

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

DATE/TIME	LOCATION	ATTENDEES
<p>April 26, 2021 9:00 a.m.</p> <hr/> <p>Next Board Meeting May 24, 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, Catherine Harris, Dwight Marchant, Kris Nicholl, Sherrie Ohm, Patrick Schaeffer, Tessa Stitzer, Diane Turner, Keith Zuspan <u>Excused:</u> Anna Barbieri, Kay Dickerson, Daniel Gibbons, Brint Peel,</p> <p><u>District & Support Staff:</u> Anthony Adams, David Ika, Paul Korth, Pam Roberts <u>Participating electronically:</u> Rachel Anderson, Andrea Murdock</p> <p><u>Public:</u> Neil Boyd (Herriman), <u>Participating electronically:</u> Patrick Craig (Salt Lake County), Justun Edwards (Herriman City), Jennifer Kennedy (Murray), Melissa Kotter (On Track Solutions)</p>

AGENDA

Call to Order: Scott Bracken, Board Chair

1. Consent Items:

- 1.1.** March 22, 2021 Board Meeting Minutes (**Motion & Approve**)

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

3. Business Items

- 3.1.** 2021: 1st Quarter Financial Report: Paul Korth, Finance Director (**Informational**)
- 3.2.** Recommendations for Additional Full-Time Employees (FTEs) for Administrative Staff Positions: Andrea Murdock, Human Resources (HR) Manager; and Melissa Kotter, HR Consultant (**Discussion/Approval**)
- 3.3.** Follow-up Discussion on Participation Options for Board Meetings: Pam Roberts, General Manager; and Anthony Adams, Board Clerk (**Discussion/Approval Requested**)
- 3.4.** Annual Request from the Salt Lake County Tax Committee Release of Properties from Tax Sales: Pam Roberts (**Approval Requested**)

3.5. General Manager's Report: Pam Roberts (Informational/Direction)

- Status on Approval for the Amendment to the Interlocal with Salt Lake County for Landfill and Transfer Station Services
- 2021 Area Cleanup
- Report on WFWRD's Participation in the Great Utah ShakeOut
- Follow-up Vaccine Information & COVID-19 Vaccine Options

3.6. Status on the Municipal Consent for the Possibility for WFWRD to Reorganize as a Local District: Pam Roberts (Informational/Discussion Requested)

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, May 24th, 2021 at 9:00 a.m.:

- 2020 Independent Auditor's Report
- General Manager's Report
 - Updates on Recycling

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1. Consent Items			
1.1 February 22, 2021 Board Meeting Minutes		Motion to Approve the Minutes by: Board Member Marchant Seconded by: Board Member Turner Vote: All in favor (of Board Members present)	Approved April 26, 2021
2. Meeting Open for Public Comments	(Comments are limited to 3 minutes)		
	<p>Neil Boyd, Board President of the Horizon Heights Condominium Owners Association, in Herriman; and representing 170 property units and 96 individual family units from the Horizon Heights Homeowners Association (HOA), addressed the Board. The associations were notified that they fall outside of WFWRD's service charter and need to find a private waste hauler for their properties. WFWRD has been providing service since the first occupancy in July 2017. He petitioned to the Board that their associations' properties be allowed an exemption and to continue receiving services from WFWRD, through WFWRD's Policy Section 10.1.9. He added that there are no safety concerns for servicing the properties, and private haulers are not willing to service their properties under the current constraints of the HOA. Pam confirmed that there are some single-family homes on public roads that would continue to be serviced by WFWRD. She added that the 170 condominium units fall outside our charter because they have more than four units in each building.</p> <p>Board Chair Bracken confirmed that these issues are very complex, and asked about the process for appealing. Pam confirmed that Mr. Boyd is appealing</p>		

	to the Board, but there is no established appeal process in our policies. Our policies state that if a private hauler is available, in situations like these, they must use that private hauler. She added that a front-loading container was proposed, but the HOA refused that suggestion. Additionally, we have already set a precedence with two other communities in very similar circumstances, and transitioned them to private haulers.	Board Chair Bracken requested that an appeal process be documented. The specific situation with Horizon Heights will be discussed at a later date.	
3. Business Items			
3.1. 2021: 1 st Quarter Financial Report: Paul Korth, Finance Director (Informational)	<p>Paul reviewed the 1st quarter finances for 2021. Revenues increased by \$322,000, compared to this time last year. This was primarily due to an increase in Curbside Green Waste fees, a reduction in the loss on truck sales, and a reduction in the loss on investments. Although we still experienced a loss in revenues for truck sales and investments, the loss was greater in 2020. Residential waste collection fees are up around \$32,000. We are at 21.68% of our total 2021 budgeted revenues so far.</p> <p>Personnel expenses, for 2021, increased by \$69,000 compared to 2020. This is primarily due to employee health insurance, including a 3.9% insurance premium increase. Total operating expenses decreased by \$106,000 due to decreased recycling fees and decreased can purchases. However, fuel and waste disposal fees have increased.</p> <p>Paul showed four-to-five-year trends in the number of customers, fuel expenses, maintenance expenses, and refuse tons. He also stated that only about 17% of our annual refuse tonnage collected occurs in the 1st quarter. This means that our expenses will increase in the 2nd quarter.</p>		

