

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

DATE/TIME	LOCATION	ATTENDEES
<p>August 22, 2016 9:00 a.m.</p> <hr/> <p>Next Board Meeting September 26, 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, Jim Bradley, Jim Brass, Steve Gunn, Aimee Newton (via phone), Craig Tischner EXCUSED: Scott Bracken, Kris Nicholl, Jenny Wilson</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Mike Allan, Mark Anderson, Rachel Anderson, Bill Hobbs, Cathy Jensen, Pam Roberts, Jeffrey Summerhays</p> <p><u>Public:</u> None</p>

AGENDA

Call to Order: Jim Brass, Board Chair

1. Consent Items: (Approval Requested)

1.1. June 27, 2016 Board Meeting Minutes

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

3. Business Items

- 3.1. HR Policy Addition Related to Drug and Alcohol Use While on Duty; Gaylyn Larsen, HR Manager **(Information/Approval Requested)**
- 3.2. Recent Event Involving the Utah Local Government Trust and Other Entities; Pam Roberts, Executive Director **(Information/Direction Requested)**
- 3.3. Executive Director’s Conflict of Interest Disclosure; Pam Roberts **(Informational/Approval Requested)**
- 3.4. Utah Public Website Disclosure; Anthony Adams, Board Clerk **(Informational)**
- 3.5. Online Board Training; Anthony Adams **(Informational)**
- 3.6. Statutory Required 2016 2nd Quarter Financial Report; Cathy Jensen, Controller **(Informational)**
- 3.7. 2016 2nd Quarter Policy Performance Accomplishments; Mike Allan, Deputy Director **(Informational)**
- 3.8. Green Waste Billing Possibilities; Pam Roberts **(Informational/Direction Requested)**

3.9. Recycling Contract Request for Proposal Update; Pam Roberts (**Informational**)

3.10. Environmental Stewardship Recycling Overview (what materials can be recycled); Jeffrey Summerhays, Sustainability Coordinator (**Informational**)

4. Requested Items for the Next Board Meeting on September 26, 2016 Meeting

- 2017 Budget Proposal
- Utah Local Government Trust Address; Steve Hansen, CEO

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items			
1.1 June 27, 2016 Board Meeting Minutes (Approval Requested)		Motion to approve by: Board Member Gunn Seconded by: Board Member Tischner Vote: All in favor (of Board Members present)	Approved August 22, 2016
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	No public comments.		
3. Business Items			
3.1. HR Policy Addition Related to Drug and Alcohol Use While on Duty; Gaylyn Larsen, HR Manager (Informational/Approval Requested)	<p>Gaylyn reported that she had reviewed other similar industry organizations’ alcohol and drug use policy, and they all have a zero tolerance policy for drivers. For office, or non-driving, employees; they are not subject to the random alcohol/drug testing as is required of drivers by the Department of Transportation (DOT). Pam commented to the Board that we are asking for approval of this policy with no exceptions allowed. She also confirmed that our Medical Review Officer has procedures in place to eliminate false positive test results.</p> <p>Board Member Gunn commented that the policy seemed severe for individuals who may not pose a safety threat to the public. Pam reaffirmed that non-driving employees are not subject to the random drug/alcohol testing and they must display obvious signs of impairment, observed by two supervisors, before they will be tested for reasonable suspicion.</p> <p>Board Chair Brass emphasized that if we allow leniency for this policy, and an injury or accident occurs because of impairment, the liability could be severe.</p>	Motion to approve by: Board Member Barbour Seconded by: Board Member Tischner Vote: All in favor (of Board Members present)	Approved August 22, 2016

