

ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICT
MONTHLY MEETING MINUTES (Approved July 22, 2013)

DATE/TIME	LOCATION	ATTENDEES
June 24, 2013 8:30 AM – 10:50 AM	604 W 6960 S Training Room	<p><u>Board Members:</u> Chair-Coralee Wessman-Moser, Sam Granato, Jim Brass, Richard Snelgrove (participating electronically until 10:10a.m.), Dama Barbour, Patrick Leary, Scott Bracken and David Wilde.</p> <p><u>District Staff:</u> Pam Roberts, Lorna Vogt, Stuart Palmer, Gavin Anderson, Gaylyn Larsen, Ryan Dyer, Jocelyn Walsh-Magoni, Bill Hobbs, Craig Adams, Andy King, Larry Chipman, Sean Summerhays.</p> <p><u>Guests:</u> Lance Parker – Taylorsville Resident Mary Young – Granite Township Community Council Larry Moller – Salt Lake County Public Works Dept. Fiscal Manager</p>
Next Board Meeting July 22, 2013, 8:30 A.M.	604 W 6960 S Training Room	<u>Absent:</u> Vice Chair Sabrina Peterson

AGENDA

1. Consent Items: (Approval Requested)

- 1.1 May 20, 2013 Budget Adjustment Hearing Minutes
- 1.2 May 20, 2013 Board Meeting Minutes

2. Informational and Discussion Items: (No Action Requested), Pam Roberts

- 2.1. 2013 Utah Retirement Systems Audit Report
- 2.2. Financial Statement: Bank Balances, PTIF and Zion’s Accounts

3. Action or Direction Items for the Board:

- 3.1. Approve Executive Director’s Appointment of Stuart Palmer as District Controller, Pam Roberts
- 3.2. Approve the 2012 Independent Financial Audit Report, Stuart Palmer, Controller and Ray Bartholomew from Squire
- 3.3. Adopt Updated Resolution Approving Indigent Waiver for Reduced Service Fee, Pam Roberts & Gavin Anderson
- 3.4. Review incorrect 2nd can charges and establish policy for refunds, Pam Roberts & Gavin Anderson
- 3.5. District Community Container Sites, Pam Roberts, Board Chair Moser and Board Member Leary
- 3.6. Recommendations on De-annexation from the District, Pam Roberts

4. Requested items for the next Board Meeting, Monday, June 24, 2013 8:30 a.m.

- Requirements for the Implementation of the Affordable Health Care Act
- Update on 2013 Billing and Collections
- Direction for the 2014 Budget

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1.1 / 1.2 Approve Meeting Minutes	The Board Meeting was called to order with a quorum in attendance. The Minutes from both the Budget Adjustment Hearing and Board Meeting on May 20, 2013 were presented and a motion was made to approve both.	Motion: by Board Member Granato, seconded by Board Member Brass, to approve both sets of Minutes from the May 20, 2013, meeting. Vote: Unanimous (of Board Members present)	Approved June 24, 2013
INFORMATIONAL AND DISCUSSION ITEMS:			
2.1 2013 Utah Retirement Systems Audit Report	Gaylyn noted that we passed the audit per the report dated June 6, 2013. Board Chair Moser noted that the report reflected positively on district staffs assistance and cooperation with the audit.		
2.2 Financial Statement: Bank Balances, PTIF and Zion's Accounts	Stuart reported that we have a positive cash flow, and the county deducted the scheduled overhead amount for 2012 in the amount of \$375,000. Zions Bank has a lower interest rate than the Public Treasurer's Investment Fund (PTIF) so the working capital is kept with the PTIF. We are going to switch to a commercial purchasing card to allow a higher monthly purchase amount that also earns 1% back. Stuart noted this rebate will offset some of the customer electronic payment costs we have incurred.		
Action or Direction Items for the Board			
3.1 Approve Executive Director's Appointment of Stuart Palmer as District Controller	Pam Roberts presented a letter to the Board highlighting Stuart Palmer's qualifications and experience with the District and recommending his appointment as District Controller. District policy requires the Controller to be an appointed position, effective July 1, 2013.	Motion: by Board Member Barbour, seconded by Board Member Granato to appoint Stuart Palmer as Controller of Wasatch Front Waste and Recycling District. Vote: Unanimous (of Board Members present)	Approved June 24, 2013
3.2 Approve the 2012 Independent Financial Audit Report; Stuart Palmer, Controller and Ray Bartholomew from Squire	Stuart and Ray presented the audit report. The report concludes the financial statements included in the audit report present fairly the financial position of the district as of December 31, 2012 and 2011. Stuart and Ray reported that as of Jan. 1, 2012, the District implemented a fee increase due to	Motion: Board Member Brass, seconded by Board Member Granato to adopt the 2012 Independent Financial Audit Report. Vote: Unanimous (of Board Members present)	Approved June 24, 2013

