

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

**The Board Room, Hyatt Place Moab, 890 North Main St., Moab, UT 84532**

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

**THURSDAY, MARCH 14, 2019**

**BOARD MEMBERS PRESENT:** Mary McGann (Chair), Kalen Jones (Treasurer), Chad Harris (Member).

Note that Kevin Fitzgerald (Vice Chair) and Pamala Hackley (Member) were not present for this meeting.

**Others present:** Chris Scovill (District Facilities Supervisor), Evan Tyrrell (District Manager), Annette Myers (Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Bonnie and Dan Kirkpatrick (Monument Waste). Margaret, Red, and Reese Harris were present for Chad Harris's swearing-in and then departed.

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

<b>CALL TO ORDER</b>
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Mary McGann called the regular meeting to order at 4:05 p.m.

<b>CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)</b>
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No citizens provided comments.

<b>ADMINISTRATIVE CONTROL BOARD: NEW AT-LARGE MEMBER</b>
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**A. CHAD HARRIS - OATH OF OFFICE AND SWEARING-IN**

Mary McGann administered the Oath of Office to Chad Harris, who is now the District's newest At-Large Board member. Chad Harris and Robin Dahm signed the swearing-in form. This form is retained in the appropriate file within Annette Myers' office.

## APPROVAL OF MEETING MINUTES

**B. OCTOBER 11, 2018**

**C. DECEMBER 10, 2018**

**D. FEBRUARY 21, 2019**

**MOTION: Kalen Jones motioned/Chad Harris seconded to approve the minutes of 11 Oct 2018, 10 Dec 2018, and 21 Feb 2019 (agenda items B, C, and D, respectively). No discussion ensued. Motion passed unanimously.**

## TREASURER/FINANCIAL

**E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR PERIOD OF FEBRUARY 6 TO MARCH 5, 2019**

Evan Tyrrell spoke. He provided handouts to the Board. The \$29,285.50 represents the retroactive employee health insurance for October, November, and December of 2018. This expenditure has been reconciled within the 2018 figures.

**MOTION: Kalen Jones motioned/Chad Harris seconded to approve the expenditures of 6 Feb 2019 through 5 Mar 2019 (agenda item E), in the amount of \$124,646.86. No discussion ensued. Mary McGann held a roll-call vote, for which Chad Harris, Kalen Jones, and Mary McGann each voted yes. Motion passed unanimously.**

**F. FINAL DRAFT FINANCIAL REPORTS FOR CALENDAR YEAR 2018 (UNAUDITED)**

Evan Tyrrell spoke. He provided handouts to the Board. He stated that this version of the report is a final draft. The numbers are very close to what the final figures will be pending reconciliation of District credit card purchases in late-2018.

During the last meeting's discussion, the previous version of this report showed revenues exceeding expenditures by approximately \$250,000. This final draft shows revenues exceeding expenditures by approximately \$207,000. Changes to the bottom line from last month's version are primarily attributable to the retroactive employee health insurance for the months of October, November, and December of 2018 that were received in early-2019.

Calendar year 2018 was under budget due to a variety of factors, including understaffed operational centers and budgeted capital expenditures that were not made, which included an upgraded baler for the recycling center and a replacement building for the District administrative offices.

Kalen Jones inquired about a \$22,000 line item for the Recycling Center that is an expense categorized as waste disposal, plus some other expenses related to household hazardous waste

disposal, which was budgeted under the Moab Landfill. He and Evan Tyrrell discussed breaking out certain items into subsets so the Board can more clearly follow the categories, dollar amounts, and bottom-line costs.

Kalen Jones noted a lot of equipment depreciation and asked if depreciation was higher this year. Evan Tyrrell responded that he will continue to evaluate the equipment-related figures. Nick the accountant has been using the existing equipment depreciation schedule, which will be evaluated in the future. Annette Myers stated some that of the equipment might need to be removed from this depreciation list.