<p>3.2. Recommendations for Additional FTEs for Administrative Staff Positions: Andrea Murdock, HR Manager; and Melissa Kotter, HR Consultant (Discussion/Approval)</p>	<p>There has been a constant decrease in recycling tons over the past few years. Board Chair Bracken inquired if the reduction in recycle tons was due to the commodities market or effective educational campaigns. Pam confirmed that we are seeing a decrease in contamination as we continue to push education efforts. Paul showed the recycling disposal costs over the past five years, including times when WFWRD was paid for recyclable materials. Currently, we are paying around \$37-\$38 per ton. We budgeted for \$65 per ton in 2021.</p> <p>For our cash balance, we are at \$10.9 million at the end of March, slightly less than in 2020. However, we are still in a good financial situation. Paul also reviewed WFWRD's upcoming capital expenditures and certification balances.</p> <p>Pam re-introduced this topic, which was initially discussed at last month's ACB meeting. She further explained the need for additional administrative support, primarily to our frontline staff which has expanded over the past few years. It will also help WFWRD to better manage resources and recruitment/retention. Out of WFWRD's current 92 FTEs, only eight of them are administrative. Pam explained that two of the Administrative positions were added in 2012 to take on the increased administrative functions that came with separating from Salt Lake County January 1, 2013. WFWRD has added one administrative position since that time to assist with responsibilities for billing residents and managing these accounts.</p> <p>Andrea reviewed the process to evaluate our current staff and determine the exact administrative needs, relating to the two requested positions (HR/Payroll Specialist and Administrative Manager). With the</p>		
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<p>3.3. Follow-up Discussion on Participation Options for Board Meetings: Pam Roberts, General Manager; and Anthony Adams, Board Clerk (Discussion/ Direction)</p>	<p>assistance of our HR Consultant, Melissa Kotter, the needs were established with the presented position descriptions and market analysis conducted, that is consistent with the rest of WFWRD's positions.</p> <p>Melissa reviewed the work she performed to determine the exact duties of the desired positions. WFWRD's current compensation methodology was also taken into consideration and applied. Additionally, market reference points and internal equity were considered to place the positions in the current pay plan based on job duties and responsibilities.</p> <p>Andrea reviewed the cost of benefits in addition to the posted salary ranges. She also clarified that the HR/Payroll Specialist position already exists as an unbenefited part-time position, but we are requesting that it be converted to a benefited full-time position due to the needed support. Pam verified that the posted starting pay range for the HR/Payroll Specialist is below the current incumbent's salary. Should the incumbent remain in this position, she would keep her current salary; but any new employees may start at the starting salary range depending on experience.</p> <p>Pam stated that we are currently understaffed. As such, we expect to be able to absorb the personnel expenses in this year's budget. These two positions will, of course, be included in next year's personnel budget and going forward.</p> <p>Board Member Zuspan expressed his support to add these positions based on the growth of WFWRD front line staff over the past few years, and to increase efficiencies. Board Chair Bracken and Board Member Turner echoed their support. In response to inquiry, Pam confirmed that recruitment for these positions would begin as soon as the Board approves them.</p>	<p>Motion to Approve the Two Proposed Full-Time Administrative Staff Positions by: Board Member Turner</p> <p>Seconded by: Board Member Harris</p> <p>Vote: All in favor (of Board Members present)</p>	<p>Approved April 26, 2021</p>
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	<p>Pam introduced results from initial research on future ACB meetings and whether they continue virtually, in person, or a hybrid of the two. This is to address the board member request from the March 22nd ACB Meeting. Pros and cons for each option were reviewed. Pam clarified that we could accommodate whatever method was requested of board members.</p> <p>Anthony indicated that there would need to be some research to ensure needed technology meets the needs of a hybrid model, but is certainly a feasible option. Board Chair Bracken added that we do not have any deadline requirements because we have maintained an anchor location for our board meetings and have long had a policy allowing virtual/electronic participation of board members.</p> <p>Most board members provided feedback and their desire to have a hybrid or full in-person meeting. Some municipalities have, or will soon be, transitioning to full in-person council meetings. Board members expressed better personal connection with other members, and a better public engagement, with in-person meetings. Other board members stated that more members of the public can participate virtually. Webinar security was also discussed.</p> <p>Board Vice Chair Ohrn expressed her desire to always have a virtual option available to board members, and suggested a full in-person meeting at least quarterly. No board member expressed opposition to in-person meetings, though continued physical distancing concerns were mentioned. Board Chair Bracken requested that staff research if WebEx can have board members and public in separate virtual rooms, from a safety/security perspective. He also expressed his desire</p>	<p>Anthony will research technology options and limitations, and also determine physical limitations and how many board members could attend in person.</p>	
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	<p>to see individual faces with those attending at the anchor location. The current broad view of the room does not feel like virtual participants are connected to those people. He also mentioned the possibility of approving a capital purchase for additional audiovisual equipment to facilitate this, adding that he doesn't believe virtual or hybrid meetings will ever disappear. He added his willingness to begin attending in person. Others desiring to attend in person can inform Pam, and accommodations will be made.</p>		
<p>3.4. Annual Request from the Salt Lake County Tax Committee Release of Properties from Tax Sale: Pam Roberts (Approval Requested)</p>	<p>Pam explained the annual process from the County Tax Committee, and their request for us to release properties from tax sale for those residents who have had liens placed on their homes for nonpayment, but are willing to work with the committee to make payments. She added that the County did not put properties up for sale last year, due to the pandemic. Properties that have not paid fees for five years are put up for tax sale, but the lien remains in place until the debt is paid along with any administrative fees and late fees. We will get a listing of affected properties around June.</p>	<p>Motion to Approve the Release of Properties from Tax Sale by: Board Vice Chair Ohrn Seconded by: Board Member Marchant</p> <p>Vote: All in favor (of Board Members present)</p>	<p>Approved April 26, 2021</p>
<p>3.5 General Manager's Report: Pam Roberts (Informational/Direction)</p> <ul style="list-style-type: none"> Status on Approval for the Amendment to the Interlocal Agreement with Salt Lake County for Landfill and Transfer Station Services 	<p>Pam announced that the Salt Lake County Council approved the second amendment to this agreement last Tuesday. Last Thursday we began delivering municipal solid waste (MSW) to the Ace Transfer Station, from specific Taylorsville routes. Ace does impose a fuel surcharge, so we will analyze costs and efficiencies over the next few months.</p>		

