



WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held February 2, 2022 at 5:00 p.m. at Wasatch Integrated Waste Management District's Davis Material Recovery and Transfer Facility, 3404 North 650 East, Layton, Utah 84041 and via GoToMeeting.

Conducting: Board Chair, Commissioner Bob Stevenson

ADMINISTRATIVE CONTROL BOARD PRESENT:

Chair, Commissioner Bob Stevenson, Davis County
Board Vice-Chair, Mayor Joy Petro, Layton
Secretary, Mayor Clark Wilkinson, Centerville
Council Member Tim Roper, Clearfield
Mayor Brandon Stanger, Clinton
Commissioner Randy Elliott, Davis County (via GoToMeeting)
Mayor John Pohlman, Fruit Heights
Mayor Tami Tran, Kaysville (via GoToMeeting)
Member Tony London, Morgan (via Bountiful (via GoToMeeting))

Mayor Brian Horrocks, North Salt Lake (via GoToMeeting)
Mayor Rod Westbroek, South Weber
Council Member Chad Bangerter, Sunset
Council Member James Bruhn, West (via GoToMeeting)
Mayor Brian Vincent, West Point
Council Member Wally Larrabee, Woods Cross

ADMINISTRATIVE CONTROL BOARD MEMBERS EXCUSED FROM ATTENDING:

Commissioner Lorene Kamalu, Davis County
Mayor Brett Anderson, Farmington

Commissioner Mike Newton, Morgan County
Syracuse, awaiting board member appointment

STAFF PRESENT:

Nathan Rich, Executive Director
Adam Hacker, Accounting Manager
Preston Lee, Operations Manager (via GoToMeeting)
Todd Quinley, Purchasing Manager
Dan Ramos, Safety Superintendent
Jesse Simonsen, Landfill Superintendent
Juli McIntosh, Clerk

VISITORS:

Larry Jenkins, Kirton McConkie (via GoToMeeting)
Melissa Kotter, ON Track Solutions
Council Member Jordan Savage, Syracuse

Notice of time, place, and agenda of the meeting was sent to the Salt Lake Tribune, Deseret News, Morgan County News, and Standard Examiner newspapers on January 28, 2022. Notice of time, place, and agenda of the meeting was sent to each member of the Administrative Control Board via e-mail and posted at Wasatch Integrated Waste Management District Administrative Offices on January 28, 2022.

Welcome

Board Chair, Commissioner Bob Stevenson, welcomed board members, staff, and visitors to the meeting.

Compensation Analysis Presentation

Ms. Melissa Kotter, ON Track Solutions, presented the recently completed salary compensation analysis for Wasatch Integrated to the Board, which included evaluating each position within the company via third party salary source and market scopes, job matching, and market reference point calculations. Also considered were each position's placement within market grades, the cost associated with bringing the positions to grade minimum, and estimated costs for additional employee pay adjustments within range.

Mr. Nathan Rich added that it has been increasingly difficult to retain skilled labor, like landfill equipment operators and mechanics. Additionally, the positions of lead sorters, entry level equipment operators, and mechanics are currently below market.

In response to a question, Mr. Rich confirmed that 401k matching, and taxes were not included in the salary adjustments.

Mr. Rich thanked Mr. Preston Lee, Operations Manager, and Ms. Kathy Hammerle, Human Resources, for their assistance in helping Ms. Kotter with the salary compensation analysis and expressed his satisfaction with the results.

Minutes Approval

Chairman Stevenson presented minutes of the November 3, 2021 board meeting to the board for approval.

Upon motion duly made and seconded, minutes for the November 3, 2021 board meeting were approved. Chairman Stevenson, Vice-Chair Mayor Joy Petro, Secretary Mayor Clark Wilkinson, Council Member Tim Roper, Mayor Brandon Stanger, Commissioner Randy Elliott, Mayor John Pohlman, Mayor Tami Tran, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Chad Bangerter, Council Member James Bruhn, Mayor Brian Vincent, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Public Comment Period

There was no public comment.

Financial Report

Mr. Adam Hacker presented the financial report through December 31, 2021 and the Disbursement Review from October 1 through December 31, 2021. Checks over \$24,000 represented 77 percent of disbursements. Checks over \$24,000 totaled \$3,957,639.02. Disbursements totaled \$5,161,468.52 overall.

In response to a question, Mr. Rich explained that final landfill closure is completed in stages with post-closure care required for 30 years. Funds set aside for closure are held in escrow in a state-run Public Treasurer's Investment Fund (PTIF) account.

Mayor Clark Wilkinson commended District staff on continuing to account for closure funds accurately.

