

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

DATE/TIME	LOCATION	ATTENDEES
<p>February 24, 2020 9:00 a.m.</p> <hr/> <p><b>Next Board Meeting</b> March 23, 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, Brad Christopherson, Shireen Ghorbani (via phone starting in Agenda 3.1), Daniel Gibbons, Dwight Marchant, Kris Nicholl (via phone), Sherrie Ohrn, Patrick Schaeffer, Tessa Stitzer, Diane Turner (through Agenda Item 3.4), Keith Zuspan  <b>Excused:</b> Kay Dickerson, Katherine Harris, Brint Peel</p> <p><u>District Staff:</u> Anthony Adams, Craig Adams, Rachel Anderson, Larry Chipman, David Ika, Yael Johnson, Paul Korth, Ethan Morris, Andrea Murdock, Pam Roberts, Ken Simin, Sione Tuione</p> <p><u>Public:</u> Scott Burnett (Zions Bank), Jill Fletcher (Transjordan Cities), Marla Kennedy (Salt Lake County), Jan Lopez (Murray), Mike Reberg (Salt Lake County)</p>

**AGENDA**

**Call to Order:** Brad Christopherson, Board Chair

**1. Consent Items:**

- 1.1. January 27, 2019 Board Meeting Minutes (**Motion & Approve**)
- 1.2. Conflict of Interest Approval: Pam Roberts, General Manager (**Motion & Approve**)

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

**3. Business Items**

- 3.1. Open & Public Meeting Act – Required Board Training: Rachel Anderson, Legal Counsel, Fabian VanCott (**Informational**)
- 3.2. Interest Earnings for Investment Accounts: Scott Burnett, Zions Bank Capital Advisory (**Informational/Direction**)
- 3.3. 2019 Accomplishments and Satisfaction Survey Results: Pam Roberts, General Manager (**Informational**)
- 3.4. Policy Discussion of Recycling in the District: Pam Roberts; Sione Tuione, Sustainability & Area Clean-up Manager; and Ethan Morris, Sustainability Coordinator (**Informational/Direction**)
- 3.5. Follow-up Report: 2019 Can Purchases – New Homes, Replacement and Repairs: Pam Roberts; and David Ika, Operations Manager (**Informational**)
- 3.6. Update on Salt Lake County Building Lease Agreement: Pam Roberts and Rachel Anderson (**Informational/Direction**)

**3.7. WFWRD's Policy on Servicing Homes on Private Lanes and Roads: Pam Roberts and Rachel Anderson (Informational/Direction)**

**4. 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.*

**5. Other Board Business**

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

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

- Annual Human Resources Policy Review: Andrea Murdock, Human Resources Manager
- 2020 Recycling Survey Review
- Annual Area Clean-up Calendar
- Revenue and Expenditure History of Projections
- WFWRD's Policy for Servicing Homes on Private Lanes and Roads

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 January 27, 2020 Board Meeting Minutes		<b>Motion to Approve the Minutes by:</b> Board Member Nicholl <b>Seconded by:</b> Board Member Ohrn  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved February 24, 2020</b>
1.2 Conflict of Interest Approval: Pam Roberts, General Manager	Pam provided an updated listing of employees disclosing outside employment, and declared that it does not constitute a conflict of interest with the employment with the District.	<b>Motion to Approve the Conflict of Interest Notification by:</b> Board Member Turner <b>Seconded by:</b> Board Member Gibbons  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved February 24, 2020</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. Open & Public Meeting Act – Required Board Training: Rachel Anderson, Legal Counsel, Fabian VanCott ( <b>Informational</b> )	<p>Rachel reviewed the Open &amp; Public Meeting Act, and confirmed that it is the Board Chair’s responsibility to ensure board members have had this required annual training.</p> <p>Definitions were reviewed, including the number of board members needed to establish a quorum, what constitutes a meeting, and how they must be conducted. She reviewed the difference between open and closed meetings, and the requirements for public notices.</p> <p>Rachel discussed the rules for conducting meetings, including topics that can and cannot be discussed and when actions can be taken within open meetings. The</p>		

