

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

DATE/TIME	LOCATION	ATTENDEES
<p>October 23, 2017 9:00 a.m.</p> <hr/> <p>Next Board Meeting November 16, 2017 6:00 p.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Dama Barbour, Scott Bracken, Jim Bradley, Kelly Bush, Kay Dickerson, Steve Gunn, Dwight Marchant, Kris Nicholl, Robert Paine, Brint Peel, Craig Tischner, Jenny Wilson EXCUSED: Jim Brass, Sean Clayton</p> <p><u>District Staff:</u> Anthony Adams, Rachel Anderson, David Ika, Cathy Jensen, Yael Johnson, Gaylyn Larsen, Pam Roberts, Ken Simin</p> <p><u>Public:</u> none</p>

AGENDA

Call to Order: Craig Tischner, Board Chair

1. Consent Items: (Approval Requested)

1.1. September 25, 2017 Board Meeting Minutes

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

3. Business Items

- 3.1. Follow-up on Mixed Fleet with Compressed Natural Gas (CNG) and Diesel Collection Trucks for Emergency Preparedness; Pam Roberts, Executive Director (**Informational/Direction**)
- 3.2. Update on the City/Metro Township Council Visits Regarding Fee Increase Authorization; Pam Roberts (**Informational/Direction**)
- 3.3. Review the 2017 3rd Quarter Financial Report and Cash Projections; Cathy Jensen, Controller (**Informational**)
- 3.4. Tentative Adoption of the 2018 Tentative Budget and Fee Schedule; Pam Roberts and Cathy Jensen (**Adoption Requested**)
- 3.5. Schedule the Public Hearing to Allow Public Comment on the 2018 Budget, and Allow the Option to Adopt the 2018 Budget if There is No Public Comment; Monday, November 13, 2017, or Other Date Pending Board Member Availability; Mark Anderson, Legal Council (**Approval Requested**)
- 3.6. Schedule a Date for the Public Hearing to Adopt the WFWRD 2018 Budget on Monday, December 11, 2017, or Other Date Pending Board’s Availability; Mark Anderson (**Approval Requested**)

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 Board Meeting/Public Hearing in November 2017 on a Date to be Determined, 2017 at 6:00 p.m.

- Status Report on Municipal Councils Authorizing the Board's Adopted Fee Increase as Part of the 2018 Budget.
- Determine Need for the Public Hearing to Adopt the 2018 Budget for a Date to be Determined, by the Board.

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items			
1.1 September 25, 2017 Board Meeting Minutes	Board Chair Tischner identified a correction to be made in Section 6, where White City Community should be corrected to read White City Metro Township.	Motion to Approve the Minutes with Requested Changes by: Board Vice Chair Gunn Seconded by: Board Member Peel Vote: All in favor (of Board Members present)	Approved October 23, 2017
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	No Public Comments		
3. Business Items			
3.1. Follow-up on Mixed Fleet with Compressed Natural Gas (CNG) and Diesel Collection Trucks for Emergency Preparedness; Pam Roberts, Executive Director (Informational/Direction)	<p>Pam reiterated that the only reason that this topic is being discussed is for emergency preparedness. She acknowledged that CNG trucks are more environmentally beneficial than diesel trucks, and stated her strong preference to keep a 100% CNG fleet, but recognizes the value of diversification to ensure services can be maintained. Pam stated that she is hesitant to purchase diesel fueled trucks due to the impact on the environment and looks to the Board for some guidance.</p> <p>Due to this hesitation, the request has been modified to purchase three CNG and three diesel trucks next year instead of last month’s discussion of six diesel trucks.</p> <p>Pam spoke with colleagues at Salt Lake City, who also stated their preference for an all-CNG fleet, and though they do not have the needed infrastructure for 100% CNG fleet at this time, they are moving to the direction of all CNG trucks. The City is closer to fast fill stations and has more options than WFWRD. Since our service area is vast, our routes are not as close to those stations, so would</p>		

need to break from routes more often to obtain a partial fill. Republic Services does not have any CNG trucks. Waste Management and ACE all have mixed fleets due to keeping aging equipment, which are diesel.

Board Member Peel asked if anyone has considered placing additional common stations throughout the valley. Pam stated that she spoke with the vendor Clean Cities, which provided grant funds for the Division, now district to off-set the additional price for CNG trucks when we first started to purchase in 2013. Utah Clean Energy and Clean Cities both have stated that there is a desire to add CNG fueling sites, but the expense and availability limits those opportunities.

