

ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICTMONTHLY MEETING MINUTES **Approved at the January 27, 2014 Board Meeting**

DATE/TIME	LOCATION	ATTENDEES
December 9, 2013 7:00 PM Next Board Meeting January 27, 2013, 9:00 a.m.	604 W 6960 S Training Room	<u>Board Members:</u> Chair-Coralee Wessman-Moser, Vice-Chair Sabrina Petersen (excused at 7:10), Sam Granato, Dama Barbour, Jim Brass, Scott Bracken <u>Absent:</u> Patrick Leary, Richard Snelgrove, David Wilde <u>District Staff:</u> Pam Roberts, Stuart Palmer, Craig Adams, Gaylyn Larsen, Bill Hobbs, Jocelyn Walsh-Magoni, Lorna Vogt, Gavin Anderson <u>Public:</u> Four members of the public were present

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

1.1. November 25, 2013 Board Meeting Minutes

2. Informational Items:

2.1. Operations Update, Pam Roberts

2.1.1. 2013 2nd Refuse Carts Report

2.1.2. 2013 CNG Savings Report

2.1.3. 2014 Residential Routes

2.1.4. Snow Day Procedures

2.1.5. Fleet Utilization Report

3. Approval / Direction Requested:

3.1 HR Policy Recommendations related to Appointed Staff and Leave Accrual, Gaylyn Larsen & Pam Roberts

4. Direction Requested:

4.1 Nominations for 2014 Board Vice-Chair may be submitted before the January Board meeting, Pam Roberts

5. Requested items for the Next Board Meeting on Monday, January 27, 2014

- Formal Transition of Board Vice Chair to Chair and Elect a new Board Vice Chair
- Oath of Office for Board Members
- Oath of Office for Executive Staff
- 2013 Preliminary Year-End Financial Report

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1.1 Approve Meeting Minutes	Approval of the November 25, 2013 Minutes.	Motion: by Vice-Chair Petersen, seconded by Board Member Brass to approve the Minutes from the November 25, 2013 meeting. Vote: All in favor (of Board Members present)	Approved December 9, 2013
2. Informational Items			
2.1 Operations Update, Pam Roberts	<p>Pam provided the Board an update on what is happening with our carts and she presented a report detailing over 4,000 second refuse carts returned in 2013. There are some seconds that we didn't know about and weren't billing for, and some new requests for second garbage cans. For 2014, we projected losing 1000 cans and we may be close to that.</p> <p><u>CNG savings</u>- As of the end of October 2013, we realized \$46,000 in savings, and as of November it is \$58,700. The District was awarded \$79,000 in grant money to go toward purchasing CNG trucks, and Lorna is requesting another grant for \$100,000 to be used next year. Board Member Bracken asked if we are expecting \$16,000 in savings once the whole fleet is converted. Pam responded that we are. Eleven of our trucks are CNG.</p> <p>Pam reported that our service area spans 250 square miles. On average, we service 16,000 homes per day, empty 35,000 cans of garbage and recycle, and travel 2,800 miles per day. Our truck capacity is 8 tons for garbage (for laws/regulations and wear-and-tear on the trucks, we limit it to 8 tons even though the trucks can technically hold 12 tons), and 5-6 tons for recycling (packing capacity due to the volume of recycling). The drivers spend 7 hours on route, and take 2-3 trips to the dumping facility during the winter months and 4-6 trips during the busier 9 months. Lorna added that route audits have been conducted by the lead operators and were used to compare the District to industry levels. Refuse and recycle are in two different teams and Lorna proposes work groups so we can compact them into more efficient teams. She explained the plan. We are striving to take away partial loads, so as many trucks as possible are running full loads to the facilities. We anticipate 14 miles of driving per day to/from the dumping stations. Lorna's report highlights a plan to reduce partial loads per day. The next step is to do some mapping, but there is some uneven growth in the valley so there will need to be some restructuring. We want to roll out the new routing in January or February because there will be lower levels of refuse so we can experiment and see what works best. Pam stated that we had looked at going to every area every day, but it would not give us the efficiencies we need.</p>		

So we plan to reroute in 2015 to keep the areas on specific days. For example, Herriman may need to change days due to growth.

