WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held February 7, 2018 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
Secretary, Council Member Tony London, Morgan
Mr. John Higginson, Centerville
Council Member Vern Phipps, Clearfield
Mayor Mitch Adams, Clinton
Commissioner Randy Elliott, Davis County
Commissioner Jim Smith, Davis County
Mayor Jim Talbot, Farmington
Mayor John Pohlman, Fruit Heights

Mayor Katie Witt, Kaysville
Council Member Ned Mecham, Morgan County
Mayor Jo Sjoblom, South Weber
Mayor Howard Madsen, Sunset
Councilmember Mike Gailey, Syracuse
Council Member James Bruhn, West Bountiful
Mayor Erik Craythorne, West Point
Council Member Wally Larrabee, Woods Cross

ADMINISTRATIVE CONTROL BOARD MEMBERS EXCUSED FROM ATTENDING:

Vice Chair, Mayor Len Arave, North Salt Lake
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
Lorene Kamalu, Kaysville City Planning Commissioner and County Commission Candidate, Seat B

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 February 2, 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 February 2, 2017.
Welcome

Board Chair, Mayor Bob Stevenson welcomed board members, staff, and visitors to the meeting. He extended a special welcome to new board members; Mayors John Pohlman, Katie Witt, Jo Sjoblom, and Howard Madsen.

Minutes Approval

Chairman Stevenson presented minutes of the November 1, 2017 board meeting to the board for approval.

Upon motion duly made and seconded, minutes for the November 1, 2017 board meeting were approved. Voting in favor of said motion was unanimous.

Public Comment

There was no public comment.

Director’s Update

Mr. Rich reported on committee meetings, last held on January 30 and 31, 2018, and next scheduled for February 27 and 28, 2018 and the board retreat, which has been scheduled for April 20 and 21, 2018 in Park City.

He also discussed salvage and demolition of the Davis Energy Recovery Facility by Target Contractors, which was completed on January 13, 2018. Total final contract cost was $266,500 after one change order for the removal of additional foundations and footings located within future construction areas. The contractor was very professional and provided good value to the District. The site is safe, secured, and ready for the next phase of construction.

Site programming for the proposed transfer and processing facility is complete. Owner’s Engineer, RRT Design & Construction issued the final Project Design Report on October 23, 2017. Mr. Rich included an attached site plan with the Director’s Update, which shows the location of the new receiving building and transfer station in relation to the existing tipping floor and processing area. Location of the receiving building and transfer station will keep the facility out of site while preserving large adjacent areas for future construction of processing facilities.

Design of the receiving building and transfer station is currently at 75%. A visit to two similarly designed transfer stations in New York during December confirmed design decisions. Staff has a high level of confidence that the selected design will be efficient and flexible. Final design of proposed support facilities and offices have been moved to the second phase of construction as the level mixed waste processing will drive the program for that building. The first phase of construction is expected to be ready for bid in six weeks. The preliminary cost estimate contained in the Project Design Report for this scope is approximately $4,000,000.

RRT has begun detailed economic evaluation and engineering of the waste processing scenarios which were developed in the recent update to the 20 Year Solid Waste Management Plan. Meetings were held with Nat Egosi (RRT), Wasatch Resource Recovery (WRR), and Geocycle on January 10, 2018 in support of that effort.

Conversations continue with WRR and the South Davis Sewer District to develop a partnership in which they would accept a portion of organic waste at their anaerobic digester and Wasatch would dispose of their inorganic waste fractions. The digester is currently under construction and scheduled to be operational in October or November 2018.

LafargeHolcim and GeoCycle continue to express a strong interest in partnering with the District to provide an engineered fuel feedstock to the Devil’s Slide Cement Plant. A Memorandum of Understanding (MOU) was signed as a basis for our engineering efforts. Our meeting last month was very productive. The Devil’s Slide Cement Plant has the thermal capacity to consume up to 70,000 tons per year of an engineered fuel made from solid waste and recycling rejects.

Construction of final cover of Phase V of the landfill, which is closest to the residential neighborhoods in South Weber and Layton, is currently out to bid. It is anticipated the $1,200,000 project will be
completed early this construction season. Final cover in this area should help lessen odors in adjacent areas and will also reduce the visual impact of the landfill.

Landfill operations have made the transition to the larger waste stream. The primary area where operational adjustments have been necessary is the District’s ability to consistently deliver adequate soil to the working area for daily and intermediate cover. Several equipment options to deliver adequate cover material, including the short term rental of a larger truck and also the demonstration of a tractor and land plane combination, were investigated. Staff determined that the use of a flexible film alternative daily cover provides an operational savings as well as improved short term odor control. We are recommending the purchase of equipment for that purpose.

Mayor John Pohlman asked if the plastic cover is reusable. Mr. Rich said no, the machine dispenses a very thin plastic as well as three narrow rows of dirt to hold it in place. There are other machines that utilize reusable cover but they are more expensive. He explained that the landfill cost of consumable plastic cover will be approximately $160,000 each year, an approximate $200,000 savings over hauling soil using two employees and two pieces of equipment. In addition, the District will avoid landfelling 30,000 tons of cover soil each year.

