

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,  
SALT LAKE COUNTY SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

<b>Date/Time</b>	<b>Location</b>	<b>Attendees</b>
<b>06/27/2012</b> <b>9:00 A.M.- 10:15 A.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	Board Members: Scott Bracken, Patrick Leary, Dama Barbour, Jim Bradley, Richard Snelgrove, Coralee Wessman-Moser, and Sabrina Petersen  Sanitation Staff: Pam Roberts, Stuart Palmer, Allison Dodge, Bill Hobbs, Megan DeMasters, Gavin Anderson, Janet Kelly, Pam Savage, Ryan Dyer, Andy King, Steve Whitney, Larry Moller, and Larry Chipman  Guests: Mike Allen, Dan Moore, and Ashlee Yoder
<b>Next Meeting</b> <b>07/25/12</b> <b>9:00 A.M.- 10:30 A.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	<b>Absent:</b> David Wilde and Randy Horiuchi

**Agenda**

1. Consent Items: (**Approval Requested**)
  - 1.1 May 23, 2012 Minutes
  
2. Additional Information on Establishing the District as an Organization (**Information/Direction**) **Pam Roberts and Gavin Anderson**
  - 2.1 HR Management System
  - 2.2 Update on Employee Benefits and Liability Insurance
  - 2.3 Topics on the Resolution
    - 2.3.1 Attachment A District Bylaws
    - 2.3.2 Attachment B Possible Board Compositions
  
3. Date for July Meeting, currently scheduled for July 25<sup>th</sup> (**Decision Requested**)
  
4. Requested items for the July Board Meeting
  - Update on Risk Management/Liability System Design
  - Review and Approve State Statue Required District Policies

<b>Topics/ Objectives</b>	<b>Key Points/ Decisions</b>	<b>Action Items Who – What – By when</b>	<b>Status</b>
<b>Approve Minutes from May 23, 2012 meeting</b>		Board Member Petersen, seconded by Board Member Wessman-Moser, moved to approve the minutes from the May 23, 2012 meeting. The motion passed unanimously.	<b>Approved June 27, 2012</b>
Additional Information on Establishing the District as an Organization <b>(Information/Direction)</b> <b>Pam Roberts and Gavin Anderson</b>	<p><b>Human Resource Management System</b></p> <p>Pam Roberts and Gavin Anderson have been looking into the human resource system for the District, researching state statutes related to human resources, and making sure policy development is based on the statutes. The Utah Association of Special Districts has been a great resource.</p> <p>Gavin reviewed the 7 principles required for a merit system.</p> <p>A special district is required by statute to have a merit system with certain features set out in state law. Utah Code Ann. sec. 17B-1-801. While no specifics are mentioned, the following ‘merit principles’ must be maintained:</p> <ol style="list-style-type: none"> <li>1) recruitment, hiring and advancement based on relative ability, knowledge and skills;</li> <li>2) equitable and adequate compensation;</li> <li>3) training to assure high-quality performance;</li> <li>4) retention of employees who perform adequately and separation of those who don’t;</li> <li>5) fair treatment of protected classes,</li> </ol>		

