

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

DATE/TIME	LOCATION	ATTENDEES
<p>Monday, November 18, 2024 6:00 p.m.</p> <p><b>Next Board Meeting</b> Monday, January 27, 2025</p>	<p>Public Works Building 604 West 6960 South Midvale, UT 84047</p>	<p><u>Board Members:</u>  Anna Barbieri (Chair)-City of Taylorsville, Greg Shelton (Vice Chair)-White City, Sherrie Ohrn-Herriman City, Keith Zuspan-Town of Brighton, Laurie Stringham-Salt Lake County (<i>arrived in Webex at 6:07 p.m.</i>), Robert Piñon-Emigration Canyon, Mick Sudbury-Magna City, Matt Holton-Cottonwood Heights (<i>arrived at 6:49 p.m.</i>), Patrick Schaeffer-Kearns City</p> <p><u>Participating Electronically:</u> Thom DeSirant-Millcreek City, Tessa Stitzer-Town of Copperton  Aaron Dekeyzer-Sandy City</p> <p><u>Excused:</u> Emily Gray-City of Holladay, Brett Hales-Murray City</p> <p><u>District &amp; Support Staff:</u>  Rachel Anderson, Legal Counsel  Pam Roberts, General Manager/CEO  Helen Kurtz, Finance Director/CFO  David Ika, Operations Manager  Matt Ferguson, Controller/Treasurer  Renee Plant, Administrative Manager  Sione Tuione, Residential Recycling Collection &amp; Sustainability Manager  Justin Tuft, Residential Refuse &amp; Special Services Collection Manager  Shane Norris, Safety &amp; Emergency Preparedness Coordinator</p> <p>Lisa Kelly, HR/Payroll Specialist  Catarina Garcia, Executive Assistant/Board Clerk</p> <p><u>Public:</u> Renee Roberts-Millcreek Resident, Michelle Paradise-Taylorsville Resident (<i>excused at 6:46 p.m.</i>), Jeffrey Hatch-Millcreek Resident</p>

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

To be held Monday, November 18, 2024 at 6:00 p.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=mf1664bc9a6c3f66c99ad86d1aa0158bb>

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:** Anna Barbieri, Board Chair  
**Roll Call:** Catarina Garcia, Board Clerk

**1. Consent Items (*Approval Requested*)**

- 1.1. October 21, 2024 Special Meeting of the Board of Trustees Meeting Minutes
- 1.2. October 28, 2024 Board Meeting Minutes

**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](mailto:cgarcia@wasatchfrontwaste.org) before Sunday, November 17, 2024, 9:00 p.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. General Managers Report: Pam Roberts, General Manager (***Informational/Direction***)
  - 3.1.1. Year to Date Accomplishments and Cost Savings Efforts
- 3.2. Request Direction for Paid Time Off (PTO) Policy: Pam Roberts, General Manager, Hazel Dunsmore, HR Manager, and Helen Kurtz, Finance Director (***Approval to Proceed***)
- 3.3. Adoption of Amendments to HR Policies Sections on Separation from Employment: Pam Roberts, General Manager, and Hazel Dunsmore, HR Manager (***Direction/Approval Requested***)

3.4. Review the 2025 Tentative Budget Presentation and Fee Schedule: Pam Roberts, General Manager, and Helen Kurtz, Finance Director  
**(Informational)**

- Increase the fees associated with residential services, subscription curbside green waste, and trailer rentals. Add the option to rent a 14-yard roll-off container.
- Increase the fees associated with special and non-residential collection services.

**4. Public Hearing to Allow Comments on the 2025 Tentative Budget and Fee Increases**

- 4.1. Open the Public Hearing on the 2025 Tentative Budget and the Public Hearing on the Proposed Changes to the Fee Schedule: Anna Barbieri Board Chair
- 4.2. Citizen Public Input (public comments are limited to 3 minutes)
- 4.3. Board Comments
- 4.4. Close of the Public Hearing

**5. Continued Business Items**

- 5.1. Request to Proceed with Ordering the 2025 Capital Purchases for Side Load Trucks, and 2025 Budget Preparations: Pam Roberts, General Manager **(Board Action Requested)**
- 5.2. Confirm the Date for the Next Board Meeting & Budget Adoption scheduled for Monday, December 16, 2024, at 9:00 a.m.: Board Chair Barbieri **(Board Action Requested)**
- 5.3. Board Nominations for the 2025 Board Vice Chair: Board Chair Barbieri **(Board Action Requested)**
- 5.4. 2025 Board Meeting Calendar: Catarina Garcia, Board Clerk **(Adoption Requested)**

**6. 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.*

**7. Other Board Business**

*This time is set aside to allow Board Members to share and discuss topics.*

**8. Requested Items for the Next Board Meeting and Public Hearing, Monday, December 16 2024, at 9:00 a.m.**

- Adoption of the 2025 Budget and Fee Schedule, Resolution 4432, and Exhibits
- General Manager's Report
- Adoption of Human Resource Policies for Paid Time Off (PTO)

- Adoption of Resolution 4433 Recognizing Trace Sondrup, Quality Assurance Inspector Retiring after 21 Years
- Monday, January 27, 2025, Meeting:
  - Board Chair Succession and Vice Chair Formal Appointment
  - 2024, 4th Quarter Financial Report
  - General Manager's Report

## **9. Adjourn**

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>Call to Order / Roll Call</b>			
	Board Chair Barbieri called the meeting to order, and Catarina conducted the roll call.		
<b>1. Consent Items (<i>Approval Requested</i>)</b>			
1.1 October 21, 2024 Special Meeting of the Board of Trustees Meeting Minutes 1.2 October 28, 2024, Board Meeting Minutes	There were no questions or comments on the minutes.	<b>Motion to Approve:</b> Board Member Ohrn <b>Second:</b> Board Member Sudbury  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Approved November 18, 2024</b>
<b>2. Meeting Open for Public Comments (<i>Comments are limited to 3 minutes.</i>)</b>			
	Board Chair Barbieri welcomed a member of the public forward to comment.  She introduced herself as Michelle [Paradise] from Taylorsville City. She voiced her opinion about reading the news of the proposed increased fees for next year. She was a bit disappointed to find out only the news of this meeting in the Taylorsville newspaper. She would like to see those types of notices also on billing statement. She calculated the increase of \$6.50 per month as \$78.00 per year, roughly a 33% increase which is disastrous trying to make ends meet where other costs of living are already so high. She understands there are costs in maintenance things and proposed maybe going back to picking up recycle once every other week instead, to save costs. That was all she had to share.		

