



WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held November 6, 2017 at 5:00 p.m. in the large conference room, Wasatch Integrated Waste Management District Administrative Offices, 1997 East 3500 North, Layton, Utah.

Conducting: Board Chair, Mayor Bob Stevenson

ADMINISTRATIVE CONTROL BOARD PRESENT:

Board Chair, Mayor Bob Stevenson, Layton
Vice Chair, Mayor Mitch Adams, Clinton
Secretary, Council Member James Bruhn, West Bountiful
Mr. John Higginson, Centerville
Council Member Vern Phipps, Clearfield
Commissioner Randy Elliott, Davis County
Commissioner Jim Smith, Davis County
Mayor Jim Talbot, Farmington
Mayor Don Carroll, Fruit Heights

Mayor Steve Hiatt, Kaysville
Council Member Tony London, Morgan
Council Member Ned Mecham, Morgan County
Mayor Len Arave, North Salt Lake
Mayor Tammy Long, South Weber
Mayor Beverly Macfarlane, Sunset
Councilmember Mike Gailey, Syracuse
Mayor Erik Craythorne, West Point
Council Member Wally Larrabee, Woods Cross

ADMINISTRATIVE CONTROL BOARD MEMBERS EXCUSED FROM ATTENDING:

Commissioner Bret Millburn, Davis County

STAFF PRESENT:

Nathan Rich, Executive Director
David Van De Graff, Controller
Preston Lee, Landfill Manager
Todd Quinley, Purchasing Manager
Juli McIntosh, Recorder

VISITORS:

Larry Jenkins, Kirton McConkie
Steve Rowley, Keddington & Christensen

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 November 3, 2017. 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 November 3, 2017.

Welcome

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

Minutes Approval

Chairman Stevenson presented minutes of the September 6, 2017 board meeting to the board for approval.

Upon motion duly made and seconded, minutes for the September 6, 2017 board meeting were approved. Voting in favor of said motion was unanimous.

Public Comment

There was no public comment.

Fiscal Year 2017 Audit Presentation

Mr. David Van De Graff presented the Management Discussion and Analysis as part of the auditor's report. He also discussed the Solid Waste Management Plan, Financial Highlights, Financial Analysis, and revenues.

Mr. Steve Rowley, Keddington & Christensen, presented the Auditor's Report to the Board, which found not weaknesses or deficiencies in the system and the Auditor's Opinion, which found that Wasatch complied in all material respects, with the compliance requirements contained in the Government Auditing Standards issued by the Comptroller General of the United States, and the State Compliance Audit Guide.

Mr. Rowley said that staff provided requested information quickly and professionally.

Upon motion duly made and seconded, the board accepted the audit as presented. Voting in favor of said motion was unanimous.

There was discussion regarding the security benefit of two signature checks. Mr. Van de Graff explained that the District uses a banking process called Positive Pay, which is an automated fraud detection tool offered by the Cash Management Department of most banks. It is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the company.

Mr. Rich agreed to contact Mr. James Behunin at the State Legislative Auditor's Office, to determine whether a one signature check combined with Positive Pay is adequate fraud prevention.

Director's Update

Mr. Rich reported on District issues, which included ongoing progress of the transfer station design, which includes a back in rather than a pull through design; a less expensive and more flexible option that would save the District approximately \$1.3 million.

Mr. Rich showed the time lapsed video of the waste to energy facility demolition.

He reminded board members that Wasatch's Christmas Party is scheduled for Monday, December 18, 2018. Board members were asked to contact Juli if they plan to attend.

A board retreat will be held in March or April. Board members were encouraged to suggest locations to hold the retreat.

Committee Meetings were last held on October 24th and 25th, 2017. Committee meetings are next scheduled for November 28th and 29th, 2017.

At the landfill, implementation of the ten-dollar uncovered/unsecured fee has resulted in a substantial improvement in the number of customers arriving with properly secured loads.

