

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)
The Board Room, Hyatt Place Moab, 890 North Main St., Moab, UT

**MINUTES: REGULAR MEETING & PUBLIC HEARING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

THURSDAY, DECEMBER 12, 2019, 4:00 PM

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Mary McGann (Treasurer), Stephanie Hamborsky (Member) – Chad Harris (Member) was not present at this meeting.

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Jessica Thacker (District Program Assistant).

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 (4:00 pm)
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Kalen Jones called the meeting to order at 4:13 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
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No citizens were present to provide comments.

APPROVAL OF MEETING MINUTES

A. NOVEMBER 25, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for November 25, 2019 and authorize Chair to sign all associated documents. Motion passed unanimously.

TREASURER/FINANCIAL

B. ACTION ITEM: APPROVAL OF REVISED EXPENDITURES FOR THE PERIOD OF OCTOBER 6 TO NOVEMBER 5, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve revised expenditures for the period of October 6 to November 5, 2019 in the amount of \$115,154.34 and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann,

Stephanie Hamborsky, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell provided clarification to the highlighted item(s) from the previous expenditure period as discussed at the November 25, 2019 Administrative Control Board Regular Meeting and Budget Workshop.

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

MOTION: Mary McGann motioned/Stephanie Hamborsky seconded to approve the expenditures for the period of November 6 to December 5, 2019 in the amount of \$168,393.22 and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed unanimously.

OLD BUSINESS

D. ADMINISTRATIVE OFFICE

D.1. STATUS OF BUILDING UPGRADES

Evan Tyrrell stated that the building permit has been received by the City of Moab and that material has been staged at the CRC for constructing pads for the buildings. Kalen Jones asked for clarification on building utilities that will be installed and Kevin Fitzgerald inquired about the purposes of the buildings. Evan Tyrrell stated that one building will serve as the District's new administrative office, and the usage of the second building is being evaluated for recycling and reuse storage as well as a potential creative reuse center. Chris Scovill confirmed the intended utilities specific to each building. Evan Tyrrell detailed the next steps for building installation would be in the form of a Request for Quote (RFQ) to interested contractors.

E. COMMUNITY RECYCLE CENTER (CRC)

E.1. CONSIDERATIONS FOR INCREASING THE FREQUENCY OF ELECTRONICS AND UNIVERSAL WASTE RECYCLING EVENTS

Evan Tyrrell stated the consideration of holding more frequent electronics and universal waste recycling events and asked the Board's opinion of this possibility. Evan Tyrrell stated the event could possibly be held every Saturday for consistency with previous events but there is also the concern of staffing and funding. Discussion between District staff and Board members yielded agreement in considering expanding electronics and universal recycling events by conducting a 3-month trial period to confirm the viability of a more consistent program. Evan Tyrrell was also tasked with developing a more in-depth analysis of the revenues and expenditures associated with the electronic and universal waste recycling events.

F. MOAB CLASS IVB LANDFILL (MLF)

F.1. STATUS OF LANDFILL IMPROVEMENTS

Evan Tyrrell said that improvements continue to be made at the Moab Landfill and that the District staff has been looking into new methods of landfill management such as incorporating slope terracing, logistical enhancements, and future surveys. The Board expressed positive opinion regarding these activities.

G. KLONDIKE CLASS I LANDFILL (KLF)

G.1. STATUS OF ROAD IMPROVEMENTS AND CULVERTS

Evan Tyrrell and Chris Scovill expressed there had been no major updates to the Klondike Landfill but stated they were able to reclaim some culverts from the Moab Landfill to be used in future culvert installation at the Klondike Landfill. Evan Tyrrell thanked and recognized Chris Scovill for his hard work regarding road maintenance to assure continued landfill access without disruption due to inclement weather. Given the inclement weather over the past few weeks, including rain and snow, no access issues were encountered, and customers indicated no concerns or complaints regarding access to tipping areas.

G.2. DISCUSSION OF FRANCHISE AGREEMENT REQUIREMENTS

Evan Tyrrell asked the Board members for clarification regarding the origin and history of the franchise agreement for the Klondike Landfill. Evan Tyrrell explained that temporary exceptions to allow certain vendors with Moab Landfill customer accounts have occurred and that a legal review of the franchise agreement is still in progress. Kalen Jones explained the original purpose of this franchise agreement may have been due to insurance requirements and/or liability. Evan Tyrrell stated it could have possibly been for traffic minimization along Highway 191 as well. Mary McGann suggested reaching out to Pam Hackley (previous Board member) for potential clarification.