	<p>Board Chair Barbieri welcomed her to the meeting and expressed her appreciation for her voice and for reaching out. She informed her that is a proposal that has been discussed and thanked her again.</p> <p>There were no other public comments and Board Chair Barbieri closed the meeting for public comments and moved on to the next item.</p>		
<b>3. Business Items</b>			
<p>3.1 General Managers Report: Pam Roberts, General Manager <i>(Informational/Direction)</i></p> <p>3.1.1 Year to Date Accomplishments and Cost Savings Efforts</p>	<p>Pam greeted everyone and stated that it is always a pleasure to be here with them. She requested that staff introduce themselves as she believes that no leader does anything alone. It has taken a team to review the accomplishments for this year, what we want to do next year, putting the tentative budget together, and all the options we have reviewed to try to curb costs.</p> <p>The following staff introduced themselves: Shane Norris, Safety Coordinator, Matt Ferguson, Controller/Treasurer, Dave Ika, Operations Manager, Sione Tuione, Sustainability &amp; SCRP Manager, Lisa Kelly, HR/Payroll Specialist, Hazel Dunsmore, HR Manager, Helen Kurtz, Finance Director, Pam Roberts, General Manager, Rachel Anderson, Legal Counsel, Renee Plant, Administrative Manager, and Catarina Garcia, Executive Assistant/Board Clerk.</p> <p>Board Chair Barbieri thanked staff on behalf of the Board stating that this could not be done without all of their combined efforts and great attitudes, doing such a great job and making the Board's job pretty easy.</p> <p>With that, Pam began her report with WFWRD's Vision: A sustainable organization that provides for the welfare of our communities. Our Mission: Provide sustainable quality integrated waste and recycling</p>		

collection services for the health and safety of our community...She noted that we have added services over the years “because not everything fits in the can”. Our Desired Culture: Compassion, Respect and Development.

She kicked off with the 3rd Quarter Employee Satisfaction and Engagement.

- We formed an Operations Excellence Committee (EOC) in September. Members include Equipment Operators who represent our front-line employees and Renee Plant, our wonderful Administrative Manager, is the facilitator. The main purpose is to bring forward ideas of how to improve operations, morale, and anything we can do as a leadership team.
- We put out an RFP for health insurance brokers and hired Alliant Insurance Services. She gave a shout out to Hazel who has worked hard with them, and stated how nice it is to have a firm that is so engaged, who will work with us, and fight for us. The results are that there are no health insurance premium increases for 2025! This came as a shock because at a minimum we were expecting a 9% increase. Hazel also reviewed our benefits and found one that was not being utilized. It will be discontinued and save \$10,000 per year.
- Two new Equipment Operator Apprentices started (Juan and Arturo), and both passed their CDL tests after the initial training with Jason Walk [training coordinator]. There were over 20 applicants. This is a result of “Grow Your Own Drivers” and has helped with recruitment and retention.
- Matt Ferguson, Controller, spearheaded the implementation of a new timekeeping system on October 21<sup>st</sup>. Lori McAllister, Payroll Technician,

	<p>was also part of this team effort. WFWRD will save approximately \$9,000 per year by discontinuing with the previous vendor (Kronos). We shifted to Caselle, our database for G/L, billing, etc.</p> <ul style="list-style-type: none"> <li>• Pam thanked the Board again for approving the cement work at the fuel island and showed a drone picture of the completed work.</li> </ul> <p>Pam continued on with Environmental Stewardship, which has been one of WFWRD's goals prior to when she started in 2007.</p> <ul style="list-style-type: none"> <li>• We have rolled out services, so residents have a means to divert waste from the landfills and reuse those materials. We have a 17% diversion rate through the third quarter.</li> <li>• There are nearly 12,000 green waste subscribers, of which, 298 have second cans.</li> <li>• Over 2,000 Curbside Glass Subscribers</li> <li>• Six Central Glass Sites</li> <li>• The average disposal fee for garbage is \$35.66 per ton. (SLV Transfer/Landfill and TJ Landfill), the highest being at Trans-Jordan at \$41.00 per ton.</li> <li>• The average processing fee for recycling is \$38.00 per ton.</li> <li>• Green curbside is \$17.00 per ton and will increase to \$20.00 per ton in 2025. This is part of why we need to increase the green waste subscription fee.</li> <li>• Pam gave a shout out to James Kelsey, Sustainability Coordinator, and Kevin Ungerer, and Trace Sondrup, Quality Assurance Inspectors, for looking at problem areas with high recycling contamination rates. There was a neighborhood with a 40% contamination rate. They did a push for education going door-to-door and reduced the contamination rate from 40% to 8%. This 92%</li> </ul>		
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	<p>clean rate is one of the best. She showed an infographic of some of the education that James pushes out on our social media.</p> <p>Pam then reported on Customer Satisfaction and Engagement.</p> <ul style="list-style-type: none"> <li>• The team conducts bi-annual inventory checks to prevent multiple cans at residences, ensuring accurate billing.</li> <li>• Walt Lake, Container Specialist Supervisor, and his team do checks for additional cans that we are not billing for, resulting in over \$11,000 additional revenues over the last two years. This will continue into 2025. Though it may not seem like much, every little bit helps.</li> <li>• Through the streamlining of the SCRP reservation process, there is significant reduction in web development costs of \$18,000.</li> <li>• Jean, an employee at the Draper Library, delivered 60 homemade hot and cold therapy corn bags for our drivers to make sure they are taken care of and show her appreciation for their great work and dedication.</li> </ul> <p>Regarding the significant reduction in web development costs, Board Chair Barbieri asked if there was an in-house person or if we contract out for web development. Renee replied that we pay our vendor who helps create website, and Yael, Customer Service Manager, has learned how to do a lot of the behind-the-scenes things which has saved a ton of money in the past year. When one thing breaks, it breaks a lot of stuff, so she figured out how to make it work which saved a lot of money. We are in the process of looking for a less expensive type of vendor to help us keep updated with security.</p>		
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Board Chair Barbieri commented that it is probably running very smoothly now. Renee agreed, Yael is all over it every day. Even at midnight during SCRP season, Yael wakes up at midnight, goes in there and makes sure that everything works; answering customers via chat, so we have one dedicated employee.

