

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

Date/Time	Location	Attendees
11/28/2012 9:00 A.M. - 10:38 A.M.	604 W 6960 S Training Room	Board Members, Scott Bracken, Patrick Leary, Dama Barbour, Jim Bradley, Richard Snelgrove, Coralee Wessman-Moser, and Jim Brass Sanitation Staff: Pam, Roberts, Allison Dodge, Stuart Palmer, Craig Adams, Pam Savage, Bill Hobbs, Ryan Dyer, Andy King, Lorna Vogt, Gaylyn Larsen, Janet Kelly, Kevin Yack, Larry Chipman, and Gavin Anderson Guests: Larry Moller, Frank Nakamura, Doug Hill, Mike Allen, Keri Chappell, Dave Jackson, Brett Wood, and Jeff Rowley
Next Meeting 01/17/13 9:00 A.M. - 10:00A.M.	604 W 6960 S Training Room	Absent: David Wilde, Randy Horiuchi, and Sabrina Petersen

Agenda

1. Introduction of New Member, **(Informational)**
 - Jim Brass, Murray City
2. Consent Items: **(Approval Requested)**
 - 1.1 November 14, 2012 Board Meeting Minutes
 - 1.2 Fee Abatements
3. Public Hearing for the District's 2013 Budget Adoption, December 6th at 6 p.m., County Council Chambers, Pam Roberts **(Reminder)**
4. Tentative Approval for the 2013 District Budget Including the Proposed Tipping Fee Increase from SL Valley Landfill, Pam Roberts and Stuart Palmer **(Approval Requested)**
5. Staff Recommendation for District Employee's Retirement Accounts, Pam Roberts **(Direction/Approval)**
6. Risk Management Insurance Costs Outline, Pam Roberts and Consultant Keri Chappell from AON, **(Information/Approval)**

7. District Resolution, accepting Wasatch Front Waste and Recycling District Organization, Pam Roberts (**Approval Requested**)
8. District Policies, Pam Roberts and Gavin Anderson, (**Approval Requested**)
 - Draft of the 2013 Billing Process
9. Cancel the Regularly Scheduled December Board Meeting on December 26th, Scott Bracken, (**Decision Requested**)
10. 2013 District Board Meeting Schedule, Pam Roberts (**Direction Requested**)
 - Fourth Wednesday of month 9:00 a.m. (keep or change time)
11. 2013 Board Officers, Pam Roberts and Gavin Anderson (**Informational**)
12. Requested items for the next Board Meeting January 23, 2013
 - Any remaining District Policies needing approval
 - 2013 Board Officers, elections
 - Compensation/Classification Proposal

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
Introduction of New Board Member	Board Chair Bracken welcomed Board Member Jim Brass. Board Member Brass will represent Murray City.		
Approve Minutes and Approve Fee Abatements		Board Member Wessman-Moser, seconded by Board Member Barbour, moved to approve consent item 1.1 November 14, 2012 board meeting minutes and 1.2 fee abatements. The motion passed unanimously.	Approved November 28, 2012
Parcel Number	Home Owner	Refund Amount	Reason
16-27-451-006	John R Holbrook	492.00	Refund for 2009, 2010 and 2011, the home was demolished.

10-32-428-009	Patricia M. Flick	385.00	Refund for 2011 and 2012, the home was condemned.
10-27-252-040	Jeffrey C. Bierman	385.00	Refund for 2011 and 2012, the home was condemned.
22-31-406-020	Earleen Smith	180.00	This parcel was charged for the previous owner's second garbage container.
14-32-277-007	Troy Larsen	360.00	Refund for 2011 and 2012 this parcel was incorrectly charged for the second garbage container.
22-16-477-050	Steven B. Kellgreen	105.00	This parcel was charged for a second garbage can in error.
22-15-353-009	Richard W. Jones	165.00	This parcel was incorrectly charged for the second garbage container.
Public Hearing for the District's 2013 Budget Adoption, December 6 th at 6 p.m., County Council Chambers, Pam Roberts (Reminder)	The public hearing for the District's 2013 budget adoption will be held December 6 th at 6 p.m. at 2001 South State Street, North building, in the Salt Lake County Council Chambers.		
Tentative Approval for the 2013 District Budget Including the Proposed Tipping Fee Increase from SL Valley Landfill, Pam Roberts and Stuart Palmer (Approval Requested)	<p>Stuart Palmer, Fiscal Manager, reviewed the tentative 2013 District budget.</p> <ul style="list-style-type: none"> • No proposed fee increase for 2013 • Shifting purchase of trucks from 2013 to 2014 due to changes on CNG specs. <p>Changes to operation expenses:</p> <ul style="list-style-type: none"> • Increase of 1.75% wage restoration for employees • Increase truck maintenance of \$5.00 per hour shop fees 	Board Member Snelgrove, seconded by Board Member Barbour, moved to approve the tentative 2013 District budget. All Board Members present voted "Aye". The motion passed unanimously.	Approved November 28, 2012.

