

BOARD OF TRUSTEES – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)
MONTHLY MEETING MINUTES

| DATE/TIME | LOCATION | ATTENDEES |
|---|--|--|
| <p>Monday, April 24, 2023 9:00 a.m.</p> <p>Next Board Meeting Monday, May 22, 2023 9:00 a.m.</p> | <p>Public Works Building 604 West 6960 South Midvale, UT 84047</p> | <p><u>Board Members:</u> Daniel Gibbons (Chair) - Holladay, Anna Barbieri (Vice Chair) - Taylorsville, Cyndi Sharkey - Sandy, Keith Zuspan - Brighton, Robert Piñon - Emigration, Sherrie Ohrn - Herriman, Greg Shelton - White City, Phil Markham - Murray, Scott Bracken - Cottonwood Heights</p> <p><u>Participating Electronically:</u> Patrick Schaeffer - Kearns, Tessa Stitzer - Copperton, Laurie Stringham - Salt Lake County, Thom DeSirant - Millcreek (<i>arrived at 9:12 a.m.</i>)</p> <p><u>Excused:</u> Eric Barney - Magna</p> <p><u>District & Support Staff:</u> Pam Roberts, General Manager/CEO Paul Korth, Finance Director/CFO Rachel Anderson, Legal Counsel David Ika, Operations Manager (<i>Webex, arrived at 9:18 a.m.</i>) Renee Plant, Administrative Manager Catarina Garcia, Executive Assistant/Board Clerk Matt Ferguson, Controller/Treasurer Sione Tuione, Residential Recycling Collection & Sustainability Manager Dustin Bradshaw, Residential Refuse & Special Services Collections Manager Shane Norris, Safety & Emergency Preparedness Coordinator McKenna Tupa'i, Sustainability Coordinator Jorge Benitez, Data & Program Specialist</p> <p><u>Public:</u> Patrick Craig - Salt Lake County, Abby Evans - Salt Lake County</p> |

AGENDA

THE WASATCH FRONT WASTE AND RECYCLING DISTRICT BOARD OF TRUSTEES MEETING AGENDA

To be held Monday, April 24, 2023, at 9:00 a.m. at the District Offices located at 604 West 6960 South, inside the Salt Lake County Public Works Administration Building Training Room. This meeting will also be held electronically via Webex. Public login is:

<https://slco.webex.com/slco/j.php?MTID=me8c09f4d4ab5ae6cf29f6ea11cfe5f0d>

Reasonable accommodations (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request within five working days' notice. For assistance, please call V/385-468-6332; TTY 711. Members of the Board may participate electronically.

Call to Order: Daniel Gibbons, Board Chair

Roll Call: Catarina Garcia, Board Clerk

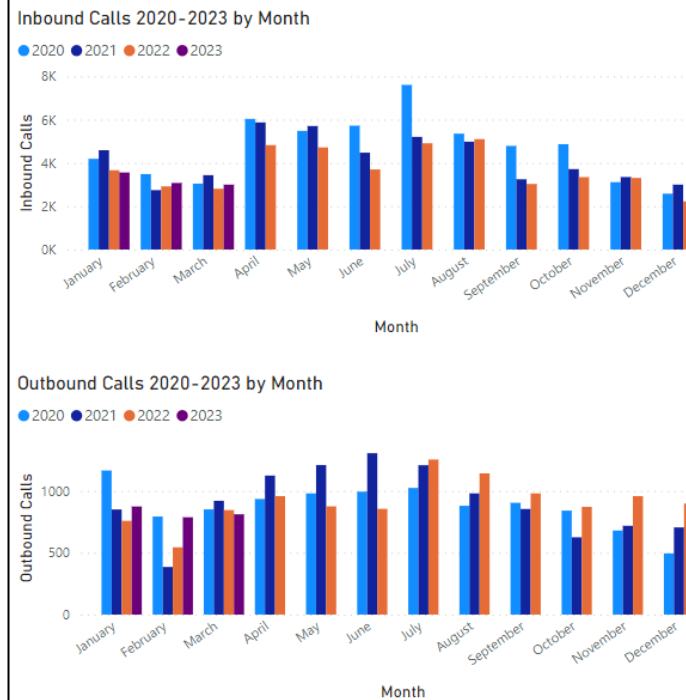
1. Consent Items (Approval Requested)
 - 1.1. March 27, 2023, Board Meeting Minutes
 - 1.2. Board Authorization for the Salt Lake County Property Tax Committee to Release Properties from the 2023 Tax Sale
2. Meeting Open for Public Comments
(Comments are limited to 3 minutes) Public wishing to submit a comment to the Board of Trustees may do so by submitting their comment to the Board Clerk at cgarcia@wasatchfrontwaste.org before Monday, February 27th, 8:00 a.m. All comments must include the name and address of the individual making the comment. These comments will be read at the meeting as if the individual were present. Public comments can also be made in person or via Webex during this time.
3. Business Items:
 - 3.1 Review the New WFWRD Website & SCRP Scheduling and a Brief Look at the New Management Information Systems (MIS) Portal: Renee Plant, Administrative Manager (Informational) <https://wasatchfrontwaste.org/>
 - 3.2 2023 First Quarter Financial and Accomplishments Report: Paul Korth, Finance Director (Informational)
 - 3.3 Review and Possibly Adopt Policy Revisions on Family and Medical Leave Act (FMLA): Pam Roberts, General Manager, and Rachel Anderson, Legal Counsel

