

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,  
SALT LAKE COUNTY SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

Date/Time	Location	Attendees
<b>10/25/2010</b> <b>1:00 P.M.-1:54 P.M.</b>	<b>604 W 6960 S</b> <b>Training Room</b>	Jerry Rechtenbach, David Wilde, Joe Hatch, Randy Horiuchi, Nicole Omer, Barry Topham, Raquel DeLuca, Linda Hamilton, Pam Roberts, Mike Allen, Monte Johnson, Gavin Anderson, Larry Moller, Lorna Vogt, Stuart Palmer and Allison Dodge
<b>Next Meeting</b> <b>11/22/2010</b> <b>1:00 P.M.- 2:00 P.M</b>	<b>604 W 6960 S</b> <b>Training Room</b>	<b>Absent: Michael Jensen</b>

**Agenda**

- Approve September Minutes
  - Approve Fee Abatements
  - Contracts and Procurement Process, Gavin Anderson and Pam Roberts (Informational and Approval)
  - Board Member Term Limits, Gavin Anderson, (Review and Possible Decision)
  - Review 2011 Budget Changes (Informational)
- Reminder Final 2011 Budget Approval and Public Hearing on December 7, 2010 at 6:00 p.m. in the County Council Chambers: 2001 South State Street, North Building
- Executive Director’s Report, Pam Roberts (Informational)
  - Requested Items for Next Meeting, Monday, November 22, 2010

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
<b>Approve September Minutes</b>		Board Member Horiuchi, seconded by Board Member DeLuca, moved to approve the minutes from the September 27, 2010 meeting. The motion	<b>Approved October 25, 2010</b>

		passed unanimously.	
Approve Fee Abatements		Board Member Wilde, seconded by Board Member Horiuchi, moved to approve the sanitation fee abatements. The motion passed unanimously, authorizing the County Treasurer to effect the same, showed that all Board Members voted "Aye."	<b>Approved October 25, 2010</b>
<b>Parcel Number</b>	<b>Home Owner</b>	<b>Refund Amount</b>	<b>Reason</b>
21-21-201-014	Clayton Cornia	\$180.00	<b>The new homeowner was charged for a can rented by the previous owner.</b>
22-09-433-002	Taylor Maxfield	\$240.00	<b>The new homeowner changed the number of cans.</b>
Contracts and Procurement Process, Gavin Andersen and Pam Roberts, (Review and Possible Decision)	<p>Gavin Anderson, Legal Counsel proposed possible options for processing contracts with the establishment of the Board.</p> <ol style="list-style-type: none"> <li>1. Leave contracting system exactly as-is, with SLCo doing all the legwork and also having all agreements signed by and on behalf of the county.</li> <li>2. Modify the current system so SLCo still does the legwork, but all bidding documents, contracts and signatures are in the name of the District. <ol style="list-style-type: none"> <li>a. Have the ACB formally approve and request the contract processing from the start to the finish, by ACB resolution</li> <li>b. Have the ACB formally approve, but only at the start of the bidding process or only at the signature step at the end</li> <li>c. Have the ACB approve, but only</li> </ol> </li> </ol>		<p><b>This item was deferred to the November 22, 2010 meeting. Gavin Anderson will bring back a draft with more details for the board to review and approve.</b></p> <p><b>Linda and Pam will meet to discuss other issues that may come up.</b></p>

	<p>informally, as with a notice from the executive director and agenda item vote</p> <p>d. Have the contracts signed by the executive director, upon ACB approval (with designation by SLCo Mayor)</p> <p>3. Have the entire process handled internally, with all legwork and approval process handled by the district, not by SLCo Procurement</p>		
<p>Board Member Term Limits, Gavin Anderson, (Review and Possible Decision)</p>	<p><b>Board Membership:</b> As defined in the Salt Lake County Resolution 4345, the Board will consist of nine (9) persons, including four (4) Salt Lake County Council members, one (1) elected official from each of the four cities in the Service District (Taylorsville, Holladay, Herriman and Cottonwood Heights) and the Salt Lake County Mayor, or his/her designee. As additional cities come into the District, they will have a representative on the board.</p> <p><b>Terms:</b> Under Utah Code, Section 17D-1-304 (2), and except as provided in Subsection (2) (b), the term of each member of an administrative control board is four years. The terms of four of the initial members of an administrative control board, chosen by lot, is two years.</p> <p>(a) Five members of the Board shall serve four (4) year terms, which shall commence at noon on January 1, 2010; and last four years thereafter.</p> <p>(b) Four members of the Board shall serve two (2) year terms, which shall Commence at noon on January 1, 2010; and expire at noon on January 1, 2012, and shall be four (4) year terms thereafter.</p>	<p>Board Member Horiuchi, seconded by Board Member Hatch, moved to have the (4) Salt Lake County Council members serve 2 year terms that will expire January 1, 2012 and the (4) city members from (Taylorsville, Holladay, Herriman and Cottonwood Heights) and the Salt Lake County Mayor, or his/her designee serve 4 year terms. The motion passed unanimously.</p> <p>All members will serve four (4) year terms thereafter.</p>	<p><b>Term limits set for the first initial term October 25, 2010.</b></p>

