

**ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICT
MONTHLY MEETING MINUTES**

DATE/TIME	LOCATION	ATTENDEES
<p>April 28th , 2014 9:00 a.m.</p> <hr/> <p>Next Board Meeting Tuesday May 27, 2014, 6:00p.m. Directly following the Public Hearing to Accept Grant Funds.</p>	<p>604 W 6960 S Training Room</p>	<p><u>Board Members:</u> Chair Sabrina Petersen, Vice-Chair Dama Barbour, Coralee Wessman-Moser, Sam Granato, Scott Bracken, Jim Bradley, Aimee Newton, Patrick Leary. <u>Excused:</u> Jim Brass</p> <p><u>District Staff:</u> Pam Roberts, Stuart Palmer, Gaylyn Larsen, Lorna Vogt, Gavin Anderson, Ryan Dyer, Andy King, Kathy Edwards, Bill Hobbs, Walt Lake, Steve Whitney, Larry Chipman,</p> <p><u>Public:</u> Kerri Nakamura and Leslie Reberg – Salt Lake County, Diane Turner-Murray City Councilmember</p>
<p>AGENDA</p>		

1. Consent Items: (Approval Requested)

- 1.1. March 24, 2014 Board Meeting Minutes
- 1.2. Disclosure Statements
- 1.3. Abatements and Refunds

2. Meeting Open for Public Comments: (Comments are limited to 3 minutes)

3. Business Items:

- 3.1. Authorization to Withdraw Properties from Tax Sale, Pam Roberts (**Approval Requested**)
- 3.2. Update on Murray City’s Intent to De-annex area serviced by WFWRD, Pam Roberts, Exec Director, (**Informational**)
- 3.3. 2014 1st Quarter Financial Report, Stuart Palmer, Controller (**Informational**)
- 3.4. Follow-up on Fund Balance Cash-Flow, Stuart Palmer & Pam Roberts (**Direction/Approval Requested**)
 - Considerations:
 - Expansion of trucks to accommodate residential growth and green
 - Increased cart replacement
- 3.5. 2011 1st Quarter goals and performance Measures, Lorna Vogt, Deputy Director (**Informational**)
 - Shout-Out to Chris Aguiar, Runner-up for 2014 EIA National Driver of the Year
- 3.6. Billing-Collections, Residential accounts & Customer Support, Pam Roberts, Lorna Vogt & Gaylyn Larsen HR Manager (**Direction Requested**)

4. Requested items for the Next Board Meeting on Tuesday, May 27, 2014

- Acceptance of Grant Funds for CNG trucks and Follow-up Items

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items (Approval Requested)			
1.1 March 24, 2014 Board Meeting Minutes	Approval of the March 24, 2014 Board Meeting Minutes Board Member Jim Bradley had one minor change on page 7, changing the word “contributed” to “attributed” to make more sense grammatically.	Motion: by Board Member Sam Granato, seconded by Vice-Chair Dama Barbour to approve the Minutes from the March 24, 2014 meeting. Vote: All in favor (of Board Members present)	Approved April 28, 2014
1.2 Disclosure Statements 1.3 Abatements & Refunds	Two disclosures: Aimee Newton, WFWRD Board Member and President of Figco Inc. Communications Firm Jim Bradley, County Council Member and Board Member for Central Utah Water Board Member Scott Bracken inquired if the District actually confirmed that the resident’s actually had a can. Chair Sabrina Petersen asked if they actually go out and check to see if they really have the second can. Pam Roberts clarified that the staff do go out and verify. With managing the customer’s accounts, the District has been able to clean up a lot of the accounts. Chair Petersen mentioned that there were a lot of refunds this time compared to last time. Pam Roberts stated that staff are still cleaning up accounts from 2013, which contributed to the increased number of refunds as well as the fact that customers were also billed for the first quarter and the bills are now itemized so a customer sees if the charges are correct, or if they are being charged for a second garbage can when they do not have one. They then notify our offices of errors, which staff always verifies before recommending a refunds, or abatements. Chair Petersen asked for clarification of what the procedure is for when the customer claims to not have a second can, if a customer can hide it and not pay for it. Lorna Vogt explained the procedure for verifying the existence of a second can. She stated that the customer is not informed that the District will be checking, and that Kathy’s team goes through all the old	Motion: by Board Member Coralee Moser, seconded by Vice-Chair Dama Barbour to approve the Disclosure Statements. Vote: All in favor (of Board Members present) Motion: by Board Member Scott Bracken, Seconded by Vice-Chair Dama Barbour Vote: All in favor (of Board Members present)	Approved April 28, 2014 Approved April 28, 2014