4. Closed Session (If Needed)
The Board of Trustees may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, or other legally applicable reasons as provided by Utah Code Annotated §52-4-205.
6. Other Board Business
This time is set aside to allow Board Members to share and discuss topics.
7. Requested Items for the Next Board Meeting Monday, May 22, 2023, 9:00 a.m.
 - Tentative 2022 Independent Financial Audit Report, Kyle Green, Squire and Co.
 - General Manager's Report

| TOPICS/ OBJECTIVES | KEY POINTS/ DECISIONS | ACTION ITEMS WHO – WHAT – BY WHEN | STATUS |
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| Call to Order / Roll Call / Continued Staff Introductions | | | |
| | Board Chair Gibbons called the meeting to order at 9:00 a.m. and Catarina Garcia conducted the roll call. | | |
| 1. Consent Items | | | |
| 1.1. March 27, 2023, Board Meeting Minutes (Motion & Approve) | There were no questions or comments on the minutes. | Motion to Approve: Board Member Sharkey Second: Board Member Stitzer Vote: All in favor (no opposing or abstaining votes). | Approved April 24, 2023 |
| 1.2. Board Authorization for the Salt Lake County Property Tax Committee to Release Properties from the 2023 Tax Sale: Pam Roberts, General Manager | Pam began by explaining that WFWRD has lien authority as a district and that this request from the Property Tax Committee is done annually in April. The Board has granted approval for the withdrawal of properties with delinquent refuse collection fees. The lien remain, however, WFWRD releases it from the tax sale. Pam confirmed to Board Chair Gibbons that we are not removing liens, just agreeing they can move forward, and we can still recoup delinquent fees owed. | Motion to Approve: Board Member Zuspan Second: Board Member Ohrn Vote: All in favor (no opposing or abstaining votes). | Approved April 24, 2023 |
| 2. Meeting Open for Public Comments (<i>Comments are limited to 3 minutes.</i>) | | | |
| | There were no public comments, and no one present had public comments. Board Chair Gibbons closed the period for public comments. | | |
| 3. Business Items | | | |
| 3.1. Review the New WFWRD Website & SCRP Scheduling and a Brief Look at the New Management Information Systems (MIS) Portal: Renee Plant, Administrative Manager (Informational) | Renee introduced this item by explaining that WFWRD initially had three high-level goals with the website. The first was to make it aesthetically pleasing and professional. We also want to enable our customers to | | |

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| | <p>easily find what they are looking for. The third was to reduce in-bound calls as much as possible.</p> <p>Renee demonstrated the “Do we service you?” page where a customer enters an address. The results bring up a map and list services offered, the service day, the Seasonal Container Reservation Program (SCRP) dates, etc.</p> <p>On the main page she also highlighted the top three items that customers request which are Service Requests, Pay My Bill, and Recycling 101.</p> <p>The other popular items are SCRCP, landfill vouchers, and live chats. Responding to after-hours chats and emails are the top priorities each morning.</p> <p>Renee replied to Board Member Ohrn that yes, landfill vouchers can be mailed, however, we have not researched downloadable mobile vouchers. Pam explained that the landfill prefers paper vouchers for tracking purposes.</p> <p>Pam responded to Vice Chair Barbieri that we typically do not mail many as they are available at City Halls, libraries, etc., and Renee showed the list of locations.</p> <p>Renee will correct the name for Emigration Canyon that Board Member Piñon pointed out. She also thanked Board Member Zuspan for informing her of another issue that required our attention in a previous Board meeting. Please contact Renee anytime there is a correction or change.</p> | | |
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| | <p>Renee moved on to the Board of Trustees page that lists each Board Member with contact information and a photo, and WFWRD’s budget and compliance information.</p> <p>Pam asked Renee to show the Staff Directory page which personalizes us by putting faces to names, so the public knows who they are contacting.</p> <p>Renee explained that in the website redesign process, we discovered that our payment system vendor was working through an outdated link. We worked with the website designers to update this and resulting in increased security.</p> <p>Renee and Pam confirmed to Board Member Zuspan that the cost of the new website was approximately \$109,000.00. Each line item is detailed including very worthwhile additional security measures.</p> <p>Renee moved on to the Customer Service Module of the WFWRD MIS Portal in response to Vice Chair Barbieri’s question about a noticeable reduction in call volumes.</p> <p>Renee explained that Jorge Benitez, our Data & Program Specialist, has completed phase one of the MIS Portal which involved updates to thousands of lines of data.</p> <p>An increase in calls when a new website is launched is natural, per July of 2021. There has since been a steady decrease in calls.</p> | | |
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Renee returned to the SCRP portion of the WFWRD website and walked through the process when a resident receives their postcard in the mail. We have found through Google Analytics that customers generally go straight to our website before a Google search.

