

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: SPECIAL MEETING AND PUBLIC HEARING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

THURSDAY, APRIL 8, 2021, 5:00 PM

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Chad Harris (Member), and Diane Ackerman (Member). Mary McGann (Treasurer) was not present.

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 three (3) citizens for Citizen’s Input and Public Hearing.

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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| SPECIAL MEETING – CALL TO ORDER (5:00PM) |
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Kalen Jones called the meeting to order at 5:02pm.

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| CITIZEN'S INPUT |
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The following verbal comments were received:

Sara Melnicoff (Moab Solutions)

I am very thrilled about the acquisition and feel this is a net positive for the entire community. With this, the CRC (Community Recycle Center) can be a shining example for the region. Would like to give a shoutout to the Board and Evan for all their hard work.

Lenore Beeson (Byrd & Co Real Estate)

Myself, Sue Shrewsbury, and Curtis Wells at Byrd & Co. Real Estate are proud to be sponsors for the Cash for Cans event at the CRC and are in favor of the Monument Waste Services purchase. We would like to encourage everyone to utilize the CRC.

Diane Ackerman joined the meeting at 5:06pm.

INFORMATIONAL WORKSHOP

A. REVIEW AND DISCUSSION OF GENERAL REVENUE BOND OPTIONS, INCLUDING PAR AMOUNTS, INTEREST RATES, AND REPAYMENT TERMS RELATED TO THE PURCHASE AND ACQUISITION OF MONUMENT WASTE SERVICES' UTAH-BASED ASSETS AND OPERATIONS

Evan Tyrrell presented an analysis of the general revenue bond options with a statement that the minimum bond cost associated with the purchase of Monument Waste Services' Utah-based operations would be \$11,500,000. He also provided a breakdown of the Solid Waste District's current long-term debt obligations and a 'what if' analysis regarding the potential consolidation or payoff through the pending bond. Evan Tyrrell stated there were several options to consider and discussed high-level capital improvements (bond add-ons) to the Solid Waste District operations, especially equipment/fleet purchases and transfer station upgrades in the form of an office expansion. He estimated the total cost of these optional add-ons to the plus the additional costs of the outstanding Klondike Landfill 1997 bonds and Caterpillar Motor Grader Lease bond payoffs would bring the bond grand total to \$13,385,076.90. Evan Tyrrell recommended seeking a bond amount of no less than \$13,000,000 and discussed the variation in interest rates between 15-year and 18-year bond terms along with changes in annual repayment obligations. He stated that through various discussions that it would be a better idea to go with the higher bond amount to allow for an emergency buffer and funds for necessary, unexpected, and as-needed capital improvements. Chad Harris asked for clarification on the Pro-Forma Bridge Analysis and Evan Tyrrell stated that both negative and positive synergies were accounted for, whereas the positive synergies were taken very conservatively.

B. REVIEW AND DISCUSSION OF UPDATED HEALTH INSURANCE OPTIONS FOR DISTRICT STAFF AND ASSOCIATED EMPLOYEE CONTRIBUTIONS

Evan Tyrrell provided a brief summary of the 2021 insurance plans comparison and stated that the PEHP Summit Exclusive Star HSA Option 2 was the most beneficial to both Solid Waste District and Monument Waste Services employees. He detailed the cost savings difference between the Solid Waste District's current plan and the recommended plan in regards to premiums, deductibles, and out-of-pocket maximums. He explained how the potential switch to the recommended insurance plan would be reflected on both Solid Waste District employees (a slight increase in pay to cover the cost of monthly employee contributions) and Monument Waste Services (take home pay will increase with decreased expected employee contributions).

C. REVIEW AND DISCUSSION OF UPDATED TIME-TRACKING AND THIRD-PARTY PAYROLL SERVICE PROVIDER OPTIONS

LJ Blackburn stated she had researched and received quotes from various other payroll service providers but recommended utilizing this service, which is already being used by Monument Waste Services and felt this would streamline the addition of Solid Waste District employees rather than introducing a new service. She stated that Autopaychecks HCM would also provide additional services outside of payroll management such as filing quarterly and annual taxes, human resources services, complete annual workers compensation audits, and enhance time-

tracking abilities while reducing costs and staff time. Evan Tyrrell stated that with the pending growth of the District to approximately 30 employees, a third party payroll provider would provide numerous benefits and time savings to District administrative staff. Both Kalen Jones and Kevin Fitzgerald both voiced support of pursuing this payroll service provider.

D. REVIEW AND DISCUSSION OF UPDATED INFORMATION TECHNOLOGY SERVICE PROVIDER OPTIONS

LJ Blackburn stated that due to lacking customer service and available services from the Solid Waste District's current IT service provider, the Solid Waste District was currently seeking a replacement provider. Evan Tyrrell stated that moving forward, the recommended company would provide an IT assessment and provide a proposal for services and formal quote. He stated that the recommended provider was very responsive and could result in a higher quality of service, expanded services, and a potential cost savings to all Solid Waste District operations (including Monument Waste Services).