	<p>records before visiting the home, to verify whether or not there have been any records of the customer ever having one. She informed the Board that the people receiving refunds have had no record of ever receiving a second can, and have no agreement scanned on file. Clarification was made that the driver isn't always able to keep track of what cans are assigned to which residence. There are roughly 10-11% of residences who have second garbage cans.</p>		
<p>2. Meeting Open for Public Comments</p>			
	<p>No public comments</p>	<p>Seeing that there were no public comments, Board Chair Petersen moved the meeting forward.</p>	
<p>3. Business Items</p>			
<p>3.1 Authorization to Withdraw Properties from Tax Sale, Pam Roberts (Approval Requested)</p>	<p>The District has the authority to place a lien on a property for past-due garbage collection fees and the Salt Lake County Property Tax Committee reviews cases and works with homeowners to resolve debts. Homes go into tax sale after five years of delinquent fees and taxes.</p> <p>Staff requested that the Board approve the request from the Property Tax Committee and release the properties from the tax sale, to allow the homeowners to remain in their homes and set up payment plans for past due property taxes and garbage fees. The District receives payments with penalties first, prior to the payments being applied to taxes or other penalties.</p> <p>Chair Petersen asked how long the residents have to pay back the debt before another lien is filed against the property. Gavin Anderson clarified that the lien remains on record, so if there are no payments made and the property shows up again next year on the list with no payments toward the arrangement made, that steps would be taken against the homeowner. It was clarified that the debts are usually five years or more delinquent, and a payment plan would be preferred for many residents over paying in full. A letter is in the packet for signature provided the board approves of the action.</p>	<p>Motion: by Board Member Granato, seconded by Board Member Aimee Newton to approve. Vote: All in favor (of Board Members present)</p>	<p>Approved April 28, 2014</p>
<p>3.2 Update on Murray City's intent to De-Annex area serviced by</p>	<p>Pam reported that the Murray City Council voted and passed a resolution to</p>		

WFWRD, Pam Roberts, Exec Director (**Informational**)

3.3 2014 1st Quarter Financial Report, Stuart Palmer, Controller (Informational**)**

have the homes serviced by WFWRD to remain in the District due to overwhelming support from residents. Diane Turner, Murray City Council, stated that two open houses were held to allow residents to discuss and review the services provided by WFWRD and those proposed by the City. The citizens made their wishes known to stay in the District service area.

Chair Petersen commended the Murray City Council for the great process and for involving the Board and district staff in the process. She thought Murray City officials were fair and did a great job.

Pam Roberts publicly thanked Murray City and Doug Hill for taking the time to listen to the constituents of Murray City, and was impressed with the process and professionalism. Murray City Councilmember, Diane Turner stated that it was good to have Pam involved and to have her attend the meetings to answer questions.

Stuart Palmer presented a report detailing financial information including revenues and expenditures during the first quarter. He started with reviewing the revenue by amounts per source.

For residential collections (cash receipting), he reported that we have collected almost 23% in the first quarter. We don't have the manpower to report those who have paid in full and those who have made partial payments. He reviewed the avenues residents can make payments: The lock box through Zion's Bank if residents pay by check, xpress bill pay if paid on-line and walk-in payments. 22.8% of the residential revenue has come in during the first quarter.

Board Chair Petersen asked Stuart to clarify the 22.8% of the residential revenue. Specifically, asking about those who have paid in full and those who pay quarterly. Stuart stated that at the present time, it is not known what portions of the 22.8% revenue collected were annual payments vs. a quarterly payment. He stated that staff is working on that challenge. Board Member Bradley pointed out that there is no cost savings if the District sends out a statement to those who pay in full showing that they have paid.

Vice Chair Barbour stated that staff reviewed this issue and they have been

asked to consider not sending a second notice if residents have paid in full to keep costs low. Pam agreed and she will follow up on the request.

Stuart reviewed that interest for the year is a little higher for the quarter. YTD cash collections are favorable.

Board Member Bracken: “How many green carts were out on the street?” Stuart reported that as of the end of March, 592 green cans were distributed, now there are over 800. As the weather improves, more green cans are expected to be ordered.

