

**ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICT**  
**MONTHLY MEETING MINUTES**

DATE/TIME	LOCATION	ATTENDEES
<p>October 26, 2015 9:00 a.m.</p> <hr/> <p><b>Next Board Meeting</b> November 16, 2015 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, Patrick Leary, Coralee Moser, Sabrina Petersen, Jenny Wilson (via phone), <b>EXCUSED:</b> Jim Brass, Jim Bradley, Aimee Newton</p> <p><u>District Staff:</u> Anthony Adams, Mark Anderson, Rachel Anderson, Larry Chipman, Ryan Dyer, Walt Lake, Gaylyn Larsen, Stuart Palmer, Pam Roberts, Ken Simin</p> <p><u>Public:</u> None</p>

**AGENDA**

**Call to Order:** Dama Barbour, Board Chair

**1. Consent Items: (Approval Requested)**

1.1. September 28, 2015 Board Meeting Minutes

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

**3. Business Items**

3.1. 3<sup>rd</sup> Quarter Financial Report, Stuart Palmer (**Informational**)

3.2. 3<sup>rd</sup> Quarter Performance Measures Report, Pam Roberts (**Informational**)

3.3. 2016 Tentative Budget and Fee Schedule, Pam Roberts & Stuart Palmer (**Approval Requested**)

- Proposed \$5.00 fee increase for the Green Trailer Rental (from \$35 to \$40)

3.4. Confirm Budget Hearing Date, November 16, 2015 at 6:00 pm, to allow Comments on the 2016 Tentative Budget, Pam Roberts (**Approval Requested**)

3.5. Change in Long-Term Disability Insurance, Gaylyn Larsen (**Approval or Direction Requested**)

3.6. 2016 Re-Route to Accommodate Growth, Pam Roberts & Mike Allan (**Informational**)

3.7. Update on Curbside Glass Collection Services, Pam Roberts (**Informational**)

**4. Requested Items for the September 28<sup>th</sup> Meeting**

- 2016 Tentative Budget Review
- Confirm the Date for the 2016 Budget and Fee Schedule Adoption: Monday, December 7, 2015

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items (Approval Requested)</b>			
1.1 September 28, 2015 Board Meeting Minutes	Board Clerk Anthony Adams informed the board that a misspelled name had been corrected since the original minutes were distributed for review.	<b>Motion to approve, as corrected, by:</b> Board Member Petersen <b>seconded by:</b> Board Member Leary  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved October 26, 2015</b>
<b>2. Meeting Open for Public Comments</b>	(Comments are limited to 3 minutes)		
	No public comments.		
<b>3. Business Items</b>			
3.1. 3 <sup>rd</sup> Quarter Financial Report, Stuart Palmer ( <b>Informational</b> )	<p>Overview/review of 3<sup>rd</sup> Quarter and Year-to-Date financial status, including revenues, and personnel and operating expenditures.</p> <p>Board member Bracken inquired about the fuel budget and whether that reflects the costs of the entire budget. Stuart clarified that the 56.9% fuel costs are reflective of the year-to-date fuel budget, and that we will reach about 70% of the allotted fuel budget by year's end.</p> <p>Chair Barbour commended the efforts of the executive team in negotiating recycling fees down from \$15/ton to \$5/ton.</p> <p>Board member Bracken asked if the current cash balance is reflective of previous years. Stuart replied that previous end of year cash balance has been between \$12-\$14 million.</p> <p>Board member Petersen questioned if the cash balance was reflective as of June 30, or if that date was a typo. Stuart confirmed it was a typo</p>		

3.2. 3<sup>rd</sup> Quarter Performance Measures Report, Pam Roberts (**Informational**)

and was current as of September 30. He will provide a correct report for archival records.

We will be conducting our annual customer survey from mid-November through the end of December. An intern will come in to support that process.

We are working on implementing an app for customers to submit their work orders electronically, as well as other technology-driven improvements and benefits for our customers. Board member Bracken expressed concern on the wording used on bills/statements sent to customers who have automatic Bill Pay. Customers receiving a bill/statement after signing up for Bill Pay could get confused by receiving another bill in the mail. The information-only notifications need to be clear to alleviate miscommunication.

Drivers are pleased with the new on-site CNG fueling station. They like not having to refuel during the day, but can go through their entire route on one fueling. Board member Bracken asked how much fuel is generally left in the tank at the end of the shift. Pam confirmed that depending upon the route it can sometimes come close to empty by the end of the day.

