

# ADMINISTRATIVE CONTROL BOARD (ACB) – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)

## MONTHLY MEETING MINUTES

DATE/TIME	LOCATION	ATTENDEES
February 24, 2022 9:00 a.m.	Public Works Building 604 W 6960 S Midvale, UT 84047	<u>Board members:</u> Sherrie Ohrn <u>Participating electronically:</u> Eric Barney, Scott Bracken, Jim Bradley, Phil Cardenaz, Thom DeSirant, Daniel Gibbons, Robert Piñon, Patrick Shaeffer, Cindy Sharkey, Keith Zuspan <u>Excused:</u> Anna Barbieri, Tessa Stitzer, Diane Turner
<b>Next Board Meeting</b> March 28, 2022 9:00 a.m.		<u>District &amp; Support Staff:</u> Craig Adams, Rachel Anderson, Ashley Ashton, Matt Ferguson, David Ika, Yael Johnson, Paul Korth, Renee Plant, Pam Roberts, McKenna Tupa'i <u>Participating electronically:</u> Sione Tuione  <u>Public:</u> Elizabeth Barrett (Wasatch Research Recovery), Lydia Keenan (Wasatch Research Recovery), Jason Utgaard (Momentum Recycling) and Patrick Craig, Salt Lake County

### AGENDA

**Call to Order:** Sherrie Ohrn, Board Chair

**1.** Welcome to New Board Member, Robert Piñon, Emigration Metro Township and New WFWRD Staff Ashely Ashton, HR Manager and Mckenna Tupa'i: Pam Roberts, General Manager

**2. Consent Items:**

**2.1.** January 24, 2022, Board Meeting Minutes (**Motion & Approve**)

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

**4. Business Items**

**4.1.** Proposed 2022 Budget Adjustment: Pam Roberts; and Paul Korth, Finance Director (**Information/Direction Requested**)

**5. Public Hearing to Allow Comments on the 2022 Budget Adjustment: Board Chair Ohrn**

**1.** Open the Public Hearing on the 2022 Budget Adjustment

2. Citizen Public Input (Public comments are limited to 3 minutes)
3. Board Comments
4. Close of the Public Hearings

## 6. Continued Business Items

- 6.1. Adopt Resolution 4410 and Exhibit “A”, 2022 Budget Adjustment: Board Chair Ohrn (**Adoption Requested**)
- 6.2. Refund Request: Pam Roberts (**Approval Requested**)
- 6.3. Request to Revise District Policy 16.4. Abatement or Refund of Charged Service Fees to Allow the General Manager Authority to Refund/Abate up to Four Years, Pam Roberts, and Paul Korth (**Direction Requested**)
- 6.4. Board Adoption of Resolutions 4411 Recognizing District Controller/Treasurer Craig Adams for his service to the District: Pam Roberts, and Board Chair Ohrn (**Adoption Requested**)
- 6.5. Request to Participate in the Food Waste Collection Pilot Project: Pam Roberts; and McKenna Tupa’i, Sustainability Coordinator (**Motion and Approve**)
- 6.6. Letter to the Salt Lake County Council about the Reorganization: Pam Roberts and Board Chair Ohrn (**Information/Direction Requested**)
- 6.7. General Manager’s Report: Pam Roberts (**Information**)
  - Follow-up on Board Requested Items:
    - Curbside Green Waste Operating Expenses 2021. Paul Korth
    - Leave Accrual Comparisons
- 6.8. Timeline 2021 Independent Audit: Paul Korth (**Information**)
- 6.9. Recycling Collections Agreement Expiration with the Town of Alta. The Town’s Request for a New Agreement. (**Information/Direction**)

## 7. Closed Session (If Needed)

*The Administrative Control Board will adjourn the regular meeting to convene in a closes session to discuss the pending or reasonable imminent litigation, or other legally applicable reasons as provided by Utah Code Annotated §52-4-205.*

## **8. Other Board Business**

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

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

- Salt Lake County's Decision/Resolution to Reorganize WFWRD to a Local District, on March 22,2022.
- Open & Public Meeting Act - Required Training
- Revised Policy Adoption 16.4. Abatement or Refund of Charged Service Fees
- Review New Agreement for the Town of Alta – Board Direction
- 2021 Customer Satisfaction Survey Results and Employee Survey Results, Guests: From Y2Analytics: Kyrene Gibb and Emily Schill.

