

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

DATE/TIME	LOCATION	ATTENDEES
<p>November 16, 2017 6:00 p.m.</p> <hr/> <p><b>Next Board Meeting</b> January 22, 2018 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Jim Bradley, Jim Brass, Kelly Bush, Sean Clayton, Kay Dickerson, Dwight Marchant, Robert Paine, Brint Peel, Craig Tischner  <b>EXCUSED:</b> Dama Barbour, Scott Bracken, Steve Gunn, Kris Nicholl, Jenny Wilson</p> <p><u>District Staff:</u> Anthony Adams, Mark Anderson, Rachel Anderson, Rosemary Fasselin, David Ika, Cathy Jensen, Yael Johnson, Gaylyn Larsen, Pam Roberts, Ken Simin, Jeffrey Summerhays</p> <p><u>Public:</u> Jennifer Brass, Greg Christensen, Jeff Clark (Rocky Mountain Recycling), Weston Clark, Kathy Stark</p>

**AGENDA**

- Call to Order:** Craig Tischner, Board Chair
- 1. Consent Items: (Approval Requested)**
    - 1.1. October 23, 2017 Board Meeting Minutes
  - 2. Meeting Open for Public Comments:** (Comments are limited to 3 minutes)
  - 3. Business Items**
    - 3.1. Adopt Resolutions Recognizing Retiring Board Members Barbour (Resolution 4382) and Tischner (Resolution 4383); Craig Tischner, Board Chair; Pam Roberts, Executive Director (**Adoption Requested**)
    - 3.2. Planning for Probable Transfer Station Closure; Pam Roberts (**Informational/Direction**)
    - 3.3. Review Needed Amendments for Interlocal Agreement with Salt Lake County for Landfill Services; Pam Roberts; Mark Anderson/Rachel Anderson, Legal Counsel (**Direction/Approval**)
    - 3.4. Update on the City/Metro Township Council Visits Regarding Fee Increase Authorization; Pam Roberts (**Informational/Direction**)
  - 4. Public Hearing**

4.1. Open the Public Hearing on the Tentatively Adopted 2018 Tentative Budget and the Public Hearing on the Proposed Fee Increase for Residential Services and New Fees for Additional Recycle Cans; Craig Tischner, Board Chair

4.2. Staff Input/Budget Presentation; Pam Roberts; Cathy Jensen, Financial Controller (**Informational**)

- Fee Increase for Basic Residential Services from \$14.75 per month to \$17.00 per month.
- Increase Extra Refuse Can Fee from \$15.00 per Month to \$17.00 per Month.
- New Fee for Additional Recycle Cans in the Amount of \$3.00 per Can per Month

4.3. Citizen Public Input (Public Comments are Limited to 3 Minutes)

4.4. Board Comments

4.5. Close of the Public Hearings

## 5. Business Items

5.1. Pending the Outcome of Tonight's Public Hearing, Confirm or Cancel the Date for the 2018 Budget and Fee Schedule Adoption: Monday, December 11, 2017; Pam Roberts (**Board Action Requested**)

5.2. If There is No Need for the Meeting on December 11, Board Adoption of Resolution 4381 and Exhibit "A", 2018 Budget; and Exhibit "B", 2018 Fee Schedule Including New Fees and Fee Increases; Pam Roberts (**Adoption Requested**)

5.3. Board Tentative Adoption of 2018 Board Meeting Schedule; Pam Roberts (**Approval Requested**)

5.4. Process for Nominating the 2018 Board Vice Chair; Pam Roberts (**Informational Direction**)

## 6. Requested Items for the Next Board Meeting(s)

- If Needed: December 11<sup>th</sup> Meeting: Adoption of the 2018 District Budget and Fee Schedule
- Monday, January 22, 2018 Meeting:
  - WFWRD Orientation for New Board Members and Returning Board Members
  - The 2017 Year-End Financial Report (Informational)
- Possible Agenda Item for the January or February Meeting: Succession of the 2017 Board Vice Chair Elected as the 2018 Board Chair and Elect the 2018 Board Vice Chair (Public Meeting Will Need to be Noticed for Action Items)

