

Summary of Board Packet and recommended motions October 19, 2022 Regular Meeting

Agenda Item E.

Summary of expenditures – Expenses to note:

- Payroll continues to be around 120,000 a pay period.
- Cost of Single Stream recycling to Denver was around \$8,000
- Delivered and fleet fuel was down a little in September due to a slower month in August, We should see an increase next month as September and October have been very busy. Total Fuel was around 13,500.00
- Workman's Comp Audit cost \$11,680.20 and is an audit that is done every 3 years.

Recommended Motion: Motion to approve the expenditures for the month of August 2022 in the amount of \$428,837.33.

Agenda Item G. Review and approval of Revised Purchasing Policy

Summary of changes to policy

- Increases in limits to dollar amounts beginning from \$500 to \$1000, then \$500.01 to \$1000.01 and \$5,000 to \$10,000. The next level increased from \$5000.01 to 10,000.01 and then from \$10,000 to \$50,000. Finally, from \$10,000 to \$50,000 and then \$50,000 to \$100,000.
- Other changes included grammatic changes as well as more defined roles, giving the Executive Director as the Chief Procurement Officer the ability to assign subordinate Procurement Offices/purchasing agents.
- An increase in the range for Professional service contract from \$10,000 but less than \$20,000 to \$10,000 but less than \$50,000.
- An change in the range for Emergency repairs adding a range of Exceeding \$10,00.01 but less than \$50,000.

Recommended Motion: Motion to approve Policy Number 111-1520, Purchasing Policy, with an effective date of November 1, 2022 .

Agenda Item H. Review and approval of the purchase of two tag axels for District vehicles in the amount not to exceed \$20,000.

Recommended Motion: Motion to approve the purchase of two tag axels for District vehicles in the amount not to exceed \$20,000.00

Agenda item J (if needed)

Recommended Motion: Motion to enter closed session to discuss the character, professional competence, or physical or mental health of an individual or individuals.

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=gUs1SIVBJsA>

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Administrative Control Board of the Solid Waste District has decided to hold hybrid meetings with the County Commission Chamber as the Anchor Location. The Grand County Commission Chambers are located at 125 E Center St #2429, Moab, UT 84532. Electronic participation was available via Zoom Meeting

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

Tuesday, September 27, 2022, 2:00 P.M.

Board Members Present: Mary McGann (Secretary/Treasurer), Chad Harris (At-Large Member), Diane Ackerman (Castle Valley Representative), and Kalen Jones (Chair). Kevin Fitzgerald (Vice-Chair) joined the meeting at 2:29 P.M.

SWSSD1 Staff Present: LJ Blackburn (Co-Interim Director), , Chris Scovill (Co-Interim Director), Leanne Crowe (Human Resources/District Clerk) and Savannah Humphreys (Bookkeeper/Administrative Assistant).

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The board packet is available on the district’s website located here: <https://swssd1.org/board-meetings-and-financials/2022-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (2:00 P.M.)

Kalen Jones called the meeting to order at 2:07 P.M.

CITIZEN’S INPUT

There were no citizens present, and no written comments were received.

APPROVAL OF MEETING MINUTES

- A. ACTION ITEM: REVIEW AND APPROVAL OF THE AUGUST 24, 2022, REGULAR MEETING MINUTES**
- B. ACTION ITEM: REVIEW AND APPROVAL OF THE AUGUST 26, 2022, SPECIAL MEETING MINUTES**
- C. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 1, 2022, SPECIAL MEETING MINUTES**

D. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 7, 2022, SPECIAL MEETING MINUTES

MOTION: Mary McGann motioned/ Diane Ackerman seconded to approve the minutes from the August 24, 2022, Regular Board Meeting, the August 26, 2022, Special Board Meeting, the September 1, 2022, Special Board Meeting, and the September 7, 2022, Special Board Meeting as presented in the Board Packet. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

E. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF AUGUST 2022

LJ Blackburn led a brief discussion with the Board. LJ noted there was one correction of the summary of expenses regarding Motive Technologies dash cameras. The three-year plan is \$26,700 and the yearly amount is \$8,208.24 this year, and approximately \$9,000 for the next two years. Also, there were some higher expenses for the new building including payments to Moab Land Works and A&E electric. These will be requisitioned from the acquisition fund. Other notable expenses were two loads of the single stream taken to Denver. Fuel costs continue to be high, as well as rentals, service, and labor from Wheeler Cat. We did not make a PTIF payment for August, but the District will need to make up this payment later. LJ explained this payment was delayed due to slower billing and receivables.

MOTION: Mary McGann motioned/ Chad Harris seconded to approve expenditures for the month of August 2022 in the amount of \$364,413.51 as presented in the Board Packet. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

F. DISCUSSION ITEM: REVIEW AND DISCUSSION OF THE YEAR-TO-DATE (AS OF AUGUST 31, 2022) FINANCIAL REPORTS (UNAUDITED)

LJ Blackburn and Nick Lundberg led a discussion regarding the year-to-date financials. This is broken out by class and by month. Overall, income versus budget is down quite a bit. The budget shown is the prorated budget through August, which is different than how it has been presented in the past. LJ recommended using a five-year look back to prepare the 2023 budget, as this may give us a more accurate view as we look month by month or by quarter to ensure we are on track. The primary driver for the lower income is roll-offs. The residential collections are helping to make this up. The District has also not received approximately \$4,000 in Mineral Lease funds that is due to the District but has not yet been received in the PTIF account as of earlier today. Diane Ackerman expressed concerns about how we can ensure the district is in a stable financial position and asked for a cash flow analysis or other documents to better understand this. Diane also

expressed concerns about the missed PTIF payment for August, and the District's ability to repay these. LJ acknowledged that this is a concern, but that revenues being down is out of our control. Overall, tourism is down, but the movie filming here is helping to bridge that gap. LJ and Nick hope to bring an amended budget back to the October meeting, and a proposed fee increase. There is a large amount of research and data gathering that is required for this, and there is also a learning curve for LJ as she has not previously been tasked with preparing the fee increase or budget on her own. However, LJ stated she is confident with assistance from the resources available, that she can do it. LJ also pointed out that expenditures were down, in part due to the work of Levi Crowe, Fleet and Facilities Manager, which helps to balance the lower revenue. The expenses were approximately \$140,000.00 less than budgeted for the year to date. . Leanne Crowe recommended that she and LJ work together to provide some education on basic financial statements and get this together for the Board. Due to time constraints with budget season, LJ will find some additional webinars and resources to share with the team prior to the workshop. Kalen inquired about what resources LJ has been using and recommended that she reach out to find out how other local governments present this in a way that is more usable for the Board instead of traditional business metrics. Kalen recommended reaching out to the City of Moab's Finance Director, to break it down and provide some Key Performance Indicators to understand the financials more easily. LJ also noted that this is not the first time that the District has missed a PTIF payment, and later made it up. Kalen asked for information on what is in the reserve, as a percentage, so that we can use this as buffer for the ups and downs in revenues. Nick and LJ will review the PTIF balances and send this out later.

