

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

DATE/TIME	LOCATION	ATTENDEES
<p>March 22, 2021 9:00 a.m.</p> <hr/> <p><b>Next Board Meeting</b> April 26, 2021 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Jim Bradley  <u>Participating electronically:</u> Anna Barbieri, Scott Bracken, Daniel Gibbons, Catherine Harris, Dwight Marchant, Kris Nicholl, Sherrie Ohrn, Brint Peel, Patrick Schaeffer, Diane Turner, Keith Zuspan  <u>Excused:</u> Kay Dickerson, Tessa Stitzer</p> <p><u>District &amp; Support Staff:</u> Anthony Adams, David Ika, Paul Korth, Pam Roberts  <u>Participating electronically:</u> Craig Adams, Rachel Anderson, Andrea Murdock, Sione Tuione</p> <p><u>Public participating electronically:</u> Patrick Craig (Salt Lake County), Justun Edwards (Herriman City), Lisa Hartman (Salt Lake County)</p>

**AGENDA**

- Call to Order:** Scott Bracken, Board Chair
- 1. Consent Items:**
    - 1.1.** February 22, 2021 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.** Annual WFRWD Human Resources (HR) Policy Review and Manual Updates Adopted in 2020: Andrea Murdock, HR Manager (**Informational/Approval**)
    - 3.2.** Request Approval of HR Policy Revisions: Andrea Murdock (**Approval Requested**)
    - 3.3.** Interlocal Agreement with Salt Lake County Landfill/Transfer Station Services: Pam Roberts; and Rachel Anderson, Legal Counsel (**Discussion/Approval Requested**)
    - 3.4.** General Manager’s Report: Pam Roberts (**Informational/Direction**)

- Employee Spotlights for Risk Management/Loss Prevention
- COVID-19 Update and Related Expenses
  - Employee Incentive for Vaccine Discussion
- The Great Utah ShakeOut Participation
- Staff's Evaluation of Additional Administrative Management Support and Human Resources/Payroll Personnel

**3.5.** Follow-up Discussions on the Process for WFWRD to Reorganize to a Local District and Updates on Municipal Consent: Rachel Anderson and Board Members Reporting (**Informational/ Direction Requested**)

**3.6.** Staff's Request for Direction on 2021 Board Meetings: Pam Roberts (**Discussion/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 on Monday, April 26<sup>th</sup>, 2021 at 9:00 a.m.:**

- 2021 1<sup>st</sup> Quarter Financial Report
- General Manager's Report
  - The Great Utah ShakeOut and Other Emergency Planning Information
- Status on Reorganization to a Local District
- Annual Request from the Salt Lake County Tax Committee Release of Properties from Tax Sale
- Possible Recommendations for Administrative Staff Additions

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>1. Consent Items</b>			
1.1 February 22, 2021 Board Meeting Minutes  1.2 Conflict of Interest Approval		<b>Motion to Approve the Minutes and Conflict of Interest Disclosure by:</b> Board Member Nicholl <b>Seconded by:</b> Board Member Peel  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved March 22, 2021</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. Annual WFWRD Human Resources (HR) Policy Review and Manual Updates: Andrea Murdock, HR Manager <b>(Informational/Approval)</b>	<p>Andrea reviewed the Board-approved policy updates from 2020. She mentioned that policy updates are reviewed with the ACB annually. There were three revisions to the HR section of WFWRD’s Policy Manual: Emergency Response, Pension &amp; Retirement Benefits, and Alcohol and Drug Free Workplace.</p> <p>For the Emergency Response Policy, the update identified delegation of responsibility in the absence of the General Manager (GM) during an emergency. In the GM’s absence, district authority is directed to the Finance Director. In the absence of the Finance Director, delegation is then given to the Operations Manager. The update also clarified that all district employees will make themselves available to return to work, at any hour, if required to do so due to emergencies.</p>		