Board Member Stringham asked when we are spot-checking garbage cans, in her neighborhood sometimes we will miss one side of the street, everybody runs out and helps others pull cans to the other side of the street and sometimes all the cans end up on one side of the street, are we making sure the cans have addresses on them? Pam replied that it is a check and double check to ensure that can is at the house and is being used by that particular resident. Board Member Stringham replied yes, that helped, she just wants to make sure they aren't being charged for an extra can because she didn't get hers out in front of the house in time. Pam said we are very careful to not erroneously bill anybody.

With no other questions, Pam moved on to the Voucher Program Paperless Transition, showing we are controlling the distribution of the vouchers with the QR code online. The cost savings over last year is \$41,000, and she showed the voucher usage per municipality.

Pam then continued with Operational and Administrative Efforts to Reduce Costs.

- Customer Service Representatives during the “slower” times are reviewing videos. When a customer calls to report a missed can or street, they

	<p>will review the dash cam footage to see if the customer's can was out and determine if it is a true miss. If so, we will schedule a "go-back", if not, we let the resident know we are sorry, your can wasn't out, or we did dump your can, and we can't come back and do it again. This will reduce unnecessary miles traveled going back saving an estimated \$150,000 annually.</p> <ul style="list-style-type: none"> <li>• If there is one single report of a go-back, yet we may have a missed street on the same day, even with a missed street, we are not going to go back the next day. It will be put on the go-back schedule. For example, areas in Millcreek get picked up on Tuesday and another on Friday. Obviously, we will not go back to those areas unless it is Tuesday or Friday. For Kearns and Magna, we will go back on Thursday when we are in Taylorsville. We strive to be as efficient as possible.</li> <li>• For increasing recycling tons per load, we know we can pack a little more on the trucks, and by doing so, Sione and David have estimated that if it is even just a quarter ton or a little less, we are anticipating an estimated savings of \$65,000 per year with fewer trips and miles traveled. At \$12.00 per mile fully loaded (wages, overhead, expenses, etc.), we will do anything possible to save miles. That is our biggest cost reduction.</li> <li>• We have balanced workloads to reduce cross-District travel, similar to go-backs, and are anticipating an annual savings of \$25,000.</li> <li>• We have redesigned the computer replacement schedule for administrative staff and increased cascading rather than new computers for positions not as dependent on them, saving approximately \$3,500 in 2024.</li> </ul>		
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	<p>Vice Chair Shelton asked if we know the total dollars saved in the above areas. It would be nice to see the whole shebang in all the cost savings efforts we are doing.</p> <p>Board Member Ohrn commented that it is important too that even if you think it's only \$3,500 [saved], every dollar is efficiency. As long as it's not costing \$4,000 to save \$3,000.</p> <p>Board Chair Barbieri thanked staff for a job well done.</p> <p>(Board Member Stringham arrived in person at this time.)</p>		
<p>3.2 Request Direction for Paid Time Off (PTO) Policy: Pam Roberts, General Manager, Hazel Dunsmore, HR Manager, and Helen Kurtz, Finance Director (<i>Approval to Proceed</i>)</p>	<p>Board Chair Barbieri turned the time over to Pam, Hazel, and Helen to review the request for the direction for the paid time off policy.</p> <p>Pam explained that this is one of the things she has been wanting to do for years. The vision was to do it after we left Salt Lake County but there were too many competing priorities, and we had staff turnover. This seems to be the perfect time because we have other municipalities that have gone from two separate sick leave and vacation balances and do a combination in PTO. The two separate accrued balances are nice for employees however, they are very clunky and sometimes difficult for employees to even know what they have available trying to keep track of sick leave and vacation. The current vacation cap is 320 hours per year. Helen and Hazel will review the new accruals.</p> <p>Hazel and Lori McAllister were asked to look at other municipality's models. Lori was able to contact</p>	<p><b>Motion to Proceed:</b> Board Member Zuspan <b>Second:</b> Board Member Stringham</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<p><b>Approved November 18, 2024</b></p>

Cottonwood Heights, Taylorsville City, Helen let us know about Sandy City's model, and we looked at West Valley City as well, to try to find one that we could tailor to fit our employee's needs to reduce future liability. The biggest liability is that sick leave has no cap. There are employees that have been here for decades, the highest of which has approximately 1,400 hours of accrued sick. The only way employees can use sick leave is if they use that bank at 100%, or if a bank that is saved up, a policy we kept with us [after leaving Salt Lake County], is when an employee retires from the District, sick leave is cashed out at 25%. The model we have has been tailored and benefits the District in the long run by reducing liability, and still giving the employee a healthy benefit.

Hazel presented the proposed amendments to the leave policy converting to paid time off (PTO) with the following highlights:

- Current Vacation is accrued as follows:
  1. Service Date through year 8: 3.70 hours per 80 hour pay period
  2. Years 9 through 16: 5.54 hours per 80 hour pay period
  3. Years 17 and above: 7.39 hours per 80 hour pay period
- Current Sick Leave accruals:
  1. 3.70 hrs. per 80 hour pay period. No maximum cap.
  2. New proposed accruals will include 50% of the 3.70 hrs. at 1.85 hours towards PTO accruals.
- The goal is to shorten the number of years it takes to move to the next tier for PTO accrual.

<ul style="list-style-type: none"> <li>• The current vacation leave balance cap is 320 hours. We wish to add increased caps as employees move through each tier.</li> </ul> <p>Hazel added that Helen, as Pam said went through a conversion recently at Sandy City and she has provided valuable insight for this model.</p> <p>Helen explained the proposal to shorten the number of years to move from tier to tier from every eight years to every five years.</p> <p>PTO accruals will be everything they are getting for vacation plus half of sick leave.</p> <ul style="list-style-type: none"> <li>• 5.6 hours per pay period for the first five years</li> <li>• 7.5 hours per pay period for the next five years (06-10) and,</li> <li>• 9.5 hours per pay period starting on the first day of the 11<sup>th</sup> year</li> </ul> <p>The current cap on vacation hours is 320. If an employee has more than 320 hours in their accrued bank on December 31<sup>st</sup> of every year, the difference between the 320 and what they have is lost.</p> <p>As an employee moves from tier to tier, the cap also increases. The cap for the first five years remains at 320. Years 06-10 would be 350 hours, and years 11+ would be 380 hours. The reason is because now they are getting a little bit more, 1.85 hours in their accrual per pay period in their accruals. She noted that the tiered caps are a new approach requested by employees.</p> <p>Helen reviewed a table of current liabilities. There are currently 19,000 hours of accrued sick leave, and</p>		
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12,000 hours of accrued vacation leave, totaling \$1.2M of accrued leave. Sick leave calculated at 25% is \$192,125.00. Our current policy is to pay out 25% of unused sick leave when someone retires.

