

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD

WASATCH FRONT WASTE AND RECYCLING DISTRICT

Date/Time	Location	Attendees
04/22/13 8:30 A.M.- 10:00 A.M.	604 W 6960 S Training Room	Board Members: Chair-Coralee Wessman-Moser, Vice Chair-Sabrina Petersen, David Wilde, Sam Granato, Jim Brass, Richard Snelgrove, Scott Bracken and Patrick Leary District Staff: Pam Roberts, Lorna Vogt, Bill Hobbs, Stuart Palmer, Gavin Anderson, Ryan Dyer, Gaylyn Larsen, Craig Adams, Andy King, and Larry Chipman Guests: Melissa Kotter, Leslie Reberg, Karen Nichols and Larry Moller
Next Meeting and Public Hearing for the 2013 Budget Adjustment 05/20/13 6:00 p.m.	604 W 6960 S Training Room	Absent: Board Member Dama Barbour

Agenda

1. Consent Items: (Approval Requested)

- 1.1 March 25, 2013 Board Meeting Minutes
- 1.2 Abatements

2. Informational Items for Review and Discussion:

- 2.1. Labor Commission Approval for the District to be Self-Insured for Worker's Comp
- 2.2.2012 Year End Financial Report, Stuart Palmer
- 2.3. 2013 First Quarter District Financial Report, Stuart Palmer

3. Action or Direction Items for Board Approval:

- 3.1. Authorization to Withdrawal Properties from Tax Sale, Pam Roberts
- 3.2. Recommended Plan to Roll Out Subscription Yard Waste Collections, April 2014, Pam Roberts and Lorna Vogt

3.3. District Compensation Classification Philosophy and Plan to Be Effective July 1, 2013, Gaylyn Larsen and Human Resource Consultant, Melissa Kotter, On Track Solutions, LLC

3.4. The Legal Process for Increasing the Bulk Trailer Rental Fee, Gavin Anderson

3.5. Request to Schedule a 2013 Budget Adjustment Hearing During the Month of May for the Following:

- Increase the Bulk Trailer Rental Fee, from \$100 to \$125
- Acceptance and Expenditure of the Grant Award in the Amount of \$79,071 from the State of Utah, Department of Environmental Quality
- Implement fees to cover charges for customer's fee payments with insufficient funds. (NSF) charges from Zion's Bank and Xpress bill pay
- Pending Board approval for the program, implement fee to subscribers for the 2014 Green Waste Program start up costs (Carts and Equipment)

4. Requested items for the next Board Meeting

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
1.1. Approve March Meeting Minutes	The first few minutes of the meeting were not recorded. They included the Meeting being called to order by Board Chair Wessman-Moser with a Quorum in attendance, noting that Board Member Barbour needed to be excused. The minutes from the March 25, 2013, Board meeting were presented and a motion to approve was made.	Board Vice Chair Petersen, seconded by Board member Bracken, moved to approve the minutes from the March 25, 2013 meeting. The motion passed unanimously	Approved April 22, 2013
1.2. Approve Fee Abatements	<p>Pam Roberts indicated that the bills are now more transparent and property owners are currently getting the bills in the mail. We have been able to reconcile and fix the accounts where errors have occurred. Pam Roberts will handle any issues with regards to the garbage and recycle cans at her level. Any appeals by customers will be presented to the Board for a decision.</p> <p>The abatement letter presented for review today dates back to 2009. There is a statutory limit of 4 years and the Board set that precedence in 2012. There is some thought that the property owners have some</p>	Board Member Bracken, seconded by Board Vice Chair Petersen, moved to approve the abatement. The motion passed unanimously.	Approved April 22, 2013

	<p>responsibility to notify us if they are paying this bill. Property parcel number 22-26-204-065, owned by Iron Blossom Home Owners Association, is raw land and has been since 2009. When the property was sold, the new owner did not realize they were being charged for garbage service.</p> <p>The refund amount for two garbage cans for four years would be \$1,269.00. Pam Roberts requested a motion to approve the abatement.</p>		
<p>2.1. Labor Commission Approval for the District to be Self-Insured for Worker's Comp, Pam Roberts</p>	<p>The District received the official notice that the Labor Commission is allowing WFWRD to be self insured for workers compensation. The agreement has been signed, delivered and we are moving forward. Thank you Pam for your work on this matter.</p>		
<p>2.2. 2013 First Quarter District Financial Report, Stuart Palmer</p>	<p>There may be some minor financial adjustments for the yearend audit. Not a lot of change from last report and we are well within budget.</p> <p>The following amounts were transferred from the Sanitation Division Enterprise fund to the Wasatch Front Waste fund.</p> <ul style="list-style-type: none"> • Dec 7, 2012 \$1,000,000 • Jan 9, 2013 \$12,500,000 • April 2013 \$1,700,000 <p>Balance due to the District will be at zero by the end of April 2013, which will be the final payment.</p> <p>Stuart Palmer presented 2012 Actual amounts and approved 2013 Budget amounts for Unrestricted Cash, Restricted Cash (trucks) and Total Cash. Best practice recommends that 5% of the budget remain in Unrestricted Cash.</p> <p>Board Chair Wessman-Moser asked Pam Roberts to</p>		

