

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD

WASATCH FRONT WASTE AND RECYCLING DISTRICT

Date/Time	Location	Attendees
<p>01/17/2013 9:00 A.M. - 10:38 A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Board Members: Scott Bracken, Dama Barbour, David Wilde, Sam Granato, Jim Brass, Coralee Wessman-Moser, and Sabrina Petersen</p> <p>District Staff: Pam Roberts, Allison Dodge, Stuart Palmer, Andy King, Craig Adams, Lorna Vogt, Bill Hobbs, Larry Chipman, Steve Whitney, Gavin Anderson, Gaylyn Larsen, Pam Savage, Janet Kelly, and Ryan Dyer</p> <p>Guests: Frank Nakamura, Leslie Reberg, Doug Hill, and Larry Moller</p>
<p>Next Meeting 02/25/13 8:30 A.M. - 9:30A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Absent: Patrick Leary and Richard Snelgrove</p>

Agenda

Welcome New Member

- Sam Granato, Salt Lake County

1. Board Member Oath of Office, Gavin Anderson and Allison Dodge
2. 2013 Board Officers, Pam Roberts, **(Decision Requested)**
3. 2013 District Board Meeting Schedule, Pam Roberts, **(Decision Requested)**
4. Disclosure Statement, Gavin Anderson, **(Informational)**
5. Land Exchange with Salt Lake County, Pam Roberts and Gavin Anderson, **(Informational)**
6. Wasatch Front Waste and Recycling District Interlocal Agreement with Salt Lake Valley Landfill, Pam Roberts, **(Approval Requested)**
7. Updated District Policy Manual, Pam Roberts and Gavin Anderson, **(Approval Requested)**

8. Recommendation for 2013 Post- Retirement Benefit Change for New Hires, Pam Roberts, **(Approval Requested)**
9. Alternative to Social Security Program, Entering into a contract agreement with ICMA-RC: Pam Roberts, **(Approval Requested)**
10. Update on 2013 Customer Billing, Pam Roberts, **(Informational)**
11. Consent Items: **(Approval Requested)**
 - 11.1 November 28, 2012 Board Meeting Minutes
 - 11.2 December 6, 2012 Public Hearing Minutes
 - 11.3 Fee Abatements
12. **CLOSED SESSION** - Personnel Matter, Patrick Leary, Pam Roberts and Scott Bracken
 - 12.1 Possible Decision to be made in Open Session

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By When	Status
Welcome New Board Member	<p>Board Chair Bracken welcomed everyone to the first board meeting of the Wasatch Front Waste and Recycling District.</p> <p>Board Chair Bracken introduced Board Member Sam Granato. Board Member Granato represents District 4 for the unincorporated Salt Lake County.</p>		
Board Member Oath of Office, Gavin Anderson and Allison Dodge		Allison Dodge, Board Clerk, administered the oath to Board Members Bracken, Barbour, Wilde, Granato, Brass, Wessman-Moser, and Petersen. Pam Roberts also took the oath as a non-voting board member.	
2013 Board Officers, Pam Roberts, (Decision Requested)	Pam Roberts, Executive Director, gave a brief history of previous chairs and vice-chairs for the board. She also noted that the District Policy, which was derived from the previous Board Bylaws states that the Board	Board Member Barbour, seconded by Board Member Petersen, moved to elect Board Member Wessman-Moser to	Approved January 17, 2013

	<p>Chair term is one year and the Vice Chair succeeds the Chair. However, board member Leary who served in 2012 as the Vice Chair is not an elected official and the Board agreed that the Chair position must be an elected official for accountability.</p> <p>2012: Chair: Cottonwood Heights; Vice Chair: Salt Lake County</p> <p>2011: Chair: Cottonwood Heights; Vice Chair: Herriman City</p> <p>2010: Chair: Taylorsville City; Vice Chair: Herriman City</p> <p>Board Chair Bracken opened the floor for nominations for the 2013 board chair and board vice chair officers.</p>	<p>serve as the Board Chair. All Board Members present voted "Aye". The motion passed unanimously.</p> <p>Board Member Bracken, seconded by Board Member Barbour, moved to elect Board Member Petersen to serve as the Board Vice Chair. All Board Members present voted "Aye". The motion passed unanimously.</p>	
<p>2013 District Board Meeting Schedule, Pam Roberts, (Decision Requested)</p>	<p>Pam Roberts, Executive Director gave a brief history of the previous Board meeting schedule.</p> <p>2012: Fourth Wednesday of the month at 9 a.m.</p> <p>2011: Fourth Monday of the month at 1 p.m.</p> <p>2010: Fourth Monday of the month at 1 p.m.</p>	<p>Board meetings will be held on the fourth Monday of every month at 8:30 a.m.</p>	<p>The meeting request will be sent out.</p>
<p>Disclosure Statement, Gavin Anderson, (Informational)</p>	<p>Gavin Andersen gave a brief overview of the disclosure statement requirements.</p> <p>All District employees, elected and appointed officials, and volunteer board members must abide by two significant statutes in the Utah law which prohibit, or</p>		

