

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

DATE/TIME	LOCATION	ATTENDEES
<p>June 27, 2016 9:00 a.m.</p> <hr/> <p><b>Next Board Meeting</b> August 22, 2016 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Scott Bracken, Jim Bradley, Jim Brass, Steve Gunn, Aimee Newton, Kris Nicholl, Craig Tischner, Jenny Wilson (via phone)  <b>EXCUSED:</b> Dama Barbour</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Chris Aguiar, Mike Allan, Brady Andersen, Mark Anderson, Larry Chipman, Ryan Dyer, Bill Hobbs, Cathy Jensen, Ryan Jones, Gary Reay, Steve Reyes, Pam Roberts, Ken Simin, John Whittaker</p> <p><u>Public:</u> Nic Dunn, Kimberly Reay</p>

**AGENDA**

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

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

1.1. May 23, 2016 Board Meeting Minutes

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

**3. Business Items**

- 3.1. Resolution 4375 Recognizing National Waste & Recycling Association’s (NWRA) Driver of the Year, Gary Reay; Jim Brass, Board Chair (**Adoption Requested**)
- 3.2. Introduction of Past NWRA Driver of the Year Contenders; Pam Roberts, Executive Director (**Informational**)
- 3.3. 2016 YTD Loss Report; Mike Allan, Deputy Director of Operations (**Informational**)
- 3.4. Update on Curbside Subscription Programs: Green Waste and Glass Collections; Mike Allan (**Informational**)
- 3.5. Update on the Amendment to Salt Lake County Resolution 4670, Establishing WFWRD; Pam Roberts (**Informational/Direction Requested**)
- 3.6. Upcoming Three Year Renewal for the Interlocal Agreement Between WFWRD and Salt Lake County for Administrative Services for Fleet, Information Services (IS), Building/Space Rental, Shared Hook Lift Truck Lease & Surveyor; Pam Roberts and Mark Anderson, Legal Council (**Informational/Direction Requested**)

3.7. Confirm or Cancel the Scheduled Monday, July 18, 2016 ACB meeting Pending Board Attendance; Pam Roberts (**Direction/Approval Requested**)

**4. Requested Items for the Next Board Meeting on July 18, 2016 Meeting**

- Human Resources Policy Addition Related to Drug Free Workplace
- 2016 2<sup>nd</sup> Quarter Financial Report
- 2-16 2<sup>nd</sup> Quarter Accomplishments

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 May 23, 2016 Board Meeting Minutes ( <b>Approval Requested</b> )		<b>Motion to approve by:</b> Board Member Bracken <b>Seconded by:</b> Board Member Nicholl  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved June 27, 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. Resolution 4375 Recognizing National Waste & Recycling Association's (NWRA) Driver of the Year, Gary Reay; Jim Brass, Board Chair ( <b>Adoption Requested</b> )	Board Chair Brass read the Resolution recognizing the accomplishment of WFWRD Lead Equipment Operator, Gary Reay.	<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 June 27, 2016</b>
3.2. Introduction of Past National Waste & Recycling Association (NWRA) Driver of the Year Contenders; Pam Robert, Executive Director ( <b>Informational</b> )	<p>Pam introduced past winners and runner ups for Driver of the Year: John Whittaker, 2011 Driver of the Year Winner; Steve Reyes, 2013 Runner-Up Driver of the Year Winner; Chris Aguiar, 2014 Runner-Up Driver of the Year Winner; and Ryan Jones, 2015 Runner-Up Driver of the Year Winner. Saul Lopez, 2012 Driver of the Year Winner, was not able to attend.</p> <p>Pam commented that these individuals compete against thousands of other drivers throughout the country in the Waste &amp; Recycling Industry. Being recognized each year shows that we have some of the best drivers in the country.</p>		

