

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, APRIL 11, 2019

BOARD MEMBERS PRESENT: Mary McGann (Chair), Kevin Fitzgerald (Vice Chair), Kalen Jones (Treasurer).

Note that Chad Harris (Member) and Pamala Hackley (Member) were not present for this meeting.

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Tyler Francis (President, Altitude Recycling Equipment), Kaitlin Myers (Grand County Community and Economic Development), Steph Hamborsky (Resiliency Hub Board member), Sara Melnicoff (Moab Solutions).

These minutes are presented in the order of the agenda and not necessarily in the order of discussion.

CALL TO ORDER

Mary McGann called the regular meeting to order at 4:04 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)

No citizen comments today.

PRESENTATIONS

A. BALER CONSIDERATIONS - TYLER FRANCIS, PRESIDENT, ALTITUDE RECYCLING EQUIPMENT, LLC

Tyler Francis discussed the handout describing two new balers and two used balers. Compared to our current baler, all four balers are significant upgrades and are much safer and easier to use.

Chris Scovill and Tyler Francis discussed how the Maren baler is a better baler for us because of its resell value and its capabilities.

Tyler Francis explained that the bottom wear pads will be the most expensive thing to replace, and that the Maren baler is designed in such a way that the job takes only a few hours instead of

two or so days. He stated that the knife gap also needs occasional maintenance. He said that the selling price includes installation and training.

Evan Tyrrell said that with the Maren baler, we would be tying fewer bales, which would save time and effort. He stated that he personally recommends the Maler baler for our needs.

B. RESILIENCY HUB COLLABORATION & TEA AND A TOPIC SERIES

Steph Hamborsky explained how the focal-point CommuniTea garden is a demonstration space for conducting educational events related to permaculture, plants, gardening, and the environment. Because the group's current focuses are holistic waste management and food sovereignty, two of its CommuniTea talks this year will focus on waste management. Steph Hamborsky stated that she and Evan Tyrrell have been collaborating to this end. The goal is to have one tea this spring (30 May 2019 at 6:00 p.m.) and one in the fall. She explained that for the spring talk, tents and chairs will be used. The Spring event will be themed on envisioning Moab's waste stream: waste management, recycling, composting, and moving ward a zero-waste vision.

Steph Hamborsky stated that for the fall talk, the Resiliency Hub plans to invite people from the Clever Octopus Upcycle Center in Murray, UT.

Steph Hamborsky said that the SWSSD1 has in the past fiscally sponsored the Resiliency Hub, and that she is now requesting we contribute \$500 for each of the topics this year, to cover planning and advertising. She also asked for suggestions about what the 30 May 2019 event could look like, and said that it is being planned to take place at the recycling center. She would like to invite key stakeholders to this event. She said that she would like to work with SWSSD1 to determine whom would we want to invite, and would we would want as panel members if we have a panel setup. She said that the second half of the event would focus on the vision for the recycling center itself, to push it toward more upcycling, more art, and more direct community engagement, to make it a space where people are excited to visit and engage with the recycling center in unique and creative ways. She stated that she has already created the Facebook post for this event, and that she is looking to utilize additional forms of advertisement.

Mary McGann suggested that during these talks, we also collect recyclable items usually collected during specific collection events. Examples include electronics and old batteries.

Annette Myers suggested displaying artsy items and upcycled items. Her example was a panel for how to cool air by flowing it through plastic bottles. Steph Hamborsky also wants to involve local artists.

Kevin Fitzgerald suggested that Steph Hamborsky bring the Resiliency Hub plastic press and create a bench for visitors.

Steph Hamborsky provided additional print materials to the group.

C. MOAB SOLUTIONS COLLABORATION - SARA MELNICOFF, FOUNDER AND EXECUTIVE DIRECTOR

Sara Melnicoff stated that she met with someone from the Utah Native Plant Society who knew of a place where native plants were to be bulldozed. This person and Sara Melnicoff met with Evan Tyrrell to discuss transplanting these plants along the fence line of the Community Recycle Center. About 60 plants (mostly native grasses, with a lot of rice grass) were then transplanted. She stated that SWSSD1 provided mulch from the Moab Landfill for this project. Sara Melnicoff donated a lot of native seed for this area, too. She stated that these plants beautify the area, and that they will help with the soil erosion.

Sara Melnicoff stated how much the community is enjoying the recycling center. She stated that she has been using the center since 23 Jan 2000, and that it is currently in the best shape she has ever seen it.

