

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD

WASATCH FRONT WASTE AND RECYCLING DISTRICT

<b>Date/Time</b>	<b>Location</b>	<b>Attendees</b>
<p><b>3/25//2013</b> <b>8:30 A.M. - 10:11A.M.</b></p>	<p><b>604 W 6960 S</b> <b>Training Room</b></p>	<p>Board Members: Coralee Wessman-Moser, Sabrina Petersen, Dama Barbour, David Wilde, Sam Granato, Richard Snelgrove, Scott Bracken and Patrick Leary</p> <p>District Staff: Pam Roberts, Allison Dodge, Lorna Vogt, Bill Hobbs, Stuart Palmer, Gavin Anderson, Ryan Dyer, Gaylyn Larsen, Craig Adams, Andy King, Larry Chipman and Steve Whitney</p> <p>Guests: Leslie Reburg, Karen Nichols, Aimee Newton, Mike Winder, Jeff Rowley and Larry Moller</p>
<p><b>Next Meeting</b> <b>04/22/2013</b> <b>8:30 A.M. - 9:30 A.M.</b></p>	<p><b>604 W 6960 S</b> <b>Training Room</b></p>	<p><b>Absent:</b> Jim Brass</p>

**Agenda**

1. Consent Items: (**Approval Requested**)
  - 1.1 February 25, 2013 Board Meeting Minutes
  - 1.2 Disclosure Statements
2. Recommendation to Modify Bulk Trailer Rentals, Pam Roberts, (**Approval Requested**)
3. Request for New FTE Allocation: Accounting Technician-Billing, Pam Roberts, (**Approval Requested**)
4. Labor Commission Agreement to Ensure Adequate Retention Amount for Worker's Compensation Self-insurance. (**Information/Direction Requested**) Gavin Anderson and Jeff Rowley
5. District Awarded a Grant in the amount of \$79,071 by The State of Utah for CNG Expansion with District Collection Trucks, Pam Roberts, (**Informational**)
6. Policy Discussion on Requests For Proposals From Cities Outside of the District, Pam Roberts and Gavin Anderson, (**Information/Direction Requested**)
7. Review of Pay Periods for Possible Action, Gaylyn Larsen, Human Resource Manager, (**Approval Requested**)

- 8. Board Member Training, Pam Roberts, **(Informational)**
- 9. Requested items for the next Board Meeting
  - The District Compensation-Classification Plan
  - Proposed plan for Subscription Yard Waste Collections to be Implemented District Wide April 2014

<b>Topics/ Objectives</b>	<b>Key Points/ Decisions</b>	<b>Action Items Who – What – By when</b>	<b>Status</b>
<b>Approve Minutes</b>		Vice Board Chair Petersen, seconded by Board Member Barbour, moved to approve the minutes from the February 25, 2013 meeting. The motion passed unanimously.	<b>Approved March 25, 2013</b>
Disclosure Statements	<p>Each year all District employees, elected and appointed officials, and volunteer board members will be required to submit a disclosure statement.</p> <p>Below are the 2013 disclosure statements for approval:</p> <p>Dennis Farnsworth of WFWRD - Field Technician and Supervisor of Golden Spike Fire Protection Company</p> <p>Sam Granato of Salt Lake County Council - President of Frank Granato Importing Company</p> <p>William Hobbs of WFWRD - Repair Technician of Tub Doctor</p> <p>Brent Moore of WFWRD - Trustee (Board Member) of Midvalley Improvement District</p> <p>Jerad Park of WFWRD - Owner of JLP Concrete LLC</p> <p>Steven Reyes of WFWRD - Warehouse Manager of Maxway</p>	Board Member Barbour, seconded by Board Member Wilde, moved to approve the 2013 disclosure statements. The motion passed unanimously.	<b>Approved March 25, 2013</b>

