

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

DATE/TIME	LOCATION	ATTENDEES
<p>November 18, 2019 6:00 p.m.</p> <hr/> <p>Next Board Meeting January 27, 2020 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Scott Bracken, Jim Bradley, Jim Brass, Brad Christopherson, Kay Dickerson, Shireen Ghorbani, Steve Gunn, Steve Hook, Dwight Marchant, Kris Nicholl, Sherrie Ohrn, Ron Patrick, Brint Peel, Patrick Schaeffer</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Rachel Anderson, David Ika, Paul Korth, Ethan Morris, Andrea Murdock, Pam Roberts. Sione Tuione</p> <p><u>Public:</u> Jennifer Brass (Murray), Renee Roberts (Millcreek)</p>

AGENDA

Call to Order: Brint Peel, Board Chair

1. Consent Items:

1.1. October 28, 2019 Board Meeting Minutes (Motion & Approve)

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

3. Business Items:

3.1. Review the 2020 Budget, Fee Schedule and the 2020 Budget Presentation: Pam Roberts Executive Director and Paul Korth, Financial Controller **(Informational)**

- Start-up Fee Increase from \$50 to \$100 for Newly Built Homes to Cover the Cost for New Cans.

3.2. Public Hearing: Board Chair Peel

- 3.2.1. Open the Public Hearing on the Tentatively Adopted 2020 Tentative Budget and the Public Hearing on the Proposed Start-up Fee Increase for Newly Built Homes
- 3.2.2. Citizen Public Input (Public Comments are Limited to 3 Minutes)
- 3.2.3. Board Comments

3.2.4. Close of the Public Hearing

3.3. If There is No Public Comment on the 2020 WFWRD Budget, the Board Has the Option to Adopt Resolution 4393 and Exhibit “A”, 2020 Fee Schedule Including Fee Increases: Pam Roberts **(Adoption Requested)**

3.4. Pending the Outcome Tonight’s Public Hearing, Confirm or Cancel the Date for the 2020 Budget and Fee Scheduled Adoption on Monday, December 16, 2019: Pam Roberts **(Board Action Requested)**

3.5. Recognition for Retiring Board Members: Brint Peel **(Adoption Requested)**

3.5.1. Resolution 4390, Recognizing Jim Brass

3.5.2. Resolution 4391, Recognizing Steve Gunn

3.5.3. Resolution 4392, Recognizing Ron Patrick

3.6. Report on the District’s Recycling: Pam Roberts **(Informational)**

3.7. Review and Approve Updates to the WFWRD Policy Manual: Pam Roberts **(Adoption Requested)**

3.8. Adoption of the Interlocal Agreements with Salt Lake County: Pam Roberts **(Adoption Requested)**

3.8.1. Interlocal Revised WFWRD Collection Services for County Agencies

3.8.2. Interlocal Administrative Services for WFWRD

3.8.3. Interlocal WFWRD Collection Services for County Parks and Recreation

3.8.4. Interlocal Shared Building Lease and Space Rental

3.9. Board Approval for Pam Roberts to Serve as Board Member with Utah Local Government Trust with Compensation Being Directed to the District: Board Chair Peel **(Approval Requested)**

3.10. Information on the Process for Nominating and Appointing the 2020 Board Vice Chair: Board Chair Peel and Pam Roberts **(Informational/Direction)**

3.11. Board Adoption of the 2020 Board Meeting Schedule: Pam Roberts **(Approval Requested)**

4. Requested Items for the Next Board Meeting:

- If Board Desires to Hold the December 16th Meeting: Adoption of the 2020 District Budget and Fee Schedule
- Monday, January 27, 2020 Meeting:
 - Introduction of New Board Members and Returning Board Members

- Succession of the 2019 Board Vice Chair Appointed as the 2020 Board Chair and Elect the 2020 Board Vice Chair
- The 2019 Year-end Financial Report
- General Manager's Report