Board Member Ohrn asked what is done with accrued vacation at retirement. Helen replied that it is paid out at 100% of their balance.

Helen went on to review the conversions of current leave balances:

- Vacation balances will convert to PTO hour for hour; one hour of vacation will equal one hour of PTO.
- Sick leave is provided to support employees during times of illness, injury, or medical necessity, and is intended solely for health-related purposes.
- Sick leave is only paid under these circumstances or when an employee retires from WFWRD.
- Upon retirement, 25% of the unused sick leave balance at the time of retirement is paid to the employee.

She explained that there are a number of employees who are good stewards of their sick leave. At the time of calculation there were five employees with over 1,000 hours of sick leave. They are likely looking at retirement from WFWRD and that 25% payout at retirement.

There are six employees who have between 500-1,000 hours. 27 employees have between 100-499 hours. All others are below the 100 hour mark.

	<p>For the new PTO policy, unused sick leave balances will be frozen and no additional sick leave hours will be added.</p> <p>From there, we wish to allow employees to have the opportunity to choose from three options:</p> <ol style="list-style-type: none"> <li>1. Convert 25% of their current sick leave balance to PTO not to exceed their respective cap, an immediate benefit. The remainder of their sick leave is no longer available.</li> <li>2. Convert up to 25% of their current sick leave balance to PTO up to your new cap. Keep the remainder of the 25% not converted and have it paid to you upon retirement from WFWRD. This is a hybrid benefit-immediate and delayed. The remainder of sick leave is no longer available.</li> <li>3. Keep the full frozen balance, using it strictly for FMLA purposes, then cash out 25% of the remaining balance upon retirement from WFWRD, a delayed benefit. This is the only option where the remainder of sick leave is available to use, only for FMLA purposes.</li> </ol> <p>Board Member Ohrn asked why she would choose Option 1 instead of Option 2. Is it wrong if she takes Option 2, she would get 50% versus 25%?</p> <p>Helen replied yes, that is wrong. They are both only 25% of the balance. With Option 1 you take 25% straight to PTO. Option 2 is the regular 25% but only a portion of that would go to PTO. The remainder of the 25% we calculated would be held and used to cash out at retirement.</p>		
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Board Member Stringham then asked for further clarification on the two 25% options.

Helen replied that this is an option someone might choose if they were going to go over their cap if they convert their full 25% but still want the retirement benefit, but they also want the PTO conversion. The rest of the 75% is no longer available. The question is what to do with the 25%. In Option 1, the full 25% would be converted to PTO. In Option 2, you can convert UP TO 25%, so you might convert half of that, 12.5%. The remaining 12.5% would be held for pay out at retirement from WFWRD. She noted that this option was also employee-recommended. Board Member Stringham stated the information was very helpful.

Hazel then concluded that streamlining our leave system policy provides a more flexible system that benefits everyone. It is easier to manage for employees, Managers and administration. She reiterated the length of time would increase every five years instead of every eight years, to a maximum of 380 hours.

Board Member Ohrn asked what the associated costs would be to move to PTO. Helen replied that it is difficult to calculate the real costs, it will actually be a savings. It will reduce liabilities by cutting out half of the sick leave accrual. People will be using their PTO for all purposes. She also calculated that employees who have used more than half of their annual accrued sick leave will experience a benefit cut because we are only accruing half of the current sick leave accrual. Employees that are using less than half of their sick leave will benefit because that half is now going into

PTO and will be paid out on separation of employment regardless of what happens. Employees that use more than half of their accrued sick leave year-to-date have cost WFWRD \$165,000. If we had a PTO plan in place this year, we would not have paid that out. That is one calculation where she can show the actual savings.

Board Chair Barbieri commented that a lot of it depends on when and how they take it. Or if they take it.

Vice Chair Shelton asked if the \$1.2M is already calculated in our budget or if it is potentially an additional number. Helen replied that it is an additional liability, but we don't necessarily have it budgeted. Each year we make an entry to the liabilities and the offset is in the operating statement, and it is not a cash item.

Pam added that in the past we have looked at about 10% of the overall personnel budget as a liability, but it actually would be a little lower and it is also combined with the OPEB. That liability has come down quite a bit since we changed the OPEB in 2019. It cut it in half from \$2M, as people have gone on Medicare as retirees and has come down \$600,000.

Board Member Ohrn voice a concern about raising the cap, and totally understands why an employee would ask for that, but it is also important for people to take vacation, and it is not intended to be a retirement plan. It is intended to be a vacation, so they are alleviated from the stress of work, and burn out. Seeing the caps continually increase when the intent is to take a vacation. If we need to say that we need to divert more

for retirement funds we should talk about that, but she feels like it encourages people to use that as a retirement plan if they know full well it will pay out at 100% rather than be alleviated from some of the stresses at work for a time because that's what vacations are for.

Vice Chair Shelton agreed.

Board Member Zuspan commented that working the numbers as a brand new guy he's in the zero to eight. The current vacation for his first year, he gets 12 days of vacation and 12 days of sick leave. As you move through the plan at 145 hours. In theory, he lost six hours. He understands we are balancing between encouraging people to take time off because PTO can be used as sick or vacation leave, but he is just looking at it as Joe Employee. He is losing six days of leave or sick leave depending on whatever their issues are. He's up sick for 195 hours, he's just now getting to even from where he is now. He hates to make a decision on current employees and future employees and whether or not how this impacts, he knows it might be easier to manage but where is the impact on the actual District employee?

Pam stated he is correct, it is a reduction and one of the things she will thank the Board for is that they have been very generous with compensation. One of the messages that she has heard is that the Board has been generous with wages, and we have a very generous benefit package, and she would say that our leave accruals are very generous as well. It's not that she wants to take that away, she is just wanting to manage our liabilities. And also make sure we have enough employees here to fill the seats to get the work

done. Sick leave is problematic, not for every employee, because there are those that have been good stewards so why not reward them and have that available for them for what they have intended it to be. For others that have earned and burned, she believes this is going to help that. She also thinks it will be a lot easier to manage for employees and their Managers. We have employees that run out of sick leave, so they have to request from her to use their vacation time in lieu of sick. They can't use their sick for vacation time and we have had a couple of cases where an employee's family is going to go on a two-week cruise and they don't have enough vacation, this will fix that and help those employees. She does recognize it is somewhat of a reduction, but she also knows there is only so much money in the pot. She is trying to be a good steward with that while still taking care of our employees. She feels this is still a nice benefit, and she was having a hard time with the increased tiers, but we are reducing somewhere so maybe we can increase for those that are here longer. Maybe this will be a good incentive for retention. (Board Member Holton joined at this time.)

