

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

| DATE/TIME | LOCATION | ATTENDEES |
|---|--|---|
| <p>Monday, February 26, 2024 9:00 a.m.</p> <p>Next Board Meeting Monday, March 25, 2024, 9:00 a.m.</p> | <p>Public Works Building 604 West 6960 South Midvale, UT 84047</p> | <p><u>Board Members:</u> Greg Shelton (Vice Chair)-White City, Emily Gray-City of Holladay, Keith Zuspan-Town of Brighton, Laurie Stringham-Salt Lake County, Sherrie Ohrn-Herriman City, Mick Sudbury-Magna, Brett Hales-Murray City, Aaron Dekeyzer-Sandy City (<i>arrived at 9:12 a.m.</i>)</p> <p><u>Participating Electronically:</u> Patrick Schaeffer-Kearns (<i>arrived at 9:28 a.m.</i>), Thom DeSirant-Millcreek City, Robert Piñon-Emigration Canyon (<i>arrived at 10:05 a.m.</i>), Tessa Stitzer-Copperton (<i>arrived at 9:23 a.m.</i>)</p> <p><u>Excused:</u> Anna Barbieri (Chair)-Taylorsville City, Matt Holton-Cottonwood Heights</p> <p><u>District & Support Staff:</u> Rachel Anderson, Legal Counsel Pam Roberts, General Manager/CEO Paul Korth, Finance Director/CFO David Ika, Operations Manager Matt Ferguson, Controller/Treasurer Hazel Dunsmore, Human Resource Manager Renee Plant, Administrative Manager Sione Tuione, Residential Recycling Collection & Sustainability Manager Justin Tuft, Residential Refuse & Special Services Collection Manager Shane Norris, Safety & Emergency Preparedness Coordinator McKenna Tupa'i, Sustainability Coordinator (<i>arrived at 9:17 a.m.</i>) Lisa Kelly, HR/Payroll Specialist Catarina Garcia, Executive Assistant/Board Clerk</p> <p><u>Public:</u> Cyndi Sharkey-Sandy City (<i>excused at 9:10 a.m.</i>), Justun Edwards-Herriman, Abby Evans-Salt Lake County (<i>arrived at 9:44 a.m.</i>)</p> |

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

To be held Monday, February 26, 2024 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=m2e5dfbb0fd8f7eac55a48c754457944b>

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: Greg Shelton, Board Vice Chair
Roll Call: Catarina Garcia, Board Clerk

1. Introduction of All Board Members and Staff

1.1 Oath of Office for New Board Members: Catarina Garcia, Board Clerk

2. Consent Items (Approval Requested)

2.1 January 22, 2024 Board Meeting Minutes

3. 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 26, 2024, 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.

4. Business Items

4.1 Adoption of Resolution 4427 Recognizing Retiring Board Member Cyndi Sharkey for Her Service on the Board of Trustees: Board Vice Chair Shelton (***Adoption Requested***)

4.2 Human Resource Policies Review and Recommended Revisions: Hazel Dunsmore, Human Resource Manager (*Information/Approval Requested*)

4.3 Amendments to District Policy Related to Contributions to Years of Service Upon Retirement: Pam Roberts, General Manager and Hazel Dunsmore, Human Resource Manager (*Information/Direction*)

4.4 Open and Public Meetings Act Training, Rachel Anderson, Legal Counsel (*Information*)

4.5 General Manager's Report, Pam Roberts (*Information/Direction*)

5. 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, March 25, 2024, 9:00 a.m.

- Request Approval to Reallocate/Reclassify Two Part-time Customer Service Representative Positions to One Customer Service Representative FTE
- General Manager's Report

8. Adjourn

| TOPICS/ OBJECTIVES | KEY POINTS/ DECISIONS | ACTION ITEMS WHO – WHAT – BY WHEN | STATUS |
|---|--|--|-----------------------------------|
| Call to Order / Roll Call | | | |
| | Board Vice Chair Shelton called the meeting to order at 9:02 a.m. and Catarina Garcia conducted the roll call. | | |
| 1. Introduction of All Board Members and Staff | | | |
| 1.1.Oath of Office for New Board Members: Catarina Garcia, Board Clerk | <p>Pam introduced new Board Members Mick Sudbury from Magna, and Aaron Dekeyzer from Sandy who was running late and would arrive shortly.</p> <p>She explained that Board Member Sudbury was sworn in before the meeting by Catarina Garcia, Board Clerk, and that Catarina would swear in Board Member Dekeyzer later in the meeting. Board Member Holton is on Capitol Hill and will try to call in if he is able.</p> | | |
| 2. Consent Items (Approval Requested) | | | |
| 2.1.January 22, 2024 Board Meeting Minutes | There were no questions or comments on the minutes. | <p>Motion to Approve: Board Member Ohrn</p> <p>Second: Board Member Gray</p> <p>Vote: All in favor (no opposing or abstaining votes).</p> | Approved February 26, 2024 |
| 3. Meeting Open for Public Comments (<i>Comments are limited to 3 minutes.</i>) | | | |
| | There were no public comments. | | |
| 4. Business Items | | | |
| 4.1 Adoption of Resolution 4427 Recognizing Retiring Board Member Cyndi Sharkey for Her Service on the Board of Trustees: Board Vice Chair Shelton (<i>Adoption Requested</i>) | <p>Vice Chair Shelton read the resolution expressing appreciation to retiring Board Member Sharkey.</p> <p>Board Member Ohrn thanked Cyndi for her service and expressed her gratitude for being able to work with her. She told Cyndi that she asks great questions,</p> | <p>Motion to Adopt: Board Member Hales</p> <p>Second: Board Member Stringham</p> | Approved February 26, 2024 |