To avoid confusion, the customers are asked to read the reservation instructions thoroughly. Those include the following:

- Before selecting a date on the calendar below, please choose your area's date range in the form below the calendar. (This will ensure you are in the correct location for your reservation).

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| | <ul style="list-style-type: none"> • Choose a date that shows there are containers available in your area. (Make sure to click the actual date or inside of the white space in the date box). • Your area's date(s) can be found on the postcard you received. If you are unsure of your dates, please chat with us; we can provide the appropriate dates. • When entering an address for a reservation, enter the address numbers and allow the system to populate automatically to find your address (a drop-down list will appear).” <p>Reservations fill up within 30 minutes of the reservation opening. The system will auto-populate a list where an address is selected.</p> <p>At that point, Sione Tuione, SCRP Program Manager, confirms the reservations are made by homeowners, not renters.</p> <p>Board Member Piñon commented on the ribbon on the main webpage that communicates weather-related service delays and live updates and asked Renee to expound on that.</p> <p>Renee explained that in addition to social media notices, Yael Johnson, Customer Service Manager is on top of communicating these updates through the Operations calling-tree and on the website.</p> <p>Board Member Piñon shares the service updates with his community to notify them to take cans back in when necessary so snowplows can do their jobs, and he reiterated the helpfulness of the ribbon.</p> | | |
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| | <p>Renee and Staff received several compliments from Board Members on the new website. Board Chair Gibbons added it is very impressive that although WFWRD is not 100% cutting edge, we are very far ahead of the curve when you consider our work with analytics, GPS, experimenting with different vehicle power resources, etc. He is very impressed, and the website is phenomenal. The Board is so grateful to Renee for all of her great work and what a great addition she has been to the District. She's amazing.</p> <p>At Pam's request, Renee shared a few more items from the MIS Portal. She thanked the Board again for approving Jorge's position. He has been a godsend, bringing so much talent and skill.</p> <p>The goal of the MIS Portal is to have a centralized location for everyone to find the data they need. We strive to automate as much as possible to allow Operations to be out coaching and managing their teams rather than gathering report data.</p> <p>Phase two is currently in process which includes collaborating with our program managers to define common verbiage, views/dashboards, and consistency.</p> <p>The next phase will be an equipment operator dashboard where they will have access to three KPIs (Key Performance Indicators) such as mileage, maintenance, load management, and safety. Renee briefly reviewed tonnage reports by vendor and facility.</p> <p>Renee quickly reviewed customer service stats for service orders, new builds, calls, emails, chats, misses, green, glass, and vouchers. Pam reiterated that these</p> | | |
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| | <p>are internal tracking tools, and the goal is to eventually use the data in quarterly Board reports.</p> <p>Board Chair Gibbons agreed it is a fantastic tool for Staff to stay connected. It is also a helpful tool for the Board in that it coalesces and summarizes a lot of data that many Board members may not otherwise have the time or ability to delve into.</p> <p>Board Chair Gibbons is pleased to have this data available in quarterly reports and asked if other Board Members had interest in accessing the data for further review.</p> <p>Pam responded that Board Members are always welcome to reach out to her to schedule time in our offices to navigate the data and ask questions.</p> <p>Vice Chair Barbieri commented that it creates such a level of efficiency above all else. Renee added that she and Jorge are also discussing algorithms and traffic studies to find the most difficult routes, consider route variables, among a lot of other fun things.</p> <p>“Job well done”, “very impressive”, and “Amazing” were other Board Member compliments to Staff.</p> <p>Board Member Ohrn likened the MIS Portal to a budget. It shows high-level numbers that can be delved into.</p> <p>Pam stated that in addition to the quarterly financial report, we want to report on performance measures. How we are spending money, our efficiencies, our accomplishments, etc. This report will be sent to the Board in July for the 2nd quarter.</p> | | |
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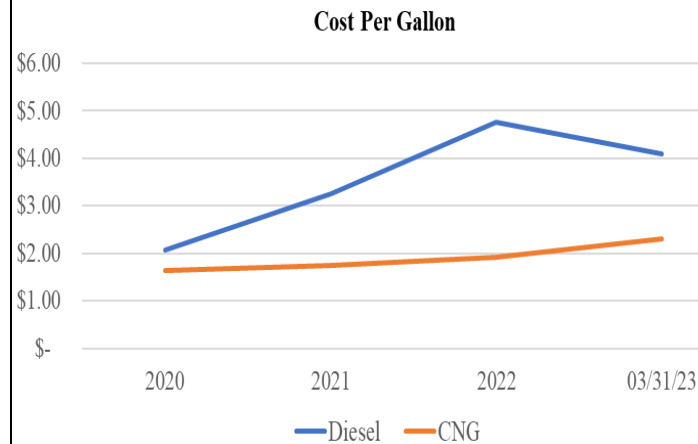
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| | <p>Renee responded to Board Chair Gibbons that we have not looked into using AI (Artificial Intelligence) for after-hours chats.</p> <p>In response to Board Vice Chair Barbieri's comment about FAQ (frequently asked questions), Renee showed the FAQ page on the website.</p> <p>Board Chair Gibbons added that we don't want them so high-level that it eliminates all of our role.</p> | <p>Staff will follow-up on the Board's requests related to Landfill Vouchers and the afterhours Chat feature and report back next month.</p> | |
| <p>3.2. 2023 First Quarter Financial and Accomplishments Report: Paul Korth, Finance Director (Informational)</p> | <p>Paul began his report by explaining we can't take the first quarter and multiply it by four. We have seasonality and definitely have more expenses in the summer and fall.</p> <p>Total revenues increased \$946,000 from 2022 to 2023. This was primarily due to a \$710,000 increase in residential waste collection fees (fee increase), a \$98,000 positive change in gain/(loss) on investments, and a \$97,000 increase in interest income.</p> <ul style="list-style-type: none"> - Paul used a 2% interest rate factor on \$6,500,000 resulting in a budget amount of \$130,000 for 2023. - Last year we received .50% on PTIF (Public Treasurers' Investment Fund), which recently is near 5%. This is a fairly safe state investment. - While costs are increasing in many areas, some good news is that interest income should increase as well. - Pam gave a shout-out to Paul and Matt for their good money management. We have cash in Zions working capital accounts and when interest rates are higher in PTIF, they transfer funds to earn the higher rates. Paul added that even if we move a million dollars for six weeks | | |

