

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

DATE/TIME	LOCATION	ATTENDEES
<p>April 25, 2016 9:00 a.m.</p> <hr/> <p><b>Next Board Meeting</b> May 23, 2016 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Dama Barbour, Scott Bracken, Jim Bradley, Jim Brass, Steve Gunn, Aimee Newton, Kris Nicholl, Jenny Wilson  <b>EXCUSED:</b> Craig Tischner</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Mike Allan, Mark Anderson, Rachel Anderson, Bill Hobbs, Gaylyn Larsen, Stuart Palmer, Pam Roberts, Ken Simin</p> <p><u>Public:</u> Kathlynn Bohn, Mark Hooyer, Cathy Jensen, Gary Keddington, Steve Rowley, Dwayne Woolley</p>

**AGENDA**

**Call to Order:** Jim Brass, Board Chair

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

1.1. March 28, 2016 Board Meeting Minutes

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

**3. Business Items**

3.1. 2015 Financial Audit Report, Gary Keddington & Steve Rowly, Keddington-Christensen, LLC (**Approval Requested**)

3.2. 2016 1<sup>st</sup> Quarter Financial Report, Stuart Palmer, District Controller (**Informational**)

3.3. Appointment of Cathy Jensen, District Controller, Pam Roberts, Executive Director (**Approval Requested**)

3.4. Authorization to Withdraw Properties from Tax Sale, Pam Roberts, Executive Director (**Approval Requested**)

3.5. 2016 1<sup>st</sup> Quarter Performance Measures Summary, Mike Allan, Deputy Director over Operations (**Informational**)

3.6. Momentum Glass Recycling Plant Re-Grand Opening Celebration & Tour, Monday, May 23<sup>rd</sup> at 1:00 p.m.-4:00 p.m., Pam Roberts, Executive Director (**Informational**)

3.7. May 23<sup>rd</sup> Board Meeting: Verify Attendance or Reschedule, Jim Brass, Board Chair (**Direction Requested**)

**4. Requested Items for the Next Board Meeting on May 23, 2016 Meeting**

- Resolution Recognizing Retiring District Controller, Stuart Palmer
- Resolution Recognizing National Waste & Recycling Association's Driver of the Year, Gary Reay
- Review Proposed Amendment to Salt Lake County Resolution 4670, Establishing WFWRD
- 2016 National Garbage Person Day Celebration on Friday, June 17<sup>th</sup>, 6:50 a.m. to 8:00 a.m.
- Reminder: State Auditor training for Board Members

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 March 28, 2016 Board Meeting Minutes ( <b>Approval Requested</b> )	Board Clerk Adams informed the Board that there were two corrections made to the minutes from the time they were originally distributed.	<b>Motion to approve, as amended, by:</b> Board Member Nicholl <b>Seconded by:</b> Board Member Barbour  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved April 25, 2016</b>
<b>2. Meeting Open for Public Comments</b>	(Comments are limited to 3 minutes)		
	No public comments.		
<b>3. Business Items</b>			
3.1. 2015 Financial Audit Report, Gary Keddington & Steve Rowly, Keddington & Christensen, LLC ( <b>Approval Requested</b> )	<p>Steve Rowley, from Keddington &amp; Christensen, presented the results of the 2015 Financial Audit Report. He commented that WFWRD has a great staff and created an environment that simplified the audit process. He stated that there were no material errors detected, the financial statements were accurate, and the organization was compliant with all governmental accounting standards.</p> <p>Board member Gunn inquired if WFWRD’s internal controls were adequate and comparable to other districts. Mr. Rowley indicated that a comparison is difficult due to staff size, but there is the required separation of accounting responsibilities. Board member Gunn asked if there were areas where WFWRD could economize by consolidating duties. Mr. Rowley answered that the question would be more of an operational issue, but he felt staffing was adequate based on the number of financial transactions conducted. Board member Gunn questioned if WFWRD had conducted a performance audit. Pam Roberts and Stuart Palmer answered that there was advisory input provided by the County when WFWRD was created, and</p>	<b>Motion to approve by:</b> Board Member Newton <b>Seconded by:</b> Board Member Barbour  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved April 25, 2016</b>

