

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, June 13, 2019, 4:00 PM

BOARD MEMBERS PRESENT: Mary McGann (Chair), Pamala Hackley (Member), Chad Harris (Member)

Note that Kevin Fitzgerald (Vice Chair) and Kalen Jones (Treasurer) were unable to attend this meeting.

Others present: Evan Tyrrell (District Manager), Annette Myers (District Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Stephanie Hamborsky (prospective Castle Valley Board Member); Makeda Barkley (MARC Assistant Director), Cade Dixon (District Office Clerk)

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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Robin Dahm mentioned that discarded books used to be stored in a "book shack" located on premises, and that the public used to help itself to them. She said that the book shack no longer exists, and these books are now collected and stored inside Gaylord cardboard boxes. The public is "box-diving" to scavenge these books. Mary McGann suggested adding this to the retreat agenda, or if Evan Tyrrell can come up with an idea beforehand. Robin Dahm offered to contact the Little Library people to see if we could partner with them in some way concerning these books.

PRESENTATIONS

A. RECOGNITION OF PAMALA HACKLEY FOR HER EXCELLENCY IN SERVING ON THE SOLID WASTE DISTRICT ADMINISTRATIVE CONTROL BOARD FOR OVER 13 YEARS

Mary McGann presented Pamala Hackley with a thank you certificate and bouquet of flowers.

B. MOAB ARTS RESIDENCY PROGRAM AND PROPOSED MEMORANDUM OF UNDERSTANDING – MAKEDA BARKLEY, ASSISTANT DIRECTOR, MOAB ARTS & RECREATION CENTER

Makeda Barkley described the two-part artist residency program: a city artist (who lives in Moab full time), and a visiting artist (who will collaborate with the city artists.) The art materials must be at least 70% reused materials. At least one art piece will be donated to the City of Moab. This program will include partnerships with WabiSabi, Monument Waste, and the SWSSD1 via the Moab Landfill and the Community Recycle Center (CRC). The program will start in 2020, with a possible trial this fall. An emphasis on safety, particularly by limiting scavenging at the Moab Landfill, was discussed.

B.1. POSSIBLE ACTION ITEM: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN MOAB ARTS AND RECREATION CENTER AND SOLID WASTE SPECIAL SERVICE DISTRICT #1

MOTION: Pamala Hackley motioned/Chad Harris seconded to authorize the Solid Waste Special Service District #1 to adopt the Memorandum of Understanding with the Moab Arts and Recreation Center as written in the June 13, 2019 Board meeting packet with additional information that staff will develop safety protocols. Motion passed unanimously.

Evan Tyrrell questioned whether he would be the appropriate SWSSD1 signatory as the District Manager and Mary McGann clarified that he would be the appropriate SWSSD1 signatory.

APPROVAL OF MEETING MINUTES

C. MAY 9, 2019

Discussion ensued about an unvoted motion during the 9 May 2019 regular meeting:

“MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to have a special meeting to approve the purchase of the buildings, after the information has been presented, and based on decisions by the staff to move forward, and decisions by the academy and citizens committed to special needs to approve such actions, and by the county and city planning commissions, not to exceed \$28,000 to move the buildings.”

MOTION: Pamala Hackley motioned/Chad Harris seconded to approve the May 9, 2019 minutes, after rescinding the unused motion inside those minutes that was made and seconded but did not receive a vote. Motion passed unanimously.

D. MAY 24, 2019

MOTION: Pamala Hackley motioned/Chad Harris seconded to approve the May 24, 2019 minutes. Motion passed unanimously.

TREASURER/FINANCIAL

E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF MAY 6 TO JUNE 5, 2019

MOTION: Pamala Hackley motioned/Chad Harris seconded to approve the expenditures for the period of May 6 to June 5, 2019 in the amount of \$94,886.46. Roll-call vote: Pamala Hackley, Chad Harris, and Mary McGann each voted yes. Motion passed unanimously.

TASK: Future monthly expenditure reports will include a breakdown of two different categories of expenditures: payroll and operating expenditures. Each category will include a subtotal with a grand total of the two categories in the monthly expenditures report.

Pamala Hackley, Evan Tyrrell, and Annette Myers discussed the number of voided checks. Nick Lundberg (VeloChase Group) is helping to resolve the underlying QuickBooks issue. Evan Tyrrell said that this issue should be minimized now that Annette Myers's computer has been upgraded.

F. 1ST QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell stated that our 1Q19 total liabilities and equity are approximately \$3.1 million, which is roughly \$200,000 more than last year's value (March 31, 2019 versus March 31, 2018). He said that we were underspent last year and that our total current assets (i.e., bank accounts) are larger this year than for last year. Evan Tyrrell explained that we will likely be overspent this year because of our purchases of new equipment and other items needed to get the District's operations in order.

Evan Tyrrell said that expenditures exceeded revenues by approximately \$24,000 for 1Q19. He discussed specific expenditures with the group. He stated that the baler will be an \$80,000 purchase, and that we have already paid for half of this expenditure.

