

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,  
 WASATCH FRONT WASTE AND RECYLING DISTRICT

<b>Date/Time</b>	<b>Location</b>	<b>Attendees</b>
<b>02/25/2013</b> <b>8:30 A.M. - 10:24 A.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	Board Members: Coralee Wessman-Moser, Sabrina Petersen, Dama Barbour, David Wilde, Sam Granato, Jim Brass, Scott Bracken and Patrick Leary  District Staff: Pam Roberts, Allison Dodge, Stuart Palmer, Gavin Anderson, Ryan Dyer, Bill Hobbs, Craig Adams, Larry Chipman, Lorna Vogt and Gaylyn Larsen  Electronic Participation: Richard Snelgrove  Guests: Leslie Reberg and Frank Nakamura
<b>Next Meeting</b> <b>03/25/12</b> <b>8:30 A.M. - 9:30 A.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	

**Agenda**

1. Consent Items: (**Approval Requested**)
  - 1.1 January 17, 2013 Board Meeting Minutes
2. 2012 Preliminary Financial Report , Stuart Palmer, (**Informational**)
3. Overview of 2012 Accomplishments and 2013 Goals, Pam Roberts, (**Information/Direction Requested**)
4. Executive Director's Recommendation to Resolve the Current Salary Compression and Internal Inequity, Pam Roberts, (**Approval Requested**)
5. Statutory Differences Between Districts and Cities/Counties, Gavin Anderson, (**Informational**)
6. 2013 Administrative Control Board Meeting Schedule, Pam Roberts and Coralee Wessman-Moser, (**Decision Requested**)
7. District Budget Calendar and Financial Reports, Pam Roberts and Stuart Palmer, (**Informational/Direction**)

8. District Resolution for Alternative Social Security Program, International City Management Association-Retirement Corp, Pam Roberts and Gavin Anderson, **(Adoption Requested)**
9. Riverton City RFP, Pam Roberts, **(Information/Direction Requested)**
10. Review Announcements of Billing Change and Timelines, Pam Roberts, **(Informational)**
11. Requested items for the next Board Meeting
  - Recommendation to Allow Bulk Trailer Rental for District Customers
  - Request for new FTE Allocation: Billing Clerk

<b>Topics/ Objectives</b>	<b>Key Points/ Decisions</b>	<b>Action Items Who – What – By when</b>	<b>Status</b>
<b>Approve Minutes</b>		Board Member Petersen, seconded by Board Member Granato, moved to approve the minutes from the January 17, 2013 meeting. The motion passed unanimously.	<b>Approved February 25, 2013.</b>
<b>2012 Preliminary Financial Report , Stuart Palmer, (Informational)</b>	<p>Stuart Palmer gave a preliminary report of the 2012 financial budget. Not all of the 2012 expenses are recorded yet. The final report will be available the first part of April.</p> <p>The residential waste collection fees were higher than budgeted. The recycling fees were lower than budgeted due to lower market prices. Some truck sales for 2012 were delayed until 2013 .</p> <p>The District's operating expenses are within appropriation units.</p> <p>Stuart also presented cash flow projections through 2016. The statutory requirement for the District is to maintain 5% of the budget in unrestricted cash.</p>	Stuart Palmer will send monthly financial reports to the Board Members electronically.	

	<p>Anticipated increases for 2013 budget are:</p> <ul style="list-style-type: none"> <li>• 34% increase in disposal costs</li> <li>• county overhead</li> <li>• \$5.00 an hour for shop rates</li> <li>• customer billing</li> </ul>		
<p>Overview of 2012 Accomplishments and 2013 Goals, Pam Roberts, (Information/Direction Requested)</p>	<p>Pam Roberts, Executive Director, gave an overview of the 2012 accomplishments and 2013 goals.</p>		
<p>Executive Director's Recommendation to Resolve the Current Salary Compression and Internal Inequity, Pam Roberts, (Approval Requested)</p>	<p>Board Chair Wessman-Moser reviewed the salary compression issues due to wages being reduced and frozen from 2009. She said this is a small amount to improve morale.</p> <p>Pam Roberts said the proposal before the Board was to remedy the compression issue.</p> <p>There is money in the budget presently and going forward to cover these increases related to vacancies.</p> <p>Board Member Wessman-Moser said the second recommendation is to resolve the internal inequity between the Human Resource Manager and Controller positions. The recommendation is to increase Stuart Palmers salary 5%. This still keeps the position below the median of other district controller positions.</p> <p>The Board intends to review other positions within the District after July 1, 2013.</p>	<p>Board Member Petersen, seconded by Board Member Granato, moved to approve the current salary compression issues related to equipment operators, container specialist and office specialist hired since 2009. The motion passed unanimously.</p> <p>Board Member Bracken, seconded by Board Member Wilde, moved to approve the internal inequity adjustment for the Controller position. The motion passed unanimously.</p>	<p><b>Approved February 25, 2013 to be effective April 1, 2013 or sooner due to new hires.</b></p> <p><b>Approved February 25, 2013 to be retroactive as of January 1, 2013.</b></p>
<p>Statutory Differences Between Districts and Cities/Counties, Gavin Anderson, (Informational)</p>	<p>Gavin Anderson reviewed the statutory difference between districts and cities/counties.</p> <p>Districts are sometimes referred to limited-purpose governments because they are usually</p>		

restricted to performing only one public purpose, such as garbage collection, water and sewer, and mosquito abatement.

