

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

DATE/TIME	LOCATION	ATTENDEES
January 25, 2016 9:00 a.m.  <hr/> <b>Next Board Meeting</b> February 22, 2016 9:00 a.m.	Public Works Building 604 W 6960 S Midvale, UT 84047	<u>Board Members:</u> Jim Brass, Dama Barbour, Scott Bracken, Steve Gunn, Aimee Newton, Kristin Nicholl (pending appointment), <b>EXCUSED:</b> Jim Bradley, Craig Tischner, Jenny Wilson  <u>District Staff:</u> Anthony Adams, Craig Adams, Mike Allan, Mike Anderson, Rachel Anderson, Gaylyn Larsen, Stuart Palmer, Pam Roberts  <u>Public:</u> Dwayne Woolley, John Hiskey

**AGENDA**

- Call to Order:** Dama Barbour, Board Chair
- 1. Introduction of New Board Members**
    - 1.1. Oath of Office for New Board Members
  
  - 2. Consent Items: (Approval Requested)**
    - 2.1. November 16, 2015 Board Meeting Minutes
    - 2.2. Conflict of Interest Disclosures
  
  - 3. Meeting Open for Public Comments:** (Comments are limited to 3 minutes)
  
  - 4. Business Items**
    - 4.1. Formal Transition of Board Vice Chair to Board Chair (**Motion & Approval Requested**)
    - 4.2. Nominate and Elect a New Board Vice Chair (**Motion & Approval Requested**)
    - 4.3. Adopt Resolutions Recognizing Retiring Board Members Moser (Resolution 4371), Petersen (Resolution 4372), and Leary (Resolution 4373) (**Adoption Requested**)

4.4. Revision/Amendment of LTD Policy, Gaylyn Larsen (**Approval Requested**)

4.5. Resolution Approving Flexible Spending Account (FSA) Change from TASC to HealthEquity, Gaylyn Larsen (**Adoption Requested**)

4.6. 2015 4<sup>th</sup> Quarter Financial Report, Stuart Palmer (**Informational**)

4.7. Follow-up on Historical Review of Fee Increases and Evaluation of Annual Increases, Stuart Palmer (**Informational**)

4.8. Possible Administrative Control Board Composition in 2017 Resulting from the Metro Townships and Millcreek City Incorporations, Mark Anderson (**Informational**)

**5. Requested Items for the Next Board Meeting February 22, 2016**

- Possible Follow-up Information Items from the January Meeting
- Renew Agreement with International City Management Association-Retirement Corp (ICMA-RC) for Employee Retirement Accounts
- 2015 Performance Measures Accomplishments and 2016 Goals
- Executive Director's Request for a Policy Discussion on Residential Fees

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Introduction of New Board Members</b>			
1.1 Oath of Office for New Board Members, Anthony Adams	Kris Nicholl participated via telephone. Direction from legal counsel is that she can participate as a non-voting board member until she takes and signs her Oath of Office.	Oath of Office for Steve Gunn administered by Board Clerk Anthony Adams	
<b>2. Consent Items</b>			
2.1 November 16, 2015 Board Meeting Minutes ( <b>Approval Requested</b> )  2.2 Conflict of Interest Disclosures ( <b>Approval Requested</b> )	Direction for Board Members to complete a Conflict of Interest Disclosure form. Their service as elected officials in their respective jurisdictions should be indicated as well as any other work or service that may be interpreted as a conflict of interest while serving on the Administrative Control Board.  District staff that have completed their disclosure forms were reviewed for consideration and approval.	<b>Motion to approve by:</b> Board Member Bracken <b>Seconded by:</b> Board Vice Chair Brass  <b>Vote: All in favor (of Board Members present)</b>  <b>Motion to approve by:</b> Board Member Newton <b>Seconded by:</b> Board Member Gunn  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved January 25, 2016</b>  <b>Approved January 25, 2016</b>
<b>3. Meeting Open for Public Comments</b>	(Comments are limited to 3 minutes)		
	No public comments.		
<b>4. Business Items</b>			
4.1. Formal Transition of Board Vice Chair to Board Chair ( <b>Motion &amp; Approval Requested</b> )	Board Chair Barbour requested a motion from the Board to approve Board Vice Chair Brass's transition from Board Vice Chair to Board Chair. Board Member Bracken and Pam Roberts stated their gratitude for the service Board Chair Barbour has given to the Administrative Control Board. Board Chair Barbour also expressed her	<b>Motion to approve by:</b> Board Member Bracken <b>Seconded by:</b> Board Member Newton  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved January 25, 2016</b>

