

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD
 SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

Date/Time	Location	Attendees
09/26/2011 1:00 P.M.- 1:45 P.M.	604 W 6960 S Training Room	Board Members: Raquel DeLuca, Randy Horiuchi, Patrick Leary, Barry Topham, David Wilde, Sanitation Staff: Pam Roberts, Stuart Palmer, Gavin Anderson, Ryan Dyer, Bill Hobbs, Hollis Robison, Lorna Vogt, Janet Kelly, Larry Chipman and Allison Dodge, Guests: Mike Allen, Ashlee Yoder, Larry Moller, Debbie Haggard, Monte Johnson, Ralph Warner, and Lance Allen
Next Meeting 09/26 /2011 1:00 P.M.- 2:00 P.M	604 W 6960 S Training Room	Absent: Board Members Jim Bradley, Michael Jensen and Jerry Rechtenbach

Agenda

1. August 22, 2011 Minutes (**Approval Requested**)
2. Fee Abatements (**Approval Requested**)
3. Budget Resolution for Weekly Recycling (**Approval Requested**)
4. Customer Education Open Houses (**Informational**)
5. Follow-up on Polices for the District, Gavin Anderson (**Informational and Direction Requested**)
6. Follow-up on Trailer Rental Program and Options for the Future, Guest Ralph Warner (**Discussion and Direction Requested**)
7. Board Member Update (**Informational**)
8. Requested items for the next Board meeting October 24, 2011
 - 2012 Budget process update
 - Report on weekly recycling including tonnage, set out rate, number of cans returned and etc.

Topics/ Objectives	Key Points/ Decisions	Action Items Who – What – By when	Status
Approve Minutes		Board Member Horiuchi, seconded by Board Member Wilde, moved to approve the minutes from the August 22, 2011 meeting. The motion passed unanimously.	Approved September 26, 2011
Fee Abatements (Approval Requested)		Board Member Wilde, seconded by Board Member Horiuchi, moved to approve the sanitation fee abatement. The motion passed unanimously, authorizing the County Treasurer to effect the same, showed that all Board Members voted “Aye.”	Approved September 26, 2011

Parcel Number	Home Owner	Refund Amount	Reason
16-35-202-006	Thomas and Joyce Shinn	\$720.00	The rental agreement for the extra garbage can was signed and notarized by the tenant on January 5, 1998. The owners did not authorize the additional charge to their account. According to the State Statute of Limitations to contracts and agreements there is a four year limit. The abatement request is limited to 2007-2010.
Budget Resolution for Weekly Recycling	Pam Roberts, Executive Director, reviewed the Special Service District #1 (Sanitation) Budget Resolution. She asked for the Board to approve the resolution to formalize the approval of the interim budget adjustment		Board Member Horiuchi seconded by Board Member Topham moved Adopted and Approved September 26, 2011

	<p>that the Board approved on June 27, 2011.</p> <p>The 2011 interim budget adjustment is less due to capital purchases being moved to next year.</p>	<p>to approve Resolution No. 4351 Special Service District #1 (Sanitation) Budget Resolution. The motion passed unanimously.</p>	
<p>Customer Education Open Houses</p>	<p>Pam Roberts, Executive Director, introduced Hollis Robison who is the Division's Recycle Coordinator. Hollis transferred from The Parks and Recreation Division. He brings over 20 years of experience including managing Wheeler Farm and brought it to its Iconic status!</p> <p>The Division will host four Customer Open Houses to provide education on recycling, the service package and to field questions/concerns on any need for a fee increase in the future. The Customer Open Houses will be held from 6:30 – 8 p.m. on the below dates and locations.</p> <ul style="list-style-type: none"> • September 29, 2011, Herriman Library, 5380 West Herriman Main Street • October 4, 2011, Whitmore Library, 2197 East Fort Union Blvd. (7200 South) • October 10, 2011, Taylorsville City Offices, Council Chambers, 2600 West Taylorville Blvd. (5325 South) • October 12, 2011, Holladay City Offices, Big Cottonwood Room, 4580 South 2300 East 		
<p>Follow-up on Policies for the District, Gavin Anderson</p>	<p>Gavin Anderson reviewed the draft of the Board's policy for adopting district policies.</p> <p>The purpose of this policy is to establish standards and procedures by which Special Service District #1 (Sanitation) will govern its operations and activities, through the formal adoption of policies, rules and regulations by the Administrative Control Board.</p> <p>The Members reviewed a list of needed and current</p>	<p>Gavin will make the suggested changes and bring the final copy for adoption at next month's meeting.</p>	

	<p>policies and standard operating procedures. The Board will be reviewing what is above the line (what would go before the Board for approval) and below the line (standard operating procedures) which would not need Board approval.</p> <p>The Board Members requested policies for approval to be listed for consent on future agendas.</p>		
<p>Follow-up on Trailer Rental Program and Options for the Future, Guest Ralph Warner</p>	<p>Ralph Warner was present to represent the Utah Independent Haulers.</p> <p>Pam Roberts, Executive Director, gave a presentation on recommendations for the trailer rental program.</p> <p>Recommend the following to begin 2012 to increase green waste collections and expand area clean up through trailer resources:</p> <ol style="list-style-type: none"> 1. Eliminate bulk trailer rentals and allow green trailer rentals for customers. Continue bulk use only for code enforcement, emergency and special cleanups through city, board and township official requests. 2. Keep current fees to promote clean neighborhoods. \$100 bulk and \$30 green 3. Shift resources from trailers to other residential programs: <ul style="list-style-type: none"> ✓ Right size one trailer truck for one hook lift truck for area clean up ✓ Right size 10 trailers for 10 area clean up containers ✓ Shift one FTE from trailers to recycling thereby hiring one additional FTE rather 	<p>Board Member Horiuchi, seconded by Board Member Wilde moved to discontinue the rental of bulk waste trailers and right size the equipment to expand the area cleanup program. The motion passed unanimously.</p> <p>The district will provide green waste trailers and will only provide bulk waste trailer rentals for special community cleanups such as code enforcement, and etc. This is due to the private/public competition and the need to focus on green waste diversion to follow industry trends.</p> <p>The change for bulk trailer rental will be effective January 1, 2012.</p>	<p>Direction Approved September 26, 2011</p>

	<p>than two for recycling collections</p> <p>✓ Use funding budgeted for the recycling FTE and hire two temporary employees for area cleanup</p>		
Board Member Update	The Salt Lake County Council will appoint Council Member Richard Snelgrove to serve on the Administrative Control Board on Tuesday, September 27, 2011.		
Requested items for the next Board meeting October 24, 2011	<ul style="list-style-type: none"> • 2012 Budget process update including the Trailer Budget and Area Cleanup • Report on weekly recycling including tonnage, set out rate, number of cans returned and etc. • Final adoption of District Policies and Procedures • Abatement Standard Operating Procedures • Big Cottonwood Canyon Land for Residential Containers 		
Next Meeting	The next meeting will be held October 24, 2011 at 1:00 p.m.		
Adjournment		Board Member Horiuchi, seconded by Board Member Wilde moved to adjourn the meeting. The motion passed unanimously.	There being no further business to discuss the meeting adjourned.