

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

| DATE/TIME | LOCATION | ATTENDEES |
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| <p>November 16, 2015 6:00 p.m.</p> <hr/> <p>Next Board Meeting January 25, 2016 9:00 a.m.</p> | <p>Public Works Building 604 W 6960 S Midvale, UT 84047</p> | <p><u>Board Members:</u> Dama Barbour, Jim Brass, Scott Bracken, Coralee Moser, Aimee Newton, Jenny Wilson, EXCUSED: Jim Bradley, Patrick Leary, Sabrina Petersen</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Mike Allan, Rachel Anderson, Gaylyn Larsen, Stuart Palmer, Pam Roberts</p> <p><u>Public:</u> None</p> |

AGENDA

Call to Order: Dama Barbour, Board Chair

1. Consent Items: (Approval Requested)

1.1. October 26, 2015 Board Meeting Minutes

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

3. Public Hearings

3.1. Open 2016 Budget Public Hearing Regarding the Tentatively Adopted 2016 Budget

3.2. Staff Input/Budget Presentation, Pam Roberts (**Informational**)

3.3. Citizen Public Input (Public comments are limited to 3 minutes)

3.4. Board Comments

3.5. Open Fee Increase Public Hearing Regarding Proposed Increase to Green Trailer Rental Fee from \$35 to \$40 Per Rental

3.6. Citizen Public Input (Public comments are limited to 3 minutes)

3.7. Board Comments

3.8. Close of the Public Hearings

4. Business Items

- 4.1. Pending the Outcome of the Public Hearing, Confirm, or Cancel the Date for the 2016 Budget and Fee Schedule Adoption: Monday, December 7, 2015
(Board Action Requested)
- 4.2. If December 7, 2015 Date for the 2016 Budget And Fee Schedule Adoption is Cancelled, Adoption of Resolution 4370 and Exhibit “A”, 2016 Budget and Fee Schedule **(Adoption Requested)**
- 4.3. Board Adoption of 2016 Board Meeting Schedule **(Approval Requested)**
- 4.4. Request Approval Of Executive Director’s Appointment of Craig Adams as the District’s Assistant Controller, Pam Roberts **(Approval Requested)**
- 4.5. 2016 Residential Re-route Plan, Mike Allan and Pam Roberts **(Informational/Direction)**
- 4.6. District Policy on Long Term Disability Insurance for Employees, Gaylyn Larsen **(Approval Requested)**
- 4.7. Nominations for the 2016 Board Vice Chair, Pam Roberts **(Informational/Direction)**

5. Requested Items for the Next Board Meeting on either December 7, 2015, or January 25, 2016 Meeting

- December 7th Meeting: Adoption of the 2016 District Budget
- January 25, 2016 Meeting: Succession of the 2015 Board Vice Chair Elected as the 2016 Board Chair
- January Meeting: Elect the 2016 Board Vice Chair

| TOPICS/ OBJECTIVES | KEY POINTS/ DECISIONS | ACTION ITEMS WHO – WHAT – BY WHEN | STATUS |
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| 1. Consent Items (Approval Requested) | | | |
| 1.1 October 26, 2015 Board Meeting Minutes | | <p>Motion to approve, as corrected, by: Board Member Moser seconded by: Board Vice Chair Brass</p> <p>Vote: All in favor (of Board Members present)</p> | Approved November 16, 2015 |
| 2. Meeting Open for Public Comments | (Comments are limited to 3 minutes) | | |
| | No public comments. | | |
| 3. Business Items | | | |
| <p>3.1. Open 2016 Budget Public hearing Regarding the Tentatively Adopted 2016 Budget</p> <p>3.2. Staff Input/Budget Presentation, Pam Roberts (Informational)</p> | <p>The only change in the budget, from previous versions, is the reflection of a 9% increase in our health insurance costs. This is a slight increase from the estimates that were provided previously due to the unexpected rise in dental insurance coverage. The increase is only \$2,300 from original estimated projections.</p> <p>Another change is a decrease in our truck lease that is shared with County Operations. 2016 estimates have decreased \$6,000.</p> <p>It is probable that a base fee increase will be needed next year to sustain positive cash flow projections.</p> <p>Board member Bracken requested a historical review of fee increases and a comparison to a steady yearly increase rather than increases</p> | <p>Stuart Palmer will review prior fee increases and evaluate the feasibility of yearly increases, to be reported at the next board meeting</p> | |

