

ADMINISTRATIVE CONTROL BOARD (ACB) – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)
MONTHLY MEETING MINUTES

DATE/TIME	LOCATION	ATTENDEES
<p>June 26, 2017 9:00 a.m.</p> <hr/> <p>Next Board Meeting July 17, 2017 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Dama Barbour, Scott Bracken, Jim Brass, Kelly Bush, Sean Clayton, Kay Dickerson, Steve Gunn, Dwight Marchant, Brint Peel, Joe Smolka EXCUSED: Jim Bradley, Kris Nicholl, Craig Tischner, Jenny Wilson</p> <p><u>District Staff:</u> Anthony Adams, Rachel Anderson, Larry Chipman, Cathy Jensen, Rhonda Kitchen, Gaylyn Larsen, Pam Roberts</p> <p><u>Public:</u> Doug Folsom (Utah Local Governments Trust)</p>

AGENDA

Call to Order: Steve Gunn, Board Vice Chair

1. Consent Items: (Approval Requested)

1.1. May 22, 2017 Board Meeting Minutes

2. Meeting Open for Public Comments: (Comments are limited to 3 minutes)

3. Business Items

3.1. Resolution 4380 Recognizing Rhonda Kitchen, the 2017 National Waste & Recycling Association Driver of the Year; Steve Gunn, Board Vice Chair
(Adoption Requested)

3.2. 2016 Utah Local Governments Trust’s Trust Accountability Program (TAP) Award Presentation; Doug Folsom, Utah Local Governments Trust
(Informational)

3.3. Refuse Fee Increase at the Trans-Jordan Landfill, Effective July 1, 2017; Pam Roberts, Executive Director & Cathy Jensen, Controller **(Informational)**

3.4. Probable Fee Increases for Bagged Leaf Processing at the Salt Lake Valley Landfill; Pam Roberts; Cathy Jensen **(Informational/Direction)**

3.5. Follow-up on Other Post-Employment Benefits (OPEB) Restructuring Implications; Rachel Anderson, Legal Counsel **(Informational)**

3.6. Report on Efforts to Improve Employee Job Satisfaction; Pam Roberts **(Informational)**

4. Closed Session

The Administrative Control Board 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 reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

5. Other Board Business

This time is set aside to allow board members to share and discuss topics.

6. Requested Items for the July Board Meeting on July 17, 2017

- Report on the Actuarial Study for OPEB Restructuring Options
- Staff Proposal for Revisions to the District's Sick Leave Policy

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items			
1.1 May 22, 2017 Board Meeting Minutes		Motion to Approve the Minutes by: Board Member Dickerson Seconded by: Board Member Peel Vote: All in favor (of Board Members present)	Approved June 26, 2017
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	No Public Comments		
3. Business Items			
3.1. Resolution 4380 Recognizing Rhonda Kitchen, the 2017 National Waste & Recycling Association Driver of the Year; Steve Gunn, Board Vice Chair (Adoption Requested)	Pam Roberts introduced Rhonda Kitchen to the ACB, and explained that the Resolution is a formal process for recognizing Rhonda’s achievement.	Motion to Adopt Resolution 4380: Board Member Barbour Seconded by: Board Member Peel Vote: All in favor (of Board Members present)	Approved June 26, 2017
3.2 2016 Utah Local Governments Trust’s Trust Accountability Program (TAP) Award Presentation; Doug Folsom, Utah Local Governments Trust (Informational)	Pam introduced Doug Folsom to the ACB, and also introduced staff member Larry Chipman, who chairs the District’s Safety Committee, and asked the he and Rhonda Kitchen accept the TAP award on behalf of the District. Doug Folsom briefly explained the purpose of the Utah Local Governments Trust (Trust) as a municipal/local government insurance pool insuring more than 500 governmental entities throughout the state. TAP awards are given to entities that adopt best practices for risk management, specifically in the areas of general liability and worker’s compensation. Doug added that out of their over 500 members, only about 100 of those entities are		