Sara Melnicoff said that the washes at Potato Salad Hill are “gorgeous.” She explained that a group of high-school students and she picked up a lot of Styrofoam, some cardboard, and heavy plastic bags from this area. She stated that Evan Tyrrell had mentioned about trash fencing there (i.e., fencing that would catch windblown litter before going offsite). She hopes that at least most of the Board could pledge to use the recycling center, that offers source-separated recycling, and promote these things to their friends and neighbors.

D. SPANISH VALLEY CLEANUP CONSIDERATIONS - KENNY GORDON & KAITLIN MYERS, GRAND COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT

Kaitlin Myers explained that since last December, the county wants to be more proactive about cleaning up Spanish Valley and the county in general. She provided the group with a draft resolution for creating a clean-up committee. She explained that she has been working with Christina Sloan to figure out how to clean up people’s properties as well as a more formal committee for community-wide efforts.

Kaitlin Myers explained how her group has been receiving complaints about junky properties and the safety/health concerns associated with them. She said that a few situations in the past six months have been especially bad, and that her group is looking into abatement.

Kaitlin Myers said that her group wants to partner better with SWSSD1, Monument Waste, and Sara Melnicoff’s group, by being better aware of what we all are doing and participating more in our events. She also said that she is interested in writing and collaborating on grants.

Mary McGann said that she has reached out to Mona to avoid different groups having separate cleanup events.

Chris Scovill and Sara Melnicoff briefly discussed collection and disposal of scrap steel.

Evan Tyrrell said that we have started collecting some scrap metal, but that we are not advertising this to the public at this time while we develop this program. He said that we might be able to turn discarded vehicles into scrap metal.

Mary McGann said that we need to have some kind of protection in place so that people do not take advantage of our good will, that we do not spend money to clean up someone's property and then that person then sells the property for a lot of money.

APPROVAL OF MEETING MINUTES

E. MARCH 11, 2019

See item F, below.

F. MARCH 14, 2019

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the meeting minutes from 11 Mar 2019 (agenda item E) and 14 Mar 2019 (agenda item F). Motion passed unanimously.

TREASURER/FINANCIAL

G. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF MARCH 6 TO APRIL 5, 2019

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the expenditures for the period of 6 Mar 2019 to 5 Apr 2019, in the amount of \$80,335.52. Roll-call vote: Kevin Fitzgerald, Kalen Jones, and Mary McGann each voted yes. Motion passed unanimously.

H. CALENDAR YEAR 2018 REVISED FINAL DRAFT FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell stated that this is likely the final time we would need to discuss this report. The outstanding items are minimal, including small credit-card purchase reconciliations. He said that the TRT tax revenue is now moved to Other Income, per Kalen Jones's previous request. He said that he has asked Annette Myers and Nick Lundberg to create some further breakdowns for revenues at the landfills based on waste types.

Annette Myers said that type of report will provide more detail on waste types (i.e., special waste).

Evan Tyrrell said that pages 20 through 23 are a breakdown of the first items discussed. He stated that line 7236 on page 21 of 76 shows a figure of about \$22,000 that represents last year's cleanup at the recycling center, and that he does not anticipate doing this kind of cleanup this year.

Evan Tyrrell stated that we will use this report format for the 2019 amended budget. He stated that everyone is working on how to continue streamlining our paperwork. He said that Annette Myers and Nick Lundberg have been extremely helpful with this report.

I. 1ST QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell said that we need to postpone this item until next month's regular ACB meeting.

REPORTS FROM BOARD AND STAFF

J. DISTRICT STAFF REPORTS

District Manager

Evan Tyrrell stated that on 18 Mar 2019, he attended the CIB grant prioritization meeting. He said that he will attend some other meetings about these grants. He had proposed a new item: landfill-equipment upgrades. He said that he is looking for grant money for this item, and that he has put a 1.5 million line item on the CIB list.

Evan Tyrrell said that on 20 Mar 2019, he attended the Castle Valley town hall meeting and that Castle Valley is receptive to the idea of recycling service.

Evan Tyrrell said that on 26 Mar 2019, he and Chris Scovill attending a second grant-writing course at USU. He stated that it focused on nonprofits and that USU has some tools that we might be able to use, but also that a grants.gov training is pending.

Evan Tyrrell stated that on March 28, he met with Scott Hacking, who performed methane testing at the landfills. He stated that no methane was detected, and that it has never been detected. These tests are required quarterly for our permits.

Evan Tyrrell said that he conducted quarterly inspections at the landfills, has pinpointed areas that need attention (such as the Moab stormwater berm), and that some of these issues have now been corrected.