Mr. Rich reviewed operational reports explaining that overall waste receipts were down 2% in 2017 as compared to calendar year 2016. The reduction in total waste is attributable to green waste as the residential and commercial waste streams remained flat.

The District landfill diversion (recycling) rate dropped from 44% to 21% with the closure of the energy recovery facility. Next year the landfill diversion rate is expected to drop to around eight percent unless some level of mixed waste processing begins.

Self-haul visits at the landfill decreased by about 6,000 visits as a direct result of the District’s new $25 out-of-District minimum fee. It appears that this policy change is resulting in an approximately 10% reduction in self-haul visits to the landfill. While this policy has been difficult to implement, it has had the desired effect and will allow the District to continue providing high quality customer service to member city residents without the cost of expanded facilities.

Green waste recycling numbers were down as a result of the rate increase which went into effect on July 1, 2017. Also, green waste number were unusually high in 2016 as a result of two large wind storms. This program continues to provide an excellent local waste recycling opportunity that is valued by the community. We continue to see increases in participation in city sponsored curbside green waste programs.

Financial Report

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

Mr. Van De Graff presented disbursements for November and December 2017 and January 2018. Disbursements for the months of November, December, and January totaled $2,434,274.28. Checks over $10,000, for the months of for November, December, and January totaled $2,003,502.61.

Mr. Van De Graff also presented purchasing card statements and receipts for October, November, and December.

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

Resolutions

Chairman Stevenson presented Resolution 18-01, Amending the Capital and Operating Budget Funds for Fiscal Year Ending June 30, 2018. Funds will be used to purchase the cover machine and for daily supplies and costs associated with operating the machine.

Upon motion duly made and seconded, Resolution 18-01 was approved. Voting on said motion was unanimous.
Chairman Stevenson presented Resolution 18-02, Resolution Ratifying a Memorandum of Understanding with Geocycle.

Upon motion duly made and seconded, Resolution 18-02 was approved. Voting on said motion was unanimous. As an employee of LafargeHolcim, Mr. Tony London abstained from voting.

Chairman Stevenson presented Resolution 18-03, Authorizing the Executive Director to Execute Assignment of Water Use to Layton City and with Weber Basin Water Conservancy District.

This agreement is a companion agreement to the recently executed contract with Layton City authorized by Resolution 17-13. Under these agreements, the large quantity of water no longer being used by the Davis Energy Recovery Facility is being transferred to Layton City and in the event the District once again needs a large quantity of water, Layton City has agreed to transfer any requested water back to the District.

Upon motion duly made, amended, and seconded, Resolution 18-03 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 18-04, Authorizing the Executive Director to Petition Layton City to Annex Energy Recovery Facility Property and to Take Such Actions as Necessary to Effect Annexation.

In response to a question about building permit fees, Mr. Rich said that the proposed transfer station and mixed waste processing facility will be less noisy, will not have a stack, traffic will be similar to before, and the city will waive impact fees.

Upon motion duly made and seconded, Resolution 18-04 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 18-05, Amending Title 2 of the District Code.

Utah Code Ann. 17B-1-802 requires the District to review its personnel policies annually to ensure that they conform to the requirements of State and Federal Law. District staff and counsel have completed that review and are recommending several clarifying changes be made to the personnel policies, Title 2 of the District Code, including definition of work week and omitting references to jobs assigned to the former waste to energy recovery facility.

Upon motion duly made and seconded, Resolution 08-05 was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 18-06, Amending Title 3 of the District Code.

This resolution makes changes to requisition authorities by the removal of several positions which no longer exist due to the closure of the energy recovery facility and the addition of requisition authority in the amount of $2,500 for the Executive Assistant. This level of authority is consistent with the Executive Assistant’s use of the District purchasing card to pay for travel and other items as required by the Director.

In response to a question, Mr. Rich explained that the Executive Director approves all purchases over $30,000. The Facility Manager has purchasing authority up to $30,000 because there are operations costs that can easily come close to that amount.

Based on travel arrangements made by the Executive Assistant and other considerations, a motion was made to modify the Executive Assistant’s purchasing authority from $2,500 to $3,500.

Upon motion duly made and seconded, Resolution 18-06, with an increase in Executive Assistant’s purchasing authority to $3,500, was approved. Voting on said motion was unanimous.

Chairman Stevenson presented Resolution 18-07, Appointing Alternate Representatives to the Board...
of NUERA.

Mr. James Bruhn and Mr. Wally Larrabee expressed interest in being appointed to the NUERA Board as an alternate board member. Upon motion duly made and seconded, Resolution 18-07, Appointing Mr. James Bruhn and Mr. Wally Larrabee to the NUERA Board as an alternate board member, was approved. Voting in favor of said motion was unanimous.

**Other Business**

Chairman Stevenson commented on recent news articles about the Promontory Landfill and said that the board decision to become part of the Northern Utah Environmental Resource Agency (NUERA) and participate in the joint purchase the Bayview Landfill will prove to be a very good decision.

**Adjournment**

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 6:00 p.m. Voting in favor of said motion was unanimous.

\[
\text{Mayor Bob Stevenson, Board Chair} \quad \text{Nathan Rich, Executive Director}
\]