	<p>Pamela Roberts of WFWRD - Board President of University of Utah, Pi Alpha Alpha</p> <p>Pamela Savage of WFWRD - Furniture Sales Associate of Macy's Department Store</p> <p>Lorna Vogt of WFWRD - Board Member of Utah Recycling Alliance</p> <p>David Wilde of Salt Lake County Council - Partner of Jones &amp; Wilde, P.C./Rocky Mountain Verdicts</p>		
<p>Recommendation to Modify Bulk Trailer Rentals, Pam Roberts, <b>(Approval Requested)</b></p>	<p>Pam Roberts, Executive Director, gave a history of the bulk trailer program.</p> <p>The Bulk Trailer Rental Program began in 1997 and over time, the program added green trailer rentals and periodically charged for bulk disposal fees to help cover costs. 2011 trailer fees: \$30 green and \$100 bulk.</p> <p>In 2012, staff recommended to modify the bulk trailer rental program in a response to concerns about the service being subsidized by residential fees creating an artificially low rental rate. The change required customers in need of a bulk trailer to be part of a special cleanup sponsored by communities or cities with a fee of \$100 per trailer, versus being able to independently manage their own needs for waste removal by calling our office directly to reserve a bulk trailer. At that time staff was charged with evaluating the change and to bring any recommendations back for board review.</p> <p>The change created an increased workload for community and city partners by taking on calling to reserve bulk trailers, an increase in illegal dumping as reported by Lowell Bodily from the Salt Lake</p>	<p>Board Member Bracken made a motion to reinstate the program with charging \$100.00 for the rental and an additional charge for anything over one ton and to revisit as the 2014 budget is discussed.</p> <p>Board Member Wilde, seconded by Board Vice Chair Petersen, motioned to amend the first motion to reinstate the program with charging \$125.00 for the bulk trailer rental with an additional charge for anything over one ton. The motion passed unanimously.</p> <p>Gavin Anderson will look into requirements for changing fees for the bulk trailer program. He said it was okay for the Board to vote today and finalize next month.</p>	<p><b>Approved March 25, 2013</b></p>

	<p>Valley Health Department, and we realized a 19% decrease in green trailer rentals. Customers report that they thought the entire trailer rental program was eliminated.</p> <p>Our analysis also shows that all customers need a large bulky cleanup at least once a year. The annual area cleanup program provides that avenue. However, customers report that it does not entirely manage additional waste generated by approximately 10% of district customers. The best way to meet this demand is to reinstate the individual's ability to participate in the Bulk Trailer Rental Program.</p> <p>The staff recommends to immediately offer our customers the opportunity to rent a bulk trailer at the current rental fee of \$100.</p> <p>For district residents this is the most cost effective means to provide this service while achieving excellent customer service. It is the District's responsibility to provide an avenue for customers to have their waste collected and disposed of properly.</p> <p>Trailers, using light duty equipment are cost effective at \$111 per ton versus Area Cleanup using medium duty equipment \$148 per ton. This takes care of the customers who need more than one annual cleanup.</p> <p>Board Members want to be fair to the private haulers and our customers. They asked that the program be viable and competitive.</p>		
<p>Request for New FTE Allocation: Accounting Technician-Billing, Pam Roberts, (<b>Approval</b>)</p>	<p>The District is requesting a full time employee allocation and increasing the District from 76 to 77 employees. The title and the additional allocation requested is an accounting technician for billing.</p>	<p>Staff will continue to evaluate the billing and collection process during 2013 to plan for further options in 2014</p>	<p><b>Approved March 25, 2013</b></p>

<p><b>Requested)</b></p>	<p>In 2013, the District took on the administration and management of billing and collecting payments from the current 81,000 district customers.</p> <p>This position will reconcile customer payments, resolve problems within the new billing and collection systems. Provide reports to the Accountant and Controller on revenue collected and anything outstanding that may need to be declared delinquent and forwarded to the Treasurer for collection on the property tax notice.</p> <ul style="list-style-type: none"> <li>• Position status: Merit Position/FLSA Non-exempt</li> <li>• Salary Range: \$15.98 to \$22.37 hourly and \$33,238 to \$46,230 annually</li> <li>• 2013 costs = approx. \$26,960 (April through December)</li> <li>• Funding provided through the under expense of \$33,000 for anticipation of outsourcing payroll. The District processes our own payroll.</li> </ul> <p>Board Member Bracken asked if this could be filled as an internship or temporary position. He is concerned the volume will drop off and does not want the District to have to lay off an employee next year.</p> <p>The staff recommends this position be a full-time merit position as it will be responsible to manage on-going billing, reconciling, collection, abatements, indigent claims and delinquent accounts. With growth in the District, home-owners moving and changes to second can rental it is necessary to have this as a permanent position.</p> <p>Pam Roberts reported that the District had funded</p>	<p>while ensuring revenue is collected by the end of the year.</p> <p>Board Member Barbour, seconded by Board Member Snelgrove, moved to approve the request for the accounting technician allocation for billing. The motion passed unanimously.</p>	
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	<p>\$33,000 with the anticipation of outsourcing payroll, which we are administering and managing in-house. Those funds can be used to compensate for this additional allocation.</p> <p>The District has collected 11% of its revenue so far with the 2013 billing and payment methods.</p>		
Figco Inc.	<p>Board Chair Wessman-Moser introduced Aimee Newton and Mike Winder from Figco Inc. who are the communications consultants and assisting to get the message out of the changes.</p> <p>Aimee said there has been positive communication with customers and everything is going well.</p>		
<p>Labor Commission Agreement to Ensure Adequate Retention Amount for Worker's Compensation Self-insurance. (Information/Direction Requested) Gavin Anderson and Jeff Rowley</p>	<p>The District is self-insured for risk management and workers compensation. Jeff Rowley from Salt Lake County Risk Management said the Labor Commission regulates workers compensation.</p> <p>To self-insure for worker's compensation as an employer, the District is required to maintain \$750,000.00 in coverage. The District currently carries \$650,000.00 retention through its insurance policy.</p> <p>The District was able to secure a bond for \$100,000.00 to make up the difference with the anticipated cost of \$3,000.00 annually.</p>	<p>Board Member Wilde, seconded by Board Member Granato, moved for the District to move forward with the agreement with the Labor Commission. The motion passed unanimously.</p>	<p><b>Approved March 25, 2013</b></p>
<p>District Awarded a Grant in the amount of \$79,071 by The State of Utah for CNG Expansion with District Collection Trucks, Pam Roberts, <b>(Informational)</b></p>	<p>Lorna Vogt, Deputy Director, secured a \$79,071.00 grant to help offset the cost to purchase three CNG trucks.</p>		
<p>Policy Discussion on</p>	<p>Board Chair Wessman-Moser reported that she and Pam Roberts spoke with Mayor Applegarth after last</p>	<p>The Board does not want the District to actively solicit new</p>	