	<p>require disclosure of certain actual or potential conflicts of interest between their public duties and private business interests. Disclosure statements will be completed annually. This is a public document to be filed in the District files.</p>		
<p>Land Exchange with Salt Lake County, Pam Roberts and Gavin Anderson, (Informational)</p>	<p>The current property owned by the District is being used as collateral for the Public Works Administration building. The District will exchange the land for county owned property to the South East of the complex including the east side of the road directly east of the UTA tracks.</p> <p>Both Sanitation and PW Operations will have easements for shared access and use of the road to the east of the tracks. Midvale City owns and maintains the road West of the UTA tracks.</p>		
<p>Wasatch Front Waste and Recycling District Interlocal Agreement with Salt Lake Valley Landfill, Pam Roberts, (Approval Requested)</p>	<p>The District is asking for special consideration to continue the reduced rate at the Transfer Station of \$2.00 per ton. The government rate is currently \$26.00 per ton and other haulers pay \$28.00 per ton at the Transfer Station. The Landfill rate is \$26.00 per ton for all customers.</p> <p>July 1, 2013, the rate at the Landfill will increase from \$26 per ton to \$29 per ton. The Transfer Station government rate will increase from \$26 to \$34 per ton and the standard rate will increase from \$28 to \$36 per ton. The discount at the Transfer Station equates to an annual savings of \$160,000.00.</p>	<p>Board Vice Chair Petersen, seconded by Board Member Granato, moved to approve and proceed with the Interlocal Agreement between the District and the Salt Lake Valley Landfill. All Board Members present voted "Aye". The motion passed unanimously.</p>	<p>Approved January 17, 2013</p>

	<p>Pam Roberts, Stuart Palmer, Patrick Leary, and Yianni Ioannou, Director of Salt Lake Valley Landfill, met to discuss the continuation of the \$2.00 discount. Patrick and Yianni said they would support this recommendation and take it to the Landfill Council for consideration.</p>		
<p>Updated District Policy Manual, Pam Roberts and Gavin Anderson, (Approval Requested)</p>	<p>Pam Roberts reviewed the updated District policy manual with changes requested by the Board.</p> <p>The Board approves the policy manual and staff approves the standard operating procedures.</p> <p>Additional changes or recommendations to the policy manual includes:</p> <ul style="list-style-type: none"> • Stuart Palmers position to be changed from Fiscal Manager to Controller for the District • The Executive Director may serve on boards and committees separate from the District with full disclosure to the Board to ensure there is no conflict • Gavin Anderson recommends the Board set out all aspects of Pam Roberts’ employment status in policy rather than negotiate a contract. 		