Pending Board Approval

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items:			
1.1. October 28, 2019 Board Meeting Minutes		Motion to Approve the Minutes by: Board Vice Chair Christopherson Seconded by: Board Member Ohrn Vote: All in favor (of Board Members present)	Approved November 18, 2019
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	<i>No public comments</i>		
3. Business Items:			
3.1. Review the 2020 Budget, Fee Schedule and the 2020 Budget Presentation: Pam Roberts, Executive Director and Paul Korth, Financial Controller (Informational) <ul style="list-style-type: none"> • Start-Up Fee Increase From \$50 to \$100 for newly Built Homes to Cover the Cost for New Cans 	<p>Pam presented the budget that was tentatively adopted by the ACB last month. She emphasized the 2020 goal to maintain service levels to customers with no monthly fee increase. She mentioned that staff would like to evaluate the Area Cleanup Program in 2020 and 2021 to see if there is a better way to deliver that service that would be more manageable.</p> <p>Pam mentioned that the only fee increase, going into 2020, is to raise the start-up fee for newly built homes from \$50.00 to \$100.00. This will cover the cost of new waste and recycle cans purchased by the District and delivered to new homes. A \$10.00 delivery fee will also apply. Each can costs the District \$50.00, so this fee increase will pass the full cost of both cans to the homeowner. Board Member Gunn asked if this was a profit center. Pam confirmed that this is not a profit center. The fees reflect the full cost of the cans.</p> <p>Pam mentioned the request for two additional staff and two side load trucks to accommodate the growth in the</p>		

southwest areas of the County, and also the growth in our Green Waste Program.

Paul confirmed that we have deposits on four out of five of our old CNG (compressed natural gas) trucks that have been at auction. We still have one CNG truck remaining at auction.

The budget shows updated depreciation values on the truck sales. Paul confirmed these processes are the best practices with our external auditors, Gilbert and Stewart.

Pam thanked the Board for their support to adjust wages for the current salary markets to make WFWRD more competitive. As employees have been notified of their adjustment, it has been well-received. Andrea also confirmed that we have seen a higher number of applications due to the 2020 salary adjustment.

Pam reviewed the cash balance and reminded board members that we will start preparing, next year, for a fee increase for 2021. She reminded the Board that a majority of the municipalities in the District will need to approve a proposed fee increase prior to the implementation of a fee increase.

Board Member Ohrm reminded the Board that board members should be taking this information back to their municipalities to educate and prepare their councils for this needed fee increase for 2021.

Board Member Bradley confirmed that a fee increase would be necessary to maintain our operational cash balance. Board Chair Peel implored board members to set a reasonable cap, next year, and determine if a three-month minimum is enough. Our current best practice, adopted by the Board in 2017, is 20% cash at year end and 5% triggers a fee increase. Board Chair Peel proposed considering raising the year-end to 25%.

<p>3.2. Public Hearing: Board Chair Peel</p> <p>3.2.1 Open the Public Hearing on the Tentatively Adopted 2020 Tentative Budget and the Public Hearing on the Proposed Start-Up Fee Increase for Newly Built Homes.</p> <p>3.2.2 Citizen Public Input (Public Comments are Limited to 3 Minutes)</p> <p>3.2.3 Board Comments</p> <p>3.2.4 Close of the Public Hearing</p> <p>3.3 If There is No Public Comment on the 2020 WFWRD Budget, the Board Has the Option to Adopt Resolution 4393 and Exhibit "A", 2020 Fee Schedule Including Fee Increases: Pam Roberts (Adoption Requested)</p> <p>3.4 Pending the Outcome of Tonight's Public Hearing, Confirm or Cancel the Date for</p>	<p>No Public Comments</p> <p>No Board Comments</p>	<p>Motion to Open the Public Hearing by: Board Vice Chair Christopherson Seconded by: Board Member Bradley</p> <p>Vote: All in favor (of Board Members present)</p> <p>Motion to Close the Public Hearing by: Board Member Bradley Seconded by: Board Member Marchant</p> <p>Vote: All in favor (of Board Members present)</p> <p>Motion to Adopt Resolution 4393 and Exhibit "A" 2020 Budget and Fee Schedule by: Board Member Bradley Seconded by: Board Member Marchant</p> <p>Vote: All in favor (of Board Members present)</p> <p>Motion to cancel the December 16, 2019 Public Hearing by: Board Member Bradley Seconded by: Board Member Marchant</p>	<p>Approved November 18, 2019</p> <p>Approved November 18, 2019</p> <p>Approved November 18, 2019</p> <p>Approved November 18, 2019</p>
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<p>the 2020 Budget and Fee Schedule Adoption on Monday, December 16, 2019: Pam Roberts (Board Action Requested)</p>		<p>Vote: All in favor (of Board Members present)</p>	
<p>3.5 Recognition for Retiring Board Members: Board Chair Peel (Adoption Requested)</p>	<p>Pam mentioned that Jim Brass is one of the three remaining founding board members of the Administrative Control Board. Scott Bracken and Jim Bradley remain as our founding members. Board Chair Peel read the resolutions recognizing the retiring board members. Pam distributed awards to each retiring board member, and all three were given the board and staff appreciation.</p>	<p>Motion to Adopt Resolution 4390, 4391, and 4392 by: Board Member Bracken Seconded by: Board Member Ghorbani Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>
<p>3.5.1 Resolution 4390, Recognizing Jim Brass</p>			
<p>3.5.2 Resolution 4391, Recognizing Steve Gunn</p>	<p>Board Member Gunn expressed his gratitude for serving on this Board, and also for those who continue to serve. He also expressed his gratitude for Pam’s administration of WFWRD.</p>		
<p>3.5.3 Resolution 4392, Recognizing Ron Patrick</p>			
<p>3.6 Report on the District’s Recycling: Pam Roberts (Informational)</p>	<p>Pam provided updated information on collected recycling. WFWRD collects approximately 22,000 tons of recycling and 145,000 tons of waste each year. Pam reviewed the process of sample sorting that both Waste Management and Rocky Mountain Recycling conduct to determine the materials in the recycling stream and the contamination rates. This helps each vendor to determine the fees that will be charged per ton, per month.</p> <p>Based on the sample sorts, conducted by Rocky Mountain Recycling, 72% of what we collect, District-wide, is processed as recyclable materials. The remainder of 28% is waste that is redirected to the landfill. Any material contaminated with food, water, dirt, or oils, goes to the landfill. All thin plastics, hoses, tarps, and related materials go to the landfill. Any small materials that fall through the machinery, are called residuals and they are also sent to the landfill.</p>		