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| | <p>at 5%, it is approximately \$3,000 or \$4,000 and can add up.</p> <ul style="list-style-type: none"> - Board Member Ohrn commented that the new home can and delivery of \$29,013 is not a large amount of money and asked if the price of cans increased more than expected. - Paul confirmed that the number is <i>revenue</i>, and Pam added that new cans are roughly \$70.00 each. <p>Total personnel expenses for 2023 increased \$207,000 from 2022 primarily due to increased wages/salaries expense of \$160,000 (increased hourly pay rates and increased employee headcount) and increased retirement pension expense of \$34,000.</p> <ul style="list-style-type: none"> - Paul explained that when wages and salaries increase, many dependent expenses increase as well. - There were wage adjustments in May 2022 and January 2023 based on the salary market reviews. We anticipated this. - We are at 20% of the budget for total personnel expenses. - The SCRP season just begun so there were not currently wages in temporary labor for the first quarter. They will start being recorded this month. <p>Total operating expenses decreased \$6,000 in 2023 compared to 2022. We do not anticipate it will stay this way. There were decreases in can purchases of \$176,000, other expenses of \$61,000, property insurance of \$45,000, and depreciation expense of \$46,000, partly offset by increased vendor recycling fees of \$302,000.</p> | | |
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- “Other” Expenses are down primarily due to website costs last year of ~\$103,000.
- Paul explained that can purchases are based on timing. By year-end the numbers will be similar to last year.
- Insurance has not decreased. We are now recording quarterly vs. last year when we recorded twice.
- The bottom-line total expenses increased ~\$200,000. Revenues less expenses were \$610,000 for the first quarter of 2023 vs. (\$134,000) for last year.

Paul moved on to review Fuel Expenses:

| | |
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| 2020: \$196,287 | 2021: \$226,560 |
| 2022: \$256,785 | 2023: \$282,846 |



Diesel and CNG were fairly close in 2020 at \$2.06 per gallon and \$1.63 per gallon respectively. In 2022 diesel rose to \$4.76 per gallon and CNG was \$1.91 per gallon. Diesel came down to \$4.08 per gallon for the first quarter of 2023 and CNG was \$2.31 per gallon.

Paul explained we did not use a lot of diesel in the first quarter, which is primarily due to the SCRP. In 2022, diesel was 8.5% of total fuel gallons purchased and CNG was 91.5% of total fuel gallons purchased. Total diesel fuel purchased is 3.5% for the first quarter of 2023 based on total gallons purchased.

Pam replied to Board Member Piñon's question that we do not buy fuel commercially or in bulk, we purchase it from Salt Lake County Fleet and are exempt from tax under State Statutes.

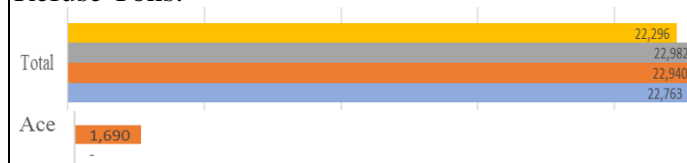
Board Chair Gibbons commented how providential it is for WFWRD to not have all of our eggs in one basket. Having both CNG and diesel is in our best interest.