Board Member Bracken asked about the difference between full and fast fill stations. Pam identified that the non-Questar sites provide fast fills where we can almost get a full tank. David Ika, WFWRD Operations Manager, added that it takes approximately 25-35 minutes to fuel one of our CNG trucks on a fast fill which can fill around 3,000 psi out of our 3,600 psi capacity, depending upon the outside temperature; and six to eight hours for a slow fill to complete capacity. Board Member Bradley asked if a route can be completed with a fast fill. David answered that it depends upon the route and location. The outlying areas are difficult to complete without a full tank.

Board Member Bradley asked if there are any funds through the Federal Emergency Management Agency (FEMA) or other organizations to assist in building an onsite or mobile fast-fill station. Pam indicated that there may be some funds available from organizations like Clean Cities, or Clean Energies.

Board Member Paine asked how the CNG fueling technologies have changed in the past 10 years. He suggested that since this is a growing market, resources will naturally continue to grow in the future. Pam stated

<p>3.2 Update on the City/Metro Township Council Visits Regarding Fee Increase Authorization; Pam Roberts (Informational/Direction)</p>	<p>that all of the identified CNG fueling stations have come online in the past 10 to 12 years.</p> <p>Board Member Peel suggested additional research on funding and fueling options rather than moving ahead with the purchase of diesel trucks.</p> <p>Pam reported that she has been to six municipalities to provide education regarding WFWRD's need for a fee increase.</p> <p>Four of these municipalities have approved the proposal and passed resolutions to authorize the 2018 fee increase.</p> <p>Copperton did not pass the resolution, and Herriman postponed the decision to their meeting next month. The remaining municipality visits are scheduled. Pam verified that a majority of seven of the 13 municipalities must approve the motion before we can implement the fee increase.</p>	<p>Motion to Conduct Additional Research by: Board Member Peel</p> <p>Seconded by: Board Member Bracken</p> <p>Vote: All in favor (of Board Members present)</p>	<p>Approved October 23, 2017</p>
<p>3.3 Review the 2017 3rd Quarter Financial Report and Cash Projections; Cathy Jensen, Controller (Informational)</p>	<p>Cathy provided an overview of the 2017 budget and expenditures through the 3rd quarter. Most categories are at or around 5% below budget expectations of 75%, with an exception to truck maintenance, which is right at 75% of the budgeted amount. Cash projections are expected to be on track through the rest of the year, as of September 2017.</p> <p>Cathy stated that 2017 certifications, for those who have not paid their bills, will be just over \$2,000,000. She clarified that certifications are issued for any outstanding balance as of the end of August. Pam added that approximately one in five customers still allow their fees to be certified onto their property taxes.</p>		

<p>3.4 Tentative Adoption of the 2018 Tentative Budget and Fee Schedule; Pam Roberts and Cathy Jensen (Adoption Requested)</p>	<p>Cathy reviewed recent happenings with Pam and Andy attending the 2017 Green Business Awards luncheon.</p> <p>Pam confirmed that the balances reflect the increased fees for green waste, Transfer Station fees effective January 1st, and also estimated repair costs for our aging trucks.</p> <p>Board Member Bracken inquired about the amount of our waste that goes through the Transfer Station. Pam replied that 90% of the materials destined for the landfill are delivered to the Transfer Station.</p> <p>Board Vice Chair Gunn asked if we pay market price for fuel or if we have a contracted price. Cathy verified that our fuel prices are based on the County Fleet review based on market price. Pam added that we receive below the price at the public pumps for CNG is approximately \$1.80 per gallon and diesel is under \$3.00 per gallon.</p> <p>Cathy reiterated that our goals with the proposed 2018 budget is to maintain services, manage increased costs, remain competitive, and meet sustainability goals. The only potential change to services may be a restructuring of the Area Cleanup Program to increase efficiencies and meet customer requests.</p> <p>Cathy stated that the final budget will be updated with new employee insurance figures, which are less than originally estimated.</p> <p>Board Member Bracken commented that he understands the primary goal with the Leaf Bag Program is to keep the leaves out of the storm drains. He asked if this program would be better suited to be managed by Salt Lake County Public Works, since it seems more along the lines of storm drains and street sweeping.</p>		
---	---	--	--

Pam stated that it originally fell to Public Works when Sanitation was a Division under them. She stated her willingness to discuss this with Public Works, but is unsure if they have funds to accept the program. She added that WFWRD will be looking into possible grants from the Utah Department of Environmental Quality (DEQ) to help fund the program. Board Members Bracken and Bush suggested looking into transferring the program to Public Works in 2019. Many board members agreed that it would be appropriate for each municipality to support the funding of this program.

