

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

DATE/TIME	LOCATION	ATTENDEES
<p>August 26, 2019 9:00 a.m.</p> <hr/> <p>Next Board Meeting September 23, 2019 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Scott Bracken, Brad Christopherson, Kay Dickerson, Shireen Ghorbani, Steve Gunn, Steve Hook, Dwight Marchant, Sherrie Ohrn, Ron Patrick, Brint Peel, Patrick Schaeffer Excused: Jim Bradley, Jim Brass, Kris Nicholl</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Rachel Anderson, Larry Chipman, David Ika, Yael Johnson, Andy King, Paul Korth, Walt Lake, Andrea Murdock, Ken Simin, Sione Tuione</p> <p><u>Public:</u> Doug Folsom (Utah Local Governments Trust), Marla Kennedy (Salt Lake County), Mike Reberg (Salt Lake County), Keith Zuspan (Brighton)</p>

AGENDA

Call to Order: Brint Peel, Board Chair

1. Introduction of New Board Member:

1.1. Oath of Office for New Board Member, Steve Hook, from Emigration Canyon Metro Township: Anthony Adams, District Clerk

2. Consent Items:

2.1. June 24, 2019 Board Meeting Minutes (**Motion & Approve**)

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

4. Business Items

4.1. 2018 Trust Accountability Award: Doug Folsom, Risk Management, Utah Local Governments Trust (**Informational**)

4.2. WFWRD 2019 2nd Quarter Financial Report: Paul Korth, Financial Controller (**Informational/Direction**)

4.3. Follow-up on the Board’s Inquiry of the Process of Reorganizing from Special Service District to a Local District: Rachel Anderson, Legal Counsel (**Information/Direction**)

4.4. Status and Updates from the Executive Director: Pam Roberts, Executive Director (**Informational/Direction**)

- 2019 Properties Released from Tax Sales
- Results of the 2019 Recycling Survey
- Efficiencies Using the Transfer Station at Ace Intermountain
- Follow-up on WFWRD Side-Load Truck Replacement Schedule

5. Closed Session (If Needed)

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, or other legally applicable reasons as provided by Utah Code Annotated §52-4-205.

6. Other Board Business

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

7. Requested Items for the Next Board Meeting on September 23, 2019

- Salary Market Survey Report: Melissa Kotter, Human Resources Consultant
- Executive Staff's Proposed 2020 WFWRD Budget
- Review the Meeting Calendar for the 2020 Budget Adoption Process

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Introduction of New Board Member			
1.1 Oath of Office for New Board Member, Steve Hook, from Emigration Canyon Metro Township: Anthony Adams, District Clerk	Anthony swore in new Board Member, Steve Hook.		
2. Consent Items			
2.1 June 24, 2019 Board Meeting Minutes		Motion to Approve the Minutes by: Board Member Dickerson Seconded by: Board Member Patrick Vote: All in favor (of Board Members present)	Approved August 26, 2019
3. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	No public comments.		
4. Business Items			
4.1. 2018 Trust Accountability Award: Doug Folsum, Risk Management, Utah Local Governments Trust (Information)	Doug Folsum presented the 2018 Trust Accountability Program (TAP) award to WFWRD. He described the program and the steps required for an organization to qualify for the award. These steps primarily include safety measures implemented by the organization to measurably improve safety and reduce liabilities. Only about 20% of organizations qualify for this annual award, and WFWRD has received it for the past five years. David Ika, Operations Manager and Larry Chipman, Collection & Safety Manager, received the award.		
4.2. WFWRD 2019 2 nd Quarter Financial Report: Paul Korth,	Paul reviewed the District Finances for the 2019 2 nd quarter, ending on June 30, 2019. Revenues, Operating Expenses and Personnel Expenses were reviewed and		

<p>Financial Controller (Information/Direction)</p>	<p>compared with current budget allotments and prior year numbers. There are a few expenses, in which WFWRD is over budget at this point in the year. Currently Paul does not anticipate that the District will exceed the budget in regard to total expenses in 2019. Board Member Bracken asked if we will need a budget adjustment to move the funds around. Paul indicated that the budgets are not typically constrained with individual line items and cost centers, but he will verify this process.</p> <p>Board Member Ohrn inquired as to why there is an increase in tonnage to the landfill. Paul answered that there are multiple factors contributing to the increase in tonnage which includes an increase in homes/population within the District, and as a result of residents placing more materials in the waste can instead of the recycle can. Board Vice Chair Christensen asked how many routes we take to Ace Recycling and Disposal. David Ika replied that we currently only take two routes per week to Ace.</p> <p>Board Member Hook asked if we track the statistics for recycling. Paul replied that we track overall tonnage statistics for recycling.</p> <p>Paul stated that the 2020 budget is already being prepared, and the District will be proposing two additional side-load truck allotments along with two additional driver allotments due to the increase in the number of homes serviced and the increase in green waste subscribers. Board Chair Peel commented on the hope to increase the chance of finding drivers to fill our vacancies.</p> <p>Board Member Hook inquired about a fee increase based on last month's recycling survey. Paul stated that a fee increase is still being considered, but it would not be implemented in 2020.</p>	<p>Paul will confirm whether a budget adjustment is needed for the 2019 budget.</p>	
<p>4.3 Follow-up on the Board's Inquiry of the Process of Reorganizing</p>	<p>Rachel reviewed the history of WFWRD's journey from Salt Lake County Sanitation through WFWRD's current</p>		

