

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

The Board Room, Hyatt Place Moab, 890 North Main St., Moab, UT

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

THURSDAY, OCTOBER 10, 2019, 4:00 P.M.

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Mary McGann (Treasurer), Chad Harris (Member), Stephanie Hamborsky (Member)

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (District Administrative Assistant/Human Resources), Jessica Thacker (District Program Assistant), Robin Dahm (District Clerk)

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The Board meeting packet is available on the District's website located here: <https://swssd1.org/board-meetings-and-minutes/>.

CALL TO ORDER (4:00 p.m.)

Kalen Jones called the meeting to order at 4:04 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)

No citizen comments were provided during this meeting.

APPROVAL OF MEETING MINUTES

A. AUGUST 29, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the minutes for August 29, 2019. Motion passed unanimously.

B. SEPTEMBER 19, 2019

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the minutes of September 19, 2019, pending an edit to item F on page 12 of the Board packet. Motion passed unanimously.

Discussion included two areas on page 12 of the Board packet. Evan Tyrrell asked the Board to verify the language used in the first paragraph on page 12. Kalen Jones requested item F on page 12 be edited, because he himself was the primary creator of the presentation.

TREASURER/FINANCIAL

C. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF AUGUST 6 TO SEPTEMBER 5, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the expenditures for the period of August 6 to September 5, 2019, in the amount of \$183,690.41. Roll-call vote: Kevin Fitzgerald, Mary McGann, Stephanie Hamborsky, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF SEPTEMBER 6 TO OCTOBER 5, 2019

MOTION: Mary McGann motioned/Chad Harris seconded to approve the expenditures for the period of September 6 to October 5, 2019, in the amount of \$124,274.40. Roll-call vote: Stephanie Hamborsky, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

Stephanie Hamborsky inquired why the district uses two different bank accounts before the vote was called. Evan Tyrrell replied that the second bank account (i.e., MACU) was created prior to him beginning his tenure with the District, but was created due to limitations on FDIC guarantees. Annette Myers confirmed. The MACU account is used for payroll-related expenses whereas the Zion's account is used for operational expenses.

E. 3RD QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell reviewed the reports with the Board. Discussion about different units of measurement on the District Workload ensued.

Evan Tyrrell noted that this quarter's Profit and Loss statement is in the black (i.e., positive). He noted that some of the larger expenditures include the purchase of the Madvac litter vacuum and the payoff of the new baler; these items have been capitalized and added to the District's depreciation schedule. Evan Tyrrell said that the Klondike and Moab Landfills performed well for the quarter, and attributed Moab Landfill's positive number to not only the revised fee schedule that became effective September 1, but also due to the fact that there were large cleanup projects that generated revenues in tipping fees. He said the Recycle Center is at a loss because we are not currently shipping cardboard in hopes that its market value will increase.

Evan Tyrrell suggested that next year, the Board meetings should be held on the third or fourth Thursday of the month, to give staff more time to prepare financial data.

REPORTS FROM BOARD AND STAFF

F. DISTRICT STAFF REPORTS**EVAN TYRRELL (DISTRICT MANAGER)**

Evan Tyrrell discussed his report with the Board. He said he wants to submit some CIB applications by the February 2020 deadline. The Board packet, as well as the District Manager's report is available for download on the District website located here: <https://swssd1.org/board-meetings-and-minutes/>.

CHRIS SCOVILL (DISTRICT FACILITIES SUPERVISOR)

Chris Scovill said management of the old, contaminated green waste pile at the Moab Landfill has been completed. He said work will transition to excavating a new cell at the Moab Landfill. He believes with the current management and state of the landfill, it is highly possible that the estimated 10-year life of the landfill can be extended beyond that. Evan Tyrrell concurred.

G. BOARD REPORTS

Kevin Fitzgerald stated that he continues to receive very positive comments from members of the public about the Community Recycle Center and provided his gratitude to the Solid Waste District staff.