<p>3.3 Refuse Fee Increase at the Trans-Jordan Landfill, Effective July 1, 2017; Pam Roberts, Executive Director and Cathy Jensen, Controller (Informational)</p>	<p>given a TAP award for their loss prevention efforts and practices due to the effort involved to meet the requirements. The award includes a cash award presented to the District along with discounted rates. Doug commended WFWRD for receiving this award for the second year in a row.</p> <p>Board Vice Chair Gunn asked Larry about the composition of the WFWRD Safety Committee. Larry stated that the committee's members are District's Safety Heroes, which are drivers who have been accident free for at least three years. The committee reviews every WFWRD driver accident to determine root causes and implement changes to prevent recurring incidents. Larry added that he receives great support from the Trust.</p> <p>Pam explained that Trans-Jordan reviews their rates annually. WFWRD received a formal notice from Trans-Jordan of a fee increase effective July 1. Based on 2016 tonnages, Cathy Jensen provided cost estimates going forward with the expectation that we will not exceed our current operational budget for 2017 or need a budget adjustment.</p> <p>Board Member Bracken confirmed that approximately 15,000-16,000 tons of waste go to Trans-Jordan, with the remaining going to the County Landfill. Pam confirmed that due to the growth in the southwest part of the valley, this amount to Trans-Jordan is expected to increase. Board Member Bracken asked what cities, from which we collect, are delivered to Trans-Jordan. Pam indicated that Herriman and Copperton collections go to Trans-Jordan as well as a portion of Kearns and occasionally a portion of Taylorsville depending upon road construction areas. Pam further confirmed that Trans-Jordan's fees are still slightly lower than the Salt Lake Valley Landfill.</p>		
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<p>3.4 Probable Fee Increases for Bagged Leaf Processing at the Salt Lake Valley Landfill; Pam Roberts and Cathy Jensen (Informational/Directional)</p>	<p>Board Vice Chair Gunn clarified that our overall costs are anticipated to go up \$8,200 this year and \$15,000 next year because of this fee increase.</p> <p>Pam clarified that although this topic appears to be a cost increase, the District used to pay for this de-bagging service which is under discussion. It is an increase from the perspective that we were not anticipating paying this cost this year.</p> <p>When the District was a Division under Salt Lake County, we hired temporary labor to debug the leaves. The Landfill has not charged us for this service for the past few years, but they will start charging us this year so they can recoup costs to support the program. She reiterated that the standard green waste fee is \$16 per ton. An additional cost of \$28 per ton will be added for the debugging service, for a total cost of \$44 per ton.</p> <p>Board Members Barbour and Bracken asked what this increase will do to the program. Pam confirmed that it is a policy decision from the Board and is directly related to our environmental stewardship. She suggested that we continue this program since it is the right thing to do for many reasons despite the increased cost.</p> <p>Board Vice Chair Gunn asked what happens to the bags once they are emptied. Pam verified that they are disposed of in the landfill. Board Vice Chair followed by asking if there were other options for the plastic bags. Pam replied that other options are available, but those resources would need to be identified. Board Member Clayton suggested the use of paper bags for the program to eliminate the debugging labor. Pam stated that moving in that direction would be viable, and that we will explore that option. The challenge would be in continuing to receive plastic bags in the collection trailers during a transition period. Board Member Bush asked if it would be possible to conduct a</p>		
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Fall Cleanup. Pam confirmed that we could, but it would be an additional cost. She added that we could research specifics if given that direction from the Board, but added that it would not be less expensive than the Leaf Bag Collection Program if we instituted it District-wide. Board Member Barbour requested that staff investigate the possibility of transitioning to paper collection bags. Board Member Clayton agreed and stated it would take a few years to educate the public to use them. Board Member Bracken added that we should ensure that the Landfill would waive this additional fee if we switched to paper bags.

Board Member Bush asked if the Green Waste Cart fee would be increased to cover the increased costs of this program. Pam stated that the Green Waste Program is separate from this fee increase, and the Green Waste Program costs would not be affected. The additional fee from the landfill is for bagged green waste.

Pam stated that our Leaf Bag Program came about to eliminate leaves clogging up our storm drains, preventing flooding, and ending up in the Jordan River. She suggested the possibility of applying for a grant from the Utah Department of Environmental Quality to help subsidize some of these costs. The application process will be open again in 2018.

Board Vice Chair Gunn requested that Pam look into the matter of paper bags and other disposal options of the plastic bags currently being used.

Board Member Smolka asked about the possibility of residents emptying the bags at the collection sites. Pam stated that this is a possibility with some of the containers that have access lower to the ground, but many of our containers have high access that would make that difficult for many residents.

Pam will have staff research paper bag options and alternatives for plastic bag disposal.