| | | | |
|---|--|---|--|
| | <p>comes prepared, provokes good conversation and thoughts, and that she will be deeply missed.</p> <p>Cyndi replied with her appreciation and feels that it is wonderful as an elected official to be at a meeting where someone repeatedly refers to you as honorable. She has loved getting to know everyone and become an expert in an area in which she thought she was knowledgeable, but over the last two years, maybe not so much.</p> <p>Cyndi stated that it was great serving on this Board and will hopefully rotate back in and see everyone at another time in the future. She thanked the Board and staff for the honor and recognition and assured them she would see them out and about in one way or another and that the relationships will stay alive.</p> <p>Vice Chair Shelton added that he speaks for everyone that we would be happy to have her again.</p> <p>Pam also thanked Cyndi for her wonderful questions, having them dive deeper into analyses, and that she will be missed.</p> | <p>Vote: All in favor (no opposing or abstaining votes).</p> | |
| <p>4.2 Human Resource Policies Review and Recommended Revisions: Hazel Dunsmore, Human Resource Manager <i>(Information/Approval Requested)</i></p> | <p>Hazel began by explaining that being fairly new, it was a good opportunity to read through the entire Chapter 9: Human Resource System of the District Policy Manual and found a few items requiring an update.</p> <p>She assured the Board that WFWRD follows the applicable state and federal laws and explained the following recommendations:</p> <ul style="list-style-type: none"> • Adding “or any other protected status” to Section 9.2.2. to allow the District to keep | <p>Motion to Approve: Board Member Gray Second: Board Member Zuspan</p> <p>Vote: All in favor (no opposing or abstaining votes).</p> | <p>Approved February 26, 2024</p> |

| | | | |
|--|--|--|--|
| | <p>current with updates to the federal designated protected status.</p> <ul style="list-style-type: none"> • Separating the definitions for part-time and seasonal, adding “A seasonal employee may work up to 40 hours per week but no more than 1040 hours per year.”, and that “part-time and seasonal positions are not eligible for benefits”. • Section 9.22.26: Hazel added “Long Term” to Life and Disability. Life and Long Term Disability are employer paid benefits. The disability insurance in this section is Long Term Disability as opposed to Short Term Disability which is employee paid. • Section 9.23.2.1: Hazel deleted “casual” and “temporary” as those terms are no longer used. • Section 9.24.3.2: Hazel added a better description to read “Sick leave is a form of insurance to ensure pay continues during an illness or injury for the employee or an immediate family member. It is not intended to serve as a substitute for other types of leave.” Sick leave is different than vacation because when an employee leaves, they get paid out for their vacation, not their sick leave. <p>Vice Chair Shelton asked if the Board is made aware when sick leave is paid out, which Hazel pointed out is discussed next in the Family and Medical Leave section.</p> <ul style="list-style-type: none"> • As there was no mention of what happened when an employee did not return after the three months of protected leave, Hazel added Section 9.24.7.2.: Employees that fail to return to work after the 12 weeks of protected leave have | | |
|--|--|--|--|

| | | | |
|--|---|--|--|
| | <p>expired will be considered to have voluntarily resigned.</p> <ul style="list-style-type: none"> • Generally, we hear from the employee if they are not coming back to work, and if they have applied for Long Term Disability, Section 9.26. now includes “An employee who qualifies for long term disability will separate from employment with the District.” • Hazel explained that additional milestones were added to the service awards with the Board’s approval in 2023. This became effective with anyone hired in 2022 going forward. WFWRD added awards for years 2-4 and increased the monetary values for each award. This is very much appreciated and helps with retention as well. The section was copied and pasted directly from the SOP (Standard Operating Procedure). <p>Board Member Sudbury asked that if it means when an employee exhausts their 90 days [of protected leave], then have more health problems and qualify for long term disability, they cannot return to work.</p> <p>Hazel replied yes, if they are on long term disability, the position is no longer held open for them. Once they are approved for long term disability, they receive two-thirds of their pay. It could be for two months, or two years, and they would have to apply again for employment.</p> <p>Hazel also confirmed that employees can and do return after short term disability. FMLA is the federal protection for three months. If the disability looks like it will be longer than three months, WFWRD would help the employee apply for long term disability.</p> | | |
|--|---|--|--|