Each of the recycling facilities have slowed down their processing lines, which means the number of tons per hour they can process has decreased, but this should also help their crews capture more valuable recycling.

Pam introduced Ethan Morris, WFWRD's new Sustainability Coordinator. He has already brought great ideas and input to his tasks and role.

There was discussion on specifics on recyclable materials. Board Chair Peel mentioned that Magna will be implementing an aggressive educational program directed straight to its residents to improve recycling efforts in his township. Ethan commented on upcoming plans to help all communities reduce contamination in recycling. It will be tested in Millcreek. The vision is to spread it to all communities. Pam added that it is the vision to have some type of community-run sustainability committee in each municipality to help with these efforts.

Board Member Hook inquired about WFWRD's recycling contracts. Pam clarified that our contracts allow us to pay within market for the recycling materials. Since it is commodity-based, the fees can vary each month. It was confirmed that it would cost the District half the current recycling costs if all recyclables went to the landfill - roughly \$.75 per home/per month increase for landfilling versus approximately \$1.50 per home/per month for recycling. Pam reminded the Board that our 2019 recycling survey showed that over 70% were willing to pay the \$.75 per month difference.

Board Vice Chair Christopherson clarified that there is also a bigger picture when considering costs and that these costs do not take into account the lifespan of the landfill and the excessive cost to consider hauling Salt Lake County's trash to another location.

<p>3.7 Review and Approve Updates to the WFWRD Policy Manual: Pam Roberts (Adoption Requested)</p>	<p>Board Member Bracken asked for staff to look into providing stickers for residents to place on their indoor recycle cans, before they take it to the outside recycle can. Pam mentioned that every resident gets a first quarter bill, and this would be the opportune time to send something to all residents. She also mentioned an online and mobile application that staff is working on to help educate residents on recycling that is planned to be launched in 2020.</p> <p>Board Member Brass mentioned a recent news article in which Trans-Jordan Cities are restricting recycling materials to cardboard, plastic bottles with necks and metal cans. He emphasized that Trans-Jordan does not process recycling materials, and this policy does not impact WFWRD recycling collections. He also stated that Murray City is part of the Trans-Jordan Cities, but they will not be making this change.</p> <p>Pam reviewed updates to the District's Policy Manual. The primary changes are to the job titles of appointed staff. Pam's title will change from Executive Director to General Manager/Chief Executive Officer. Paul's title will change from Controller to Finance Director/Chief Financial Officer. Craig's title will change from Assistant Controller/Treasurer to Controller/Treasurer.</p> <p>The second update to the policy manual reviewed by Rachel Anderson, Legal Counsel is in regard to recent legislation requiring all governmental agencies to adopt a policy identifying personal use of any governmental property. The policy allows for De Minimis use of District property for personal use.</p> <p>The third update is related to records management. It clarifies that any GRAMA (Government Records Access and Management Act) request submitted to the District, must be submitted using our form and clarification of the Records Officer and the Records Manager for the District.</p>	<p>Motion to Adopt Updates to the WFWRD Policy Manual by: Board Vice Chair Christopherson Seconded by: Board Member Brass Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>
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	<p>Rachel added that this policy will be better for our own record tracking.</p>		
<p>3.8 Adoption of the Interlocal Agreements with Salt Lake County: Pam Roberts (Adoption Requested)</p>	<p>Rachel identified that the Administrative Services Agreement includes Fleet Services and Information Technology. The building lease agreement was included in this agreement in the past, but has now been separated into its own agreement.</p>		
<p>3.8.1 Interlocal Revised WFWRD Collection Services for County Agencies</p>	<p>Pam and Rachel explained that there was prior concern regarding WFWRD being locked into certain fees. As a result, they worked with Salt Lake County Attorneys to allow a change in fees with adequate notice.</p>		
	<p>Board Member Bradley commented that the numbers for facilities management in Exhibit 1 of this agreement do not add up correctly. Rachel stated that if we adopt this agreement, we can adopt subject to correcting these numbers.</p>		
<p>3.8.2 Interlocal Administrative Services for WFWRD</p>			
<p>3.8.3 Interlocal WFWRD Collection Services for County Parks and Recreation</p>	<p>Pam explained that the fees are set in the Parks and Recreation Agreement and if we need to increase fees for 2021 for that department, we will need to cancel the contract and start a new agreement for 2021 and 2022. Board Member Bracken requested that the numbers be rechecked in this agreement, based on the inaccuracies for facilities management in the Collection Services for County Agencies Agreement.</p>		
<p>3.8.4 Interlocal Shared Building Lease and Space Rental</p>	<p>Rachel stated that we are still working with Salt Lake County on the details of the Building Lease agreement, but it does need to be approved by the ACB before the end of the year. She requested that the Board approve the agreement pending clarification details. Pam indicated that some of the missing details are concerning the specific square footage that WFWRD occupies, which is</p>		