Board Chair Barbieri replied to Board Member Zuspan that he is right, this is a reduction to employees, but she feels like historically there was this accrual of sick leave for those that might have to take some short-term leave for health reasons. There are provisions for short and long-term disability, and we can use the PTO for sick leave and vacation, and yet they're still covered for the short and long-term disability. As she reached out to other municipalities, she feels like we are right in line with the average. Some cap at 420, some at 340, and she feels pretty good where we are as far as the cap [320, 350 and 380]. To Board Member Ohrn's

point, it really shouldn't be used as a retirement program, and they have this back up for short and long-term disability.

Pam reiterated that it will be frozen and won't grow – there's more liability as it grows. She has been very transparent with staff, and she feels like it will be easier for employees to know the score, and for Managers to manage and allow people to have their time off. We still have policies in place for people who are continually calling in. It may be PTO, but it is still calling in and creating disruption for our team if there is a pattern. We will still have the policies to make sure we address performance if people are abusing or appear to be.

Vice Chair Shelton asked what staff's general consensus is. He knows for him, if he takes vacation there is no one that backs him up and the more it piles up. For a lot of the drivers, it is going to get covered by another employee, so effectively you're paying someone twice. When someone takes time off, you're paying others to step up with overtime. He is sure we have staff that are like him where all the work is going to sit there until they come back. Probably not as many but what do the employees think about this idea?

Pam replied that it is mixed. We have a high percentage of new staff, so they won't see or feel a big difference. They will see they have PTO now, all combined vacation that maybe they will be able to take more of it. There are others that are more concerned and see it as a reduction. For that she is very happy to visit with each and every one who has a concern. Staff understands that there's only so much money in the pot and we've given a lot to wages and she appreciates

it very much it has helped and paid off with recruitment and retention.

Board Member Stringham commented on the caps and carrying over more than in years past. Yes, there is a loss, but if our caps weren't changing. If she's been here seven years, she suddenly has another 30 hours to carry over, which she couldn't do before, that is a huge change.

Board Member Ohrn added that it creates flexibility so rather than saying I'm out of sick or vacation, it's just all PTO.

To address the question about staffing, Pam explained we have a relief pool of drivers. Our drivers work four tens, and we have a pool of drivers that fill in for vacations. Then there is the rotating day off where our drivers get a four-day weekend every fix to six weeks, plus time off. We have to have a good relief pool

Vice Chair Shelton asked if we pay the relief pool to be on call. Pam replied that they are basically on the schedule, and she believes our relief pool is around seven. David clarified six or seven. They go out on route and if we have everybody here and no one calls in or goes on vacation, which is really rare but there are times we may have extra drivers and definitely have things they can help with.

Vice Chair Shelton commented they can fill in anywhere else they are needed and are primarily on route. Pam responded yes, if we are lucky enough. Or go over to SCRP during that season.

Board Chair Barbieri concluded that the discussion is if we want to move forward with PTO, which one of the options are we most comfortable with moving forward.

Hazel clarified that the options are for the employees.

Pam stated that we want to give employees some weigh in. What we really need from the Board is direction if they are comfortable with the tiered accruals and caps and are they are okay to move forward to put it in policy format and bring it back in December for them to adopt. This was mainly an outline so they could see the why and where we are with liabilities and freezing the liability taking it from 100% sick leave used valued at \$700,000 and if we freeze it, it is approximately \$192,000.

Board Member Piñon asked to revisit the funding of liabilities because of operation expense. Is that the best way to provide a mechanism to fund it? Is there a different way we could plan ahead for retirements?

Helen replied there is no other option to change the amount of the journal entry that we have to do every year. There are legal restrictions on how much we can accrue so we really don't have a lot of leeway there. There was more leeway at Sandy City because they had several funds. Governmental funds paid into an internal service fund, so they had savings for that.

Board Member Piñon stated that if there are 10 staff that retire the same year, it will be a pretty heavy year, versus taking the full amount and distributing it over a 30-year duration. He asked if there is no way to fund a savings to account for this.

Helen responded that she doesn't think we could fund it in another fund, but we could maybe do something like restrict net position and cash somehow.

Board Member Stringham stated that Districts have to be careful because they don't have the same rules and regulations as counties and cities. She does not know of any special district that has been able to do that.

Rachel did not either. There were conversations about restricted funds for retirees insurance and legal limits entities can bank.

Board Member Stringham stated that we don't fully fund what we can bank so if we decided we wanted to put some aside she guesses we could do that and use a portion of that. Say we're setting this aside for that future whatever, but this Board can't bind a future Board and say that's what we're going to use it for. It would be difficult, and she doesn't know how we could do that. She knows we have looked at it in the past.

Rachel stated that she is not familiar with anything like that.

Board Member Stringham added that this is her 27<sup>th</sup> year with special districts and has yet to see it be done or be able to be done.

Board Chair Barbieri said this is the point at looking at PTO so WFWRD is in a safe spot should we have a few more than three people retire at the same time and not wipe out everything in the fund balance. She concurred it was a good question.



Board Member Stringham stated that we can call out portions of our budget strictly for that as a line item. You can literally call it a delayed benefit with a special note that that's what this money is being held for. It may not be the full portion because we can only withhold up to a certain amount. We could for some of it anyway and that might offset some of that liability dollars. It is something to think about as an organization. We could fund some of that each year.

Rachel said that it would be a new decision each year though. Board Member Stringham replied that that would have to be a determination to look at our budget because we are tight now so where do we fund that?

Board Chair Barbieri asked if everyone was comfortable with proceeding or if there were other ideas. She clarified that this is just a motion to proceed with the PTO.

Pam wanted to make sure they were all okay with the tiers increasing, because right now the cap on vacation is 320, no cap on sick, so this would be PTO capped and the number of years an employee is here. 0 to 5, 320 is the max, 6 to 10 years, 350 max, and 11+ years is 380.

Board Member Ohrn stuck with her original comment. We want to make sure that we don't increase caps, so people don't use it as a retirement but in actuality, it is somewhat of a cap reduction because there is no cap on sick. To bump those up kind of compensates for the lack of a cap on sick.