| | | | |
|--|---|--|--|
| | <p>Vice Chair Shelton asked if it has happened that an employee was on long term disability, left and tried to come back, and how difficult it would be for them. Obviously, they are experienced, and as long as they are in good standing, he would imagine it would be fairly easy to re-hire them assuming there was an opening.</p> <p>Pam confirmed that has never happened with someone on long term disability, only short term and FMLA. It has been many years since an employee has gone on long term disability, and that we do have a recent situation.</p> <p>Board Member Ohrn asked how long it has been since WFWRD did not have an opening, because she has been on the Board for six years and there have always been openings.</p> <p>Pam did not know exactly, but agreed Board Member Ohrn's point is very valid, there are always openings. The difference is that WFWRD can't hold a position for someone with long term disability because there is no way to know how long they will be on long term disability. If someone has a serious health condition, we would want them to go back into the DOT (Department of Transportation) pool to ensure they are eligible to qualify for a position.</p> <p>Hazel added that in the same section, not shown, there is a benefit where the employee receives a stipend to help with health insurance payments. They do have to go into the marketplace and purchase the insurance, however, the District will pay a stipend towards it.</p> | | |
|--|---|--|--|

| | | | |
|---|--|--|--|
| | <p>Board Member Hales asked the amount of the stipend and Hazel responded that it is equal to the amount the District pays for a single employee. They must show proof they have insurance.</p> <p>Hazel confirmed to Board Member Gray that if the person is the provider for their family, WFWRD still can only cover the amount for a single employee. This has always been the policy.</p> <p>Board Member Zuspan asked what section outlined military leave. Hazel replied it is covered in the FMLA section.</p> <p>To Vice Chair Shelton’s point on Section 9.24.3.3 and sick leave buy-out, Pam stated that whether voluntary or involuntary, employees must forfeit their accruals when they leave. Upon retirement, 25% of the total balance could be paid out at their current wage. As Hazel mentioned, this ties into the next topic on the agenda.</p> <p>There were no other questions or comments.</p> | | |
| <p>4.3 Amendments to District Policy Related to Contributions to Years of Service Upon Retirement: Pam Roberts, General Manager and Hazel Dunsmore, Human Resource Manager (<i>Information/Direction</i>)</p> | <p>Pam explained this particular policy carried over in 2013 from Salt Lake County. She previously reached out to each Board Member to give them an overview and presented two scenarios. Her approach is to include a sunset date, a specific end date to the benefit and reduce the District’s liabilities while keeping a benefit that many veteran employees may be counting on.</p> <p>Pam went on to report that WFWRD currently has 100 Full-time equivalent (FTE) employee allocations which could prolong the end date indefinitely. With the same approach that was taken with the Other Post-</p> | <p>Motion to Approve: Board Member Gray Second: Board Member Sudbury</p> <p>Vote: All in favor (no opposing or abstaining votes).</p> | <p>Approved February 26, 2024</p> |

| | | | |
|--|--|--|--|
| | <p>Employment Benefits, the Board asked for a sunset date of 2019. It ended for any future employees going on the benefit.</p> <p>Following the same philosophy, staff's thought is to have the end date to allow employees the opportunity to utilize the benefit.</p> <p>Pam's recommendation is to continue to allow the 25 employees still on staff that transferred from Salt Lake County in 2013 access to this benefit. There are 22 in Tier 1 and three in Tier 2. The sunset date could potentially be 2042 for someone who went right to the 30 years and would not use the benefit. It would still be available for someone at 25 years and wanted to buy out the remaining five. They could cash out their sick leave accrual and receive \$5,000 per year from the District, up to five years, totaling \$25,000.</p> <p>This could be very expensive for an employee. The percentage could range from 18-50% of their annual salary. It is unknown if an employee could use this benefit, depending on their situation.</p> <p>Hazel then explained a buy-out as when a participant in URS has the opportunity to retire earlier and receive a larger monthly pension by purchasing additional years of service. For example, if she had 25 years of service in URS and wanted to buy five years so her retirement pension would be based on 30 years of service. URS has an on-line calculator where Hazel used \$50,000, \$55,000, and \$60,000 wanting to purchase five years, it was approximately \$75,000 to purchase five years, approximately \$15,000 per year, all due up front.</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>Pam replied to Board Member Gray that it has been a long time since this benefit was last utilized. The case that stands out is an Equipment Operator that wanted to retire and utilize the OPEB at 27 years in 2019 but could not afford to buy out the 3 years even with cashing out sick leave and the \$5,000 [from the District].</p> <p>Pam went on to say that the only reason not to end the benefit entirely isn't because people can't utilize it, it is that there might be a case that someone could by cashing out their sick leave and the \$5,000.</p> <p>Board Member Gray commented that even with the likelihood most people could not use it, they want to have the option, and Pam added that some of those 25 employees would see this as a take-away.</p> <p>Board Member Gray asked Pam which option she prefers, and why. Pam replied her preference is to keep it available to all 25 employees to honor this benefit that carried over when WFWRD left Salt Lake County and for those that are aware of it and may be able to use this benefit.</p> <p>Board Member Ohrn stated that we know there are only 25 eligible employees, we could put some money aside, possibly a small percentage. \$25,000 for 25 people is not realistic, but a reasonable percentage for people that may take it.</p> <p>Board Member Zuspan commented that when calculating future liability, part of URS is the requirement to be [age] 55 to meet some of the standards. You can then create a smaller pool of those 25 [employees] and create the liability. When he</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>talked to Pam and asked some of these questions, it is very expensive to buy out five years in order to move up in the retirement bracket, and you have to live a long time to capture a dollar.</p> <p>Vice Chair Shelton asked to be reminded of the scenario. Pam replied that an employee would get \$5,000 per year and were able to hit the full five years, and contribute any unused sick and vacation leave, it would cost them \$15,000 per year for Hazel's \$50,000, \$55,000, and \$60,000 salary scenario.</p> <p>Board Member Gray asked if an employee could do payroll deductions and Pam replied the best approach is if they have their own savings account rather than add administrative work for the District.</p> <p>Paul added that an employee would have to be 59 ½ to have it taken from their 401(k). This has been discussed in years passed and we have to be careful because we can't ask employees, but it may be a little more likely in the future. It may be \$25,000 for one or two people. Another thing to consider is the average salary of \$55,000 that Hazel used in her scenario. The number increases significantly if the salary is \$100,000.</p> <p>Paul went on to say that he does not feel that many people will use the benefit, but a few may. Our concern is cutting the benefit off for them when they have worked here 15-20 years and that was part of the commitment. He struggles to make current promises based on 20 years in the future. He supports capping the amount and continue to look at the likelihood of potential usage.</p> | | |
|--|--|--|--|