Kalen Jones stated that after seeing the previous version of the report, that he had suggested by email, to move the TRT contribution to “other income expense”. The goal for doing this is to show the numbers before TRT infusions for different cost centers. He stated, though, that he is still not sure about assigning the TRT amount to different cost centers, and that perhaps it should be put into an Unclassified column and applied to the District’s bottom line. He noted that his email suggestion has not been enacted, and he requested the Board share its thoughts about the TRT values. Evan Tyrrell stated that he has not made this change, because he followed the approved allocations for TRT revenues under the 2018 budget.

Kalen Jones then stated that admin is a huge expense, which he does not question, but maybe it needs to get some of the TRT money as well. In the 2018 budget, it was included as administrative revenue. He stated that he has brought up these things because he would like to see increased precision in our figures, for when he presents our figures to the public.

Annette Myers asked if these kinds of fund allocations, where monies are split out to different cost centers, require Board approval, or if Evan Tyrrell in his role as District Manager has the authority to make these changes. Mary McGann stated that Evan Tyrrell can make these decisions, because the Board will review the budget before voting for its approval. Kalen Jones stated that his thoughts expressed during this meeting might be appropriate for application to the pending 2019 budget amendment.

Mary McGann stated that we hear a lot of feedback from the people who support recycling, but that a number of people are not supportive. She said that she hears from them, too, and that it is good for us to break up these categories into subcategories, to show the nonsupportive people how much is going into the landfill versus to the recycling center.

Kalen Jones asked why general liability insurance is under admin, instead of broken into different operational centers. Annette Myers stated that it is placed in that category because this is where it has previously been located inside this report. Kalen Jones suggested distributing this expense across the District’s operational cost centers for 2019.

## REPORTS FROM BOARD AND STAFF

### G. DISTRICT STAFF REPORTS

Evan Tyrrell spoke. He thanked the Hyatt Place Moab for hosting us for our monthly meetings, and he stated how nice the accommodations are.

Evan Tyrrell said that he had emailed his updated list of expectations and priorities to the Board before the meeting, and that changes made since the last version are in green font.

Kalen Jones said that when he met with Kate Bailey (EcoCycle) on Monday, she suggested the Board hire a consultant to work on a compost strategy. He then asked if a consultant is something we should consider. Evan Tyrrell said yes. Kalen Jones stated that a consultant can recommend a system that is a good fit for our specific needs, such as where to obtain and store nitrogen feedstock.

Chad Harris asked Kalen Jones what the end result of having a consultant would be. Kalen Jones stated that we would know exactly how to approach organic waste as a community, such as what kinds, sizes, and locations are needed for community composting. Kalen Jones stated that we should ask Kate for assistance. Mary McGann stated that there are a lot of moving parts when it comes to composting, and that she would like our next try at composting to be more successful than our last one was. Chris Scovill agreed.

Kalen Jones suggested that the 2019 amended budget include a composting-program consultant.

Evan Tyrrell stated that a lot has been accomplished in the past month. He said that he had met with the Resiliency Hub, and also with Sara Melnicoff numerous times to discuss partnering opportunities.

Evan Tyrrell said that he and Chris Scovill attended a grant-writing workshop at USU, and that another workshop is coming up. He and Annette Myers met with a representative from Larsen CPA, to see how the District can start to accept credit/debit cards and how these payments would sync with QuickBooks. He toured the UMTRA site with a large group of people. He participated in the League of Women's Voters recycling panel discussion on 11 Mar 2019. He said that our new IT setup is finalized as of today, and that it is up and running smoothly. He stated the District will transition the website to a new web hoster, and then we will redesign the website. He acknowledged that Chris Scovill and the whole staff have been very dedicated.

Evan Tyrrell stated that yesterday, because of an unusually high amount of precipitation, we needed to divert trucks at Klondike, which was the first time this month thanks to Chris' dedication to keeping the roads maintained. These diversions demonstrate our need to improve our roads, add culverts, and so on.

Chris Scovill spoke. He went to Salt Lake City to tour Cat Wheeler's plant. While examining their facility's VisionLink control room, a red alert occurred for one of the District's pieces of equipment. He said that we will have the oil-sampling test connected to VisionLink. This test

examines equipment oil to see how the equipment is functioning and if it is experiencing any issues. He said that we are also moving toward a smart-phone inspection through VisionLink, for equipment maintenance planning.