Upon motion duly made and seconded, disbursements were approved. Chairman Stevenson, Vice-Chair Mayor Joy Petro, Secretary Mayor Clark Wilkinson, Council Member Tim Roper, Mayor Brandon Stanger, Commissioner Randy Elliott, Mayor John Pohlman, Mayor Tami Tran, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Chad Bangerter, Council Member James Bruhn, Mayor Brian Vincent, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Director's Update

Mr. Rich presented the Director's Update to the Board. He welcomed new board members, Council Member Tim Roper, Clearfield, Mayor Brandon Stanger, Clinton, Mayor Brett Anderson, Farmington, Mayor Tami Tran, Kaysville, Mayor Brian Horrocks, North Salt Lake, Mayor Rod Westbroek, South Weber, Council Member Chad Bangerter, Sunset (former mayor of Sunset and board member), and Mayor Brian Vincent, West Point.

Appointment of a Syracuse member is expected over the next few weeks.

Mr. Rich invited and encouraged new board members to schedule a tour of District facilities.

He also said, new board members have been assigned to a committee in order to keep the three committees evenly sized. He said if the committee time does not work, please let Juli know to be reassigned.

A board retreat has been scheduled in Park City on the evening of Friday April 29th and Saturday April 30th to provide background and discuss the future of Wasatch Integrated Waste Management District. It will also provide an opportunity for staff and board to get to know each other.

Mr. Rich welcomed newly hired Safety Superintendent, Dan Ramos. Dan is a retired fire fighter and has been with the District for about 2 months. He is already making a positive impact on the safety program.

Mr. Rich reported that Covid 19 continues to be an issue for operations. This past week, swing shift operation of the MRF was interrupted due to inadequate staffing. The down time was used to accomplish some deep cleaning and maintenance. Day shift did operate, processing comingled recyclables and some MSW. Isolating Covid positive employees through the use of home test kits purchased by the District has proven quite effective. Mr. Rich informed board members that Wasatch will host its third vaccination clinic tomorrow the 3rd of February and invited anyone in need of a vaccine or booster to come.

The District has budgeted \$170,000 during the current fiscal year to reinstall Geocycle's SSI shredder and restart the mattress recycling program. Mr. Rich expressed his reticent to restart the program as the Devil's Slide Cement Plant is willing to take the material but has expressed some reservations. Additionally, the location identified for the shredder may be more valuable for organics processing or other future expansion of the MRF line.

The District recently issued an RFP for mattress recycling services and received two proposals. Both proposals require a pass-through fee of \$15 per unit (mattress/box spring). The District's current fee for mattress recycling is \$10 per mattress but is on hold. Outsourcing mattress recycling is an excellent option, but the board would need to increase the fee to at least \$15 per unit in order to cover the cost of the program. The earliest the fee could be implemented would be at the May or June 2022 board meeting.

Work has begun to update the District's Integrated Waste Management Plan as directed by the board during the May 2021 Board Meeting. This is an important effort which will help guide us over the next few years and provide opportunity to the board for feedback and direction. GBB has been retained to assist with the work. Our goal is to have the background section of the plan and a series of options ready for discussion at the upcoming Board Retreat in April 2022. As part of that effort, we will be conducting a phone survey in early March to get a feel for public support of existing facilities, services, and future recycling options.

Continuing disclosures and financial statements required by the 2019 Solid Waste Management Revenue Bond have been filed. There are no instances of default on any of the covenants and obligations under the bond.

SWANA Beehive Chapter will hold its biennial regional symposium in Springdale, Utah, March 17th and 18th, 2022. This is a good way to get the know the solid waste community in Utah. We have a great program which I have attached to this update. Please let Juli know if you are interested in attending.

Committee Meetings were last held on January 25th and 26th, 2022. Committee meetings are next scheduled for February 22nd and 23rd, 2022.

Mr. Rich informed the board that the Material Recovery Facility recently completed one year of full operation. Staff continues to push run time and system optimization but overall, the facility is operating quite well. Staff continues to work to divert materials generated by the MRF from the transfer and landfill operation.

The Devils Slide Cement Plant has been happy with the quality of the engineered fuel generated and has accepted a steady stream throughout the year. During the first half of the year, around 130 tons of per week of alternative fuel was generated and delivered, which equates to about 6% of the incoming waste stream. Unfortunately, the plant has suffered with air emissions and production issues during the last half of the year and has restricted the amount of materials delivered to the facility. The plant is currently down for major maintenance and will not be accepting any material for up to six weeks. On a positive note, Geocycle has recently started a study regarding the use of engineered fuel in their main burner which could substantially increase their appetite for material from the MRF facility. Geocycle and the Devil's Slide Cement Plant remain a potentially large outlet for diversion of waste coming from the MRF away from the landfill.

