

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)
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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 continue to hold electronic meetings without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, the Solid Waste District has continued to hold meetings by electronic means.

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

THURSDAY, JANUARY 21, 2021, 4:00 PM

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Mary McGann (Treasurer), Kevin Fitzgerald (Vice Chair), Chad Harris (Member), and Diane Ackerman (Member).

Others present: Evan Tyrrell (District Manager), Jessica Thacker (District Program Manager/District Clerk), Chris Scovill (District Facilities Supervisor), and LJ Blackburn (District Administrative Assistant/Bookkeeper).

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-minutes/>.

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| REGULAR MEETING – CALL TO ORDER (4:00PM) |
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Kalen Jones called the meeting to order at 4:02pm.

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| CITIZEN'S INPUT |
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No written or verbal comments were received.

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| ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS |
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A. KEVIN FITZGERALD (REAPPOINTED AT LARGE MEMBER) – OATH OF OFFICE AND SWEARING-IN

Kalen Jones presented the Oath of Office to Kevin Fitzgerald and all in attendance witnessed the official swearing-in. Kevin Fitzgerald and Jessica Thacker both affirmed the execution of the Oath of Office.

B. POSSIBLE ACTION ITEM: ELECTION OF 2021 ACB OFFICERS

Evan Tyrrell asked for the Board’s opinion on possible re-delegation and assignment of ACB Officer positions. Kevin Fitzgerald, Diane Ackerman, and Chad Harris all expressed support of leaving all positions as they currently stand. Evan Tyrrell expressed that certain positions, such as secretary, should be assigned to the Treasurer with certain duties delegated to the District Manager, and reminded the Board that the ADA Coordinator position was currently assigned to a previous employee. Kalen Jones stated that according to the District’s Bylaws these positions are typically elected in June and last for two years. He suggested another option of completing a review of the Bylaws and re-electing positions at that time. Mary McGann and Diane Ackerman agreed with this suggestion. Evan Tyrrell stated that the Utah Association of Special Districts (UASD) has Bylaw templates available and suggested potentially using these templates followed by a legal review. Chad Harris expressed concern on how his ADA Coordinator position, formally delegated to a former District employee, should be handled. Evan Tyrrell suggested simply changing the language from the former employee’s name to a broader term of ‘administrative assistant.’ All Board members were in favor of this adjustment.

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to leave officers in the position they are in at this time. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

APPROVAL OF MEETING MINUTES

C. DECEMBER 17, 2020 REGULAR MEETING & PUBLIC HEARING

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for December 17, 2020 as written in the January 21, 2021 Board packet. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

TREASURER/FINANCIAL

D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF DECEMBER 2020

Evan Tyrrell provided a brief summary of the expenditures for the month of December and stated they contained standard District expenditures, two (2) payments to Grand County for monthly health insurance costs, and three (3) payroll periods.

MOTION: Mary McGann motioned/Chad Harris seconded to approve the expenditures of December 2020 for \$139,567.36. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

E. REVIEW OF DISTRICT BALANCE SHEET AS OF DECEMBER 31, 2020

Evan Tyrrell provided a summary of the District's assets and liabilities as of December 31, 2020. He stated that bank account balances have diminished along with the PTIF general fund, largely due to COVID-19 revenue shortfalls in 2020 as well as the \$350,000 down payment for the new Bomag refuse compactor in February 2020. He identified other PTIF account withdrawals for the 2020 Klondike Landfill bond payment and an \$80,000 operational expense transfer in July 2020, and reminded the Board about the planned increases to monthly PTIF deposits that was discussed during the October ACB Regular Meeting. Evan Tyrrell indicated this District balance sheet was preliminary and that further adjustments needed to be made due to reallocation of some expenses from 2021 that were incurred in 2020 (i.e., a portion of the last payroll period in 2020). He stated that despite a decrease in liquid assets, total District assets had increased by approximately \$228,000 compared to the December 31, 2019 Balance Sheet. He reassured the Board that the District's current financials were manageable and plans are in place to rebuild bank and PTIF accounts. Kalen Jones stated this was a large volume of information that provided an overall idea of where the District's financials stood. Evan Tyrrell agreed and stated that the District would continue to closely monitor these accounts while working to replenish the District's financial reserves.

