

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

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

MONDAY, SEPTEMBER 20, 2021, 4:00 PM

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

Others present: Evan Tyrrell (District Manager), Jessica Thacker (District Program Manager/District Clerk), LJ Blackburn (District Executive Assistant), Chris Scovill (District Operations Director), and Doug Rasmussen (Smuin, Rich, & Marsing).

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

No public comments were received via email or during the meeting.

APPROVAL OF MEETING MINUTES

A. AUGUST 24, 2021 REGULAR MEETING

Evan Tyrrell stated that the meeting minutes for August 24, 2021 would be presented at the next Board meeting.

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to table the approval of the August 24, 2021 meeting minutes.

TREASURER/FINANCIAL

B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF AUGUST 2021

Evan Tyrrell provided a brief summary of the expenditures for the month of August stating expenditures were typical but also highlighted PTIF transfers and explained that expenditures associated with the District's third-party payroll provider, including staff payroll, taxes, and other items are lumped together as a single expenditure item. Chad Harris asked for clarity on the transferable status of the SWPPP being developed for the Transfer Station and Evan Tyrrell stated that the previous SWPPP, associated with Monument Waste Services LLC, was non-transferable and the District had to develop a new one.

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of August 2021 in the amount \$311,321.28.

Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

REPORTS FROM BOARD AND STAFF

C. DISTRICT STAFF REPORTS

Evan Tyrrell provided a staff report regarding several meetings, activities, and presentations he had provided such as presenting to the Grand County Commission regarding the District's request for TRT and Mineral Lease monies for Fiscal Year 2022, presentation to Thompson Springs residents regarding interest in future trash and recycling services, meeting and discussion with John Guenther of Grand County's Planning and Zoning Department, and upcoming special events such as the Moab Landfill Fall Voucher Cleanup Program and Cash For Cans.

LJ Blackburn provided a brief staff report stating that she had been working on a phone script to assist in screening incoming phone calls and that a new office assistant had been hired. She stated this newly filled position would begin in October and would provide much-needed administrative assistance.

Chris Scovill provided a brief staff report stating that he would be providing a summary of operation activities and equipment status in future administrative control board meetings. He stated this report will be intended to provide the Board Members more clarity and an informational basis for future equipment and capital improvement requests.

Jessica Thacker provided a brief staff report stating that a volunteer group, known as the Solihill Society through the recommendation of Moab Solutions, recently completed a litter pickup at the Klondike Landfill and she expressed her gratitude for the Solihill Society and Moab Solutions. She stated that travel arrangements to Salt Lake City, Utah had tentatively been made to submit the proper documentation for transferring all fleet registration, titles, and plates to the District.

Jessica Thacker stated that she had completed her Records Officer certification for 2022 and would be assisting Diane Ackerman, in conjunction with the Utah Native Plant Society, with a native seed swap event to be held the following weekend at the Community Recycle Center. She also stated that she had submitted a grant titled “Establishment of a Permanent Household Hazardous Waste Collection and Temporary Storage Facility in Grand County, Utah” through the COVID-19 Local Assistance Matching Grant Program, offered by the State of Utah Governor’s Office of Planning and Budget. Jessica Thacker confirmed that she would keep the Board Members informed of the grant’s status.

No other staff reports were provided.

D. BOARD REPORTS

Kevin Fitzgerald requested a brief discussion regarding the trash and recycling services for the Scots on the Rocks Festival that took place the past weekend as part of his Board report. He provided some suggestions on how this issue could be prevented for future events.

Diane Ackerman provided a brief board report where she offered details for the native seed swap event scheduled for the following weekend stating there would be a garden tour, seed exchange, and plant signage creation.

Kalen Jones provided a brief Board report where he reminded everyone of the upcoming Utah Climate Week schedule of events and stated that he had attended a meeting involving Colorado resort towns where they discussed implementation of ban programs for products such as Styrofoam takeout containers and single-use cups. He stated it could be something to consider in the future for reducing waste volumes for Moab.

No other Board reports were provided.

OLD BUSINESS

E. *POSSIBLE ACTION ITEM: ADOPTION OF A RESOLUTION AMENDING SECTION 6(A) OF THE DISTRICT’S BYLAWS TO REQUIRE ONLY ONE BOARD MEMBER SIGNATURE FOR THE ISSUANCE OF CHECKS, DRAFTS, NOTES, TRANSFERS, PAYROLL, AND OTHER ORDERS FOR THE PAYMENT OF MONEY ON BEHALF OF THE DISTRICT*