<p>Recommendation for 2013 Post- Retirement Benefit Change for New Hires, Pam Roberts, (Approval Requested)</p>	<p>Salt Lake County will no longer provide post retirement insurance benefits to employees hired after January 1, 2013. Pam Roberts asked the Board to consider this when adopting the District policy manual.</p>		
<p>Alternative to Social Security Program, Entering into a contract agreement with ICMA-RC: Pam Roberts, (Approval Requested)</p>	<p>The Boards legislative intent was to provide an alternate retirement fund that employees would not be able to have access to until retirement. Gaylyn Larsen researched ICMA-RC (International City Management Association- Retirement Corporation) to manage an alternate retirement fund for the employees. There would be no cost to the District for ICMA-RC to manage the employees funds.</p>	<p>Board Member Bracken, seconded by Board Member Wilde, moved to approve and move forward with the resolution and contract with ICMA-RC for an alternate retirement fund for employees. All Board Members present voted "Aye". The motion passed unanimously.</p>	<p>Approved January 17, 2013</p>
<p>Update on 2013 Customer Billing, Pam Roberts, (Informational)</p>	<p>Pam Roberts reviewed the 2013 billing plan.</p> <p>A communications firm has been hired to assist with customer education, billing statements, newsletters, and website.</p> <p>The actual billing process will include 2 billing notices to begin in February with a personal letter from Pam Roberts explaining the process.</p> <p>Staff will continue to analyze the billing process throughout the year.</p>		
<p>Approve Minutes and Approve Fee Abatements Consent Items: (Approval Requested)</p>	<p>Consent Items:</p> <p>November 28, 2012 Board Meeting Minutes</p> <p>December 6, 2012 Public Hearing Minutes</p>	<p>Board Vice Chair Petersen, seconded by Board Member Brass, moved to approve the minutes for the meeting held November 28, 2012. The motion passed unanimously.</p>	<p>Approved January 17, 2013</p>

	Fee Abatements	<p>Board Member Wilde, seconded by Board Vice Chair Petersen, moved to approve the minutes for the public hearing held December 6, 2012. The motion passed unanimously.</p> <p>Board Member Brass, seconded by Board Member Wilde, 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."</p>	
Parcel Number	Home Owner	Refund Amount	Reason
16-27-304-022	Allen M Anderson	180.00	previous owner's second garbage can
16-29-360-008	Aimee E Kulp	153.00	condominium we do not service
22-21-129-066	Gary T Takagi	153.00	raw land
26-34-276-001	Herriman City	153.00	incorrect charge due to parcel change
26-35-328-018	Edward E Butterfield	153.00	raw land
27-12-453-007	Sandy City	153.00	raw land
32-04-200-044	Kimball-7530 West LLC	153.00	raw land

32-11-127-006	Lee Holland	720.00	previous owner's second garbage can from 2009 - 2012
22-11-105-069	Bruce Christenson	513.00	incorrect charge due to parcel change
22-22-107-043	Susan Lund	440.00	raw land from 7/1/08 thru 10/31/11
Total		2771.00	
Personnel Matters	<p>Board Chair Wessman-Moser welcomed Gavin Anderson to discuss the difference between policy versus contract for the Executive Directors position. She said the meeting would continue in an open session. The statutory requirements for a closed session are to discuss competency and does not pertain to contracts or the discussion today.</p> <p>Pam Roberts presented salary market data related to 15 Districts in the Wasatch Front area. The information was gathered by HR Consultant Jill Carter and HR Manager Gaylyn Larsen to illustrate District Director's salaries.</p> <p>The Wasatch Front Waste and Recycling District is one of the largest in the state with FTE's and budget size and has the lowest director salary of the 15 districts in the Wasatch Front area.</p> <p>Gavin Anderson said the study shows there is a gender disparity in pay for the districts in the Wasatch Front area. Out of the 15</p>	<p>Board Member Wilde, seconded by Board Member Brass, moved to appoint the Executive Directors position in policy. All Board members present voted "Aye". The motion passed unanimously.</p> <p>Board Member Wilde, seconded by Board Member Petersen, moved to approve Pam Roberts' annual salary with a 25% increase from the current rate.</p> <p>All Board members present voted "Aye". The motion passed unanimously</p>	Approved January 17, 2013

	<p>districts in the study, 2 have female directors.</p> <p>Patrick Leary and Salt Lake County Human Resources had reviewed Pam's position as a division director and in 2012 recommended her salary to be increased by 16% as a merit employee. The Mayor's office held off on the approval to allow the Board's decision.</p>		
District Organization Remembrance through 2012 Board Chair Scott Brackens Recommendation and Approval	Board Members and District staff received a Leatherman tool and coffee mug with the District logo and acknowledgement of presence January 1, 2013.	Each member of the Board received their mementos and staff will receive theirs on January 24, 2013.	
Next Meeting	The next meeting will be held Monday, February 25, 2013 at 8:30 a.m.		
Adjournment		Board Member Bracken, seconded by Board Vice Chair Petersen, moved to adjourn the meeting. The motion passed unanimously.	Adjourned 10:38 a.m.