Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held September 5, 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 | Mayor Katie Witt, Kaysville |
| Vice Chair, Mayor Len Arave, North Salt Lake | Council Member Ned Mechem, Morgan County |
| Council Member Vern Phipps, Clearfield | Mayor Howard Madsen, Sunset |
| Mayor Mitch Adams, Clinton | Mayor Jo Sjoblom, South Weber |
| Commissioner Randy Elliott, Davis County | Mayor Mike Gailey, Syracuse |
| Commissioner Bret Millburn, Davis County | Council Member James Bruhn, West Bountiful |
| Commissioner Jim Smith, Davis County | Mayor Erik Craythorne, West Point |
| Mayor Jim Talbot, Farmington | Council Member Wally Larrabee, Woods Cross |
| Mayor John Pohlman, Fruit Heights |

ADMINISTRATIVE CONTROL BOARD MEMBERS EXCUSED FROM ATTENDING:

| Secretary, Council Member Tony London, Morgan | Mayor Clark Wilkinson, Centerville |

STAFF PRESENT:

| Nathan Rich, Executive Director |
| David Van De Graff, Controller |
| Kathy Hammerle, Scale Manager |
| Preston Lee, Landfill Manager |
| Todd Quinley, Purchasing Manager |
| Chad Staples, Project Manager |
| Juli McIntosh, Recorder |

VISITORS:

Larry Jenkins, Kirton McConkie

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 August 31, 2018. 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 August 31, 2018.
**Welcome**

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

**Minutes Approval**

Chairman Stevenson presented minutes of the June 6, 2018 board meeting to the board for approval.

Upon motion duly made and seconded, minutes for the June 6, 2018 board meeting were approved. Voting in favor of said motion was unanimous. Chairman Stevenson, Vice Chair, Mayor Len Arave, Mayor Katie Witt, Council Member Ned Mecham, Council Member Vern Phipps, Mayor Howard Madsen, Mayor Mitch Adams, Mayor Jo Sjoblom, Commissioner Randy Elliott, Mayor Mike Gailey, Commissioner Bret Millburn, Council Member James Bruhn, Commissioner Jim Smith, Mayor Erik Craythorne, Mayor Jim Talbot, Council Member Wally Larrabee, and Mayor John Pohlman voted yea.

**Public Comment**

There was no public comment.

**Director’s Update and Report to the Board**

Mr. Nathan Rich reported on recent District operations and improvements. He said that construction of Stage B Final Cover of the landfill, the area closest to the residential neighborhoods in South Weber and Layton, is nearing completion. The project, being constructed by Whitaker Construction Company, is on budget but will be completed substantially behind schedule. Fortunately, the project will be completed well before winter weather sets in. Final cover in this area should help lessen odors in adjacent areas and will also reduce the visual impact of the landfill.

The budgeted second landfill gas flare has been procured and ordered. Delivery of the flare is currently scheduled for February 2019. The additional flare and blower will increase availability and performance of our landfill gas collection and destruction system. This is particularly important during those times when Hill Air Force Base is not accepting landfill gas from our system.

The landfill experienced a serious accident on July 12th of this year. A seasonal employee walked behind a loader on the citizen drop-off pad and was knocked to the ground. His legs were run over, and he suffered a fractured ankle. The facility did receive a serious violation from UOSH, which has been addressed through the implementation of a progressive disciplinary policy for seasonal employees and additional employee training.

In response to a question, Mr. Rich said that seasonal employee training is different from District employee training because seasonal employees are not subject to the District’s Personnel Policies. However, although District employees are trained monthly, seasonal employees are trained in safety as soon as they are assigned to work at the landfill.

Annexation and rezone of the parcel upon which the new transfer station and mixed waste processing facility will be located is complete. By annexing the property into Layton City, the solid waste management and recycling facilities will be constructed and operated as a listed use within Layton, rather than continuing to operate as a conditional use within unincorporated Davis County. Also, annexation is allowing for connection to the Layton City water system which will simplify and improve fire protection at the new facilities.

Construction of the receiving building and transfer station has been awarded to Stout Construction, of Centerville, Utah. Construction is proceeding according to budget and schedule. The building is expected to be complete by February 2019 with final completion of site paving completed when warm weather returns in early spring.

RRT is scheduled to deliver a 30 percent design report for the proposed mixed waste processing equipment and related improvements by the end of this month. The report will include an improved cost estimate for the project which will be used to update financial models, support contract negotiations with our off-take partners, and support the project financing. The report will also serve as the basis for procurement of the equipment, building, and ancillary work. Preliminary drafts of the block diagrams, process flow diagram, and equipment layout work were discussed last week in
committee meetings. Mr. Rich also attached the information to the Director’s Update for board members’ information.

Our financial team met this past month to start work on approaches to project financing. The team currently consists of, Financial Advisor, Zions Bank, Jon Bronson and Underwriter, Key Bank, Jerry Nowlin.