REPORTS FROM BOARD AND STAFF

G. STAFF REPORTS

LJ Blackburn provided her staff report to the board. The District did receive TRT funds in the amount of \$400,000.00, the same as last year. LJ has also purchased water bottles for the staff, to end the use of plastic water bottles. We have leased water coolers and compostable cups for each location, along with hand sanitizer. Employees also received water bottles for the employee appreciation event. The new office will have a meeting space, and LJ is working to furnish it, and it should be ready soon. The District was able to obtain free tablets to use with the Motive tracking and the billing software, and the first two arrived today. The District has ordered mounts to allow drivers to use them hands-free. The total software process is expected to be completed by the beginning of the year, so the staff is looking forward to this. For 2023, the focus will be on employee education and safety. LJ has worked on cross-training employees and has identified training for the managers, as many of them are new and have not been managers before. We are also working on community education, with the addition of the education and outreach coordinator, Jessica Thacker. Her first task will be on the Household Hazardous Waste, and progress from there.

Chris Scovill provided his staff report to the board. The flood relief donations were over \$16,500 in tipping fees and labor. While this has been a great service to the community,

it has raised additional concerns about how we donate services as a government entity. Chris and LJ will research this and develop a policy regarding this. Chris also shared that the market has dropped significantly for cardboard, and the District is now taking a loss on this item. However, the District will continue to ship to our vendors, as we have developed good relationships with them, and there is no good way to store these items to better time the market. The motive hardware and software have been installed, and we are in the process of training the managers on how to use it. The software has already proven useful in initiating discussions regarding driver safety, and this has been a positive effect already. The second shipment of recyclables was sent to Denver. The working face at Klondike remains a work in progress, but we have time and room to continue to work on this. Finally, at the CRC building, we have some insulation falling from the ceiling. We have a contractor coming to provide a quote for a fix to this, so we can address it. We anticipate removing the old insulation. We have also installed some fake owls at the CRC to deter the other birds from continuing to nest in the roof, and we hope to see results from that. At Klondike, the ravens continue to be a challenge as they dig up the working face and trash blows from the landfill to the road. Chad questioned why the price of OCC is so volatile, and Chris explained the market shifts for varying reasons in this, partially related to COVID and the large influx of home deliveries related to the holidays as well. Mary inquired about the trailers that were purchased at the CRC. After purchase, it was determined that remodeling them would be more expensive than purchasing new. If they were to be used as storage, they would need to be secured. Chris mentioned they may be able to use some items, like the HVAC, but they may be able to sell them. It is cost prohibitive to reuse the tin siding or otherwise repurpose the materials.

Leanne Crowe shared a brief report on her work. We have been focused on recruiting additional labor for the District and have had great success with the tourist season ending and local workers looking for more stable employment. Leanne has worked with LJ and Chris to develop a process and document these processes. This includes a new hire checklist and an interview checklist. These are ongoing projects, but we continue to move forward. The Board also discussed a high-level recap of the Executive Director recruiting process. Although we did not hire anyone yet, we did make great progress in developing a process and a lot of the leg work was done in developing interview questions and scenarios. Kalen Jones also asked about onboarding. Leanne explained the process she would like to implement to provide consistent and efficient training for new hires and retain the knowledge and skills of long-term employees, as well as better support employees to integrate them as part of the team and document these items as well.

H. BOARD REPORTS

No Board reports were provided.

OLD BUSINESS

I. **ACTION ITEM: REVIEW AND APPROVAL OF REVISED PURCHASING POLICY**

LJ Blackburn requested to postpone this item due to additional information she discovered and asked to bring this item back at the next meeting for consideration.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the review and approval of policy number 111-1520, Purchasing Policy, until a later date to allow for revisions. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.

NEW BUSINESS

J. **DISCUSSION ITEM: DISCUSS PURCHASE OF D7 DOZER WITH WASTE PACKAGE**

Chris Scovill led a discussion with the Board regarding the need for a D7 Dozer. Chris explained this will come from the Acquisition fund but wanted to make the Board aware of the cost, which is approximately \$748,500. This includes a 5-year lease with annual payments of \$145,000. Chris is working to figure out a way to make the numbers work with a down payment, longer or delayed lease options and potential rentals. The District lost its Dozer in 2020 and has faced challenges, including those at Klondike, without this equipment. Chris will work on this item and bring this back to the Board later. This equipment is part of the longer equipment list Chris had previously presented to the Board. The total wish list is about \$7 million, and the District has about \$1 Million to spend, so we need to prioritize these to maintain operations. The Board also discussed the long-term needs of the district and financing, and Chris will resend the list of equipment needs to the Board. Chris has worked to develop a mast list of equipment needs, and a master list of needs, and will work to develop a schedule to meet these needs. LJ Blackburn explained that there is approximately \$1.2 Million in the PTIF funds, and this is broken down into three accounts with two of those accounts being restricted funds set aside for landfill closing. The third account is divided into 9 sub-accounts. These accounts are set-aside funds for various needs and include an equipment fund, a contingency fund, a bond repayment fund, a capital improvements fund, a debt service fund, a KLF excavation fund, a collection and hauling fund, and a landfill technology services fund. “

LJ Blackburn explained that the Zions Trust Fund Account or Acquisition Fund is separate from the PTIF accounts. , The approximate balance in the acquisition fund is around \$856,000 This is where the funding for the new software, and other costs for the new building will come from. We have until March 2024 to utilize these funds or the balance remaining will come off of what we owe.

CLOSED SESSION

K. CLOSED SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL(S)

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to enter closed session to discuss the character, professional competence, or physical or mental health of an individual(s). Roll call vote: Mary McGann, Kevin Fitzgerald, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 5-0.

The Board entered closed session at 3:29 P.M.

Kevin Fitzgerald left the meeting at 3:53 P.M.

Diane Ackerman left the meeting at 5:19 P.M.

MOTION: Mary McGann motioned/ Chad Harris seconded to exit closed session. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

The Board exited closed session at 5:39 P.M.

CLOSING ACTIONS AND ADJOURNMENT

L. FUTURE CONSIDERATIONS

MOTION: Mary McGann motioned/ Chad Harris seconded to hold a special meeting on Thursday, September 29, 2022, between 11 A.M. and 1 P.M. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

The next regular ACB meeting is scheduled for October 19, 2022, beginning at 4:00 P.M.

M. ADJOURNMENT

MOTION: Mary McGann motioned/ Chad Harris seconded to adjourn the meeting. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

The meeting adjourned at 5:44 P.M.

Respectfully submitted to the Board,

Leanne Crowe

Leanne Crowe
District Clerk, Solid Waste Special Service District #1

DRAFT

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Special Meeting: <https://www.youtube.com/watch?v=gUs1SIVBJsA>

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**MINUTES: SPECIAL MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

Thursday, September 29, 2022 12:00 PM

Board Members Present: Kalen Jones (Chair), Mary McGann (Secretary/Treasurer), Diane Ackerman (Castle Valley Representative), and Chad Harris (At-Large Member). Kevin Fitzgerald (Vice-Chair) was absent.

SWSSD1 Staff Present: LJ Blackburn (Co-Interim Director), Chris Scovill (Co-Interim Director), Savannah Humphreys (Bookkeeper/Admin Assistant), and Leanne Crowe (Human Resources/District Clerk).

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The board packet is available on the district’s website located here: <https://swssd1.org/board-meetings-and-financials/2022-agendas-and-minutes/>

SPECIAL MEETING – CALL TO ORDER (12:00 P.M.)

