

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

| DATE/TIME | LOCATION | ATTENDEES |
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| <p>October 24, 2016 9:00 a.m.</p> <hr/> <p>Next Board Meeting November 14, 2016 6:00 p.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, Kris Nicholl (via phone through Agenda Item 3.3), Craig Tischner, Jenny Wilson (via phone through Agenda Item 3.6) EXCUSED: Aimee Newton</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Mike Allan, Mark Anderson, Bill Hobbs, Cathy Jensen, Pam Roberts, Ken Simin, Jeffrey Summerhays</p> <p><u>Public:</u> Mark Hooyer (Trans-Jordan Cities)</p> |

AGENDA

Call to Order: Jim Brass, Board Chair

1. Consent Items: (Approval Requested)

1.1. September 26, 2016 Board Meeting Minutes

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

3. Business Items

3.1. The 2016 Trust Accountability Award (TAP) in the Amount of \$5,155.35; Pam Roberts, Executive Director (**Informational/Acceptance Requested**)

3.2. Trust Dividend in the Amount of \$5,023.73; Pam Roberts (**Information/Acceptance Requested**)

3.3. Resolution to Approve the Amendment to the Interlocal Agreement with Salt Lake County for Administrative Services-Three Year Renewal; Pam Roberts; Rachel Anderson, Legal Counsel (**Adoption Requested**)

3.4. Review the 2016 3rd Quarter Financial Report; Cathy Jensen, Controller (**Informational**)

3.5. Review the 2017 Tentative Budget and Fee Schedule; Pam Roberts; Cathy Jensen (**Adoption Requested**)

- Special Services/Non-Residential Proposed Fee Increases and Fees for Delivering Containers to New Homes and Possible Fees to New Homes to Help Offset Costs for New Containers.
- Proposed 1% Cost of Living Allowance (COLA) and 2% Merit Salary Increases for WFWRD Employees.

- Proposed Additional Full-time Employee (FTE) for Container Delivery/Repair

3.6. Requested Residential Fee Scenarios Going Forward; Cathy Jensen (**Informational**)

3.7. Schedule the Public Hearing to Allow Public Comment on the 2017 Budget, Allowing the Option to Adopt the Budget if There Are No Public Comments; November 14, 2016; Pam Roberts; Mark Anderson, Legal Counsel (**Approval Requested**)

If meeting time allows:

3.8. WFWRD 3rd Quarter Operations Accomplishments Report; Mike Allan (Deputy Director over Operations (**Informational**))

4. Requested Items for the Next Board Meeting on November 14, 2016 Meeting

- Schedule the Public Hearing to Adopt the 2017 Budget for December 12 if Needed.
- Appointment for Cathy Jensen to Serve as an Alternate for the Utah Association of Special District.

| TOPICS/ OBJECTIVES | KEY POINTS/ DECISIONS | ACTION ITEMS WHO – WHAT – BY WHEN | STATUS |
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| 1. Consent Items | | | |
| 1.1 September 26, 2016 Board Meeting Minutes (Approval Requested) | | Motion to approve by: Board Member Nicholl Seconded by: Board Member Tischner Vote: All in favor (of Board Members present) | Approved October 24, 2016 |
| 2. Meeting Open for Public Comments | (Comments are limited to 3 minutes) | | |
| | No public comments. | | |
| 3. Business Items | | | |
| 3.1. The 2016 Trust Accountability Award (TAP) in the Amount of \$5,155.35; Pam Roberts, Executive Director (Informational/Acceptance Requested) | Pam commented that this award is related to our safety and loss prevention programs and efforts. We have received this award every year that we have been with the Trust, which has been since 2014. | Motion to accept by: Board Member Bracken Seconded by: Board Member Barbour Vote: All in favor (of Board Members present) | Accepted October 24, 2016 |
| 3.2. Trust Dividend in the Amount of \$5,023.73; Pam Roberts (Informational/Acceptance Requested) | Pam stated that this is the member dividend, which all Trust members qualify. This is the return on premiums based on how much is available each year and on our performance. Board Member Bracken asked how much we pay in annual premiums. Pam stated that it was just under \$200,000 per year. | Motion to accept by: Board Member Gunn Seconded by: Board Member Barbour Vote: All in favor (of Board Members present) | Accepted October 24, 2016 |
| 3.3. Resolution to Approve the Amendment to the Interlocal Agreement with Salt Lake County for Administrative Services-Three Year Renewal; Pam Roberts (Adoption Requested) | Pam explained that WFWRD is using the County's Information Services (IS) and part of their network and security systems. They also host and help manage our database. Additionally, we use the County's Fleet Services for truck maintenance. The only difference, through this amendment, is that as of January 2014, we | Motion to adopt by: Board Member Barbour Seconded by: Board Member Tischner Vote: All in favor (of Board Members present) | Accepted October 24, 2016 |