H. EQUIPMENT AND VEHICLE STATUS UPDATE

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

Chris Scovill stated that the D7 dozer at the Klondike Landfill is no longer functioning and a replacement should be considered. Chris Scovill also stated that the compactor was down briefly but is now running with limited capacity. Waste was uncompacted during that down time but was stored and properly covered until the compactor was repaired. Evan Tyrrell informed the Board that the new compactor (Bomag 772) will be arriving in February 2020.

Kalen Jones asked if another piece of equipment could function in place of the D7 dozer or if it needs to be replaced. Chris Scovill stated that ultimately it needs to be replaced and Evan Tyrrell

presented options that were built into the Proposed 2020 Budget for the cost of a dozer rental. Kevin Fitzgerald stated he had a contact in regards to equipment auctions. Evan Tyrrell stated that the JCB forklift has been repaired and the intent to sell it for a forklift replacement at the Community Recycle Center.

I. ACTION ITEM: APPROVE THE 2020 ADMINISTRATIVE CONTROL BOARD REGULAR MEETING DATES

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the Administrative Control Board Regular Meeting schedule for 2020 as presented in the December 12, 2019 Board Packet. Motion passed unanimously.

J. ACTION ITEM: APPROVE THE 2020 DISTRICT HOLIDAY SCHEDULE

MOTION: Kevin Fitzgerald motioned/Stephanie Hamborsky seconded to approve the 2020 observed holidays and facility closures for the Solid Waste District's operations as presented in the December 12, 2019 Board Packet. Motion passed unanimously.

NEW BUSINESS

K. POSSIBLE ACTION ITEM: APPOINTMENT OF A DISTRICT CLERK FOR 2020 AND THE REMAINDER OF 2019

Evan Tyrrell stated that Robin Dahm had indicated that she did not plan to renew her contract as District Clerk and that a new District Clerk was needed. He recommended that the Board appoint Jessica Thacker, District Program Assistant, as District Clerk starting immediately.

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to appoint Jessica Thacker, an employee of the Solid Waste Special Service District #1, as the District Clerk for 2020 and the remainder of 2019 effective immediately. Motion passed unanimously.

REPORTS FROM BOARD AND STAFF

L. DISTRICT STAFF REPORTS

Evan Tyrrell stated the transfer of funds from the District's restricted PTIF account had been completed, freeing up \$200,000 of spending capacity for equipment upgrades. Evan Tyrrell reported the Memorandum of Agreement between the District and Monument Waste Services was signed and was recently featured in the Moab *Times-Independent* newspaper.

Kalen Jones inquired about the status of a commercial cardboard agreement with Monument Waste Services. Evan Tyrrell discussed that the District is working on a spreadsheet that tracks production time and volume-to-weight conversions as it relates to managing cardboard at the CRC in an attempt to quantify the District's internal production costs. Evan Tyrrell stated that based on the low, stagnant cardboard commodity prices and high freight costs to ship cardboard

to the domestic mills that the District has been utilizing, Monument Waste is currently getting the better deal under the current agreement for dropping off cardboard at the CRC.

Jessica Thacker provided a brief update on pursuing grants and explained the process behind registering for federal contracts and grants. Evan Tyrrell stated this process is necessary to bid on federal projects such as the five-year National Park Service (NPS) recycling service. Kevin Fitzgerald asked for clarification on the Arches recycling project and Evan Tyrrell described the details of the trial pickup that the District conducted in early-November 2019. Based on the amount of contamination and work that Evan Tyrrell described, Kalen Jones asked whether or not the District should seek the long-term contract with NPS. Evan Tyrrell stated that yes, given the overall purview of the Solid Waste District, the District should definitely seek out this contract, which will keep these materials in Grand County and out of the District's landfills as well as generate additional revenues and jobs at the CRC.

M. BOARD REPORTS

Mary McGann stated that a representative of the Old Spanish Trail Arena (OSTA) had reached out regarding a potential District partnership on providing recycling services. Evan Tyrrell, Stephanie Hamborsky, and Jessica Thacker provided opinions on the feasibility of that opportunity and all were in agreement on gathering more information prior to moving forward. Jessica Thacker suggested approaching other similar business and locations with a comparable service if feasible. Kalen Jones stated that the District's relationship with Monument Waste is important and cautioned about perceived competition from the District. Mary McGann stated that since OSTA and the District are both related to Grand County, that the District should support their recycling efforts. There was also discussion about the District supporting recycling efforts at the Sand Flats Recreation Area and the need for ongoing education on the two different available recycling programs in Grand County.

Stephanie Hamborsky asked about the Recycling Coordinator that Monument Waste was supposed to hire per the hauling contract with the City of Moab. Kalen Jones stated that during a tour of Monument Waste's transfer station with City representatives, Monument Waste communicated that due to the lack of recycling contamination issues a Recycling Coordinator has not been hired.