Kalen Jones called the meeting to order at 12:06 P.M.

CLOSED SESSION

A. DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL(S)

MOTION: Mary McGann motioned/ Chad Harris seconded to enter closed session. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

The Board entered closed session at 12:07 P.M.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to exit closed session. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris and Kalen Jones each voted yes. Motion passed 4-0.

The Board exited closed session at 2:33 P.M.

CLOSING ACTIONS AND ADJOURNMENT

B. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for October 19, 2022, beginning at 4:00 P.M.

C. ADJOURNMENT

The meeting adjourned at 2:35 P.M.

Respectfully submitted to the Board,



Leanne Crowe
District Clerk, Solid Waste Special Service District #1

DRAFT

Solid Waste Special Service District #1
Expenditure Detail by Account
September 2022

3:27 PM
10/15/2022
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
1100 - OPERATING ACCOUNTS						
1101-1 - MACU Checking						
Bill Pmt -Check	09/09/2022	1143	PEHP Long-Term Disability	LTD premium payment for September 09 Paydate 2022	-379.00	-379.00
Bill Pmt -Check	09/01/2022	ACH	Cardconnect	Credit card fees from 8/01/2022-8/31/2022	-2,606.23	-2,985.23
Bill Pmt -Check	09/23/2022	1144	PEHP Long-Term Disability	LTD premium payment for September 23 Paydate 2022	-393.61	-3,378.84
Bill Pmt -Check	09/23/2022	1145	Public Employees Health Program	PEHP Insurance premium payment for September 2022	-32,535.64	-35,914.48
Bill Pmt -Check	09/23/2022	ACH	Health Equity	HSA monthly Admin Fees ID #4uw4tdb - September 2022	-47.25	-35,961.73
Check	09/02/2022	ACH	NMI	NMI fees August-16-22 to August-31-22 Invoice #281317327	-31.04	-35,992.77
Check	09/09/2022	ACH	Utah Retirement Systems	09-09-22 payday pp end date 9/03/22	-13,405.95	-49,398.72
Check	09/20/2022	ACH	Health Equity	HSA monthly Admin Fees ID 2kge1cp October 2022	-5,516.46	-54,915.18
Check	09/20/2022	ACH	NMI	NMI fees Sept-01-22 to Sept-19-22 Invoice #281538813	-54.00	-54,969.18
Check	09/23/2022	ACH	Utah Retirement Systems	09-23-22 payday pp end date 9/17/22	-13,820.12	-68,789.30
General Journal	09/09/2022	PPE09032022	Autopaychecks	OPERATING ACCOUNTS:MACU Checking	-79,754.03	-148,543.33
General Journal	09/09/2022	PPE09032022	Autopaychecks	Third Party ACH	-548.77	-149,092.10
General Journal	09/23/2022	PPE09172022	Autopaychecks	OPERATING ACCOUNTS:MACU Checking	-81,810.44	-230,902.54
General Journal	09/23/2022	PPE09172022	Autopaychecks	Third Party ACH	-548.77	-231,451.31
Total 1101-1 - MACU Checking					-231,451.31	-231,451.31
1101 - Zions Bank Checking						
Bill Pmt -Check	09/09/2022	ACH	Grand Water & Sewer Service Agency	August Service 2022	-86.55	-86.55
Bill Pmt -Check	09/09/2022	ACH	Verizon Wireless	372356356-00001 Monthly Service September 2022	-236.62	-323.17
Bill Pmt -Check	09/09/2022	101264	Atlas Scale Co., Inc.	Semi-annual service on KLF & CRC scales	-1,150.00	-1,473.17
Bill Pmt -Check	09/09/2022	101265	Desert West Office Supply	Supplies for Both Offices	-143.07	-1,616.24
Bill Pmt -Check	09/09/2022	101266	Elwood Staffing Services 2146	Temp Labor to support operations INV#2898676	-1,441.00	-3,057.24
Bill Pmt -Check	09/09/2022	101267	Emery Telcom 2120AP	Account No. 3458100 09-01 to 09-30 2022 Svc	-197.56	-3,254.80
Bill Pmt -Check	09/09/2022	101268	Frontier Communications	Acct No. 435-259-7585-050121-8 Svc from 8 -22 to 09- 21-22	-493.76	-3,748.56
Bill Pmt -Check	09/09/2022	101269	GJ Computer Center, Inc.	September 22 Monthly Service fees	-750.00	-4,498.56
Bill Pmt -Check	09/09/2022	101270	Inland Truck Parts & Service Company	Truck repair parts	-3,667.96	-8,166.52
Bill Pmt -Check	09/09/2022	101271	John Pittman	Reimbursement for fuel, baggage & flight protection	-178.01	-8,344.53
Bill Pmt -Check	09/09/2022	101272	Moab Auto Parts (Car Quest)	Repair parts for fleet	-1,237.81	-9,582.34
Bill Pmt -Check	09/09/2022	101273	Red Desert Land Surveying	Engineering survey - Klondike Landfill	-2,600.00	-12,182.34
Bill Pmt -Check	09/09/2022	101274	RelaDyne Conservancy Oil	INV#0058931-IN Windshield solvent, Dry Radius, etc	-2,542.80	-14,725.14
Bill Pmt -Check	09/09/2022	101275	RelaDyne West LLC	Delivered Fuel for Transfer Station & Klondike Landfill	-7,599.13	-22,324.27
Bill Pmt -Check	09/09/2022	101276	Rhinehart Oil Co., LLC	Account #R10010645 Inv #CP-114171-22 Fleet Fuel	-681.19	-23,005.46
Bill Pmt -Check	09/09/2022	101277	Rocky Mountain Power 3816	Monthly service July 15 2022 - August 16 2022	-679.25	-23,684.71
Bill Pmt -Check	09/09/2022	101278	Track Your Truck Inc.	Monthly Vehicle service fee -August 22	-106.55	-23,791.26
Bill Pmt -Check	09/09/2022	101279	Tuck Communcation Services, Inc.	Mitel Software Assurance standard 1-year	-240.00	-24,031.26