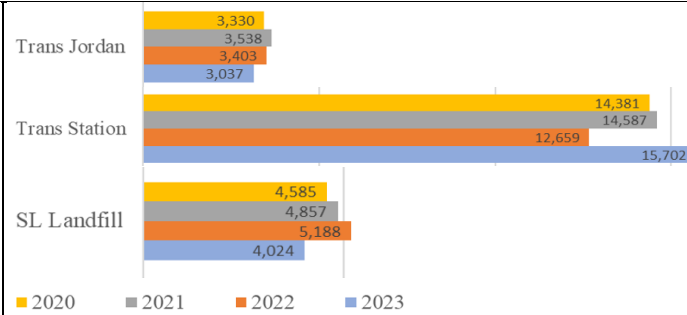
With no other questions or comments, Paul continued on with Maintenance Expense:

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| 2020: \$712,963 | 2021: \$730,000 |
| 2022: \$830,389 | 2023: \$827,904 |

In the first quarter of 2023, maintenance expense was down less than 1% from last year. The total maintenance expense amount was consistent from last year. Last year maintenance expenses were up 14% from the prior year. Timing of repairs throughout the year contributes as well.

Refuse Tons:



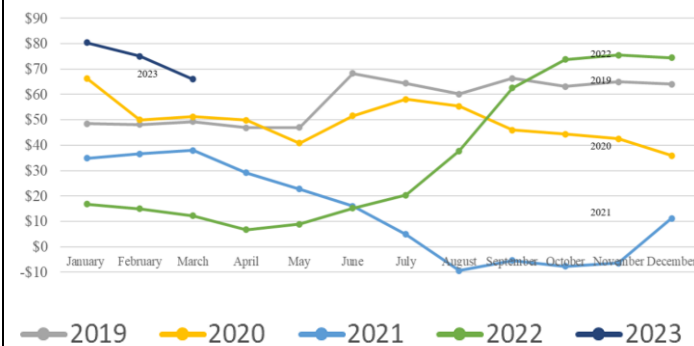


- We stopped delivering to ACE.
- During the first quarter of 2023, the Salt Lake Valley Landfill was very soggy so for safety reasons we sent tons from Magna and Kearns to the Transfer Station.
- There is not a lot of variation from year to year in the first quarter.

Recycle Tons are up 2½% in 2023. Last year we were down 2% from the prior year:

2020: 5,335 2021: 5,054
 2022: 4,948 2023: 5,067

Recycle Costs Per Ton (what we pay our two vendors):



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| | <p>The graph illustrates the volatility of recycling costs. In 2023 we started at \$80.00 per ton, down to \$75.00 per ton in February, and \$66.00 per ton in March. The good news is we are trending in the right direction.</p> <p>Pam stated that improvements are forecasted in the commodities markets. It will be interesting to see where we will be with a possible recession and are happy to see the graph lines decreasing. We shifted tonnages from parts of Taylorsville, Magna, and Kearns that were going to Vendor A. We have experienced frustrations and intend to meet our tonnage agreements, but we will continue to evaluate the situation to obtain fair market pricing.</p> <p>Pam replied to Board Member Bracken that one of the markets that is improving is cardboard. The backlog is beginning to be processed after the slowdown in printing. Metals remain favorable and paper is improving.</p> <p>Paul added that we increased the initial 2023 budget to \$40.00 per ton from \$35.00 per ton for vendor recycling fees.</p> <p>Paul responded to Board Member Shelton that yes, we did get paid by our vendors in 2021 and there is several years of history for recycling revenues.</p> <p>Board Member Bracken inquired about a new paper mill being constructed in Utah. Pam replied that a company has purchased land in Utah County. Board Member Markham commented that he was skeptical when the company had their open house two years ago and hasn't seen anything since.</p> | | |
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| | <p>Cash Balances 2019-2023:</p> <p>Paul discussed WFWRDs’ billing and collections trends. February, May, August, and November are the main collection months. The cash balance for September and October of 2022 (the green line) was approximately \$8.3 million.</p> <p>Cash balances last year were the lowest they have been in the last four years, and that is without buying any trucks. Again, we are so thankful the Board approved a fee increase for 2023.</p> <p>Not being able to purchase trucks in 2022 due to availability has made our cash balance look better than originally projected, which is not great long-term because we want to replace trucks.</p> <p>There were minimal capital expenditures in 2022. We purchased two front load trucks and made the second payment in 2022, however, we did not receive our side load trucks or F350s.</p> <p>Capital Expenditures Budget for 2023:</p> <table><tr><td>12 Side Load Trucks:</td><td>\$5,104,080</td></tr><tr><td>03 Light-Duty Trucks:</td><td>\$211,896</td></tr><tr><td><u>Used Hook Lift Truck:</u></td><td><u>\$35,000</u></td></tr><tr><td>Total:</td><td>\$5,350,976</td></tr></table> <p>We have ordered 12 side load trucks for \$415,000 each. We budgeted \$425,000 per truck. We left a little cushion in there because last year the vendor came back with cost increases which the Board approved.</p> | 12 Side Load Trucks: | \$5,104,080 | 03 Light-Duty Trucks: | \$211,896 | <u>Used Hook Lift Truck:</u> | <u>\$35,000</u> | Total: | \$5,350,976 | | |
| 12 Side Load Trucks: | \$5,104,080 | | | | | | | | | | |
| 03 Light-Duty Trucks: | \$211,896 | | | | | | | | | | |
| <u>Used Hook Lift Truck:</u> | <u>\$35,000</u> | | | | | | | | | | |
| Total: | \$5,350,976 | | | | | | | | | | |