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>Call to Order</b>			
	Board Chair Ohrn called the meeting to order at 9:05 a.m. She announced that WFWRD Executive Assistant-Board Clerk, Anthony Adams, passed away last week, and expressed condolences to WFWRD staff, Board and Anthony's family. He will be missed by everyone.		
<b>1. Welcome to New Board Member, Robert Piñon, Emigration Metro Township and New WFWRD Staff Ashely Ashton, HR Manager and Mckenna Tupa'i: Pam Roberts, General Manager</b>			
	Pam introduced Ashley Ashton and McKenna Tupa'i, as new members of the WFWRD team. Ashley will be serving as the District's HR Manager. McKenna will be serving as the District's Sustainability Coordinator. They have both jumped right in and are already doing a great job.		
<b>2. Consent Items</b>			
2.1. January 24, 2022, Board Meeting Minutes (Motion & Approve)	No discussion.	<b>Motion to Approve the Minutes by:</b> Board Member Schaeffer <b>Seconded by:</b> Board Member Bradley  <b>Vote: All in favor (no opposing or abstaining votes)</b>	<b>Approved February 28, 2022</b>
<b>2. Meeting Open for Public Comments</b>	(Comments are limited to 3 minutes)		
	No Public Comment		
<b>4. Business Items</b>			

4.1. Proposed 2022 Budget Adjustment: Pam Roberts; and Paul Korth, Finance Director <b>(Information/Direction Requested)</b>	<p>Pam reminded the Board that this item was brought to the Board last month, and the Board approved the proposed budget change, pending this formal budget amendment. As a reminder, the changes relate to increased cost of the chassis for the trucks. The Board approved the changes in concept last month, and now we are doing the budget amendment to reflect the change.</p> <p>Total adjustment amount is an increase of \$156,456 to the Capital Expenditures budget item.</p>		
<b>5. Public Hearing to Allow Comments on the 2022 Budget Adjustment: Board Chair Ohrn</b>			
1. Open the Public Hearing on the 2022 Budget Adjustment 2. Citizen Public Input (Public comments are limited to 3 minutes) 3. Board Comments 4. Close of the Public Hearings	There were no public comments and no Board comments.	<p><b>Motion to Open the Public Hearing by:</b> Board Member Barney  <b>Seconded by:</b> Board Member Zuspan</p> <p><b>Vote: All in favor (no opposing or abstaining votes)</b></p> <p><b>Motion to Close the Public Hearing by:</b> Board Member Bracken  <b>Seconded by:</b> Board Member DeSirant</p> <p><b>Vote: All in favor (no opposing or abstaining votes)</b></p>	<p><b>Approved February 28, 2022</b></p> <p><b>Approved February 28, 2022</b></p>
<b>6. Continued Business Items</b>			
6.1 Adopt Resolution 4410 and Exhibit "A", 2022 Budget Adjustment: Board Chair Ohrn <b>(Adoption Requested)</b>	No comments.	<p><b>Motion to Adopt Resolution 4410 and Exhibit "A," 2022 Budget Adjustment by:</b> Board Member Gibbons  <b>Seconded by:</b> Board Member Barney</p>	<b>Approved February 28, 2022</b>