F. REVIEW OF 2020 DISTRICT WORKLOADS

Evan Tyrrell provided an explanation of forecasted versus actual District workloads and percentage variations in facility revenue and volumes for 2020. He also provided a breakdown of commodity revenue percentages of the 2020 forecasted budget and explained that once the final mineral lease deposit was received, the Profit & Loss report could be generated for the year. He also stated that the last payroll of 2020 (which ended in 2021) would be reallocated to 2020 along with any 2020 invoices that had checks issued in 2021. Evan Tyrrell explained that the 2020 forecast was imprecise due to the negative economic effects of COVID-19, historic erroneous entries in the District's accounting system, and poor recycling commodity markets.

Kalen Jones asked for clarification on the unrelated units between commodities and how they relate to the overall sum. He stated that the dollar unit makes sense but the volumes did not and suggested this could create disparities in the workloads. Evan Tyrrell agreed that the summations generated via Quickbooks can cause confusion but are ultimately irrelevant due to the variability of units. Mary McGann suggested employing the use of a data graph to simplify the presented information. Evan Tyrrell agreed the structure can be difficult to discern. He presented physical volume trends for each facility and identified notable events such as tourist season, COVID-19 effects, and waste diversion. Chad Harris inquired as to where the majority of biosolids volume generated from. Evan Tyrrell responded that the biosolids come solely from the Moab Wastewater Reclamation Facility (WWRF) and that septage from vault toilets and other sanitary receptacles are also delivered to the WWRF and not directly to the Klondike Landfill. He stated it is difficult to properly forecast biosolids volumes given that the trends are not particularly evident, but anticipated volumes would continue to rise as economic development and new hookups to the WWRF continue. Kalen Jones agreed and stated that many sewer connections, particularly conversion from septic tank to sewer, are anticipated in the coming year.

OLD BUSINESS

G. *POSSIBLE ACTION ITEM: DISCUSSION AND INITIATION OF A COMMUNITY RECYCLE CENTER SPONSORSHIP PROGRAM*

Evan Tyrrell presented the materials from the updated draft Community Recycle Center (CRC) Sponsorship Program for which Jessica Thacker had put in a significant amount of time and effort into, and explained the online component of the program still needed to be designed. He stated the District's intention to roll the program out by the start of February with consistent messaging and advertising. He expressed that the success of the program is dependent on continual public interfacing and promotion, especially through word of mouth and eye-catching ads. Mary McGann thanked District staff for their efforts and stated that the provided material was clear and easy to understand. Jessica Thacker presented the draft imagery that would be used to quickly identify CRC sponsors. Diane Ackerman asked for clarification on some of the terminology included in the program implementation plan. Kalen Jones expressed concern on newsletter access to sponsors only, particularly paper versus electronic access. He also asked for clarification on the tax-deductible eligibility of the sponsorship. Evan Tyrrell stated that research so far did not indicate the sponsorships would be deemed eligible due to the tax classification of the organization. LJ Blackburn agreed and stated she could speak with our external accountant for further information. Kalen Jones asked if the electronic and universal waste (EUW) collection ran at a deficit and Evan Tyrrell stated that EUW fees cover costs but further tracking is needed to evaluate any potential losses. He explained that moving EUW events to a weekly basis has assisted in spreading out costs by reducing labor requirements and the revenue generated by the sponsorship program would assist in covering EUW reclamation and transportation costs.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the initiation of a Community Recycle Center Sponsorship Program in accordance with the materials, sponsorship tiers, rates, and benefits as contained in the January 21, 2021 Board packet. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

NEW BUSINESS

H. *POSSIBLE ACTION ITEM: APPROVAL OF KLONDIKE LANDFILL FRANCHISE AGREEMENT WITH S&S GARAGE*

Evan Tyrrell presented the completed Klondike Landfill (KLF) Franchise Agreement with S&S Garage. He stated S&S Garage has intermittently and historically hauled special wastes such as petroleum-contaminated soils and commercial truck rollover spills, not municipal solid waste. Evan Tyrrell stated that Jessica Thacker had identified documentation gaps in franchise agreements, which lead to the renewal of S&S Garage's KLF Franchise Agreement.