Paul replied to Board Member Ohrn that Andy King, Asset Manager, thinks we will actually receive them this year, but we are only about 75% sure. We are also hoping to receive one-ton trucks for the trailer program, and we received the used hook lift truck this month.

Certification Balances as of March 31, 2023:

| | Certification Amt. Outstanding | % Outstanding | Original Amt. Certified |
|------------------|-----------------------------------|------------------|----------------------------|
| Balance for 2016 | \$ 204 | 0.01% | \$ 2,311,792 |
| Balance for 2017 | \$ 207 | 0.01% | \$ 2,015,583 |
| Balance for 2018 | \$ 2,234 | 0.09% | \$ 2,401,876 |
| Balance for 2019 | \$ 8,729 | 0.41% | \$ 2,117,294 |
| Balance for 2020 | \$ 17,591 | 0.79% | \$ 2,219,816 |
| Balance for 2021 | \$ 39,504 | 1.82% | \$ 2,166,836 |
| Balance for 2022 | \$ 100,090 | 4.50% | \$ 2,226,008 |
| TOTAL | \$ 168,559 | | \$ 15,459,205 |

\$2.2 million was certified in 2022 of which \$100,000 is outstanding. This is beneficial to our collections. These amounts are sent to the County in September. The 2016 and 2017 amounts are due from one customer, we have asked the status, and they are working with us.

Paul replied to Board Member Ohrn that we can go back and certify for four years, and to Board Member Bracken that 10-12% gets certified.

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| | <p>Customer Refunds for the 1st Quarter of 2023:</p> <p>Checks</p> <table><tr><td>Customer payment errors</td><td>\$</td><td>1,972</td></tr><tr><td>No Longer Our Customer</td><td>\$</td><td>869</td></tr><tr><td>Billing Errors</td><td>\$</td><td>4,047</td></tr><tr><td>Subtotal</td><td>\$</td><td>6,888</td></tr></table> <p>Xpress Bill Pay</p> <table><tr><td>Customer payment errors</td><td>\$</td><td>810</td></tr><tr><td>No Longer Our Customer</td><td>\$</td><td>900</td></tr><tr><td>Billing Errors</td><td>\$</td><td>51</td></tr><tr><td>Other</td><td>\$</td><td>402</td></tr><tr><td>Subtotal</td><td>\$</td><td>2,163</td></tr></table> <p>Total Customer Refunds for 1st Quarter \$ 9,051</p> <p>There are cases of billing errors on our part. \$9,051 is similar to the amount from the fourth quarter of last year and Paul feels there will be more in the second quarter of 2023.</p> <p>With no other questions or comments Board Chair Gibbons expressed his thanks to Paul for the report. It is a big part of the Board’s mission to safeguard public funds and Paul is such a key part of that.</p> | Customer payment errors | \$ | 1,972 | No Longer Our Customer | \$ | 869 | Billing Errors | \$ | 4,047 | Subtotal | \$ | 6,888 | Customer payment errors | \$ | 810 | No Longer Our Customer | \$ | 900 | Billing Errors | \$ | 51 | Other | \$ | 402 | Subtotal | \$ | 2,163 | | |
| Customer payment errors | \$ | 1,972 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Longer Our Customer | \$ | 869 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Billing Errors | \$ | 4,047 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subtotal | \$ | 6,888 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer payment errors | \$ | 810 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Longer Our Customer | \$ | 900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Billing Errors | \$ | 51 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | \$ | 402 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subtotal | \$ | 2,163 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3. Review and Possibly Adopt Policy Revisions on Family and Medical Leave Act (FMLA): Pam Roberts, General Manager, and Rachel Anderson, Legal Counsel | <p>Pam began by explaining the proposed revisions are not because we haven’t been following state and federal laws. It has just not been detailed enough in policies. We are taking care of our employees and doing due diligence with their needs.</p> <p>There has been a recent rise in FMLA cases which brought this topic to the forefront. We need to ensure consistency and approvals that follow laws and regulations. We are practicing safeguards to make sure we are getting all the required medical information from employees.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Management has always followed policies, laws and regulations related to leave approvals and recently we found a need to amend the policies related to FMLA to ensure specific laws and regulations are defined within WFWRD's policies to ease implementation through organizational Standards Operating Procedures.