Requests For Proposals (RFPs) are currently open for bond counsel and trustee services. The financial team is scheduled to meet again in early October when updated project costs and financial models are available.

Conversations continue with Wasatch Resource Recovery (WRR) and the South Davis Sewer District to develop a partnership in which they would accept a portion of our organic waste at their anaerobic digester and we would dispose of their inorganic waste fractions. We are currently working on a Memorandum of Understanding with WRR. The digester is under construction and scheduled to be operational in December 2018 or early 2019.

We are working closely with Geocycle/LaFargeHolcim to contract for the sale of an engineered fuel feedstock to the Devil’s Slide Cement Plant. Wasatch has signed a Memorandum of Understanding (MOU) as a basis for the District’s engineering efforts. We have had several meetings in the past month and are moving toward a combined project plan which may have a phased approach. 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. The District’s preliminary engineering indicates that the proposed mixed waste processing facility will be able to supply up to 20,000 tons per year of engineered fuel with a heat content of 9,000 to 9,500 Btu/lb. or up to 40,000 tons per year with a heat content of 8,500 to 9,000 Btu/lb. A substantial investment will be required by the Devil’s Slide facility to consume the higher volumes of engineered fuel that the District can provide which is why a phased project approach may be required.

We are now working in partnership with Geocycle/LaFargeHolcim to develop the ability to provide additional engineered fuel to the facility on an interim basis until our mixed waste processing facility is operational in 12 to 18 months. We plan to do this by processing mattresses and other easily processed clean material in an out-of-the-way area at the transfer station site. The District has installed a shredder, provided by Geocycle, and should be able to process mattresses with the delivery of a conveyor belt and magnet in mid-October 2018. Several mattress shredding tests were conducted prior to ordering the magnet and permanent electrical connection to verify the viability of the project. The shredder performed well and produced a material meeting Geocycle’s needs.

Mr. Rich explained that landfill employees are not yet removing mattresses from the waste stream at the landfill. Mattresses will be pulled once the project test period begins. A mattress fee will be considered once it is determined that the project is viable and Geocycle/LaFargeHolcim is satisfied with the product.

Geocycle may be interested in shredding additional materials once the project is well underway. Additionally, there may be opportunities to expand with other entities, including NUERA.

Mr. Rich included pictures of the Devil’s Slide Cement Plant in the Director’s Update, for board members’ information.

WASTECON was in Nashville, Tennessee during the week of August 20, 2018. Several board and staff members attended. It was an excellent show and team building opportunity. There was a lot of focus this year on Material Recovery Facilities and recyclable markets.

Committee meetings were last held in August 28 and 29, 2018. Committee meetings are scheduled for and will next be held on September 25 and 26, 2018.

Board Member Training for new and newly elected or re-elected board members is required per, Utah Code, Title 17B, Chapter 1, Part 3, Section 312. The Office of the State Auditor provides local and special service district board members with training on topics related to government finance and administration in Utah.
Board members may satisfy their required training requirement by attending the annual Utah Association of Special District (UASD) Convention, November 7-9, 2018 or by taking a short online test through the Office of the State Auditor. Mr. Rich attached information regarding both options to the Director’s Update.

Mr. Rich reported that waste acceptance rates so far in 2018 are flat to down slightly. The commercial waste and residential waste streams remain strong; however, there is a downturn in out-of-district waste, green waste, and construction and demolition waste.

**Financial Report**

Mr. David Van De Graff presented disbursements for June, July, and August 2018. Disbursements for the months of June, July, and August totaled $2,297,197.80. Checks over $10,000, for the months of June, July, and August totaled $2,712,316.96 comprising 85 percent of disbursements.

Mr. Van De Graff said that purchasing card bills, receipts, and logs were included in the e-mail sent last Friday, for board members’ review.

Upon motion duly made and seconded, disbursements were approved. Voting in favor of said motion was unanimous. Chairman Stevenson, Vice Chair, Mayor Len Arave Mayor Katie Witt, Council Member Ned Mecham, Council Member Vern Phipps, Mayor Howard Madsen, Mayor Mitch Adams, Mayor Jo Sjoblom, Commissioner Randy Elliott, Mayor Mike Gailey, Commissioner Bret Millburn, Council Member James Bruhn, Commissioner Jim Smith, Mayor Erik Craythorne, Mayor Jim Talbot, Council Member Wally Larrabee, and Mayor John Pohlman voted yea.

Mr. Van De Graff reviewed financial statements through June 30, 2018.

**General Business**

Chairman Stevenson requested volunteers to be appointed to serve on a nominating committee to bring recommendations for Board Officers to the November 2018 Board Meeting. Board Chair, Vice-Chair, and Secretary will be appointed to serve for the year calendar year 2019.

Commissioners Millburn and Smith, and Mayor Witt volunteered. Mr. Rich will send an e-mail to the board asking for anyone interested in serving or nominating to please do so.

**Adjournment**

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 5:39 p.m. Voting in favor of said motion was unanimous.

Mayor Bob Stevenson, Board Chair Nathan Rich, Executive Director