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/09/2022	101280	UniFirst	Weekly Service for mats, uniforms and shop supplies	-184.89	-24,216.15
Bill Pmt -Check	09/09/2022	101281	US Postmaster	2022/2023 PO Box 980 Renewal 6 mo	-166.00	-24,382.15
Bill Pmt -Check	09/09/2022	101282	Wheeler Cat - PRINT Invs SEPARATELY	Repair parts for trucks	-3,061.52	-27,443.67
Bill Pmt -Check	09/23/2022	101283	Cari Chacon	Weekly office cleaning service	-290.00	-27,733.67
Bill Pmt -Check	09/23/2022	101284	AWebStudio	Inv#9305, Upgrades, updates, etc	-582.50	-28,316.17
Bill Pmt -Check	09/23/2022	101285	Desert West Office Supply	Paper and misc. office supplies	-394.60	-28,710.77
Bill Pmt -Check	09/23/2022	101286	Elwood Staffing Services 2146	Temp Labor to support operations INV#2915517	-2,931.13	-31,641.90
Bill Pmt -Check	09/23/2022	101287	GFL Environmental	INV#0054701783 SSR tipping fees	-2,880.40	-34,522.30
Bill Pmt -Check	09/23/2022	101288	Grainger	Misc. parts and suplies for shop	-1,460.91	-35,983.21
Bill Pmt -Check	09/23/2022	101289	Inland Truck Parts & Service Company	IN-1223043 PO#FM2209-0903 Cab brushes for 124	-131.18	-36,114.39
Bill Pmt -Check	09/23/2022	101290	InterWest Paper, Inc 2122	Trailer Rental for August and September 2022	-700.00	-36,814.39
Bill Pmt -Check	09/23/2022	101291	Irvine Enterprises, LLC	2 loads of Single Stream shipped to Denver	-5,054.00	-41,868.39
Bill Pmt -Check	09/23/2022	101292	Jack's Tire & Oil	2 Re-treads and 3 tires for trucks	-1,277.94	-43,146.33
Bill Pmt -Check	09/23/2022	101293	Kirton & McConkie	INV#1904106 Review procurement policy and prepare comments on the same	-522.00	-43,668.33
Bill Pmt -Check	09/23/2022	101294	Lawson Products	Inv#9309933450 - Nuts & Bolts restock, starting fluid, solvent	-309.16	-43,977.49
Bill Pmt -Check	09/23/2022	101295	McCandless Truck Center	Blower motor for 126 & washer fluid tank for 127	-359.36	-44,336.85
Bill Pmt -Check	09/23/2022	101296	Moab Auto Parts (Car Quest)	Repair parts for trucks and equipment	-992.12	-45,328.97
Bill Pmt -Check	09/23/2022	101297	Napa/Canyonlands Auto & Mining	Inv#645915 PO#FM2209-0902 1 heat tape	-25.15	-45,354.12
Bill Pmt -Check	09/23/2022	101298	Occupational Health Care International	Random drug testing for Drivers	-159.00	-45,513.12
Bill Pmt -Check	09/23/2022	101299	Packard Wholesale & Distributing	TP, Paper towels and drinking cups for new water coolers	-276.44	-45,789.56
Bill Pmt -Check	09/23/2022	101300	Peterbilt	Repair parts for 138 & 125	-696.84	-46,486.40
Bill Pmt -Check	09/23/2022	101301	Pure Country Water	Inv#527942 - 5 GL Bottled Water, Bottle Deposit, Water Cooler Rental	-254.45	-46,740.85
Bill Pmt -Check	09/23/2022	101302	RelaDyne West LLC	0880290-IN PO#OD2207-1501 827 gal dyed DSL to TNS (\$4.33 a gal)	-4,101.92	-50,842.77
Bill Pmt -Check	09/23/2022	101303	Underground Services, Inc	Misc. supplies for shop and rebuild on #400 cylinders	-3,067.85	-53,910.62
Bill Pmt -Check	09/23/2022	101304	UniFirst	Weekly mat, uniform and shop supplies svc	-184.71	-54,095.33
Bill Pmt -Check	09/23/2022	101305	Walker's True Value Hdwe., Inc.	Keys made, hose fittings, ant bait	-121.77	-54,217.10
Bill Pmt -Check	09/23/2022	101306	Wheeler Cat - PRINT Invs SEPARATELY	Svc on #962 & #938, repair parts for skid steer & trailer	-5,597.64	-59,814.74
Bill Pmt -Check	09/23/2022	ACH	Revco (Les Olson) Leasing	Inv#646571 August22 Lease PMT Sharp MX-4071 Digital Printer	-240.71	-60,055.45
Bill Pmt -Check	09/23/2022	ACH	Revco (Les Olson) Leasing	Inv#647034 Sept22 Lease PMT Sharp MX-4071 Digital Printer	-300.05	-60,355.50
Bill Pmt -Check	09/23/2022	101307	Smuin, Rich & Marsing, Inc.	Final invoice for 2021 Audit	-2,740.00	-63,095.50
Bill Pmt -Check	09/23/2022	101309	Rhinehart Oil Co., LLC	Account #R10010645 Inv #CP-114171-22 Fleet Fuel	-1,084.97	-64,180.47
Bill Pmt -Check	09/23/2022	ACH	Utah Local Governments Trust	Workman's comp insurance premiums for Sept & Oct 2022	-3,932.42	-68,112.89
Bill Pmt -Check	09/23/2022	101310	Dell Business Credit	Late fee	-39.00	-68,151.89
Bill Pmt -Check	09/23/2022	101311	Utah Local Governments Trust	Inv# 1601333 WC Policy 11520-WC - 2021 Workers Comp Payroll Audit	-11,680.21	-79,832.10
Bill Pmt -Check	09/29/2022	101312	Cari Chacon	Weekly Cleaning Services - Transfer Station, Landfill & Recycling Center office	-110.00	-79,942.10
Bill Pmt -Check	09/26/2022	ACH	Dominion Energy 0421860000 Ofc	0421860000 Aug 22, 2022 - Sept 24, 2022 Svc	-6.95	-79,949.05
Bill Pmt -Check	09/26/2022	ACH	Dominion Energy 2524170000 Shop	Acct # 2524170000 Aug 22, 2022 to Sept 24, 2022 Svc Shop	-6.95	-79,956.00
Bill Pmt -Check	09/26/2022	ACH	Dominion Energy 5523721573 TNS	Acct#5523721573 Aug 22, 2022 - Sept 24, 2022 - TNS, Shop & HQ	-31.17	-79,987.17
Bill Pmt -Check	09/26/2022	ACH	Dominion Energy 8288403095 CRC	Acct # 8288403095 Aug 22, 2022 to Sept 24, 2022 Src CRC	-7.21	-79,994.38
Check	09/23/2022	101308	Utah Public Treasurers' Inv Fd	August 2022 Deposit - ACCOUNT 5817	-117,012.64	-197,007.02
Total 1101 - Zions Bank Checking					-197,007.02	-197,007.02

Type	Date	Num	Name	Memo	Amount	Balance
Total 1100 · OPERATING ACCOUNTS					-428,458.33	-428,458.33
TOTAL					-428,458.33	-428,458.33
MACU Subtotal Payroll					(228,760.04)	
MACU Subtotal Operations					(2,691.27)	
MACU TOTALS					<u>(231,451.31)</u>	
Zions Subtotal Payroll					(20,541.77)	
Zions Subtotal Operations					(59,831.61)	
ZIONS TOTALS					<u>(80,373.38)</u>	
PAYROLL GRAND TOTAL					(249,301.81)	79.9%
OPERATIONS GRAND TOTAL					(62,522.88)	20.1%
EXPENDITURES GRAND TOTAL					(311,824.69)	100%
FUND TRANSFERS TO PTIF					(117,012.64)	
TOTAL EXPENDITURES & TRANSFERS					(428,837.33)	