<p>3.5 Follow-up on OPEB Restructuring Implications; Rachel Anderson, Legal Counsel (Informational)</p>	<p>Board Member Bush stated that eliminating or decreasing plastic grocery bag usage seems to be where we are heading, similar to ordinances implemented in Park City.</p> <p>Rachel reported on the legal implications of changing OPEB. The District’s OPEB covers a portion of qualified retiree’s medical and dental premium costs. Since the District does not have any employment contracts in place, these benefits can be adjusted. Additionally, the District Policy Manual states that changes to these policies can be made if needed. As a result, employees should not feel they have a contractual right to these benefits. Also, OPEB is not considered a constitutionally protected property right. She concluded that this was a purely legal perspective, and viewpoints from employee morale and public perception should be considered.</p> <p>Board Member Bracken confirmed that many school districts eliminated their OPEB. Board Member Dickerson added that private aerospace industries have eliminated their OPEB obligations as well.</p> <p>Board Member Peel commented that we must now address the ethical side for both employees and the public. Gaylyn Larsen, Human Resources Manager, confirmed that our contracted actuarial company, Nyhart, is compiling scenarios to consider with the associated costs. Pam added that this information should be available for the July Board Meeting.</p>		
<p>3.6 Report on Efforts to Improve Employee Job Satisfaction; Pam Roberts (Informational)</p>	<p>Pam stated that the WFWRD Leadership Team, which includes managers and supervisors, participated in a Leadership Workshop to look at staff feedback brought forward about what is and isn’t working in our organization. Pam Gardiol, a skilled leadership consultant, met with our frontline staff to collect feedback about WFWRD’s leadership. This information was compiled</p>		

	<p>and anonymously presented to leadership at a workshop held on June 13th. The resulting discussion created a plan of action with three main categories:</p> <ul style="list-style-type: none"> • Leadership Characteristics, to address bridging the gap of workplace separation, consistency, fairness, and ego-less leadership. • Organizational Culture, to provide training and better communication for all employees. • Performance Results, to work together and have everyone on the same page. <p>Pam Gardiol will be available for one-on-one coaching with our leadership, and the team will reconvene in February.</p> <p>Board Member Marchant asked why scrubbed comments were presented rather than actual employee quotes. Pam stated that the agreement was for employee comments to be completely anonymous, and Pam Gardiol was the only individual who saw their direct feedback. This was to help strengthen trust within our team.</p>		
<p>4. Closed Session</p>			
	<p>Closed session was entered to discuss the character, professional competence, or physical or mental health of an individual.</p>	<p>Motion to enter closed session: Board Member Bracken Seconded by Board Member Peel Vote: All in favor (of Board Members present)</p> <p>Motion to end closed session: Board Member Bracken Seconded by Board Member Smolka Vote: All in favor (of Board Members present)</p>	
<p>5. Other Board Business</p>			

	<p>Board Member Smolka stated that changes have been made in Emigration Canyon Metro Township, and he has been elected Chair. He indicated that he was currently unsure if that would have any impact on his service on the ACB.</p> <p>Board Members Dickerson and Peel commented that they were up for reelection this year, but are currently uncontested. They anticipate continuing to serve on the ACB.</p> <p>Board Vice Chair Gunn asked the Board how much information the Board wanted in regards to the administration of the District. Board Member Peel, Barbour, and Marchant indicated that they felt it was vital to be informed of administrative operations, but to not restrict any authority currently granted to executive management.</p> <p>Board Member Bracken indicated that if we have any paper bags for the Leaf Bag Program, such as a sample, he would like to see them.</p> <p>Board Member Bracken also restated his concern about the lack of procedures to open up plastic bags to collect the contents both at the landfill and at Rocky Mountain Recycling. Board Member Clayton suggested that the lack of equipment to process plastic bags is being driven by the change to move away from plastic bags. As a result, it isn't cost effective for these companies to invest in that equipment. Board Member Bracken supported changes, but suggested it would need to be at the county level to be effective. Board Member Clayton stated that it is currently being discussed at the state level.</p>		
<p>6. Requested Items for the July Board Meeting on July 17, 2017</p>			
	<ul style="list-style-type: none"> • Report on the Actuarial Study for OPEB Restructuring Options. 		

	<ul style="list-style-type: none"> • Staff Proposal for Revisions to the District's Sick Leave Policy. • Follow-up on the Leaf Bag discussion 		
ADJOURN		Motion to adjourn: Board Member Peel Seconded by Board Member Smolka Vote: All in favor (of Board Members present)	