

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, FEBRUARY 18, 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), LJ Blackburn (District Administrative Assistant/Bookkeeper), and Sara Melnicoff (Moab Solutions).

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/>.

REGULAR MEETING – CALL TO ORDER (4:00PM)

Kalen Jones called the meeting to order at 4:03pm.

CITIZEN'S INPUT

Sara Melnicoff of Moab Solutions wrote:

I was going to suggest that it is very rewarding to interact with the public in the drop-off area for a variety of reasons. For one, meeting the people who have given loyalty to the CRC (*Community Recycle Center*), some for decades. I think it would be really cool for the Board members to take an hour shift here and there to talk to folks about supporting the CRC Sponsorship Program. It is refreshing to move from the Board room to the street from time to time to get a fresh outlook from the wonderful users of the Center. Thanks for reading my comment.

APPROVAL OF MEETING MINUTES

A. JANUARY 21, 2021 REGULAR MEETING

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for January 21, 2021 as written in the February 18, 2021 Board packet. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

B. JANUARY 29, 2021 SPECIAL MEETING

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for January 29, 2021 as written in the February 18, 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

C. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF JANUARY 2021

Evan Tyrrell provided a brief summary of the expenditures for the month of January with both routine expenditures such as the monthly deposit into the Unrestricted PTIF account along with non-routine expenditures included such as the quarterly tax commission payment, Utah unemployment tax withholding payment, annual Utah Local Government Trust insurance premiums which includes worker's compensation monthly premium, replacement of wheels and tires on the 962M Loader, and annual membership fees for the Employer's Council and the Utah Association of Special Districts (UASD).

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the expenditures of January 2021 for \$145,402.98. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

D. REVIEW OF FINANCIAL REPORTS FOR CALENDAR YEAR 2020 (UNAUDITED)

Evan Tyrrell stated that the provided balance sheet ending on December 31, 2020 had been cleaned up to provide a more comprehensive report as well as some items were updated such as reallocated payroll split between 2020 and 2021, expenses and equipment work-in-progress (wheels and tires replacement for the 962M Loader). He stated the reports are close to being finalized with tentative 3rd party financial auditing scheduled for April. Evan Tyrrell explained any changes that were made such as the movement of depreciation expense line item to the "other expense" category since it doesn't reflect an actual cashflow related expense.

Evan Tyrrell briefly explained the financial comparison between forecasted and actual revenue with a difference of approximately \$1,100. He also stated that total expenditures were underspent by approximately \$11,500 and therefore did not exceed the approved expenditures that were included in the approved 2020 amended budget.

Mary McGann asked for clarification on what the line item "Subscriptions" included and Evan Tyrrell responded this line items included memberships to the Employer's Council, The Utah Association of Special Districts (UASD), SWANA, and some human resources related organizations. Kevin Fitzgerald expressed his appreciation of the cleanliness of the report and indicated that we were moving in the right direction.

OLD BUSINESS

E. STATUS UPDATE ON THE NEW COMMUNITY RECYCLE CENTER SPONSORSHIP PROGRAM

Jessica Thacker provided a brief status report and summary of the new CRC Sponsorship Program, which was introduced effective February 1, 2021:

- Eleven (11) residential sponsors: Two (2) Student/Senior, Three (3) Green, Two (2) Copper, and Four (4) Diamond;
- One (1) commercial sponsor: Gold

She stated that sponsorship packets were currently being finalized and would be delivered once the bulk order of decals arrived in the mail. Jessica Thacker stated that expanded community outreach for the CRC Sponsorship Program such as posting flyers on local community boards and handouts during regular hours of operations to CRC users would be utilized.

Evan Tyrrell provided further information on the CRC Sponsorship Program stating that Press Releases had been published, articles in local publications were being written, and posts on social media and the District's website. Kevin Fitzgerald suggested the possibility of a reward program for successful sponsorship referrals. Diane Ackerman expressed approval of Sara Melnicoff's public comment suggestion of Board members interacting publicly at the CRC and asked if handouts pertinent to the CRC Sponsorship Program were available. Jessica Thacker answered in the affirmative.