<p>3.3. 2016 YTD Loss Report; Mike Allan, Deputy Director of Operations <b>(Informational)</b></p>	<p>Board Member Bracken asked what is involved in the competition. Pam commented that the criteria includes years of service, safety and customer service.</p> <p>Board Chair Brass commended the winners and runners-up, and thanked them for their dedication and service.</p> <p>Mike presented a report that was created with the help of the Utah Local Governments Trust, based on information provided by our insurance company, Travelers Insurance. The report shows accident and Workers Compensation claims for 2016 and compares them to the amount of claims from 2015 for comparison, including ongoing claim payments.</p> <p>Board Member Gunn asked for clarification on the claims. Mike confirmed that they are minor accidents such as our trucks or carts running into a fence, hitting a car's taillight, or knocking over a mailbox. He did confirm, however, that we try to make repairs without filing a claim whenever we can. Mike also clarified that we have a \$10,000 deductible for property losses on each incident, and added that our drivers are very good about reporting any accident as soon as it happens.</p> <p>Board Member Bracken inquired if there is any situations where we will not pick up the cart if it is too close to another structure. Mike stated that there are rare instances when we will not pick up the cart, but generally the driver will get out and move the cart to a more accessible location, or tag the can so the homeowner is aware that the can is too close to an object. Those determinations are left up to the individual drivers.</p> <p>Board Member Bradley asked if our trucks have backup cameras. Mike confirmed that all of our collection trucks do have backup cameras.</p>		
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<p>3.5. Update on the Amendment to Salt Lake County Resolution 4670, Establishing WFWRD; Pam Roberts <b>(Informational/Direction Requested)</b></p>	<p>Board Member Gunn inquired if we are self-insured for Workers Compensation claims. Mike replied that we are not self-insured, but those claims also go through Traveler’s Insurance. Board Member Gunn followed by asking who pays the claims and how it is determined on the amount. Pam Roberts replied that older claims are paid by the District, but claims after 2013 are paid by the insurance company. The amount of compensation for any settlements to close open claims is determined by the medical review such as doctors and physical therapists and the insurance company. Board Member Gunn asked, what is the Trust? Pam answered that it is the Utah Local Governments Trust, is an insurance broker for many government entities in Utah and the District moved from self-insured under the County to insured for property and liability in 2013. Then fully insured in 2014 to include worker’s comp and the Trust had the lowest prices so we moved to the Trust. Mark Anderson added that it is like a government cooperative that pools risk, of which WFWRD is one of hundreds of members.</p> <p>Board Member Bracken asked if the presented information was within our allocated budget. Pam confirmed that it is within our budget.</p> <p>Board Member Newton indicated that the primary debate with this resolution is with the number of County representatives. The ACB indicated that their desire is to see up to two County representatives whereas the County Council is proposing up to three representatives, with one being a regional representative. She indicated that after some discussion with Mayor McAdams, he was fine with the verbiage currently proposed in the amendment as long as the County representative was acting in a regional role. This discussion still needs to go before the County Council. Her recommendation is to add wording in the amendment to read “The County Council shall appoint up to two elected officials to represent the County as a whole,</p>	<p>Pam will send the meeting invitation to the Board once the County Council has set the date for the Resolution to be on their agenda.</p>	
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unless applicable State law requires otherwise.” She stated that Mayor McAdams reported to her that the County has a regional role and a good partnership with WFWRD in relation to recycling programs and the landfill. Also, she felt that it may be difficult for the smaller townships to find the ability to have a representative on WFWRD’s board and that the regional representative could cover that role as well to ensure all areas are represented. Board Chair Brass voiced his support of this change, indicating that the Board’s position is not to dictate how the Board members represent their communities or which members the respective municipalities choose to represent on this Board. Board Members Bracken and Bradley concurred. Board Member Wilson clarified that the County’s position is not to create a larger board, but to ensure that the residents of the unincorporated areas of the County are adequately represented. Mark Andersen indicated that discussion had occurred addressing this issue, and a possible resolution would be to approach the legislature next year to change the law allowing an even number of board members after a certain size. Although this would not take effect until after the first of the year, he believes it would be well received by the legislature. This would be an acceptable compromise that would allow the County to have the two representatives, one of which would be a regional representative. Board Members Newton, Bradley, and Wilson voiced their support of this proposal to keep the number of county representatives at two versus three. Board Member Bradley requested Mark and the Board members to come to their next County Council meeting to restate this discussion. Mark accepted the request. Board Member Newton indicated that her advisor, Nic Dunn, would get it on the agenda and send everyone an invitation. Vice Chair Tischner asked how the County would determine which representative would be regional. Board Member Bradley stated that an At-Large Council member would likely take the regional role. Pam clarified that the tentative date for the County Council meeting when this would be discussed would be July 12<sup>th</sup>.

