

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, July 11, 2019, 4:00 PM

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

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (District Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Stephanie Hamborsky (new Castle Valley Board Member), Sarah Melnicoff (Moab Solutions), Kalene Bradley

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

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

Mary McGann called the meeting to order at 4:06 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
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Sara Melnicoff stated that she is working with other organizations to bring recyclable items to the CRC. She suggested that we encourage the use of plastics numbers 1, 2, and 5 over the other plastics types, because the others are shipped to China and are polluting. She hopes that we could eventually get a converter that converts plastics numbers 3 through 7 into diesel fuel. Sara Melnicoff said that she will meet with the city manager tomorrow. She also stated that she has for no charge been picking up at Rotary Park, the sheriff's, the *Times-Independent*, her neighbors', Seekhaven, and Zions Bank. She said that the CRC looks amazing.

Kalene Bradley said that the two-bin setup of brown and yellow bins on Main Street is cluttering the appearance of the City. She continued that the two trash cans and recycle bin do not have identification stickers so the public knows how to use them correctly. Sara Melnicoff asked if the corner at 100 North is the area Kalene Bradley is describing, and Kalene Bradley said yes. Sara Melnicoff stated that the Monument recycle bins look like trash cans.

ADMINISTRATIVE CONTROL BOARD BUSINESS

A. STEPHANIE HAMBORSKY (NEW CASTLE VALLEY REPRESENTATIVE) – OATH OF OFFICE AND SWEARING IN

Stephanie Hamborsky took the Oath of Office. She and Robin Dahm signed the paperwork, which was then handed to Annette Myers.

B. *POSSIBLE ACTION ITEMS*: BOARD OFFICER REASSIGNMENTS AND ELECTIONS

Mary McGann stated the auditor recommended the County representative not be the Chair of the SWSSD1. She then officially resigned from her position as SWSSD1 Chair.

MOTION: Kevin Fitzgerald nominated/Chad Harris seconded Kalen Jones as Chair. Motion passed unanimously.

MOTION: Kevin Fitzgerald nominated/Stephanie Hamborsky seconded Mary McGann as Treasurer. Motion passed unanimously.

Kalen Jones thanked Mary McGann for her many years of service as Chair.

APPROVAL OF MEETING MINUTES

C. JUNE 13, 2019

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the meeting minutes of June 13, 2019. Motion passed unanimously.

TREASURER/FINANCIAL

D. *ACTION ITEM*: APPROVAL OF EXPENDITURES FOR THE PERIOD OF JUNE 6 TO JULY 5, 2019

Evan Tyrrell discussed the expenditures with the Board. He specifically discussed the Wheeler CAT expenditure of \$29,000 (which is one of the larger expenditures) and the Danny Dalton expenditure (he provided consulting services and helped install the culvert at the Klondike Landfill).

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve expenditures for the period of June 6 to July 5, 2019 in the amount of \$137,458.35. Roll-call vote: Mary McGann, Kevin Fitzgerald, Chad Harris, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

E. UPDATES TO CALENDAR YEAR 2018 AND 1ST QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell said the auditors had asked Nick Lundberg (accountant) to move some figures from 2018 to 2019, and that these reallocations make the District look overspent for 1Q19.

Mary McGann would like to know why the auditors have asked for these moves. Evan stated we have asked but have not received a response.

REPORTS FROM BOARD AND STAFF

F. DISTRICT STAFF REPORTS

EVAN TYRRELL (DISTRICT MANAGER)

Evan Tyrrell stated that yesterday, he received the preliminary analysis discussion from the auditors. He also said that the baler has been installed and that a ribbon-cutting ceremony was held on June 27, 2019.

He said the District had monitored the Fourth of July fireworks and the municipal fireworks started two small incipient fires in vegetation along the closed portion of the landfill. District staff and local firefighters responded effectively to quickly extinguish the fires. Kalen Jones suggested we ask for funding for future fire mitigation, or that we at least be acknowledged as contributing to the fireworks display.