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 October 23, 2017 Board Meeting Minutes		<b>Motion to Approve the Minutes by:</b> Board Member Brass <b>Seconded by:</b> Board Member Dickerson  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 2017</b>
<b>2. Meeting Open for Public Comments</b>	(Comments are limited to 3 minutes)		
	No Public Comments		
<b>3. Business Items</b>			
3.1. Adopt Resolutions Recognizing Retiring Board Members Barbour (Resolution 4382) and Tischner (Resolution 4383); Craig Tischner, Board Chair; Pam Roberts, Executive Director ( <b>Adoption Requested</b> )	<p>Pam identified council members Barbour, from Taylorsville; and Tischner, from Herriman, who decided to not run for re-election. As a result, these council members would not be returning to serve on the ACB next year. She presented resolutions recognizing these two board members for their service on the ACB.</p> <p>Pam praised the work and efforts of Board Chair Tischner. He brought forth creative ideas that were in the best interest of the District, not just for his city. Board Chair Tischner accepted the award and expressed his gratitude for his service and for other board members for their support.</p> <p>Pam will attend a Taylorsville City Council meeting in December to present the recognition to Board Member Barbour.</p>	<b>Motion to Adopt Resolutions 4382 and 4383 by:</b> Board Member Peel <b>Seconded by:</b> Board Member Bush  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 2017</b>

3.2 Planning for Probable Transfer Station Closure; Pam Roberts (Informational/Direction)

Pam indicated that the County Council recently voted to postpone the closure of the Transfer Station pending an analysis of three areas:

1. What would it take, and what would be the impact of a closure on July 1, 2018?
2. What would be required to remain open, but increase the fees to cover operational costs?
3. What would be required to remain open, but managed by someone else?

Board Member Bradley confirmed that the County Mayor listed a January 1, 2018 closure date in his budget. The County subsidizes over \$2 million to the Transfer Station. The County feels no need to continue justifying this subsidy from those not using the service.

He added his concern for the original closure date, since it jeopardizes existing contracts. He stated his support of transitioning with time allowed for affected organizations to adapt. He clarified that the transportation costs from the Transfer Station to the Landfill is what the County has been paying, and it comes out of the Solid Waste Management annual budget. He also confirmed that the Landfill is a profit center, but is unsure if it is appropriate to use those funds for the Transfer Station.

Board Member Bradley explained the original purpose of creating the Transfer Station, and that its purpose was to ship waste to East Carbon. However, the life expectancy of our Landfill has increased three to four times, reducing the need to ship waste to East Carbon, but providing a convenience to those collecting waste on the south side of the county.

Board Member Bradley confirmed that the County Council will approach this issue in an appropriate way. A change must be made, but it can be done with some creative thinking so that no one is in jeopardy. He added

that saying the “probable” closure of the Transfer Station was a bit strong.

Board Member Peel asked how much time is required for this decision to be made. Pam stated that the County decided to give staff three months to report back to the County Council. Scott Baird, Public Works Department Director, has also been tasked to bring back information by the end of year.

Board Member Bradley confirmed that there is no “sunset date” for the Transfer Station. It is the County Council’s decision and they will address it when they deem it appropriate.

Board Member Dickerson asked if a public hearing was required for the closure of the Transfer Station. Board Member Bradley confirmed that a public hearing is not required in this situation. The Transfer Station is a wholly owned asset of Salt Lake County.

Pam stated her gratitude to the County Council for postponing the closure of the station and performing the requested analysis.

Board Member Peel asked who uses the Transfer Station. Pam replied that South Salt Lake, part-owner Salt Lake City, and all of the private waste collection companies use the Transfer Station when it is cost effective for them.

Board Member Marchant asked who the prospective bidders would be if the station was sold. He also requested a visit/tour of the Transfer Station. Board Member Peel added that we could possibly combine this with a tour of the Landfill’s tipping face. Board Member Bradley stated that thinking about selling the station is premature, but any company or organization in the business would be a potential buyer.