<p>3.2. 2016 1<sup>st</sup> Quarter Financial Report, Stuart Palmer, District Controller <b>(Informational)</b></p>	<p>as independent accounting and billing responsibilities were realized, two additional staff were hired to accommodate the increase in workload and to ensure the separation of those duties. Mr. Rowley and Mr. Keddington added that WFWRD has a larger billing pool than any other district that they audit, and is more comparable to a municipality rather than a district. They further confirmed that WFWRD is operating with as minimal staff as recommended.</p> <p>Board member Newton expressed her gratitude for the excellent work performed by WFWRD staff.</p> <p>Stuart presented the financial report for the 1<sup>st</sup> quarter of 2016. He stated that all expenses and revenues shown are typical for our first quarter and are within budget. The greatest impact we are seeing is the volatility of the recycling market. Last year we were receiving \$20 per ton of recycling. Currently we are paying \$15 per ton. That reflects a \$200,000 impact to our budget this year. An adjustment will be made from our cart replacement budget to accommodate that increase in recycling expenses. Board member Bracken asked if this action would require Board approval. Stuart indicated that it would not require Board approval because they are both classified as expenditures within the same appropriation. Board member Barbour asked if this transfer of funds would prevent us from providing the needed services for cart replacement. Stuart replied that we are confident that the quality of service will not be negatively impacted.</p> <p>Board member Gunn requested clarification on our building rental expenses. Stuart clarified that the building is owned by the county and we lease space from them. Board member Gunn also inquired if we rent any other facilities. Stuart and Pam indicated that we do not rent any other facilities, but there is a vehicle storage facility that is owned by WFWRD.</p>		
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Board member Gunn recognized that less than one quarter of personnel expenses budget was spent during the 1<sup>st</sup> quarter and asked if this is typical. Stuart indicated that it is typical due to increased temporary labor during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters related to the area cleanup service.

Board member Wilson asked about non-residential collection and if it was related to the recycling volatility. Stuart clarified that the non-residential revenue reflects collection at county facilities and parks. County Parks and Recreation makes their annual payment in the first quarter of each year under their agreement.

Stuart reviewed the 1<sup>st</sup> quarter cash balance and identified funds in investment accounts, indicating that those funds are available to us if needed for operational expenses. Board member Bracken asked if there is a limit on the number of withdrawals from the investment account. Stuart replied that there is no limit, and that he works closely with the investment fund managers so that they can be prepared for any withdrawals so that those transactions can be in the best interest of WFWRD.

Board member Bradley asked about the fuel budget amounts and the value of Compressed Natural Gas (CNG) versus diesel. Stuart clarified that the market price for fuel fluctuates and the budget reflect the market rate of the fuel costs. These estimates are provided and recommended by County Fleet Services. Currently, the market rates for both CNG and diesel have been below budget projections. Board member Gunn asked if there was a difference with bio-diesel and regular diesel. Pam and Stuart indicated the bio-diesel is about 5¢ more per gallon over regular diesel, but it is the option that communities and municipalities favored due to its reduced impact on the environment. Additionally, it is still below market price and we are reducing our reliance on diesel fuel.

<p>3.3. Appointment of Cathy Jensen, District Controller, Pam Roberts, Executive Director (<b>Approval Requested</b>)</p>	<p>Pam introduced Cathy Jensen, who will be succeeding Stuart Palmer as District Controller on May 16. Cathy was the top candidate out of over 150 applicants for the position. She has extensive budget and finance experience in the public sector as an internal auditor with Utah County, and as Finance/Budget Officer for American Fork City. Several Board members complimented Cathy on her impressive resume and also the many recommendations received in her behalf.</p>	<p><b>Motion to approve by:</b> Board Member Wilson  <b>Seconded by:</b> Board Member Nicholl</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved  April 25, 2016</b></p>
<p>3.4. Authorization to Withdraw Properties from Tax Sale, Pam Roberts, Executive Director (<b>Approval Requested</b>)</p>	<p>Pam presented a request from the Salt Lake County Tax Committee that WFWRD allow properties, to which is has liens against because of unpaid fees, be released from the tax sale listing for the owners to negotiate repayment. WFWRD has lien authority for homeowner's properties who have not paid their collection fees, and are placed on a listing to sell the home to obtain uncollected funds after five years. The Board must approve the release of these homes so that homeowners can negotiate repayments. A signed letter is then returned to the Salt Lake County Tax Committee indicating the Board's approval.</p> <p>Board member Bracken restated the lien procedure for clarification, and emphasized that these are only residential properties. Board member Gunn asked why homeowners would be willing to pay their delinquent fees if their homes were released. Mark Andersen, replied that the lien still remains on the home, but this request only removes the property from the tax sale listing. If the homeowner defaults, then the property would be put back on the tax sale listing the following year.</p> <p>Board member Wilson further clarified that the County Council acts as a Board of Equalization, and reviews all contested property tax matters, including delinquencies, on a weekly basis.</p>	<p><b>Motion to approve by:</b> Board Member Bradley  <b>Seconded by:</b> Board Member Wilson</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved  April 25, 2016</b></p>

3.5. 2016 1<sup>st</sup> Quarter Performance Measures Summary, Mike Allan (Informational)

Mike Allan provided an overview of WFWRD staff accomplishments during the 1<sup>st</sup> quarter of 2016, as well as goals for the remainder of the year. A special appreciation was given for Gary Reay, who won the Driver of the Year in the Small Public Sector Category from the National Waste & Recycling Association.