Moving on to the personnel expenditures. One line item noted in the budget that is higher this year is the Worker’s Compensation Fund. The District is now required to pay directly to the State Unemployment Tax, whereas before this item was previously covered through the overhead charges from Salt Lake County. Board Member Bracken asked if that would need to be a budget adjustment. Stuart stated that staff will need to look at it. Stuart stated that the employees who were working for the District in the Area Cleanup had been collecting unemployment and now they are back working for the District. Stuart anticipates that the line item will go back down. Pam clarified that a budget adjustment would only need to happen if we go over our overall budget and not for one line item being over budget. She does not anticipate the need for a public hearing for a budget adjustment due to being over the 2014 budgeted amount.

Board Member Bradley asked Stuart if he was nervous about the health insurance line item since it was a little high. Stuart stated no, not at this time since it was 25.5%, but he will watch the numbers.

Stuart continued with the expenditures and stated that fuel numbers are positive with Diesel fuel expenses being lower. Part of that is related to season and the other part is related to the use of CNG. We have more CNG trucks coming on line next month. Cart replacement is higher than 25% due to the green carts being purchased and distributed.

The building rental will be paid this week and show up in the second quarter report. The remainder of the 2012 County overhead will also be paid during second quarter.

Stuart pointed out the line item for property insurance claims, which is 75.4% for the first quarter due to the annual insurance premium being paid out and staff working to close out old third party claims and noted that the practice is common with any government agency. Overall costs are at 18% and he feels we are in good shape.

Stuart also reviewed truck purchases for 2014 and a reminder that we shifted the purchase of 4 trucks to extend the fund balance while remaining in good shape with replacement. We have now purchased 5 trucks and they are ready to roll out. Another 5 will come in the 2nd quarter of this year. He stated that the cash balance right now is over \$16,000,000.

Board Member bracken inquired about the interest earned with the \$16,000,000 balance is there an expected \$75,000 interest. Stuart said yes, and maybe even a little bit more for the year because we have a larger balance for the year. Board Member Bracken noted that the anticipated amount of interest earned would be about \$1.00 per household on an annual basis. He was interested about the impact on fees. Stuart: "Not much of an impact."

3.4 Follow up on Fund Balance Cash Flow Stuart Palmer and Pam Roberts (Direction/Approval requested)

Stuart took the lead and reviewed the Board's request from the last meeting to breakout the Designated cash.

He reviewed the three categories broken out:

- 1) Carts, 2) OPEB, 3) Truck replacement.

Stuart specified that we reviewed the shift of the truck replacement previously and that the auditor and the actuarial study recommended that we set aside \$100,000 every year over the next five years for the OPEB. He specified that the District has an aging cart inventory with 175,000 carts on the street, some of which are 25-30 year old. A fund was designated to replace the carts as they age and that fund now has \$1.5 million set aside for cart purchases to pay for replacement.

Stuart defined the scenarios before the Board illustrating the fund balance with designated and undesignated cash. The current status illustrates that the District has an issue with its cash balance in 2019 and shows the need for a possible fee increase in 2018.

Staff will follow up with a detailed report on current cart inventory and the anticipated cart replacement schedule.

He pointed out that if we purchase an additional truck in 2015 and again in 2017 due to new homes in the District and the green waste program, and how will that fit into the cash flow.

Stuart reviewed the scenario that shows reducing the cart replacement fund to manage the need to replace the aging carts. If we pull down the cash \$600,000 over 2-3 years and have a zero balance in the cart replacement fund by 2019 to deal with the increased expense of cart replacement. He feels that this is a wise use of the cash and shows the need for a possible fee increase in 2019. Pam specified that we would rather draw down the designated cash for this purpose than the undesignated to extend the fund balance and prolong the need for a possible fee increase.

Carts manufactured in the current marketplace aren't made to last as long as the HEIL carts that are on the street. Most cans can be repaired. It is projected that 200 cans are fully replaced each year. Part of the monthly cost assessed to the homeowner includes replacement of the carts due to age etc. If the homeowner wants a new can and the old one is still useable, the homeowner will be charged \$50. Otherwise there is a \$10 delivery fee to replace a cart due to "normal" wear and tear.

Pam reported that the costs to replace the aging carts against the available cash flow will vary. The current approach is to replace carts as the residents call to request them, rather than having the District actively seek out carts that need to be replaced. However, replacements will be made as employees find issues as well.