Solid Waste Special Service District #1

2022 Actual & Forecast

January through December 2022

	260		2022 Budget		2022 Act/Proj		2022 Budg/Act
	53						Variance
	TOTAL		TOTAL		TOTAL		TOTAL
Ordinary Income/Expense							
Income							
4400 · Collection & Hauling Revenue							
4441 · Rolloff Revenue	835,985.69	27.0%	1,400,000.00	27.8%	1,253,978.54	26.8%	(146,021.46)
4461 · Residential Revenue	285,378.84	9.2%	375,000.00	7.5%	428,068.26	9.2%	53,068.26
4471 · SSR Recycle Revenue	156,546.97	5.1%	225,000.00	4.5%	234,820.46	5.0%	9,820.46
4472 · OCC Recycle Revenue	81,416.42	2.6%	130,000.00	2.6%	122,124.63	2.6%	(7,875.37)
4491 · Commercial Revenue	1,339,309.09	43.2%	2,125,000.00	42.3%	2,008,963.64	43.0%	(116,036.36)
Total 4400 · Collection & Hauling Revenue	2,698,637.01	87.1%	4,255,000.00	84.6%	4,047,955.53	86.6%	(207,044.47)
Total 4500 · Transfer Station Revenue	1,082,276.25	34.9%	1,657,000.00	32.9%	1,623,414.38	34.7%	(33,585.62)
Total 4014 · RECYCLING REVENUE	80,849.61	2.6%	134,004.00	2.7%	148,447.92	3.2%	14,443.92
Total 4010 · LANDFILL FEE REVENUE	644,222.81	20.8%	1,054,320.00	21.0%	966,334.22	20.7%	(87,985.78)
Total 4139 · ADMINISTRATIVE REVENUE	2,592.85	0.1%	13,000.00	0.3%	3,889.28	0.1%	(9,110.72)
Total Income	4,508,578.53	145.5%	7,113,324.00	141.4%	6,790,041.33	145.2%	(323,282.67)
Total COGS	1,408,834.94	45.5%	2,084,350.00	41.4%	2,113,252.41	45.2%	28,902.41
Gross Profit	3,099,743.59	100.0%	5,028,974.00	100.0%	4,676,788.92	100.0%	(352,185.08)
Expense							
Total 7800 · 3RD PARTY DISPOSAL & RECLAMATION	28,194.73	0.9%	81,500.00	1.6%	42,292.10	0.9%	(39,207.90)
Total 7400 · DUES/SUBSCRIPTIONS/TRAVEL/TRAIN	32,675.11	1.1%	36,000.00	0.7%	49,012.68	1.0%	13,012.68
Total 7350 · INTEREST/CHARGES/FINANCIAL FEES	78,803.40	2.5%	116,750.00	2.3%	118,205.11	2.5%	1,455.11
Total 7300 · INSURANCE/BONDS	38,535.11	1.2%	58,204.00	1.2%	57,802.67	1.2%	(401.33)
Total 7250 · UTILITIES	22,211.19	0.7%	33,750.00	0.7%	33,316.80	0.7%	(433.20)
Total 7230 · PROFESSIONAL SERVICES	75,473.26	2.4%	159,900.00	3.2%	113,209.90	2.4%	(46,690.10)
Total 7200 · REPAIRS & MAINTENANCE	128,859.11	4.2%	255,000.00	5.1%	193,288.68	4.1%	(61,711.32)
Total 7150 · PETROLEUM, OIL, LUBRICANTS	274,301.24	8.8%	317,500.00	6.3%	411,451.86	8.8%	93,951.86
Total 7140 · FREIGHT	15,766.70	0.5%	13,500.00	0.3%	23,650.05	0.5%	10,150.05
Total 7100 · GENERAL OPERATING	187,658.90	6.1%	212,500.00	4.2%	281,488.38	6.0%	68,988.38
Total 7070 · LEAVE POOL	0.00	0.0%	-	0.0%	0.00	0.0%	-
Total 7060 · PAYROLL BENEFITS	501,725.69	16.2%	865,232.02	17.2%	752,588.55	16.1%	(112,643.47)
Total 7050 · PAYROLL TAXES	117,447.46	3.8%	195,496.07	3.9%	176,171.20	3.8%	(19,324.87)
Total 7000 · PAYROLL	1,243,909.19	40.1%	2,080,231.00	41.4%	1,865,863.80	39.9%	(214,367.20)
Total Expense	2,745,561.09	88.6%	4,425,563.09	88.0%	4,118,341.78	88.1%	(307,221.31)
Net Ordinary Income	354,182.50	11.4%	603,410.91	12.0%	558,447.14	11.9%	(44,963.77)
Other Income/Expense							
Other Income							
4115 · Finance Charge Revenue	0.00	0.0%	500.00	0.0%	0.00	0.0%	(500.00)
4142 · Contrib from Other Governments	0.00	0.0%	5,000.00	0.1%	0.00	0.0%	(5,000.00)
4144 · PTIF Interest Revenue	10,259.37	0.3%	5,650.00	0.1%	15,389.06	0.3%	9,739.06
4145 · GC TRT Tax Revenue	400,000.00	12.9%	400,000.00	8.0%	400,000.00	8.6%	-
4146 · Bank Account Interest Revenue	140.66	0.0%	450.00	0.0%	210.99	0.0%	(239.01)
4161 · Trust Account Interest Revenue	7,221.86	0.2%	4,250.00	0.1%	10,832.79	0.2%	6,582.79
4163 · Escrow Account Interest Revenue	21.65	0.0%	50.00	0.0%	32.48	0.0%	(17.52)
4201 · Gain / (Loss) on Sale of FA	-226.16	0.0%	10,000.00	0.2%	-339.24	0.0%	(10,339.24)
Total 4141 · GC Mineral Lease Revenue	82,296.44	2.7%	97,050.92	1.9%	123,444.67	2.6%	26,393.75
Total Other Income	499,713.82	16.1%	522,950.92	10.4%	549,570.75	11.8%	26,619.83
EBITDA (CASH FLOW)	853,896.32	27.5%	1,126,361.83	22.4%	1,108,017.89	23.7%	(18,343.94)
Other Expense							
Total 9300 · Amortization Expense	1,333.36	0.0%	2,000.04	0.0%	2,000.04	0.0%	-
Total 9400 · Depreciation	746,346.68	24.1%	684,464.04	13.6%	746,346.68	16.0%	61,882.64
Total 9500 · Interest Expense	197,554.64	6.4%	299,592.43	6.0%	296,331.97	6.3%	(3,260.46)
Total Other Expense	945,234.68	30.5%	986,056.51	19.6%	1,044,678.69	22.3%	58,622.18
Net Ordinary Income	-445,520.86	-14.4%	(463,105.59)	-9.2%	-495,107.94	-10.6%	(32,002.35)
Net Income	-91,338.36	-2.9%	140,305.32	2.8%	63,339.20	1.4%	(76,966.12)
Overhead Allocation	79,148.77	2.6%	0.00	0.0%	-0.05	0.0%	(0.05)
Revised Net Income	-170,487.13	-5.5%	140,305.32	2.8%	63,339.25	1.4%	-76,966.07

