

ADMINISTRATIVE CONTROL BOARD (ACB) – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)
MONTHLY MEETING MINUTES

DATE/TIME	LOCATION	ATTENDEES
<p>November 14, 2016 6:00 p.m.</p> <hr/> <p>Next Board Meeting January 23, 2017 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Dama Barbour, Scott Bracken, Jim Brass, Steve Gunn, Aimee Winder Newton, Kris Nicholl, Craig Tischner EXCUSED: Jim Bradley, Jenny Wilson</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Rachel Anderson, Mike Allan, Cathy Jensen, Gaylyn Larsen, Ken Simin</p> <p><u>Public:</u> Jake Barbour, Caleb Newton, Marcus Newton, Alecia Tischner, Karson Tischner, Tyler Tischner</p>

AGENDA

Call to Order: Jim Brass, Board Chair

1. Consent Items: (Approval Requested)

1.1. October 24, 2016 Board Meeting Minutes

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

3. Public Hearing

3.1. Open the Public Hearing on the Tentatively Adopted 2017 Tentative Budget and the Public Hearing on the Proposed Fee Increase for Contracted Services and New Fees for Newly Built Homes; Jim Brass

3.2. Staff Input/Budget Presentation; Pam Roberts, Executive Director and Cathy Jensen, Financial Controller (**Informational**)

- New Fee for Newly Built Homes in the Amount of \$50.00 Plus a \$10.00 Delivery Fee to Offset Actual Costs of \$110.00 for Waste and Recycling Cans Plus Delivery.
- Fee Increase for Contracted Services in the Amounts of \$5.00 Per Container/Per Month and \$1.00 Per Side Load Can/Per Month.
- To Be Effective for Each City, July 1, 2017; for Salt Lake County Facilities, January 1, 2018. All Other Contracted Accounts Will Be Effective January 1, 2017.

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

3.4. Close of the Public Hearings

4. Business Items

- 4.1. Pending the Outcome of Tonight's Public Hearing, Confirm or Cancel the Date for the 2017 Budget and Fee Schedule Adoption: Monday, December 12, 2016: Pam Roberts (**Board Action Requested**)
- 4.2. If There is No Need for the Meeting on December 12th, Board Adoption of Resolution 4377 and Exhibit "A", 2017 Budget; and Exhibit "B", 2017 Fee Schedule Including New Fees and Fee Increases: Pam Roberts (**Adoption Requested**)
- 4.3. Board Tentative Adoption of 2017 Board Meeting Schedule; Pam Roberts (**Approval Requested**)
- 4.4. Request Approval of Appointment for Cathy Jensen to Serve as an Alternate for Pam Roberts as the District's Representative for the Utah Association of Special Districts; Pam Roberts (**Approval Requested**)
- 4.5. Process for Nominating the 2017 Board Vice Chair; Pam Roberts (**Informational/Direction**)

5. Requested Items for the Next Board Meeting on December 12, 2016 Meeting

- If Needed: December 12th Meeting: Adoption of the 2017 District Budget and Fee Schedule.
- Monday, January 23, 2017 Meeting:
 - WFWRD Orientation for New Board Members and Returning Board Members
 - 2016 Year-End Financial Report (Informational)
- Possible Agenda Item for the January or February Meeting: Succession of the 2016 Board Vice Chair Elected as the 2017 Board Chair, and Elect the 2017 Board Vice Chair (Public Meeting Will Need to be Noticed for Action Items)

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items			
1.1 October 24, 2016 Board Meeting Minutes (Approval Requested)		Motion to approve by: Board Member Barbour Seconded by: Board Member Nicholl Vote: All in favor (of Board Members present)	Approved November 14, 2016
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	No public comments.		
3. Public Hearing			
3.1. Open the Public Hearing on the Tentatively Adopted 2017 Tentative Budget and the Public Hearing on the Proposed Fee Increase for Contracted Services and New Fees for Newly Built Homes; Jim Brass, Chair 3.2. Staff Input/Budget Presentation; Pam Roberts, Executive Director and Cathy Jensen, Financial Controller (Informational)	Pam emphasized that we are keeping our current service level through 2017. She overviewed the many integrated services that we provide which supports the organizational mission to provide sustainable integrated waste and recycling services. The proposed budget supports all of our collection services that effectively manages the hundreds of thousands of tons of refuse and recycling that is generated in the District. Pam overviewed a brief history of service implementation and the success of each program. An estimated 21% of collected waste will be diverted in 2016, which will be an increase from the 19.5% diverted waste in 2015. We have a 60% set out rate for recycling cans on a weekly basis. Our Curbside Green		

Program has increased 2.6% in diversion from 2015. Centralized Glass Collection sites and Curbside Glass Collection tonnages have increased by 20% from 2015.

Board Member Bracken asked about the black can set-out rate. Mike Allan replied that it is in the high 90 percentage rate.

Pam stated that the 2017 tentative budget includes one additional full-time employee (FTE), container specialist to keep up with the demand of container repairs and deliveries. It also includes a 1% cost of living allowance (COLA) increase and 2% merit increase for employees.