Evan Tyrrell also discussed how the District is identifying how to secure the CRC baler.

Evan Tyrrell said that the phase 1 environmental site assessment at the CRC and Moab Landfill has taken place, and that the company owner was present and flew drones.

The upcoming July 26 and 27 free (non-commercial) residential yard waste disposal at the Moab Landfill was discussed, specifically about how these events incur expenses for us. Evan Tyrrell stated that he is reluctant to offer fee reductions for material collected by Monument Waste. Mary McGann suggested we request donations, or perhaps ask the Chamber of Commerce for help in offsetting the cost. Kalen Jones said that it seems our District is the primary donor but receives the least press. Much discussion ensued.

Mary McGann suggested a special meeting with Samantha Throttle, Kara Dohrenwend, Board members, Evan Tyrrell, and Monument Waste. She also suggested running an ad inside the *Advertiser*. She said she will talk with Samantha Throttle and Kara Dohrenwend tomorrow.

Evan Tyrrell said that he has been asked to present a semi-annual update to the Grand County Council on August 6. He said he could also potentially use this same presentation for the City Council and possibly the Castle Valley Council. Mary McGann said that his audiences should be made to understand that the eventual closing of Moab landfill will increase the cost of disposing

solid waste within the community, and that this is why we are now pulling out cardboard and so on, to slow the fill-up rate. Evan Tyrrell said he will draft an outline so he can receive feedback from the Board. Kalen Jones as a City councilperson specifically offered to give guidance and stated that Evan Tyrrell should contact Joel Linares to get on the City Council agenda.

Evan Tyrrell said Chris Scovill has installed the main culvert at the Klondike Landfill and that the roads there are in great condition. He also stated the new gatehouse now has electricity, and that a good deal of signage and restructure is still needed. He said the State will pay for 100 percent of the tire clean-up. He said he will consider the appropriateness of the public bringing tires to the facility right before the tire clean-up is executed.

G. BOARD REPORTS

KEVIN FITZGERALD

Kevin Fitzgerald said he has received emails about how excited people are about the new baler at the Community Recycle Center.

KALEN JONES

Kalen Jones said based on his conversation with Rachel Stenta, there may be a more appropriate accounting software solutions specifically for government than QuickBooks.

Mary McGann, Chad Harris, and Stephanie Hamborsky did not have anything to report during this meeting.

OLD BUSINESS

H. ADMINISTRATIVE OFFICE

H.1. UPDATE ON GRAND COUNTY SCHOOL DISTRICT MODULAR UNITS

Evan Tyrrell stated the two modular units have been relocated to the northeast end of the CRC yard, at the expense of the school district. He stated the school district has requested a reduction of landfill fees for its upcoming school-demo project of at least \$25,000 (its reported cost of relocating and resetting these units). He said that he and Chris Scovill will meet with the school tomorrow at 8:00 a.m.

H.2. *POSSIBLE ACTION ITEM*: APPROVAL TO ACCEPT THE DONATION AND EXECUTE A TITLE TRANSFER OF TWO MODULAR UNITS FROM THE GRAND COUNTY SCHOOL DISTRICT

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to accept the donation of two modular units from the Grand County School District, and authorize the Chair and/or District Manager to execute a title transfer for the two units, pending a formal agreement to have fee

waivers for the cost in an amount not to exceed \$25,000 for the removal and the setup, with the agreement that they will place the units where they need to be placed.

Note that this motion was not voted upon, because it was superseded by the substitute motion below.

SUBSTITUTE MOTION: Mary McGann motioned a substitute motion to her original motion/Kevin Fitzgerald seconded to authorize the Chair and the District Manager to create an agreement where the Solid Waste District will reimburse through donation the cost of moving the units, not to exceed \$25,000. Roll-call vote: Kevin Fitzgerald, Stephanie Hamborsky, Chad Harris, Mary McGann, and Kalen Jones each voted yes. Motion passed unanimously.