<p>3.3 Review Needed Amendments for Interlocal Agreement with Salt Lake County for Landfill Services; Pam Roberts; Mark Anderson/Rachel Anderson, Legal Counsel <b>(Direction/Approval)</b></p>	<p>Pam confirmed that the Transfer Station is much more convenient and efficient for trucks to get in and get out. Board Member Bradley supported a tour for board members to see the process, emphasizing that our current process handles the waste twice to get it to the landfill.</p> <p>Board Member Brass pointed out that the use of the Transfer Station has one larger truck travelling down Highway 201 rather than multiple garbage trucks. David Ika, WFWRD Operations Manager, confirmed that a transfer truck carries 80,000 pounds, or the equivalent of six garbage trucks. Board Member Brass pointed out the environmental impact of traffic concerns and wear-and-tear on the 201. He voiced his support of the County covering costs, but there is more of an impact than simply shifting it. Board Member Bradley agreed.</p> <p>Pam commented that the desire, with the possible closure of the Transfer Station, is to eliminate or renegotiate our Interlocal Agreement requiring a minimum of 85% of waste to the Landfill. She reviewed the verbiage and terms of the existing agreement and concluded that the closure of the Transfer Station is a default or breach of contract. This allows us the opportunity to renegotiate. Her perspective from the County Council is that they agree that we should be released from this requirement. Pam confirmed that we want to keep a workable contract that is open to amendments. She produced a draft letter to the Landfill Council, the advisory body to the County Council, with the intent to approach the Landfill Council at their meeting on November 29<sup>th</sup> to request support in this request to terminate or renegotiate our agreement to eliminate the 85% waste requirement.</p> <p>Board Member Peel asked about the renewal terms of the agreement. Pam answered that it is a 10-year term, with the ability to renegotiate under specific circumstances after 5 years, which will be on December 31, 2018. She</p>		
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verified her request for direction on support from the Board to proceed.

Board Member Bradley commented that the letter poses questions that need to be answered rather than what will happen. He suggested a rewording of the letter to allow “wiggle room.”

Board Member Dickerson requested verification that the 85% requirement is in the agreement. Rachel Anderson, WFWRD Legal Counsel, confirmed that it is in Section 3(c) of the Interlocal Agreement. Pam further clarified the regulations identified in the agreement. Pam stated that WFWRD is the Transfer Station’s largest customer, with Salt Lake City coming in second, followed by South Salt Lake.

Every year, Pam provides a report to the County Mayor’s Office and the County PW Department Director displaying where WFWRD’s waste is delivered for the Salt Lake Valley Landfill, the Transfer Station, and Trans-Jordan Landfill.

She pointed out that tonnages have gone up at Trans-Jordan in the past few years due to growth in the southwest areas. Board Member Bradley asked for confirmation that WFWRD sends ten times more waste to the Transfer Station than to the Landfill. Pam confirmed that as accurate. Board Member Bradley suggested that WFWRD purchase the Transfer Station. Board Member Peel also suggested partnering with existing owners.

Pam displayed a map indicating all the service areas of WFWRD, and each facility to which the waste is delivered. She also commended WFWRD staff for their work to provide this information. She also complimented Cathy Jensen for going with her to all 13 municipalities to explain the need of the fee increase for 2018. Craig

Adams filled in for Cathy when she was unable to attend with Pam.

Pam identified all of the areas that would be impacted by the closure of the Transfer Station. She mentioned that the most viable option, after the County Transfer Station, is the Transfer Station operated by Ace Recycling and Disposal. Other transfer station options are those owned by Waste Management and Republic Services, which are further away by proximity to the Transfer Station. The SL Valley Landfill is the furthest away by proximity to the Transfer Station.

Pam emphasized that a collection truck makes, on average, four trips to the dumping facility each day. Using the Ace Transfer Station will increase our mileage by 11 miles, round trip. This equates to an additional estimated increased cost of \$178.00 per vehicle per day, if the County Transfer Station closes. If we take all of our trucks to the Landfill for disposal, it would be an estimated \$317.00 per truck per day in increased operational costs for just fuel and maintenance, which is \$3.97 per mile per truck.

She added that garbage trucks get two miles per gallon, regardless of the type of fuel, which is one reason why we elected to switch to compressed natural gas (CNG) trucks for the reduced costs in fuel and to assist with air quality.

Additionally, with the closure of the Transfer Station, additional trucks will need to be purchased to accommodate additional routes, caused by additional mileage and travel to the dumping facilities. She added that she has mentioned to the County Council that it takes six months to get a new collection truck, which means we would need to hold on to the six trucks scheduled for replacement in 2018. Board Member Bush asked how many extra drivers would also be needed. Pam replied that her initial estimate is an additional five trucks and five