Evan Tyrrell said that cardboard was our highest commodity per sale for the Community Recycle Center. He explained that we are still sitting on the baled cardboard because the prices are so low

and would be shipped out at a loss. He said that cardboard has fallen from approximately \$160 to \$60 a ton.

Evan Tyrrell discussed the depreciation schedule. He mentioned that some of our equipment is not in good shape and is likely beyond the depreciation-schedule value.

Evan Tyrrell mentioned that the money spent on compactor repairs this year still need to be withdrawn from the District's unrestricted PTIF account.

REPORTS FROM BOARD AND STAFF

G. DISTRICT STAFF REPORTS

Evan Tyrrell (District Manager)

Evan Tyrrell thanked the Hyatt Place Moab for hosting our meeting. He discussed his recent activities and progress, upcoming events, and progress at the Klondike and Moab landfills.

Some events specifically discussed from his handout: Evan Tyrrell said that the article published in the *Moab Area Real Estate Magazine* about the Solid Waste District, "Recycling Center Gets Revamped," was very positive and well-written. He, Chris Scovill, and Chad Harris toured the Klondike landfill on May 10, 2019. Evan Tyrrell stated that this was beneficial to all attendees and that Chad Harris should have obtained an understanding of the challenges that the District is being faced with at the Klondike Landfill, and although Evan Tyrrell and Chris Scovill have the solutions, they will take time and substantial efforts to carry out. Evan Tyrrell stated that the 30 May 2019 Tea & A Topic meeting hosted by the Resiliency Hub at the Community Recycle Center went very well. He said that he sees ways to improve education about what we can and cannot accept, how to minimize waste, and so on. The CRC baler will be delivered and installed 26 June through 27 June 2019.

Evan Tyrrell discussed his 10 June 2019 meeting with Jeff Adams about the organics pile at the Moab Landfill.

The Board shared with Evan Tyrrell the names of some people he could interview for gathering historic knowledge about the Moab Landfill and the CRC.

The Board acknowledged the improvements at the Moab Landfill. Pamala Hackley said we have in the past discussed having a truck scale at the Moab Landfill. Evan Tyrrell said that a recent estimate obtained for a truck scale was approximately \$80,000, but that he is looking into other possible suppliers.

Annette Myers (Administrative Assistant/Human Resources)

Annette Myers said that she has transferred \$76,365.98 from Mountain America checking account to the savings account, to get a better interest rate. She and Evan Tyrrell discussed 8 June 2019 damage to the Moab Landfill perimeter fence that was caused by an automotive vehicle driving outside of the landfill on Potato Salad Hill Road and the necessary claim.

H. BOARD REPORTS

Pamala Hackley

Pamala Hackley said that she has spoken informally with a person who thought we were no longer receiving cardboard at the recycling center; that person had misinterpreted the article in the paper announcing the cardboard ban at Moab Landfill. The group considered if we may need to submit another public notice to clarify this. Mary McGann said that she will bring this up at the next County Council meeting.

Mary McGann

Mary McGann said that there are no recycle bins at the Old Spanish Trail Arena, but that the arena would like to have them. She suggested that we can help out after specific events.

OLD BUSINESS

I. ADMINISTRATIVE OFFICE

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

Evan Tyrrell said that we are not yet ready to accept these units because certain details are not yet firmed up. He said that he continues to collaborate with the School District and other City and County entities on this project.

I.2. *POSSIBLE ACTION ITEM: APPROVAL TO ACCEPT THE DONATION OF TWO MODULAR UNITS FROM THE GRAND COUNTY SCHOOL DISTRICT*

See the discussion in agenda item I.1. No action was put forward.

J. COMMUNITY RECYCLE CENTER (CRC)

J.1. UPDATE ON PLANNED BALER UPGRADES

Evan Tyrrell said that the baler will be delivered and installed between June 26 and 27, 2019.

J.2. POSSIBLE ACTION ITEM: POTENTIAL INFRASTRUCTURE IMPROVEMENTS TO MINIMIZE WORKPLACE HAZARDS AND SAVE TIME AND MONEY THROUGH THE PURCHASE OF A PORTABLE DOCKING STATION

Evan Tyrrell mentioned purchasing large metal ramps that are movable to load recyclables into van trailers. A concrete dock would be ideal but probably more expensive. The current method of loading trucks creates safety hazards and is time consuming. Being able to load cardboard into van trailers as opposed to flatbed trucks would reduce transportation costs and result in safer, more efficient operations.

K. MOAB CLASS IVB LANDFILL (MLF)

K.1. GATE HOUSE REPLACEMENT UPDATE

The new gate house has been placed at the landfill, but still requires electricity hookups. Additional items are still needed to implement the new traffic routing and unloading areas, including new signage, road improvements, and clearing the glass pads and other materials on top of the closed portion of the landfill.