3.4. Update on Curbside Subscription Programs: Green Waste and Glass Collections; Mike Allan (Informational)

Mike updated the Board on the current subscription status on the Subscription Green and Glass Programs. He reported an increase of 515 subscribers for the Curbside Glass Program this year. The canvassers will be doing some follow-up in Millcreek, but they are finished in Holladay. We have 790 new subscribers for the Green Waste Program this year.

Board Member Bracken indicated that being so late in the year, it may be difficult to get new Green Waste subscribers.

Board Member Gunn asked if it was beneficial to separate green waste from other waste. Pam indicated that the dumping fees for green waste are less expensive than other waste and it does divert waste away from the landfills to save space. Additionally, the green waste is processed into compost which can be sold to residents.

Board Member Nicholl asked if we could review the green waste tonnage numbers for the off-season. She suggested that we only bill during the months in which we collect the green waste rather than distributing those fees every month. The program costs still need to be covered in the fees we charge, so the “monthly fee” would increase if we only charge during the nine months of use. Pam indicated that this information can be provided at the next board meeting.

Board Member Gunn indicated that this is an important enough program that we should be doing more to educate and market the benefits of green waste recycling. Board Chair Brass concurred.

Board Member Bradley asked if Momentum Recycling processes any other recyclable materials other than glass. Pam stated that glass is their primary focus. Board Member

Staff will bring information back to the Board related to billing customers during the months the Green Waste Service is provided. Staff will also provide the Board with information on what materials can be recycled.

<p>3.6. Upcoming Three Year Renewal for the Interlocal Agreement Between WFWRD and Salt Lake County for Administrative Services for Fleet, Information Services (IS), Building/Space Rental, Shared Hook Lift Truck Lease &amp; Surveyor; Pam Roberts &amp; Mark Anderson <b>(Informational/Direction Requested)</b></p>	<p>Bradley asked for a future agenda item to educate the board members on what materials can be recycled.</p> <p>Pam stated that when WFWRD became an independent organization, we contracted administrative services with the County. She indicated that the first term of the Interlocal Agreements with Salt Lake County will be expiring at the end of 2016, and she recommends that WFWRD renew the agreements to continue these services with the existing three year renewal option.</p> <p>Pam added that one of the significant changes to the three year renewal is tax credits available through the Compressed Natural Gas (CNG) vendor in which County Fleet has an agreement. The vendor has indicated that they will pass these credits back to the County, which will forward those credits to us since we are the end user. This will result in an approximate 25¢ per gallon reduction for CNG. Another change is related to fleet services and their adjustment to fixed/flat rates for preventative maintenance and eventually all repairs. This benefits our organization and it is a positive addition.</p> <p>Mark added that we must give notice to the County by October 15 if we wish to renew. The County then has until November 1 to respond.</p> <p>Board Member Bracken asked about phones and if they were part of a pool with the County. Pam indicated that the phones are part of a pool, and that there are no overages. Our phone plans include unlimited voice, text, and data.</p> <p>There was no official vote, but the consensus was to proceed with the renewal process.</p>		
<p>3.7. Confirm or Cancel the Scheduled Monday, July 18, 2016 ACB</p>	<p>Pam indicated that she wanted to ensure that there would be a quorum for the scheduled July 18<sup>th</sup> ACB Meeting.</p>	<p><b>Motion to cancel the July 18<sup>th</sup> Board Meeting:</b> Board Member Bradley</p>	<p><b>Approved</b> <b>June 27, 2016</b></p>



<p>Meeting Pending Board Attendance; Pam Roberts (<b>Direction/Approval Requested</b>)</p>	<p>Board Member Bradley indicated that if there were no urgent matters to discuss, he would be in favor of cancelling the meeting.</p> <p>Board Clerk Adams will send out meeting cancellation notices.</p>	<p><b>Seconded by:</b> Board Member Gunn</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	
<p><b>4. Requested Items for Next Meeting on Monday, August 22, 2016</b></p>			
	<ul style="list-style-type: none"> <li>• Human Resources Policy Addition Related to Drug Free Workplace</li> <li>• 2016 2<sup>nd</sup> Quarter Financial Report</li> <li>• 2016 2<sup>nd</sup> Quarter Accomplishments</li> <li>• Green Waste Billing Overview</li> </ul>		
<p><b>ADJOURN</b></p>		<p><b>Motion to adjourn:</b> Board Member Bradley <b>seconded by</b> Board Vice Chair Tischner</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	