

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

Date/Time	Location	Attendees
02/22/2012 9:00 A.M.- 10:38 A.M.	604 W 6960 S Training Room	Board Members: Patrick Leary, Dama Barbour, David Wilde, Jim Bradley, Richard Snelgrove, Coralee Wessman-Moser, Scott Bracken and Sabrina Petersen Sanitation Staff: Pam Roberts, Allison Dodge, Stuart Palmer, Ryan Dyer, Lorna Vogt, Gavin Anderson, Bill Hobbs, Pam Savage, Janet Kelly, Andy King, Larry Chipman and Steve Whitney Guests: Debbie Haggard, Brett Wood, Liane Stillman, Ashlee Yoder and Kerri Nakamura
Next Meeting 03/28/12 9:00 A.M.- A.M.	604 W 6960 S Training Room	Absent: Randy Horiuchi

Agenda

1. Nominate and Elect New Board Chair
2. Consent Items: **(Approval Requested)**
 - 2.1 January 23, 2012 Minutes
3. Fee Abatements **(Approval Requested)**
4. Report from 2011 Goals and Financials **(Information), Pam Roberts & Stuart Palmer**
5. Update on Process for Independent Audit **(Information), Stuart Palmer**
6. Follow up on Formalizing the District **(Information, Direction Requested) Pam Roberts and Gavin Anderson**
7. Requested items for the next Board meeting March 28, 2012

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
Nominate and Elect New Board Chair		Board Member Snelgrove, seconded by Board Member Wessman-Moser, moved to elect Board Member Bracken to serve as the Board Chair. The motion passed unanimously.	Approved February 22, 2012
Consent Items: (Approval Requested) January 23, 2012 Minutes		Board Member Snelgrove, seconded by Board Member Bradley, moved to approve the minutes from the meeting held January 23, 2012. The motion passed unanimously.	Approved February 22, 2012
Fee Abatements		Board Member Wilde, seconded by Board Member Snelgrove, moved to approve the sanitation fee abatements. The motion passed unanimously, authorizing the County Treasurer to effect the same, showed that all Board Members voted “Aye.”	Approved February 22, 2012
Parcel Number	Home Owner	Refund Amount	Reason
22-17-406-004	Adrian & Elsje Groos	90.00	Homeowner was charged for a second can that was returned in June 2011.
22-17-406-003	Cora Neale	90.00	Homeowner was charged for a second can that was returned in June 2011.
21-08-229-001	Hossein & Manijeh Khalaji	180.00	Homeowner was charged for a second garbage can that was rented by the previous owner.
24-27-226-083	Solitude Development Co. Inc.	66.00	This parcel is part of a private community that we aren't

			servicing. We have deleted the account from our billing.
	February Total	426.00	
	2012 YTD	3792.00	
Report from 2011 Goals and Financials (Information), Pam Roberts & Stuart Palmer	<p>Stuart Palmer, Fiscal Manager, reviewed the 2011 division financials.</p> <ul style="list-style-type: none"> • The 2011 budget included increased expenditures for customer service as follows: Area Cleanup program and implementation of weekly recycling collection on September 1, 2011, with 8 additional FTEs. Also adding two new community collection sites for the glass recycling. • In 2011 the District exceeded revenue projections by 1% with increasing price received for recyclables and favorable sales of used trucks. • Other increased expenses included an increase in landfill disposal rates and increased fuel and maintenance costs related to expansion of services. • The total operating expenses were 8.25% below budget. • There was a favorable increase in the 2011 projected cash balance of over \$500,000, which was partially related to under expenditures for depreciation. 		

Pam Roberts, Executive Director, reviewed the 2011 Sanitation Division goals.

World Class Customer Service: 96% customer satisfaction with 93% satisfaction for the area cleanup program by December 31, 2011.