<p>3.4 Update on the City/Metro Township Council Visits Regarding Fee Increase Authorization; Pam Roberts (Informational/Direction)</p>	<p>drivers. She also reported that she and staff are digging in deeper and will have a more thorough analysis now that we have more time to plan.</p> <p>Board Member Peel stated that the letter to the Landfill Council does not need to be softened.</p> <p>Board Member Dickerson asked if the County’s decision is to balance its budget. Board Member Bradley said that the better question is, “should the County be subsidizing this?” Pam asked for more clarification on this point, since WFWRD base fees subsidize all of the provided non-subscription programs.</p> <p>Board Member Bradley replied that the County is not in the collection business anymore. They just happen to own a landfill. They are recognizing jurisdictions that are paying into the facility, through taxes, to cover the Transfer Station transportation costs, but not receiving the service. Pam clarified that no tax dollars go into the operations. The Solid Waste Facilities are supported by user fees only, which make it an enterprise fund under state statute.</p> <p>Board Chair Tischner commented that the process could have been handled better, especially since it was announced the day after we tentatively approved our 2018 budget. Board Member Bush added that this approach has thrown a wrench into other municipalities’ budgets as well. Board Member Bradley stated that the County Council will look to Pam for a great deal of input for identifying an appropriate solution.</p> <p>Pam announced that we have obtained a majority of municipal townships which have authorized our 2018 budget and fee increase. The councils of Sandy City, Holladay City and Murray City have not yet voted, but the topic is on their future agendas.</p>	<p><b>Motion to Direct Pam to Submit the Letter to the Landfill Council by:</b> Board Member Peel  <b>Seconded by:</b> Board Member Bush  <b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2017</b></p>
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	<p>Board Member Marchant asked how many municipalities were needed for approval. Pam confirmed that seven of the 13 municipal councils are needed for approval, and we currently have nine municipalities which have approved. She also confirmed that if our 2018 tentative budget was not adopted, or the fees modified, and we needed to revise the budget, she would have to return to each municipality to present for their approval.</p>		
<p><b>4. Public Hearing</b></p>			
<p>4.1 Open the Public Hearing on the Tentatively Adopted 2018 Tentative Budget and the Public Hearing on the Proposed Fee Increase for Residential Services and New Fees for Additional Recycle Cans; Craig Tischner, Board Chair</p> <p>4.2 Staff Input/Budget Presentation; Pam Roberts; Cathy Jensen, Financial Controller <b>(Informational)</b></p> <ul style="list-style-type: none"> <li>• Fee Increase for Basic Residential Services from \$14.75 per Month to \$17.00 per Month</li> <li>• Increase Extra Refuse Can Fee from \$15.00 per Month to \$17.00 per Month.</li> <li>• New Fee for Additional Recycle Cans in the Amount of \$3.00 per Can per Month.</li> </ul>	<p>Pam stated that the County and State mandates WFWRD to provide waste collection services to all residents within the District. She stated that an additional goal for WFWRD is to maintain a high level (&gt;90%) of customer satisfaction. All of our expenses go up annually, including disposal fees, truck maintenance fees, and other operational costs. We have made adjustments in our operations to absorb these costs over the past decade to prolong needed fee increases and keep rates low for our residents. The most recent efforts include revising our truck replacement schedule and reducing the OPEB liability. Pam also commented that there is a nation-wide shortage of qualified commercial truck drivers, which makes recruitment and retention challenging.</p> <p>Pam reviewed all of the services included in the basic service package, that being weekly garbage and recycling collections, annual area cleanup, central sites for leaf bag</p>	<p><b>Motion to Open the Public Hearing by:</b> Board Member Bradley  <b>Seconded by:</b> Board Member Peel</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2017</b></p>