Staff continues to engage Wasatch Resource Recovery in identifying options which will improve the quality of the minus 2 inch organic-rich fraction making it attractive as anaerobic digester feedstock. Anaergia's Orex Press has been identified as a potential technology some material was processed for testing in their equipment located in California. Results of the testing show promise. The District and WRR are currently working together to hire a third-party engineer to evaluate available technology, not just the Orex Press, and complete a feasibility study to determine if there is a path forward. Alternately, the District will evaluate the potential for constructing an anaerobic digester to create Renewable Natural Gas (RNG) for processing in concert with gas being generated by the Davis Landfill.

We continue to be successful in moving all planned recyclables to market, including cardboard, steel, aluminum, plastics #1, and plastics #2. Current pricing has been volatile but overall has been positive.

The District anticipates releasing an RFP for beneficial use of the landfill gas collected from the Davis Landfill. The current contract with Ameresco (ESPC to HAFB) expires in just under 4 years. We will be looking for a developer to move toward a Renewable Natural Gas (RNG) project which has a much higher revenue potential for the District.

Back by popular demand, Wasatch will be placing a Glass Recycling Bin at the Davis Landfill near the mixed recycling bins. The bin will be serviced by Momentum Recycling at no cost to the District, beyond the cost of the bin. We anticipate the bin will be delivered by the end of March. Momentum is successfully separating and moving glass to recycling markets including the Corning fiberglass plant located in Nephi, Utah.

BHI, Vernal, has temporarily halted work on construction of the Stage C Final Cover and Phase IV Liner projects at the Davis Landfill at the request of the District. Installation of the cover materials and protective soil has been largely completed on the Stage C Final Cover Project while completion of drainage structures, roads, and seeding has yet to be completed. Excavation of the Phase IV Cell Project has been completed and the project is on hold until warm and dry weather permit installation of the liner materials. The project has been delayed by material availability (supply chain issues) and more recently by inclement weather. We do anticipate completion of the project within budget and have made alternate plans for landfill operations as we now expect final project completion by May 2022. The Phase IV liner adds approximately 2.5 million tons of capacity to the landfill.

Resolutions

Chairman Stevenson presented Resolution 22-01 Amending Personnel Policies of the District.

Mr. Rich explained that this resolution gives new employees 37 hours of sick leave at the commencement of employment. After the 10th pay period (the time at which 37 hours of sick leave would've accrued under the former policy), the employee will begin accruing sick leave at the regular accrual of 3.7 hours for each 80 hours worked.

Upon motion duly made and seconded, Resolution 22-01 Amending Personnel Policies of the District was approved. Chairman Stevenson, Vice-Chair Mayor Joy Petro, Secretary Mayor Clark Wilkinson, Council Member Tim Roper, Mayor Brandon Stanger, Commissioner Randy Elliott, Mayor John Pohlman, Mayor Tami Tran, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Chad Bangerter, Council Member James Bruhn, Mayor Brian Vincent, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Chairman Stevenson presented Resolution 22-02 Setting Administrative Control Board Compensation Rates.

This resolution would increase the annual board member compensation, which has not been increased since 2001, to \$3,000 per year for board members and \$4,000 per year for the board chair.

Chairman Stevenson reminded board members of the importance of meeting attendance.

Upon motion duly made and seconded, Resolution 22-02 Setting Administrative Control Board Compensation Rates was approved. Chairman Stevenson, Vice-Chair Mayor Joy Petro, Secretary Mayor Clark Wilkinson, Council Member Tim Roper, Mayor Brandon Stanger, Commissioner Randy Elliott, Mayor John Pohlman, Mayor Tami Tran, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Chad Bangerter, Council Member James Bruhn, Mayor Brian Vincent, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Chairman Stevenson presented Resolution 22-03 Approving a Carbon Credit Sales Agreement.

The District has previously received payment for carbon credits earned from voluntarily controlling the methane emitted from the landfill. This agreement contemplates the purchase, by Element Markets, greenhouse gas emission reduction credits generated by the Landfill.

Mr. Rich said that the current contract is in draft form


Upon motion duly made and seconded, Resolution 22-03 Approving a Carbon Credit Sales Agreement was approved. Chairman Stevenson, Vice-Chair Mayor Joy Petro, Secretary Mayor Clark Wilkinson, Council Member Tim Roper, Mayor Brandon Stanger, Commissioner Randy Elliott, Mayor John Pohlman, Mayor Tami Tran, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Chad Bangerter, Council Member James Bruhn, Mayor Brian Vincent, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

General Business

In response to a request, Chairman Stevenson said that a board contact list will be distributed to board members.

Adjournment

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 6:45 p.m. Voting in favor of said motion was unanimous.


Commissioner Bob Stevenson, Board Chair


Nathan Rich, Executive Director