

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,
SALT LAKE COUNTY SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

Date/Time	Location	Attendees
04/25/2012 9:00 A.M. - 10:37 A.M.	604 W 6960 S Training Room	Board Members: Scott Bracken, Patrick Leary, Dama Barbour, David Wilde, Jim Bradley, Randy Horiuchi, Richard Snelgrove, Coralee Wessman-Moser and Sabrina Petersen Sanitation Staff: Pam Roberts, Stuart Palmer, Allison Dodge, Bill Hobbs, Lorna Vogt, Andy King, Hollis Robison, Janet Kelly, Larry Chipman, Pam Savage and Gavin Anderson Guests: Larry Moller and Jeff Rowley
Next Meeting 05/23/12 9:00 A.M. - 10:00 A.M.	604 W 6960 S Training Room	

Agenda

1. Consent Items: (**Approval Requested**)
 - 1.1 March 28, 2012 Minutes
2. Report from the Great Utah Shakeout (**Information**) **Pam Roberts**
3. 2012 Interim Budget Adjustment (**Information**) **Pam Roberts**
 - Approve 2012 Interim Budget Adjustment, May 23, 2012 at regular Board Meeting
 - Public Hearing, Adopt 2012 Interim Budget Adjustment, June 21, 2012, 2001 South State Street, Council Chambers at 6:00 p.m.
4. 2011 Budget Report and 2012 1st Quarter Financial Review (**Information**) **Pam Roberts and Stuart Palmer**
5. 2012 Goals (**Information**) **Pam Roberts**
6. Continued Discussion on District Autonomy (**Information**) **Pam Roberts and Gavin Anderson**
7. Requested items for the next Board meeting May 23, 2012
 - Approve 2012 Interim Budget Adjustment

Topics/	Key Points/	Action Items	Status
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Objectives	Decisions	Who – What – By when	
<p>Approve Minutes from March 28, 2012 Meeting</p>		<p>Board Member Snelgrove, seconded by Board Member Wessman-Moser moved to approve the minutes of the March 28, 2012 meeting. The motion passed unanimously.</p>	<p>Approved April 25, 2012</p>
<p>Report from the Great Utah Shakeout (Information) Pam Roberts</p>	<p>Pam Roberts, Executive Director, reported the division’s participation with the Great Utah Shakeout.</p> <p>What Worked</p> <ul style="list-style-type: none"> • The calling tree with contacting employees and family members • The drop, cover and hold exercise and equipment operators pulling over • Janet Kelly and Brent Moore went to the Salt Palace to check our computer net working capabilities and communication systems <p>What Needs Improvement</p> <ul style="list-style-type: none"> • Calling back up on the chain for the calling tree • Employees were not sure how long to drop, cover and hold and when to begin the drill 	<p>Plans Going Forward</p> <ul style="list-style-type: none"> • We will follow the proper chain and report back to the person who contacts us. • We will prepare more for drills. An actual event will dictate time needed for drop, cover and hold and how long operators will need to remain parked. • Pam Roberts will be at the Salt Lake County EOC. • Lorna Vogt and Bill Hobbs will be at the Unified Command Center. • Set up Interlocal agreements with non-district municipalities for us to help and mutual aid agreements • Lorna Vogt and Bill Hobbs will research FEMA classes specific for managers to attend. Lorna and Bill will review damage assessment forms with the management team on May 16th. • Our resources and employees will stay put 	

		<p>until the situation is evaluated and the calling tree is complete back up to Pam Roberts.</p> <ul style="list-style-type: none"> • Bill Hobbs will create a “mini toy book” with a list of our resources for all managers’ go-bags. Bill will also ensure that all toy books at the city and county locations is up to date. • Lorna Vogt and the operations managers will create a list of resources that we could make available per area and continue providing daily operations. This will be based on the # of homes we service per area and what existing resources each area already has. 	
<p>2012 Interim Budget Adjustment (Information) Pam Roberts</p>		<p>The Board Members will be asked to approve the interim budget adjustment at the regular Board meeting on May 23, 2012.</p> <p>The Board will adopt the June budget adjustment at the public hearing on June 21, 2012 at 6 p.m. at 2001 South State Street in the Council Chambers.</p>	