<ul style="list-style-type: none"> • 2021 Area Cleanup 	<p>Pam clarified that the changes we made to our Area Cleanup Program (ACUP), last year and this year, are directly related to staffing issues. With the limited seasonal staff we have acquired, we cannot provide the service as we have previous to 2020. This year, we were able to recruit 12 drivers, though we essentially need 16 drivers even for the modified program, and 21 drivers to provide the former services.</p> <p>There have already been instances when we don't even have the full 12 drivers and need to pull from our full-time staff to fill that void. This then results in curbside collections being strained, especially since we currently have eight vacant Equipment Operator positions. This causes a strain on staff morale and workload. Melissa Kotter is again looking at salary markets for our Equipment Operators. There may be further recommendations brought to this Board next month.</p> <p>The first round of notification postcards was sent to Murray and Holladay residents in February. Containers were first delivered on April 12th. Our desired and updated website, to facilitate ACUP scheduling, has not yet been launched due to COVID-related challenges experienced by our website development provider. We are working for a website launch date in May.</p> <p>Global Positioning System (GPS) devices have been added to all of our trucks to increase delivery efficiencies. This also includes a forward-facing camera to help with risk management.</p>		
<ul style="list-style-type: none"> • Report on WFWRD's Participation in the Great Utah ShakeOut 	<p>Pam reviewed WFWRD's participation in the annual Great Utah ShakeOut. Our emergency trailer equipment was reviewed and tested, and our staff calling tree was activated.</p>		

<ul style="list-style-type: none"> Follow-up Vaccine Information & COVID-19 Vaccine Options 	<p>Andrea provided follow-up information from last month's request on vaccination benefits for WFWRD staff. She confirmed that WFWRD holds an annual onsite flu vaccine clinic, provided by the Salt Lake County Health Department, which is free for all staff. In addition to the flu vaccine, they also have other standard vaccinations available, if desired by staff. All provided vaccinations are considered preventative and therefore covered by health insurance.</p>		
<p>3.6 Status on the Municipal Consent for the Possibility for WFWRD to Reorganize as a Local District: Pam Roberts (Informational/Direction Requested)</p>	<p>Pam reviewed the current status of municipalities' support of WFWRD reorganizing into a local district. All municipalities have either passed supportive resolutions or vocally given their support. She added that she has spoken with Salt Lake County Associate Deputy Mayor, Lisa Hartman, who is part of the county team conducting a fiscal analysis on this proposal. Pam provided information about the various Interlocal Agreements between WFWRD and Salt Lake County, and our desire to maintain our partnership with them.</p> <p>Board Member Bradley stated that the county is obligated to perform a due diligence in this matter. He commented that he sees no problem or objection from the county's perspective. He anticipates action from the County Council this summer.</p>		
6. Closed Session			
	No Closed Session		
7. Other Board Business			
	No Other Board Business		

6. Requested Items for the Next Board Meeting			
	<ul style="list-style-type: none"> • 2020 Independent Auditor's Report • General Manager's Report. <ul style="list-style-type: none"> ○ Updates on Recycling 		
ADJOURN		Motion to Adjourn: Board Member Marchant Seconded by Board Vice Chair Ohrn Vote: All in favor (of Board Members present)	Approved April 26, 2021