<p>4.2. Nominate and Elect a New Board Vice Chair (<b>Motion &amp; Approval Requested</b>)</p>	<p>gratitude for the opportunity, and thanked the District Staff for their support.</p> <p>Board Chair Brass expressed concern that there were board members absent for this nomination. Additionally, Board Member Newton stated that the County representatives have not been officially finalized. Board Member Bracken suggested to table this item until the next board meeting, when we can have a full board in attendance.</p>	<p><b>Motion to table item by:</b> Board Member Bracken  <b>Seconded by:</b> Board Member Newton</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved January 25, 2016</b></p>
<p>4.3. Adopt Resolutions Recognizing Retiring Board Members Coralee Moser (Resolution 4371), Sabrina Petersen (Resolution 4372), and Patrick Leary (Resolution 4373). (<b>Adoption Requested</b>)</p>	<p>Board Chair Brass read aloud the resolutions. Pam Roberts confirmed that she will visit the respective council meetings of the retiring board members to present them with an award and a copy of the resolution.</p>	<p><b>Motion to adopt Resolution 4371, 4372, and 4373 by:</b> Board Member Barbour  <b>Seconded by:</b> Board Member Gunn</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved January 25, 2016</b></p>
<p>4.4. Revision/Amendment of Long-Term Disability (LTD) Policy, Gaylyn Larsen (<b>Approval Requested</b>)</p>	<p>It was recently discovered through Healthcare.gov, the Affordable Care Act, that premium credits can be obtained to lower monthly insurance payments or to hold the savings to the end of the year to reduce their income tax. This policy revision is to require LTD recipients to apply any premium credits to their monthly insurance payments to also lower the cost of the District's payments.</p> <p>Board Member Gunn requested clarification on the LTD policy before and after this requested revision. Gaylyn clarified that the Utah State Retirement System no longer provides LTD Health Insurance benefits, due to it being available through the Affordable Care Act. As a result the District will provide limited Health</p>	<p><b>Motion to approve by:</b> Board Member Newton  <b>Seconded by:</b> Board Member Barbour</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved January 25, 2016</b></p>

<p>4.5 Resolution Approving Flexible Spending Accounts (FSA) Change from TASC to HealthEquity, Gaylyn Larsen <b>(Adoption Requested)</b></p>	<p>Insurance benefits in conjunction with their LTD coverage for a limit of two years to allow employees time to transition into a new career track.</p> <p>Board Member Bracken also clarified that this benefit is only available if the affected employee does not have LTD insurance coverage through spousal insurance or other coverage.</p> <p>This year the District is changing to HealthEquity due to administrative challenges with TASC, which requires Board approval and signatures from the Board Chair and Executive Director. The proposed contract has already been reviewed by District legal counsel</p> <p>Board Member Gunn inquired as to why we are changing carriers. Gaylyn confirmed that the change was due to challenges with their computer program and billing functions. We are also using HealthEquity for another plan, so we are familiar with their accounting process. Board Member Gunn followed up with a question regarding the difference in fees between the two organizations. Gaylyn stated that the price per member was the same. Board Chair Brass voiced his support for HealthEquity and their good customer service.</p>	<p><b>Motion to approve by:</b> Board Member Bracken <b>Seconded by:</b> Board Member Barbour</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved January 25, 2016</b></p>
<p>4.6. 2015 4<sup>th</sup> Quarter Financial Report, Stuart Palmer <b>(Informational)</b></p>	<p>One of our big concerns is with changes in the recycling market. These changes did affect our 2015 budget and revenues. Last year we were realizing revenue of \$15 per ton on recycling. Changes in the market demand altered that figure so that by year end we were paying \$15</p>		

per ton. For 2016, we have negotiated to only pay \$5 per ton.