Annette Myers spoke. She stated during the monthly Staff Safety employee meeting another supplemental insurance program was presented and offered. She said that she continues to work on getting accounting caught up. Evan Tyrrell allowed her to stay in town when her truck went off the road during bad weather and became stuck in a ditch.

## **H. BOARD REPORTS**

Kalen Jones spoke. He stated that the League of Women Voters recycling panel discussion was good, and that the tour of the UMTRA tailings pile was also good.

Mary McGann spoke. She stated the League of Women Voters panel was very well done. She also said the meeting with Kate was worthwhile. She spoke with Randy Rarick, who had applied for the District Manager position, and stated if Evan Tyrrell ever has any questions or wanted to meet with him, Randy Rarick would very much enjoy working with him.

<b>OLD BUSINESS</b>
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## **I. MERCHANT SERVICES UPDATE**

Evan Tyrrell spoke. He stated he is waiting to hear back from Larsen CPA, as discussed earlier. That upcoming setup will allow the District to track materials coming into the CRC as well as into the Moab landfill. He proposed that we remove this item I from future agendas, and stated that he will continue to inform the Board about this task.

## **J. STATUS OF EMPLOYEE PAYCHECK DIRECT DEPOSIT**

Annette Myers has a meeting and training next week with Mountain America for how to set up direct deposit for employees. Even if an employee does not have a checking account, Mountain America allows them to have an account for direct-deposit purposes. When this is in place, Annette Myers can initiate payroll payments remotely, and she would no longer need to drive to the office during bad weather to do so.

Chad Harris asked if direct deposit will be mandatory. Annette Myers said she would look into this, and in the past, a fee to process a paper check was appropriate.

Evan Tyrrell stated that all these initiatives are to save time and make for more efficient operations.

He proposed that we remove this item J from future agendas, and that he will continue to inform the Board about this task.

Evan Tyrrell is looking into TSheets (an online application), which allows employees to fill out their weekly hours electronically, for later approval by Evan Tyrrell. This information would sync directly with QuickBooks and would eliminate additional time currently needed to process payroll.

**K. POSSIBLE ACTION ITEM: BLANKET BOARD APPROVALS FOR RECURRING INVOICE PAYMENTS**

Evan Tyrrell spoke. His handout “Online Vendor Bill Pay List” breaks down the typical, monthly averaged vendor payments. These figures include a 10% buffer. The goal of this list is to help streamline the accounts payable process by acquiring preapproval from the Board to pay bills via online banking up to an agreed, not to exceed amount, without first requiring Board approval.

Kalen Jones and Evan Tyrrell discussed how some of these line items will show seasonal variations in cost.

Annette Myers mentioned that the Verizon cell-phone bill will come down, because of the extra cell phone purchased for Klondike operators. This same phone can instead be used for the credit/debit card “Square” swipe product.

**MOTION: Kalen Jones motioned/Chad Harris seconded to approve the “Online Vendor Bill Pay List.” After discussion, Mary McGann held a roll-call vote, for which Chad Harris, Kalen Jones, and Mary McGann each voted yes. Motion passed unanimously.**

**L. ADMINISTRATIVE BUILDING REPLACEMENT UPDATE**

Evan Tyrrell spoke. He proposed that we remove this item L from future agendas, and that he will continue to inform the Board about this task.

Evan Tyrrell stated that the admin building needs to be replaced, for various reasons.

Mary McGann said that we should set up a meeting with two Board members (which she pointed out is less than a quorum), because of the County efficiency study the District needs improvements concerning Grand County Mosquito Abatement and Weed Control using noxious chemicals. She stated that it would be well worth it to join with the other two tenants, to share the costs. Evan Tyrrell said that Chris Scovill and he both met with Libby at Mosquito Abatement (and that this group does not have budgetary money at this time to share collective-building expenses with us), but that he has not yet met with Tim of the Weed department. Tim has a copy of the efficiency study.