I. COMMUNITY RECYCLE CENTER (CRC)

I.1. UPDATE ON BALER UPGRADE

This topic was discussed during a different part of this meeting.

J. MOAB CLASS IVb LANDFILL (MLF)

J.1. GATE HOUSE REPLACEMENT AND LANDFILL RESTRUCTURING UPDATE

This topic was discussed during a different part of this meeting.

J.2. UPDATE ON CARDBOARD BAN

Evan Tyrrell said to date, the ban has been successful.

J.3. WASTE TIRE PILE UPDATE

This topic was discussed earlier in this meeting.

K. KLONDIKE CLASS I LANDFILL (KLF)

K.1. UPDATE ON ROAD IMPROVEMENTS

Chris Scovill said the next rain will show if the road improvements are adequate.

K.2. UPDATE ON LITTER VACUUM

Evan Tyrrell reported that the delivery of the litter vacuum is still anticipated towards the end of July.

L. EQUIPMENT AND VEHICLE STATUS UPDATE

L.1. STATUS OF EXISTING EQUIPMENT, RENTAL EQUIPMENT, AND COMPACTOR UPGRADE UPDATE

Chris Scovill discussed the status of the District's heavy equipment and how they are overall not in good condition. He stated that the GEHL had a compartment fire caused by faulty wiring going into the starter, plus a leaky fuel line, plus some line arcing. He said the fire was quickly put out by a fire extinguisher, which minimized fire damage to the equipment. Upon further inspection, it was evident that the issues with the GEHL were identified historically (prior to his employment with the District), but improperly addressed via temporary repairs that masked the problem and created hazards.

Chris Scovill stated the compactor has recently experienced a number of problems, and that we may need to ship it out for repairs. Evan Tyrrell said the appropriateness for a full rebuild will be evaluated. Evan Tyrrell and Chris Scovill are currently assessing this situation to determine what action(s) to take. Kalen Jones and Chris Scovill discussed that with our volumes, we will eventually need a larger compactor. Chris Scovill said this is the most important piece of equipment the District uses to manage trash at the Klondike Landfill, and he suggested that we consider keeping it as a backup when a new compactor is acquired. Evan Tyrrell mentioned it would take about six months to receive a new compactor, that they are expensive, and some may not be in better shape than ours is in.

M. PLANNING FOR A JOINT ADMINISTRATIVE CONTROL BOARD AND DISTRICT ADMINISTRATIVE STAFF RETREAT

Mary McGann said that for the retreat, we have topics and action items that need to be discussed, as well as our antiquated handbook of bylaws. Kalen Jones said that a five-year plan should be discussed. He continued that we should discuss District implementation of the Eco-Cycle road map to zero waste, to set goals for this and how to move forward with this. He also said that perhaps the process of writing this plan will involve additional entities, so we can work together with others to meet these goals.

Mary McGann said it would be nice to have two Board members to develop an agenda (Mary McGann and Kalen Jones have been assigned this role), and a committee of one or two people review the handbook/bylaws, and involvement by Evan Tyrrell and/or Annette Myers.

The potential date for the retreat is Thursday, 19 September 2019, to start at 9:00 a.m., potentially to be held at the Grand Center, which Mary McGann will confirm availability for this date/time. The retreat itself is estimated to be a half day or shorter.

N. REGIONAL COST COMPARISONS AND POTENTIAL MODIFICATIONS TO THE DISTRICT'S 2019 FEE STRUCTURE

Evan Tyrrell said that most landfills and transfer stations charge for items not on our fee structure. Also, the District has been over-reliant on municipal solid waste to fund the SWSSD1. He stated that he has reviewed the preliminary draft fee structure changes with Dan Kirkpatrick (Monument Waste). Evan Tyrrell plans to remove and add certain items in terms of our fee schedule and adjust certain fees. He would like to schedule a public hearing and present the new fee structure.

