

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

DATE/TIME	LOCATION	ATTENDEES
<p>November 16, 2020 6:00 p.m.</p> <hr/> <p><b>Next Board Meeting</b> January 25, 2021 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u>  <u>Participating electronically:</u> Scott Bracken, Jim Bradley, Daniel Gibbons, Anna Barbieri Catherine Harris, Dwight Marchant, Kris Nicholl, Sherrie Ohrn, Brint Peel, Patrick Schaeffer, Tessa Stitzer, Diane Turner  <u>Excused:</u> Kay Dickerson, Keith Zuspan</p> <p><u>District &amp; Support Staff:</u> Anthony Adams, David Ika, Paul Korth, Pam Roberts  <u>Participating electronically:</u> Rachel Anderson, Andrea Murdock</p> <p><u>Public via video:</u> Justin Edwards (Herriman City)</p>

**AGENDA**

- Call to Order:** Scott Bracken, Board Chair
- 1. Consent Items: (Approval Requested)**
    - 1.1.** October 26, 2020 Board Meeting Minutes
  - 2. Meeting Open for Public Comments:** (Comments are limited to 3 minutes)
  - 3. Business Items:**
    - 3.1.** Review the 2021 Budget, Fee Schedule, and the 2021 Budget Presentation: Pam Roberts, General Manager and Paul Korth, Finance Director **(Informational)**
      - Curbside Green Waste Fee Increase from \$9.50 per Month/\$114.00 Annually to \$10.50 per Month/\$126.00 Annually.
      - Bulk Trailer Rental Fee Increase from \$145.00 to \$175.00 for Up to 2 Tons, and an Increase on the Overages on Tonnages (Over 2 Tons) from \$35.00 per Ton to \$45.00 per Ton.
      - Special Services-Front Load Containers Fee Increase for Non-Residential Accounts.
  - 4. Public Hearing to Allow Comments on the 2021 Tentative Budget**

- Open the Public Hearing on the Tentatively Adopted 2021 Tentative Budget and the Public Hearing on the Proposed Fee Increases: Board Chair Bracken
- Citizen Public Input (Comments are limited to 3 minutes)
- Board Comments
- Close of the Public Hearing

## 5. Continued Business Items:

**5.1.** At the Board’s Option, Adopt Resolution 4400 and Exhibit “A”, 2021 Budget and Fee Schedule Including Fee Increases: Board Chair Bracken **(Adoption Requested)**

**5.2.** Confirm, or Cancel the Date for the Next Board Meeting Scheduled for Monday, December 14, 2020 at 6:00 p.m.: Board Chair Bracken **(Board Action Requested)**

**5.3.** Review and Approve Updates to the WFRWD Policy Manual Related to Emergency Response: Pam Roberts **(Adoption Requested)**

**5.4.** Board Adoption of Resolution 4401 Approving Pam Roberts to Serve as a Board Member on the Utah Local Governments Trust Board of Directors, and to Receive Compensation Being Directed to the District: Pam Roberts and Rachel Anderson, Legal Counsel **(Adoption Requested)**

**5.5.** General Manager’s Report: Pam Roberts **(Informational/Direction Requested)**

- Managing Workloads During the COVID-19 Pandemic.
- CARES (Coronavirus Aid, Relief, and Economic Security) Act Reimbursement Updates.
  - Additional Expenses Accrued for Second Reimbursement Requests.
  - Direction Request on Cutoff Date for Second Round of Requests.

## 6. 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.*

## **7. Other Board Business**

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

## **8. Requested Items for the Next Board Meeting(s):**

- If Board Desires to Hold the December 14<sup>th</sup> Meeting at 6:00 p.m.: Adoption of the 2021 District Budget and Fee Schedule.
  
- Monday, January 25<sup>th</sup>, 2021 Meeting:
  - Introductions of New Board Members and Returning Board Members
  - 2020 Year-End Financial Report
  - General Manager's Report