K.2. UPDATE ON ENFORCING A BAN ON CARDBOARD

Evan Tyrrell said that this ban has been successful so far in diverting cardboard from the landfill.

K.3. WASTE TIRE PILE UPDATE

Evan Tyrrell stated that we will receive 100% reimbursement through the Utah Waste Tire Recycling Fund for the tire cleanup and is working with the State to identify an awardee for the cleanup project. He is also considering reducing the costs for accepting tires at the Moab Landfill.

L. KLONDIKE CLASS I LANDFILL (KLF)

L.1. UPDATE ON ROAD IMPROVEMENTS: COVERED

Evan Tyrrell said that motor grader has arrived and that major road improvements, including the installation of culverts, will commence soon.

L.2. UPDATE ON CONSIDERATIONS FOR A LITTER VACUUM

Evan Tyrrell stated that we have ordered a diesel MadVac LP61D litter vacuum, but that it won't be delivered until the end of July. Evan Tyrrell will follow-up with the vendor to see if we can get the unit delivered earlier.

M. EQUIPMENT AND VEHICLE STATUS UPDATE

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

Evan Tyrrell said that Chris Scovill is developing a comprehensive maintenance chart that he hopes will be presented at the next Board meeting.

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

Mary McGann suggested that the group to wait to plan this until all Board member positions have been filled.

O. *POSSIBLE ACTION ITEM: CONSIDERATION FOR ADDITIONAL EMPLOYEE REIMBURSEMENT FOR PERSONAL VEHICLE DAMAGE INCURRED WHILE PARKED AT THE DISTRICT OFFICE*

Evan Tyrrell said that the cost to repair the damage to Annette's vehicle was much higher than the estimate that was provided during the March 2019 Board meeting. Annette Myers spoke to explain her stance on the matter. Discussion ensued among the group. Additionally, Evan Tyrrell wrote the following in his Board packet for this 13 June 2019 meeting:

Per the March 14, 2019 meeting minutes (Item S), the Board "approve[d] the reimbursement of up to \$5,711.68 payable by the Solid Waste District to Annette Myers for damaged personal vehicle incurred while performing district duties and parked at the district office, not covered by insurance." The approved amount included the original estimate amount of \$4,039.78 plus a rental fee (\$1,300) and mileage (\$371.90) totaling \$5,711.68.

"In early-June 2019, Evan Tyrrell received a copy of the work done to Annette's vehicle under the District's insurance from Seacrest Auto Body. In comparing the original quote that was received as part of the March ACB Meeting Packet, the total cost was \$5,548.68 (much more than the quote of \$4,039.78 that was presented to the Board). The original quote was also reported to include the amount to repair the scratch, which is the topic of this agenda item. It is unknown why the original quote was underestimated by more than \$1,500, especially since it reportedly included the scratch repair. However, the scratch repair was reportedly not covered under the District's insurance and has not been performed at this time."

MOTION: Pam Hackley motioned/Chad Harris seconded to uphold the 14 March 2019 motion that approved the reimbursement of no more than \$5,711.68 not covered by insurance to Annette Myers, as shown in the above quotation from the 13 June 2019 minutes. The Board mandates that 1) the repair be completed before reimbursement is made, 2) that a second damage-repair estimate first be obtained, 3) that this money will not be spent for mileage between Moab and a Grand Junction shop for the purposes or estimates or repairs, and 3) that Evan Tyrrell get proof/explanation of denial from the

insurance company, to see why they did not cover the scratch cost (because the company will not discuss it directly with Annette Myers). Roll-call vote: Pamala Hackley, Chad Harris, and Mary McGann each voted yes. Motion passed unanimously.

NEW BUSINESS

P. ACTION ITEM: BOARD APPROVAL OF CHANGES TO DISTRICT EMPLOYEE HSA, VACATION, AND SICK LEAVE POLICIES

MOTION: Pamala Hackley moved/Chad Harris seconded to approve the changes to District employee HSA, vacation, and sick leave policies effective pay period beginning May 4, 2019 in accordance with the Memorandum for Record dated June 12, 2019. Motion passed unanimously.

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

Evan Tyrrell presented a preliminary draft revised fee structure and hours of operations for all three of the District's operations. He is proposing rates for both residential and commercial customers at the Moab Landfill, and a variety of additional changes to the District's overall fee structure. An updated draft will be presented during the next Board meeting at which time scheduling a public hearing will be discussed.

FUTURE CONSIDERATIONS

No future considerations were discussed during this meeting.

CLOSED SESSION (if needed)

No closed session was held during this meeting.

CLOSING ACTIONS / ADJOURNMENT

R. NEXT REGULAR ACB MEETING: THURSDAY, JULY 11, 2019 AT 4PM

S. ADJOURNMENT

Mary McGann adjourned the meeting at 7:00 p.m.

Respectfully submitted to the Board,

Robin B. Dahm

District Clerk, Solid Waste Special Service District #1