The current policy is very vague and reads as follows:

9.24.7 Family and Medical Leave

9.24.7.1 An employee who has been employed with the District for at least 12 months and who has worked at least 1,250 hours during the previous twelve-month period may be entitled to a maximum of twelve (12) weeks of unpaid family or medical leave ("Family Leave") under certain qualifying conditions. Details and conditions of FMLA leave are described in the Federal notice, "Employee Rights and Responsibilities" under the Family Medical Leave Act.

9.24.7.2 For determining the 12-month period in which an employee's 12 weeks of leave may occur, the District will use the rolling 12-month period measuring backward from the date an employee uses any FMLA leave.

Pam worked with Rachel Anderson, Legal Counsel, and Rachel Burt, HR Consultant. Rachel Anderson explained we are unsure how much detail the Board wants to include.

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| | <p>Keys items we are proposing are:</p> <p>9.24.7.2. CERTIFICATION REQUIREMENTS</p> <p>The employee may be required to provide advanced leave notice and medical certification. FMLA leave may be denied if the following requirements are not met:</p> <p>9.24.7.2.2. The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”. When this is not possible, the employee should provide such notice as is possible.</p> <p>9.24.7.2.3. The employee will be required to provide the District with medical certification to support a request for FMLA leave because of a serious health condition. If the District requires a second or third opinion, they will both be at the District’s expense.</p> <p>We also strive to prevent unauthorized use and discrimination. We take very seriously this is a right of our employees and will not tolerate retaliation.</p> <p>Rachel feels the proposed updates are a good mix of detail without being too excessive. At the end of the day, we follow federal laws, and they will always take precedence. Changes to federal laws is one reason Rachel doesn’t want to get too detailed. We do not want to put the entire law into the policy.</p> | | |
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| | <p>Board Chair Gibbons added that federal laws are moving targets, and this does seem like a balance. We clearly needed more than we had.</p> <p>Board Member Zuspan asked what defines a “key” employee per Section 9.24.7.5.6:</p> <p>“Key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a “key employee,” those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence.”</p> <p>Board Member Ohrn asked if we could include a definition of a “key” employee. Board Chair Gibbons believes the definition is covered in the underlying law.</p> <p>It was agreed to not move on this policy today, rather, Rachel will reconvene with Pam and bring it back to next month’s Board Meeting.</p> <p>Board Member Bracken recommended we add a disclaimer at the beginning that federal law will always take precedence.</p> | | |
| 4. Closed Session <i>(if needed)</i> | | | |
| | No closed session needed. | | |
| 5. Other Board Business | | | |
| | <p>Board Member Piñon commented again on the importance of educational materials, cleanliness of recycling cans, and recycle loads are rejected when contaminated. He shared a story when a police officer communicated to him that he keeps opening cans to see numerous plastic bags.</p> | | |

Board Member Piñon hates the thought of a community trying to do their best to get the recycling content through, only to get rejected. Is there is a way to audit cans and leave notices as to why they were rejected and continue to educate our communities?

Board Chair Gibbons directed the Board's attention to the "How to Recycle" page on the WFWRD website:

Blue Recycling Can: What is accepted?

Anything not shown below should be thrown in the regular black trash can.

Remember "WHEN IN DOUBT, THROW IT OUT!" If you have any questions regarding what's recyclable, please call our Sustainability Coordinator at (385) 468-6337.

Plastic Tubs, Jugs, & Bottles



*Labels do not need to be removed

Tin/Steel, Aluminum, & Empty Aerosol Cans



*Labels do not need to be removed

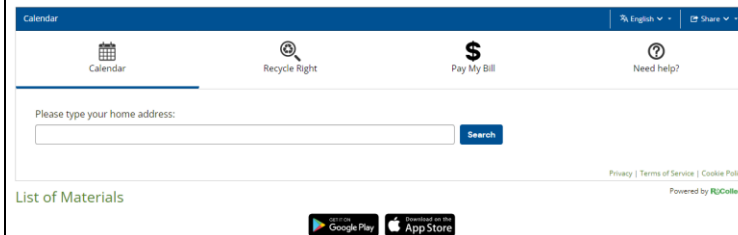
Cardboard, Mixed Paper, Newspaper, Paper Boxes, & Paper Bags



Board Chair Gibbons said that each community has a journal and wonders if a blurb or infographic could be included. They have learned that their community journal is the best way Holladay residents get information.

Board Vice Chair Barbieri suggested a grocery sack with a circle slash.

Renee showed the “Recycle Right Tool” at the bottom of that page which has been a good tool for residents. The app is available for download and residents can search for specific items. McKenna keeps it updated with new items as they arise.



Renee also suggested statements in communities journals related to plastic bags being the most frequent contaminants with a circle slash and our QR code.