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the Klondike Landfill Franchise Agreement with S&S Garage and authorize the Chair and District Manager to sign all associated documents. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

I. DISCUSSION OF THOMPSON SPRINGS SOLID WASTE MANAGEMENT & POTENTIAL FOR REINITIATING ANNUAL CLEANUP EVENTS

Evan Tyrrell stated that a large fire had occurred in Thompson Springs, prompting a discussion of cleanup events and associated solid waste management within the community with several community leaders. He stated no cleanup events have been organized for Thompson Springs in the past five years and that solid waste is currently leaving the county via a contracted hauler (City Sanitation) out of Price, Utah. Mary McGann expressed concern at the danger and expense of a fire cleanup along with establishing an expanded solid waste management system in Thompson Springs. Evan Tyrrell agreed that costs need to be assessed along with determination of a viable revenue source to justify cleanup events in the area, stressing that no commitments or agreements had been made at this time. He mentioned the Utah Department of Transportation (UDOT)'s contract with City Sanitation and that information is being obtained to determine when that contract is set to expire. He suggested potentially working in tandem with the local water and fire district to establish a mini transfer station with minimal staffing and charge a small usage fee to help pay for waste disposal. Mary McGann stated that the local fire department could be a feasible location. Kalen Jones expressed appreciation at the amount of thought utilized for this discussion. Mary McGann stated that the identification of funding for the large-scale cleanups that are needed in the area are a large priority.

REPORTS FROM BOARD AND STAFF

J. DISTRICT STAFF REPORTS

Evan Tyrrell provided a brief staff report in which he stated that a press release had been submitted for the CRC award which resulted in two local publications, improvements such as the addition of an old corrugated cardboard (OCC) lane were being installed at the CRC, installation of new tires and wheels on the 962 loader, and new office desks had been installed at the District administrative office. He also reminded the Board that the Household Hazardous Waste (HHW) Collection Event was scheduled for March 6, 2021 and the Spring Voucher Cleanup Program will be reinstated this year as well, with both events being cancelled in 2020 due to budget restraints and concerns related to COVID-19. Last, he stated that facility tours needed to be rescheduled and that a 'doodle' poll would be sent out to gauge Board members' availability.

LJ Blackburn provided a brief staff report that she had identified a more cost-effective credit card processing service and described the high costs due to manual entry of credit cards under the District's current credit card processing program (manual entries are considered to be high-risk transactions resulting in higher processing fees). She stated she had been working with River

Canyon Wireless to install an internet hotspot for a portable credit card processing terminal at the Moab Landfill.

Jessica Thacker provided a brief staff report stating that she had submitted to the City of Moab COVID-19 grant to be used to assist in covering costs associated with the HHW Collection Event and the Spring Voucher Cleanup Program. She stated once the CRC Sponsorship Program had been finalized and implemented, she would pursue funding for landfill cell design and consulting.

No other staff reports were presented.

K. BOARD REPORTS

Kevin Fitzgerald stated he had received positive feedback regarding the current physical state of the Moab Landfill and positive remarks on the large size of the green waste reclamation pile (aka mulch).

Diane Ackerman stated she had been reaching out to local composters and expressed surprise at the lack of composting knowledge in the local community. She stated certain organizations would be potentially offering composting workshops in the spring.

No other board reports were presented.

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| CLOSED SESSION(S) |
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MOTION: Mary McGann motioned/Diane Ackerman seconded to enter into closed session to discuss the character, professional competence, or physical or mental health of an individual and to hold a strategy session to discuss the purchase, exchange, or lease of real property. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

The closed session began at 5:33pm.

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

M. STRATEGY SESSION TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to exit the closed session and adjourn the meeting. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

The closed session ended at 6:54pm.

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| CLOSING ACTIONS / ADJOURNMENT |
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N. FUTURE CONSIDERATIONS

The next Regular ACB meeting will be held on February 18, 2021, beginning at 4:00 pm.

O. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Respectfully submitted to the Board,

Jessica Thacker
District Clerk, Solid Waste Special Service District #1