	<p>Board Member Bradley asked about marijuana, which can remain in the system for several weeks, and if it is in a separate category. Gaylyn and Pam replied that even though state laws vary in regards to marijuana, the DOT regulations are federal, and any marijuana in a person's system will be classified as a positive result and will result in termination of employment. Board Member Bradley requested confirmation that office staff are not subject to random alcohol/drug testing. Pam confirmed office personnel are not subject to random testing.</p> <p>Board Member Barbour commented that employees must take personal responsibility. Employees are informed of these policies and should abide by them.</p>		
<p>3.2. Recent Events Involving the Utah Local Government Trust and Other Entities; Pam Robert, Executive Director (Informational/Direction Requested)</p>	<p>Pam stated that a recent audit was conducted with our risk management insurance advisor, the Utah Local Government Trust (Trust). They are a local government agency and work closely with their clients, and provide many more services than previous brokers used by WFWRD in 2013. She stated that the Trust is correcting any missteps related to their purchasing practices and that she has faith the organization will rectify any issues. They have also been a good provider of training for all staff regarding safety practices, management, and Board governance. She clarified that the direction requested is that WFWRD continue to work with the Trust; and added that Steve Hansen, Chief Executive Officer for the Trust, will attend next month's ACB Meeting and answer any questions from the Board.</p>	<p>Motion to continue using Utah Local Government Trust by: Board Member Tischner Seconded by: Board Member Gunn</p> <p>Vote: All in favor (of Board Members present)</p>	<p>Approved August 22, 2016</p>
<p>3.3. Executive Director's Conflict of Interest Disclosure; Pam Roberts (Informational/Approval Requested)</p>	<p>Pam disclosed that she has been serving on the Advisory Committee for the Trust. She explained the committee's duties and responsibilities in identifying risks. She added that she feels it is valuable to participate on this committee, and requested approval to continue to serve on</p>	<p>Motion to approve that Pam continue to serve on the Utah Local Government Trust Advisory Committee and the new opportunity to serve on the Trust Board and confirm it is not a conflict of interest by: Board Member Gunn</p>	<p>Approved August 22, 2016</p>

<p>3.4. Utah Public Website Disclosure; Anthony Adams, Board Clerk (Informational)</p> <p>3.5. Online Board Training; Anthony Adams (Informational)</p>	<p>this committee and to have the Board identify that this was not a conflict of interest.</p> <p>Pam also added that she was recently approached by Steve Hansen to serve on the Trust Board. She disclosed that each board member is granted a “stipend” of \$300 for each board meeting they attend. Pam wishes to waive this compensation.</p> <p>Board Member Barbour commented that having Pam continue to serve on this committee was in the best interests of WFWRD.</p> <p>Anthony stated that a new state regulation required the posting of all board members and their contact information to the Utah Public Notice Website. He informed the board that this information was displayed each time a posting is entered into the website for public notice, and that we are currently in compliance with this regulation. Board Member Gunn submitted a new phone number to be listed for his contact. Anthony informed all board members that he can update their contact information upon request.</p> <p>Anthony reminded the board members that the required Board Member Training, from the State Auditor’s Office needs to be completed by the end of the calendar year. All new board members must complete this training within the first year, and all board members must complete the training once within each term of service. He added that the training was the same for all district boards, so if board members are serving on other district boards, they do not need to take the training for each board upon which they serve. Board Chair Brass commented that it is good training and does not take a lot of time to complete.</p>	<p>Seconded by: Board Member Barbour</p> <p>Vote: All in favor (of Board Members present)</p>	
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3.6. Statutory Required 2016 2nd Quarter Financial Report; Cathy Jensen, Controller (**Informational**)

Cathy presented the 2nd quarter financial report and the status of WFWRD finances through June 2016. She stated that we are at 47% revenue of what was anticipated. The expected income from truck sales is low, but we have additional sales pending. Additionally, income from certifications is low, but we will be submitting an additional petition for certification in September to obtain those funds. Expenses related to recycling fees at the current rates were an unanticipated expense. She confirmed that our financial status is healthy if we can keep expenditures low or below budget; even though we may need to dip into our investment funds, in October, to meet financial obligations. She also commented that our accounting format will change from a cash-basis to a full accrual-basis. This change allows WFWRD to recognize revenues when they are earned.

Board Member Gunn asked for an explanation of certifications. Cathy replied that WFWRD has lien authority, on property taxes, for individuals who do not pay their bill. By certifying these properties, WFWRD is ensured to receive the income related to waste and recycling collection for that property.

Board Member Bradley asked for confirmation that our truck mileage per gallon was really under two miles per gallon. Pam confirmed that this was accurate, and with compressed natural gas (CNG), the miles per gallon is lower than diesel fuel, but it is also less expensive at the current prices.

Board Member Gunn inquired about the Public Treasurer's Investment Funds (PTIF). Cathy answered that it is an investment fund with the State Treasurer's Office. It is a safe investment fund which allows quick turnover if funds are needed. Board Member Gunn asked why all of our investment funds are not pooled into the Zions Investment Fund. Cathy confirmed that it was due to a lack of liquidity and quick access to funds if needed.