He wants the rates to become effective no later than 1 September 2019. Mary McGann suggested a notice in the papers at least two weeks prior to the event. Evan Tyrrell said perhaps the new rates schedule could be tied into the August 2019 Board meeting.

Annette Myers stated that when equipment gets bogged down in biosolids, companies such as Wheeler CAT refuse to work on them while in the BioSolids. This is a safety concern. She also mentioned recent operator safety and equipment training for dealing with biosolids.

Evan Tyrrell said the 2Q19 P&L will be presented at the next meeting.

The Board will read over the proposed fee schedule and Stephanie Hamborsky volunteered to upload the document to Google Docs to share with the Board and District Administrative staff to make markups to the document via SWSSD1's Google Drive.

NEW BUSINESS

O. POSSIBLE ACTION ITEM: APPROVAL TO INITIATE A LEGAL REVIEW OF THE KLONDIKE LANDFILL FRANCHISE AGREEMENT

MOTION: Mary McGann motioned/Chad Harris seconded to initiate a third-party legal review of the Klondike Landfill Franchise Agreement for both Municipal Solid Waste and Special Waste. Motion passed unanimously.

Mary McGann mentioned that the dues we pay includes legal counsel up to a certain number of hours through one or more of the memberships the District belongs to, and that we should utilize this benefit.

P. MASTER EQUIPMENT LIST BY OPERATIONAL CENTER, USE CATEGORIES, AND PRIORITIZATION

Evan Tyrrell said this topic will be discussed during the next meeting, along with today's agenda item L.

Q. POSSIBLE ACTION ITEM: APPROVAL TO AUTHORIZE WHEELER CAT TO CONDUCT PRELIMINARY TRANSMISSION REPAIRS TO THE KLONDIKE COMPACTOR UP TO AN AMOUNT OF \$35,000

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to authorize Wheeler CAT to conduct preliminary repairs to the Klondike Compactor up to an amount of \$35,000. Roll-call vote: Kevin Fitzgerald, Stephanie Hamborsky, Chad Harris, Mary McGann, and Kalen Jones each voted yes. Motion passed unanimously.

R. POSSIBLE ACTION ITEM: APPROVAL TO RENT AN EXCAVATOR FOR USE AT THE MOAB AND KLONDIKE LANDFILLS

Chris Scovill would like to rent or lease a 320 excavator from Wheeler CAT. He is considering an extended excavator rental, at \$27,000 for one year, plus the cost of attachments for mitigating the green pile.

MOTION: Kevin Fitzgerald moved/Mary McGann seconded to rent an excavator for use at the Moab and Klondike Landfills, in an amount not to exceed \$30,000 for a one-year rental. Roll-call: Kevin Fitzgerald, Stephanie Hamborsky, Chad Harris, Mary McGann, and Kalen Jones each voted yes. Motion passed unanimously.

S. COLLABORATION WITH THE CITY OF MOAB IN SOLID WASTE REDUCTION, REUSE, AND RECYCLING STRATEGIES AND INITIATIVES

Evan Tyrrell would like to establish more effective communication with the City, for collaborative purposes. He said he had sent an email to the Moab City Council regarding content in the July 9 City Council meeting packet. Several items being proposed to the City Council could have significant financial and operational impacts to the Solid Waste District, but the District was neither advised nor consulted on these items.

FUTURE CONSIDERATIONS

No future considerations were discussed today.

CLOSING ACTIONS / ADJOURNMENT

T. NEXT REGULAR ACB MEETING: THURSDAY, AUGUST 15, 2019, AT 4:00 P.M.

U. ADJOURNMENT

Kalen Jones adjourned the meeting at 6:37 p.m.

Respectfully submitted to the Board,
Robin B. Dahm
District Clerk, Solid Waste Special Service District #1