Board Member Moser requested information detailing the population of the carts out there, such as how many are "x" type and other types and what percentage are recycle or green waste.

Board Chair Petersen asked about recycling carts lasting longer than say the green carts due to more use for the green.

Board member Newton asked Stuart about the spike on the projected cart replacement in 2025. "Is there a way to mitigate that?" Stuart gave information about the cart warranties are for 10 years and the vendors and

making carts to last just over the warranty.

Board Chair Petersen inquired about the quality of the carts. Pam stated that we are about to go out to bid again for carts and staff details the specs to get a high quality cart that will last. Bill Hobbs explained that we have a \$10 million dollar inventory on the street and that current vendors even say that they make carts that will last 12 years.

Vice Chair Barbour inquired about replacement parts. Bill explained that we cannot get parts for the HEILs, but we can get parts for the other brands. Bill and his crew can and will repair a HEIL cart with different brand parts if it is repairable. If the cart is replaced, but can be repaired it is reused in parks until it needs to be taken off the street and at that point we take the old carts to the recycling center since they are plastic.

3.5 2014 1st Quarter Goals and performance Measures, Lorna Vogt, Deputy Director (Informational)

- Shout out to Chris Aguilar, Runner up for 2014 EIA National Driver of the Year

Pam Roberts introduced team members present who helped to develop the District's annual plan including goals and budget, and gave the Board Members a brief description of their duties: Andy King, Fleet Manager; Ryan Dyer, Residential Collections Manager, Quality Assurance, and Sustainability; Walt Lake, new supervisor recently promoted for Recycling; Bill Hobbs, Manager for Trailer Program, Carts Replacement, Emergency Coordinator and Area Clean up; Larry Chipman, Residential Collections Manager; Steve Whitney, Residential Collections Supervisor; Kathy Edwards, Office Supervisor.

Lorna Vogt, Deputy Director over Operations stated that when preparing performance measures, it is important to have tangible, measurable items that employees can advance and improve.

Customer Service: Kathy Edwards' explained that one of her responsibilities was to create metrics to identify customer service issues. One of the recent data bases created was a service order module tool to provide a way for customer service representatives to inform Bill's staff about carts needing repair and to create work orders. There have been 10,000 service orders completed since September. She has also completed workflow processes and Standard Operating Procedures for customer service.

Kathy has also completed a time study detailing all of the customer support functions such as billing, operations, all customer support functions so that she can have adequate staffing where most important, and streamline other areas.

Lorna gave a shout out to Bill Hobbs for his idea to start a trailer program in Emigration Canyon instead of using the Area Clean-up Program resulting in cost savings of \$48,000 for the District. Board Chair Petersen asked about the savings. Lorna stated that it reduces the area clean up trucks traveling up and down the canyon. She also stated how pleased the Community Council is with the change. Board Member Granato thanked Bill for his ingenuity.

Environmental Stewardship: Lorna Vogt stated that the diversion rate goal increased to 21% up from 18% for 2013. The 21% is related to adding the green waste program, so they are looking at the green waste numbers closely and cost savings related to diversion. They are also looking closely at ways to run routes more efficiently. They are asking drivers to pay close attention to the “sweet spot” for loads to reduce partial loads. Board Member Bradley asked about green waste collections and if the green can is the only avenue to collect green waste. The District also collects green waste through the area cleanup and trailer programs.

Lorna reported that Bill has out targeting areas and selecting customers to promote the green waste containers by giving the select customer a container to use free of charge for three months, with the expectation they will put it out each week and keep it in a visible area to make their neighbors aware of their availability. Board Member Petersen expressed concerns about waiving fees in this manner due to issues that may arise from customers who have paid for the service. Also, the green waste program is being promoted through upsell opportunities when customers call in for billing questions or service requests.

Employee Satisfaction: The District has a 90% employee satisfaction goal for 2014. Lorna Vogt stated that currently work performance reports are done quarterly. They are looking for ways to improve how information is disseminated to the employees to give them more ownership of their performance and see how they are doing in comparison to the rest of the

team. The drivers are evaluated on how clean and well maintained their trucks are, they are assigned the same truck most of the time. Designated trainers are now in place as a result of a request from employees. It is anticipated this program will be a success. There are three safety hero drivers this year. Chris Aguilar was a runner up for the EIA Driver of the Year out of more than 900 nominees.

