

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

SPECIAL MEETING OF SEPTEMBER 29, 2006
at 6 p.m. in the OLIVIER ROOM, STARDUST MOTOR HOTEL

AGENDA

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Additional items may be added if by unanimous consent of all Commission Board

3. BUSINESS

2-3 3.1 Creation of Landfill Operator Position

4-5 3.2 2007 Budget

4. ADJOURNMENT

**MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION**

Issue:

Create the Position of Landfill Operator

Recommendation:

THAT the Board create the position of Landfill Operator at the Mackenzie Regional Landfill.

Manager Comments:

Date:

September 29, 2006

Submitted By:

Pat Sliworsky, Manager

Reviewed By:

BACKGROUND

Overview:

To date the operator at the scale house is employed by the Town of High Level and the cost of this employee is being billed back to the Commission.

The position would be Operator, rather than Scale House Operator, to allow for flexibility of duties, and future staff changes.

Financial:

The Scale House Operator is currently at \$18.54/hr (Step 6). With all employer costs (incl. COLA of \$1,000) and one increment in July '06 (incl. personal days maximum payout at 60%) the 2006 total landfill operator wage costs are \$51,863.86.

The Commission is proposing to start the scale at \$17.50 to stay competitive for new employees, and provide more steps for the current operator.

The Town of High Level's projected 2007 pay grid may increase by up to 3% for cost of living allowance.

PAY GRID

STEPS	1	2	3	4	5	6	7	8
Operator – Town 2006	\$16.05	\$16.52	\$17.00	\$17.50	\$18.01	\$18.54	\$ 19.08	\$ 19.64

STEPS	1	2	3	4	5	6	7	8
Operator - Commission 2006	\$17.50	\$18.01	\$18.54	\$19.08	\$19.64	\$20.21	\$20.80	\$ 21.40

Organizational:

With the hiring of a Manager, it was understood that this position would be an employee reporting to the Manager of the Waste Commission.

Plans:

It is planned to have an Operator for the Mackenzie Regional Landfill Scale House working for the Commission as of January 1, 2007. This would enable a clearer management of employee duties, and be in line with the continued development of Commission staff.

This plan would give the Town of High Level three(3) months to be able to give notice to the existing employee about the termination of the position currently filled by the Town.

Alternatives:

1. Create the position of an Operator for the Scale House with the Mackenzie Waste Management Commission.
2. Continue to pay the Town of High Level to supply an Operator for the Scale House.

Recommended Alternative:

#1

Revenue Total	(596,286)	(590,655)	(431,020)	(653,097)	(865,827)
Travel & Subsistence	-	4,800	3,000	17,015	18,000
employee travel, accommodations, and meals					
commission meeting meal expenses					
commission members per diem and travel					
Landfill Contract	221,000	221,000	221,000	221,000	221,000
Advertising	600	600	600	900	1,800
new contract for operating landfill					
oil recycling + hhw, paint & anti freeze					
Other Contractual Services	11,900	10,600	13,100	35,600	64,282
survey annual report					6,000
building repair/ includes scale repair and calibration					5,000
gravel for access road					4,000
ground water report					20,000
irrigate leachate					1,600
leachate testing					2,500
freon removal					1,000
new contract for operating landfill - consultant					7,000
extra equipment charges					7,500
lease of pick-up					5,052
vehicle maintenance					500
site grass cutting					800
hww, paint, and antifreeze for disposal of bins & drums					2,330
litter control					1,000
Subscriptions & Publications	535	150	-	-	300
swana, other magazines					
Auditing Fees (Finance)	2,000	2,400	7,000	10,000	10,000
Miscellaneous Services	1,000	-	-	-	
Land Lease Agreement	769	769	769	769	1,500
additional cost for lease expansion					
Professional Development	-	-	-	-	
Legal Fees	1,400	1,400	1,400	4,000	4,000
Training & Education	-	-	1,200	1,200	2,000
Manager, Scale Operator, & Comm. Members					
Landfill Purchased Maintenance	47,000	-	-		
Building & Content Insurance	600	10,300	11,000	11,000	500
Extra vehicle insurance					400
Administrative Services	70,125	74,605	80,000	147,043	167,069
wages including benefits for Manager					88,733
wages including benefits for Scale Operator					53,336
use of Town Administration					25,000
Administrative Supplies	6,000	4,000	3,400	3,400	8,400
office supplies and office rent					
Maintenance Materials	2,200	3,600	3,600	3,600	1,500
coffee, cleaning supplies, and drinking water					
Heating Fuel & Other Scale Exp	5,440	4,516	4,500	4,770	11,040
heating fuel & gas for vehicle					4,800
electricity					2,040
telephone (includes cell phone & extra line at Landfill)					3,000
water tank fills					1,200
Contributed To Landfill Closure				28,300	164,506
Reserves					33,000
Future Excavation of Cell 5 (over 10 years)					30,000
Master Plan Review (over 4 years)					3,000
Cash Over/Short	-	-	-		
Uncollectible Accounts	-	-	-		5,000
Expenses Total	370,569	338,740	350,569	488,597	714,297
Surplus Available For Transfer To Capital	(225,717)	(251,915)	(80,451)	(164,500)	(151,530)

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION 2007 BUDGET

Description	2003 Budget	2004 Budget	2005 Budget	2006 Budget	2007 Budget
Surplus Operating	(225,717)	(251,915)	(80,451)	(164,500)	(151,530)
Tire Grant				(30,000)	
Alberta Environment Grant Surface Water				(279,000)	(279,000)
Contributed From Reserves	(15,283)	-	-		
Contributed From Operating	-	-	-		
	(241,000)	(251,915)	(80,451)	(473,500)	(430,530)
Fence And Master Plan	146,000	104,286	-		
Cell Construction	65,000				
Electric Perimeter Fence	-	-	15,000	30,000	30,000
Excavate The Balance Of Cell 3A	-	-	80,000		
Tire Staging Area Site	-	-	30,000	26,000	
Imgate Leachate Water On Site	-	5,000	-		
Monitor Wells		8,000	-		
Air Conditioner	-	4,000	-	1,500	1,500
Storage Shed For Recycling	-	6,000	-		
Tire Holding Area	-	30,000	-		
Commission	-	6,000	-		
Cleanup	-	8,000	-		
Burn Brush Piles	-	6,000	-		
Landfill Audit					7,030
Land Lease Amendment				2,500	
Surface Water Improvements				342,000	342,000
Berm For Construction & Demolition Area				10,000	
Desktop Computer And A Backup System				3,500	
Business Plan Study				50,000	50,000
New Employee Expenses				8,000	
	211,000	177,286	125,000	473,500	430,530
(Surplus)/deficit	(30,000)	(74,629)	44,549	-	-