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| <p>3.3. Citizen Public Input</p> | <p>every two to three years. Perhaps this could be considered going forward. Board member Moser concurred that it would be interesting to see an historical average annual increase.</p> <p>No public comment</p> | | |
| <p>3.4. Board Comments</p> | | | |
| <p>3.5 Open Fee Increase Public Hearing Regarding Proposed Increase to Green Trailer Rental Fee from \$35 to \$40 per Rental</p> | <p>Pam Roberts confirmed the total cost for green trailers for 2016 will increase from \$175 to around \$180 due to the maintenance shop rate increase for our trucks. This is the reason we are requesting the Green Trailer Rental increase. Bulk Trailer Rental fees will remain at \$125 per rental.</p> <p>Board member Bracken clarified that the rental fees for both bulk and green trailers are partially subsidized by the base monthly fees. Pam Roberts confirmed this was the case and also clarified that the actual disposal cost for a bulk trailer is over \$200.</p> | | |
| <p>3.6. Citizen Public Input</p> | <p>No public comment</p> | | |
| <p>3.7. Board Comments</p> | | | |
| <p>3.7. Close of the Public Hearings</p> | | <p>Motion to approve by: Board Member Moser seconded by: Board Member Newton</p> <p>Vote: All in favor (of Board Members present)</p> | <p>Approved November 16, 2015</p> |
| <p>4.1 Pending the Outcome of the Public Hearing, Confirm, or Cancel the Date for the 2016 Budget and Fee Scheduled Adoption on Monday, December 7, 2015 (Board Action Required)</p> | <p>Board member Moser stated that since there is no public comment on the tentatively adopted 2016 Budget or the increase in Green Trailer Rental fees, that the December 7 Board Meeting can be cancelled.</p> | <p>Motion to approve by: Board Member Moser seconded by: Board Member Newton</p> <p>Vote: All in favor (of Board Members present)</p> | <p>Approved November 16, 2015</p> |

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| <p>4.2 Adoption of Resolution 4370 and Exhibit “A”, 2016 Budget and Fee Schedule (Adoption Requested)</p> | <p>Board member Bracken thanked the staff for the time and effort put into preparing the budget and fee increase. Board Chair Barbour also thanked the staff for their efforts and the time taken to meet with the board members.</p> | <p>Motion to adopt by: Board Member Bracken seconded by: Board Vice Chair Brass Vote: All in favor (of Board Members present)</p> | <p>Approved November 16, 2015</p> |
| <p>4.3 Board Adoption of 2016 Board Meeting Schedule (Approval Requested)</p> | <p>Board member Moser suggested that the November Public Hearing be scheduled on November 14 rather than November 21. Board member Bracken agreed and requested meeting invitations be sent out. Board Clerk Adams will send out meeting invitations within the next week.</p> | <p>Motion to approve with recommended changes by: Board Member Wilson seconded by: Board Member Moser Vote: All in favor (of Board Members present)</p> | <p>Approved November 16, 2015</p> |
| <p>4.4 Request Approval of Executive Director’s Appointment of Craig Adams as the District’s Assistant Controller, Pam Roberts (Approval Requested)</p> | <p>Based on the duties performed by Craig Adams, and the market survey results, it is determined that Craig’s role and responsibilities more closely align with that of an Assistant Controller.</p> | <p>Motion to approve by: Board Member Newton seconded by: Board Member Moser Vote: All in favor (of Board Members present)</p> | <p>Approved November 16, 2015</p> |
| <p>4.5 2016 Residential Re-route Plan, Mike Allan and Pam Roberts (Informational/Direction)</p> | <p>Route and date changes are being proposed to increase efficiencies, support our drivers, and also to allow better accommodation for growth. Collection in Herriman will be divided and serviced four days. Also, collection day changes will occur in other areas to balance the workload. There has not been a service date change in eight years, and with the level of growth in some areas, this has led to an imbalance of workload on certain days of the week.</p> <p>Board member Moser inquired if this would be a long-term assignment, for at least 24 months. Mike Allan confirmed that this proposed plan allows some flexibility, but would not involve collection day changes for the first 24 months after implementation. Board member Moser,</p> | | |