	<p>expansion of services - weekly recycling/area cleanup, more containers per home, and tipping fee and fuel increases.</p> <p>Effective July 1, 2013, there will be a 1.25% increase in employer's contribution to URS per requirements that the District must pay. Liabilities include accrued vacation and 25% of sick leave is paid out to exiting employees.</p> <p>Per Pam, our recycling revenue will increase as waste decreases due to the diversion and the downturn in the economy that has caused people to purchase less and throw away less.</p>		
<p>3.3 Adopt Updated Resolution Approving Indigent Waiver for Reduced Service Fee</p>	<p>The Property Tax Committee has requested a resolution to update the District's name; but there are some issues to be resolved with the county.</p> <p>Deferments can be made by the county to waive property taxes for the indigent. Firstly, does the District want to continue providing some abatement for indigent residents on their garbage collection bill (waive half the fee)? Secondly, does the District want the county to continue to internally process errors from the past, such as delinquent accounts (delinquencies go onto the property tax bill)?</p> <p>Pam recommended both of the above.</p>	<p>The Board requested a list of those requesting abatements and deferrals.</p> <p>Pam will provide further information about how other districts handle the above issue, and by the July meeting, the Board will need to decide how to handle the process.</p>	<p>An updated Resolution will be on the July 22nd Agenda</p>
<p>3.4 Review incorrect 2nd can charges and establish policy for refunds</p>	<p>Pam reported that some customers were charged erroneously for a second garbage can that they didn't have. Due to the past way to bill on property tax notices, they did not initially realize the additional fee when looking at their notice. Staff only knew which customers were overcharged if they called in to report it. Some residents had in the past, requested the second can be picked up but were still charged.</p> <p>Per Gavin, there are Statutes of Limitation and the District would legally be obligated to go back four years. Chair Wessman-Moser suggested that all customers should be treated the same, no matter the</p>	<p>Motion: by Board Member Wilde, seconded by Board Member Bracken, that all residents on the list of those who were overcharged receive two years of payment, unless they can prove they were overcharged for four years.</p> <p>Board Member Granato substituted the motion to refund four years to all residents on the District's list who qualify for an overcharge for additional garbage cans for 2013; seconded by Board Member Barbour.</p>	<p>The motion passed unanimously to provide up to four years of incorrect billings where appropriate.</p>

	<p>customer's request for a refund or not.</p> <p>Board Member Wilde suggested giving customers two years of credit/refund, and Board Member Bracken agreed, except in cases where additional credit is requested.</p> <p>Board Member Granato inquired about whether the overages were actually paid to SL County, and Pam clarified that the fees went to a sanitation fund.</p> <p>Resident Lance Parker of Taylorsville mentioned the possibility of free garbage service as a credit from the overpayment, but he stated that other residents may prefer monetary payment. He suggested inquiring directly with the residents about what they prefer.</p>	<p>Chair Wessman-Moser called for a roll-call Vote: 6 for, (Board Members Granato, Barbour, Brass, Snelgrove, Leary and Chair Wessman-Moser) 2 against (Board Members Bracken & Wilde).</p>	
<p>3.5 District Community Container Sites</p>	<p>Pam presented a briefing about the "can farms" that existed in the canyon neighborhoods. As an alternative to curbside collections, the District established community container sites. The first was built at the Emigration Fire Station, the second at Sunnydale Lane, and the third site will be built at Pine-Crest Killyons. The third site is necessary because the other locations are too far for the remaining residents to haul their waste. She noted that because of the Forestry and Canyons Overlay Zone (FCOZ), there are specific building requirements for that area.</p> <p>The average cost of the container sites is \$40,000. The Board needs to decide whose responsibility it will be to continue building/paying for the collection sites. She recommends funding the third site, and future proposed sites will come to the Board to determine fiscal responsibility. Fees may need to increase to accommodate the costs.</p> <p>Board Member Leary suggested the District has been delegated all sanitation responsibilities by the County and participating municipalities, and thus the District should pay for different pick-up</p>	<p>Motion: by Board Member Granato, seconded by Board Member Bracken, to move forward with building the third container site as presented.</p> <p>Chair Wessman Moser called for roll-call Vote: 7 for (Board Members Granato, Barbour, Brass, Snelgrove, Leary, Wilde and Bracken) 1 against (Chair Wessman-Moser)</p>	

	<p>options.</p> <p>Board Member Brass recommended assessing impact fees to those who choose to build in areas that are difficult to service. He wondered if there is a legal way to charge such fees because a precedent may be set by paying to build the container sites.</p> <p>Chair Wessman-Moser noted municipalities would not expect private sanitation service providers to fund the construction of container sites, as the County is asking of the District. Private haulers would only be expected to provide the collection bins (Dumpster) and not the aesthetics (walls around the Dumpster) . She noted the District has paid for two sites already when required to as a part of the County.</p>		
3.6 Recommendations on De-annexation from the District	<p>Pam recommends we do not permit de-annexations from the District. Also, we should delay any customer surveys to provide some time between customers receiving their bills and when they provide input on de-annexation.</p> <p>Resident MaryAnn Young, representing herself and the Granite Township Community Council, mentioned that local residents have discussed de-annexation, The community council discussed the issue last month and they decided that they would like the District to continue, and the customer service model should be applauded. They believe in maintaining the efficiencies currently available.</p>	<p>Board Members Brass and Wilde recommended that we delay voting on the subject for at least a month.</p> <p>Chair Wessman-Moser suggested waiting for 1-2 months before the Board makes a recommendation on de-annexations so the public can voice their opinions at local community meetings.</p>	This topic will be tabled at a future meeting when needed to be addressed by the Board.
Requested items for the next Board Meeting	<ul style="list-style-type: none"> • Requirements for the Implementation of the Affordable Health Care Act • Update on 2013 Billing and Collections • Direction for the 2014 Budget 		
Adjournment	Motion to Adjourn Meeting	Motion: by Board Member Wilde, seconded by Board Member Bracken, to adjourn the meeting.	