

**ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICT**

MONTHLY MEETING MINUTES (Approved August 26, 2013)

<b>DATE/TIME</b>	<b>LOCATION</b>	<b>ATTENDEES</b>
<p>July 22, 2013 8:30 AM – 10:00 AM</p> <hr/> <p><b>Next Board Meeting</b> August 26, 2013, 8:30 A.M.</p>	<p>604 W 6960 S Training Room</p> <hr/> <p>(same as above)</p>	<p><u>Board Members:</u> Chair-Coralee Wessman-Moser, Sam Granato, Jim Brass, Dama Barbour, Scott Bracken <u>Absent:</u> Richard Snelgrove, Patrick Leary, David Wilde, Sabrina Petersen</p> <p><u>District Staff:</u> Pam Roberts, Lorna Vogt, Stuart Palmer, Gaylyn Larsen, Ryan Dyer, Jocelyn Walsh-Magoni, Andy King, Bill Hobbs and Pam Savage</p> <p><u>Guests:</u> Larry Moller – Salt Lake County Public Works Dept. Fiscal Manager, John Lair, Katie McKeon and Jeff Whitbeck from Momentum Recycling, Dave Jackson - First West Benefit Solutions</p>

**AGENDA****1. Consent Items: (Approval Requested)**

1.1 June 24, 2013 Board Meeting Minutes

1.2 Abatements

**2. Informational and Discussion Items: (No Action Requested), Pam Roberts**

2.1 Tentative Costs Associated with Requirements for the Implementation of the Affordable Health Care Act, Informational – Gaylyn Larsen &amp; Dave Jackson, First West Benefit Solutions

2.2 Presentation on Subscription Curbside Glass Collections –John Lair, Momentum Recycling

2.3 2013 Second Quarter Financial Report – Stuart Palmer

**3. Action or Direction Items for the Board:**

3.1 Recommendation for District Request for Proposals: Approval Requested – Pam Roberts

- Curbside Glass Collections for Subscription Program
- Hauling Glass Containers from Central Collection Sites
- Processing Glass Collected within the District

3.2 Recommendation on District Policy Regarding Reduced Service Fee For Indigent Persons, Approval Requested – Pam Roberts &amp; Gavin Anderson

3.3 Approve Additions to the Risk Management Section of District Policy Manual Related to Uninsured and Underinsured Motorists Policies, Pam Roberts &amp; Gavin Anderson

3.4 Reinstate Trailer Rental Program to Mount Air Residents at Full Cost, Approval Requested – Board Member Granato and Pam Roberts

**4. Requested items for the next Board Meeting, Monday, August 26, 2013 8:30 a.m.**

- Update on Subscription Green Waste Program
- Direction for the 2014 Budget
- Updates on Billing and Collections
- Plan for Billing in 2014

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1.1 Approve Meeting Minutes</b>	The Board Meeting was called to order with a quorum in attendance. The Minutes from the Board Meeting on June 24, 2013 were presented and a motion was made to approve them.	<b>Motion:</b> by Board Member Barbour, <b>seconded</b> by Board Member Granato, to approve the Minutes from the June 24, 2013, meeting. <b>Vote:</b> Unanimous (of Board Members present)	<b>Approved July 22, 2013</b>
<b>1.2 Abatements</b>	Three requests for abatements were presented by Jocelyn. The customers were incorrectly billed due to not being in our service district, being charged as a duplex, and being charged for an empty lot.	<b>Motion:</b> by Board Member Granato, <b>seconded</b> by Board Member Barbour, to approve refunds for all three customers on the abatement request list. <b>Vote:</b> Unanimous (of Board Members present)	<b>Approved July 22, 2013</b>