Evan Tyrrell opened a discussion with the Board members regarding the adoption of a resolution that amended the District’s By-Laws regarding the number of Board member signatures required on checks for the payment of money on behalf of the District. Doug Rasmussen of Smuin, Rich & Marsing, the third-party auditors for the District, joined the discussion to provide expertise and clarification for any questions the Board members might have. Evan Tyrrell asked the Board members for their input on the suggestion to change the signature requirement from two (2) Board members to one (1) Board member to ease scheduling conflicts and streamline the check signing process. He suggested that a certain dollar threshold be implemented for more expensive expenditures, in which the two (2) signatures would be required. Evan Tyrrell stated there would

be some exceptions to this threshold for typical, reoccurring expenditures such as fuel costs for fleet and equipment operations or equipment lease payments. Doug Rasmussen stated that with proper documentation and adoption of the resolution amendment, the District would continue to be in compliance with financial reporting and documentation requirements. Kalen Jones asked Doug Rasmussen if other entities that Smuin, Rich & Marsing contracted with had adopted a similar certain dollar threshold process. Doug Rasmussen confirmed that other entities do utilize this process, but stated it varied by entity and their typical expenses.

A brief discussion was held between Board members on how to address the check signing scheduling conflicts. Doug Rasmussen stressed that as long as the check review process remained similar to the current process with review by the proper persons and accurate accounting entry then a reduced number of Board member signatures would not be an issue. Kevin Fitzgerald suggested that if the scheduling conflicts could be addressed properly, then there would be no need to move forward with the drafting of a resolution amendment.

Doug Rasmussen left the meeting following the end of this discussion.

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to postpone moving forward with this item. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

NEW BUSINESS

F. *POSSIBLE ACTION ITEM: APPROVAL TO MOVE FORWARD WITH THE PLANNING AND EXECUTION OF A SECOND ANNUAL HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY AT THE COMMUNITY RECYCLE CENTER ON NOVEMBER 6, 2021*

Evan Tyrrell opened a discussion with the Board members stating that there has been an increasing amount of inquiries from the community regarding household hazardous waste disposal and stated that the District should consider holding a second Household Hazardous Waste Collection Event on November 6, 2021. He stated that the vendor from the previous event, Veolia Environmental Services, would be managing the transport and disposal of collected household hazardous waste and reminded the Board of the District's effort to secure a grant that would allow the Community Recycle Center to establish a permanent household hazardous waste collection and temporary storage facility. Evan Tyrrell stated that Chris Scovill, who holds a hazardous materials commercial driver's license, could transport the materials in the proper truck with placards and other manifest requirements. He stated this would reduce the costly expenses associated with holding annual household hazardous waste events, which he acknowledged are highly beneficial to the community.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded for the District staff to move forward with the planning and execution of a second annual household hazardous waste collection day at the Community Recycle Center on November 6, 2021 in the amount not to exceed \$20,000. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

G. DISCUSSION OF SPECIAL EVENTS PLANNING, INCLUDING INTERGOVERNMENTAL AND INERAGENCY COORDINATION AND COLLABORATION, TO ENHANCE WASTE DIVERSION AND RELATED SUSTAINABILITY EDUCATION EFFORTS

Evan Tyrrell opened a discussion with the Board members regarding special events planning and interagency collaboration stating that the District needed to more involved with the collaboration of special events being planned and executed in Grand County and the City of Moab. He suggested the possibility of implementing recycling fees as part of the special event permitting process to fund recycling services at special events. A brief discussion was held on the type of recycling that could potentially be available at these events, such as single-stream or aluminum cans only. Evan Tyrrell reminded the Board members of his plan to create and fill a full-time Education Outreach Coordinator position to enhance waste diversion, sustainability education, and collaborations between the District and other agencies. He stated that the use of monies granted by Grand County, through the TRT, would help to support the establishment of this position and allow other District personnel to focus on and advance future programs such as composting efforts. Mary McGann pointed out the difficulties in educating incoming tourists on effective recycling efforts and stated that further discussion with Grand County personnel was warranted. Evan Tyrrell agreed and stated that long-term waste diversion goals should be considered, acknowledging the complexity of implementing effective tourism education. Mary McGann stated that she would follow-up with Grand County on permitting fees associated with special events and Kalen Jones stated that City staff should be consulted on this item. Mary McGann also presented the idea of the County establishing a resolution that would identity future waste diversion goals.

Evan Tyrrell introduced the idea of creating a new department/class for District financial tracking and planning for special events for the 2022 budget year, which would track all revenues and expenses associated with the planning and execution of special events, including Cash for Cans events at the Community Recycle Center, Household Hazardous Waste Collection Events, and special events support located within the City of Moab and Grand County.

MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to go into closed session. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

The closed session began at 5:34pm.

CLOSING ACTIONS / ADJOURNMENT

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

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to exit closed session. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

The closed session ended at 6:27pm.

CLOSING ACTIONS / ADJOURNMENT

I. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for October 21, 2021, beginning at 4:00 pm.

J. ADJOURNMENT

MOTION: Mary McGann motioned/Diane Ackerman seconded to adjourn the meeting.

The meeting adjourned at 6:28 p.m.

Respectfully submitted to the Board,

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