Financial Stewardship: A clean audit report and reconciliations were completed by the District's Accountant, Craig in record time.

The RFID pilot program is being initiated with a radio frequency tag placed on the carts, and a reader will be on one of the trucks to gauge efficiency in fuel, capture the recycling rates, get a number of how many carts are actually at the homes, and give supervisors an idea of where the trucks have been and where they still need to go on the routes.

All of the new carts purchased have RFID tags imbedded in them. Retrofitting of older cans will depend on the results of the pilot program.

There is an annual dividend from the Local Government's Trust distributed back out to clients when they have performed well. It is the District's hope that they will qualify for the program with a 90% safety rating. The current number is 83.5%. One of the requirements is robust reporting to the board, and having a safety committee in place.

3.6 Billing-Collections, Residential Accounts & Customer Support, Pam Roberts, Lorna Vogt & Gaylyn Larsen, HR Manager (Direction Requested)

Pam Roberts noted that at this time last year, she didn't think removing billing for services from the property tax notice was such a good thing. After going through the first year of directly billing our customers, she feels that it is a good thing because it has brought the organization and our customers closer to each other.

Pam stated that the first year of billing (2013) was an all hands on deck with all managers and supervisors helping to field the unmanageable number of phone calls coming into the office about the new bill our residents received.

Pam also reported that at the end of 2012 she was asked to look at outsourcing billing by a board member, similar to what UPD had done when they billed residents in 2010 and 2011. The decision was made by the

Direction: Table the topic for the next board meeting and review outsourcing process and the comp/class of the proposed FTE to help determine associated costs.

Board to keep the process in house due to the big change and to try to keep confusion for our customers as low as possible by them calling into our office, which most were familiar. The District hired five temps for phones, and a full-time billing technician to assist with the new billing process. We went in lean, and probably a little too lean administratively.

In 2013, a consulting firm was utilized to assist in getting the word out quickly to customers regarding the change in billing. The District has always done its own account management, customer support and cash receipting; the billing has been done by the County via property tax.

Currently there are 5 FTEs helping with billing and cash receipting. In 2013, costs were high due to increase or changes in tasks for employees to get the job done. It is an industry standard that municipalities handle their own billing for sanitation services. There is some outsourcing for printing and mailing etc., which is the model the District has followed and wishes to continue to follow.

Gaylyn stated that when the District separated from the County, we were aware that we would need an accountant to help with the financial management that would move solely in-house. She said that Craig spent the majority of his time outside his job description developing our customer database, and Kathy is spending half of her time outside hers related to billing, accounts management and cash receipting.

Gaylyn said that this is why staff are asking for another FTE, as they need Craig and Kathy to fulfill their job duties and not spend so much time on other tasks related to the billing process and account management. The belief is that the District would function leaner and more efficiently with one person with a higher skill level than the temporary workers and full time staff performing all of the functions being piecemealed to several different people. Pam noted that the job responsibilities have changed from just taking telephone calls. It has become more specific and specialized. Lorna noted that the database needs to be maintained accurately to minimize errors and to know the customer base well.

Research was done by Gaylyn that compared other organizations and illustrates that the District is handling more accounts per employee. There

are 10,000 accounts per employee, as compared to Salt Lake City, who has 23 employees, with an average of each handling 4500 accounts. There is a need for additional support to continue to provide good service and accurate account management. Lorna stated that they looked into outsourcing the call center function to specifically field phone calls related to billing, and we received a rough estimate of \$190,000.

Chair Petersen requested hard numbers for the bottom line on associated costs before reaching a decision. Concerns were expressed about a mid-year budget adjustment.

Board Member Bradley stated that it's good business to not mess with the budget once it's set unless there is an emergency. This is being set up as an isolated incident, and is not being addressed against the budgetary concerns for the District as a whole. He suggested making the situation work as-is until the next budget session and addressing the issue as a prioritized item then. He also wondered if outsourcing is a more effective solution. His concerns included escalating long-term costs related to insurance and benefits. He requested looking seriously at outsourcing and hold off on the FTE until a regular budget session.

Pam clarified that there isn't a requirement for a mid-year budget adjustment to add an FTE and that staff is not asking for any additional funds because the funding is in the budget with the reduction of temp hours and under expenditures in personnel.

Board Member Moser clarified that the Sanitation fee was previously on the property tax notice and now residents are receiving a bill in the mail. She expressed concern for the customer's having yet another change in who to contact with outsourcing.