**INFORMATIONAL AND DISCUSSION ITEMS:**

<p><b>2.1 Tentative Costs Associated with Requirements for the Implementation of the Affordable Health Care Act, Informational;</b> Gaylyn Larsen &amp; Dave Jackson, First West Benefit Solutions</p>	<p>Gaylyn and Dave presented an actuarial report that shows a good projection of what our health care costs would be in association with the Act. It shows how coverage for our 76 full-time, plus temporary employees may cost us in the upcoming year so we can budget accordingly. The Affordable Health Care Act phases in on January 1, 2014, so we need to reestablish a baseline of what our costs would be without the ACA. The District participates in a Public Health Plan pool, and must either provide their own coverage or pay a penalty to the government.</p> <p>The models presented are as close to an actual scenario as possible. If the Board chooses to not offer health insurance and terminate the current plan, our employees could see an approximate \$85,000 or 64% cost increase under the new ACA rules.</p> <p>Chair Wessman-Moser and the Board supports continuing with our current level of coverage for our employees.</p>		
--	--	--	--

<p><b>2.2 Presentation on Subscription Curbside Glass Collections;</b> John Laird, Momentum Recycling</p>	<p>Mr. Lair and his colleagues briefed the Board about their business model, and noted that they began providing services to Salt Lake City businesses in 2008. They are the only hauler that collects green waste, glass, and specialty collections. They have a high-tech facility by the airport that focuses specifically on glass processing. They have been providing subscription curbside glass collections for Salt Lake City since 2012 and currently have 2,400 subscribers.</p> <p>They provided recommendations on how to implement curbside glass collection, particularly by operating in one community at a time. Millcreek seems to have the most demand right now. The goal is to create a behavioral change toward recycling. For those that do not have the volume for curbside service, there are central collection sites. Ogden is beginning service with central collection sites.</p> <p>Chair Wessman-Moser asked how many customers could be added using their current resources; it would be approximately five more zones/16,000 residents.</p> <p>Board Member Barbour stated that glass recycling is in line with what the District's goal is, but she thinks the entire Board should be given an opportunity to voice their opinions before any decisions on this topic are made.</p> <p>Board Member Granato toured Momentum's facility and agrees there is a need, and that additional Board members should be present for discussion.</p>	<p>A decision on curbside glass recycling will be postponed until such time that the full Board has an opportunity to review the presentation and offer their feedback.</p>	
<p><b>2.3 2013 Second Quarter Financial Report;</b> Stuart Palmer</p>	<p>Stuart provided detail on revenues, personnel, and operating expenses. Fuel, truck maintenance, and disposal fees account for the District's highest expenditures. The District is in a healthy financial position with cash flow and projections.</p> <p>Chair Wessman-Moser was appreciative of Stuart's efforts to provide the detailed information on the financial report as the Board has requested additional items.</p>		

	<p>Board Member Bracken suggested indicating any annualized budget items with an asterisk so they stand out at a glance, and continuing headers on each page. Chair Wessman-Moser suggested indicating a quarter of the expense be shown as a place holder.</p> <p>Pam reminded the Board that we projected burning one million dollars of the District fund balance this year due to increased prices for fuel, maintenance fees, county overhead and the anticipated \$8.00 per ton increase at the Transfer Station for garbage. She reported that the County Council will be receiving a report from a consulting group evaluating the landfill's financials sometime this month and she will let the Board know results and any decision on fees next month.</p>		
--	---	--	--