	<p>share information she learned from attending the Landfill Council meeting last Friday.</p> <p>Pam reported that the Chairman of the Landfill Council is Rick Graham, Public Works Director of Salt Lake City. The Vice Chair is Russ Wall, Department Director for County Public Works.</p> <p>The recommendation from the Landfill Council is to suspend the fee increase in 2013 of \$8.00 a ton at the transfer station, as well as the \$3.00 a ton at the landfill. The decision still needs to go before the Salt Lake County Council and Salt Lake City Council.</p> <p>If the recommendation is approved, our 2013 budgeted expenditures would decrease by approximately \$350,000.</p> <p>Pam asked the Landfill Council for a seat on the Council to represent the District and our customers.</p>	<p>Motion was made for a letter to be drafted from the Board to the Council under the signature of our board chair requesting for Pam Roberts to have a seat on the board.</p>	<p>Pam will draft a letter to the Landfill Council and work with Board Chair Wessman-Moser.</p>
<p>2.3. 2013 First Quarter District Financial Report, Stuart Palmer</p>	<p>The Board reviewed the Quarterly Financial Report which breaks out the revenues. In 2013, the new billing method has netted nearly \$3.7m in residential fee collections through mid-April.</p> <p>Workers Comp/Claims/Insurance is higher than the quarterly budgeted amount due to annual insurance premiums being paid at the beginning of the year.</p> <p>Cart replacement is at 54% to complete repairs during the slower winter and early spring months. Brent Moore is over the repair program and he schedules routes to consolidate trips to each area and keep fuel costs low.</p> <p>The IT Service amount is a little higher than the quarterly budgeted amount as expenses were incurred earlier in the year in transferring the data base from the County and bringing it over into Cassel.</p>		

	<p>Capital expenditures that have been paid:</p> <ul style="list-style-type: none"> • Purchased the CNG trucks <p>Asset transfers for light duty trucks, land should be made by the end of April 2013.</p> <p>A suggestion was made that going forward this year and to next year the Board would like to see an option for customers to pay collection fees either monthly or quarterly over the entire year.</p> <p>Lorna and Andy are pursuing additional grant money.</p>		
<p>3.1. Authorization to Withdrawal Properties from Tax Sale, Pam Roberts</p>	<p>Pam Roberts presented the letter from the Property Tax Committee to the Board allowing any properties that are delinquent and going up for sale be released from the tax sale. Fees will be recouped. WFWRD is in first position to receive fees and will get a portion of penalties and interest.</p>	<p>Board Member Snelgrove, seconded by Board Member Wilde, motion to release properties for sale be released from tax sale, motion passed unanimously.</p>	<p>Approved April 22, 2013</p>
<p>3.2. Recommendation to Roll Out Subscription Green Waste Program, Spring 2014</p>	<p>Lorna Vogt, Deputy Director over Operations presented an update to the Board regarding green waste collections and the models reviewed. To be an industry leader we need to step out and implement a green waste program.</p> <p>Our customer service survey indicates more customers are interested in a green waste program. The green waste rental trailer requests are picking up.</p> <p>Thirty-two percent of our loads are composed of green waste and year round it averages out to be about 19%. As tipping fees go up, it is more economical to separate the green waste out.</p> <p>Unknowns that could affect the annual operating costs:</p> <ul style="list-style-type: none"> • Number of subscribers • How fast the number of subscribers will grow 		