Mary McGann stated that the Moab Tailings Project Steering Committee will vote next month to create new memberships on the committee from the Solid Waste District and the Southeastern Utah Health Department.

Kalen Jones offered congratulations about the successfully completed waste tire removal at the Moab Landfill. He said the community continues to be responsive to the changes made at the CRC. He said he attended a conference in Park City where he talked with the City of Durango's Sustainability Director. He pointed out that our facilities are physically far away from each other, which interferes with synergies. He stated the Durango facility does not have a way to process its organics, either, but perhaps we could collaborate on a tub grinder.

Chad Harris and Stephanie Hamborsky did not have anything specific to report during this meeting.

OLD BUSINESS

H. ADMINISTRATIVE OFFICE

H.1. STATUS OF BUILDING UPGRADES

Evan Tyrrell discussed the status of the building upgrades as per his meeting with the City Planning and Building Departments (page 33 of Board packet).

I. COMMUNITY RECYCLE CENTER (CRC)

I.1. STATUS OF CARDBOARD SHIPMENTS AND TRANSPORTATION

Evan Tyrrell said we continue to receive substantial positive comments from the public in relation to the conditions of the CRC, and that traffic appears to be increasing for recycling drop-offs over the past few months. He explained we have been sitting on 10 or 12 cardboard shipments, but that it is time to start shipping these. He pointed out the closest domestic mill that IWP has access to is in Springfield, Oregon; and although the price is good, transport costs offset the revenue. He stated we will need to remove the sun-bleached portions of some of the older cardboard bales and reprocess the material with newer, inbound cardboard.

Annette Myers shared some concern of people calling the District office asking about the Recycling Center being closed. She has been assuring them that the CRC is open for business.

Evan Tyrrell discussed upcoming events at the CRC for America Recycles Day (November 15) and recognized Jessica Thacker for the excellent fliers she has developed for the CRC.

J. MOAB CLASS IV_b LANDFILL (MLF)

J.1. STATUS OF WASTE TIRE PILE CLEANUP

Evan Tyrrell said all the waste tires have been removed and that TDFI, the vendor that performed the cleanup, reported a total of 962 tons of waste tires removed from the landfill. Based on the quote received from TDFI and the fact that the Utah Waste Tire Recycling Fund will cover 100% of the cleanup costs, this waste tire removal project will result in a cost savings to the District of more than \$180,000.

Phase I of the Grand County Middle School demolition began in late-September and is anticipated to be completed this week. The demolition has resulted in significant volumes of waste being delivered to the Moab Landfill.

An illegal trespass/breaking and entering occurred at the landfill on October 4 or 5, 2019. The northern perimeter gate was damaged and tire tracks were identified inside the area where the gate was damaged. However, nothing appeared to have been stolen or damaged besides the gate.

District staff re-secured the gate with a chain and lock on October 5 after the breaking and entering was identified.

K. KLONDIKE CLASS I LANDFILL (KLF)

K.1. STATUS OF ROAD IMPROVEMENTS AND CULVERTS

Evan Tyrrell said that during and after a recent heavy rain event on September 11, he and Chris Scovill verified the culvert performed well.

Chris Scovill said there are additional culverts to be placed, to stay ahead of the game. He said he has also worked on the overall road drainage.

Annette Myers commented that our current team is doing a good job of planning for and preventing crisis (i.e., proactive versus retroactive).

L. EQUIPMENT AND VEHICLE STATUS UPDATE

L.1. STATUS OF EXISTING EQUIPMENT, RENTAL EQUIPMENT, AND DISTRICT FLEET VEHICLES

Chris Scovill pointed out how no equipment currently has a red status (out of service), for the first time since he has come aboard. He suggested the removal of the climate-control column from his report, but the Board responded that it would like to keep this information on this report, and also to keep all the information already in the report. Evan Tyrrell added that he asked Chris to prioritize on environmental controls this year, as the majority of the equipment lacked proper air filtration and air conditioning when he and Chris began their tenure with the District.