Kalen Jones asked if our landfills have tubes (i.e., methane monitoring ports). Evan Tyrrell said that ours do not have methane monitoring ports, but that we could consider this for future cell developments.

Evan Tyrrell stated that we can reuse the poles that we currently have to create litter fences, which will catch free-moving litter in active cells and on the working face of the landfill. He said that the southwest wind blows the litter around. He stated that these fences would be relatively easy and inexpensive to build. He wants to look into renting a litter vacuum because the pickup will likely be more than what people can pick up.

Evan Tyrrell said that on 4 Apr 2019, he and Chris Scovill met with Dan Kirkpatrick and Gus Bellm of Monument Waste, about improvements at Klondike, and that it was a very positive, collaborative meeting.

Evan Tyrrell mentioned that 6 Apr 2019 was the Castle Valley spring cleanup, which was well attended, successful, and a positive event. He said that the District vehicles and trailers were completely full after the event. He stated that the town is interested in a recycling collection program of some sort.

Evan Tyrrell mentioned that yesterday, he and Chris Scovill toured the City of Moab's wastewater reclamation facility, with Greg Fosse, the primary operator at the facility. He said the equipment is state of the art, and that the material coming out of the process (i.e., biosolids) was dry and resembled top soil. He said he would like to determine the best way to manage the biosolids at Klondike. He had asked Greg Fosse about a test for metal toxicity, and that Greg Fosse will be collecting samples soon and will be providing the results to SWSSD1.

Evan stated that a cleanup crew has cleaned almost all of the Moab landfill fence perimeter, and that the inside perimeter still remains to be cleaned.

Evan Tyrrell said that the recent *Moab Sun News* article about the solid-waste district was comprehensive and positive.

Evan Tyrrell said that the District has a new website design, and that he wants to update the website content next. He said that the website is now cleaner, with a fresher look, and is easier to navigate. A Web Studio has provided this work.

Evan Tyrrell stated that he continues to enhance SWSSD1's Facebook page and overall social media presence.

Evan Tyrrell thanked the Hyatt for hosting this meeting and providing water, and he thanked Kevin Fitzgerald for bringing in snacks.

Evan Tyrrell said that the Moab spring cleanup vouchers are now available, and that they are also advertised inside the *Ad-Vertiser*. He explained that as in the past, each voucher is good for up to 2 cubic yards of construction debris and/or organic waste for local residents, but not businesses or property managers.

Evan Tyrrell stated that the household hazardous waste-collection event will be 4 May 2019, from 8:00 a.m. to noon, and that the ad for this event will start running next week, in the *Ad-Vertiser*. He continued that Monument Waste confirmed that it will host the event at the transfer station.

Evan Tyrrell said that he is considering an Earth Day free collection of electronics for residents.

Evan Tyrrell mentioned that MeTech, our electronics recycling vendor, has been purchased by another company, and that we have not had any communication with either company.

Evan Tyrrell thanked the entire District staff, and especially Annette Myers and Chris Scovill for their hard work and dedication to the District.

District Facilities Supervisor

Chris Scovill said that Wheeler has been working on the compactor. He stated that the Wheeler mechanic is trying to get the parts for us. He explained that we are falling a little behind at the Moab landfill because the compactor is down and we swapped the dozer from Moab as an intermediate measure to compact and manage the waste being delivered to Klondike, but that we should be able to catch up once it is back.

Chris Scovill stated that he has pushed back the delivery date of gate house because the compactor is down, that equipment is being switched around, and Jeep Safari is taking place. The current scheduled delivery date is 22 Apr 2019, which is after Jeep Safari. He explained that all the material and equipment will arrive in the next week, in preparation for all the projects discussed during last month's meeting.

Administrative Assistant/Human Resources

Annette Myers said that everything is in place to start payroll direct deposit. She said that this process will be advanced with the online T sheets application (where the time tracking will be online, and for which Evan Tyrrell will look at the individual timesheets and approve them). She explained that the Mountain America account is up and running for this. She continued that for the time being, all accounts receivables for charge customers will be deposited at Mountain America, the night deposits will continue to be deposited at Zions Bank, and the accounts payable will come from the Zions account.

Annette Myers said that she has asked the SHERM (the Society of Human Resource Management) if she can postpone her certification, and that the SHERM has given her until the end of the year to complete her work. She explained that she is in the middle of her certified public manager's course, and that her professor has given her very positive feedback on her work.

Annette Myers said that the Utah Local Government Trust is giving us an award, which will be presented to us at the next Board meeting. She stated that it has written a letter to the Board as well as to the District Manager.