<p>2011 Budget Report and 2012 1st Quarter Financial Review (Information) Pam Roberts and Stuart Palmer</p>	<p>Stuart Palmer, Fiscal Manager, reviewed the 2011 financial report.</p> <p>The actual 2011 revenues exceeded the budgeted amount by \$197,092 and operating expenses were under spent by \$1,003,332 related to depreciation of equipment.</p> <p>In 2011 the recycling revenue rates were favorable. We implemented weekly recycling collection in September 2011 and added 8 FTE's. We also expanded the area cleanup program.</p> <p>The division had a mileage increase of over 105,000 miles and also realized increased truck maintenance costs due to the increased services.</p> <p>Fuel costs increased from \$2.63 per gallon to \$3.49 per gallon.</p> <p>Disposal costs increased from \$24 a ton to \$26 a ton.</p> <p>Stuart gave an overview of increased costs within the last 4 years.</p> <p>There was a fee increase of \$1.75 per month that began January 2012.</p> <p>Stuart reviewed the comparisons for 2012 and 2011 first quarter financials. Noting a slight decrease in 1st quarter revenues and a slight increase in operating expenses in 2012.</p> <p>Stuart also reviewed the projected cash balance through 2016.</p>	<p>Board Member Snelgrove mentioned some of the municipalities are no longer providing an area cleanup program.</p>	
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<p>2012 Goals (Information) Pam Roberts</p>	<p>Pam Roberts reviewed the 2012 goals and performance measures for the division.</p> <p>The waste industry is moving towards reduce, reuse and recycle. The division is following this trend to reduce what goes in the black can, putting more in the blue can and evaluate green waste collection.</p>		
<p>Goal 1: World Class Customer Service</p>	<p>Performance Measure: 98% Overall Customer Satisfaction with 93% satisfaction for the Area Cleanup Program 12/31/12</p> <p><u>Steps to improve services and increase satisfaction rating:</u></p> <ul style="list-style-type: none"> • Provide community outreach and education about sanitation services and recycling opportunities • Evaluate different size carts for garbage with tier fee structure • 90% of carts left standing • Operators are educated about all services and are able to educate customers, or know where to direct customers for information • Operators understand customer service standards, Division and County policies and procedures 	<p>Board Chair Bracken asked if residents want the area cleanup twice a year or if they want the containers at their homes for a longer period of time. Megan DeMasters, Program Analyst, said the survey results were pretty equal with people wanting the program twice a year and people wanting the container at their home longer.</p> <p>Pam Roberts reported that the division is exploring green waste collection options.</p> <p>Megan said that approximately 35% of residents surveyed would be willing to pay \$4.00 per month for green waste collection and 56% said they would benefit for green waste collection.</p> <p>Pam Roberts will bring recommendations to expand the area cleanup program for 2013 later this year.</p>	

<p>Goal 2: 21% landfill diversion rate.</p>	<p>Performance Measure: 21% Diversion Rate with 4% increase in recycling and green waste diverted from the total tons collected, by 12/31/12</p> <p>Due to customer demand and the industry standards going to diverting more materials from the Landfill, we will do the following:</p> <ul style="list-style-type: none"> • Implement 2 more community glass collection sites by 4/30/2012 • Increase recycling collections by 7,000 tons • Evaluate the need for additional glass collection sites, and options for e-waste • Evaluate staffing for the Area Clean-up program and consider ways to increase green waste to be captured for reuse • Re-evaluate curbside green waste collections and make a determination by September 2012 	<p>For the 1st quarter of 2012 we reached our diversion rate goal with contributions from the recycling program with an increase of 240 tons collected for the 1st quarter.</p> <p>Hollis Robison who is our recycle coordinator is doing a lot of community outreach and recycling education.</p>	
<p>Goal 3: Excellent Employee Satisfaction</p>	<p>Performance Measure: 88% Employee Satisfaction by December 31, 2012</p> <p><u>Steps:</u></p> <ul style="list-style-type: none"> • Full implementation of employee development and performance management plans by June 30, 2012 • Provide timely feedback for each employee's performance • Ensure all operators know policies, procedures and expectations • Reward and recognize outstanding performance • Continue with Employee Recognition Program (s) <ul style="list-style-type: none"> Safety Awards Efficiency Incentive Productivity Incentive 	<p>Last year the division's satisfaction rate was 83% which was up 3% from 2010.</p> <p>Board Member Horiuchi asked what the safety rating was for the division. Pam said the safety rating for March was 100%. In 2011 the overall safety rating was 86%. If employees are 100% accident/incident free for the month they receive a \$25 cash award or paid time off.</p> <p>Employees who receive an Outstanding in the Field or the Timex award receive a paid day off or \$150.00 cash award or paid time off.</p>	