Stephanie Hamborsky requested a column for cost of repair and Chris Scovill replied that he had removed this column (Evan Tyrrell then said it indicates the cost at the time of equipment purchase), but that he can reinstate this column. Chris Scovill said he will consider adding additional columns to show the costs of new pieces of equipment, and that these figures will be depressingly large compared to the cost at the time of purchase of existing equipment.

L.2. STATUS OF CAPITAL IMPROVEMENT PRIORITIZATION SCORING MATRIX

This topic was not discussed during today's meeting.

M. POSSIBLE ACTION ITEM: APPROVE THE PURCHASE AND FINANCING TERMS OF A BOMAG 772 COMPACTOR

Evan Tyrrell discussed the different loaning institutions we could consider for the compactor down payment, and that he is comfortable with the terms and conditions presented to him so far.

Evan Tyrrell said he and Chris Scovill feel the premier warranty is the best fit for us. Evan Tyrrell discussed the equipment financing options, and recommended \$450,000 as a down payment. He said he has been in communication with the Utah Department of Environmental Quality to free up some of the funds that are contained in the restricted PTIF account for the Klondike Landfill, which is overfunded by more than \$215,000.

Kalen Jones asked how well we could manage financially if we need to purchase a new D7 after purchasing a new compactor. Evan Tyrrell responded there would still be enough in the unrestricted PTIF account to make additional future investments and that we continue to add \$6,500 to this high-interest-bearing account on a monthly basis.

Mary McGann suggested we commit to the 60-month option but pay it off in 48 months, and have a cushion in case we need it; there is no early payoff penalty. All agreed we would still have the security in case we need the money for other expenditures. Kalen Jones is leaning toward a smaller down payment of \$300,000. Much discussion ensued about the benefits of paying a larger/smaller down payment, monthly payments, and the ability to spend monies on other needs that may arise over time.

Note that the primary meeting recording has a 15-minute break in the sequence at this point, but the backup recorder continued recording.

MOTION: NO VOTE: Kevin Fitzgerald motioned/Stephanie Hamborsky seconded to buy the Bomag 772 compactor for the Klondike landfill, with a \$350,000 down payment, with a financed amount of \$250,311.44, with a monthly payment of \$4,729.42 on a 60-month financing rate of 5.05%, with the ability to pay the 48-month rate of \$5,747.50 if possible. No vote was taken for this motion. Instead, two amended motions were created, below.

MOTION, AMENDED, NO VOTE: Kevin Fitzgerald motioned/Chad Harris seconded to purchase the Bomag 772 compactor for the Klondike landfill, with a \$350,000 down payment; turning it over to staff to make the proper decision on financing and terms; and let staff make a decision for the best financing we can receive with a \$350,000 down payment, with a 60-month term, not to exceed the 5.05% on the interest financing rate. No vote was taken for this motion, instead, a final amended motion was created, below.

MOTION, AMENDED, VOTED AND PASSED UNANIMOUSLY: Kevin Fitzgerald motioned/Chad Harris seconded to purchase the Bomag 772 compactor for the Klondike landfill, with a \$350,000 down payment; turning it over to staff to make the proper decision on financing and terms; and let staff make a decision for the best financing we can receive with a \$350,000 down payment, with a 60-month term, not to exceed the 5.05% on the interest financing rate, and authorize the Board chair to sign all associated documents. Roll-call vote: Stephanie Hamborsky, Chad Harris, Kevin Fitzgerald, Mary McGann, and Kalen Jones each voted yes. Motion passed unanimously.

NEW BUSINESS

N. POSSIBLE ACTION ITEM: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN MONUMENT WASTE SERVICES AND THE SOLID WASTE SPECIAL SERVICE DISTRICT #1

Discussion ensued. Evan Tyrrell said the current draft of the memorandum of understanding (MOU) had recently been edited over the past few days via email communications to and from Monument Waste and we might not be ready to formally adopt this draft. The Board was provided the original draft before comments were received from Monument Waste as well as the redline draft with comments between the District and Monument Waste. Others stated more time is needed to review this MOU. Mary McGann suggested postponing this until all the Board members have an opportunity to thoroughly read the MOU and advocated for a legal review prior to adoption; all similar documents in Grand County undergo legal review. Evan Tyrrell also suggested that the MOU include a portion of northern San Juan County, since their municipal solid waste is also making its way to the Klondike Landfill.