Evan Tyrrell stated that future status updates of the CRC Sponsorship Program would be presented under 'Staff Reports' rather than 'Old Business' agenda items.

NEW BUSINESS

F. *POSSIBLE ACTION ITEM: APPROVING THE RENTAL OF A FRONT-END LOADER TO SUPPORT ONGOING EXCAVATION ACTIVITIES AT THE MOAB LANDFILL*

Evan Tyrrell stated that the approved budget included equipment rentals, more specifically the rental of a front-end loader to assist in ongoing excavation at activities at the Moab Landfill. He stated the current loader at Moab Landfill has a smaller bucket size and a larger capacity loader is necessary. Evan Tyrrell explained that there are very few machines available for rental due to low equipment supply coupled with high demand. He provided the financial pros and cons between annual and monthly rental rates (approximately \$12,600 per month or \$72,000 per year) and urged the Board to consider the annual rental rate based on operational and financial needs.

Diane Ackerman asked for justification on how keeping the rental longer than the anticipated four-month operational period was a financially wise decision. Evan Tyrrell stated that the annual rental recommendation was due to the quote received from Wheeler CAT that provided a

discounted annual rate, thus resulting in a significant cost savings to the Solid Waste District and allowing the District to utilize the machine for other operational functions once the excavation is completed.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the rental of a Caterpillar 980 Front-End Loader in the amount of \$72,000 for a period of one year. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

REPORTS FROM BOARD AND STAFF

G. DISTRICT STAFF REPORTS

Evan Tyrrell provided a brief staff report in which he stated that the green waste reclamation/mulching had been scheduled for this month at Moab Landfill and would be completed by Lance Excavating Inc. He stated this process would be different from the previous green reclamation in that Lance would do an initial grind with a following re-grind. The remaining product of this process would eventually be run through a fine screened trommel allowing for sale of ‘screened mulch’ and the possibility of using the fine-grain material as a compost feedstock. Evan Tyrrell also stated that the 950 Loader had been sold, the cardboard drop-off area expansion was nearly complete at the CRC, and that he may be sitting on a panel for an upcoming PBS Utah show on recycling sometime this upcoming summer.

Evan Tyrrell stated that he attended the Thompson Springs town hall meeting regarding recent discussions on revitalization and cleanup efforts. Kalen Jones asked if any financial commitments or costs had been suggested. Evan Tyrrell responded that no promises had been made, only a discussion on solid waste management and promotion of Solid Waste District events such as the Spring Voucher Cleanup Program.

Last, Evan Tyrrell stated that he and Chris Scovill would be attending the SWANA virtual safety summit on February 26th and would be submitting the annual UDEQ report for each facility on March 1st.

LJ Blackburn provided a brief staff report that the installation of an internet hotspot and portable credit card processing terminal (aka Square) at the Moab Landfill had been completed. She also stated that the Solid Waste District had received its first online donation via the Square program.

Jessica Thacker provided a brief staff report stating that she has begun to move forward with the development and finalization of the Spring Voucher Cleanup Program (advertisements, registration form, and tracker), while also developing a new set of advertisements for 2021 and brainstorming for potential upcoming Earth Day 2021 activities. Jessica Thacker also stated that the March article for the Moab Sustainable Happenings publication had been submitted under the title “*Seemingly Innocent: The Dangers of Household Hazardous Waste*”.

No other staff reports were presented.

H. BOARD REPORTS

Mary McGann stated she had a meeting with Bill Jackson (Grand County Roads Department) on April 10th regarding potential Thompson Springs waste management solutions and also stated that a portion of Grand County discretionary funds could be utilized for cleanup costs. She stated she would speak with Chris Baird on this.

No other board reports were presented.

CLOSED SESSION(S)

MOTION: Mary McGann motioned/Diane Ackerman seconded to enter into closed session 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 5:07pm.

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

MOTION: Mary McGann motioned/Diane Ackerman seconded to exit the closed session. 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 6:44pm.

CLOSING ACTIONS / ADJOURNMENT

J. FUTURE CONSIDERATIONS

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

K. ADJOURNMENT

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to adjourn the meeting.

The meeting adjourned at 6:45 p.m.

Respectfully submitted to the Board,

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