**ACTION OR DIRECTION ITEMS FOR THE BOARD:**

<p><b>3.1 Recommendation for District Request for Proposals;</b> Pam Roberts</p> <ul style="list-style-type: none"> <li>• Curbside Glass Collections for Subscription Program</li> <li>• Hauling Glass Containers from Central Collection Sites</li> <li>• Processing Glass Collected within the District</li> </ul>	<p>Pam and Chair Wessman-Moser noted that they are exploring whether there are additional companies that offer curbside glass recycling. Some may provide either one or all three of the types of collections noted in 3.1.</p>	<p><b>Motion:</b> by Board Member Barbour, <b>seconded</b> by Board Member Granato, to postpone a decision on Momentum's curbside recycling so additional Board Members can provide insight. <b>Vote:</b> Unanimous (of Board Members present)</p>	
<p><b>3.2 Recommendation on District Policy Regarding Reduced Service Fee For Indigent Persons, Approval Requested;</b> Pam Roberts</p>	<p>Pam has spoken with Gavin on this item. She noted that the attorneys agreed that the District can continue to reduce the service fee by establishing a policy to do so.</p> <p>There are approximately 400 residents who qualify this year for a reduced fee of \$76.50. The property tax committee reviews and determines qualification, and it is up to the Board to decide to accept the requests through this policy. In 2014, the District will receive a list of those who qualify for 2013. Most residents who qualify for this type of waiver remain on the list year-to-year due to long-term hardships. Fee reductions have been occurring since 1997. Pam requested that the Board adopt the policy so the District can</p>	<p><b>Motion:</b> by Board Member Brass, <b>seconded</b> by Board Member Granato to accept the District Policy Regarding Reduced Service Fee For Indigent Persons. <b>Vote:</b> Unanimous (of Board Members present)</p>	<p><b>An updated Resolution will be on the July 22<sup>nd</sup> Agenda</b></p>

	<p>implement it.</p> <p>Board Member Bracken asked whether there were any legal concerns about sharing the list of customers between agencies. Pam clarified that the District does not share the list with any other entities, and it is legal to receive the list directly from the county.</p>		
<p><b>3.3 Approve Additions to the Risk Management Section of District Policy Manual Related to Uninsured and Underinsured Motorists Policies;</b> Pam Roberts</p>	<p>Pam reported that the District is required to either have a policy that covers uninsured and underinsured motorists, or set policy that we are covered through other measures. Jeff Rowley, Risk Manager at SL County, recommended not including these policies because as long as the District ensures it is covering the drivers in trucks under Workmen’s Compensation, then an additional policy is not necessary. The District was covered by Traveler’s for uninsured/underinsured, and because it was duplicate coverage, a refund may be forthcoming.</p>	<p><b>Motion:</b> by Board Member Barbour, <b>seconded</b> by Board Member Bracken to approve the addition to the Risk Management Section of the District Policy Manual related to uninsured and underinsured motorists. <b>Vote:</b> Unanimous (of Board Members present)</p>	<p><b>Approved July 22, 2013</b></p>
<p><b>3.4 Reinstate Trailer Rental Program to Mount Air Residents at Full Cost, Approval Requested;</b> Board Member Granato and Pam Roberts</p>	<p>Board Member Granato was contacted by David Cook, a Mt. Air property owner, who stated that the District used to provide a trailer rental service in the past. The Program is subsidized from the monthly service fee and since Mt Air residents do not receive regular services they paid a higher rental fee, but not enough to pay for the service. It was discontinued since the District was not recouping its costs. Mr. Cook requested on behalf of other residents, that the service be reinstated and that the residents would pay full cost for it. The residents did consider other service providers, and are happy with what the District provides.</p> <p>Chair Wessman-Moser sees reinstating the service as a win-win for the District and residents. She requested that the Board reevaluate the costs annually since they do change.</p> <p>Board member Bracken asked if there are other areas in the District that are considered recreational that would qualify for this service as well. Pam reported that there are none she can think of at this time.</p>	<p><b>Motion:</b> by Board Member Granato, <b>seconded</b> by Board Member Brass, to approve trailer rental services for Mt. Air residents or other recreational-zoned areas at the Executive Director’s recommended costs, with the requirement that those costs be reevaluated on an annual basis.</p> <p>Pam is to bring back information on any other areas zoned recreational in the District that would qualify for this service.</p>	

<p><b>4. Requested items for the next Board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Update on Subscription Green Waste Program</li> <li>• Direction for the 2014 Budget</li> <li>• Updates on Billing and Collections</li> <li>• Plan for Billing in 2014</li> </ul> <p>Chair Wessman-Moser asked that the Board provide any suggestions they have about the current billing process at the next meeting.</p>		
<p><b>Adjournment (10:00am)</b></p>	<p>Motion to Adjourn Meeting</p>	<p><b>Motion:</b> by Board Member Granato, <b>seconded</b> by Board Member Brass, to adjourn the meeting.</p>	