	<p>approximately 6,000 sq. ft. The fair market price for that space set for 2020 by the County is in the Budget in the amount of \$282,484. The County also needs to identify actual costs for shared building expenses such as protective services, maintenance, utilities and etc. These shared costs have generally been roughly \$200,000 each year.</p> <p>Board Member Gunn asked about the term of the lease. Rachel replied that the lease term is through 2023. Board Member Gunn asked about termination options on this agreement. Rachel confirmed that there is a one-year advance notice for terminating this agreement. Board Member Ohrn requested that the agreement include verbiage clarifying that the building expenses are actual costs, and that the County will not financially benefit from our financial contributions.</p>	<p>Motion to Approve All Four Interlocal Agreements Subject to the Correction of the Numbers in Exhibit 1 in the Collection Services for County Agencies Agreement, Subject to Verification of Numbers in the Parks & Recreation Agreement, and Also the Lease Agreement Subject to Final Negotiations with Salt Lake County by: Board Vice Chair Christopherson Seconded by: Board Member Brass Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>
<p>3.9 Board Approval for Pam Roberts to Serve as Board Member with Utah Local Government Trust (ULGT) with Compensation Being Directed to the District: Board Chair Peel (Approval Requested)</p>	<p>Board Chair Peel requested approval for Pam Roberts to continue to serve as a member of the ULGT Board. Pam emphasized that each ULGT board member receives compensation for their service equating to \$300 per meeting. All compensation assigned for her service on this Board goes directly to WFWRD.</p>	<p>Motion for Pam Roberts to Continue to Service on the ULGT Board by: Board Member Brass Seconded by: Board Member Bracken Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>
<p>3.10 Information on the Process for Nominating and Appointing the 2020 Board Vice Chair: Board Chair Peel (Informational/ Direction)</p>	<p>Board Chair Peel indicated that a new Board Vice Chair will be needed in 2020. He asked board members to consider nominations for the January 27th meeting. Anyone interested should reach out to Pam or Board Vice Chair Christopherson. Board member Bracken stated that by way of rotations, the Vice Chair would fall to either Millcreek, Herriman, or Cottonwood Heights; but it does not have to be if someone is genuinely interested in serving.</p>		

<p>3.11 Board Adoption of the 2020 Board Meeting Schedule: Pam Roberts (Approval Requested)</p>	<p>Board Chair Peel clarified that once the new Vice Chair has been appointed, the dates for the Pre-Board Meeting may be altered.</p>	<p>Motion for Approve the 2020 Board Meeting Schedule by: Board Member Bradley Seconded by: Board Vice Chair Christopherson Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>
<p>4. Requested Items for the Next Board Meeting:</p>			
	<ul style="list-style-type: none"> • Introduction of New Board Members and Returning Board Members • Succession of the 2019 Board Vice Chair Appointed as the 2020 Board Chair and Elect the 2020 Board Vice Chair • The 2019 Year-end Financial Report • General Manager’s Report 		
<p>ADJOURN</p>		<p>Motion to Adjourn: Board Member Bracken Seconded by Board Vice Chair Christopherson Vote: All in favor (of Board Members present)</p>	<p>Approved November 18, 2019</p>

Pending Board Approval