	<p>To be clear, Board Member Zuspan concluded that we are directing staff to bring this to the Board in a policy format for the next meeting rather than to make a final determination. He made the motion to proceed, with a second by Board Member Stringham.</p> <p>The motion passed to proceed with the PTO and will be voted on in December.</p>		
<p>3.3 Adoption of Amendments to HR Policies Sections on Separation from Employment: Pam Roberts, General Manager, and Hazel Dunsmore, HR Manager <i>(Direction/Approval Requested)</i></p>	<p>Pam explained that there are gaps we needed to fill in the policy for separation of employment.</p> <p>Some of it deals with noticing from executive staff, how many weeks' notice we need and prefer.</p> <p>There is also an addition of resignation in lieu of involuntary separation. She noted that the word "termination" will be replaced with "separation".</p> <p>There was nothing in the policy for the need of a reduction in force. If we had budgetary restrictions, if we needed to do a reorganization and possibly take a position out, if there is a lack of work, etc.</p> <p>We also have nothing in policy for a hiring freeze. In this tight budget year, she has done that. It is a soft freeze, and Managers can provide proof and request to fill a vacancy.</p> <p>Regarding "asks that appointed employees five three weeks' notice", Board Member Holton feels like it is a suggestion, not quite something enforceable.</p> <p>Board Member Ohrn personally hates that kind of language in policy. It would certainly be taken out if it were legislation. If it is a policy, you make it somewhat enforceable. Industry standard is always</p>	<p><b>Motion to Approve:</b> Board Member Holton <b>Second:</b> Board Member Stringham</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<p><b>Approved November 18, 2024</b></p>

two weeks. If someone is hired in an executive role, she would think that we would convey that to them in the hiring mode.

Board Member Stringham stated that sometimes executives actually have a contract where this would be laid out. Pam responded to her question that we do not have contracts. It is certainly something the Board could adopt as policy, and it is not uncommon. Board Member Stringham was surprised that we don't have them.

Board Member Holton said that their City Manager does not have one, but most other City Manager's do.

Pam thinks it is a good idea and asked if the Board would like her to strike out that section.

Board Member Ohrn asked if it was a policy, or just a suggestion. Those are always her pet peeves, it's really not legislation, it's just policy. Board Member Holton added that it is more of an employment HR handbook of best practices.

Board Member Ohrn said that's what would be nice in a contract because in a contract it is required, and if they didn't give that there would be associated penalties for not giving proper notice. It's more of a "please do this", so it's fine.

Pam went on to say that she would move Section 9.37.7 to the top of the policy: "An employee may be separated from employment for any reason permitted by law, and in accordance with the District's personnel policies and procedures adopted by the Board of trustees." where it would make more sense.

	<p>There was a motion to approve with those revisions by Board Member Holton and a second by Board Member Stringham and the motion passed.</p> <p>Board Chair Barbieri said they are tweaking theirs in Taylorsville City all the time and cleaning up is not a good word for this because it doesn't need cleaning up, just a little tweaking.</p>		
<p>3.4 Review the 2025 Tentative Budget Presentation and Fee Schedule: Pam Roberts, General Manager, and Helen Kurtz, Finance Director <b><i>(Informational)</i></b></p> <ul style="list-style-type: none"> <li>- Increase the fees associated with residential services, subscription curbside green waste, and trailer rentals. Add the option to rent a 14-yard roll-off container.</li> <li>- Increase the fees associated with special and non-residential collection services.</li> </ul>	<p>Pam began by thanking Millcreek resident Jeff Hatch for being in attendance and moved on with a quick narrative of the tentative budget.</p> <p>As discussed, and tentatively adopted, the budget going forward for 2025, there is a \$6.50 per home per month increase moving from \$19.50 per home per month to \$26.00 per home per month. As Michelle, our resident from Taylorsville mentioned, is a \$78.00 annual increase. It will go from \$58.50 per quarter to \$78.00, and annually it has been \$234.00 and will increase to \$312.00.</p> <p>One of the things Pam and Helen are exploring is the thought of more frequent billing, trying to help residents deal with that. We bill in arrears on a quarterly basis, and we are not sure if we can do anything in 2025 with more frequently billing but is certainly something we want to explore and bring back to the Board. One of our great resources is Steve Rohwer, Controller at Mt. Olympus Improvement District. They were instrumental when we separated [from Salt Lake County] as a resource to look at how can we do business as a District. She believes Steve will be instrumental going forward.</p>		

Pam showed an illustration of the services that we provide that are included in the residential fee:

- Weekly curbside garbage and recycling collections.
- Seasonal Container Reservation Program (SCR) mid-April through September.
- Seasonal Services: Central leaf bag collections, which are occurring now, and curbside Christmas tree collections in January.
- Can repair and replacement is one that we do frequently and as shown, in 2023 we expended \$1.1M for that. A lot of that is for can purchases to do the repairs, and for new builds. We charge an upfront fee for new builds cans which does help offset that cost.
- Everyone is familiar with Landfill Vouchers, which is a very popular program.
- Six sites for central glass collections.
- Community education and relations.

Additional Services include:

- Provide the 18-yard trailer rentals for bulk waste at \$240.00 and green waste at \$80.00. Increased from \$190.00 for bulk and \$55.00 for green. This will help pay for tipping fees and processing fees for green waste.
- We will add the option for a 14-yard roll-off container rental at \$175.00 for bulky waste. We will use existing drivers because we are not sure how many rentals we will get with the increased fees.
- We will increase the subscription green fee \$1.50 per month, moving from \$10.50 per month to \$12.00 per month.
- There is no increase for curbside glass.

For subscription green services, Board Member Holton asked if they pay in the month there is collection. Pam replied that it is quarterly so the bottom line is they will pay for January, February, and March in April. The program starts in mid-March.

Board Member Holton said for example, if you moved in in the quarter there was no green service, December, you would just have to pay it. Pam said it is the start-up fee includes the can and yes, you would pay for months there is no service. Board Member Holton found this odd but understands it.

Pam responded yes to Vice Chair Shelton's question about a partial quarter, it is prorated. Board Member Ohrn clarified that there is the annual cost, but we bill every quarter.

With no further questions, Pam continued on with Personnel Highlights:

- There is no increase for health insurance premiums.
- We will continue with the 80/20 split for the premium share.
- Coming into 2024 we just increased the deductibles for the traditional plan from \$500.00 and \$1,000 to \$750.00 and \$1,500. For the high deductible we pay 100% of that premium.
- Wages include the salary market adjustment the Board approved in August. Next year it is just over \$371,000. That is if we have all positions filled. We are usually underspent in personnel.
- The Board has tentatively adopted a 4% cost of living adjustment, a 2% annual increase on the employees anniversary, and a lump sum for those at the top of their range.