E. REVIEW AND DISCUSSION OF DISTRICT STAFF VACATION, SICK, AND COMPENSATORY TIME POLICIES

Evan Tyrrell provided a brief summary of the draft Solid Waste District staff vacation, sick, and compensatory time policies. He stated that compensatory time was not proving as beneficial as its original intent and provided an alternative option of converting compensatory time to additional vacation accrual leave for exempt employees who worked over a certain number of hours per pay period. Evan Tyrrell stated this suggested draft and associated Employee Handbook had been sent to the Employer's Council for review and hoped to adopt a provisional handbook at the next Board meeting. He asked for feedback and assistance from the employee policy committee Board members to determining undecided accruals rates, maximums, and potential payouts.

PUBLIC HEARING – CALL TO ORDER (6:00PM)

F. PUBLIC HEARING TO RECEIVE INPUT FROM THE PUBLIC WITH RESPECT TO (A) THE ISSUANCE AND SALE OF NOT MORE THAN \$15,000,000 AGGREGATE PRINCIPAL AMOUNT OF GENERAL REVENUE AND REFUNDING BONDS, SERIES 2021, AND (B) ANY POTENTIAL ECONOMIC IMPACT THAT THE PROJECT TO BE FINANCED WITH THE PROCEEDS OF THE BONDS MAY HAVE ON THE PRIVATE SECTOR*

Pam Hackley

This is an exciting time and congratulations to the Solid Waste staff, Evan, and the Board for putting together such a complicated endeavor. Great opportunity to take over I've been reading through the voluminous materials and I can tell an amazing amount of time putting the packet together. As a former Board member, this was a dream we had for a long time and I cannot express how exciting it is to have this opportunity for the District and the community. I certainly support the issuance of these bonds and hope that that can move forward in a timely and swift way. No comment on Item B and I look forward to your discussion on that. I hope with this purchase and with the bond issue there is a chance for the District to get off TRT and mineral lease. Not much else to say, look forward to the changes and bringing on more staff. Good luck.

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to close the public hearing. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

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| SPECIAL MEETING (CONTINUED) |
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- G. *POSSIBLE ACTION ITEM: APPROVAL OF THE PAR AMOUNT, TRUE INTEREST COST, AND REPAYMENT TERMS FOR GENERAL REVENUE AND REFUNDING BONDS, SERIES 2021, ASSOCIATED WITH THE PURCHASE AND ACQUISITION OF MONUMENT WASTE SERVICES' UTAH-BASED ASSETS AND OPERATIONS, AND OTHER RELATED IMPROVEMENTS***

MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve seeking a par amount of \$13,500,000 with a 18-year repayment term and true interest cost of approximately 2.47% for General Revenue and Refunding Bonds, Series 2021, associated with the purchase and acquisition of Monument Waste Services' Utah-based assets and operations, and other related improvements. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

- H. *POSSIBLE ACTION ITEM: APPROVAL OF UPDATED HEALTH INSURANCE POLICIES FOR DISTRICT STAFF AND ASSOCIATED EMPLOYEE CONTRIBUTIONS TO BE EFFECTIVE MAY 1, 2021***

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to approve the updated medical, dental, vision, and life insurance policies consistent with the staff recommended PEHP Star HSA Option 2 as summarized on page 24 of the Board packet, including 10% employee contributions of monthly premiums with an effective date of May 1, 2021. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

- I. *POSSIBLE ACTION ITEM: APPROVAL TO MOVE FORWARD WITH AUTOPAYCHECKS HCM FOR THIRD-PARTY PAYROLL SERVICES AND THE PURCHASE OF ELECTRONIC TIMECLOCKS FOR EMPLOYEE TIME-TRACKING***

MOTION: Chad Harris motioned/Kevin Fitzgerald seconded to approve District staff to move forward with Autopaychecks HCM for third-party payroll services and purchase two electronic timeclocks for \$2,400 to enable electronic time-tracking for District employees. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

J. POSSIBLE ACTION ITEM: APPROVAL TO MOVE FORWARD WITH GJ COMPUTER CENTER, INC. AS THE DISTRICT'S INFORMATION TECHNOLOGY MANAGED SERVICE PROVIDER

MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve District staff to move forward with GJ Computer Center, Inc. as the District's Information Technology Managed Service provider. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

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| CLOSING ACTIONS / ADJOURNMENT |
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K. FUTURE CONSIDERATIONS

The next Regular ACB meeting will be held on April 26, 2021, beginning at 4:00 pm.

L. ADJOURNMENT

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to adjourn the meeting.

The meeting adjourned at 6:14 p.m.

Respectfully submitted to the Board,

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