	<p>Recognition awards for outstanding work</p>	<p>The division has a monthly employee recognition celebration where Pam provides breakfast for the employees.</p> <p>Equipment operators are given an efficiency incentive of when their work is done they get to go home.</p> <p>Board Member Barbour was in favor of the employee recognition program.</p>	
<p>Goal 4: Effectively Respond to an Emergency and/or Disaster</p>	<p>Performance Measure:</p> <ul style="list-style-type: none"> • 100% of all front line employees are NIMS 100, 200 and 700a trained by October 1, 2012 • 100% of supervisors and managers are NIMS 100, 200, 700a, 800 and 300 by December 31, 2012 • 100% of division employees are online CERT trained by February 28, 2012 • 50% of employees are fully CERT certified by May 1, 2012 • Identify and define systems and SOPs needed to ensure appropriate cost recovery for emergency/disaster cleanup by March 31, 2012 	<p>Pam Roberts recognized Bill Hobbs who is our designated emergency manager along with his duties as the Trailer and Container Manager. He has done a great job at getting our employees trained.</p>	
<p>Goal 5: Green Our Fleet</p>	<p>Performance Measures:</p> <ul style="list-style-type: none"> • 100% CNG Curbside Collection Trucks by December 31, 2016 • 100% Alternative Fuel use for the Area Cleanup Program (Bio-diesel) • Improve route efficiencies with mapping component 	<p>Pam recognized Andy King who is our Fleet Manager. The plan we have in place will guarantee we have 100% CNG trucks by 2016.</p> <p>Board Member Snelgrove asked if CNG would cost more to do business. Pam said with fuel savings the division will be able to</p>	

	<ul style="list-style-type: none"> • “Eco Driving” 5% reduction of fuel use by reducing idle time and changing driving habits by December 31, 2012 • 5% increase of MPG’s division wide and evaluate by program, December 31, 2012 • Explore and evaluate technologies to increase MPG’s 	<p>absorb the increased cost of the trucks within a 2 year period. She said this is the right time to sell diesel trucks if we wait too long the re-sell value will go down.</p> <p>The division uses 100% bio-diesel fuel for the area cleanup program. Lorna Vogt, Associate Director, has been instrumental in gathering information on “Eco Driving” and providing training to our drivers. We can save a lot of fuel by decreasing idle time.</p>	
<p>Goal 6: Improve our Technology</p>	<p>Performance Measure: Determine adequate and appropriate database systems by October 30, 2012</p> <p>The appropriate software will give us the following:</p> <ul style="list-style-type: none"> • Accurate revenue stream through the capability to conduct residential container inventories for accurate billing • Accurate reports on division fleet performance and allow preventative measures and timely maintenance • Accurate and timely feedback for operator performance reports <p>Accurate route information for improved efficiencies and cost per area to measure the following: set out rates, can counts, waste per area and costs per area.</p>	<p>Our software data base is very outdated. Whether the division separates from the Salt Lake County or not we need to purchase a new customer data base this year. Pam will have more information at the May meeting.</p> <p>The Board Members were in favor of the 2012 goals set by the division.</p>	
<p>Continued Discussion on District Autonomy (Information) Pam Roberts and Gavin Anderson</p>	<p>Gavin Anderson, Legal Counsel, District Attorney’s Office, reviewed the draft resolution recommendation to establish the Sanitation District as an independent entity.</p> <p>Jeff Rowley, Risk Management, District Attorney’s Office, recommends the district hire a broker to assess insurance needs.</p>	<p>Board members were asked to forward their suggestions for the resolution to Pam. She and Gavin will put together the final resolution for next month’s meeting.</p> <p>Next month Pam will bring back</p>	

		information on the Interlocal costs for contracting with Salt Lake County IS, risk management, and insurance information if it is available.	
	The next meeting will be held Wednesday, May 23, 2012 at 9 a.m.		
Adjournment		Board Member Horiuchi, seconded by Board Member Wessman-Moser, moved to adjourn the meeting. The motion passed unanimously. There being no further business the meeting adjourned.	Adjourned 10:37 a.m.
Requested items for the next Board meeting on Wednesday, May 23, 2012	Present budget adjustment for 2012 <ul style="list-style-type: none"> • Approve 2012 interim budget adjustment Costs associated with autonomy <ul style="list-style-type: none"> • Interlocal costs for risk management, IT, and insurance information 		