<p>from Special Service District to a Local District: Rachel Anderson, Legal Counsel (Information/Direction)</p> <p>4.4 Status and Updates from the Executive Director: Pam Roberts,</p>	<p>status. She emphasized the point that Salt Lake County’s goal, from the beginning, was to create WFWRD as an independent organization, but the needed legal process didn’t exist at the time which is why WFWRD is a Special Service District. Since then, the legal processes have been created to convert special service districts into local districts to allow full independence and autonomy.</p> <p>Rachel briefly discussed the steps that would need to take place for Salt Lake County to reorganize WFWRD into a local district. She emphasized that most of the legal requirements would be the same for WFWRD as a local district. Board Member Gunn asked about the disadvantages to become a local district. Rachel replied that she was unaware of any disadvantages. Board Member Ohrn inquired if we would be allowed to keep our certification authority. Rachel confirmed that we would keep that authority.</p> <p>Board Vice Chair Christopherson related an experience where West Jordan requested WFWRD to bid on their city waste/recycling collection, but we declined due to the city’s requirement to go through the County to become part of the District. If WFWRD is a local district, this would be less of a legal burden if a city wanted to join the District.</p> <p>Rachel clarified that this process would be completed with full disclosure with all involved parties so that when the wheels were set into motion, everyone was on the same page. Similar to our process of de-annexing portions of Granite, there will be several meetings to ensure that the process will be a smooth one. She added that a unanimous acceptance from all municipalities within the District would need to be obtained. If one municipality is not in favor of this action, the process will fail.</p>	<p>Board Chair Peel directed all board members to discuss this with their respective councils and get their opinion on this action.</p>	
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<p>Executive Director (Information/Direction)</p> <ul style="list-style-type: none"> • 2019 Properties Released from Tax Sales • Results of the 2019 Recycling Survey • Efficiencies Using the Transfer Station at Ace Intermountain 	<p>Paul Korth informed the Board that one property has been released from tax sale that affects WFWRD. He reminded the Board that they approved tax sale releases in April, and this notice was just to identify the property included in that release.</p> <p>Anthony Adams, Board Clerk, reviewed the results of last month's recycling survey. Out of the customers who responded, 79% support continued recycling services and 79% would support a fee increase to maintain services. This is comparable to the 2018 recycle survey in which approximately 80% support recycle services and 70.5% indicated support for a fee increase to maintain services.</p> <p>Anthony also briefly discussed the comments provided in the survey. The most common theme reflected a need for more recycling education to our residents.</p> <p>Paul discussed the efficiencies and savings by utilizing the transfer station at Ace Disposal and Recycling. Using their facility saves \$1.35 per ton, and a time savings of approximately one hour per driver each week. Other benefits include driver satisfaction, extended service hours, and being open on Saturdays after holidays.</p> <p>Board Member Marchant asked if the Salt Lake Valley Landfill could open on the Saturdays following holidays to help with our needs. Mike Reberg, Salt Lake County's Associate Deputy Mayor of Regional Operations, replied by indicating that the County's Landfill Council is discussing this option as well as proposing the elimination of the tonnage requirement for WFWRD's green waste.</p>		
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<ul style="list-style-type: none"> Follow-up on WFWRD Side-Load Truck Replacement Schedule 	<p>Paul reviewed the analysis conducted to determine the sideload truck replacement schedule. He explained that we only have best guesses for truck values because we have not yet sold this type/model of trucks. We are also still collecting data on our current trucks' maintenance while being in service longer than 48 months. Board Member Dickerson inquired about the reliability on our recent trucks. Andy King, Asset Manager, confirmed that the recent trucks we have acquired have a better maintenance record than some of our other trucks.</p>		
<p>5. Closed Session</p>			
	<p>No Closed Session</p>		
<p>6. Other Board Business</p>			
	<p>Board Chair Peel stated that he would like to see these WFWRD ACB Meetings to switch to a paperless format. He requested that board members download the materials provided by WFWRD staff and bring their electronic devices to view the materials, rather than printing off packets for each member. Board Member Ghorbani voiced her support for this direction. Board Members Marchant and Dickerson requested to continue receiving paper copies of the materials.</p>	<p>Board Clerk Adams will obtain instructions/directions that will allow board members to access the onsite wireless network for guest access.</p>	
<p>7. Requested Items for the Next Board Meeting</p>			
	<ul style="list-style-type: none"> Salary Market Survey Report: Melissa Kotter, Human Resources Consultant Executive Staff's Proposed 2020 WFWRD Budget Review the Meeting Calendar for the 2020 Budget Adoption Process 		
<p>ADJOURN</p>		<p>Motion to Adjourn: Board Member Gunn Seconded by Board Vice Chair Christopherson</p>	<p>Approved August 26, 2019</p>

		Vote: All in favor (of Board Members present)	
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