<p>6.2 Refund Request: Pam Roberts (Approval Requested)</p>	<p>Pam explained that she received a request from a resident in Millcreek, Dorothy Barber, who has been billed for services erroneously. Ms. Barber’s property was converted to a business on April 9, 2019, and she has been receiving services from Waste Management since that time. WFWRD has not been collecting waste or recycling at this location since that time, but WFWRD has continued to bill her.</p> <p>WFWRD has refunded Ms. Barber for two years, as authorized by current policy, but she has requested and Pam recommends that we refund her for the full amount, including those amounts beyond the last two years. District policy allows the Board to authorize refunds beyond two years and up to four years. and is requesting the full 4 years. The full refund, if approved, will total \$490.97 (an additional \$82.87 from what Pam already approved under her authority.)</p>	<p><b>Vote: All in favor (no opposing or abstaining votes)</b></p> <p><b>Motion to Approve the Refund Request by:</b> Board Member Gibbons <b>Seconded by:</b> Board Member Bradley</p> <p><b>Vote: All in favor (no opposing or abstaining votes)</b></p>	<p><b>Approved February 28, 2022</b></p>
<p>6.3 Request to Revise District Policy 16.4. Abatement or Refund of Charged Service Fees to Allow the General Manager Authority to Refund/Abate up to Four Years, Pam Roberts, and Paul Korth (Direction Requested)</p>	<p>This relates to the prior item. Pam explained that current policy allows her to refund erroneous billings up to two years, and allows the Board to approve anything further, up to four years. We often come back asking to be allowed to do the full four years.</p> <p>Pam requested the Board to change the policy to give her the authority to approve refunds for the full four years without having to continue bringing those to the Board. She explained that there are many checks and balances, which means that no one person is ever making this decision. It starts with customer service and goes through the accounting and finance team, and ends up with Pam. If you give us that direction, we’ll revise the policy and bring it back next month.</p>		

<p>6.4 Board Adoption of Resolutions 4411 Recognizing District Controller/Treasurer Craig Adams for his service to the District: Pam Roberts, and Board Chair Ohrn (<b>Adoption Requested</b>)</p>	<p>Board Member Bracken asked if final approval is just from Pam or whether we need two signatures/approvals on these requests? Pam agreed that we can put that in the policy.</p> <p>Board Member Barney asked how often do we seek that full four-year refund. Paul said it's been on average once a year, but recently there's been two in a row. Paul said they're often relatively small, but we see them happening a lot just because changes are always happening.</p> <p>Board Member DeSirant noted that these types of requests have come up before the Board a couple times recently, and he doesn't think the Board need to review each one of these.</p> <p>Board Member Sharkey has been a board member for two meetings and it's come up each time. She noted that it's a small dollar amount—hundreds of dollars at most. She's fine leaving these requests in Pam's hands.</p> <p>Chair Ohrn said she had the same concerns about checks and balances, but knows Pam will make sure the policy requires those checks. She is very supportive of it, noting that it takes staff time to bring it to the Board, when they are competent enough to move it along themselves.</p> <p>Chair Ohrn and Pam asked Craig Adams to come up to the front of the room, to recognize Craig's retirement. Pam said that last Friday they had a retirement party to thank Craig for his services.</p> <p>He started with WFWRD in October 2012, right before the District separated from the County. He</p>	<p><b>Pam was given direction to work with Rachel to bring a revised policy to the Board in March.</b></p>	
--	---	--	--

<p>6.5 Request to Participate in the Food Waste Collection Pilot Project: Pam Roberts; and McKenna Tupa'i, Sustainability Coordinator (<b>Motion and Approve</b>)</p>	<p>was hired as an accountant and he was very overqualified. This was a good thing as we took on our own billing and his role evolved greatly. Pam thanked him so much, and gave him a “you rock” bag. The Board gave a round of applause. Chair Ohrn read Resolution 4411 into the record, and thanked Craig for his service.</p> <p>Craig spoke and said it’s been a pleasure working for WFWRD. This is round two of his retirement. After working for the power company for 30, he tried retirement but he didn't like it. He said that WFWRD is a great organization with great leadership, and thanked everyone for the opportunity to work here.</p> <p>Pam began by explaining that they first presented the concept of a food waste pilot program in the June 28 board meeting. As a reminder, Wasatch Resource Recovery (WRR) has a grant to start some pilots and see if people are willing to participate in a curbside food waste collection program. This is a pilot/test. There is no commitment.</p> <p>McKenna then gave a presentation explaining the program. WRR is looking to expand services and offer residential food waste collection. They received a \$60k grant to conduct four pilots. Salt Lake City just finished their pilot with Momentum Recycling. The other two pilots are in are Mapelton and Heber, who are working with Recyclops. Our district is the fourth pilot. The pilot will occur in East Millcreek. They are hoping to begin in April. Our pilot will be working with Momentum.</p> <p>McKenna presented some further facts. 40% of food produced is wasted. They are looking to divert from landfills. Food waste doesn’t break down well in</p>	<p><b>Motion to Approve Resolution 4411 Recognizing District Controller/Treasurer Craig Adams by:</b> Board Member Bracken  <b>Seconded by:</b> Board Member Gibbons</p> <p><b>Vote: All in favor (no opposing or abstaining votes)</b></p>	<p><b>Approved February 28, 2022</b></p>
---	---	---	--