Board members agreed that they would be willing to honor the terms of the MOU until we could formally pass it, and that they were excited to move this item forward. The Board wanted to make sure that Monument Waste would be comfortable with postponing the adoption of the MOU and decided to call Dan Kirkpatrick, who told Evan Tyrrell that he would be available for a phone call during the meeting.

After Kalen Jones left a voicemail message for Dan Kirkpatrick during the meeting, Dan called us back. Dan Kirkpatrick explained that he has no firm timeline for this MOU. The Board said it is excited about the MOU and is supportive of it, but that it needs more time to review it so we can formally adopt it during the November Board meeting.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to table the approval of the memorandum of understanding between Monument Waste Services and the Solid Waste Special Service District #1. Motion passed unanimously.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to move to untable item N. Motion passed unanimously.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to postpone the approval of the memorandum of understanding between Monument Waste Services and the Solid Waste Special Service District #1 until the November meeting. Motion passed unanimously.

O. POSSIBLE ACTION ITEM: APPROVAL OF A PROVISIONAL HEALTH AND SAFETY PLAN FOR THE DISTRICT'S OPERATIONS

Evan Tyrrell stated that Jessica Thacker has done an excellent job in developing a provisional health and safety plan (HASP) for the District. Although he hadn't fully read the document, Evan Tyrrell stated that what he has read has been well-written and comprehensive and urged the Board to pass this provisional HASP. He also worked with Jessica on the outline and table of

contents. The provisional HASP will immediately be put in place while District staff review and refine the document to better fit the District's operations in preparation for a final HASP that the Board will be presented in the future.

MOTION: Mary McGann motioned/Stephanie Hamborsky seconded to approve a provisional health and safety plan for the District's operations. Motion passed unanimously.

P. POSSIBLE ACTION ITEM: SCHEDULING A 2020 BUDGET WORKSHOP MEETING

Evan Tyrrell prefers to hold this workshop toward the end of November 2019, and the budget adoption would take place during the regular December meeting.

Discussion ensued about keeping the 14 November regular meeting short and having one person present and at least two people calling in. The Board identified the morning of November 25 as the preferred meeting time. Chris Scovill will see if we can get the Hyatt room, and if not, Mary McGann said she will call the Grand Center.

Mary McGann said a special meeting, where the one agenda item would be a vote about the MOU, could be called if necessary.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to move the 14 November 2019 meeting to 25 November 2019, 8:00 a.m., followed by a workshop. Motion passed unanimously.

Q. ADMINISTRATIVE CONTROL BOARD VACANCIES AND APPLICATIONS FOR CALENDAR YEAR 2020

Evan Tyrrell pointed out that Chad Harris filled a previous Board Member's place on the Board, and that his term is expiring at the end of this year.

Mary McGann said the open position is currently being advertised, and that Chad Harris can apply. Chad Harris said he does intend to apply.

FUTURE CONSIDERATIONS

No future considerations were discussed during this meeting.

CLOSING ACTIONS / ADJOURNMENT

R. NEXT REGULAR ACB MEETING: MONDAY, 25 NOVEMBER 2019, AT 8:00 A.M.

(Note: The previously noticed regular meeting on Thursday, November 14, 2019, at 4:00 p.m., was rescheduled to November 25 during this meeting.)

S. ADJOURNMENT

Kalen Jones adjourned the meeting at 6:51 p.m.

Respectfully submitted to the Board,

Robin Dahm, District Clerk, Solid Waste Special Service District #1

Evan Tyrrell, District Manager, Solid Waste Special Service District #1