<p>3.2. Interest Earnings for Investment Accounts: Scott Burnett, Zions Bank Capital Advisory <b>(Informational/Direction)</b></p>	<p>rules for minutes and recordings were discussed, and were confirmed to be public records. The purpose and rules of closed and electronic meetings were reviewed. She emphasized that electronic side-discussions should not be held during the open meeting.</p> <p>Pam introduced Scott Burnett and provided a brief history on WFWRD’s agreement with Zions Bank’s Capital Advisory section, beginning in December of 2014. All work and transactions with Zions Bank are in compliance with the Utah Money Management Act, and were approved by the Administrative Control Board at that time.</p> <p>Scott provided a quick briefing of the current status of the national markets. Overall, the economy is doing very well. The current yield on the WFWRD investments is 2.18%, This is compared to a PTIF (Public Treasurers' Investment Fund) yield of 2.14%.</p> <p>World markets and uncertainties were reviewed and how they affect national and local markets. Also, employment rates were presented; and the point that Utah has a great job market was emphasized.</p> <p>Scott reviewed WFWRD’s investment risk summary, and how investments are adjusted to keep risks low. Pam clarified the reasoning for the \$4 million drawdown in the accounts balance, and that it was due to a change in the billing cycle (billing delayed by one quarter) beginning in 2015. This was an expected decrease due to the four-month delay in cash coming in and approximately \$4,000,000 moving into accounts receivable.</p>		
<p>3.3 2019 Accomplishments and Satisfaction Survey Results: Pam Roberts <b>(Informational)</b></p>	<p>Pam introduced members of WFWRD’s Administrative and Operations Teams. She described the services that are provided by WFWRD, and stated that over 154,000 tons of waste are collected from the residents in 2019.</p>		

<p>3.4 Policy Discussion of Recycling in the District: Pam Roberts; Sione Tuione, Sustainability &amp; Area Cleanup Manager; and Ethan Morris, Sustainability Coordinator <b>(Informational/Direction)</b></p>	<p>Pam clarified the procedure for our annual customer satisfaction survey and the employee satisfaction survey. We hire an outside individual as a survey analyst to administer the surveys and compile the results.</p> <p>We achieved just over 95% customer satisfaction in 2019, and continue a trend of obtaining a mid to high 90 percental rating in overall customer satisfaction. We experienced a 5.8% drop in employee satisfaction, in 2019, due to the struggles to hire qualified staff and the extra work for employees. 80% of employees indicated that they are happy to work at WFWRD, and 83% see themselves staying with WFWRD.</p> <p>We received an insurance premium credit of \$6,000 due to our implemented safety programs. Pam also emphasized our lower EMOD (experience modification) rating, which reduces our Workers Compensation premiums for 2020 by \$50,000.</p> <p>Our Curbside Green Waste Program continues to grow, with 1,000 additional subscribers in 2019. We also continue to increase subscribers for curbside glass. Pam also announced that Curbside Glass Collections will be starting in Taylorsville on April 1.</p> <p>Pam provided a history of recycling within the District to show how recycling has evolved and expanded within the District, beginning in 2003 with a bi-weekly subscription service, expanding to full bi-weekly District-wide curbside service in 2007, and then to weekly service in 2011.</p> <p>A short video covering the 2010 Waste Audit was shown and revealed that residents were throwing away recyclable materials in the off week of their bi-weekly service. This audit supported the request and need for weekly collection services. Fee increases have been approved by the Board</p>		
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in subsequent years to sustain the current level of service, with support from residents, as obtained through customer surveys.

In recent recycling surveys almost 80% of residents still support recycling services. A small percentage support recycling services only if it is less expensive than sending the materials to the landfill. In asking if residents would support a fee increase to continue recycling services, 79% supported a fee increase in 2019. This is an 8.5% increase from the previous year, and also identified a higher fee increase than in 2018. The same 2019 survey showed that over 74% of residents place their recycling can out each week for collection. Board Chair Christopherson asked if we could compare the driver can count data with what residents are stating on the survey. Sione indicated that we do collect that data from the drivers. Board Chair Christopherson indicated that it would be interesting to see the comparative data.

Pam indicated that we spend approximately \$200,000, including salaries, in outreach and educational efforts for recycling. Sione added that we conduct sample sorts each month to determine how much contamination is in the truck's recycling load – approximately 400 cans. This is done for each municipality, and this helps us determine where to focus educational efforts. The contamination rates are going down because residents are recycling better and responding to our outreach work.

Sione stated that the top contaminants, in recycling, are plastic bags, Amazon shipping bags, single-use items, food waste and liquids, fabrics, and carpet. Board Member Gibbons asked for the District's position regarding local legislation for plastic bags. Pam stated that we don't want them in the recycle cans so any help to make that happen is always welcomed.