| | | | |
|---|--|--|--|
| | <p>Board Member Gray asked if, as Board Member Ohrn mentioned, it is possible to come up with an estimate for the budget. Paul replied that estimating the number of the 25 eligible employees would be difficult. Board Member Gray stated that even if you estimate three, and six use it, you're still better off than nothing.</p> <p>Paul agreed that is what we want to do, especially as they approach the 25-year mark. Board Member Ohrn added that if we start now, the budget accrual could be smaller. Vice Chair Shelton stated that it could be revisited annually, and Board Member Gray supported Pam's recommendation for keeping it for the 25 employees.</p> <p>Board Member Hales stated that they have this in Murray as well, no one uses it anymore, but they didn't want to take it away.</p> <p>Paul added that the likelihood has decreased because when he joined WFWRD, the average driver wage was \$19.00 to \$20.00 per hour. Now it is \$28.00 per hour, and the \$5,000 benefit did not increase and has not increased in a very long time.</p> <p>Pam commented that in research, Salt Lake County has the benefit as well and has not increased the \$5,000 per year.</p> | | |
| <p>4.4 Open and Public Meetings Act Training, Rachel Anderson, Legal Counsel <i>(Information)</i></p> | <p>Rachel introduced herself and explained that as WFWRD Board Members and elected officials, they are required to receive this training annually. It doesn't have to be from WFWRD, but the easiest way for us to know it is done is to provide it.</p> <p>Rachel reported that the information in the packet is a little out of date as of last Friday due to the passing of</p> | | |

| | | | |
|--|--|--|--|
| | <p>HB (House Bill) 36. The changes made in the bill do not change the purpose of her outline, but some of the definitions have been revised and she will point them out as she goes along.</p> <p>She began with the purpose of the Open and Public Meetings Act is political subdivisions exist to aid in the conduct of the people’s business and it is the intent of the Legislature that political subdivisions take their actions openly and conduct their deliberations openly. This statute is similar to those across the country and is standard for open and public meetings for government entities.</p> <p>The Key Definitions section is changing a bit, but in general, a meeting means the convening of a public body, which now says “gathering”, with a quorum present, typically meaning over 50%, that is convened by an individual with the authority to convene the public body and following the process by law for convening the public body with the express purpose of acting as a public body to receive public comment on relevant matters, deliberate about relevant matters and to take action on relevant matters.</p> <p>Rachel explained that the wording is much clearer, and there used to be a lot of back and forth about whether certain meetings were included such as workshops and executive sessions. The point is, if you are a public body and are not in a meeting but are talking about relevant things, it could be a meeting, it doesn’t matter what you call it. They seem to have taken away all the fluff, it’s still a public meeting and the intent is the same.</p> <p>Highlights included:</p> | | |
|--|--|--|--|

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> • Training is required and the Board Chair must ensure that the members of the body receive training every year. • All meetings are open to the public unless it is closed and must have a posted notice at least 24 hours in advance. Meetings outside of a normally scheduled meeting, such as a special meeting, must also have 24-hour notice. • All meetings must have an agenda that provides reasonable specificity of the topics to be discussed and each topic must have its own agenda item). As long as the topic is listed on the agenda, action can be taken. For example, there was an item on our agenda today listed as “informational”, but the Board ended up taking a vote which is fine, as long as the topic was listed on the agenda, motions can be taken. The thought there is that it is the Board’s purview to make motions. We can’t predetermine what motions will be made. Even though some items are expected to be action items or informational, it is the Board’s authority to make motions on any item listed on the agenda. • All public bodies are required to post their annual meeting schedule. They can be changed as necessary, for instance, the Board typically cancels the December meeting. They must be posted on the Public Notice Website. • At the discretion of the Board Chair, the public body may discuss a topic raised by a member of the public, which was not on the agenda, but no final action may be taken on that item. For example, during the public comments portion of the Board Meeting, a member of the public might raise an issue that induces discussion by the Board. This states that it is not illegal, but no decisions can be made, at the discretion of the | | |
|--|---|--|--|