The entire board commended Gary Reay on his safe driving award. Board member Petersen questioned about additional recognition for Gary's accomplishment. Pam confirmed that additional internal recognitions and awards were given to Gary for this accomplishment. Pam also expounded upon the awards for all drivers who meet monthly and quarterly safe driving

<p>3.3. 2016 Tentative Budget and Fee Schedule, Pam Roberts &amp; Stuart Palmer <b>(Approval Requested)</b></p>	<p>goals.</p> <p>The change in recycling revenue resulted in the postponement of the technology originally requested. We will collect more information and re-propose this element next year. The request for five additional full-time employees remains so that we can provide the necessary customer service to our customers. We are still requesting the 1.5% cost of living (COLA) increase, as well as the 2.0% merit, which are both slightly lower than shown in market data yet keep our organization at the base of the market.</p> <p>Pam confirmed Board member Leary's inquiry that the merit increase is tied to the employee's merit/employment anniversary date. Stuart confirmed Board member Bracken's question that the merit increases are weighted out to employees.</p> <p>Pam clarified that the reduced recycling fees of \$5/ton are figured for the entire year, but the contract is up August 20, and we will go out for RFP in June.</p> <p>Board Chair Barbour asked about clarification to customers on what can and cannot be placed in the recycle bins; and if our customers are sorting out recyclables, or are we seeing a decrease in recycling efforts. Pam confirmed that education efforts are still ongoing, and we have not yet seen a drop in recycling tonnage. Board Chair Barbour suggested that the more sorting that the recycle plant has to do, the more they will charge us per ton. Board member Petersen followed up stating that if sorting becomes inconvenient for customers, they will</p>	<p><b>Motion to approve by:</b> Board Member Petersen <b>seconded by:</b> Board Member Bracken</p> <p><b>Vote: All in favor (of Board Members present)</b></p> <p>Council member Wilson joined the meeting after this vote was taken, but she voiced her approval of the tentative budget.</p>	<p><b>Approved October 26, 2015</b></p>
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<p>3.4. Confirm Budget Hearing Date for November 16, 2015 at 6:00 p.m. to Allow Public Comments on the 2016 Tentative Budget, Pam Roberts <b>(Approval Requested)</b></p> <p> </p> <p>3.5 Change in Long-Term Disability Insurance, Gaylyn Larsen <b>(Direction Requested)</b></p>	<p>be less likely to recycle at all. Board member Moser suggested creating a comprehensive recycling list identifying all acceptable recycling products. Pam indicated that Ryan Dyer and Sean Summerhays are working on this challenge to appropriately educate our customers about recycling. Board member Bracken stated that our garbage contamination in the recycle stream would still eventually get to the landfill, but it is more costly for the recycling plant and, as a result, could increase their fees to us. Board member Petersen inquired about green waste contamination. Pam confirmed that since the green waste program is by subscription, the green contamination rate is very low.</p> <p>Mark Andersen clarified that this budget approval request is a tentative approval.</p> <p>Mark requested that the Budget Hearing include the fee increase Public Hearing.</p> <p>Pam clarified that the originally scheduled 9:00 a.m. board meeting on November 16 will be cancelled in lieu of the 6:00 p.m. hearing.</p> <p>Our current insurance provider, PEHP is dropping the health insurance component of their long-term disability (LTD) coverage beginning January 1, 2016. This program provides 2/3 of an employee's salary during time they are unable to work, based on qualification factors. Clients will now have acceptable options through the Affordable Care Act's (ACA) healthcare.gov website to purchase</p>	<p><b>Motion to accept Hearing Date, as amended:</b> Board Member Moser, <b>seconded by:</b> Board Member Petersen</p> <p><b>Vote: All in favor (of Board Members present)</b></p> <p><b>Staff will develop a policy statement and have it ready for Board adoption in the next meeting.</b></p>	
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healthcare insurance. Negotiations with our insurance provider are still ongoing, and we are seeking board direction moving forward. Our recommendation is to provide LTD coverage through a stipend for the first two years, at the same rates as our active employees, to allow the employee to explore health insurance through the ACA or with other opportunities. PEHP states that now that the ACA exists and allows preexisting conditions, PEHP is no longer the only option for LTD candidates. Their proposal is to drop providing health coverage, or transfer the cost of coverage to the employer. We would pay for the employee's premium and they would obtain their own insurance through the ACA.