Kalen Jones discussed his work with the Moab Area Travel Council and their ideas on tourism sustainability and potentially a collaborative project. Stephanie Hamborsky suggested a recycling brochure program for tourists.

Mary McGann informed the Board and District that the County recently passed a resolution with a net-100 percent renewable energy goal by 2030.

Kevin Fitzgerald left the meeting at 5:46 p.m., due to a pending appointment.

Kalen Jones called for a break at 5:50 p.m and reconvened the meeting at 6:03 p.m.

PUBLIC HEARING - CALL TO ORDER (6:00 pm)

N. PUBLIC COMMENTS ON AMENDING THE 2019 BUDGET AND ADOPTING THE 2020 FEE STRUCTURES AND 2020 BUDGET

Kalen Jones called the public hearing to order at 6:03 p.m. and open to any public comments regarding the District's upcoming resolutions. No public members were present to provide comments and no written comments or emails were received.

Kalen Jones closed the public hearing at 6:06 p.m. and moved to the next order of business.

O. DISCUSSION AND ADOPTION OF A RESOLUTION TO AMEND THE BUDGET FOR THE 2019 BUDGET YEAR

MOTION: Mary McGann motion/Stephanie Hamborsky seconded to adopt Resolution 2019-1201 to amend the 2019 budget and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell explained the basis of the amended 2019 budget, which was developed from the January through November 2019 profit and loss statement with forecasted December revenues and expenditures added. Evan Tyrrell mentioned that the annual rental for the excavator still needs to be paid, which was previously approved by the Board with a not to exceed amount of \$30,000. Evan Tyrrell stated that the original 2019 budget was developed prior to his arrival at the District and was approved based on a 10% increase of revenues and expenditures from the previous 2018 budget. The amended 2019 budget is overspent by more than \$100,000, which is due to the numerous necessary equipment repairs in 2019 as well as the improvements that were necessary to begin addressing the District's past chronic operational deficiencies. Evan Tyrrell stated that he does not foresee a significant deficit in 2020.

P. DISCUSSION AND ADOPTION OF A RESOLUTION TO APPROVE THE 2020 FEE STRUCTURE FOR THE KLONDIKE LANDFILL

MOTION: Mary McGann motion/Stephanie Hamborsky seconded to adopt Resolution 2019-1202 as presented in the December 12, 2019 Board Packet for the Klondike Class I Landfill 2020 Fee Structure, and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell explained the minor revisions and there was no further discussion.

Q. DISCUSSION AND ADOPTION OF A RESOLUTION TO APPROVE THE 2020 FEE STRUCTURE FOR THE MOAB LANDFILL

MOTION: Mary McGann motion/Stephanie Hamborsky seconded to adopt Resolution 2019-1203 as presented in the December 12, 2019 Board Packet for the Moab Class IVb Landfill 2020 Fee Structure, and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell explained the minor revisions and there was no further discussion.

R. DISCUSSION AND ADOPTION OF A RESOLUTION TO APPROVE THE 2020 FEE STRUCTURE FOR THE COMMUNITY RECYCLE CENTER

MOTION: Mary McGann motion/Stephanie Hamborsky seconded to adopt Resolution 2019-1204 as presented in the December 12, 2019 Board Packet for the Community Recycle Center 2020 Fee Structure, and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell explained the minor revisions and there was no further discussion.

S. DISCUSSION AND ADOPTION OF A RESOLUTION TO APPROVE THE PROPOSED 2020 BUDGET

MOTION: Mary McGann motion/Stephanie Hamborsky seconded to adopt Resolution 2019-1205 as presented in the December 12, 2019 Board Packet to adopt the proposed 2020 budget, and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Stephanie Hamborsky, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell provided an explanation on the basis of creating the proposed 2020 budget and reasoning behind removals and additions of budgeted revenues and expenditures compared to what was presented in November 2019. A separate document was provided in the Board packet explaining each line item as well as projected workloads for 2020. Evan Tyrrell stated that the budget includes the salaries and hourly rates that were agreed by the Board members during the November meeting, which also included promoting Jessica Thacker to a full-time Program Manager with the District in 2020.

A brief discussion between Board members and District staff on cost comparison between equipment pricing ensued. No further discussion was held on the proposed 2020 budget.

FUTURE CONSIDERATIONS

No future considerations were discussed.

CLOSING ACTIONS / ADJOURNMENT

T. NEXT REGULAR ACB MEETING: THURSDAY, JANUARY 16, 2019 AT 4:00 PM

The next Regular ACB meeting will be held on January 16, 2020, beginning at 4:00 pm.

U. ADJOURNMENT

Kalen Jones adjourned the meeting at 6:44 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1