Snow day procedure: Lorna went over our standard procedure. We try to schedule go-backs (missed pick-ups/late set-outs) to the closest driver in the area. Depending on inclement weather, we would go back the next day to the areas that we can safely service. Our customers are informed to leave their carts out until pick-up. Board Chair Wessman-Moser asked what time residents can put the missed carts back out if they have brought them in, so as to allow the snow plows to do their job. Lorna said that they should be put out by 7:00 a.m. at the latest. Board Chair Wessman-Moser asked whether it would be an option (if it is an efficient use of resources) to pick up the carts first from those who are regularly scheduled on that day, and then pick up from the customers whose carts were missed (from inclement weather). This might allow the missed customers a few more hours to get their carts back out in case they brought them in. Pam stated that we inform our drivers not to go back for carts if the weather creates a risky situation. Board Chair Wessman-Moser asked if we would contact the city and county reps to let them know if we are missing a day due to weather so they can spread the word on their websites and social media pages. Board Member Bracken asked if the snow day plan is used only for snow. Lorna- we would use the same approach for issues such as fire and high winds that create risky situations for cart pick-up.

Pam- In 2007 we implemented program cost accounting. She turned the presentation over to Stuart. He noted that we want to review year over year performance. Pam- our residents wanted a fall and spring area cleanup so in 2010 the Board voted to ensure every area would have a fall and spring cleanup over a four year rotation. Board Member Bracken noted that the area cleanup program has only minimal budget impact (4%), so it is a very efficient program.

3. Approval Requested

<p>3.1 HR Policy Recommendations related to Appointed Staff and Leave Accrual, Gaylyn Larsen & Pam Roberts</p>	<p>Gaylyn stated that 14 months ago, as we were transitioning from the county, there was a discussion about whether to have exempt employees under written contract. The Board determined that it wasn't necessary. Typically, exempt employees do not get paid leave benefits but they usually get the health insurance benefits and possibly retirement. She asked whether the Board would like to include that in the benefit package (currently the exempt positions are the Controller and Executive Director). Pam indicated this is a staff recommendation and suggested that as of January 1, 2014, she and Stuart not accrue vacation or sick time and freeze the leave currently accrued at present amounts. They would be eligible for leave, but they would not accrue it year-over-year. Gaylyn stated the Board needs to decide how they want to handle leave benefits for exempt positions. Options may include accruing paid leave benefits, freezing them beginning January, or an arrangement of cashing out the accrued amounts annually. Board Member Barbour asked what the budget impact would be. Stuart stated that it would be minimal budget impact either way. Gaylyn explained that with the county, when an employee moves from merit to exempt, they no longer accrue benefits. Their balances would stay in place in case they move back to a merit position. Under our current leave policy, regular employees can accrue up to 320 vacation hours annually. Board Member Bracken expressed that exempt positions should be able to accrue. Gaylyn mentioned that sick leave isn't paid out, but vacation is paid out 100% upon leaving the District at their highest rate of pay. Pam suggested freezing exempt accrual going forward. Gaylyn will come back in January with a more detailed report of what is existing, her recommendations, and how many appointed staff in districts accrue. Staff recommendation is to stop accrual as of January 1, 2014. Any hours that the exempt employees currently have would be on the books.</p>	<p>Motion: by Board Member Barbour, seconded by Board Member Brass to add the referenced HR section to the District Policy Manual that would cease accruals as of January 1, 2014 for exempt employees. Vote: all in favor (of Board Members present)</p>	<p>Approved December 9, 2013</p>
<p>4. Direction Requested</p>			
<p>4.1 Nominations for 2014 Board Vice-Chair may be submitted before the January Board meeting, Pam Roberts</p>	<p>Pam requested that Board Members email or call Jocelyn with nominations for Vice-Chair before the next Board meeting. At the January 27th meeting, Vice-Chair Pertersen will become the Board Chair. Board Member Wilde will have fulfilled his term as of December 31, 2013 so that position will be vacant as well. Board Chair Wessman-Moser asked that Pam or Jocelyn send an email to those that are absent tonight.</p>		

<p>5.1 Requested items for the January 27th Board Meeting</p>	<ul style="list-style-type: none"> • Formal Transition of Board Vice Chair to Chair and Elect a new Board Vice Chair • Oath of Office for Board Members • Oath of Office for Executive Staff • 2013 Preliminary Year-End Financial Report • Exempt vacation and sick leave accrual analysis 	<p>Board Chair Wessman-Moser stated that the requested items will take place in January and asked if there were any items for staff for next meeting (there were no further Board requests).</p> <p>Pam stated that we need to add the 2014 Interlocal Agreement with Salt Lake County to January's agenda.</p>	
<p>ROUND TABLE</p>	<p>None</p>		
<p>Adjournment 7:30 p.m.</p>		<p>Motion: by Board Member Granato, seconded by Board Member Bracken to adjourn the meeting. All in favor (of Board Members present).</p>	