A district may have regulatory powers, but again those are limited to only one or two subjects. In contrast a city or county is a general purpose local government which is empowered to provide many different services and regulate over a broad spectrum of public matters.

Districts have broad corporate authority to own property, incur debt, sue and be sued, use eminent domain, invest money, charge fees and enter into contracts. They also have the authority to govern themselves and to adopt and enforce rules and regulations governing those subjects over which they have legal control.

Cities and counties usually have lengthy and strict statutory requirements regarding internal management, such as purchasing and human resources. They may often exercise discretion within the boundaries of those statutory requirements, but within limits.

In contrast, the statutes governing the internal administration and management of districts are more flexible, granting to the district governing body the authority to exercise more discretion in adopting management regulations. Utah case law has held that general provisions in statute or the constitution regarding counties and municipalities do not apply to districts. Some districts have the authority to impose taxes, if the taxing ability is approved by the

	<p>voters. Even then, the legal limits on district taxation are very restrictive and generally permit only a tiny mill levy, compared to a general purpose government (currently .0008%). Districts have a general power to charge fees for services, but those fees are limited, by law, to only the amount of money needed to fund the district's services and can't be used to raise general revenues.</p> <p>The Utah Constitution requires that a local government impose a uniform tax levy over all the government's jurisdiction and cannot impose higher taxes in one neighborhood and less in another. If circumstances require a higher level of services in one area than in another (a large residential development or industrial park for instance) the way to lawfully limit paying the bills to those who receive the services is by creating a district of some kind.</p> <p>Counties are created by the Legislature and cities are created by an extensive set of statutory procedures, culminating in a vote of the electorate. Some districts are created by popular election, but many are created by a resolution of a city or county governing body. In addition, while some district governing board members are directly elected, in most districts they are appointed by the local government that created the district.</p>		
<p>2013 Administrative Control Board Meeting Schedule, Pam Roberts and Coralee Wessman-Moser, <b>(Decision Requested)</b></p>	<p>The May Board meeting will be held on the May 20th instead of May 27th due to Memorial Day.</p>		
<p>District Budget Calendar</p>	<p>The Board Members discussed holding the</p>	<p>Board Member Wilde,</p>	<p><b>Approved February 25, 2013.</b></p>

<p>and Financial Reports, Pam Roberts and Stuart Palmer, <b>(Informational/Direction)</b></p>	<p>public hearing for the 2014 budget on November 18th and the adoption of the 2014 budget on December 9th. Both meetings will be held after 6 p.m. to be in compliance with the public hearing requirements.</p> <p>The regular monthly meetings for November 18th and December 9th will be combined with the public budget hearings at 6 p.m.</p> <p>If there is no rate increase both the public hearing and adoption can be held on the same day.</p>	<p>seconded by Board Member Bracken, moved to approve holding the public hearing for the 2014 budget on November 18th and the public hearing for adopting the 2014 budget on December 9th, both hearings will be held at 6 p.m. at the Public Works Administration Building. The motion passed unanimously.</p>	
<p>District Resolution for Alternative Social Security Program, International City Management Association-Retirement Corp, Pam Roberts and Gavin Anderson, <b>(Adoption Requested)</b></p>	<p>Pam Roberts presented the resolution for the alternative social security program through The International City Management Association-Retirement Corp. This is a nonprofit organization that has been managing retirement funds for government employees for decades.</p>	<p>Board Vice Chair Petersen, seconded by Board Chair Barbour, moved to adopt resolutions for the 457 and 401(a) alternative to social security deferred compensation plans. The motion passed unanimously.</p>	<p><b>Approved February 25, 2013.</b></p>
<p>Riverton City RFP, Pam Roberts, <b>(Information/Direction Requested)</b></p>	<p>Riverton City sent an RFP to Pam for collection services. She asked the Board to provide direction on how to proceed.</p>	<p>Pam will respond to Riverton to see what their intent is. She will send them information on our service package, but not submit a proposal.</p>	<p><b>The District's policy for responding to RFPs will be discussed at the next board meeting.</b></p>
<p>Review Announcements of Billing Change and Timelines, Pam Roberts, <b>(Informational)</b></p>	<p>Flyers with billing changes and services are being stapled to carts through March 8th. Billing notices will be mailed from February 27th through March 18th.</p> <p>The 2nd billing notices for any customers who have not set up payments or paid their bill in full will be mailed in May 2013.</p>		

	Pam met with ACCT (Associations of Community Councils and Townships) to discuss the billing changes and field any issues. She will send out a press release and other information materials in March.		
Next Meeting	The next meeting will be held Monday, March 25, 2013 at 8:30 a.m.		
<b>Adjournment</b>		Board Member Wilde, seconded by Board Vice Chair Petersen, moved to adjourn the meeting. The motion passed unanimously.	<b>Adjourned 10:24 a.m.</b>
<b>Future Meeting Topics</b>	<ul style="list-style-type: none"> <li>• Policy Discussion on RFPs for Cities Outside of the District</li> <li>• Recommendation to Allow Bulk Trailer Rental for District Customers</li> <li>• Request for New FTE Allocation: Billing Clerk</li> </ul>		