Pam explained the tentatively adopted fee increases are for “contracted services”, including those for county and city owned facilities, and a \$50 new can and \$10 delivery fee for newly built homes within the District. She emphasized that these fees will not be imposed on demolition-rebuilt homes, or remodeled homes. Board Member Newton asked if the \$50 fee was the total fee, or if it was \$50 per can. Pam confirmed that the \$50 fee would include both the waste and recycling cans. Pam added that she looked into attaching this fee to the home’s closing costs, but it was determined to be more efficient to bill the customers directly. Board Member Newton suggested that when we inform customers of this fee, that we also inform them that the District’s total cost is \$50 per can, so that customers are aware that they are not being asked to pay for the entire cost of the cans. Board Member Bracken also clarified that the ownership of the cans remains with the District.

Pam overviewed the proposed \$5.00 per month, per container fee increase for Special Services and contracted services; and a \$1.00 per month fee increase for our side load cans. Some of these services are for homeowners’ associations (HOAs) and planned unit developments (PUDs), which will take effect on January 1, 2017; but

most of these contracts are with city and county facilities, so the implementation of these fee increases will match the city or county fiscal year. Board Member Gunn requested clarification on services at the city facilities. Pam described the services that would be affected at the various city facilities and that each entity will be properly notified. She also stated that the glass collection container is not included in this fee structure.

Board Vice Chair Tischner requested to have on record that this particular fee increase does not affect our residential customers. Similar to sewer and water districts, customers in the District are residents in the District. There is no contract with the cities in the District to serve their respective residents.

Pam pointed out that the tentatively adopted budget includes delaying the purchase of 6 side load trucks in 2017 to save cash and that we anticipate drawing down the fund balance by approximately \$1.2 million, which complies with the Board adopted policy of 20% year-end for 2017. These actions are to prolong the need to raise monthly fees for our residents.

Board Member Barbour asked about the life expectancy of our cans. Pam replied that our cans come with a 10-year warranty, and they last about that long. Board Member Bracken estimated that we have around 200,000 cans throughout our District, which is a lot of money. Pam stated that we have spent over \$1 million on cans in the past few years.

Pam commented that our \$20 flat fee for overdue balances was not been equitable for our customers, so we are switching to a fee of 8% of the overdue balance, which is allowed under state statute. Rachel Anderson added that a percentage is more defensible under the statute.

3.3. Citizen Public Input (Public Comments are Limited to 3 Minutes)	There were no public comments.		
3.4. Board Comments	There were no additional Board comments		
3.5. Close of the Public Hearing			
4. Business Items			
4.1. Pending the Outcome of Tonight’s Public Hearing, Confirm or Cancel the Date for the 2017 Budget and Fee Schedule Adoption: Monday, December 12, 2016; Pam Roberts (Board Action Requested)		Motion to cancel the December 12, 2016 Public Hearing by: Board Member Newton Seconded by: Board Member Bracken Vote: All in favor (of Board Members present)	Approved November 14, 2016
4.2. If There is No Need for the Meeting on December 12 th , Board Adoption of Resolution 4377 and Exhibit “A”, 2017 Budget; and Exhibit “B”, 2017 Fee Schedule Including New Fees and Fee Increases; Pam Roberts (Adoption Requested)	Board Member Barbour commended Pam Roberts and staff for the research and efforts to prepare the 2017 budget. Pam recognized the efforts of Mike Allan, Cathy Jensen, Craig Adams, and Gaylyn Larsen on the Finance Team; and all staff and managers for their assistance.	Motion to adopt Resolution 4377 and Exhibits A, 2017 Budget and B, 2017 Fee Schedule by: Board Member Newton Seconded by: Board Member Bracken Vote: All in favor (of Board Members present)	Approved November 14, 2016
4.3. Board Tentative Adoption of 2017 Board Meeting Schedule; Pam Roberts (Approval Requested)	Pam commented that this agenda item will be added to the next board meeting, recognizing that new members will need to provide input on the schedule. She added that her plan for the January 23, 2017 ACB Meeting is an open meeting for orientation for new and returning members.	Motion to Tentatively Adopt the 2017 Board Meeting Schedule by: Board Member Newton Seconded by: Board Vice Chair Tischner Vote: All in favor (of Board Members present)	Approved November 14, 2016
4.4. Request Approval of Appointment for Cathy Jensen to Serve as an Alternate for Pam Roberts as the District’s Representative for the		Motion to Approve by: Board Member Newton Seconded by: Board Vice Chair Tischner Vote: All in favor (of Board Members present)	Approved November 14, 2016

<p>Utah Association of Special Districts; Pam Roberts (Approval Requested)</p> <p>4.5. Process for Nominating the 2017 Board Vice Chair; Pam Roberts (Informational/Direction)</p>	<p>Pam recommended that the action item to nominate a new Board Vice Chair be scheduled for February, to allow time for board members to become acquainted with the new board member candidates in January.</p>		
<p>5. Requested Items for Next Board Meeting(s)</p>			
	<ul style="list-style-type: none"> • If Needed: December 12th Meeting: Adoption of the 2017 District Budget and Fee Schedule. • Monday, January 23, 2017 Meeting: <ul style="list-style-type: none"> ○ WFWRD Orientation for new Board Members and Returning Board Members ○ The 2016 Year-End Financial Report (Informational) • Possible Agenda Item for the January, or February Meeting: Succession of the 2016 Board Vice Chair Elected as the 2017 Board Chair and Elect the 2017 Board Vice Chair (Public Meeting Will Need to be noticed for Action Items) 		
<p>ADJOURN</p>		<p>Motion to adjourn: Board Member Tischner seconded by Board Member Barbour</p> <p>Vote: All in favor (of Board Members present)</p>	