landfills, and contributes to gas emissions and inversions. The WRR facility heats over 400,000 homes in Salt Lake County with the clean gas it produces from the food waste.

We have the opportunity to test run with no cost or risk. This pilot will be free for the first 50-100 residents. These residents will not have to pay a startup fee if the District, WRR, and Momentum chose to continue the program after the Pilot. Food waste will be collected weekly for the pilot period of three months. Each residence in the program will receive a four-gallon bucket, 30 “biobags,” and a small kitchen caddy. Biobags (to collect and dispose of the food waste) aren’t required but can be purchased.

WFWRD will provide a customer list and oversee canvassing. Customers will sign up through Momentum’s website. Momentum will do all collection, customer service, etc. WFWRD will share in marketing/education duties.

McKenna described the “pros” as being environmental benefits, diverting waste, reducing landfill gas, creating clean energy source, long term soil health, aligning with WFWRD’s mission and goals, and it is low risk and cost.

She described the “cons” as being confusion over green waste vs. food waste (some things can go in either can), the learning curve, and additional monthly fees.

After the pilot they will survey the residents who participated on their experience. If the Board approves, we can continue to do food waste

	<p>collection and others can sign up. This is similar to our glass collection service.</p> <p>Board Member Bracken asked if there is feedback from the SLC people on how it went for them, and how much they contributed.</p> <p>Jason Utgaard from Momentum spoke to this question. He showed examples of the buckets that will be used. SLC opted to purple carts in their pilot. The carts were about same size as the gray glass cart. Some people think they won't ever produce that much food waste. They took a lot of feedback that residents did find themselves wanting something smaller, so now they're offering the bucket or the cart. The bucket is more popular. 70% of people in the SLC program decided to continue after the pilot. The rest didn't follow through with the program because they either moved or realized they don't produce enough to use it. He suggests that WFWRD <i>only</i> use the buckets for the pilot, not the cart.</p> <p>Board Member Bracken asked how the buckets are picked up. Jason said a person actually comes out and empties the bucket into the rear load truck. Similar to glass recycling trucks.</p> <p>McKenna answered a question from Board Member DeSantis by explaining that you can sign up on Momentum's website. This is in the same control center that WFWRD already has access to, and can see sign-ups come in.</p> <p>Board Member Sharkey asked what is the fuel that WRR produces. Elizabeth Barrett from WRR responded it is renewable natural gas that can heat homes. Board Member Sharkey then asked about the bio fertilizer. Elizabeth said that's an end product of</p>	<p><b>Motion to Approve Participating in the Food Waste Pilot Program by:</b> Board Member Barney</p>	<p><b>Approved February 28, 2022</b></p>
--	--	---	--