<p>Requests For Proposals From Cities Outside of the District, Pam Roberts and Gavin Anderson, <b>(Information/Direction Requested)</b></p>	<p>month's board meeting in response to the RFP. They provided Mayor Applegarth with information of the services provided by the District.</p> <p>Gavin Anderson, Legal Council, was asked to provide information on how the Board could move forward and how to respond to future requests.</p> <p>Option 1. A city could annex into the District with permission from Salt Lake County Council and have a Board Member represent it's residents</p> <p>Option 2. Services could be provided through an Interlocal Agreement where no Board Member would be allowed to serve on the Board</p> <p>Issues to consider are:</p> <ol style="list-style-type: none"> <li>1. If a City annexes into the District or has an Interlocal Agreement will the city pay for services, collect fees, or bill customers</li> <li>2. Will individuals be billed</li> <li>3. Who will pay for upfront capitalization costs</li> <li>4. Administrative costs</li> </ol>	<p>customers. The Board is okay with the District responding to proposals. The Board does not want the District to fund start up costs. Board Members would not want the District and current customers to absorb the costs for future annexations. Each request will be reviewed on a case by case basis.</p>	
<p>Review of Pay Periods for Possible Action, Gaylyn Larsen, Human Resource Manager, <b>(Approval Requested)</b></p>	<p>The current policy states " The District shall have 24 paydays each year on days determined to be the 5<sup>th</sup> and 20<sup>th</sup> of each month. If the day designated as payday falls on a holiday, week-end, payday shall be the work day immediately preceding the regular scheduled payday."</p> <p>Staff recommends changing to bi-weekly pay periods, 26 pay days each year to ease administrative processes, improve efficiencies using our new database and bring overtime and leave current for employee's pay checks.</p> <p>Staff will review the change with employees. Employees will receive a full check April 5th, a</p>	<p>Board Member Wilde, seconded by Board Member Granato, moved to approve bi-weekly payroll. The motion passed unanimously.</p>	<p><b>Approved March 25, 2013</b></p>

	partial bridge check April 12th and full check on April 26th.		
Board Member Statutory Requirements, Pam Roberts, <b>(Informational)</b>	<p>Utah Code 17B-1-312 states that, each board member should , within one year after taking office complete training developed by the State Auditor's office.</p> <p>Pam Roberts, Stuart Palmer and Gaylyn Larsen will attend the training to be held on April 11, 2013 hosted by the State Auditor's Office.</p>	<p>Gavin Anderson will research statutory requirements to see if he can provide necessary training during a regularly scheduled board meeting.</p> <p>Staff will send the Board information about the Utah Association of Special Districts annual board training, which is held every November.</p>	
Requested items for the next Board Meeting	<ul style="list-style-type: none"> <li>• The District Compensation-Classification Plan</li> <li>• Proposed plan for Subscription Yard Waste Collections to be Implemented District Wide April 2014</li> <li>• More information on State Statute for Special District to reorganize to Local Districts</li> <li>• Follow-up on process for increasing bulk trailer fees</li> </ul>		
Next Meeting	The next meeting will be held Monday, April 22, 2013.		
<b>Adjournment</b>		Board Member Bracken, seconded by Board Vice Chair Petersen, moved to adjourn the meeting. The motion passed unanimously.	