	<u>TOTAL</u>	TOTAL	TOTAL	TOTAL
<u>CAPITAL/INFRASTRUCTURE IMPROVEMENTS</u>				
96-gallon Polycarts	0.00	42,000.00	0.00	(42,000.00)
Forklift for Recycle Center	0.00	30,000.00	0.00	(30,000.00)
Misc Tools and Small Machine Investments	714,539.10	22,000.00	788,693.58	766,693.58
TOTAL CAPITAL/INFRASTRUCTURE IMPROVEMENTS	<u>714,539.10</u>	<u>94,000.00</u>	<u>788,693.58</u>	<u>694,693.58</u>
<u>LEASE, LOAN, & BOND REPAYMENTS</u>				
Bomag Refuse Compactor	54,151.70	54,151.70	54,151.70	-
Caterpillar Motor Grader	24,750.58	24,750.58	24,750.58	-
Caterpillar Wheel Loader	59,042.94	-	59,042.94	59,042.94
2021 General Revenue Bond PRINCIPAL	666,000.00	666,000.00	666,000.00	-
2021 General Revenue Bond INTEREST	287,394.50	287,394.50	287,394.50	-
TOTAL LEASE, LOAN, & BOND REPAYMENTS	<u>1,091,339.72</u>	<u>1,032,296.78</u>	<u>1,091,339.72</u>	<u>59,042.94</u>
ADJUSTED EBITDA (CASH FLOW)	-951,982.50	65.05	-772,015.41	(772,080.46)
<u>TRUST ACCOUNT CAPITAL/INFRASTRUCTURE IMPROVEMENTS</u>				
Side Load Refuse Truck	0.00	225,000.00	0.00	(225,000.00)
Used Excavator	0.00	185,000.00	0.00	(185,000.00)
Water Truck	0.00	80,000.00	0.00	(80,000.00)
Transfer Station Retention Wall Expansions	0.00	75,000.00	0.00	(75,000.00)
Transfer Station Safety Improvements	0.00	75,000.00	0.00	(75,000.00)
Transfer Station Stormwater Improvements	0.00	50,000.00	0.00	(50,000.00)
Caterpillar 980 Loader	0.00	423,000.00	0.00	(423,000.00)
Dozer for Klondike Landfill	0.00	-	0.00	-
???	0.00	-	0.00	-
TOTAL CAPITAL/INFRASTRUCTURE IMPROVEMENTS	<u>0.00</u>	<u>1,113,000.00</u>	<u>0.00</u>	<u>(1,113,000.00)</u>

Solid Waste Special Service District #1

[KMC Comments 8/16/2022](#)

PURCHASING POLICY

Policy # 111-1520

Effective Date: ~~10 March 2017~~ 01 November 2023

DRAFT

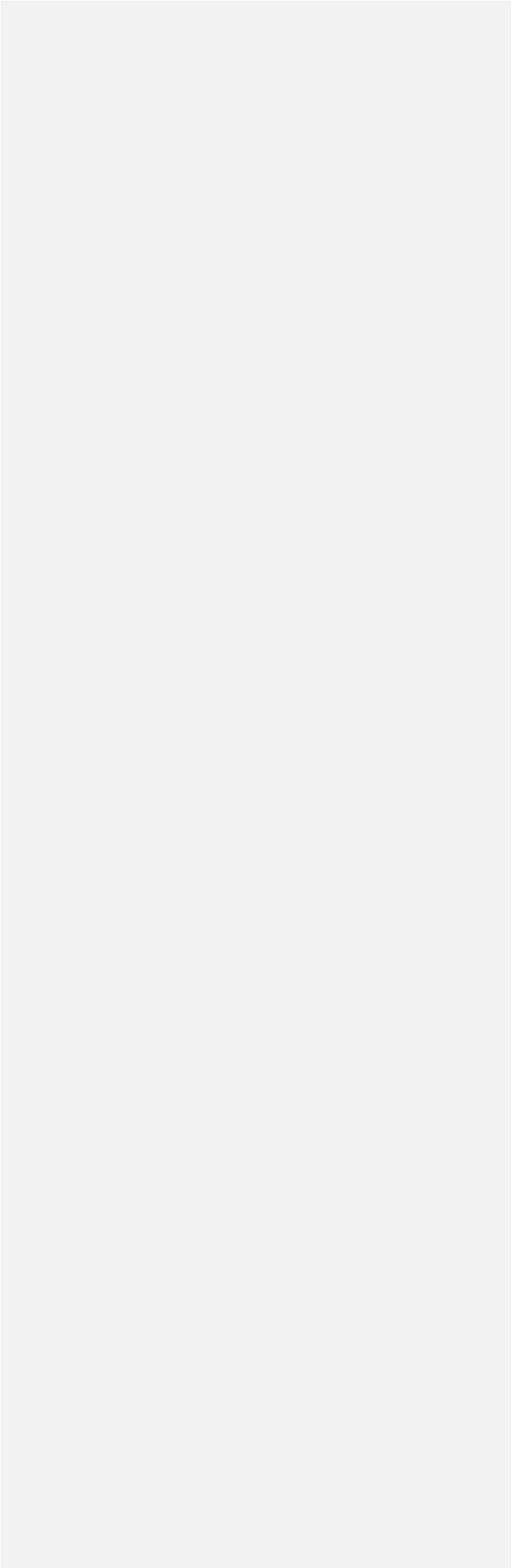
Original Policy Approval Date: June 24, 1999
First Revision Date: May 8, 2003
Second Revision Date: March 9, 2017
Third Revision Date: July 16 2022

This policy replaces all previous policies. If there is any conflict between this policy and Utah State Law, the law holds precedent.

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Solid Waste Special Service District #1

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Solid Waste Special Service District #1

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Solid Waste Special Service District #1

100 - GENERAL PROVISIONS

110 - PURPOSE: The purpose of this policy is to identify the procedure for approval and payment for all purchases, services or encumbrances by the [Solid Waste Special Service District #1 \(District\)](#) and to insure that all such payments and encumbrances are fair, equitable, and reasonable and are not in conflict with applicable law (e.g. UAC 17A, UAC 63-56, District Bylaws). In addition, this policy is to provide for the greatest possible economy in District [procurement/Procurement](#) as well as to foster effective broad-based competition to allow the District to receive the best possible service or product at the lowest possible price.

120 - PURCHASE AUTHORIZATION: The Administrative Control Board (Board) shall approve all expenditures of the District. No individual may make purchases on behalf of the District unless they have been duly authorized by the Board. The Purchasing Agent and/or any other [person/Person](#) designated by the Board may issue payroll checks that are prepared in accordance with a schedule approved by the Board and pay routine expenditures such as utility bills, withholding deposits for federal, state and [Federal Insurance Contributions Act \(FICA\)](#)¹, the District's share of FICA, withholdings for health and life insurance, postage and bond payments when due, and make transfer from one fund to another as part of routine bookkeeping procedures. Notwithstanding anything contained in this [Policy/policy](#) to the contrary, however, the Board will review all District expenditures on a monthly basis as a routine agenda item.

130 - EXCEPTIONS TO THE POLICY: The District and the designated Purchasing Agent will follow the requirements of this policy with the following exception:

- Whenever any purchase or encumbrance is made with state or federal funds and applicable state or federal law or regulations are in conflict with this [Policy/policy](#), to the extent that following the provisions of this [Policy/policy](#) might jeopardize the use of those funds or future state or federal funds, such conflicting provisions of this [Policy/policy](#) shall not apply and the District shall follow the procedure required by the applicable state or federal law or regulation.

140 - RECORD KEEPING: The District shall retain and dispose of all records in accordance with UAC 63, Chapter 2, Government Records Access, and Management Act (GRAMA). Written determinations will be retained in the appropriate office contract and/or vendor file.

200 - DEFINITIONS

“Business” means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

“Contract” means any District agreement for the [procurement/Procurement](#) or disposal of supplies, services, or construction.