Annette Myers thanked everyone for their patience as she gets caught up with her workload, and that Nancy Fitzgerald has been a tremendous help with entering the January/February/March tickets.

Annette Myers said that she and Nick Lundberg have redesigned the cumbersome process for handling cash tickets, and she gave specifics for how the new process is easy to use.

K. BOARD REPORTS

Kalen Jones said that he has noticed the amount of staff overtime being worked, thanked everyone for their hard work, and stated that he hopes the staff can get to a sustainable workload. Kevin Fitzgerald also stated his thanks. Annette Myers discussed how the three of them share a feeling of responsibility for doing a job well and better than we have in the past.

Evan Tyrrell said that we probably need an additional administrative staff position.

Mary McGann thanked everyone. She stated that people keep telling her about how nice everything looks, and that the staff has been positive in interacting with the public. She said that residents of Castle Valley have given her positive feedback.

OLD BUSINESS

L. COMMUNITY RECYCLING CENTER (CRC)

L.1. ACTION ITEM: APPROVAL TO PURCHASE USED BALER

Evan Tyrrell discussed various handouts given to the group. Evan Tyrrell suggested we purchase the used Maren Pro Pak 60 baler, at \$84,500. He reminded the group that we were \$207,000 underspent last year, and he said that the unrestricted PTIF account has funds exceeding \$400,000. He mentioned that we will need to upgrade our electrical, and he said that Chris Scovill stated that this upgrade will not be expensive. He described how the unit will be placed on the ground and can be put on rollers. Annette Myers emphasized how this newly acquired baler will be safer to operate.

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the purchase of the used 2017 Maren ProPak 60 baler, in an amount not to exceed \$84,500. Roll-call vote: Kevin Fitzgerald, Kalen Jones, and Mary McGann each voted yes. Motion passed unanimously.

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to move directly to item Q. Motion passed unanimously.

M. MOAB CLASS IVB LANDFILL

M.1. GATE HOUSE REPLACEMENT UPDATE

Note that agenda item M.1. was discussed right after agenda item Q was completed.

Evan Tyrrell said that there is a preliminary plan for restructuring the logistics and operations at the Moab landfill.

Note that the gate house was discussed earlier in this meeting during the District Facilities Supervisor update (Agenda Item J).

M.2. CONSIDERATIONS FOR ENFORCING A BAN ON CARDBOARD

Evan Tyrrell said that he wants to open a discussion about enforcing a ban on cardboard at the Moab landfill. He said that the cardboard ban could be enforced and that the ban could be advertised through public notice, website posting, updating our website, and so on.

Evan Tyrrell explained that cardboard would be banned at the landfill. For example, if more than 5% of a delivery is visibly cardboard, the landfill would reject it and say that the cardboard must be brought to the recycling center.

Mary McGann suggested moving forward with the ban and the advertising, easing the public into the future transition.

Kalen Jones asked how the fee for cardboard above a certain quantity will be collected.

Mary McGann stated that we need to get the public behind this, and that in the end, it will save money.

Chris Scovill suggested that we could provide a bin or dumpster for cardboard toward the beginning of this ban while the public becomes aware of the ban.

Evan Tyrrell stated that we have started scrap-metal diversion, but that we are not making this public yet.

N. KLONDIKE CLASS I LANDFILL

N.1. UPDATE ON PLANS FOR ROAD IMPROVEMENTS

Evan Tyrrell stated that Chris Scovill has the materials on premises, and that the improvements will start in the next month or so.

Chris Scovill mentioned that we might have some free material, such as rocks, from the water-reclamation facility.

N.2. CONSIDERATIONS FOR REVISED SUMMER HOURS

Evan Tyrrell said that Chris Scovill proposes that we speak with Dan of Monument Waste. He said they are considering changing the Klondike summer hours so the landfill is available from 6:00 a.m. to noon. The landfill would keep the traditional winter hours of 7:00 a.m. to noon.

In response, Chris Scovill said that we do not need to change the hours. Instead, we could let Monument Waste into the landfill early.

Annette Myers said that a number of commercial customers are happy that we have open hours on Wednesdays at the Moab landfill.

O. EQUIPMENT AND VEHICLE UPDATE

O.1. STATUS OF EXISTING EQUIPMENT

Chris Scovill stated that not much has changed since last month's update. He later explained that the equipment is well used and that he is looking to replace it eventually.

Chris Scovill said that the compactor has moved into the red zone. Evan Tyrrell said that he has asked Chris Scovill to prioritize the environmental controls (i.e., heating, air conditioning, air filtration) for the equipment.