Board member Moser asked if there is a way that we can verify that employees are using these funds to obtain insurance through the ACA rather than for other purposes. Board member Bracken agreed with this concern. Gaylyn confirmed that we can do this directly with the employees, and can work out a legal form with Mark and Rachel to prove that they have used the funds to purchase insurance.

Board member Moser recommended that if an employee moves from LTD over to Medicaid before the two years, that we terminate the LTD benefit. Board Chair Barbour agreed. Gaylyn clarified that some employees purchase Medicaid supplements. Board member Bracken added that Medicaid supplements can be cheaper than purchasing a full insurance policy. We should choose what will reduce costs while still provided the needed coverage.

Gaylyn reemphasized that providing the LTD coverage for two years will increase our liability

<p>3.6 Re-Route to Accommodate Growth, Pam Roberts <b>(Informational)</b></p>	<p>for other post-employment benefits (OPEB), but it at least provides an end date of coverage. We are still in discussion with the insurance provider, but we wanted Board input before moving forward.</p> <p>Mark Anderson recommended that if PEHP isn't willing to adjust their stance on the 100% employer contribution that we opt out of their proposed plan and go with our own 2 year coverage as described.</p> <p>The southwest area of our district has experienced rapid growth. The current re-route plan is different than previous versions that originally affected the entire District. We are proposing, starting February 1<sup>st</sup> or 8<sup>th</sup>, 2016, to service Herriman four days per week to accommodate the growth and allow continued growth in that area. This would also shift service areas in other communities that would also increase service efficiencies. These proposals came from our drivers who are out in the field, and Ryan Dyer put the plan to paper for review. An updated map will be provided by the next board meeting.</p> <p>Board member Moser confirmed that Herriman City's GIS staff is working with our GIS staff to coordinate areas of growth with the hope of providing stability in services. She voiced support of the proposed re-route plan in Herriman.</p> <p>Board member Petersen inquired about the number of trucks servicing Holladay versus Herriman. Pam stated that two to three trucks</p>	<p><b>Staff will refine the plan and bring back a map showing the changes for the next Board Meeting.</b></p>	
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3.7 Update on Curbside Glass  
Collection Services, Pam Roberts  
**(Informational)**

would be servicing the Herriman area daily and the remaining trucks would service the other communities on their assigned days.

Board member Bracken commended the drivers who came up with this plan.

Board member Leary recommended that the Public Information Officer work closely with the County Township Office, and other affected areas, to coordinate notifications to residents. Board member Bracken inquired as to the timing of notifications. Pam confirmed that we would start notifying affected residents in January.

Pam reported that the monthly glass collection service, in conjunction with Monument Recycling, is going very well since starting in August. We are currently only servicing curbside collection in two communities but hope to expand the program district-wide within three to five years. Phase 2 of the program will begin in March and add the Murray, Mt. Olympus, East Millcreek, Holladay, and Cottonwood Heights areas. At least 45 subscribers need to sign up to service that quadrant, and customers sign up similarly to how they sign up for our green waste program.

Board member Petersen asked when we will start advertising for new subscribers to the new areas. Pam confirmed that advertisements will begin in March, but services will not start until the minimum subscribers are obtained. Ryan Dyer added that Monument Recycling will travel door-to-door in these communities to

	<p>obtain subscribers.</p> <p>Board members Petersen and Bracken expressed interest in information to place in their community newsletters.</p> <p>Board member Bracken inquired as to the size of the quadrants. Ryan Dyer answered that quadrants are areas within a community that are determined by Monument Recycling based on truck mileage.</p>		
<p><b>4. Requested Items for Next Meeting on Monday, November 16, 2015</b></p>	<ul style="list-style-type: none"> <li>• 2016 Budget Review</li> <li>• Confirm the Date for the 2016 Budget and Fee Schedule Adoption: Monday, December 7, 2015</li> </ul> <p>Board member Moser suggested leaving the December 7<sup>th</sup> board meeting as optional based on public comments received at the November 16<sup>th</sup> Public Hearing. If there are no public concerns at the Hearing, the budget adoption could be conducted on November 16<sup>th</sup>. Board members Petersen and Leary agreed. Mark Andersen stated that this was an acceptable option.</p>		
<p><b>ADJOURN</b></p>		<p><b>Motion to adjourn:</b> Board Member Petersen <b>seconded by</b> Board Member Bracken</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	