“Cooperative purchasing” means [procurement/Procurement](#) conducted by, or on behalf of, more than one public [procurement/Procurement](#) unit, or by a public [procurement/Procurement](#) unit with an external [procurement/Procurement](#) unit.

~~“Grant” means the furnishing by the state or by any other public or private source assistance, whether financial or otherwise, to any person to support a program authorized by law. It does not include an award whose primary purpose is to procure an end product, whether in the form of supplies, services, or construction. A contract resulting from the awards is not a grant but a procurement contract.~~

¹ NTD: FICA should be defined.

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Solid Waste Special Service District #1

“Invitation for bids” means all documents, whether attached or incorporated by reference, used for soliciting bids.

~~“Lowest responsive responsible bidder” means a prime contractor who is the lowest bidder that satisfied the local entity’s criteria relating to financial strength, past performance, integrity, reliability, and other factors that the local entity uses to assess the ability of a bidder to perform fully and in good faith the contract requirements. “Responsible bidder” or “Responsive bidder” may also be used to reflect this term. Responsible reflects a capability in all respects to perform fully the contract requirements with integrity and reliability which will assure good faith performance. Responsive refers to conformance in all material respects to the invitation for bids or the request for proposal.~~

“Person” means any ~~business~~Business (see definition of ~~business~~Business above), individual, union, committee, club, other organization, or group of individuals.

“Procurement” means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services, or construction.

~~“Purchase description” means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes Specifications attached to or made a part of the solicitation.~~

“Purchasing ~~agent~~Agent” means the ~~person~~Person duly authorized by the District ~~BOARD~~Board to enter into and administer ~~contracts~~Contracts and make written determinations with respect thereto. An alternative term, Procurement Officer², will refer to the same individual.

~~“Purchase description” means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to or made a part of the solicitation.~~

“Request for proposals” means all documents, whether attached or incorporated by reference, used for soliciting proposals.

“Specification” means any description of the physical or functional characteristics, or of the nature of a supply, service, or construction item. It may include a description of any requirements for inspecting, testing, or preparing a supply, service, or construction item for delivery.

300 - PURCHASING AGENT

The Executive Director shall act as Chief Procurement Officer and shall appoint Purchasing Agent(s) who shall be responsible to make ~~procurements~~Procurements, solicit bids and proposals, enter into and administer ~~contracts~~Contracts and make written determinations, exercise general supervision and control over all inventories and supplies belonging to the District with the approval of the Chief Procurement Officer. The Purchasing Agent(s) may take any action of a ~~procurement~~Procurement nature to ensure economic well-being and efficient operation of the District so long as that action is not in conflict with the District’s ~~procurement~~Procurement policy, including this policy. In this policy, ~~purchasing agent~~Purchasing Agent(s) act under the supervision of the Chief Procurement Officer as specified in the District bylaws.

Other employees of the District that have been appointed to act as Purchasing Agents as authorized and delegated by the Chief Procurement Officer shall adhere to this ~~Policy~~policy and shall include any “designee” or “delegate” designated by the Chief Procurement Officer or the Board.

The Purchasing Agent will prepare a standard operating procedure (SOP) to enact the requirements of this policy. The SOP will detail obtaining quotes, bids or proposals, procedures for proposal reviews for various

² NTD: Is “Procurement Officer” to be the same as “Chief Procurement Officer”, or are those different roles? It seems like the Chief Procurement Officer will appoint subordinate Procurement Officers according to Section 300, but please confirm that such is the structure you intend.

Solid Waste Special Service District #1

type of services such as architectural and engineering, forms to use for reviews, and other operational considerations for purchasing supplies, services, and equipment.

400 - PROCUREMENTS AND LIMITATIONS

410 – Limitations. No purchase may be artificially divided to circumvent limitations and procedures listed below.

410.1 - Purchases up to \$~~105~~00.00 The Purchasing Agent may select the best source without seeking competitive quotes.

410.2 - Purchases from \$~~105~~00.01 to \$~~105~~,000.00. The Purchasing Agent shall obtain price quotes from at least three vendors. Price quotes may be obtained verbally (e.g. phone), electronically (fax, email, website), or in writing (e.g. letter) from established, viable vendors who are properly licensed to provide the supplies or services. An exception may be documented for sole source if a reasonable alternative is not available.

410.3 - Purchases from \$~~105~~,000.01 to \$~~540~~,000.00. The Purchasing Agent shall obtain written price quotes from at least three vendors who are properly licensed to provide supplies or services. An exception may be documented for sole source if a reasonable alternative is not available (e.g. specialized repairs for equipment or building, such as overhead door), if there are not three vendors able to provide the purchase, or if the purchase is made through the ~~cooperative~~Cooperative purchasing ~~contracts~~Contracts administered by the State Division of Purchasing.

410.4 - Purchases from \$~~540~~,000.01 to ~~1050~~,000.00. The Purchasing Agent shall coordinate a request with the Board to determine whether to require a public advertisement in a least one newspaper of general circulation in the area for at least fourteen (14) days to ~~request~~Request for ~~quotes~~proposal or authorize the Purchasing Agent to obtain written price quotes from at least three vendors from established, viable vendors who are properly licensed to provide supplies or services. If a ~~RFQ~~RFQ is required, A member of the ~~board~~Board will be present during bid openings. The Board will also specify any additional requirements prior to determining which request to select.

410.5 - Purchases greater than \$~~1050~~,000.00. Purchases greater than \$~~1050~~,000 are subject to competitive sealed bidding. The ~~purchasing agent~~Purchasing Agent may contact potential vendors seeking ~~requests~~Requests for proposals; however, a ~~request~~Request for proposal will also be publicly advertised in a least one newspaper of general circulation in the area. A member of the ~~board~~Board will be present for bid opening. Recommendation for selection will be provided to the ~~board~~Board for consideration and approval. If selection criteria is more than cost alone, a decision matrix will be developed prior to requesting ~~bid~~Invitation for bids or Requests for proposal. One ~~board~~Board member is to be involved in the development of the final selection criteria including percentage of consideration. The Board may elect to negotiate with a single source for the purchase of used equipment if it serves the best interest of the District. Such election will be fully documented and listed as a specific action agenda item prior to any negotiation taking place.

410.6 - Professional Services Contracts (e.g. engineer, auditor, lawyer, etc.) for specific projects or multi-year basis.

- a. For ~~contracts~~Contracts estimated less than \$10,000, the Purchasing ~~agent~~Agent will obtain three quotes or bids and make recommendation for approval to the ~~board~~Board, unless the ~~board~~Board has delegated specific authority to ~~contract~~Contract.

Solid Waste Special Service District #1

- b. For ~~contracts~~Contracts estimated to be more than \$10,000.01 but less the \$~~5~~20,000, the Purchasing Agent will develop a ~~Request for Bid~~Invitation for bid following procedures outlined in Utah Code. One ~~board~~Board member will be present during bid opening.
- c. For ~~contracts~~Contracts exceeding \$~~5~~20,000.01, a formal Request for ~~Proposal~~proposal and Statement of Qualifications will be followed in accordance with Utah Code
- d. The District, with Board approval, may hire professional services or create ~~contracts~~Contracts to assist with limited scope services, help prepare professional documentation for RFP, IFB where the District lacks the required skills to do so. The District may create ~~contracts~~Contracts for long term professional services wherein the District lacks the required skills to so and where ~~procurement~~Procurement codes may limit the Districts ability to maintain daily operations.