She stated that to her knowledge, the Board can issue a resolution stating our official position. Board Member

	<p>Gibbons voiced his support for a resolution, or support for legislation, on a ban of plastic bags within our jurisdiction(s). Board Member Turner stated that Murray is working towards a ban, with an ordinance for commercial businesses to stop providing single-use check-out plastic bags. Board Member Nicholl commented that Sandy City is also considering a ban, and voiced her support, but recognizes the greatest challenge is enforcement. Board Member Turner added that the cities will have to take the lead on this issue because it will not likely come from the state legislature. Board Member Marchant encouraged more education as the most effective step at this point.</p> <p>Pam showed a new recycle can lid that will provide an educational flyer sealed in the top of the lid that will last the expected life of the can, which is 10 years. This is an additional cost of the can, but will only be a \$2-\$3 cost, per can, for the District since new homeowners pay for the price of the initial can. This is something that we want to invest in, and alleviates the labor of taking stickers out to cans. Additionally, it is already part of the existing budget for sustainability. Board Member Bradley suggested obtaining supporting sponsorship with the recycling facilities since this will financially benefit them as well.</p>	<p><b>Motion to Proceed with Proposed Recycle Can Lid Flyer Imprinting by:</b> Board Member Ohrn  <b>Seconded by:</b> Board Member Marchant  <b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved February 24, 2020</b></p>
<p>3.5 Follow-up Report: 2019 Can Purchases – New Homes, Replacement and Repairs: Pam Roberts; David Ika, Operations Manager <b>(Informational)</b></p>	<p>Pam confirmed that the line item in the budget, identifying can replacements has been updated as requested and will reflect can purchases. Pam reviewed the dollars spent for cans in 2019 and defined what purpose the new cans were used such as replacements, new homes and etc. We typically purchase cans at the end of the year so that they are ready by the following spring.</p>		
<p>3.6 Update on Salt Lake County Building Lease Agreement: Pam Roberts &amp; Rachel Anderson <b>(Informational/Direction)</b></p>	<p>Rachel stated that we received a draft building lease agreement from Salt Lake County. Further discussions will take place with Pam tomorrow to discuss details of the agreement. She confirmed that the dollar amounts</p>		

<p>3.7 WFWRD’s Policy on Servicing Homes on Private Lanes and Roads: Pam Roberts &amp; Rachel Anderson (<b>Informational/ Direction</b>)</p>	<p>have not changed, and the lease identifies joint-use areas which were not identified in detail in the previous interlocal agreement for Administrative Services.</p> <p>Pam explained that high-density housing has become more prevalent recently especially in Herriman City. WFWRD is not allowed to service private roads unless it is through a contract. Our legal jurisdiction is residential housing units up to a four-plex on public roads.</p> <p>We have extended beyond our scope into private lanes. We have identified three private lanes, so far, for which we do not have contracts. When new customers call in for service, the maps do not indicate public and private roads, so we extend services to them. Pam is currently working with homeowner associations (HOAs) and homeowners to inform them that we must pull back and have them serviced by a private hauler. Pam confirmed that our service restrictions are based on the resolution that created this District in 1977. Board Member Bradley asked why we don’t change that. Pam stated that this change would be up to the Salt Lake County Council, but she added that this would be encroaching on business that does not belong to us.</p> <p>Board Vice Chair Bracken stated that private roads are not typically able to handle our big collection trucks. Rachel mentioned instances in which this becomes a large challenge if all homeowners on the street do not agree to our services, and also the challenge of updating so many contracts as homeowners move.</p> <p>Pam commented that we have private lanes in most of the municipalities that we service, and we are researching to see if we have contracts in all of these areas. Rachel added that we want to look at this as a policy situation due to the growth of high-density housing being built on the west side. Pam stated that safety is a big concern for our organization due to the drivers needing to back into or out</p>		
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	<p>of these lanes, which pose safety issues for the residents' and the HOA's property, and it also presents liability issues for the District.</p> <p>Pam stated that this topic will come back next month with more recommendations.</p>		
<b>4. Closed Session</b>			
	No Closed Session		
<b>5. Other Board Business</b>			
	No Other Board Business		
<b>6. Requested Items for the Next Board Meeting</b>			
	<ul style="list-style-type: none"> <li>• Annual Human Resources Policy Review: Andrea Murdock, Human Resources Manager</li> <li>• 2020 Recycling Survey Review</li> <li>• Annual Area Clean-up Calendar</li> <li>• Revenue and Expenditure History of Projections</li> <li>• WFWRD's Policy for Servicing Homes on Private Lanes and Roads</li> <li>• Salt Lake County Lease Agreement</li> </ul>		
<b>ADJOURN</b>		<p><b>Motion to Adjourn:</b> Board Member Zuspan  <b>Seconded by</b> Board Member Bradley</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved</b>  <b>February 24,</b>  <b>2020</b></p>