. - Hazrat Inayat Khan

Landfill Ops Trial Work Shift: The landfill operations department will be implementing several 4-day-10-hour shift assignments on a trial basis. The landfill operates 11.5 hours per day and 6 days per week (Monday – Saturday).

5. Future Agenda Items

There were no future agenda items requested by the Committee.

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Closed Session

The Committee went into closed session at 11:15 a.m. No reportable action was taken.

Next Meeting Date: March 1, 2023 at 10:30 a.m.

MEMO



Discussion/Action

Item #: 2

Meeting Date: March 1, 2023

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

Subject: Team Lead Pay Stipend (New)

RECOMMENDATION

That the Personnel Committee support Board approval of a Team Lead Pay Stipend.

BACKGROUND AND DISCUSSION

The Landfill Operations Department operates 11.5 hours per day, with the early crew starting work at 5AM to set up the landfill to receive material and the closing crew ending the day at 4:30PM or as close to that as possible, depending on workload. Because of the long operational hours, the department had been staffed with two supervisors – one to oversee opening activities and the other to oversee closing activities with some overlap. In July 2020, the decision was made to eliminate one supervisor positions as a cost-saving measure to address the financial impacts of COVID19. The department has the benefit of having several employees with many years of experience and the departure of the second supervisor provided the opportunity for several of the long-term employees to demonstrate their knowledge and experience in coordinating the day-to-day workflows and assisting their less experienced peers with training and answering questions as they arise.

Staff proposes creating a new Team Lead Pay Stipend of 5% to formally designate and compensate team leads for the leadership support they provide in coordinating the work of their team in the absence of a supervisor. A new pay stipend requires board approval. The 5% pay increase is consistent with the pay differential of similar roles that currently provide lead direction (Sr. Heavy Equipment Technician, Sr. MRF Operator, etc.) throughout the District. A pay stipend would provide more flexibility to designate team leads throughout the organization for specific periods of time or as needed and would not be limited to one specific person, as with a classification like that of Senior. Team lead designations would be based on qualifications and experience, at the discretion of management. Team lead responsibilities would be limited to day-to-day work coordination, workflow management and training less experienced peers and would not include the higher-level responsibilities of a supervisor, such as coaching and discipline, scheduling/time management, etc. In addition to the landfill operations supervisor, the department is supported by a landfill operations manager (temporarily vacant) who provides general operational direction and oversight and handles employee relations matters. A second supervisor would not be necessary at this time. This matter has been discussed with the Union representatives and there is agreement.

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FINANCIAL IMPACT

The financial impact will be minimal for the remainder of the fiscal year and will be paid for from savings of budgeted vacant positions. Future expense will be accounted for in future annual personnel budgets and is estimated at \$4,100 per year on average ($\$82,000 \times 5\%$) per person.

CONCLUSION

Management requests the Personnel Committee support and recommend Board approval of a new Team Lead Pay Stipend to recognize and appropriately compensate employees performing task outside their regular scope of work.

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MEMO

Discussion/Action

Item #: 3

Meeting Date: March 1, 2023

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

Subject: Landfill Operations Department Staffing Increase



RECOMMENDATION

That the Personnel Committee support Board approval of one additional (1.0 FTE) Heavy Equipment Operator to the Landfill Operations Department.

BACKGROUND AND DISCUSSION

The District entered into an agreement with Waste Connection, Ltd., for an additional 250 tons per day of MSW from out of District, effective April 2022. The increase in tonnage was estimated to generate approximately \$2.15M in additional revenue per year for the duration of the four-year contract. In anticipation of this increase, one additional Heavy Equipment Operator (HEO) was added in last year's budget and while that helped manage the increase in tonnage, there is still need for additional support. Additionally, the closure of the Salinas Valley Solid Waste Authority's facility in Salinas last year, has resulted in an increase in vehicles and tonnage coming to the District. The YTD tonnage is 67K more than last year and while daily vehicle count of 800+ rarely occurred in the past, it has now become the norm.

Currently, the Landfill Operations department includes nine (8) HEO's and one (1) supervisor. Most of these employees have been employed at the District for many years and are at the highest accrual level for paid time off (PTO). Their combined PTO is approximately seven months per year, which means that the team is almost always short on any given day, either because of scheduled PTO or unexpected absences due to illness or other reasons.

For all the above reasons, Staff intends to seek board approval to increase the headcount of the Landfill Operations Department by one Heavy Equipment Operator as soon as possible, to support the current and increasing need.

FINANCIAL IMPACT

The financial impact is estimated at \$20,500 for the remainder of the fiscal year and will be paid for from savings of budgeted vacant positions. Future costs will be accounted for in future annual personnel budgets and is estimated at approximately \$82,000 for the first full year.