	<p>including political affiliation and protection of privacy and constitutional rights;</p> <p>6) application of the Hatch Act; and</p> <p>7) provision of a formal grievance and appeal process. Utah Code Ann. sec. 17B-1-803.</p> <p>Gavin reviewed the responsibilities of the three branches of the federal and state governments.</p> <p>1) Executive branch activities include the day-to-day management and administration of the personnel system.</p> <p>2) Legislative branch activities include the approval and adoption of personnel rules.</p> <p>3) Judicial branch activities include the resolution of grievances and appeals.</p> <p>Pam said under state statute the District does not have to have a separate judicial branch to review employee complaints, grievances, or harassment charges.</p> <p>Pam recommended employee grievance and appeals are conducted as follows: informal meetings with the supervisor then manager, hearings conducted by the Associate Director, and a final appeal/hearing and decision by the Director. (This would meet statute requirements and follow fellow District standards).</p> <ul style="list-style-type: none"><li>• If an employee is still dissatisfied, they could file a complaint with the Utah Labor Commission outside of these bounds, and a mediation hearing</li></ul>	<p>Board Member Snelgrove, seconded by Board Member Petersen, moved to accept the executive director's recommendation. The motion passed unanimously.</p>	<p><b>Approved June 27, 2012</b></p>
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<p><b>Update on Employee Benefits and Liability Insurance</b></p>	<p>would take place or file an appeal in the District Court.</p> <p>Personnel Policies are proposed by the executive branch (Director and staff) and approved by the legislative branch (Administrative Control Board).</p> <p>Pam will work with Human Resources help design the compensation system. She recommends a pay-for-performance appraisal system. Pam would like employees to be paid every two weeks. It currently takes up to six weeks for temporary employees to receive their first paycheck. Pam would like the Human Resource Manager be hired in August.</p> <p><b>Employee Benefits</b></p> <p>The employee health benefits will remain with the County until the end of the year due to many issues including the inability to process premium payments through the County payroll system and the current contractual agreement with SLCo and Select Health. The broker, First West, will go solicit bids from employee health care benefit providers again in the fall under the assumption that current employees will be District employees as of January 1, 2013.</p> <p><b>Liability Insurance/Risk Management</b></p> <p>AON Risk Solutions was selected by the RFP selection panel as the District's liability insurance broker, and the contract is in place. The contract amount is \$30,000, which was</p>	<p>Pam will bring costs for the Human Resources Manager and the Accountant positions for review and approval by the Administrative Control Board. A budget adjustment will be requested.</p>	
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<p><b>Topics on the Resolution</b>  District Bylaws  Possible Board Compositions</p>	<p>one of the lowest fees proposed. AON will be able to provide a very objective view and make appropriate recommendations for the District’s risk management plan.</p> <p>Gavin Anderson reviewed the outline of topics for the Sanitation District governing resolution. Gavin will draft the resolution on behalf of Salt Lake County Council.</p> <p>Discussion was held on the following topics:</p> <ol style="list-style-type: none"> <li>1. The District will need a new name. Under state statute Salt Lake County is not allowed to be part of the name. Employees are submitting names for the “Name the District contest.”</li> <li>2. Description of the District area with existing boundaries to allow flexibility for future annexations.</li> <li>3. Description of services with flexibility to add or change services provided.</li> <li>4. Description of the Administrative Control Board composition, member qualifications and terms, internal rules, meetings, and rules. The legal requirements in statute are: <ul style="list-style-type: none"> <li>• There must be at least 3 members and the total must be an odd number.</li> <li>• All municipalities served should have a board member to represent their citizens.</li> <li>• Members must be a registered voter of the District (or a County officer)</li> </ul> </li> </ol>	<p>Pam will bring the top names from employees for the Administrative Control Board members to select.</p> <p>The board members will address the composition of the board at a later time.</p>	
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	<ul style="list-style-type: none"> <li>• Members must be appointed by each municipality and can be an elected official, an officer, or employee of the municipality</li> <li>• Terms begin January 1</li> <li>• Four year terms</li> <li>• Oath of office (administered by district clerk)</li> </ul> <p>5. Executive Director and executive staff and merit status. Gavin said Pam is currently a merit employee. He said the board has the authority to switch.</p> <p>6. Legal process to establish employees as District employees is to terminate employment from the county, and be hired, at same level of benefits, by District.</p> <p>7. The District will cover its own insurance for risk management.</p>	<p>Board Member Wessman-Moser, seconded by Board Member Bradley, moved to treat the executive director as an incumbent and continue with the merit status of the executive director and executive staff. The motion passed unanimously.</p> <p>Board Member Leary, seconded by Board Member Barbour, moved to hold employees harmless for 6 months after separation related to FMLA under the merit system. The motion passed unanimously.</p> <p>Board Member Wessman-Moser, seconded by Board Member Petersen, moved to (RIF) reduction in force employees from Salt Lake County and rehire employees by the District. The motion passed unanimously.</p>	<p><b>Approved June 27, 2012</b></p> <p><b>Approved June 27, 2012</b></p> <p><b>Approved June 27, 2012</b></p>
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	<p>8. The District will provide services to all residential properties within the District. Requests have been made by commercial properties to receive services from the district. The Administrative Control Board will establish the rules</p> <p>9. The Administrative Control Board will not be able to bind the cities and SLCO to ordinances but would like to make recommendations to the various municipalities.</p> <p>10. Transfer of all District assets, funds and property, arrange for buildings and bond repayment</p> <p>11. Interlocal agreements or contracts for administrative services</p> <p>12. Boilerplate on severability, inconsistency, interpretation SLCo to assist, etc</p>		
Date for July Meeting, currently scheduled for July 25 <sup>th</sup> <b>(Decision Requested)</b>	The next meeting will be held Wednesday, July 25, 2012 from 9 a.m. – 10:30 a.m.		
<b>Adjournment</b>		Board Member Barbour, seconded by Board Member Leary, moved to adjourn the meeting. The motion passed unanimously	<b>Adjourned 10:15 a.m.</b>
<b>Future Meeting Topics</b>	Requested items for the July Board Meeting <ul style="list-style-type: none"> <li>• Update on Risk</li> </ul>		

Management/Liability System Design

- Review and Approve State Statute Required District Policies
- Squire Independent Audit , Executive Summary, Stuart Palmer
- Approve new FTE allocations