<p>Review 2011 Budget Changes (Informational)</p>	<p>Stuart Palmer, Fiscal Manager, reviewed the changes to the 2011 requested budget that was approved by the Administrative Control Board on August 23, 2010.</p> <p>Changes include:</p> <ul style="list-style-type: none"> <li>Operational expenses increased by \$42,111 for additional 'shared building costs' and training/safety expenses and personnel expenses increased \$121,263 for the reinstatement of compensation package for employees.</li> <li>Recycling revenue increased by \$150,000 due to the rebounding recycling market.</li> </ul> <p>The 'adjusted' 2011 budget request is:</p> <table data-bbox="380 740 743 860"> <tr> <td>Revenue</td> <td>\$14,874,228</td> </tr> <tr> <td>Expenses</td> <td>\$14,974,343</td> </tr> <tr> <td>Net</td> <td>(\$100,115)</td> </tr> </table> <p>Board Chair Rechtenbach inquired about the projected net loss and the Division's plan to make up for that loss. Pam and Stuart explained the sales market for our trucks will help to offset or even negate any possible net loss.</p> <p>Reminder Final 2011 Budget Approval and Public Hearing on December 7, 2010 at 6:00 p.m. in the County Council Chambers: 2001 South State Street, North Building.</p>	Revenue	\$14,874,228	Expenses	\$14,974,343	Net	(\$100,115)		<p><b>Board Chair Rechtenbach invited the Board Members to attend the final 2011 Budget approval on December 7, 2010 at 6:00 p.m. in the County Council Chambers: 2001 South State Street, North Building. The Board Members that are Salt Lake County Council Members, Board Chair Rechtenbach and Board Member Hamilton will be in attendance. There must be a quorum to approve the final budget.</b></p>
Revenue	\$14,874,228								
Expenses	\$14,974,343								
Net	(\$100,115)								
<p>Executive Director's Report, Pam Roberts, (Informational)</p>	<p>Pam Roberts, Executive Director, gave a report and division update on the following:</p> <ul style="list-style-type: none"> <li><b>YTD Report on Five Flex and Miles Saved.</b> There were 25,479 miles saved with the five flex schedule in 2010. There was not an actual</li> </ul>	<p>There is no proposal to raise any fees for our customers.</p>							

	<p>reduction in expenses due to rising fuel prices and the expansion of the area cleanup program with 10 more containers being delivered each day. However we saved 13,000 gallons of fuel and maintenance costs that combined could have cost over \$85,000</p> <ul style="list-style-type: none"> <li>• <b>Follow-up Waste Audit: Weight versus volume of recyclables in the black can.</b> The weight of recyclables was 16.8% while the volume was 31%. The volume of recyclables takes up more space than the weight which saves landfill space.</li> <li>• <b>Area Clean up 2010 results:</b> <ul style="list-style-type: none"> <li>A. 42% more green waste was collected and diverted for composting compared to 2009.</li> <li>B. 11,637 more miles traveled than in 2009 due to adding 10 more containers.</li> <li>C. 3,600 more gallons of fuel used than in 2009.</li> <li>D. 10,089 tons of bulk collected.</li> <li>E. 237 tons of green collected.</li> </ul> </li> <li>• Private Haulers have made inquiries in regards to our trailer rental fees.</li> </ul>		
Next Meeting	The next meeting will be held Monday, November 22, 2010.		
<b>Adjournment</b>		There being no further business the meeting adjourned.	<b>Adjourned 1:54 p.m.</b>
<b>Future Meeting Topics</b>	<ul style="list-style-type: none"> <li>• Follow-up - Contracts and Procurement Process, Gavin Anderson</li> <li>• Rocky Mountain Recycling, Larry Gibbons, Guest for 2011 <ul style="list-style-type: none"> <li>• Nominations for Board Chair and Vice Chair to serve in 2011</li> </ul> </li> </ul>		