	<p>In the Pension &amp; Retirement Benefits section, the updates were based on recommendations from the Utah Retirement System (URS), from their 2020 audit. The update identifies appointed WFWRD positions that can request exemption from URS. These positions are the General Manager, Finance Director, and Controller.</p> <p>The revision to the Alcohol and Drug Free Workplace section was necessary to comply with the updated state statute regarding the use of medica cannabis, consistent with the use of a controlled substance.</p> <p>Additional updates will be brought to the Board as identified and necessary to maximize employee performance.</p>	<p><b>Motion to Approve the 2020 Policy Manual Updates by:</b> Board Member Barbieri  <b>Seconded by:</b> Board Vice Chair Ohrn</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved March 22, 2021</b></p>
<p>3.2. Request Approval of HR Policy Revisions: Andrea Murdock  <b>(Approval Requested)</b></p>	<p>Andrea introduced a new policy revision related to employee recognition. The proposal removes the word “bonus” from the policy, in relation to monetary awards. Pam added that with government employment, the word “bonus” is not the best choice to have in policy. WFWRD has incentives that employees earn for outstanding performance, and they do have monetary value.</p>	<p><b>Motion to Approve the HR Policy Revision Related to Employee Recognition by:</b>  Board Member Marchant  <b>Seconded by:</b> Board Member Harris</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved March 22, 2021</b></p>
<p>3.3. Interlocal Agreement with Salt Lake County Landfill/Transfer Station Services: Pam Roberts; and Rachel Anderson, Legal Counsel  <b>(Discussion/Approval)</b></p>	<p>Pam introduced the second amendment to our Interlocal Agreement with Salt Lake County for Landfill and Transfer Station Services. She commended the cooperation with county representatives: Patrick Craig, Lisa Hartman, and Scott Baird. Our desire to move from a percentage to a tonnage amount for municipal solid waste (MSW) was tentatively accepted. The amendment will go before the Landfill Council this week. If they approve it, the amendment will go before the County Council for final approval. WFWRD will commit to 94,000 tons to county facilities, annually.</p>		

<p>3.4 General Manager’s Report: Pam Roberts (<b>Informational/ Direction</b>)</p> <ul style="list-style-type: none"> <li>Employee Spotlights for Risk Management/Loss Prevention</li> </ul>	<p>Once Trans-Jordan opens their transfer station, in Sandy City, our commitment will change to 90,000 annually, since a portion of our tonnage from the southeast area of the District will go to that Trans-Jordan transfer station.</p> <p>The amendment extends the agreement to the end of 2030. We have a great partnership with the county, and it makes sense to continue this long-term. Pam pointed out that the first amendment allows either party to renegotiate terms at any time.</p> <p>Additionally, all tonnage commitments relating to green waste have been removed. This allows flexibility with both parties on green waste tonnages delivered to the landfill’s composting facility. Board Chair Bracken asked about other facilities that accept green waste. Pam stated that Trans-Jordan also accepts green waste, as well as Diamond Tree Experts. WFWRD does deliver green waste to all of these vendors.</p> <p>Rachel expressed her satisfaction on negotiations with the County.</p> <p>Board Member Peel inquired about the timing of the ACB approving the amendment before the Landfill Council or the County Council. Rachel confirmed that the ACB can approve this amendment without it being contingent on county approvals.</p> <p>Pam highlighted eight WFWRD staff members who have excelled in safe driving on the job, and have received related financial awards: Rhonda Kitchen (12</p>	<p><b>Motion to Approve the Interlocal Agreement with Salt Lake County for Landfill/ Transfer Station Services by:</b> Board Member Bradley</p> <p><b>Seconded by:</b> Board Member Peel</p> <p><b>Vote: All in favor (of Board Members present)</b></p>	<p><b>Approved March 22, 2021</b></p>
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<ul style="list-style-type: none"> <li>• The Great Utah ShakeOut Participation</li>   <li>• Staff's Evaluation of Additional Administrative Management Support and HR/Payroll Personnel</li> </ul>	<p>incentive for vaccination and personal health care decisions. Reimbursement for specific vaccinations were discussed, and the Board agreed to consider that option if the need was presented. Promotion and encouragement of receiving the COVID vaccine was recommended.</p> <p>Pam announced that WFWRD will be participating in the Great Utah ShakeOut, scheduled for April 15<sup>th</sup>. Staff will activate the emergency calling tree, and one of our collection groups gather at Taylorsville's Valley Ball Park. This year will be a practice run, but we were able to conduct a live test last year during the Magna Earthquake. We also have a trailer with emergency communication equipment, which will also be tested.</p> <p>Pam explained that we have added Equipment Operators to our full-time staff without adding additional administrative support staff. A primary gap identified is in the HR/Payroll function with an increase of employee accounts that include payroll deductions with benefits and etc. Also, we do not have any backup staff for this role. Other existing staff members have worked to provide support, but those staff members have their own specific responsibilities, so their work capacity is limited to taking on more responsibilities.</p> <p>Therefore, payroll responsibilities have been pooled to one staff member. Late last year, staff hired a part-time HR/Payroll Specialist to fill the gap.</p> <p>Over the course of the past four months, it has been obvious that there is a need to increase the hours for this position to at least 30-hours. We also feel that the position needs to be classed as full-time, merit with benefits. Paul added that payroll is a critical function, and one that is time sensitive. There is a need for this</p>	<p><b>Andrea was tasked to review any need or applicability for reimbursement to employees for various vaccinations.</b></p> <p><b>Pam will report on the results of the Great Utah ShakeOut participation during the April Board meeting.</b></p>	
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full-time position to ensure these functions continue uninterrupted.