410.7 - Emergency Repairs

- a. Up to \$10,000. Repairs up to \$10,000 may be authorized by the ~~purchasing agent~~Purchasing Agent. Repair purchases may not exceed budget line item without prior ~~board~~Board approval.
- b. Exceeding \$10,000.01 ~~but less than \$50,000~~. Repairs exceeding \$10,000 require approval by the Chief Procurement Officer ~~which and~~ the Purchasing Agent must bring all receipts and supporting documentation to the Board for review and approval at the Board's next meeting. ~~prior to authorization by the Purchasing Agent.~~

410.8 - *Limitation Exceptions.* The Board may elect to follow more stringent standards when soliciting for services and/or goods and materials regardless of the anticipated purchase price. Such elections will be documented in the minutes and will detail the reason(s) for more stringent requirements.

410.9 Purchasing Agent(s) may use State or Federal contracted pricing in lieu of the limitations defined by this ~~Purchasing Policy~~policy

420 – *Open Charge ~~Accounts~~Accounts and Credit Cards.* All open charge accounts ~~including credit cards~~ and ~~the vendors associated with the accounts~~ must be reviewed by the Purchasing Agent annually and a list provided to the ~~board~~Board with recommendations on approval.

430 – *Emergency Purchasing.* In the event of an emergency condition which creates a threat to public health, welfare, or safety, the Purchasing Agent may purchase supplies, services, or construction (temporary) necessary to meet the emergency. The Purchasing Agent should seek competitive ~~procurements~~Procurements as much as practical; however, competitive ~~procurement~~Procurement procedures may be omitted. The Purchasing Agent shall make a written determination stating the basis for an emergency ~~procurement~~Procurement and for the selection of the particular supplier/vendor. The Purchasing Agent is authorized up to \$50,000 for purchase authorization during an emergency. The Purchasing Agent must bring all receipts and supporting documentation to the Board for review and approval at the Board's next meeting.³

440 – Excess/Surplus Property

440.1 *Disposal of Surplus Property:* Surplus property may not be disposed of until the Board has declared the property to be surplus, after which it may be disposed of for the benefit of the District in a commercially reasonable manner as directed by the Board. This requirement shall not apply when the

³ NTD: Is the intent of the Board to have a separate policy provision (Section 430) for "Emergency Purchasing" as opposed to "Emergency Repairs" (Section 410.7)?

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surplus property, such as a vehicle or equipment, is being "traded in" on the purchase of substitute property, provided that the acquisition of the substitute property is in conformance with the requirements of this [Policy](#) and has been approved by the Board.

440.2 Salvage: Metal and other items of some residual value may be salvaged by employees of the District while working on District facilities and improvements for the benefit of the District. Such salvaged items continue to be the property of the District and are to be disposed of accordingly. As a consequence, all receipts from salvaging such items shall be the property of the District and shall be safeguarded and accounted for as such.

440.3 Donation, Disposal, or Destruction of Low Value Surplus Property: The Purchasing Agent may donate to a charitable organization, destroy, or dispose of as waste any surplus property that is worth less than \$100.00 without involvement of the Board if the property has failed to sell at auction, the cost of selling exceeds the value of the property, the property is no longer usable and either cannot be repaired or the cost exceeds the value of the property in a repaired state or replacement is less than the cost of repair.

500 - SEALED/COMPETITIVE BIDDING

When a purchase requires a sealed bid, the procedures found in Utah Code may be followed if more stringent than the following:

- An [invitation](#) for bids (IFB) or [request](#) for proposal (RFP) shall include a [purchase](#) description and all contractual terms and conditions applicable to the [procurement](#). Public notice of the IFB or RFP shall be given at least fourteen (14) days prior to the date set forth therein for the opening of bids. Public notice shall include publication in a newspaper of general circulation two weeks in a row.
- Any [procurement](#) of \$50,001.00 or more shall require a legal notice in a local newspaper of general circulation unless the Board has made a different determination (refer to Section 410.4).
- IFB/RFP shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation/request. The amount of each entry and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.
- Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the IFP/RFP.
- Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or [contracts](#) based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or [contracts](#) based on bid mistakes shall be supported by a written determination made by the [purchasing agent](#).

600 - CANCELLATION AND REJECTION OF BIDS

An [invitation](#) for bids, a [request](#) for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the District. The reasons shall be made part of the [contract](#) file.

700 - CONTRACT/BID SPECIFICATIONS

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Where practical and reasonable, and within the scope of this article, Utah products shall be given preference. Where available, preference will be given to local vendors. Recycled content shall also be considered for purchase of supplies where practical and reasonable.

800 - APPEALS

810 - Initial appeal process. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a ~~contract~~Contract may appeal to the ~~purchasing agent~~Purchasing Agent. An appeal shall be submitted in writing within five (5) working days after the aggrieved ~~person~~Person knows or should have known of the facts.

820 - Appeal decisions. The ~~purchasing agent~~Purchasing Agent shall promptly issue a written decision regarding any appeal, if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the protester, contractor, or prospective contractor of the right to appeal to the ~~governing board~~Board.

830 - Final appeal on District level. The ~~District's governing board~~Board shall be the final appeal at the District level.

900 – PUBLIC CONTRACTING ETHICS

910 - Conflict of Interest/Solicitations. In making decisions, all employees of the District must exercise independent judgment for the best interest of the District. Personal or outside interests or relationships must not influence employees to the detriment of the District. In ~~procurement~~Procurement decisions, no ~~district~~District employee or their immediate family members may have ~~personal~~investments in any ~~business~~entity which may create a ~~substantial~~material conflict between the individual's private interests and the individual's public duties to the ~~district~~District.

920 - Procurement ethics. Any ~~person~~Person involved in making ~~procurement~~Procurement decisions ~~is guilty of a felony if the person may be criminally liable if the Person~~ asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or rewards, or any promise thereof, either for the ~~person's~~Person's own use or the use of benefit of any other ~~person organization~~Person from any ~~person organization~~Person interested in selling to the District.

930 – Nepotism. ~~Redefined to accept exceptions do to rural limitations.~~ No relative of an employee or Board member will be awarded a ~~contract~~Contract to do business with the District without going through the proper ~~purchasing~~Procurement procedure and any Purchasing Agent that is related to a prospective contractor shall recuse themselves with a different un-related Purchasing Agent appointed by the Chief Procurement Officer will act in their stead and ~~the contract~~such Contract must ~~additionally~~ have Board approval.⁴

⁴ NTD: Was the deleted "rural" language a typo, or is the intent to have an additional carve-out for rural scenarios?

Summary report:	
Litera® Change-Pro for Word 10.14.0.46 Document comparison done on 8/16/2022 4:24:48 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: nd://4884-2032-6702/1/2022.7.16 Procurement Draft v1.0_LB - KMC Markup 8.16.docx	
Modified DMS: nd://4884-2032-6702/2/2022.7.16 Procurement Draft v1.0_LB - KMC Markup 8.16.docx	
Changes:	
<u>Add</u>	120
<u>Delete</u>	97
<u>Move From</u>	0
<u>Move To</u>	0
<u>Table Insert</u>	0
<u>Table Delete</u>	0
<u>Table moves to</u>	0
<u>Table moves from</u>	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	217