- Pam thanked Hazel for spearheading WFWRD University.
- Continued Employee Recognition and Award Programs (which were listed).
- Implementation of the Paid Time Off (PTO) policy.
- She showed the contributions for URS which have not changed from this year.

For Operations Highlights:

- We have talked a lot about what we are working on to reduce miles traveled and will be monitoring that closely.
- Shane Norris is instrumental in Safety Awareness training to reduce our accidents incidents and injuries.
- Workers comp has improved the EMOD (Experience Modification Rating). She gave a shout out to the team and especially Shane for taking that leadership role.
- We want to be prepared for any emergency and will continue on with those trainings.
- Add the Option of a Roll-off Container as Part of Rental program.
- In 2025 we are planning on replacing the road leading to the south yard which is a shared cost with Operations, Flood Control, and Fleet, totaling \$72,000.

She turned the time over to Helen who explained the tentative budget columns that include the actual 2023 numbers, the adopted budget for 2024, the estimated revenues and expenditures for the end of 2024, the proposed budget for 2025, and the total percent of expenditures for each line item for the 2025 budget.

Helen pointed out that the charge for services includes the \$6.50 per home per month increase. Personnel expenses include the 4% COLA and 2% merit increases and the amount for the Equipment Operators.

There is a significant 3% increase for fuel expenses, and a 5% increase for maintenance. Most expenditures increased 3-4%. Helen also included \$10,000 for the roll-off container storage fees and the \$72,000 shared cost for the pavement work.

Board Member Piñon asked if the recycling fees that are almost half a million less for 2025 are accurate. Pam replied the year-to-date that we have paid for the current year is estimated at \$1.4M, which she believes is high, and has started to come down again. OCC (Old Corrugated Cardboard) has taken a hit in the market however, paper is somewhat offsetting that, and plastic is doing a little better right now. We are keeping an eye on that. Sione and James watch the market and talk to our vendors to ensure that they are in line with what the markets are doing. She thanked Board Member Piñon for the question, noting that we budgeted \$55.00 per ton for 2025.

Board Member Holton looked at personnel expenditures noting that in a two-year period we are estimating nearly a \$3.6M increase and asked to be walked through this rather hefty amount. He knows there is a 2% performance [merit] increase, and asked what percentage of employees do not meet expectations. Sometimes he has seen in his own municipality that they are at 100% many years in a row, at which point he questions if it is merit or not. He is trying to understand because it is a lot.



Pam answered his question that it is very rare that someone may not meet expectations. Meeting expectations is a three or higher on a one to five scale. There are times, one or two employees per year, do not meet expectations. As far as the increase in personnel expenses, budgeted 2023 was right around \$10M. We were under budget in personnel which helped with the over-expenditures with operations in 2023. Coming into this year we have it budgeted at \$11.7M but we are down an estimated \$1M. A lot of that under-expense is empty seats.

She confirmed to Board Member Holton that the numbers include the \$6.50 per home per month increase. The expenditures are for the wages the Board approved in August, the 4% COLA, and 2% merit increases. As Board Member Holton mentioned, it also includes benefits, workers comp, etc., everything is rolled up into that number for this illustration.

Board Member Holton knows it is hard to keep up with that annual, on-going increase. His municipality is on track with a \$700,000 increase, then it goes to \$1M on compensation. He knows that their residents aren't spending \$1M more a year in sales tax revenue. He asked the question in the way that if we do have this [fee] increase, how much time we just bought ourselves compared to the increase with wages and us having to continue to raise the fee. Pam replied that is illustrated on the cash projections.

Board Chair Barbieri asked if the projected \$12M includes the slight reduction with the PTO, which will reduce the liability to WFWRD to some extent.

Board Member Holton remembered we talked about what that reduction would look like. It's hard to tell because there are a lot of hypotheticals. Pam replied that Helen had an estimate of what we would have saved if we had PTO this year. Helen added that \$155,000 was an estimate of what we would not have had to pay in sick leave this year had we been on a PTO program already.

There were comments about the huge increase in insurance rates last year that fed into that.

Board Member Holton apologized for his terrible questions (they weren't) but just thinks long-term of the compounding effects and obviously we want to take care of everyone at WFWRD and all the work they do. It is a pretty substantial fee for his family and those around him and he would hate to come back because of that massive compounding effect of \$3.5M in a two year period of time. That is really hard to keep up with. They're not even the answers, which is why we don't have the right answers to give.

Also, to Board Member Ohrn's concern, Pam feels it is worth looking at the compensation package and working with our consultant, Hazel, and Helen to see if there is something we could do differently, while still making sure we are fairly compensating. Board Member Holton thinks that everyone in the valley is going through some of these problems that he has mentioned in the past. They are moving some of their step programs [one-time sums] from the civilians and looking at merit, if it's actually merit. Hopefully there are things they can learn in their cities and bring here and all be better for it.

	<p>Board Member Ohrn commented about municipalities and governments being on the same page.</p> <p>Board Member Holton said we want to make a change because we feel like its good governance, but there is the fear of “but no one else is”, then we’re going to lose everyone. It’s a tough thing.</p> <p>With no more comments, Board Chari Barberi moved to the public hearing.</p>		
<b>4. Public Hearing to Allow Public Comments</b>			
4.1.Open the Public Hearing on the 2025 Tentative Budget and the Public Hearing on the Proposed Changes to the Fee Schedule: Anna Barbieri, Board Chair	Board Chair Barbieri opened the meeting for public comments. She then invited Jeff Hatch forward so that his comments could be heard on the recording.		
4.2.Citizen Public Input ( <i>public comments are limited to 3 minutes</i> )	<p>Mr. Hatch stated that he is a Millcreek resident and at Pam’s request, he disclosed his former employment was serving as the County Auditor for over eighteen years.</p> <p>He said WFWRD has budgeted a large use of funds, and it looks to him that you have budgeted the use of a large amount of fund reserves.</p> <p>Helen commented that we were scheduled to use \$3.3M to \$3.4M of the net position in fiscal year 2024 and we have not done that. We have used a little bit but we’re not at the end of the year yet, so we are doing okay.</p> <p>Jeff Hatch commented that the increases you have related to salaries and benefits are substantial, and you are building up to providing more next year and it looks like you will be saving some money during this year. Going into next year, you’ll be raising the fees quite a bit, so you do have some cushion. This benefits</p>		

