

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,  
SALT LAKE COUNTY SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

<b>Date/Time</b>	<b>Location</b>	<b>Attendees</b>
<b>01/23/2012</b> <b>1:00 P.M.- 2:06P.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	<b>Board Members:</b> Patrick Leary, Jerry Rechtenbach, David Wilde, Jim Bradley, Richard Snelgrove, Coralee Wessman-Moser and Scott Bracken  <b>Board Members Electronic Participation:</b> Randy Horiuchi  <b>Sanitation Staff:</b> Pam Roberts, Allison Dodge, Stuart Palmer, Janet Kelly, Hollis Robison, Andy King, Ryan Dyer, Gavin Anderson and Larry Chipman  <b>Guests:</b> Monte Johnson, Mike Allen, Dama Barbour and Larry Moller
<b>Next Meeting</b> <b>02 /22/2012</b> 9 A.M.- 10 A.M.	<b>604 W 6960 S</b> <b>Training Room</b>	<b>Absent:</b> Sabrina Petersen

**Agenda**

1. Introduction of New Members, **(Informational), Patrick Leary**
2. Nominate and Elect a new Board Chair, **(Action Item)**
3. Date and Time for Future Meetings, **(Discussion/Decision)**
4. October 24, 2011 Minutes **(Approval Requested)**
5. December 13, 2011 Public Hearing Minutes **(Approval Requested)**
6. Fee Abatements **(Approval Requested)**
7. Special Service District requirement for an independent financial audit for 2011 and going forward. **(Informational), Pam Roberts**
8. Exploration of Separation of District **(Informational and Direction), Patrick Leary and Gavin Anderson**
9. Requested items for the next Board meeting February 27, 2012
  - Report from 2011 Goals and Financials, **(Informational), Pam Roberts**

<b>Topics/ Objectives</b>	<b>Key Points/ Decisions</b>	<b>Action Items Who – What – By when</b>	<b>Status</b>
<b>Introduction of New Members</b>	<p>Patrick Leary, Board Vice Chair, conducted the meeting and introduced the new Board Members. The new Board Members for 2012 are Scott Bracken, Cottonwood Heights, Coralee Wessman-Moser, Herriman City, and Sabrina Petersen, Holladay City. who was absent.</p> <p>Jerry Rechtenbach, Taylorsville City, introduced Dama Barbour as the new Board Member to represent Taylorsville City.</p>		<b>The newly elected Board Members will be approved through the Salt Lake County Council once their applications are submitted to the County Mayor’s Office.</b>
<b>Nominate and Elect a new Board Chair</b>		Board Member Rechtenbach, seconded by Board Member Horiuchi, moved to table this item until the February 22, 2012 meeting when all the Board Members have been approved.	<b>Item tabled until February 22, 2012 meeting.</b>
<b>Date and Time for Future Meetings</b>		Board Member Bradley, seconded by Board Member Horiuchi, moved to schedule future Administrative Control Board Meetings on the 4 <sup>th</sup> Wednesday of each month at 9 a.m.	<b>Approved January 23, 2012</b>
<b>Approve Minutes from October 24, 2011 Meeting and Public Hearing held December 13, 2011</b>		Board Member Bradley, seconded by Board Member Horiuchi, moved to approve the minutes from the meeting and public hearing. The motion passed unanimously.	<b>Approved January 23, 2012</b>
<b>Approve Fee Abatements</b>		Board Member Rechtenbach, seconded by Board Member Bradley, moved to approve the	<b>Approved January 23, 2012</b>

		sanitation fee abatements. The motion passed unanimously, authorizing the County Treasurer to effect the same, showed that all Board Members voted “Aye.”	
<b>Parcel Number</b>	<b>Home Owner</b>	<b>Refund Amount</b>	<b>Reason</b>
32-04-451-008	Daniel Olschewki	1068.00	<b>Homeowner was billed incorrectly for five units when he should have been billed as a single unit. We are invoicing adjacent parcels for the remaining four units</b>
15-36-477-037	Housing Authority of the County of Salt Lake	312.00	<b>This parcel is a piece of raw land that was billed in error.</b>
32-10-101-008	Local Building Authority of Salt Lake Valley Fire Service Area	132.00	<b>This parcel is a piece of raw land that was billed in error.</b>
16-24-103-006	Mark Knaphus	180.00	<b>Resident was charged for a second garbage container that had been returned.</b>
10-33-351-025	Caryn Clark	132.00	<b>The home on this parcel is not ready for occupancy. We have not delivered containers to this home and do not provide collection services.</b>
14-29-406-009	Milton Newman	180.00	<b>Resident was charged for a second garbage container that was rented by the previous homeowner.</b>
14-30-232-022	Tony Lewis	90.00	<b>This parcel was incorrectly charged for a second garbage container for a six month period in 2011.</b>
16-32-105-088	Allen Sowards	132.00	<b>This parcel is a piece of raw land and does not receive collection services.</b>