| | | | |
|--|--|--|--|
| | <p>Board Chair. Public comments are taken under advisement.</p> <p>Board Member Gray asked how often there are public comments at the WFWRD Board Meetings. Rachel and Pam replied that it is not very often. Maybe one or two times a year a resident will have an issue, tell Pam they are going to attend the meeting, but don't. Their issues are typically resolved after speaking with Pam or members of the Board. Rachel does not see it as a sign of bad democracy that people do not attend the meetings.</p> <p>Board Member Ohrn stated that each Board member represents a lot of people and have been asked to take items to the Board. Rachel believes that it is working the way it should.</p> <ul style="list-style-type: none"> • Emergency meetings can happen with less than 24-hour public notice for a true emergency. The public body must give the best notice practicable of the time, place, and topics of the meeting. An attempt must be made to notify all of the members of the public body, which is not as difficult now with electronic communication, and a majority of the members must approve of holding the meeting. • Rachel has never encountered a situation that constituted an emergency. Typically, it can be done within the 24-hour notice period, and she cautions her clients about emergency meetings. The manager [Pam] already has the authority to act in an emergency situation. <p>Board Member Hales (Murray City) stated that the question of what defines an emergency was asked just last week. Rachel commented that it could be a natural</p> | | |
|--|--|--|--|

| | | | |
|--|---|--|--|
| | <p>disaster, for which response systems are already in place.</p> <ul style="list-style-type: none"> • Minutes and audio recordings must be kept of all open meetings and include the Board members present and absent, the substance of all matters proposed, discussed, or decided, and the name of each member of the public who provided testimony or comments. • Minutes must include discussions, more than a record of votes. Someone must be able to be read and understand what was discussed. The record of the votes must be accurate, who voted for what, and include any other information that is a record of the proceedings that any member requests to be entered in the minutes. • All minutes are permanent public records and must be posted. Catarina clarified that recordings are also posted and are to be kept for three years, then destroyed. • Pending minutes must be made available to the public within a reasonable time after holding the open meeting, which is a requirement for districts only. Cities and counties have more stringent requirements to post within a certain number of days. • Minutes must be approved by the Board, which is always an agenda item. • Closed meetings may be held if a quorum is present, two-thirds of the members that are present vote to approve closing the meeting. There is always a place holder on the Board agendas for a closed session. <p>Rachel replied to Board Member Hales' question that as long as an item is listed on the agenda and qualifies,</p> | | |
|--|---|--|--|

| | | | |
|--|--|--|--|
| | <p>the meeting can be closed. The agenda does not need to state an item as closed as the Board must vote to close the meeting first. Rachel went on with the keys points as follows:</p> <ul style="list-style-type: none"> • No action can be taken during a closed meeting, it is discussion only. Action items must be done during the open meeting. • Allowed purposes of closed meetings include discussing the character, professional competence, or physical or mental health of an individual such as an employee review or a personnel matter, the sale or purchase of real property, pending or reasonably imminent litigation, collective bargaining, investigations of criminal conduct. • Rachel stated that most of those items don't occur often. Personnel, real property, and litigation are the top three in her experience. • A separate recording of the closed session is required, although minutes are not. A recording is not required if the purpose of the closed session is to discuss a personnel matter. • Electronic meetings have changed significantly since COVID when everything was electronic. There were provisions about health concerns, but now electronic meetings are an everyday option, providing the Board has an electronic meeting policy, which we do. • Previously, an anchor location was required for members of the public, but that requirement was removed providing they also have access to the electronic meeting. Members of the public can request an anchor location within a certain number of days before the meeting. • Chance or social meetings and electronic messages has not changed significantly with the new bill. It | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>previously read that chance gatherings and social gatherings are not subject to the Open and Public Meetings Act but can't be used to circumvent the law. It will now read that "a quorum cannot act together outside of a meeting in a concerted and deliberate way to predetermine an action", for example, a holiday party.</p> <ul style="list-style-type: none"> • Nothing in the Act shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting. In other words, the Board is prohibited from texting or emailing each other during a meeting. No side conversations are allowed. • Outside of a meeting, you are expressly allowed to communicate electronically. This includes an email to the entire Board, however, we don't want discussions to occur, and no "reply-all". <p>Board Member Stringham asked if it is still allowed for on-line participants to text requesting permission to speak, or are having technical difficulties, etc. Rachel responded yes, and that it is typically a text to a manager. Vice Chair Shelton referenced it as a digital way to raise your hand.</p> <p>The last point Rachel covered was penalties:</p> <ul style="list-style-type: none"> • A person may be removed from a meeting if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised. While we have not experienced this before, just because it is an open and public meeting does not mean members of the public can come in and be disruptive. It is not against the Open and Public | | |
|--|--|--|--|