Board member Barbour asked for the biggest concern from residents regarding the Area Clean-Up, noticing that the satisfaction rate for that program, at 87% satisfaction, was the lowest of the programs. Mike indicated that the most common complaints from residents are that the containers are full when they get home from work, and that the placement of the containers is not convenient for the residents.

Board member Bracken inquired if there has been any feedback regarding the Area Clean-Up rotation schedule. Pam indicated that we do receive feedback from residents that they are unaware of when to expect the containers. She further indicated that we are taking steps to provide more information to residents by sending out notification cards sooner, and we are working to increase the information available on our website so residents can know when the containers will be in their area.

Board member Barbour asked about the turnover rate for employees. Pam indicated that it is still a concern, and that we are working on a mentoring program to help new drivers feel more comfortable and ensure they are properly and adequately trained.

Board member Gunn asked for clarification on the recycling price matrix. Mike explained that the price matrix reflects the international commodities market, and it gives us a tool that gives us the information needed to adequately negotiate the rates that we pay to have our recycling materials processed by Rocky Mountain Recycling (RMR). Board member Bracken clarified that

our contract with RMR expires in August. Board member Barbour asked how much control we have with negotiating a new contract in August. Pam indicated that RMR is pretty much the sole source in the valley for recycling, and it is unsure how the response will be when we go to bid for these services. Board member Gunn asked if there was a way we could bypass RMR and provide the goods directly to the market. Pam indicated that would not be possible unless we opened up our own sorting facility. Board chair Brass supported our current method of processing recyclable materials and encouraged all board members to visit RMR so that they can understand the process and challenges they face. He asked Pam to arrange a tour date for those interested in participating.

3.6. Momentum Glass Recycling Plant Re-Grand Opening Celebration & Tour on Monday, May 23<sup>rd</sup> at 1:00 p.m. – 4:00 p.m., Pam Roberts  
**(Informational)**

Pam reported that we have a curbside glass collection partnership with Momentum Glass Recycling, and the program is expanding this year into selected east valley communities with the goal of offering the program District-wide within three years through subscription. The plant is offering a tour on May 23<sup>rd</sup> with presentations from Mayor Ben McAdams and also from our own Pam Roberts.

Board member Gunn inquired as to the program fees for residents. Pam clarified that it is a \$45 subscription fee for the can and then an \$8 monthly fee. Momentum notifies the subscribers directly on the pickup days which occur once per month.

3.7. May 23<sup>rd</sup> Board Meeting: Verify Attendance or Reschedule, Jim Brass, Board Chair  
**(Direction Requested)**

This agenda item was not discussed. The meeting will be held as scheduled.



	<p>Board members Bradley and Wilson asked about the County Resolution expectations for next month's Board Meeting. Pam stated that it is for clarification on the composition of the WFWRD Administrative Control Board (ACB) as the new municipalities are organized. She also indicated that the Resolution will go before the County Council for consideration, and any decisions or feedback will be discussed at next month's ACB Meeting. If this item is not on the next County Council agenda, then it will not be an agenda item for the next ACB Meeting in May.</p> <p>Board member Newton made a point of personal privilege recognizing Dwayne Woolley and his retirement from TransJordan, and the great support he has been to WFWRD. Dwayne thanked the board and introduced his successor, Mark Hooyer.</p>		
<p><b>4. Requested Items for Next Meeting on Monday, May 23, 2016</b></p>			
	<ul style="list-style-type: none"> <li>• Resolution Recognizing Retiring District Controller, Stuart Palmer</li> <li>• Resolution Recognizing National Waste &amp; Recycling Association's Driver of the Year, Gary Reay</li> <li>• Review Proposed Amendment to Salt Lake County Resolution 4670, Establishing WFWRD</li> <li>• 2016 National Garbage Person Day Celebration on Friday, June 17<sup>th</sup>, 6:50 a.m. to 8:00 a.m.</li> <li>• Reminder: State Auditor training for Board Members</li> </ul>		
<p><b>ADJOURN</b></p>		<p><b>Motion to adjourn:</b> Board Member Bradley  <b>seconded by</b> Board Member Newton</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	