

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

Date/Time	Location	Attendees
<p>09/26/2012 9:00 A.M.- 10:31 A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Board Members: Scott Bracken, Coralee Wessman-Moser, David Wilde, Randy Horiuchi, and Sabrina Petersen</p> <p>Sanitation Staff: Pam Roberts, Stuart Palmer, Allison Dodge, Ryan, Dyer, Bill Hobbs, Lorna Vogt, Danny Markus, Kevin Yack, Gaylyn Larsen, Craig Adams, Gavin Anderson, Janet Kelly, Steve Whitney, and Larry Chipman</p> <p>Guests: Larry Moller, Mike Allen, Jill Carter, and Lance Allen</p>
<p>Next Meeting 10/24/12 9:00 A.M.- 10:30 A.M.</p>	<p>604 W 6960 S Training Room</p>	<p>Absent: Patrick Leary, Dama Barbour, Richard Snelgrove, and Jim Bradley</p>

Agenda

1. Consent Items: **(Approval Requested)**
 - 1.1 August 22, 2012 Board Meeting Minutes
2. The Release of Properties for Sale and Incremental Payment of Back Sanitation Fees **(Approval Requested)**
3. District Resolution No 4356 Requesting Admission to the Public Employees' Retirement System, Pam Roberts, **(Approval Requested)**
4. Human Resource Updates, Pam Roberts and Jill Carter, **(Information/Direction Requested)**
 - Introduction: Gaylyn Larsen, Sanitation HR Manager
5. Updates on Social Security/Utah Retirement System, Pam Roberts, **(Information/Direction)**
6. Districts Administrative/Financial Policies, Pam Roberts, **(Approval Requested)**
 - **Policy 1005 Budgeting and Financial Reporting**
 - **Policy 1006 Management of Public Funds**
 - **Policy 1007 Safeguarding Property and Assets**
 - **Policy 1008 Records Management**
7. First Review of 2013 Budget and Current Fee Structure, Pam Roberts and Stuart Palmer **(Informational/Direction Requested)**
 - Considerations for Cart Replacement and Employee Wage Increases

- Considerations for OPEB

8. Review County Resolution Establishing the District Organization and Exhibit" A" Accounting Transition Plan for Transferring District Funds from Salt Lake County Accounts, Pam Roberts and Gavin Anderson, (**Approval to Move Forward Requested**)

9. UASD Annual Convention November 7, 8, 9, 2012, Pam Roberts, (**Information**)

10. Requested items for the October Board Meeting

- ACB Resolution Accepting District Assets and Employees Effective January 1, 2013
- Board Direction for OPEB
- Update Risk Management
- Human Resource Policies

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
Approve Minutes August 22, 2012 Meeting		Board Member Petersen, seconded by Board Member Horiuchi, moved to approve the minutes from the August 22, 2012, meeting. The motion passed unanimously.	Approved September 26, 2012
The Release of Properties for Sale and Incremental Payment of Back Sanitation Fees (Approval Requested)	<p>The following properties were approved for 2012:</p> <p>Todd and Patricia Sopko 14-29-105-036 2990 S Merton Way Magna, UT 84044</p> <p>As of May 24, 2012, Balance to Sanitation (with penalties/interest) \$843.16. In addition, this homeowner was approved for hardship relief for 2007 through 2011, which reduces their annual service fee by 50% or \$66 for each approved year. This reduces their balance to \$513.16.</p> <p>Wilmer and Oriko Wiser</p>	Board Member Horiuchi, seconded by Board Member Wilde, moved to approve the release of properties for sale and incremental payment of back sanitation fees. All board members present voted in favor to approve the release of properties for sale and incremental payment of back sanitation fees.	Approved September 26, 2012

	<p>22-26-130-007 3070 E 7070 S Cottonwood Heights, UT 84121</p> <p>As of May 24, 2012, Balance to Sanitation (with penalties/interest) \$843.16. In addition, this homeowner was approved for hardship relief for 2010 and 2011, which reduces their annual service fee by 50% or \$66 for each approved year. This reduces their balance to \$711.60.</p> <p>An installment payment plan will be implemented for any approved property. It is our understanding the delinquent certifications including sewer and water are paid before delinquent general property tax.</p>		
<p>District Resolution No 4356 Requesting Admission to the Public Employees' Retirement System, Pam Roberts, (Approval Requested)</p>	<p>The District is required to submit an application to the Utah Retirement System as a new entity for the employees continued participation in the state retirement system.</p>	<p>Board Member Horiuchi, seconded by Board Member Wessman-Moser, moved to approve District Resolution No. 4356 requesting admission to the public employees' retirement system. The motion passed unanimously.</p>	<p>Approved September 26, 2012</p>
<p>Human Resource Updates, Pam Roberts and Jill Carter, (Information/Direction Requested)</p> <ul style="list-style-type: none"> • Introduction: Gaylyn Larsen, Sanitation HR Manager 	<p>Pam Roberts, Executive Director, introduced Gaylyn Larsen, Human Resources Manager, and Craig Adams, Accountant, both have been hired by the District.</p> <p>Pam introduced Jill Carter who has been hired by the District as a consultant.</p>	<p>Board Member Horiuchi, seconded by Board Member Wessman-Moser, moved to have the District move forward with the classification/compensation survey and pay for performance plans. All board members present voted "Aye."</p>	<p>Approved September 26, 2012</p>