<p>3.7. 2016 2nd Quarter Policy Performance Accomplishments; Mike Allan, Deputy Director (Informational)</p>	<p>Board Member Gunn questioned about mileage for carts. Cathy clarified that this was mileage identified for the service and the team that delivers and maintains the carts (cans).</p> <p>Mike reviewed the accomplishments during the 2nd quarter. Positive improvements in all areas are continuing, with strong efforts to continue outstanding customer support and employee satisfaction. He commented that a mini waste audit showed positive results from educational efforts in moving recyclable materials out of the waste stream. The results showed that 2% of what was in the sample sort of garbage was recycling versus the 29% found during the 2011 waste audit. Also, Green Waste and Glass collection subscriptions have increased. Additionally, we are continuing to negotiate with services contracted with County Fleet to help reduce costs.</p>		
<p>3.8. Green Waste Billing Possibilities; Pam Roberts (Informational/Direction Requested)</p>	<p>Pam presented this topic in response to an inquiry at the last Board Meeting about whether we could charge subscribers of the Green Waste Program only during the months it was collected rather than equally throughout the year. She confirmed that our billing system can accommodate that billing schedule. She assigned Jeffrey (Sean) Summerhays, WFWRD Sustainability Coordinator, to survey residents who participate in the program to determine if this would be a preferred way of billing. Sean added that 400 of 1,900 surveys have been returned so far, and preliminary results of the survey show that 54.6% of respondents desire to keep the billing cycle as currently implemented. Pam indicated that we will wait to get more responses before considering a change.</p> <p>Board Member Bradley asked if customers could pay their annual fee at once, and if there are incentives to do so. Pam replied that customers can pay all at once, and it is</p>		

<p>3.9. Recycling Contract Request for Proposal Update; Pam Roberts (Informational)</p>	<p>our preferred method; however, our billing system does not allow the option of incentivized payments. We would like to offer that option, and we will continue exploring those possibilities.</p> <p>Pam clarified that this topic was primarily informational, but would welcome any direction from the Board at this time. There were no further discussions on the need to provide direction.</p> <p>Pam stated that the Request for Proposal (RFP), for our new recycling contracts, closed last Monday. The contracts are currently being reviewed by our legal counsel. We plan to award the contracts to Rocky Mountain Recycling and Waste Management, two vendors who we are currently using. She added that the fees for Waste Management are significantly higher, so our Management Team will be evaluating how much recycling, and from which areas, we will take to Waste Management to ensure the most economical processes. Rocky Mountain Recycling has provided a pricing scale based on the Recycling Commodities Market, which can go as high as \$25 per ton pending the market. Currently, however, we are paying \$5 per ton due to the market pricing. Mike added that utilizing Waste Management was important based on their location in the southwest area of the valley. Utilizing them for collections in that area are more economical than transporting the recycle materials to Rocky Mountain Recycling.</p>		
<p>3.10. Environmental Stewardship Recycling Overview - what materials can be recycled; Jeffrey (Sean) Summerhays, Sustainability Coordinator (Informational)</p>	<p>Sean stated that one of the best ways to keep our recycling fees low is to ensure that waste contaminants are kept out of the recycle bin. He has been working to educate the public with simple and easy-to-understand information on what materials can be recycled. He added that the change in the recycling market can also change what can and cannot be accepted in the blue recycle carts. Primary</p>		

	<p>focus, currently, is on plastic grocery bags and other thin, stretch plastic materials, as well as Styrofoam.</p> <p>Board Members Barbour and Bradley asked about napkins and paper plates. Pam clarified that materials contaminated with food cannot be recycled and do not go in the recycling bin. Sean added that wax-coated paper plates cannot be accepted. He also stated that napkins, and related paper products, have reached the end of their recycling lifespan and are unusable to the paper recycling industry and need to go in the garbage.</p> <p>Board Member Barbour commented that she has observed frustration with residents who may be confused about which materials are recyclable and which ones aren't, so they choose to not participate in recycling.</p> <p>Board Member Bradley asked if we were to sponsor a Public Service Announcement on recyclable materials, if we would recoup those costs by having cleaner recyclable materials. Pam and Mike confirmed that this would be true. Mike added that Rocky Mountain Recycling gave us our specific rates because the recycle materials we provide to them has very little contamination.</p> <p>Board Member Gunn asked about Household Hazardous Waste, and commented that its identification on our flyer may be confusing as to its disposal. Sean stated that he can clarify this in our flyer. Board Member Gunn further asked about the disposal of paint. Sean clarified that a hardening agent needs to be added to the paint before being recycled. Cat litter is an economical paint hardening agent. Only paint in the liquid form is considered hazardous waste.</p>		
<p>4. Requested Items for Next Meeting on Monday, September 26, 2016</p>			
	<ul style="list-style-type: none"> • 2017 Budget Proposal 		

	<ul style="list-style-type: none"> Utah Local Government Trust Address; Steve Hansen, CEO 		
ADJOURN		Motion to adjourn: Board Member Bradley seconded by Board Vice Chair Barbour Vote: All in favor (of Board Members present)	