CONCLUSION

Management requests the Personnel Committee support and recommend Board approval of one additional (1.0 FTE) Heavy Equipment Operator be added to the Landfill Operations Department to ensure appropriate staffing level for need.

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MEMO

Discussion/Action

Item #4



Meeting Date: March 1, 2023

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

Subject: Engineering & Compliance Department Staffing Increase

RECOMMENDATION

That the Personnel Committee support Board approval of one additional Sr. Engineer (1.0 FTE) for the Engineering & Compliance Department.

BACKGROUND AND DISCUSSION

Currently, the Engineering & Compliance department is staffed with four (4) full-time equivalent (FTE) positions: Director of Engineering & Compliance, Sr. Engineer, Solid Waste Engineer and Associate Engineer. The Solid Waste Engineer and Associate Engineer are new positions that were added this fiscal year primarily for 'compliance' support functions for the breadth of the District's regulatory compliance requirements and also for smaller scope operations/facility support services.

The Director of Engineering & Compliance and Sr. Engineer are responsible for managing the numerous projects that are in various stages at any given time, small and large-scale and that consume considerable time to oversee and manage properly, and which are in addition to numerous operations support activities provided to the other departments. Ideally the Director has a limited specific project(s) management workload that allows sufficient time for the District Engineer role, both internally and externally, for support of the GM and leadership team in operations, business development, development of short and long-term goals and objectives consistent with the Strategic Plan and annual business plan in addition to supervision of Engineering staff and their support of the District's operations. Some of the larger-scale projects include the Module 7-Phase 3 Liner Permit/Design/Construction, the CalRecycle ORG 6 Grant for composting operations change (Windrow to CASP method), and the WMD-AWPF Medium Voltage Transmission Voltage line to the M1W drinking water purification facility and the Board's recent approval to modify the project design to establish microgrid functionality. More importantly, there are planning endeavors that are underway that will yield significant infrastructure projects in the future. Namely, the Joint Feasibility Study with M1W (microgrid expansion and organic-to-energy studies) and the landfill permit modification/master planning {associated with an external stormwater storage facility and related stormwater conveyance/control infrastructure; a 500-year engineered flood control levee for environmental protection and liability reduction purposes; master planning and phased development of leachate/condensate/groundwater collection, storage, transfer, and possibly treatment systems for the entire 315-acre landfill; alignment modification of the north perimeter of the unlined Modules 1 & 2 to install a landfill liner system for environmental protection and liability prevention purposes that in turn provide the solution to the periodic soil slumps on the north slopes; master planning and phased development of the landfill gas (LFG) perimeter header system; possible landfill footprint modification along portions of the southern perimeter of the landfill should that opportunity be achieved by the Joint Feasibility Study endeavors; and new renewable energy

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opportunities that might be associated with M1W needs and/or the adjacent property owners who have expressed interest for power (CalAM Desal Plant, Marina Coast Water District, Dole Storage Facility, and RAMCO)}. Additionally, both the District's HHW and Air Compliance programs need significant modernization to improve quality, effectiveness, and efficiency. While this is a specific short-term activity, both programs need new plans that deliver the clarity of all elements of the program to the responsible staff that conduct the compliance activities associated with their operations on a daily basis that are regulated. Developing the new plans will be a managed, collaborative effort of staff and a 3rd party professional service entity with expertise in those two programs. A software platform which incorporates the plan elements and is a resource tool to assist staff on documenting and recording compliance monitoring data, preparing compliance reports, and meeting both compliance requirements and the various regulatory deadlines is also envisioned. The HHW and Air Compliance programs' needs are both very similar to that of the Safety Program which was comprehensively developed in 2016 and has been an agency wide success since that time.

The scale of project work and operations support activities that is increasingly present at the District as it continues to grow in its breadth of diversion and disposal services to the community exceeds the current capacity of the Engineering & Compliance department. The addition of one more Sr. Engineer will provide the necessary bandwidth to more efficiently process the current workload and to ensure the District has the expertise necessary to facilitate periods of transition and succession without disruptions, as many of the projects are critical to the continued success of the District.

For all the above reasons, Staff intends to seek board approval to increase the headcount of Engineering & Compliance department by one Sr. Engineer as soon as possible to support the current and increasing needs for project management.

FINANCIAL IMPACT

The financial impact is estimated at \$40,000 for the remainder of the fiscal year should hiring occur and will be paid for from savings of budgeted vacant positions. Future costs will be accounted for in future annual personnel budgets and is estimated at approximately \$200,000 for the first full year.

CONCLUSION

Management requests the Personnel Committee support's and recommend Board approval of one additional (1.0 FTE) Sr. Engineer be added to the Engineering & Compliance department to ensure an appropriate staffing level for current and future workload needs of the District. The Board's support will also assist the budget preparation process for the next fiscal year.