	<p>Jill has reviewed the pay structure for Salt Lake County and examined the range penetration (compa ratio) of each of the employees. Jill said the pay structure looks fine but there is a lot of compression in the range penetration.</p> <p>Jill said only 35% of positions have current data. Only 7 of the 20 jobs could be matched to market data and does not show a true picture if the wages are competitive. Jill recommends 80% of the Districts positions be matched with current market data and industry specific.</p> <p>The goal is to build a compensation plan/pay structure that is industry-specific with relevant and reliable market data as the foundation of the plan by January 2013.</p> <p>Pam said her biggest priority is for employees to receive what the county plans to give back to employees which would restore the 2009 pay structure and then secondly to solve compensation compression issues caused by no wage increases over the past 3 years.</p>		
<p>Updates on Social Security/Utah Retirement System, Pam Roberts, (Information/Direction)</p>	<p>New government organizations have the option to opt in or not opt into Social Security. A new organization is not able to conduct a legal binding vote until 90 days after the organizations creation.</p> <p>Employees attended presentations by Social Security and URS (Utah Retirement Systems) to understand retirement benefits and options.</p>	<p>Board Member Horiuchi, seconded by Board Member Wilde, moved to go forward with the employee non binding poll to opt in or not opt into the Social Security system. The motion passed unanimously.</p>	<p>Approved September 26, 2012</p>

	<p>Pam would like to get the Boards approval to conduct a non-binding poll to get employee input of opting in or not opting into Social Security.</p> <p>If the organization does not opt into Social Security, employees want to know if the Board will maintain the 6.2% currently going into Social Security into another retirement plan.</p> <p>If the District does not opt into Social Security, Pam would recommend the resolution include keeping with federal guidelines and standards.</p> <p>The Board agreed they would not be able to make promises for future Board Members.</p>		
<p>Districts Administrative/Financial Policies, Pam Roberts, (Approval Requested)</p>	<ul style="list-style-type: none"> • Policy 1005 Budgeting and Financial Reporting • Policy 1006 Management of Public Funds • Policy 1007 Safeguarding Property and Assets • Policy 1008 Records Management 	<p>Board Member Horiuchi, seconded by Board Member Wilde, moved to approve policy 1008 Records Management with suggested changes. The motion passed unanimously.</p> <p>Board Member Horiuchi, seconded by Board Member Petersen, moved to approve policy 1005 Budgeting and Financial Reporting, policy 1006 Management of Public Funds, and policy 1007 Safeguarding Property and Assets. The motion passed unanimously.</p>	<p>Approved September 26, 2012</p>

<p>First Review of 2013 Budget and Current Fee Structure, Pam Roberts and Stuart Palmer (Informational/Direction Requested)</p> <ul style="list-style-type: none"> • Considerations for Cart Replacement and Employee Wage Increases • Considerations for OPEB 	<p>The 2013 budget included:</p> <ul style="list-style-type: none"> • no fee increase, • 2 additional FTE's • 1.75% merit increase • 2% 401(k) increase • decrease in fuel costs due to purchase of CNG trucks <p>Possible changes for 2013 budget:</p> <ul style="list-style-type: none"> • disposal fee increase • health benefit costs • risk insurance premiums • truck sales • county overhead <ul style="list-style-type: none"> • total revenues \$17,088,337 • total expenses <u>\$16,818,057</u> • Net \$ 270,280 	<p>The Board will approve the 2013 final budget in November.</p>	
<p>Review County Resolution Establishing the District Organization and Exhibit " A" Accounting Transition Plan for Transferring District Funds from Salt Lake County Accounts, Pam Roberts and Gavin Anderson, (Approval to Move Forward Requested)</p>	<p>The Board reviewed the County Resolution Establishing the District Organization and Exhibit "A" accounting transition plan for transferring District funds from Salt Lake County accounts.</p> <p>Issues raised by the members were:</p> <ul style="list-style-type: none"> • Board composition and city representation • 2012 overhead charges which were forgiven for UFA and UPD • Retiree insurance (ESR) and OPEB • Worker's comp and general liability claims 	<p>Board Member Horiuchi, seconded by Board Member Wilde, moved for Gavin to make the suggested changes to the resolution. The motion passed unanimously.</p> <p>The resolution and exhibit will be sent to all board members with changes. The board members will respond back with their official vote.</p> <p>Board members will be notified when the resolution is on the Salt Lake County Council agenda.</p>	

<p>UASD Annual Convention November 7, 8, 9, 2012, Pam Roberts, (Information)</p>	<p>The annual convention for Utah Association of Special Districts will be held November 7, 8, 9, 2012.</p> <p>Pam Roberts, Stuart Palmer, Gaylyn Larsen, Janet Kelly, Allison Dodge, and Craig Adams will attend the convention.</p> <p>If any board members want to attend please contact Pam or Allison to pay for the registration.</p>		
<p>Next Meeting</p>	<p>The next meeting will be held Wednesday, October 24, 2012</p>		
<p>Adjournment</p>		<p>There being no further business the meeting adjourned.</p>	<p>Adjourned 10:31 a.m.</p>
<p>Future Meeting Topics</p>	<p>Requested items for the October Board Meeting</p> <ul style="list-style-type: none"> • ACB Resolution Accepting District Assets and Employees Effective January 1, 2013 • Board Direction for OPEB • Update Risk Management Human Resource Policies 		