

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

Date/Time	Location	Attendees
<p>07/25/2012 9:00 A.M.- 10:22 A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Board Members: Scott Bracken, Patrick Leary, Dama Barbour, David Wilde, Jim Bradley, Richard Snelgrove, and Coralee Wessman-Moser</p> <p>Sanitation Staff: Pam Roberts, Stuart Palmer, Allison Dodge, Bill Hobbs, Megan DeMasters, Larry Chipman, Andy King, Janet Kelly, and Ryan Dyer</p> <p>Guests: Mike Allen, Larry Moller, and Kerri Nakamura</p> <p>Electronic: Gavin Anderson</p>
<p>Next Meeting 08/22/12 9:00 A.M.- 10:30 A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Absent: Randy Horiuchi and Sabrina Petersen</p>

Agenda

1. Consent Items: (**Approval Requested**)
 - 1.1 June 21, 2012 June Budget Adjustment Public Hearing Minutes
 - 1.2 June 27, 2012 Board Meeting Minutes
2. 2011 Independent Financial Audit Report, Stuart Palmer (**Acceptance Requested**)
3. Additional Allocations for District Organization to be hired in the fall, Pam Roberts (**Approval Requested**)
 - Human Resource Manager, Grade 31
 - Accountant, Grades 28/30/32
4. Name the District Ideas from Employees, Pam Roberts (**Direction/Decision Requested**)
5. First Round of 2013 District Human Resource Policies, Pam Roberts and Gavin Anderson (**Approval/Direction Requested**)
6. If Time Allows: Briefing on 2012 Waste Audits, Pam Roberts (**Informational**)
7. Requested items for the August Board Meeting

- Approve Additional District Policies
- 2012 YTD Budget/Expenditures Report
- First review of 2013 Budget

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
Approve June 21, 2012 June Budget Adjustment Public Hearing Minutes and June 27, 2012 Regular Meeting		Board Member Moser, seconded by Board Member Barbour, moved to approve the minutes from the June 21, 2012, budget adjustment public hearing and the June 27, 2012, Administrative Control Board meeting. The motion passed unanimously.	Approved July 25 , 2012
2011 Independent Financial Audit Report, Stuart Palmer	Board Member Moser congratulated staff for a good audit and for their good work.	Board Member Snelgrove, seconded by Board Member Barbour, moved to accept the 2011 independent financial audit report. The motion passed unanimously.	Accepted July 25, 2012
Additional Allocations for District Organization to be hired in the fall, Pam Roberts (Approval Requested) Human Resource Manager, Grade 32 Accountant, Grades 28/30/32	Pam Roberts, Executive Director, asked the Board Members to approve 2 additional allocations for the District. The District will need a Human Resource Manager and an Accountant position. The next step will be to have Salt Lake County Council approve the allocations. The positions will be posted externally. Pam said human resources will be brought in-house. The Human Resource Manager will serve as the EEO (Equal Employment Officer), manage payroll, training, sexual harassment, compensation, discipline,	Board Member Wilde, seconded by Board Member Snelgrove, moved to approve the additional allocations requested. The total amount requested will be changed from \$58,557 to \$56,557. The motion passed unanimously.	Approved July 25, 2012

	<p>grievances, hiring, and make sure we follow state statute.</p> <p>The District will have its own bank account.</p> <p>Board Member Barbour asked what the pay range is for the positions.</p> <p>Pam Roberts said the salary range for next year is around \$55,000 - \$75,000 per year for each position. She said it is important for these positions to have experience other than County experience because the District will be run differently.</p> <p>Board Chair Bracken stated from his experience if Cottonwood Heights would have been able to hire an accountant and other positions before starting a new city it would have been helpful. He said it is good to be cautious when expanding.</p> <p>Board Member Bradley stated with an organization this size, budget, and number of employees it would be hard to find a business in the private sector that didn't have these positions in place immediately. It was a terrific advantage to have these positions in place early with UPD (Unified Police Department). The transition period was very smooth. There was no downside to hiring employees by the County and then transferring over to UPD. The liabilities are terrific if these positions are not in place at the beginning.</p>		
<p>Name the District Ideas from Employees, Pam Roberts</p>	<p>Pam Roberts said under state statute the name cannot have the creating entity's name included. The employees were asked to submit names for "Name the District Contest." The top three names are listed below:</p> <ol style="list-style-type: none"> 1. High Desert Waste and Recycling District 	<p>Board Member Barbour, seconded by Board Member Moser, moved to accept the name Wasatch Front Waste and Recycling District. The motion passed unanimously.</p>	<p>Approved July 25, 2012</p>