	<ul style="list-style-type: none"> • The number of tons collected from each home • Miles needed to collect, depending on home location <p>WFWRD recommends putting together a green waste program which would be subscription only. The goal of the program is to have subscribers cover the costs. The fees would be a little higher until we get a larger customer base. We could absorb about 2,000 customers using existing resources. Suggested fee is \$115 annually, which covers about 8 1/2 to 9 months of green waste collection. There would be a \$60 start up fee to purchase the carts and other items.</p> <p>WFWRD recommends signing up customers in advance to gauge the level of support, analyze the cost and then start collecting upfront fees to buy the carts in October. Pick up would be on the same day as garbage and recycling and start collection in April 2014. Salt Lake Valley Landfill has reported that they will take whatever green waste we can bring them.</p> <p>Motion is made to approve the green waste program.</p>	<p>Board Member Petersen asked for the Staff to consider rolling out the program in mid-March each year.</p> <p>Board Member Snelgrove, seconded by Vice Chair-Petersen, motion passed unanimously.</p> <p>Note that Board member Wilde needed to be excused from the meeting prior to the end of the review and the vote.</p>	<p>Approved April 22, 2013</p>
<p>3.3. District Compensation Philosophy and Plan</p>	<p>The goal is to lay the foundation of our Human Resource System relation compensation and classification Philosophy and Plan.</p> <p>The proposed philosophy is to maintain a market-driven compensation plan to remain competitive for recruitment and retention of skilled and qualified employees. WFWRD's philosophy is to determine the salary ranges of a majority of the positions through a direct match with market data comprised of both private and public entities. A salary survey will be completed every 2 years to determine the competitiveness of the WFWRD salary ranges.</p> <p>The plan requires market adjustments that will resolve</p>		

	<p>both external and internal inequities and bring particular job classes to the minimum of their respective market ranges. Compensation should also be included in the research.</p> <p>Board Member Bracken suggested that WFWRD do a survey every 2 -3 years.</p> <p>Gaylyn indicated that our consultant Dave Jackson with First West is also doing a benefit survey for the Governor’s office this year. She will look into the cost of participating and will bring the study back to the Committee.</p> <p>In adopting this philosophy, there are two adjustments that need to be made to the model, which would include an extension of the survey being extended to every 2-4 years and that benefits are included with the salary review.</p> <p>Pam Roberts recommended the foundation be approved today so we can move forward and look at the impact on the budget, as well as trying to get performance increases reinstated.</p>	<p>Vice Chair-Petersen, seconded by Board Member Brass.</p> <p>Board Chair Wessman-Moser Called for a Roll Call Vote.</p> <p>Board Members Voting Aye: Patrick Leary, Scott Bracken, Jim Brass, Chair-Coralee Wessman-Moser and Vice Chair-Petersen.</p> <p>Board Members Opposed: Richard Snelgrove and Sam Granato</p> <p>Board Members Absent or Excused from vote: David Wilde and Dama Barbour</p> <p>Motion is approved.</p>	<p>Approved April 22, 2013</p>
<p>3.4. Legal Process for Increasing the Trailer Rental Program</p>	<p>Gavin Anderson presented a number of fee increases, which included the bulk rental trailer fees. In the last Board meeting, we talked about increasing the bulk fees from \$100.00 to \$125.00. Changing the fee is completely within the discretion of the ACB. The County Council does not have to weigh in on that or approve.</p> <p>Secondly, the County Council resolution in November of last year made the separation between the district and the county included a provision that a change in an annual service needed to be approved by the majority of the city council and county council that represent the members of this board. This doesn’t apply to ancillary fees. So the changes in those fees</p>		

	<p>would require an amendment to the budge. A time and place for a public hearing would need to be held after 6:00 pm and would require a notice in the newspaper (quarter page) or mail to each customer. Recommended that a notice be announced in the newspaper (quarter page).</p> <p>Discussion was held regarding the non-sufficient funds (NSF) and that WFWRD adopt the state statue.</p>	<p>Board Chair motioned that the District institute the State Statute allowable amount of \$25.00 for NSF charges.</p>	
<p>3.5. Request to Schedule a 2013 Budget Adjustment Hearing During the Month of May for the Following:</p>	<p>Increase the Bulk Trailer Rental Fee, from \$100 to \$125 Acceptance and Expenditure of the Grant Award in the Amount of \$79,071 from the State of Utah, Department of Environmental Quality Implement fees to cover charges for customer's fee payments with insufficient funds. (NSF) charges from Zion's Bank and Xpress bill pay Pending Board approval for the program, implement fee to subscribers for the 2014 Green Waste Program start up costs (Carts and Equipment)</p> <p>Pam Roberts recommended that the Board hold a Public Hearing on Monday, May 20, 2013 at 6:00 p.m.</p> <p>Board recommends that a quarter page newspaper be advertised versus mailing notices to all customers.</p> <p>Pam Roberts will send out a request to the board members to make sure there will be a quorum attending the May 20th meeting.</p>	<p>A motion was made to include all the items in a quarter page newspaper add be run.</p> <p>Board Member Snelgrove and seconded by Board Member Bracken approved to hold a public hearing on Monday, May 20, 2013 at 6:00 p.m.</p> <p>Motioned passed unanimously</p>	<p>Approved April 22, 2013</p>
Adjournment		<p>There being no further business the meeting adjourned.</p>	<p>Adjourned 10:00 a.m.</p>
Requested Future Meeting Topics	<ul style="list-style-type: none"> • 2013 and 2014 fee payment schedules • Policy discussion on De-annexation of areas within the Service District 		