Pam indicated that she and Andrea are working with our HR Consultant, Melissa Kotter to determine the correct job classification and pay range for this position. Board Member Ohrn pointed out that a full-time position would be a slight budget increase since the District is already funding the part-time position.

The second position that is under evaluation is an Administrative or Internal Service Manager position. Staff first evaluated adding a part-time project manager to assist with the Private Road Inventory and determining the needs to either discontinue services where appropriate or implement private road agreements. This alone would be a time-consuming responsibility, and she and David, operations manager do not have the time capacity to full fill all the needed responsibilities.

Pam stated that staff have also determined that we need an advanced level of problem solving, the ability to build rapport with all parties involved, and evaluate the best way to stay within our charter. Both of these positions will require further analysis and determinations by the HR Consultant prior to coming back to the Board for approval.

Pam further stated that the number of municipalities and board members has grown in the past three years and she has responsibilities to report to each of the Mayors and Councils in the District to keep them informed and maintain rapport and keep trust.

She did commend the board members for their service on the ACB and dedication to their own councils in keeping them apprised of our operations and needs.

<p>3.5. Follow-up Discussions on the Process for WFWRD to Reorganize to a Local District and Updates on Municipal Consent: Rachel Anderson and Board Members Reporting <b>(Informational/ Direction Requested)</b></p>	<p>However, Pam stated that it's important that she attends council meetings to stay in tune with each community's needs and keep needed rapport and trust.</p> <p>Board Member Barbieri addressed concerns that WFWRD has ample staff backup and support for Pam and the team, especially with the time being dedicated to the projected transition into a Local District. Board Member Turner voiced her support to move forward with this. It was asked if two separate part-time employees could fill the HR/Payroll position. Paul stated the aversion to this method due to the private and sensitive nature of the data with which this position is entrusted. This is also a primary consideration to make the HR/Payroll a permanent position.</p> <p>Andrea stated that clearer information and analysis on these positions can be brought to the May ACB Meeting. Board Chair Bracken requested additional information on the HR/Payroll position by next month's meeting for consideration and approval.</p> <p>Pam reviewed the task assigned to board members to introduce this topic with their respective municipal councils. She confirmed the primary motivation for the reorganization is to remove a layer of bureaucracy in certain district administrative tasks. She listed annexation boundary adjustments and the Board reorganization due to municipal organizations as recent examples. This is nothing personal or tenuous with Salt Lake County, it is purely to expedite processes and allow the ACB to conduct the governance they were assigned when the District organization was created in 2013.</p> <p>Rachel reported that she and Pam have visited some of the municipalities to answer any questions. Results and</p>	<p><b>Andrea and Pam will update the Board in the April Board meeting.</b></p>	
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support are good at this point. The County will be discussing this topic in the near future. Pam added that six of the municipalities have already adopted resolutions consenting to this reorganization.

Board Member Bradley has asked the County Council Chair and the County Mayor's Office to discuss when to place this topic on the County Council's agenda. There are several issues the Council needs to understand before recommendations can be given, including the continued relationship between WFWRD and the County, and the status of current agreements. He estimated that it would take two to four weeks to review any questions. He inquired on the desired timeline.

Pam confirmed that there is no urgency, but her desire is to have this decided by the end of 2021. Board Member Bradley stated that he felt it could be done by this summer.

Pam added that our long-term agreements with the County should not be impacted since we just finalized the Building Lease and are in the process of finalizing the Landfill/Transfer Station Agreement.

Board Chair Bracken also indicated situations where local districts and municipalities work very well together, but each entity needs to fully understand any implications and expectations. Rachel confirmed that our Interlocal Agreements would not have to be renegotiated as WFWRD was already treated as a separate entity when they were signed. WFWRD's change in status will not change the conditions of the agreements.

Other board members voiced their council's discussions, understanding of the process, and support.



	Board Chair Bracken requested further discussion and determination at next month's meeting.		
<b>6. Closed Session</b>			
	No Closed Session		
<b>7. 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>• 2021 1<sup>st</sup> Quarter Financial Report</li> <li>• General Manager's Report. <ul style="list-style-type: none"> <li>○ The Great Utah ShakeOut and Other Emergency Planning Information</li> </ul> </li> <li>• Status of Reorganizing to a Local District</li> <li>• Annual Request from the Salt Lake County Tax Committee Release of Properties from Tax Sale</li> <li>• Possible Recommendations for Administrative Staff Additions</li> <li>• Staff Suggestions on Hybrid Meeting Options for ACB</li> <li>• Review of Applicability/Need of Vaccination Reimbursement</li> </ul>		
<b>ADJOURN</b>		<b>Motion to Adjourn:</b> Board Member Peel <b>Seconded by</b> Board Vice Chair Ohrn  <b>Vote: All in favor (of Board Members present)</b>	<b>Approved</b> <b>March 22,</b> <b>2021</b>