Financial Report

Mr. Van De Graff presented the financial reports of the District.

Mr. Van De Graff presented disbursements for September and October 2017. Disbursements for the months of for September and October totaled \$796,346.20. Checks over \$5,000, for the months of for September and October totaled \$638,998.63.

In response to a question, Mr. Van De Graff said that he would be happy to provide employee credit card backup to board members for their review.

Upon motion duly made and seconded, disbursements were approved. Voting in favor of said motion was unanimous.

Mr. Van De Graff presented financial statements ending September 30, 2017. He reported that operating revenues were at 26 percent and operating expenses were at 26 percent of the budgeted amount.

Resolutions

Chairman Stevenson presented Resolution 17-13, Authorizing Contract to Transfer Water, to the board for approval.

The proposed contract would transfer most of the water to the City of Layton now while requiring that the city sell any water back to the District, at the same pricing, if at some point a project is developed that would require large quantity of water. The District retains a right to use the water in the future if needed, in the interim Layton City can make use of relatively inexpensive water, and Weber Basin Water Conservancy District keeps the water under contract as required under its project bonds

Upon motion duly made and seconded, Resolution 17-13 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 17-14, South Weber Park Lease Extension, to the board for approval.

The District executed a 20 year lease in 2001 which provides for the City of South Weber to develop a park and other recreational facilities on District owned property located within the City of South Weber while allowing the District to continue using said land to provide a development buffer around the landfill as well as storm water retention. The lease term was extended in 2006. To date, no facilities have been constructed. South Weber City has requested, and this resolution provides for, the lease period to be extended an additional 30 years. The city is exploring the possibility of constructing an equestrian grounds at the site

Upon motion duly made and seconded, Resolution 17-14 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 17-15, Amending District Code Titles One (Bylaws) and Eight (Fiscal Policies), to the board for approval.

Changes include moving and expanding the Code of Ethics, adding a Whistleblower Policy (which provides contact phone numbers, posted for employees), addressing Conflicts of Interest, adding a Financial Staffing Policy, and adding an Accounting System Controls Policy.

Mayor Len Arave said he would like the requisition approval for the Executive Director lower than \$30,000.

Mayor Steve Hiatt made a motion to adopt the resolution as is while recommending board members investigate the purchasing authority limits of employees at other governmental entities and return to the next board meeting with recommendations for staff.

Upon motion duly made, amended, and seconded, Resolution 17-15 was approved. Voting on said motion was unanimous.

Mayor Tammy Long said that she did not believe cities should have the opportunity to appoint representatives to the District's Administrative Control Board without mayoral approval.

Mr. Larry Jenkins explained that each city or county is solely responsible for who it chooses to appoint and the District has no ability to control the outcomes.

Chairman Stevenson presented Resolution 17-16, Setting an Annual Meeting Schedule, to the board for approval.

A total of five (5) board meetings are scheduled in 2018 and will be held on the first Wednesday of February, May, June, September, and November. All meetings will be held in the large conference room of the Wasatch Integrated Waste Management District Administrative Offices, 1997 East 3500 North, Layton, Utah.

Upon motion duly made and seconded, Resolution 17-16 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 17-17, Appointing Board Officers, to the board for approval.

Mayor Erik Craythorne chaired the Nominations Committee with Council Members Mike Gailey and Wally Larrabee, who nominated Mayor Len Arave as Board Vice Chair and Council Member Tony London as Secretary. The committee recommended retaining Mayor Bob Stevenson as Board Chair.

Upon motion duly made and seconded, Resolution 17-17 was approved. Voting on said motion was unanimous.

Chairman Stevenson thanks Mayor Mitch Adams for serving as Vice Chair and Council Member James Bruhn for serving as Secretary.

Other Business

There was no additional business.

Adjournment

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 6:29 p.m. Voting in favor of said motion was unanimous.



Mayor Bob Stevenson, Board Chair



Nathan Rich, Executive Director