<p>4.3 Citizen Public Input (Public Comments are Limited to 3 Minutes)</p>	<p>and glass, can repair/replacement, box and Christmas tree collections. She reviewed our revenue sources and clarified that over 90% of our revenue comes from the basic service fees. The remaining fees come from ancillary and subscription services that are self-supported, with the exception to the Trailer Rental service.</p> <p>Board Member Peel asked how the new home can fee is billed, and who receives that bill. Cathy confirmed that the homeowners receive the one-time fee on their first bill. Board Chair Tischner added that we only bill for one of the cans delivered to the new homes, and the cost for the other can is absorbed by the District. He stated that he has not heard any complaints about the fee, and homeowners recognize it as a startup cost for services.</p> <p>Pam explained that the fee increase would help to maintain the current level of services to residents. She also clarified that this fee increase will not apply to Big Cottonwood Canyon residents because they do not receive the same service level, and we provide a central collection site for waste and recycling.</p> <p>The increase in fees for additional garbage cans retains the philosophy to encourage more recycling. Adding the \$3.00 fee to additional recycling cans will help pay for the costs of disposal to the recycling facilities.</p> <p>Cathy reminded board members that the reason the Administrative Services Budget is so high this year is due to the other post-employment benefits (OPEB) costs of \$1.3 million being recognized, but it is a book-only adjustment.</p> <p>Greg Christensen, of 5496 Colter Drive in Kearns, stated that WFWRD's message is not getting out to the communities very well about the fee increase. He indicated that he has heard everything from a \$17 per</p>		
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<p>4.4 Board Comments</p>	<p>month fee to an increase up to \$70 per month. However, he stated that the larger reason he was in attendance was to thank WFWRD. He recognized the difficulty of being an organization that provides a service. He expressed his gratitude to WFWRD for coming to his neighborhood to collect waste, recycling, and green waste. He also expressed his appreciation for the Voucher Program offered to residents, and asked if the 2018 budget includes this benefit. Pam verified that it is included in the basic services package and fee for service.</p> <p>Kathy Stark, of 9095 South Enchanted Oak Lane in Sandy, commented on the wonderful forum to explain the reasons for needing a fee increase. She stated that the Sandy City Council proposed the fee increase on their agenda, but she is attending tonight since she was unable to attend the Sandy City meeting. She confessed that Sandy City does not disclose as much information at their meetings, and also commended the ACB on conducting a civil and informative meeting.</p> <p>Board Member Bradley stated his appreciation to the citizens who commented. He also stated his amazement that more residents do not attend a fee increase public hearing to voice opposition. He stated that this is a reflection of the great service they are receiving. It also reflects very well on the organization and who manages those services.</p> <p>Board Member Bradley asked for clarification on what is happening with the fund balance in the new budget. Pam showed the cash balances and projections as of October 26, 2017, previously shown to the Board and the municipal councils during her visits. She explained that the fee increase allows us to maintain the Board-adopted policy to not drop below 20% year-end cash balance. Board Member Paine asked if truck replacements were included. Pam stated that trucks were included.</p>		
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4.5 Close of Public Hearing		<p><b>Motion to Close the Public Hearing by:</b> Board Member Bradley  <b>Seconded by:</b> Board Member Peel</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2017</b></p>
<b>5. Business Items</b>			
5.2 If There is No Need for the Meeting on December 11, Board Adoption of Resolution 4381 and Exhibit “A”, 2018 Budget; and Exhibit “B”, 2018 Fee Schedule Including New Fees and Fee Increases; Pam Roberts <b>(Adoption Requested)</b>	Board Chair Tischner requested action on Agenda Item 5.2 before Agenda Item 5.1	<p><b>Motion to Adopt Resolution 4381 by:</b> Board Member Peel  <b>Seconded by:</b> Board Member Bush</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2017</b></p>
5.1 Pending the Outcome of Tonight’s Public Hearing, Confirm, or Cancel the Date for the 2018 Budget and Fee Schedule Adoption: Monday, December 11, 2017; Pam Roberts <b>(Board Action Requested)</b>		<p><b>Motion to Cancel the December 11, 2017 Meeting by:</b> Board Member Brass  <b>Seconded by:</b> Board Member Paine</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2017</b></p>
5.3 Board Tentative Adoption of 2018 Board Meeting Schedule; Pam Roberts <b>(Approval Requested)</b>	Pam stated that the proposed schedule is similar to the one adopted the past two years.	<p><b>Motion to Adopt the 2018 Meeting Schedule by:</b> Board Member Brass  <b>Seconded by:</b> Board Member Dickerson</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	
5.4 Process for Nominating the 2018 Board Vice Chair; Pam Roberts <b>(Informational/Direction)</b>	Pam explained that the elected vice chair automatically succeeds as the board chair the following year. This leaves the vice chair opening for nominations from board members.		

	<p>Board Member Peel suggested we wait to nominate until January. Board Member Bush concurred since we will be accepting different board members in 2018.</p> <p>Pam restated her gratitude to all existing board members for their service, and for supporting her in her responsibilities.</p>		
<b>6. Requested Items for the Board Meeting on January 22, 2018.</b>			
	<ul style="list-style-type: none"> <li>• WFWRD Orientation for New Board Members and Returning Board Members Board Member Dickerson asked about the procedure for returning Board Members. Mark Anderson, Legal Counsel, confirmed that appointment to this board it is not automatic with a re-election, and that each municipality council should have an agenda item in their meeting to approve any appointment to this board.</li> <li>• 2017 Year-End Financial Report</li> <li>• Succession of the 2017 Board Vice Chair Elected as the 2018 Board Chair, and Elect the 2018 Board Vice Chair</li> </ul>		
<b>ADJOURN</b>		<p><b>Motion to Adjourn:</b> Board Member Brass  <b>Seconded by</b> Board Member Clayton</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved  November 16,  2017</b></p>