**M. COMMUNITY RECYCLING CENTER (CRC)**

**1. BALER**

Evan Tyrrell spoke with numerous vendors in Utah, Colorado, and other states regarding a proposal for investing in an upgraded baler, which he plans to present to the Board during the

next meeting in April. He stated that some quotes are high, but others are reasonable. We do not process enough material to warrant an auto-tie feature. He stated that because our bales are not industry-size, we are not getting top dollar for them. He would like to get a conveyor belt for the baler. The baler and conveyor would communicate with each other, so that if the baler becomes overloaded, the conveyor belt would stop. He will research if we are allowed to dig into the subsurface. He stated that Pam Hackley suggested that we conduct an environmental assessment.

## **2. LOGISTICAL UPDATE AND RESTRUCTURING CONSIDERATIONS**

Evan Tyrrell stated a van trailer full of recyclables was shipped to InterWest Paper last month to Salt Lake City. The yard is empty except for cardboard at this time. He stated his goals are to keep the materials out of the weather and to keep the CRC visually well kept.

Evan Tyrrell also noted that he is considering ways to eliminate the need for double- and triple-handling materials. He suggested restructuring the collection center's drop-off area from a convex shape to a concave shape. He wants to replace the blockade rail ties with something safer and more sightly. He is considering putting out Gaylord containers and putting them into the trucks directly, and covering them at night and during bad weather. The Gaylords would be moved eventually to the baler. He feels we can get top dollar for our goods via these implementations.

Mary McGann thanked Evan Tyrrell, the District staff, and Dan Kirkpatrick for working together in getting the Recycling yard in good shape. She said the state of the yard was her number one complaint she received from members of the public. Kalen Jones also thanked the people who worked on this.

## **3. COMMODITIES ACCEPTANCE CONSIDERATIONS**

Evan Tyrrell said he wants to do a more-thorough analysis of glass, to see if the District should send it off to vendors or brokers. He is waiting to hear back for commodities pricing.

He would like to enhance the universal waste collection program, specifically for bulbs and batteries, and is looking for alternative vendors with better pricing.

## **N. MOAB CLASS IVB LANDFILL**

### **1. GATE HOUSE REPLACEMENT UPDATE**

The new gate house will be delivered 4 Apr 2019. Evan Tyrrell stated that he and Chris Scovill are working on the logistics for installing this new building.

### **2. VEHICLE ROUTING CONSIDERATIONS**

Evan Tyrrell spoke. He stated that he and Chris Scovill are consolidating spread-out landfill materials such as tires, and that they are working on completing the quarterly cover.

Evan Tyrrell stated that they are working on placing a scrap-metal roll-off container at MLF, as well as a new designated area for organic (green waste) drop-off. Both would be placed close to the gate house, so customers can be observed to ensure their disposable wastes are clean from contaminants. New signage would be in place to indicate where items should be dropped off.

**TASK: Mary McGann will send Evan Tyrrell the contact information for the State person, to look into financial help for getting rid of tires.**

Mary McGann asked Dan Kirkpatrick if LeGrand recycles concrete. He responded that this company does not take random concrete and that it has so much concrete already that it would not want us to divert our concrete to it.

### **3. UPDATE ON CONSIDERATIONS FOR SCRAP METAL ACCEPTANCE**

Evan Tyrrell stated scrap metal is a large waste-stream, as well as a revenue-stream of interest to the District. He further stated that there are many disused glass-collection drums and abandoned hot-water heaters around the Moab Landfill. Evan said he knows of a vendor in Grand Junction that is willing to do round-trips for this material, for a small transportation fee and the District would get paid market value for the steel.

