

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

**THURSDAY, APRIL 16, 2020, 4:00 PM**

**BOARD MEMBERS PRESENT:** Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Mary McGann (Treasurer), Chad Harris (Member), and Diane Ackerman (Member).

**Others present:** Evan Tyrrell (District Manager), Jessica Thacker (District Program Manager/District Clerk), Chris Scovill (Facilities Supervisor), and Annette Myers (Administrative Assistant/Human Resources).

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/>.

<b>REGULAR MEETING - CALL TO ORDER (4:00 pm)</b>
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Kalen Jones called the meeting to order at 4:06 p.m.

<b>CITIZEN'S INPUT (RECEIVED VIA EMAIL)</b>
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Due to COVID-19, the District limited public comments via electronic emails only. The public comments received via email are provided as an appendix to these minutes.

<b>ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS</b>
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**A. GRAND COUNTY ATTORNEY REVIEW STATUS OF GRAND COUNTY  
RESOLUTION 2350**

Evan Tyrrell asked if Mary McGann had any updates to the Grand County Attorney's review of Resolution 2350. Mary McGann stated that due to being overwhelmed by tasks associated with COVID-19, the Grand County Attorney has not had a chance to review the resolution.

**B. DIANE ACKERMAN (APPOINTED CASTLE VALLEY REPRESENTATIVE) – OATH OF OFFICE AND SWEARING IN**

Jessica Thacker presented the Oath of Office to Diane Ackerman and all in attendance witnessed the official swearing-in. Diane Ackerman and Jessica Thacker both affirmed the execution of the Oath of Office.

**APPROVAL OF MEETING MINUTES**

**C. MARCH 19, 2020**

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the minutes from the regular meeting of the Solid Waste Special Service District #1 Administrative Control Board for Thursday, March 19, 2020 and authorize the Chair to sign all associated documents. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**TREASURER/FINANCIAL**

**D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF MARCH 6, 2020 TO APRIL 5, 2020**

Evan Tyrrell provided information on some of the larger operational expenditures such as Kellerstrass fuel, a hauling invoice, and the PTIF transfer.

**MOTION: Chad Harris motioned/Kevin Fitzgerald seconded to approve the expenditures for the period of March 6, 2020 to April 5, 2020 in the amount of \$95,613.61. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**E. 1<sup>ST</sup> QUARTER 2020 FINANCIAL REPORTS (UNAUDITED)**

Evan Tyrrell provided an explanation of what was included on the 1<sup>st</sup> Quarter 2020 Financial reports and changes such as asset increases, the comparison between 2019 and 2020 quarterly revenue and waste quantities, and an overview of the Profit and Loss statements. Evan Tyrrell described the District’s revenue as a normal distribution (bell-shaped) curve based on tourist activity throughout the year and provided forecasted revenues for each District facility with specific focus on “over-forecasted” (unanticipated higher cost items) such as credit card processing fees. Based on the revenue information, the District’s revenues were higher than the perceived forecast for the 1<sup>st</sup> Quarter of 2020 with the exception of Mineral Lease funds, which came in lower than expected. Evan Tyrrell also stated that fuel costs for the budget year may have been under-forecasted.

Mary McGann inquired what could be done to lower credit card processing costs. Evan Tyrrell stated that other options were explored prior to selecting our current processing service and that the District is open to considering other card processing services in the future.

Mary McGann asked if the District had investigated its status for unemployment insurance and who would be responsible for payouts should unemployment become a course of action due to COVID-19. Evan Tyrrell deferred to Annette Myers who believes we currently have this insurance through the Utah Local Governments Trust, and they would assist in payouts of unemployment. Mary McGann suggested this is something to consider for the future. Kalen Jones inquired if the District is tracking any relevant federal programs that may assist the District financially and Annette Myers stated she was unaware of any federal program applicable to special service districts at this time. Mary McGann voiced support of this course of action and suggested that the District keep a solid record of any supply purchases, safety meetings, and other actions or expenses directly related to COVID-19. Evan Tyrrell stated the District has allocated all supplies and materials purchased for COVID-19 purposes to a designated safety accounting code. Kalen Jones inquired if the Utah Association of Special Districts (UASD) was offering any assistance at this time and Evan Tyrrell stated that we have been receiving regular updates from the UASD.