| | | | |
|---|---|--|--|
| | <p>Meetings Act having someone removed who is being disruptive.</p> <p>Vice Chair Shelton then asked to return to Item 1, and Catarina performed Aaron Dekeyzer's oath of office.</p> | | |
| <p>4.5 General Manager's Report, Pam Roberts <i>(Information/Direction)</i></p> | <p>Pam asked to do an introduction of staff for the new Board members and new staff. Staff introduced themselves and explained their roles.</p> <p>Pam began her report with a photo of a new truck and the fact that WFWRD has not had a new truck arrive for two years, although were ordered in 2022-2023. 12 trucks are currently on order, and two have arrived.</p> <p>She reviewed WFWRD's mission to "provide sustainable quality integrated waste and recycling collection services for the health and safety of our community...because not everything fits in the can", and vision of "a sustainable organization that provides for the welfare of our communities."</p> <p>Pam explained that one of WFWRD's main goals is to try to sustain a high level of employee satisfaction. We have wanted to do an employee satisfaction survey for a while, and we have the chance with Hazel hiring on staff with her stellar experience and expertise. It is important to have a "third party" HR Manager, or an outside firm administer the survey and have it totally confidential. An outside firm conducted a survey in December of 2021.</p> <p>Pam gave a big shout out to Hazel for conducting the mini survey that was launched January 18-31. At that time there were 93 employees and 52 responded, which is a 56% response rate.</p> | | |

| | | | |
|--|---|--|--|
| | <p>Some of the highlights from the survey were:</p> <ul style="list-style-type: none"> ❖ 83% of the respondents agree that the organization provides adequate information concerning their daily duties and expectations. ❖ 77% of the respondents agree that their direct Manager makes efforts to keep them informed. ❖ 73% of respondents agreed that they feel secure in their job. ❖ 73% of respondents agreed that their Manager and the organization provide adequate information concerning their daily duties and expectations. <p>30 of the 52 respondents left comments. Here is a summary:</p> <p>Compliments: Staff are thankful for the COLA and benefits. They feel secure in their job and the work life balance.</p> <p>Recommendations: Communication is always a challenge we try to tackle. Most of the staff are out in the field providing services so we ask how we can communicate with them better. There were recommendations to strengthen our GPS systems rather than using paper maps.</p> <p>Pam explained that the photo was taken during a recent re-route and route bid where drivers ask for certain routes beginning with the Lead Equipment Operators, then it goes by seniority.</p> <p>Board Member Gray asked what constitutes a desirable route. David Ika, operations manager responded that it is a combination of things such as the service area and terrain. Pam stated that this re-route</p> | | |
|--|---|--|--|