- 97% overall satisfaction rating for weekly Garbage and Recycle Curbside Collection.
- The area clean up is one of our most popular programs. Survey comments included people wanted more of this program such as twice a year, more containers and for a longer duration, which is why it received an 85% satisfaction rate.
- **For 2012 we have expanded the program by 10 additional containers per day.**

Survey results for curbside green waste collection were as follows:

- 44% of residents said they would not benefit from curb side green waste collection
- 56% of residents said they would benefit from curbside green waste collection
- 35.4% of the residents would be willing to pay up to \$4.00 for collection
- 64.6% of the residents would not be willing to pay for collection

The Division will be exploring ways to meet customer demands for green waste collections with the possibility of a future subscription program. Research will include environmental impact of curbside green collections.

Increase Landfill Diversion Rate: 17.5% recycling and green wasted diverted from the total tons collected by December 31, 2011.

In 2011 the diversion rate was 16.92%. In 2011 the division collected 178 tons of glass and increased green waste collection by 1,265 tons and increased recyclables by 162 tons.

Excellent Employee Satisfaction: 88% by end of December 31, 2011.

The 2011 employee satisfaction survey was conducted the first week of December. 96% of our employees completed the survey. The overall satisfaction rate among employees was 83%, which is up 3% from 2012 and 18% from 2009.

Effectively respond to an emergency and/or disaster:

- 100% of employees have completed NIMS 100
- 98.65% of employees have completed NIMS 200
- 97.30% of employees have completed NIMS 700
- 91.89% of employees have completed the CERT online training

The actual recycling tonnage for weekly collections starting in September of 2011 was not as high as the division had hoped, but there was an increase compared to 2010 collections.

The Division has been providing and will continue to provide extensive public education about recycling.

	<p>Green our Fleet</p> <ul style="list-style-type: none"> • Bypass engine oil filtration systems were installed in 7 existing side load trucks. This should double the life expectancy of engine oil. • Extending preventative maintenance on our fleet from 3,000 to 5,000 miles cost savings as follows: Area Cleanup \$9,000 and Side Load Trucks for Residential Collection \$45,000 • 100% of the trucks in the area cleanup program were run on bio-diesel fuel for cleaner emissions. • Explored options for CNG for our fleet and moving to 100% <p>Accurate and Timely Information and Reporting: Full implementation of adequate and appropriate database systems by 3/30/12</p> <ul style="list-style-type: none"> • Demo and testing of various databases, including Desert Micro is continuing for customer data base and GIS/GPS systems. • We further defined our needs for an appropriate database system with the goal of improving inventory of cans to ensure accurate revenue stream. 	<ul style="list-style-type: none"> • CNG fleet by 2016 with at least 10 CNG trucks purchased in 2013. 	
<p>Update on Process for Independent Audit (Information), Stuart Palmer</p>			<p>This item is tabled for the March 28, 2012 meeting.</p>

<p>Follow up on Formalizing the District (Information, Direction Requested) Pam Roberts and Gavin Anderson</p>	<p>Pam Roberts reviewed the current county over head charges (\$1,078,044) annually versus the division performing the duties in house, through Interlocal agreements or out sourcing.</p> <p>General considerations</p> <p>Inter Local agreements with Salt Lake County for the following:</p> <ul style="list-style-type: none"> • Administrative Service for information services, Fleet for fuel, maintenance and light-medium duty replacement • District Attorney’s Office for risk management workers comp and Attorney • Landfill/Transfer Station • Human Services 	<p>Staff will continue to explore costs associated with health care benefits including retirement, Employee Service Reserve (ESR) and Other Post Employment Benefits (OPEB) and costs associated with Inter Local Agreements or contracting services for next month’s meeting.</p>	
<p>Next Meeting</p>	<p>The next meeting will be held Wednesday, March 28, 2012 at 9 a.m.</p>		
<p>Adjournment</p>		<p>There being no further business the meeting adjourned.</p>	<p>Adjourned 10:38 a.m.</p>
<p>Future Meeting Topics</p>	<ul style="list-style-type: none"> • Follow-Up Autonomy for the District • Update on Process for Independent Audit • 2012 Goals 		