	you so far as into next year where you have additional costs.		
4.3.Board Comments	<p>Board Chair Barbieri thanked Jeff for coming out to voice his opinion and to tell us what he is seeing based on his experience.</p> <p>Jeff said that he is quite involved with the Salt Lake City Rotary Club, and they are considering whether they want to try to tackle plastics in the waste stream. Today, it is pretty much up to the people who spend so much at the grocery store. He thinks bags and other plastics are hard on processing or burying it. They are looking at organizations that are involved in the reuse of plastics that are getting into the water supply and other places where we are affected, but really it would be great for our environment not to generate plastics.</p> <p>Board Chair Barbieri hopes that we can continue to have clean and pure recycling collected and it is good to know that about the Rotary. She thanked Jeff again noting that their work is fascinating. Imagine concrete made out of plastic. There were no other Board comments.</p> <p>Pam expressed her appreciation to the Board for their support. She also appreciates our staff that is always working hard. Board Chair Barbieri gave an amen.</p>		
4.4.Close of the Public Hearing	Board Chair Barberi closed the public hearing and moved on to continued business items.		
<b>5. Continued Business Items</b>			
5.1.Request to Proceed with Ordering the 2025 Capital Purchases for Side Load Trucks, and 2025 Budget Preparations: Pam Roberts, General Manager ( <i>Board Action Requested</i> )	Pam reminded everyone that it took us two years to actually get trucks, and it still takes nine months or longer to get a side load truck once its ordered.	<b>Motion to Proceed:</b> Board Member Holton <b>Second:</b> Vice Chair Shelton	<b>Approved November 18, 2024</b>

	<p>We have budgeted to purchase eight side load trucks for the budget year 2025. We still have the four diesel trucks that are budgeted for 2024. Those truck bodies will carry over into 2025 and are included in the budget.</p> <p>She requested the Board's permission to place the order for the eight side load trucks, or if there are any adjustments they would like her to make.</p> <p>Board Member Holton asked that when we buy these eight trucks, if we are deficient eight trucks, in the hole, or if they are replacing eight that are being retired, and if so, could we make any off the retirement process.</p> <p>Pam responded that we are hoping so. There are six trucks that are going to auction tomorrow and hope to have some money we can fetch off the auction. The vendor that we contract with through Salt Lake County Fleet, J.J. Cane, is holding an auction tomorrow. There is at least one of the trucks that is 10 years old. This is the first time we've been able to sell a truck for two years as well. We are hopeful and she asked everyone to put out the good vibes that we are going to sell some trucks.</p> <p>Pam replied to Board Member Holton that we have 56 side load trucks that are allocated. During this year we had 66 at one time because we had 10 coming in and trying to get the 10 out. Those are coming back down to 56 which is where we stay in those allocations. As the new ones come in the beginning of next year we will be putting others out for sale. We hope the eight that we order will come in by September of next year.</p>	<p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	
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	Board Member Piñon asked if the truck in Millcreek that is still there is on our books or the new owner's. Pam replied that we need to get it towed and David Ika confirmed that it is no longer on our books.		
5.2. Confirm the Date for the Next Board Meeting & Budget Adoption scheduled for Monday, December 16, 2024, at 9:00 a.m.: Board Chair Barbieri ( <b><i>Board Action Requested</i></b> )	The Board confirmed the date for the next Board Meeting & Budget Adoption scheduled for Monday, December 16, 2024, at 9:00 a.m.	<b>Motion to Approve:</b> Board Member Zuspan <b>Second:</b> Vice Chair Shelton  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Approved November 18, 2024</b>
5.3. Board Nominations for the 2025 Board Vice Chair: Board Chair Barbieri ( <b><i>Board Action Requested</i></b> )	Board Chair Barbieri entertained a motion to postpone this business item to the December meeting.	<b>Motion to Postpone:</b> Board Member Ohrn <b>Second:</b> Board Member Stringham  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Moved to December 16, 2024</b>
5.4. 2025 Board Meeting Calendar: Catarina Garcia, Board Clerk ( <b><i>Adoption Requested</i></b> )	Catarina presented the 2025 Board of Trustees Meeting Schedule.  Board Meetings are scheduled for the 4th week of each month with the exception of May, which will be moved to the 3rd week, Monday, May 19 due to the Holiday.  A separate invitation will be sent for the November Board Meeting and Public Hearing on Monday, November 17th at 6:00 p.m., as well as a separate invitation should the Board choose to meet Monday, December 15th.	<b>Motion to Approve:</b> Board Member Ohrn <b>Second:</b> Board Member Stringham  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Approved November 18, 2024</b>
<b>6. Closed Session (if needed)</b>			
	<i>No closed session was needed.</i>		

7. Other Board Business			
	<p><i>There was no other Board business.</i></p> <p>Pam asked for a moment to share that she knows we all have significant others, spouses, and family members that support us all the time and in everything we do. She introduced her lovely wife Renee who was in attendance and recognized that she is also a public servant like we all are. And she's also a really good baker. Renee has served 38 years for the Federal Government in the Department of the Treasury, and she is about to embark on retirement.</p> <p>The room applauded Renee for this accomplishment.</p>		
8. Requested Items for the Board Meeting Monday, December 16, 2024, 9:00 a.m.			
	<p>Board Chair Barbieri reviewed items for the next Board Meeting:</p> <ul style="list-style-type: none"> <li>• Adoption of the 2025 Budget and Fee Schedule, Resolution 4432, and Exhibits</li> <li>• General Manager's Report</li> <li>• Adoption of Human Resource Policies for Paid Time Off (PTO)</li> <li>• Adoption of Resolution 4433 Recognizing Trace Sondrup, Quality Assurance Inspector Retiring after 21 Years. Pam said she thinks she has Trace convinced to come to the Board Meeting to accept this recognition and that he is a very dedicated soul.</li> </ul> <p>Board Chair Barbieri reviewed items for the January 27, 2025, Board Meeting:</p> <ul style="list-style-type: none"> <li>• Board Chair Succession and Vice Chair Formal Appointment</li> <li>• 2024, 4th Quarter Financial Report</li> <li>• General Manager's Report</li> </ul>		

9. Adjourn			
	With no further business, Board Chair Barbieri thanked everyone for attending and entertained a motion to adjourn.	<b>Motion to Adjourn:</b> Board Member Zuspan <b>Second:</b> Board Member Stringham  <b>Vote: All in favor (no opposing or abstaining votes).</b>  <i>Meeting end time: 7:45 p.m.</i>	<b>Approved November 18, 2024</b>