## **O. KLONDIKE CLASS I LANDFILL**

### **1. UPDATE ON PLANS FOR ROAD IMPROVEMENTS**

Chris Scovill distributed handouts to the Board. He pointed out in the handout “Draft Estimates for Projected List at Moab and Klondike,” the Equipment pricing for the month is actually 30% lower than what is listed on the handout, because the District qualifies for reduced pricing since we are a government entity. Also, he has found another hauler who will mobilize the equipment for less. He stated that the listed dollar estimates are purposely priced high to ensure we have the funds to support the proposed projects in case of any contingent tasks. The total project-list cost is roughly \$30,000, and includes a combination of projects at both the Moab and Klondike landfills.

Chris Scovill discussed an area at Klondike where a low spot turns into a pond when it rains. He stated he built up a hump over that spot a month ago, and it has already dropped about three feet and has returned to being a dip. He is planning to install a culvert there. This is the spot that forced the District to intermittently close down the landfill last year because of excessive precipitation. Evan Tyrrell said that he and Chris Scovill plan to meet with Dan Kirkpatrick on the planned location(s) to consult with him on our plans. Mary McGann suggested that Chad Harris also participate.

He also discussed cleaning pads, power washing, a pad for the new fee house, pads for the two fuel-storage tanks and oil-storage sheds, and solar panels.

Chris Scovill described three other culverts that he plans to install. These culverts can be moved and reused in different locations as new cells are developed.

Evan Tyrrell suggested acquiring equipment capable of effectively maintaining the roads throughout the facility. He and Chris are looking into the possibility of a buy-back program for the equipment.

Chris Scovill stated that he might need to delay the delivery of the ticket booth if the costs associated with its installation required Board approval. However, since there is money allocated in the budget to accomplish this, no vote is needed and the work can be started now.

Kalen Jones mentioned that this winter was an exceptional winter in terms of precipitation. Others agreed that we have been having extreme weather this past year.

## **P. EQUIPMENT AND VEHICLE UPDATE**

### **1. STATUS OF EXISTING EQUIPMENT**

Chris Scovill discussed the poor condition of the equipment. He said the compactor is due for a rebuild, which costs approximately \$117,000. He stated a new or used compactor would cost much more than a rebuild would. He said the current compactor is too small for our current needs.

After full assessment with Wheeler CAT and the District mechanic, Chris Scovill stated at best the District only has three pieces of equipment that are worth keeping at this time. Evan Tyrrell pointed out that we now have an excellent mechanic who is keeping the equipment as maintained as possible.

Evan Tyrrell is working with Annette Myers and Nick on the 2019 amended budget.

Evan Tyrrell discussed the life of the Klondike landfill (KLF) is roughly 40 years remaining, with the additional cells. Kalen Jones and Mary McGann were under the impression KLF had much more time before being closed. Evan Tyrrell agreed to review the lifespan projection.

### **2. LEASE/RENT/PURCHASE OPTIONS**

This topic was discussed earlier in this meeting.

## **Q. CASTLE VALLEY SPRING CLEANUP**

Evan Tyrrell went over the Castle Valley spring cleanup event planned for Saturday, 6 Apr 2019. He is working with Monument Waste to allocate reduced tipping fees for the cleanup event. Evan Tyrrell stated that he will attend the Castle Valley town hall meeting next week for the vote on this.

## **R. ANNUAL HOUSEHOLD HAZARDOUS WASTE EVENT**

Evan Tyrrell spoke. He stated that this event has been confirmed with Veolia, the vendor under contract with the District. The HHW event will be held at the Monument Waste Transfer Station on 4 May 2019.

Bonnie Kirkpatrick stated that this event has not been advertised well in the past. The group discussed ways to advertise this event. Evan Tyrrell said that he will work on advertising this event.

## NEW BUSINESS

### **S. POSSIBLE ACTION ITEM: CONSIDERATION FOR EMPLOYEE REIMBURSEMENT FOR PERSONAL VEHICLE USE AND DAMAGE INCURRED WHILE PERFORMING DISTRICT DUTIES AND PARKED AT THE DISTRICT OFFICE**

Evan Tyrrell spoke. He stated that in the past, Annette Myers had lent her vehicle to the SWSSD1. Some damage was incurred. The incident is well documented, with numerous repair estimates. Evan Tyrrell asked the Board to vote on allowing reimbursement for addressing damages in accordance with the repair quote.