	<p>2. Municipal Waste and Recycling Services</p> <p>3. Wasatch Front Waste and Recycling Collections or District</p> <p>Gavin Anderson, District Attorney’s Office, suggested the Board send a letter or resolution to Salt Lake County Council to have the name changed when the Council adopts the resolution for the separation. This will be done at a public hearing.</p> <p>Gavin recommends the word district be included in the name. This gives branding and also legal status to the district.</p> <p>The Board discussed the options and chose Wasatch Front Waste and Recycling District.</p> <p>Board Member Moser complimented staff for their recommendations.</p> <p>Board Chair Bracken thanked employees for submitting names and he hopes employees will like the name the Board chose.</p> <p>The Board Members liked the name and felt like it was all inclusive of the areas we serve.</p>		
<p>First Round of 2013 District Human Resource Policies, Pam Roberts and Gavin Anderson</p>	<p>Pam Roberts stated the policies are in draft form and changes will be made with the Board Members recommendations.</p> <p>Pam said that she wanted to change Lorna Vogt’s title from Associate Director to Deputy Director.</p> <p>Policy 2017 Discipline</p>	<p>Board Member Wilde, seconded by Board Member Bradley, moved to table this item for next month’s meeting.</p>	<p>Tabled until August 22, 2012</p>

Policy 2018 Grievances and Appeals

Policy 2019 Discrimination/Sexual Harassment/Retaliation

Policy 2016 Standards of Conduct

The policies are similar to Salt Lake County Policies and Procedures only simplified and include requirements for Districts.

Pam Roberts complimented Janet Kelly, Internal Service Manager, for taking the lead on drafting the policies.

Board Chair Bracken asked the Board for comments or direction on the policies. He recommends the policies be reviewed by the HR position and then have the policies approved in October or November.

Board Member Bradley said it was a good starting point.

Board Member Wilde stated he spoke with a representative from UPEA (Utah Public Employees Association) last week about the separation. He said UPEA wanted a panel to review grievances.

Pam Roberts suggested we follow other districts where the Executive Director or General Manager has the final say. There are other hearings before the Executive Director hears the grievance. Pam said employees would be able to appeal to the Labor Commission or file an appeal with the District Court.

	<p>Pam reported Todd Sutton from UPEA said the Board may want to consider an appeals panel if Pam were to leave the District. Todd Sutton has been invited to board meetings.</p> <p>Pam said the mediation process with the Labor Commission is very fair.</p> <p>The Board decided it was best to table the procedures until the Human Resource Manager is hired to make recommendations.</p>		
<p>If Time Allows: Briefing on 2012 Waste Audits, Pam Roberts</p>	<p>Megan DeMasters, Program Analyst, and Ryan Dyer, Program Manager, reported findings for the 2012 waste audits. The tonnages are down due to it being a dry year. The current diversion rate is 17-18%. Recyclables in the waste stream have decreased.</p> <p>Recycling is the only material collected by the District that has increased in tonnage. Both refuse and green waste have decreased this year.</p> <p>Recycle education will be increased.</p>	<p>Additional information will be provided at next month's meeting.</p>	
<p>Next Meeting</p>	<p>The next meeting will be held Wednesday, August 22, 2012</p>		
<p>Adjournment</p>		<p>Board Member Snelgrove, seconded by Board Member Wilde, moved to adjourn the meeting. The motion passed unanimously. There being no further business the meeting was adjourned.</p>	<p>Adjourned 10:22 a.m.</p>
<p>Future Meeting Topics</p>	<ul style="list-style-type: none"> • Approve Additional District Policies • 2012 YTD Budget/Expenditures Report • First review of 2013 Budget • Green Waste Audit 		