14-32-403-003	Celebrity Construction Inc.	77.00	And incorrect parcel number resulted in this piece of raw land receiving refuse collection fees in 2011.
22-26-329-007	Collette Meriwether	180.00	Resident was incorrectly charged for a second garbage can.
22-15-157-007	Board of Education of Granite School District	132.00	This parcel is a piece of raw land that was billed in error.
16-34-451-043	Board of Education of Granite School District	132.00	This parcel is a piece of raw land that was billed in error.
22-17-379-049	Bridges on Vine PUD	132.00	This parcel is a piece of raw land used for common area that was billed in error.
22-22-426-020	Patricia Kapos	180.00	Resident was charged for a second garbage can that was rented by the previous homeowner.
21-15-403-004	Hugh Bringhurst	55.00	The parcel is commercial land with an old, unlivable home. The can was found and returned to our inventory on August 1, 2011.
21-15-351-035	City of Taylorsville	120.00	This parcel had a home on it that was demolished at the end of February 2011.
22-22-479-023	Judith Forsythe	132.00	This parcel is a piece of raw land that does not receive collection services.

Total January 2012

3,366.00

Special Service District requirement for an independent financial audit for 2011 and going forward.	Pam Roberts, Executive Director, reported that under state statute the Special Service District is required to have an independent audit.  <b>17B-1-640. Independent audits required.</b>	Board Member Horiuchi, seconded by Board Member Wilde moved to have Squire perform the audit this year.	
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<p><b>(Informational), Pam Roberts</b></p>	<p>(1) Independent audits of all local districts are required to be performed in conformity with Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act.</p> <p>(2) The board of trustees shall appoint an independent auditor for the purpose of complying with the requirements of this section and with Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act.</p> <p>Discussion was held on whether the District should have Squire perform the audit. The Board Members asked for staff to review the process.</p>		
<p>Exploration of Separation of District <b>(Informational and Direction), Patrick Leary and Gavin Anderson</b></p>	<p>Patrick Leary began the discussion by giving a history of the Sanitation District being created in 1977. The Salt Lake County Council created the Administrative Control Board in 2009 and effective in 2010 to include the cities served in the decision making process.</p> <p>Patrick asked Gavin Anderson, Legal Counsel, to review what would be involved and required for the District to move into a UFA/UPD model.</p> <p>Step # 1 was the creation of the Administrative Control Board.</p>	<p>Pam Roberts and Stuart Palmer will evaluate and research the cost effectiveness, Interlocal agreements and the process for employee's to become hired by the District. They will prepare an outline for the next Administrative Control Board meeting.</p> <p>The Board Members will bring their ideas to the next meeting.</p>	

Step # 2 was for the District to adopt its own procedures and regulations governing its operations where it has relied on the Salt Lake County Commission and Salt Lake County Council in the past. He said the District is a government entity and should be able to create its own internal operating procedures.

Step # 3 would further independence where the employees continue to be employed by the County on behalf of the District. He said there would be no legal impediment for the District to take over its own employment. It would be a merit system and other elements that would need to shift over would be payroll, human resources, and purchasing.

Step # 4 Complete independence would be for the District to provide its own administrative services that Salt Lake County provides at this time, which includes moving personnel under the District.

Questions brought up by the Board Members were:

- Possible increase/decrease in cost
- Evaluate what has happened with UFA/UPD costs
- The number of representatives per city

	<ul style="list-style-type: none"> <li>• Merit system, employee wages and salary structure</li> <li>• How would other cities join the District</li> </ul>		
Next Meeting	The next meeting will be held Wednesday, February 22, 2012 at 9:00 a.m.		
<b>Adjournment</b>		There being no further business the meeting adjourned.	<b>Adjourned at 2:06 p.m.</b>
<b>Future Meeting Topics</b>	<p>Nominate and Elect New Board Chair</p> <p>Update on Process for Independent Audit</p> <p>Follow up on Formalizing the District</p>		