#### **F. REVIEW OF DISCRETIONARY EXPENDITURES APPROVED IN 2020 BUDGET**

Evan Tyrrell described the approved 2020 budget with discretionary items that could be reduced or removed altogether to assist in cost savings to the District such as reduced event and training registration, postponing District recycling and waste collection events, limiting planned professional services, eliminating in-kind donations, etc. and anticipating reduced revenue from the local Transient Room Tax (TRT). Kalen Jones expressed support of this plan in cutting costs in anticipation of reduced revenues but voiced some concerns that these removals could affect revenues in the long run. Kalen Jones stated that revenues from the TRT would definitely be reduced and that other entities such as the City of Moab have made staffing cuts in response to the anticipated reduction in Moab City revenues. Evan Tyrrell stated that staffing cuts should be a last resort as the District provides an essential service to Grand County; both Kalen Jones and Mary McGann agreed. He also stated that despite some reduced waste materials volumes, both the Moab Landfill and the Klondike Landfill are doing well.

<b>OLD BUSINESS</b>
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No old business was discussed.

<b>NEW BUSINESS</b>
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#### **G. DISCUSSION OF THE SOLID WASTE DISTRICT'S INTERNAL COVID-19 CONTINGENCY PLAN**

Evan Tyrrell stated that the District has been taking proactive measures against COVID-19 and recently created an internal, tiered contingency plan for the District with an overarching emphasis on protecting District staff and the public while maintaining continuity of operations. He asked the Board's opinion on the potential implementation of face masks. Mary McGann suggested that the usage of masks would be most applicable when interfacing with the public such as collecting payment from customers at the Moab Landfill. Kalen Jones suggested a

potential “half-tier” addition to the COVID-19 contingency plan for when Moab begins re-opening to tourism. Both Kalen Jones and Chad Harris stated that they have observed inconsistent usage of masks and social distancing not being maintained by the public. Evan Tyrrell agreed that the use of masks when interfacing with the public would provide a measure of additional safety and worth the additional cost but stated that obtaining certain types of personal protective equipment (PPE), including hand sanitizer and sanitizing wipes has been an issue. Chris Scovill stated that recent orders for safety and cleaning supplies were seized by FEMA. Diane Ackerman stated that the use of a homemade mask is better than nothing should we be unable to procure more supplies.

#### **H. POSSIBLE ACTION ITEM(S): COMPENSATION CONSIDERATIONS FOR QUARANTINED, RECOVERING, OR FURLOUGHED EMPLOYEES**

Evan Tyrrell stated that he had not prepared anything specific to this agenda item, but that it was a topic that needs to be discussed. He stated if employees need to be quarantined, how would we go about categorizing their time (e.g. sick leave) and if “negative” sick leave is allowed. Mary McGann suggested speaking to LeGrand Bitter of the UASD and determine the parameters of what the District is allowed and not allowed to do. She stated if we get to the point of requiring quarantine of employees, a special emergency meeting can be called. No motions were presented in relation to this agenda item.

#### **I. POSSIBLE ACTION ITEM(S): REVIEW OF EXISTING KLONDIKE LANDFILL FRANCHISE AGREEMENTS AND CONSIDERATIONS FOR TERMINATING DELINQUENT, INACTIVE, AND OUT OF BUSINESS CUSTOMER FRANCHISE AGREEMENTS**

Evan Tyrrell stated that the Klondike Franchise Agreement review should be completed by our legal team soon and that he is planning to present the updated, proposed agreement for formal approval by the Board during the next regular meeting. He explained the intent to present the agreement to current customers and have them update their Franchise Agreement with the District, including the need to more effectively track certificates of insurance where the District is named as an ‘additional insured.’ Kalen Jones asked for clarification that the agreement renewals were a separate action and Evan Tyrrell confirmed it was.