Chris Scovill would optimally like to have two good loaders in service.

O.2. LEASE/RENT/PURCHASE OPTIONS

Evan Tyrrell said that he has added one new item to the consolidated packet: a one-year rental for a motor grader, from Wheeler Cat, for crowning and maintenance of the roads at both facilities. He said the annual rental would be \$28,000, which he and the group feel is a great deal. Chris Scovill explained that the offer is formal and would be for a year, after which time we would opt to buy or return the unit.

Chris Scovill said that this equipment would never touch trash and would be used just for road maintenance. He continued that the equipment would be operated by Chris Scovill, maybe Adam, perhaps Darryl, and maybe other consultants, but by no one else unless adequate training was performed in advance. Kevin Fitzgerald requested that we log the hours the equipment is used. Evan Tyrrell and Chris Scovill agreed.

Evan Tyrrell and Chris Scovill discussed the informal equipment quotes they have also received. Chris Scovill discussed the buy-back strategies included in some of the equipment quotes.

Chris Scovill said that for compactors, there is limited inventory. He explained that if we wanted to buy a new one, it would take us six months to a year to receive one, because they are made when ordered.

Kalen Jones asked what is most needed, so that the Board can support the necessary acquisitions. Evan Tyrrell stated and Chris Scovill agreed that we prioritize getting a road grader, and that we also pursue a compactor. Evan Tyrrell and Chris Scovill stated that a skid steer is also a piece of wanted equipment, and Chris Scovill said that we are currently renting a skid steer.

O.3. POSSIBLE ACTION ITEMS: APPROVALS TO PURCHASE AND/OR LEASE EQUIPMENT

MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to approve entering into an agreement with Wheeler Cat for a Used 2014 140M2 Motor Grader for a period of one year up to \$30,000. Roll-call vote: Kevin Fitzgerald, Kalen Jones, and Mary McGann voted yes. Motion passed unanimously.

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve moving towards a preliminary agreement with Wheeler Cat to buy or finance an upgraded compactor for the Klondike Landfill. Motion passed unanimously.

Chris Scovill said that renting the equipment for a while will give him a better idea of what additional equipment may be needed to effectively manage the landfills as we move forward.

**P. NATIONAL PARK SERVICE - RECYCLING COLLECTION SERVICE
REQUEST FOR QUOTE**

Evan Tyrrell said that he has submitted a quote to the NPS. He stated that if we are awarded this contract, that we would receive additional revenues of about \$80,000 a year, gross. He said that this amount does not include the money we would get from selling the recyclables, but it would include the money from collection, reporting, quarterly meetings, and so on. He explained that our SAM (System for Award Management) registration, which is necessary to do this kind of business, has expired and that he will work to get us registered again. He stated that the quote includes us performing the material separation ourselves.

NEW BUSINESS

Q. ACTION ITEM: APPROVAL TO DONATE \$1,000 TO THE RESILIENCY HUB FOR COMMUNITY-BASED EVENTS RELATED TO SOLID WASTE MANAGEMENT IN CALENDAR YEAR 2019

MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to donate \$1,000 to the Resiliency Hub, in the amounts of \$500 in the spring of 2019 and \$500 in the fall of 2019. Motion passed unanimously.

Note that agenda item M.1. was discussed right after agenda item Q was completed.

R. ACTION ITEM: APPROVAL TO ISSUE ANNETTE MYERS A BONUS CHECK WITH A NET VALUE OF \$1,500 FOR HER DEDICATION TO THE DISTRICT AND SERVING AS INTERIM DISTRICT MANAGER FROM MID-OCTOBER 2018 TO LATE-JANUARY 2019

MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to issue Annette Myers a bonus check with a net value of \$1,500 for her dedication to the District and serving as interim District Manager from mid-October 2018 to late-January 2019. Motion passed unanimously.

S. ACTION ITEM: APPROVAL TO ISSUE CHRIS SCOVILL A BONUS CHECK WITH A NET VALUE OF \$1,000 FOR HIS DEDICATION TO THE DISTRICT

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to issue Chris Scovill a bonus check with a net value of \$1,000 for his dedication to the District. Motion passed unanimously.

FUTURE CONSIDERATIONS

No future considerations were discussed.

CLOSING ACTIONS / ADJOURNMENT

T. NEXT REGULAR ACB MEETING: THURSDAY, MAY 9, 2019 AT 4:00 PM

U. ADJOURNMENT

Mary McGann adjourned the meeting at 6:18 p.m.