Board Chair Gibbons shared a story of having their grandkids over for pizza night. The vendor’s delivery box says, “please recycle”, yet it’s full of grease. There is a lot of mis-information from other sources, so people

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| | <p>naturally toss the pizza box in the recycle, which then contaminates the whole load.</p> <p>Board Member Piñon noted that we talked about this last month and asked that we include it on next month's agenda.</p> <p>Board Member Ohrn shared that before she was on the Board, she would bag up all her recycling in clean bags, unknowingly contaminating the can. She asked if we know what the top offending items and top offending areas are.</p> <p>Pam invited Sione Tuione to join the table and began explaining the "three strikes" rule. Sione continued that out Sustainability Teams goes out daily and audits 100-200 before they are serviced. We also get sample sorts from a vendor, and he has communicated with them that we are seeing different data from our own audits.</p> <p>The vendor receives a 4-ton load and uses 400 pounds for the sample sort. 400 pounds of 8,000 pounds does not accurately capture real contamination. When we do our own route audits, contamination is not that high. They do the best they can, but we are doing our own sorts to compare.</p> <p>Board Member Stringham believes the most effective thing will be regular, repeated communications. The best way for this to happen is to have each Board Member add it to their social media sites.</p> <p>Quick things such as:</p> <ul style="list-style-type: none"> • "Did you know you can't recycle plastic straws? They must go in the garbage." • "Don't pollute our recyclables." | | |
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| | <p>The secret is that everyone has to post something at least weekly to keep people aware we are polluting our own recyclables. It can become something as we move into summer as a way to get free press.</p> <ul style="list-style-type: none"> • “Now that we’re doing summer clean-up, don’t pollute our recyclables.” • “If you’re not sure if it’s recyclable, download our app.” <p>Something that simple can have a huge impact. If it is really important to us, every city should be putting it out there. Board Member Stringham is having the County do that this week on all their social media sites.</p> <p>One new item every week:</p> <ul style="list-style-type: none"> • “Did you know you can’t recycle this?” • “Did you know this needs to go in your garbage can?” <p>These are things we need to help people understand.</p> <p>Board Chair Gibbons thanked Board Member Stringham for her great comments and said it would be nice if we had multiple pieces available that could be rotated though each municipality.</p> <p>Pam directed the Board to the QR code that was provided near their nameplates at the meeting. McKenna does a monthly newsletter for each municipality and believes she has begun copying the Board Members on those communications to keep them apprised.</p> <p>Pam asked that the Board share any suggestions or changes that can be incorporated, i.e., McKenna recently did a post specifically on Styrofoam.</p> | | |
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| | <p>Pam and Sione agreed with Board Member Ohrn’s observation that we are actually doing a pretty good job.</p> <p>Board Vice Chair Barbieri recalled seeing a printable for indoor receptacles which is where a lot of problems start. Taylorsville would love that resource and several teachers have asked for them to distribute to their students.</p> <p>Renee also reminded the Board that McKenna is available in person or virtually to give educational presentations.</p> <p>Board Member Stringham would love to see a printable vinyl sticker that could be washed or wiped down and placed inside cans. Target one area we know is bad as a beta test to see if it makes a difference.</p> <p>Board Chair Gibbons agreed that is a great suggestion and to include this on the agenda. He requested Staff also provide additional ideas.</p> <p>Board Chair Gibbons also thanked Sione and Board Member Piñon for their input.</p> <p>Board Member Markham has a councilperson who has brought up a ban on plastic grocery bags and wondered if we could get feedback from each municipality on how they feel about that. If there is enough support, it could be brought up at some level and pursued. There is a whole range of opinions. Is it feasible, how much good does it do, is it politically feasible with businesses, and so forth.</p> <p>Board Member Markham replied to Board Chair Gibbons that only Park City and Moab are currently banning plastic grocery bags.</p> | | |
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| | <p>Board Member Bracken recommended it should be for all of Salt Lake County as he shops in Cottonwood Heights and Holladay regularly.</p> <p>Board Chair Gibbons agreed it would be a good discussion item.</p> <p>Board Vice Chair Barbieri agrees it is an interesting point but is not sure that it is for a Board.</p> <p>Board Member Markham reiterated he is currently just interested in feedback and experiences from each municipality. He wants to be able to tell his councilperson that there may be some support if we really work at it, or it is a dead issue.</p> <p>Board Chair Gibbons agreed with Board Vice Chair Barbieri that as a Board, we don't have that authority per se, but we can use the feedback for educating ourselves and taking back to each respective municipality.</p> <p>There was no other Board business.</p> | <p>Staff will provide additional information on current recycling education and community outreach efforts.</p> <p>Staff to bring back information related to the questions about plastic bags.</p> | |
| 6. Requested Items for the Next Board Meeting on Monday, May 22, 2023, at 9:00 a.m. | | | |
| | <p>Board Chair Gibbons reviewed the items for the May Board Meeting:</p> <ul style="list-style-type: none"> • Tentative 2022 Independent Financial Audit Report, Kyle Green, Squire and Co. • General Manager's Report | | |

| Adjourn | | | |
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| | Board Chair Gibbons entertained a motion to adjourn. | Motion to Adjourn: Vice Chair Barbieri Second: Board Member Zuspan Vote: All in favor (no opposing or abstaining votes). <i>Meeting end time: 10:27 a.m.</i> | Approved April 24, 2023 |