Mary McGann suggested we first see how much our insurance will pay, and then reimburse out of our general fund.

Kalen Jones and Mary McGann discussed how this kind of situation of a private vehicle being used for SWSSD1 business will likely not happen again.

**MOTION: Kalen Jones motioned/Chad Harris seconded to approve 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. Motioned passed unanimously.**

### **T. POSSIBLE ACTION ITEM: CONSIDERATION FOR EMPLOYEE REIMBURSEMENT FOR PERSONAL VEHICLE DAMAGE INCURRED DURING TRANSIT TO WORK IN INCLEMENT WEATHER**

Kalen Jones and Evan Tyrrell shared their concern that reimbursement for damage incurred outside of working hours, but during mandatory travel, might set an improper precedent.

Annette Myers spoke. She stated that she was obligated to come in to perform payroll duties during bad weather. She described how employees would not have received on-time paychecks if she did not come in. Her truck slid backward on her property, into her gate, damaging the driver's side. Continuing on her trip, she completed payroll at the office. She said that Kevin Fitzgerald previously stated that this was a one-time event under unique circumstances, and this event should be considered for reimbursement. Kalen Jones requested a closed session to discuss this further, which took place after agenda item U was discussed.

### **U. NATIONAL PARK SERVICE - RECYCLING COLLECTION SERVICE REQUEST FOR INFORMATION**

Evan Tyrrell spoke. The National Park Service (NPS) has reached out to Monument Waste, which then took a random sample of NPS recycling bags, and then declined to bid on this

contract, which was previously managed by Green Solutions. Evan Tyrrell thinks the District should bid on this project as it is in a position to assist the community at-large whenever possible. The bags come from Arches, Canyonlands, Natural Bridges, and Hovenweep parks. All the bags are brought to Arches. Dan Kirkpatrick stated that all the materials are consolidated at Arches. People would need to sort and clean these collected materials. Dan Kirkpatrick stated that the volume seen out there this day was probably about 1/10 what could be expected during the summer, and that the materials will be heavily contaminated with nonrecyclable materials.

Evan Tyrrell said that having this contract would create an additional revenue-stream, bring about new hires, and would be good for the parks and the environment. This work is also directly related to the services the District provides (i.e., managing waste).

Annette Myers asked if this type of sorting could create rodent issues at the CRC. Evan Tyrrell explained that some of the sorting would take place at Arches, and some at the CRC. He said that he will continue to investigate this opportunity. Mary McGann suggested that he investigate with a critical eye, because we currently have a lot of projects at this time.

**TASK: Mary McGann will find the contact information for the woman who is very involved with Arches recycling.**

Evan Tyrrell stated that he will be speaking with people who have experience in this matter.

#### **FUTURE CONSIDERATIONS**

No future considerations were discussed.

#### **CLOSED SESSION**

**MOTION: Kalen Jones motioned/Chad Harris seconded to begin a closed session to discuss the character and competency of an individual. Motion passed unanimously.**

Closed session began at 6:11 p.m., after discussion of agenda item U had ended. All meeting attendants left the room except for Mary McGann, Kalen Jones, Chad Harris, and Evan Tyrrell.

**MOTION: Kalen Jones motioned/Chad Harris seconded to end the closed session. Motion passed unanimously.**

Closed session ended at 6:21 p.m., and open session immediately began.

The Board decided during Closed Session that Annette Myers and Chris Scovill will each be awarded a bonus for their dedication, hard-work, and extra hours they have each been putting in. The bonus for Annette Myers will include extra money that could be used to address her vehicular damage. Giving her a bonus will not set a precedent for damage reimbursement. The Board expressed appreciation for how both have been going above and beyond in performing their duties. Both expressed their appreciation.

<b>CLOSING ACTIONS / ADJOURNMENT</b>
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**V. NEXT REGULAR ACB MEETING: THURSDAY, APRIL 11, 2019 AT 4:00 PM**

**W. ADJOURNMENT**

Mary McGann adjourned the meeting at 6:24 p.m.