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| <p>3.4. Review the 2016 3rd Quarter Financial Report; Cathy Jensen, Controller (Informational)</p> | <p>are no longer using the County’s legal services, but have contracted those services through FabianVanCott. There is an expected \$25,000 increase for IS due to network and security upgrades. For Fleet, there is a \$2.50 per hour increase for labor, which equates to approximately \$25,000 annual increase.</p> <p>Board Member Bracken asked about the market price for fuel. Pam clarified that the market price only relates to diesel and regular fuels and not CNG. The market price is to assist in having funds available for Fleet to upgrade their fueling stations to meet new EPA requirements.</p> <p>Board Member Barbour asked if we had compared Fleet Services’ rates with other providers. Pam indicated that Fleet’s fees are competitive with the private market. Additionally, the convenience of having Fleet maintain our trucks onsite is a factor that saves both time and money.</p> <p>Cathy reported that our revenue is running slightly lower than expected for this time of year, but our Trailer Rental program is performing better than anticipated. Our personnel expenditures are lower than expected, due to increased turnover and difficulty filling vacancies. We are looking at a net loss of around \$336,000, which is why a fee/rate increase next year would be recommended.</p> <p>Mike explained that we have eight trucks that have been decommissioned and are up for purchase. Trucks are typically more difficult to sell at the end of the year due to expended budgets by interested buyers. However, any remaining trucks not sold this year are expected to sell shortly after the first of next year.</p> <p>Cathy indicated that we submitted approximately \$2.3 million in certified funds to the County Auditor’s Office for collection. Cathy confirmed that one in five customers</p> | | |
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| <p>3.5. Review the 2017 Tentative Budget and Fee Schedule; Pam Roberts; Mark Anderson, Legal Counsel; Cathy Jensen (Adoption Requested)</p> | <p>elect to not pay their quarterly bills and let them get certified on their property taxes to pay.</p> <p>Board Member Bracken inquired if we have seen any results from last month's wage increase for our drivers. Mike replied that we have seen a noticeable increase in qualified applicants applying for our vacant Equipment Operator positions.</p> <p>Pam and Mark clarified that we are required, by state and county mandate, to provide waste collection for the homes within our District. The definition of our basic services, however, is identified in the Resolution creating WFWRD, which lists weekly trash and recycling collection services. The Board has authority to establish additional, frequency, and level of services. Board Member Wilson requested a discussion and legal review of this resolution at a future board meeting.</p> <p>Board Member Barbour confirmed her strong support of the recycling collection program, but asked if residents are using it enough to justify weekly collection. Board Chair Brass agreed and suggested we conduct an audit to determine how full the recycling carts are when they are collected. Pam stated that since weekly recycling was instigated in September 2011, we have seen an increase in annual recycling tonnage of over 3,000 tons and diversion rates increasing as well.</p> <p>Pam stated that this tentative budget maintains our current level of services. Other programs have been implemented to assist in collecting waste and recycling, and an elimination or reduction of that service, does not reduce the amount of waste and recycling that we need to collect.</p> <p>Pam noted that the health insurance increase for WFWRD employees will be increasing 5%, which is very fortunate compared to much of the rest of the market which will</p> | <p>Motion to tentatively adopt by: Board Member Bradley Seconded by: Board Member Tischner Vote: All in favor (of Board Members present)</p> | <p>Accepted October 24, 2016</p> |
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| | <p>experience a 9%-12% increase. In other personnel matters, we are requesting one additional full-time employee (FTE) to focus on container delivery and repair. This FTE will replace a current part-time employee allocation.</p> <p>Cathy reviewed the financial and operational budget items. She emphasized that this is a point-in-time snapshot, and things could change in the next couple of months, but this tentative budget is where we expect to be for 2017. Pam added that we will be using \$1.2 million of our fund balance to cover operational expenses in 2017.</p> <p>Pam reviewed the tentative fee schedule, which will remain at \$14.75 per month, with a second garbage can at \$15.00 per month. The subscription fees also will not change for 2017. We are requesting a new startup fee for newly built homes, to help pay for the new cans, in the amount of \$50; with a delivery fee of \$10. It was previously inquired if we could include this fee in closing costs, but we found out that it would be very cumbersome so we will bill these new customers directly, which also is more transparent. For contracted customers, we are proposing a \$5 per month fee increase on dumpsters, and a \$1 per month fee increase for garbage and recycling cans.</p> | | |
| <p>3.6. Requested Residential Fee Scenarios Going Forward; Cathy Jensen (Informational)</p> | <p>Cathy explained an interactive spreadsheet that shows how different fee scenarios will affect WFWRD's budget over the next few years.</p> | | |
| <p>3.7. Schedule the Public Hearing to Allow Public Comment on the 2017 Budget, Allowing the Option to Adopt the Budget if There Are No Public Comments; November 14, 2016; Pam Roberts; Mark Anderson</p> | <p>Board Member Bradley asked about the timing between this budget and fee schedule approval and the approval from the County Council. Mark answered that County Council approval is not required to approve the budget, but it is required before new fees can be implemented. Pam will schedule meetings with the public bodies,</p> | <p>Motion to approve by: Board Member Barbour Seconded by: Board Member Bracken Vote: All in favor (of Board Members present)</p> | |

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| <p>(Approval Requested)</p> <p>3.8. WFWRD 3rd Quarter Operations Accomplishments Report; Mike Allan, Deputy Director over Operations; Sean Summerhays, Sustainability Coordinator (Informational/Direction Requested)</p> | <p>including the County Council to present WFWRD’s proposed new fees and fee schedule for comments and approval.</p> <p>Mike stated that our 2016 goal for Green Waste subscribers was 4,000. We will come in just under that goal with 3,840. Some options we are considering for promoting the program are envelope stuffers with the quarterly billing statements, stapling flyers to the trash cans throughout our routes, and email notifications. These efforts will be in addition to our Facebook promotions and also the community newsletters that we send to the various municipalities for their own resident newsletters. Board Member Gunn, also suggested visits to the municipal town hall meetings. Board Chair Brass confirmed that the current plans and direction are acceptable.</p> | | |
| <p>4. Requested Items for Next Meeting on Monday, November 14, 2016</p> | | | |
| | <ul style="list-style-type: none"> • Schedule the Public Hearing to Adopt the 2017 Budget for December 12, if Needed • Appointment for Cathy Jensen to Serve as an Alternate for Pam to represent WFWRD with the Utah Association of Special District. | | |
| <p>ADJOURN</p> | | <p>Motion to adjourn: Board Member Tischner seconded by Board Member Barbour</p> <p>Vote: All in favor (of Board Members present)</p> | |