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| <p>4.6 District Policy on Long Term Disability (LTD) Insurance for Employees, Gaylyn Larsen (Approval/Direction)</p> | <p>confirmed that the sectioned areas accurately reflect areas of expected growth. Although the changes will be challenging for the residents, she feels that it will effectively serve the residents' needs.</p> <p>Board Chair Barbour inquired about the plan to communicate these changes to the residents. Mike replied that two to four weeks before the change, notices would be attached to the refuse cans of all the affected residents informing them of the change and when it will occur. Additionally, we will work closely with the community Public Information Officers, include notices in community newsletters, and place notifications on our website and Facebook page. Board member Bracken also suggested including a notice in the January billing statement.</p> <p>Pam indicated that we will be working closely with the Salt Lake County Townships Office to coordinate this effort with the councils and communities. Also, our GIS person will be working closely with other community GIS personnel to update our database mapping.</p> <p>Board member Moser suggested making announcements to the communities soon to let them know that changes are coming, so that they are prepared. Board member Wilson concurred with this recommendation.</p> <p>PEHP was not willing to change their policy on the dollar amount to give LTD recipients to buy their own health insurance on the open market, so we indicated that we will separate and work independently, as was previously advised by the board. A new policy clarifying the employee</p> | <p>Motion to approve by: Board Member Newton seconded by: Board Member Wilson</p> <p>Vote: All in favor (of Board Members present)</p> | |
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| <p>4.7 Nominations for the 2016 Board Vice Chair, Pam Roberts (Informational/Direction)</p> | <p>benefits and restricting our liability for LTD is submitted for approval to add to our district policy.</p> <p>Board member Moser asked if there was discussion about a limiting the stipend to the amount that they actually pay, or if it would be a standard 80% of what we are paying. Gaylyn confirmed that it would be 80% of what we are paying because we have no control of what is going out in the market. Board member Moser followed up by asking if we need to add wording into the policy that if there is a difference, then we would have the right to not pay more than the stipend.</p> <p>As Board Vice Chair Brass will be moving into the Board Chair position for 2016, nominations are accepted for the vacancy as Board Vice Chair, and can be accepted up until the January 2016 board meeting. Under Board Policy, officers are expected to serve for two years. The County Council's preference is that city representatives on the board serve as officers, but that is always up for change. It is the Board's preference.</p> <p>Board member Wilson commented that there may be some changes to the board and recommended that nominations be deferred until 2016 board representation is finalized.</p> <p>Board member Moser indicated that some of the other boards have already sent out requests for nominations and resolutions. She suggests that Pam and Anthony send letters to the cities that have expiring terms to identify new representatives for 2016.</p> | <p>Gaylyn will work with legal counsel to update the policy as recommended and provide an amendment to the next board meeting.</p> <p>Pam and Anthony will distribute letters to cities and county counsel representatives to request an appointment or re-appointment of board representatives.</p> | |
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| 5. Requested Items for Next Meeting on Monday, January 25, 2016 | <ul style="list-style-type: none"> • Succession of the 2015 Board Vice Chair Elected as the 2016 Board Chair. • Elect the 2016 Board Vice Chair • LTD Policy Amendment • Evaluation of a Balanced Yearly Fee Increase Schedule • Policy and Impact of the Community Preservation Vote | | |
| ADJOURN | | Motion to adjourn: Board Member Wilson seconded by Board Vice Chair Brass Vote: All in favor (of Board Members present) | |