| | | | |
|--|--|--|--|
| | <p>included service day changes for Emigration, Copperton, and a large portion of Kearns and a section of Millcreek. The formula was based on tonnages when previously it was the number of homes. It was a big shift as to what could be managed each day.</p> <p>She went on say that she appreciates the WFWRD Google Drive as a means for employees to access information that Renee Plant developed. Catarina populated it with minutes from all the internal team meetings that a driver can access through a QR code. It also includes “Trash Talk”, WFWRD’s monthly employee newsletter, and all of the Standard Operating Procedures. They can reach out with questions to management who have always had open-door policies.</p> <p>Hazel stated that she has early morning office hours on Thursdays, she comes in at 6:30 a.m. to be available to drivers that have questions or want help with benefits. She replied to Board Member Ohrn’s question that yes, some staff take advantage of her being in early.</p> <p>Board Member Gray commented that the recommendation of “better training for employees and training on fostering a culture of compassion, respect and development” seems a bit red-flaggy. Her concern is that people are feeling that compassion, respect and development are marginalized.</p> <p>Pam replied that is the desired culture that management wants and has identified. There were other events around the same time as the survey. One of them was that several employees were very upset about the seniority piece, and there are stipulations and standards related to corrective actions. Some benefits may be lost or set aside if someone has a performance</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>issue. The other issue raised by employees relates to promotions. There were hiring decisions that were made that were not popular. Pam believes that contributed to those comments. There was also a comment about feeling safe to speak up. She would be shocked if anyone in the organization doesn't feel comfortable speaking up, especially after the last recognition celebration where awards are presented, she buys breakfast, and gives our team a forum to speak up.</p> <p>Pam stated that Shane Norris spearheads the safety trainings which gives them another forum as well. During Shane's vacation Hazel did training on dealing with bullies at work, gossip, and rumors and how that can harm the team and organization. There were a lot of employees during the recognition celebration that were very upset and made it known. We never made it to presenting the awards, which is just fine. She said that employees let her have it with their frustrations about the recent changes. Pam stated that she apologized that there was a lot of change at once, and that she heard them.</p> <p>Board Member Gray asked if employees felt safe talking about it. Pam replied that she thinks they do, especially now, and that she thanked each and every one of them for speaking up. She apologized for too many changes all at once.</p> <p>Board Member Gray also asked Pam if she thought that helped and they felt heard and helped calm some tempers. Pam responded that it seemed to.</p> <p>Pam gave kudos to the managers David Ika, Sione Tuione, and Justin Tuft who met with those that were</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>very vocal to talk it out and discuss how to make the goals work while taking care of the employees and allowing them to have a say in how best to meet our goals.</p> <p>Board Member Ohrn commented that if they can't feel comfortable speaking up in a group, the offers of private one-on-ones with Hazel allow for both types of personalities to be heard.</p> <p>Pam thanked everyone for the questions and continued with her report on the hazards of waste and recycling collections and what is called a hot load. A hot load took place in a truck and at the compactor in the Town of Brighton during the month of January.</p> <p>Pam explained that in the case of the compactor, it was very likely caused by hot ashes from a fireplace that were dumped and WFWRD was very thankful the compactor had just been emptied the day before. The potential for the damage was luckily mitigated by not having too much "fuel" for the fire.</p> <p>She went on to say that the truck in the photo was the worst situation she has seen in her 17 years in the industry [with WFWRD] with a hot truck load. There are different contributing factors, part of which was the truck was in the middle of a neighborhood. Shane and the Supervisors do a great job of training the drivers on what to look and smell for with a hot load. The truck was a recycling truck and the driver reported he smelled smoke, walked around the truck but didn't see any signs of smoke. It was a cold day in January and thought it might have been from a fireplace. The fire can take off quickly in a recycling truck, which is what happened, right in the middle of a neighborhood.</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>Pam stated that drivers are trained to immediately leave a neighborhood and find an empty parking lot, preferably a park because it's the biggest, dump the load, and call 911 or have a Supervisor call 911 to notify them where they are going so they can extinguish the load. The main thing is to get the debris off the truck. That could not happen in this case, and the Millcreek UFA responded quickly. They extinguished the fire as much as possible until the truck could be taken to the Public Works yard off Wasatch Boulevard. They cut the hole in the side of the truck to put the hose in to extinguish the flames. It smoldered for hours and hours.</p> <p>Pam stated that our team believes it was a battery that a resident either didn't know it didn't belong in the recycling can, or it was unknowingly discarded in the recycle can. Residents may not understand that batteries are not accepted in either [curbside] can but can be taken for household hazardous waste (HHW) at either landfill. Murray City also has a public works shop where HHW can be taken. Unfortunately, it was the perfect storm for a truck fire, and we are very glad the driver and by-standers were unharmed. The main concern was to ensure our driver and everyone's safety.</p> <p>Pam explained that the CNG tanks are on top of the truck and for any type of pressurized gas tank, are designed to off-gas if it becomes too hot. In this case, there was a big noise and a whistle, but the tanks were not exploding. While Pam hasn't seen any resident videos, it may be educational to get a hold of them. She again expressed her thankfulness that everyone was okay, and no bystanders or property were harmed. It was a concerning topic and happens more than</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>people realize. The information was shared in community newsletters to try to educate residents. McKenna has done a great job with WFWRD's website recycling page. The household hazardous waste section has pictures to click on, such as a gas can or battery, that will bring up a page showing where to take the items.</p> <p>Pam thanked the Board and continued on with House Bill 107 which affects all municipalities and haulers. She likes the bill and Rachel [Anderson], who also represents districts for the Utah Association of Special Districts, reached out to her to ask if WFWRD had any concerns. There were none as it is basically a reporting requirement for haulers to report to municipalities the amount of recycling collected on a quarterly basis.</p> <p>Pam asked Renee to open and walkthrough the WFWRD webpage to show the place holder under "About" and "District Statistics". Renee explained the information depicts all the services offered by the District. It is a general look at tonnages, number of loads, etc. The data is from the District's MIS (management information system) portal, and they are working on breaking it out for each municipality by the end of March.</p> <p>Board Member Gray asked if routes cross city lines. Pam replied yes, and the staff does a great job tracking tonnage data for each area/city. We already provide reports, and this will be publishing more data than what is already done at least quarterly for each area's tonnage and diversion rate through Catarina and McKenna's great efforts. Jorge Benitez is the master behind the management information system and tracks</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>the data, which Pam considers a work of art and an amazing tool.</p> <p>Board Member Ohrn commented that it is building on data already available, and Rachel added that there is a very common misconception that recycling is being picked up and taken to the landfills. This is proof of tonnages collected.</p> <p>Vice Chair Shelton stated that WFWRD obviously has to trash some recycling with contaminated loads, and Pam added that as a hauler, WFWRD won't take recycling loads to the landfills or transfer station. Except for the recycling materials that were on the truck that burned. It would be difficult to capture the amount of contamination that will go to the landfill, but staff may be able to do their best to guesstimate.</p> <p>Pam thanked Renee for the information. She then thanked David Ika and the Operations team for gathering the data for WFWRD's Financial Stewardship goal of trying to absorb increased costs as much as possible.</p> <p>The illustration depicts how Herriman City routes are run. Due to growth in the southwest, Herriman is run differently than other municipalities. It is run four days per week while others have one day or two service days in the case of Millcreek and now Kearns. The potential savings are over \$20,000 per year. In the past there were recycling truck drivers and garbage truck drivers. Now all six to seven drivers collect garbage first and take two truckloads to the Trans-Jordan Landfill. Then they all return to collect recycling, take one truckload to Rocky Mountain Recycling and</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <p>return to the yard rather than a few trucks going back and forth, which drives up costs.</p> <p>Pam explained that the hard part is that everyone wants to go help in other areas after they are done with Herriman. It hasn't been done this way the whole time because it is a challenge. WFWRD felt the pushback from change, some people want to be a garbage driver, others want to be a recycle driver. Change takes time as the recent example with employees expressing their frustrations.</p> <p>Board Member Ohrn commented that sometimes people may think it's only \$50,000, but every dollar from residents should be respected. \$20,000 [savings] is a big deal, every drop counts. She thanked staff for paying attention to the little details.</p> <p>Pam appreciated the compliment, and again thanked the operations team. She also stated that there are different fees for each dumping facility, and we work to reduce costs with this thought as well. She will bring that information to the next meeting to explain how pricing and proximity are considered.</p> <p>The next slide was an update on Momentum Recycling's food waste collections in the District. They are the contracted vendor who provides curbside glass services which is a separate subscription not sponsored by WFWRD. They approached WFWRD with a private food-based project in 2022. Pam presented the information to the Board and due to limited interest and it being so new, it was agreed to allow Momentum to provide this service and support them.</p> | | |
|--|--|--|--|