	<ul style="list-style-type: none"> • Increase in disposal fees beginning July 1, 2013, \$3.00 ton at the Landfill and \$8.00 ton at the Transfer Station • Decrease in fuel cost by switching from diesel to CNG • The District will pay half of the Salt Lake County overhead in 2013 and half in 2014 		
<p>Staff Recommendation for District Employee's Retirement Accounts, Pam Roberts (Direction/Approval)</p>	<p>Pam Roberts reviewed the staff's recommendation for the Districts retirement account options.</p> <p>The employees request the Board to not opt into Social Security. The employees want to manage their own earnings and have the 6.2% employer and 6.2% employee amounts put into a 401 (k) or 457 plan.</p> <p>Gaylyn Larsen said the District benefit package will include a Long Term Disability benefit which will not impact the budget.</p>	<p>Board Member Snelgrove, seconded by Board Member Wessman-Moser, moved to approve the substitute retirement plan and follow the federal guidelines of 6.2% from the employer and 6.2% from the employee put into a long term retirement account. The motion passed unanimously.</p>	<p>Approved November 28, 2012</p>
<p>Risk Management Insurance Costs Outline, Pam Roberts and Consultant Keri Chappell from AON, (Information/Approval)</p>	<p>Keri Chappell, Consultant for Aon gave a summary of coverage and costs for insurance options for the District. Travelers Insurance proposed a low deductible option. Keri recommends the District continue with Salt Lake County Risk Management to investigate auto accidents</p> <p>The District will be self insured for workers compensation claims.</p> <p>Pam Roberts stated Lorna Vogt has done a great job implementing the safety training program which has been very effective in</p>	<p>Board Member Barbour, seconded by Board Member Wessman-Moser, moved to approve the staff proposal. The motion passed unanimously.</p> <p>Keri Chappell will get quotes for earth quake insurance.</p>	<p>Approved November 28, 2012</p>

	<p>decreasing claims. Jeff Rowley stated claims have gone down.</p> <p>Pam Roberts said the recommendation is to go forward with the lower deductible plan. The Interlocal Agreement with the District Attorney's Office will include litigation services.</p>		
<p>District Resolution, accepting Wasatch Front Waste and Recycling District Organization, Pam Roberts (Approval Requested)</p>		<p>Board Member Wessman-Moser, seconded by Board Member Bradley, moved to approve the District Resolution, accepting Wasatch Front Waste and Recycling Organization. The motion passed unanimously.</p>	<p>Approved November 28, 2012</p>
<p>District Policies, Pam Roberts and Gavin Anderson, (Approval Requested)</p> <ul style="list-style-type: none"> Draft of the 2013 Billing Process 	<p>The Board Members reviewed the District policy manual.</p> <p>Pam reviewed the outline for managing the change of collecting fees. Pam's preference would be to keep this process in-house for customer service. Pam wants to draft a letter to send out to our customers explaining the change in fee billing and collection. Other avenues to get information out to our customers will be articles in the Valley Journals, Salt Lake Tribune, and the Deseret News. Pam will go before city councils, community councils, and present the change at the Annual Community Councils Chair training in January.</p> <p>Customers will receive a letter explaining the billing changes and a final notice in July.</p>	<p>Board Member Leary, seconded by Board Member Brass, moved to approve the draft policies for the District. The motion passed unanimously.</p> <p>Gaylyn Larsen will make suggested changes to the manual.</p>	<p>Approved November 28, 2012</p>

	<p>Customers will need to pay by August 31st. Any unpaid balances will be sent to the Treasurer's office to be collected on the tax notice.</p> <p>Pam asked for the Boards permission to proceed with the possibility of expending funds to cover sending customers a letter and two billing notices annually.</p>	Board Chair Bracken told Pam to proceed with the letter and mailing up to two billing notices as determined by staff.	
Cancel the Regularly Scheduled December Board Meeting on December 26th, Scott Bracken, (Decision Requested)	Board Chair Bracken canceled the December 26th meeting.		
2013 District Board Meeting Schedule, Pam Roberts (Direction Requested) Fourth Wednesday of month 9:00 a.m. (keep or change time)	The next meeting will be held on January 17th at 9 a.m.	The Board will set the annual meeting schedule during the meeting on the 17 th .	
2013 Board Officers, Pam Roberts and Gavin Anderson (Informational)	By Policy, the Board will elect a Board Chair and Board Vice-Chair at the January 17, 2013 meeting.	Nominations can be sent to Pam or Allison.	
Next Meeting	The next meeting will be held Thursday, January 17, 2013 at 9:00 a.m.		
Adjournment		Board Member Barbour, seconded by Board Member Wessman-Moser, moved to adjourn the meeting. The motion passed unanimously.	Adjourned 10:38 a.m.
Future Meeting Topics	<p>Requested items for the next Board Meeting January 23, 2013</p> <ul style="list-style-type: none"> Any remaining District Policies needing approval 		

	<ul style="list-style-type: none">• 2013 Board Officers, elections• Compensation/Classification Proposal		
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