<p>6.6 Letter to the Salt Lake County Council about the Reorganization: Pam Roberts and Board Chair Ohrn <b>(Information/Direction Requested)</b></p> <p>6.7 General Manager’s Report: Pam Roberts <b>(Information)</b></p> <ul style="list-style-type: none"> <li>• Follow-up on Board Requested Items: <ul style="list-style-type: none"> <li>○ Curbside Green Waste Operating Expenses 2021. Paul Korth</li> <li>○ Leave Accrual Comparisons</li> </ul> </li> </ul>	<p>the materials. A farmer is testing it right now. WRR is hoping to eventually be able to sell it.</p> <p>Board Member Ohrn said she’d like to see the WRR facility to have a better understanding before voting at the end of the pilot.</p> <p>Pam reviewed with the Board a letter she drafted to send to Salt Lake County to support the reorganization of the District to a local district. The County has adopted the initially resolution indicating an intent to approve the reorganization, pending the public hearing. Pam wants the Board Members to attend that hearing (March 22, 2022, 4:00 p.m.). in support of the District. The letter reminds the County that all the municipalities have voted in support already.</p> <p>At the last Board meeting Pam was asked to follow up with the question of whether subscription green waste paid for itself last year. Paul answered the question by explaining that revenues, less cost, was \$1,601, so the answer is yes. His calculation includes “allocated costs” of things like general administration.</p> <p>At the last Board meeting Pam was asked to follow up with some information about benefits granted to employees after separation from the County. Pam explained that we carried over all the former County employees’ benefits. Anyone hired after July 1, 2019, were not eligible for post-employment benefits. All other benefits remain in place and have carried over.</p> <p>Staff was asked to compare leave accrual with other government entities and private. Pam reviewed what</p>	<p><b>Seconded by:</b> Board Member Gibbons</p> <p><b>Vote: All in favor (no opposing or abstaining votes)</b></p> <p><b>Pam was given direction to send the letter to Salt Lake County.</b></p>	
--	--	--	--

	<p>our current benefits and leave policies are, such as sick leave and vacation.</p> <p>Pam presented a chart comparing leave to other entities. Sick leave matches Salt Lake County still. Vacation is very similar. The state of Utah provides more sick leave than us, but similar sick leave. Salt Lake City has lower sick leave than us, but they do give it to those who have worked less than 6 months, but similar vacation. Taylorsville uses a PTO system, which, combined, is similar to us, and ours might be a little more, all told. Private Hauler “A” PTO exceeds WFWRD. Private Hauler “B” has less sick leave than us, but more vacation leave than us.</p> <p>Board Member Bracken asked if Private Hauler “A” numbers represent the maximum amount, not the amount actually accrued. Pam confirmed that is right. He expressed confusion at how they could have 720 hours a year, which equates to five months.</p> <p>No other comments were made, and Chair Ohrn noted that they appreciate Pam’s work and she should continue as is.</p>		
6.8 Timeline 2021 Independent Audit: Paul Korth ( <b>Information</b> )	<p>Paul presented our audit timeline. We have an outside audit firm every year. Squire and Co. is our audit firm and they were on-site last week. We are still providing them info. We need to prepare the annual report and they present their report in May. We are required to submit to the State by May 30.</p>		
6.9 Recycling Collections Agreement Expiration with the Town of Alta. The Town’s Request for a New	<p>Pam presented and explained that we provide recycling to the Town of Alta and have for the past 10 years. Carryover agreement from the County. It’s expiring and they want to renew. Pam wants</p>		

Agreement. <b>(Information/Direction)</b>	direction to renegotiate that, so long as they (Alta) cover their costs. We want to build in a price escalation every year. Next month we can have a formal approval ready for the board.	<b>Pam was given direction to proceed with the negotiations and to bring back an agreement for approval.</b>	
<b>5. Closed Session</b>			
	No Closed Session		
<b>6. Other Board Business</b>			
	No Other Board Business		
<b>7. Requested Items for the Next Board Meeting</b>			
	<ul style="list-style-type: none"> <li>• Salt Lake County's decision/resolution to reorganize WFWRD to a local district, on March 22,2022.</li> <li>• Open &amp; Public Meeting Act - required training</li> <li>• Revised policy adoption 16.4. Abatement or refund of charged service fees</li> <li>• Review new agreement for the town of Alta – board direction</li> <li>• 2021 customer satisfaction survey results and employee survey results, guests: from Y2 Analytics: Kyrene Gibb and Emily Schill.</li> </ul>		
<b>ADJOURN</b>		<b>Motion to Adjourn at 10:04 a.m.: Board Member Bracken</b> <b>Seconded by Board Member Cardenaz</b>  <b>Vote: All in favor (no opposing or abstaining votes)</b>	<b>Approved</b> <b>January 24,</b> <b>2022</b>