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 October 26, 2020 Board Meeting Minutes		<b>Motion to Approve the Minutes by:</b> Board Member Nicholl <b>Seconded by:</b> Board Member Schaeffer  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 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. Review the 2021 Budget, Fee Schedule, and the 2021 Budget Presentation: Pam Roberts, General Manager & Paul Korth, Finance Director <b>(Informational)</b> <ul style="list-style-type: none"> <li>• Curbside Green Waste Fee Increase from \$9.50 per Month/\$114.00 Annually to \$10.50 per Month/\$126.00 Annually.</li> <li>• Bulk Trailer Rental Fee Increase from \$145.00 to \$175.00 for Up to 2 Tons, and an Increase on the Overages on Tonnages (Over 2 Tons) from \$35.00 per Ton to \$45.00 per Ton.</li> </ul>	Pam clarified a couple of changes to the previously approved tentative budget. This revised budget has the financial numbers rounded to the nearest \$100.00. Paul indicated that this rounding raised the overall budget by \$20.00.  Pam confirmed that the base fee for services will remain the same, and this budget includes the modified version of Area Cleanup, similar to how it operated in 2020. We are planning to hold back four sideload trucks to expand our fleet from 49 sideloads to 53 due to growth in green waste subscribers, our aging fleet, and also the longer delivery time for new trucks.  Pam reviewed the proposed fee increases for 2021, which includes Bulk Trailer Rental, Subscription Curbside Green Waste, and Non-Residential Collections. She also mentioned two additional full-time Equipment Operator positions, increasing our overall staff from 90 to 92.		

<ul style="list-style-type: none"> <li>Special Services-Front Load Containers Fee Increase for Non-Residential Accounts.</li> </ul>	<p>Pam clarified that there is a projected need for a base fee increase starting in 2022 to sustain current operations and services.</p> <p>Board Member Bradley commented that the 2021 budget was sound and conservative, and covered the short and long term needs to provide the public with a high level of service.</p> <p>Board Member Schaffer asked if the budget included considerations for returning to the traditional ACUP program. Pam confirmed that the 2021 budget does not include funding for the traditional program. Board Chair Bracken stated that the Board could reconvene for a budget adjustment, if needed. After discussion, it was determined to continue the revised program for at least one more year and allow staff to conduct another evaluation.</p>		
<b>4. Public Hearing to Allow Comments on the 2021 Tentative Budget</b>			
<ul style="list-style-type: none"> <li>Open the Public Hearing on the Tentatively Adopted 2021 Tentative Budget and the Public Hearing on the Proposed Fee Increases.</li> <li>Citizen Public Input (Public Comments are Limited to 3 Minutes)</li> <li>Board Comments</li> <li>Close of Public Hearings</li> </ul>	<p>No Public Comments</p> <p>No Board Member Comments</p>	<p><b>Motion to Open the Public Hearing by:</b> Board Member Peel  <b>Seconded by:</b> Board Member Stitzer</p> <p><b>Vote: All in favor (of Board Members present)</b></p> <p><b>Motion to Close the Public Hearing by:</b> Board Member Peel  <b>Seconded by:</b> Board Member Bradley</p>	<p><b>Approved November 16, 2020</b></p> <p><b>Approved November 16, 2020</b></p>

		<b>Vote: All in favor (of Board Members present)</b>	
<b>5. Continued Business Items</b>			
5.1. At the Board’s Option, Adopt Resolution 4400 and Exhibit “A”, 2021 Budget and Fee Schedule Including Fee Increases: Board Chair Bracken ( <b>Adoption Requested</b> )		<b>Motion to Approve Resolution 4400 and Exhibit A by: Board Member Gibbons</b> <b>Seconded by: Board Member Bradley</b>  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 2020</b>
5.2. Confirm, or Cancel the Date for the Next Board Meeting Scheduled for Monday, December 14, 2020 at 6:00 p.m.: Board Chair Bracken ( <b>Board Action Requested</b> )	<p>Pam commented that we are preparing a second round of CARES Act reimbursement requests. Two Metro Townships have requested we sign Interlocal Agreements for these reimbursements. Depending upon the deadline for these funds, it may be necessary for the Board to reconvene in December to approve those agreements.</p> <p>Rachel confirmed that the December meeting can be formally cancelled unless it is determined, at a later date, to be held. Board Chair Bracken recommended this action.</p>	<b>Motion to Cancel the December 14<sup>th</sup> Meeting Unless, at a Later Date, it is Needed by: Board Member Bradley</b> <b>Seconded by: Board Member Nicholl</b>  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 2020</b>
5.4. Board Adoption of Resolution 4401 Approving Pam Roberts to Serve as Board Member on the Utah Local Governments Trust (Trust) Board of Directors, and to Receive Compensation Being Directed to the District: Pam Roberts, and Rachel Anderson, Legal Counsel ( <b>Adoption Requested</b> )	<p>Pam stated that her appointment to the Trust’s Board will be a four-year term she stated that it is her preference not to accept the monetary and non-monetary benefits offered. Board Chair Bracken confirmed that Pam does not accept the offered stipend for serving on this Board, but directs those funds to the District’s operations.</p>	<b>Motion to Approve Resolution 4401 by: Board Member Stitzer</b> <b>Seconded by: Board Member Bradley</b>  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved November 16, 2020</b>