Board Member Barbour requested that Pam bring the information showing revenue sources when she visits the municipalities. Residents should see that information and understand WFWRD's sources of revenue.

Board Member Bush expressed her concern that with an increase in fees, more residents will delay payment until the fees are certified on their property taxes. Board Member Bradley asked how the administrative fees appear on the property taxes. Ken Simin, WFWRD Customer Accounts Coordinator, indicated that administrative fees are not broken out on the property tax statement. Ken also added that the number of accounts certified and assessed late fees have been going down.

After reviewing the portion of the budget identifying Administrative Service expenses, Board Member Bracken suggested breaking out these expenses to more clearly define what is entailed in these expenses because it is such a large category.

Board Member Paine asked for clarification on our costs for disposing of recycling compared to refuse. Pam stated that disposal at the Transfer station is \$32.85 per ton, and for recycling disposal the most we currently pay is \$25.00 per ton. She added that our costs for recycling continually

Motion to Adopt the 2018 Tentative Budget by:
 Board Member Bradley
Seconded by: Board Member Bush
Vote: All in favor (of Board Members present)

**Approved
 October 23,
 2017**

<p>3.5 Schedule the Public Hearing to Allow Public Comment on the 2018 Budget and Allow the Option to Adopt the 2018 Budget if There is No Public Comment; Monday, November 13, 2017, or Other Date Pending Board Member Availability; Rachel Anderson, Legal Counsel (Approval Requested)</p> <p>3.6 Schedule a Date for the Public Hearing to Adopt the WFWRD 2018 Budget on Monday, December 11, 2017, or Other Date Pending Board’s Availability; Rachel Anderson, Legal Counsel (Approval Requested)</p>	<p>fluctuate depending upon the markets and demand for recycling materials.</p> <p>After discussion, it was decided to schedule the November Board Meeting and Public Hearing on Thursday, November 16th at 6:00 p.m.</p> <p>Board Chair Tischner indicated that if there was no public comment at the November Public Hearing, the Board could adopt the budget and fee schedule that night. However, if there was public comment, the adoption should be held in December. A decision on the December meeting date will be discussed and determined at the November 16th Board Meeting.</p>	<p>Motion to Schedule the November Board Meeting and Public Hearing on Thursday, November 16th at 6:00 p.m. by: Board Member Peel Seconded by: Board Member Barbour Vote: All in favor (of Board Members present)</p> <p>Motion to Determine December Meeting Date at the November 16th Board Meeting by: Board Member Peel Seconded by: Board Member Barbour Vote: All in favor (of Board Members present)</p>	<p>Approved October 23, 2017</p> <p>Approved October 23, 2017</p>
<p>4. Closed Session</p>			
	<p><i>The Administrative Control Board may temporarily close the Board meeting and convene in a closed session to discuss pending or reasonably imminent litigation as provided by Utah Code Annotated §52-4-205.</i></p> <p>No Closed Session</p>		
<p>5. Other Board Business</p>			
	<ul style="list-style-type: none"> Board Member Marchant asked if there are programs to encourage residents to take their cans off the street during winter for snow removal. Other board members confirmed that there are city ordinances requiring the 	<p>Cathy will include a reminder in the January billing statements for residents to remove their cans from the street within 24 hours from being emptied. January is the next billing cycle.</p>	

	removal of cans from the street within 24 hours. Cathy stated that we could also include a reminder in the billing statements that will go out in December.		
6. Requested Items for the Board Meeting/Public Hearing in November 2017 on a Date to be Determined, 2017 at 6:00 p.m.			
	<ul style="list-style-type: none"> • Status Report on Municipal Councils Authorizing the Board's Adopted Fee Increase as part of the 2018 Budget. • Determine Need for the Public Hearing to Adopt the 2018 Budget for a Date to be Determined by the Board. 		
ADJOURN		Motion to adjourn: Board Vice Chair Gunn Seconded by Board Member Wilson Vote: All in favor (of Board Members present)	