Board Member Bracken agreed that waiting until the next budget would be prudent.

Vice-Chair Barbour stated that she likes the idea of an FTE, but understands the thought of waiting to gain more information. She asked how it would affect the District if the FTE issue was tabled until the next budget. Pam Roberts clarified that they have been "limping along" and that they could

continue if that is what the Board wishes them to do.

Board Member Moser thought replacing temporary employees with an FTE is an attractive option due to the specialized experience and investment a long-term employee would have in our organization rather than turnover with temporary staff. Also, as the WFWRD is already an outsourced service to the cities in the District, would outsourcing the billing and customer service component confuse customers as to who is actually performing the service. She also stated that jobs should be created and kept in our own communities rather than outsource to out of state or out of country.

Board Chair Petersen noted the time being 10:40 and over the meeting time. She asked if the Board wanted to continue discussion, or bring it back.

Board Member Bracken stated the topic warrants further discussion and consideration.

Board Member Moser noted that Pam did give board members a heads up that this request was coming due to the need to manage the administrative changes. However, she is reluctant to do a mid-year adjustment.

Board Chair Petersen noted that she is also reluctant to outsource and prefers to keep functions in-house as much as possible. Pam asked for clarification on the direction from the Board. Stating understanding the outsourcing piece and asked to answer the question of the actual cost with a comp/class.

Board Member Bracken asked about an employee working outside of their current job description and if a reorganization would be more productive and cost effective. Pam asked to include a reclassification of a current position.

Note: Board Members Newton and Granato needed to be excused during the discussion.

Board Chair Petersen asked if the Board needed more time to review the

<p>3.7 District Policy Related to Service Charges for Vacant Homes and Seasonal Properties and Any Associated Fees for Pick-up Delivery of Carts, Gavin Anderson, Legal Counsel & Pam Roberts</p>	<p>proposed policies, or if they felt comfortable adopting today.</p> <p>Board Member Leary pointed out language that needed to be tightened up. He was concerned about the District being responsible for designating a residence as a secondary home. Gavin Anderson stated that the designation as a secondary home may not be needed due to the other standards in the document. Board Member Leary stated that we formally designate the area.</p> <p>Board Member Moser asked that staff be diligent about verifying if a cabin truly is recreational and not being used on an annual basis.</p> <p>Pam asked about the policy relating to vacant homes. The Board decided to bring both policies back for approval.</p>	<p>Direction: Tabled until the next Board meeting, Gavin will rework the language.</p> <p>He will also research policy for fee waivers as related to the discussion about the curbside green waste program promotion.</p>	
<p>3.8 Confirm or cancel may monthly ACB meeting, Pam Roberts (approval requested)</p>	<p>After discussion, the remaining board members being Leary, Moser, Bracken, Bradley, Board Chair Petersen and Vice Chair Barbour decided to schedule a regular meeting on Tuesday, May 27th.</p>	<p>Direction: The meeting will be moved to Tuesday, May 27, 2014.</p>	
<p>3.9 Request to schedule a Public Hearing in May or June to accept the grant funding for Compressed Natural Gas trucks.</p>	<p>Lorna indicated that the funding needs to be accepted as soon as possible if the intent is to use the money for the ten trucks on order and coming in.</p> <p>Board Member Leary asked Pam if she anticipates the need to have any other budget adjustments in 2014 other than the personnel item. Board Chair Petersen specifically asked about the FTE request. Pam clarified that a budget adjustment hearing is not needed for the FTE if the Board choses to go that direction. A budget adjustment would only need to occur if funds were being increased beyond what is in the budget, which we do not need to do with the proposed FTE.</p>	<p>Direction: The public hearing is scheduled for Tuesday, May 27, 2014, at 6:00 p.m.</p> <p>The monthly board meeting will be held directly after the Public Hearing on the 27th.</p>	

4. Requested Items for the Next Board Meeting, Tuesday May 27th

<ul style="list-style-type: none"> • Full Cart Report • New FTE, finalize RFP for outsourcing. 			
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<ul style="list-style-type: none"> • Policy approval for fees on vacant and recreational properties. • Policy discussion for fee waivers for curbside green waste. 			
ADJOURN		Motion: by Vice-Chair Dama Barbour, seconded by Board Member Leary to adjourn the meeting. Vote: All in favor (of Board Members present)	Approved April 28, 2014