| | | | |
|--|---|--|---|
| | <p>They currently have 120 subscribers mainly in the east side of Millcreek. Now they want to expand. They have four-gallon buckets and charge \$13.00 per month by subscription, and they charge \$18.00 per month for a 16-gallon can. They have requested addresses for homes in the District. Names are not given because that is private information.</p> <p>The places they want to expand into are Millcreek, Holladay, and Cottonwood Heights to keep efficiencies with economy to scale. They report having another 163 residents who have expressed interest in the program.</p> <p>The intent of this update is to report what is happening and ensure the Board still feels comfortable with the arrangement. Staff do not wish to get involved at this time. If WFWRD were to do so, we would follow the same partnership like with curbside glass collections, providing the billing mechanism, and possibly the cans. Residents would have to pay the can start up fee.</p> <p>Pam's recommendation is to continue on the way it is now, continue to monitor information they provide, and we would provide information on social media to help promote this service.</p> <p>Vice Chair Shelton would love for them to come talk about the program with the Board and learn more about it. He believes it is great coming along with new, different things, handling waste the way we do, and being more responsible for it.</p> | | <p>Pam to request that Momentum attends the March Board Meeting.</p> |
|--|---|--|---|

| | | | |
|--------------------------------------|--|--|--|
| | <p>Pam replied that she thinks that John Lair, President & CEO of Momentum would love to come talk to the Board and agreed to ask him to attend the next meeting. She noted that everything they collect is taken to the Wasatch Resource Recovering facility in Davis County.</p> <p>There were no further questions or comments.</p> | | |
| 5. Closed Session (If Needed) | | | |
| | No closed session was needed. | | |
| 6. Other Board Business | | | |
| | <p>Board Member Schaeffer reported receiving an email from a Millcreek resident about the SCRP (Seasonal Container Reservation Program). He had mentioned to Pam that for customers that take the time to read their paper statements, WFWRD includes a line item stating that the SCRP program is a free service, and they are not being billed for it. This may take a lot of confusion away from a lot of people.</p> <p>Vice Chair Shelton said he also received an email about the SCRP, and Pam handled it much better than he would have-it can be confusing to people.</p> <p>Board Member Ohrn asked if the request is to put a line item to explain it is part of the service provided. She hesitates to use the term “free service” because it’s not. Vice Chair Shelton and Board Member Schaeffer agreed that adding verbiage would be good to help eliminate confusion.</p> <p>Renee commented that she and Sione updated the verbiage on the SCRP postcard slightly referring to the program as “complimentary”. She also likes “at no additional fee”.</p> | | |

| | | | |
|--|--|--|--|
| | <p>Vice Chair Shelton asked to also include a reminder about landfill vouchers. People seem to forget about them.</p> <p>Pam agreed these are good suggestions and she will go back with Paul and the team to determine the best way to include this requested information. We could also list Christmas trees and leaf bags which are additional services.</p> <p>Pam clarified that the resident's email was not sent to every Board member, so she included the one's who received it in her reply explaining the change was due to staffing shortages.</p> <p>There was no other Board business.</p> | | <p>Pam to work with the accounting team on options and recommendations to report back at the March Board Meeting.</p> |
| 7. Requested Items for the Next Board Meeting Monday, March 25, 2024, 9:00 a.m. | | | |
| | <ul style="list-style-type: none"> Request Approval to Reallocate/Reclassify Two Part-time Customer Service Representative Positions to One Customer Service Representative FTE. <ul style="list-style-type: none"> Pam explained the intent is to try to define the current state of staffing, implementing avenues for residents to communicate with WFWRD on-line, emails, and phone calls. There is a high volume of calls, especially around the time of year when the SCRP is underway. Even though the service delivery lasts for six months, the process and administrative customer service functions last for about eight months. Renee added that the information will include a financial analysis, and the difficulties recruiting and retaining part-time customer service reps. We are utilizing a Manager role to cover the gaps, and there is currently a part- | | |

| | | | |
|-------------------|---|--|--|
| | <p>time employee who very much wants to go full-time.</p> <ul style="list-style-type: none"> - Pam commented that it is a right-sizing of customer service resources. • General Manager's Report • Visit from John Lair, President & CEO of Momentum Recycling | | |
| 8. Adjourn | | | |
| | Board Vice Chair Shelton entertained a motion to adjourn. | <p>Motion to Adjourn: Board Member Gray</p> <p>Second: Board Member Hales</p> <p>Vote: All in favor (no opposing or abstaining votes).</p> <p><i>Meeting end time: 10:41 a.m.</i></p> | <p>Approved February 26, 2024</p> |