<p>5.3. Review and Approve Updates to the WFWRD Policy Manual Related to Emergency Response: Pam Roberts (<b>Adoption Requested</b>)</p>	<p>Pam reviewed updates to the WFWRD Policy Manual regarding the District’s emergency response processes. This included updates to our Human Resources (HR) sections as well. She clarified that WFWRD is a second responder for emergencies, and all employees can be called in to work at any time during emergencies. She also confirmed that her designee, in case she is unavailable during emergencies, is Paul Korth, Finance Director. The second designee is David Ika, Operations Manager. A third designee, if necessary, is our Emergency Coordinator, Bill Hobbs.</p> <p>Pam added that we still need to put mutual aid agreements in place. She also iterated that she is authorized, by the Board, to expend up to \$500,000 in emergencies.</p>	<p><b>Motion to Approve Updates to the WFWRD Policy Manual by:</b> Board Member Bradley  <b>Seconded by:</b> Board Member Marchant</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2020</b></p>
<p>5.5. General Manager’s Report: Pam Roberts (<b>Informational/ Direction Requested</b>)</p> <ul style="list-style-type: none"> <li>• CARES Act Reimbursement Updates</li> <li>• Additional Expenses Accrued for Second Reimbursement Requests.</li> <li>• Direction Requested on Cutoff Date for Second Round of Requests.</li> </ul>	<p>Pam indicated that the 2020 Customer Satisfaction Survey is open and available for public input. She encouraged the Board members to participate. The survey closes on Sunday, November 22<sup>nd</sup>.</p> <p>Pam stated that reimbursement requests have been delivered and accepted by all served municipalities. She described COVID-19 related expenses that have been incurred since that first reimbursement request. These expenses include approved payroll related to COVID leave, and personal protective equipment (PPE) expenses.</p> <p>Pam requested a cut-off date in which to calculate COVID-19 related expenses. Board Chair Bracken suggested it be left to Pam’s discretion. Board Member Bradley requested confirmation that the reimbursement requests are for legitimate expenses identified in the</p>		

<ul style="list-style-type: none"> <li>Managing Workloads During the COVID-19 Pandemic.</li> </ul>	<p>CARES Act. Pam confirmed that the expenditures are pandemic related, and have been reviewed by legal counsel.</p> <p>Pam indicated that WFWRD has experienced COVID-19 case spikes, just as the State of Utah and Salt Lake County have experienced. Since October 16<sup>th</sup>, we have nine staff infected with COVID-19. Since this date, a total of 20 employees have been impacted by the virus by either infection or exposure and the need to quarantine. Most of these are with our front-line drivers. As of November 8, we have granted 3,286 hours of leave related to the pandemic. All of our Operations Managers have CDL (commercial driver license) licenses, and can help cover collection routes if needed.</p> <p>Board Chair Bracken asked what the logistics looked like if staff were reduced to the point where we only collected waste. Pam stated that we would not collect the recycle or green waste cans into the waste trucks, but would ask residents to manage their recyclables and green waste until we could collect them again. We would send out emails to all residents, if we have their email addresses. We would also push out notices on social media and to communities through their Public Information Officers.</p>		
<p>5.6. Board Adoption of the 2021 Board Meeting Schedule: Pam Roberts <b>(Adoption Requested)</b></p>	<p>ACB Meetings are typically held on the fourth Monday of each month at 9:00 a.m. In 2021, there are no holidays that would move that traditional schedule. November and December’s meetings are Public Hearings and held on different weeks at 6:00 p.m.</p>	<p><b>Motion to Approve the 2021 ACB Meeting Calendar by:</b> Board Member Nicholl <b>Seconded by:</b> Board Member Stitzer</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved November 16, 2020</b></p>



<b>6. Closed Session</b>			
	No Closed Session		
<b>7. Other Board Business</b>			
	No Other Board Business		
<b>8. Requested Items for the Next Board Meeting</b>			
	<ul style="list-style-type: none"> <li>• If Board meets on December 14<sup>th</sup>: approve CARES Act Amended Interlocal Agreements.</li> <li>• Monday, January 25, 2021 Meeting: <ul style="list-style-type: none"> <li>• Introduction of New Board Members and Returning Board Members</li> <li>• 2020 Year-End Financial Report</li> <li>• General Manager’s Report</li> </ul> </li> </ul>		
<b>ADJOURN</b>		<b>Motion to Adjourn:</b> Board Member Bradley <b>Seconded by</b> Board Member Marchant  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved  November 16,  2020</b>