In 2015 we changed our billing method, changing from billing in the middle of the quarter to the end of the quarter. This results in the 4<sup>th</sup> quarter billing in accounts receivables rather than in cash.

Two scheduled truck sales, from 2015, will be delayed until this year (2016). Board Member Bracken asked why we were delaying the truck sales. Stuart confirmed that it was because of the market and there wasn't a demand at the time.

Board Member Bracken clarified that about 20% of customers allow their accounts to be certified and be paid through their property taxes. Stuart confirmed this figure, also stating that through the timing of the certification process, approximately 95% of payment and certification fees are collected by year end. Board Member Bracken followed up with inquiring of any patterns in demographics. Craig Adams replied that most of the certifications appear to come from customers in the west side of the valley.

Independent auditors will be coming in next month to do the annual audit.

Board Member Bracken inquired about the additional savings in fuel expenses. Pam Roberts and Stuart Palmer clarified that this was a combination of lower than expected fuel costs and also the increased use of compressed natural gas (CNG) trucks.

<p>4.7. Follow-up on Historical Review of Fee Increases and Evaluation of Annual Increases, Stuart Palmer <b>(Informational)</b></p>	<p>Pam Roberts clarified that in addition to one new side load truck purchase, the other 12 side load truck, two front load truck and four light-duty truck purchases are part of our scheduled replacement for all of our equipment. Board Member Bracken asked for clarification on the \$10.4 million allocated funds, and whether we could break up those funds, and have a separate line item to identify designated funds and undesignated cash. Pam confirmed that the information will be added to the reports and that this would also be discussed in next month's Board Meeting in conjunction with her presentation on residential fees.</p> <p>This is a follow-up to a request from the November 2015 Board Meeting to compare projected steady and smaller annual fee increases rather than larger fee increases initiated every few years. Based on an average of fee increases, since 2006, of \$0.89 per year, the difference shows a cash deficit if we initiated an average annual increase. Additionally, a steady annual increase of \$0.89 would put us at a \$17.02 annual fee by 2017, which would price us out of the competitive market. By staying with our current procedures, our fees will be lower and we will obtain the operating funds when we need it without any financial shortfalls. Board Member Bracken inquired as to the projections if we were to calculate from the 2007 increase, since an \$0.89 annual increase would not be a favorable option. Board Member Barbour requested these new projections to be presented to the Board.</p>	<p>Stuart Palmer will add a line item to the Operating Expenses budget indicating Undesignated Cash.</p> <p>Stuart Palmer will recalculate annual financial projections to present to the Board next month.</p>	
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<p>4.8. Possible Administrative Control Board Composition in 2017 Resulting from the Metro Townships and Millcreek City Incorporations, Mark Anderson (<b>Informational</b>)</p>	<p>Due to time constraints, Board Chair Brass recommended tabling this topic until next month's Board Meeting.</p>	<p><b>Motion to table item by:</b> Board Member Newton  <b>Seconded by:</b> Board Member Bracken   <b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved  January 25,  2016</b></p>
<p><b>5. Requested Items for Next Meeting on Monday, February 22, 2016</b></p>	<ul style="list-style-type: none"> <li>• Oath of Office for Board Members Kris Nicholl and Craig Tischner</li> <li>• Elect the 2016 Board Vice Chair</li> <li>• Follow-up on Historical Review of Fee Increases and Evaluation of Annual Increases</li> <li>• Renew Agreement with International City Management Association-Retirement Corp (ICMA-RC) for Employee Retirement Accounts</li> <li>• 2015 Performance Measures and 2016 Goals</li> <li>• Executive Director's Request for a Policy Discussion on Residential Fees</li> </ul>		
<p><b>ADJOURN</b></p>		<p><b>Motion to adjourn:</b> Board Member Newton  <b>seconded by</b> Board Member Bracken   <b>Vote: All in favor (of Board Members present)</b></p>	