**MOTION: Mary McGann motioned/Chad Harris seconded to renew, extend, inquire, remove, archive, and/or terminate Klondike Landfill Franchise Agreements in accordance with District Manager recommendations provided in the April 16, 2020 Board packet and authorize the Chair to sign all associated documents. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

## REPORTS FROM BOARD AND STAFF

### **J. DISTRICT STAFF REPORTS**

Evan Tyrrell provided a brief staff report in which he indicated that quarterly landfill inspections had been completed, all fire extinguishers had been inspected and re-certified, the CRC reopening has been very successful with a large amount of participation, a discussion between the Household Hazardous Waste vendor has been opened regarding potential postponement, and reiterated the need for PPE and sanitation supplies. Jessica Thacker presented her staff report on her progress while working remotely, including a thorough revision of the Provisional Health and Safety Plan, and findings in regard to check signing processes via the Little Manual released by the Utah State Auditor's office. No other District Staff Reports were provided.

A discussion regarding the process for presenting public comments was held. Evan Tyrrell asked for confirmation from the Board that the public comments were being presented properly and if they should be an agenda item. Mary McGann disagreed and stated that method could become too complicated. Kevin Fitzgerald suggested allowing public comments via Facebook since the Board meeting is livestreamed on that platform. Kalen Jones expressed discomfort at that method of presentation along with presenting the public comments in the official meeting minutes. Mary McGann stated that they should only be put in the minutes if the comments have been read aloud and suggested adding received public comments as an attachment to the minutes rather than in the minutes themselves. Kalen Jones suggested that he, Mary McGann, and Evan Tyrrell meet later for further discussion on the topic.

### **K. BOARD REPORTS**

Diane Ackerman stated she is working closely with Sara Melnicoff to develop a household waste disposal and recycling guide for Castle Valley residents and will send a draft out to the Board and District personnel for review. No other board member reports were presented.

## FUTURE CONSIDERATIONS

No future considerations were discussed.

## CLOSING ACTIONS / ADJOURNMENT

### **L. NEXT REGULAR ACB MEETING: THURSDAY, MAY 21, 2020 AT 4:00 PM**

The next Regular ACB meeting will be held on May 21, 2020, beginning at 4:00 pm.

### **M. ADJOURNMENT**

Kalen Jones adjourned the meeting at 6:04 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1

**From:** [Lenore Rocanello Beeson](#)  
**To:** [Solid Waste Special Service District 1](#)  
**Subject:** swssd1 Public Comment  
**Date:** Thursday, April 16, 2020 1:33:43 PM

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[EXTERNAL]

The Recycle Center looks so much better since Evan Tyrrell has taken over; it impressed me so much that I took the time research the difference between single stream recycling and the collection method used at CRC. I quickly realized the importance of recycling at CRC because the materials stay in the state and the country, and supports local jobs.

I was using the single stream recycling provided by Monument Waste , upon reflection I decided to cancel single stream and support the CRC. Single stream was "easy" but not meaningful.

My husband , who often uses the Moab landfill, commented on how good things look up there and how much easier it is to use.

I would like to thank the Board for their service, and commend the good job done by Evan and his staff.

Sincerely,

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Lenore R Beeson

**From:** [Moab Solutions](#)  
**To:** [Solid Waste Special Service District 1](#)  
**Subject:** SWSSD1 Public Comment  
**Date:** Thursday, April 16, 2020 3:03:49 PM

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[EXTERNAL]

I was overjoyed to see the CRC open up again on Tuesday and am most grateful to those who put in the hard work and careful planning to make it so.

The line of cars filled with loyal users waiting to deliver their saved recycling was also a source of great joy. The recycle center has been built on the very hard work of so many who truly understand what recycling means, and who are willing to give their all to help others understand the absolutely vital importance of this type of center, in this town, at this time. In the end, the earth benefits, which benefits our shared environment and thus the health of humans.

The nonprofit formed to run the center when the District wanted to close it because "it wasn't making money". When the center was transferred back to the District in June of 2010, it was with a high degree of trepidation from those of us who worked at keeping the center viable. There was a fear that the District would reach the same conclusion without understanding the importance of integrated waste management and good recycling practices.

Members of the current board have, at various times, publicly supported single stream, and publicly called for the end of TRT monies for the center, and have even advocated for the center to devolve into a cardboard processing plant.

This would be a tragic waste of something that is a precious community asset in ways large and small. And, with the totally opaque reporting from Monument Waste Services, (MWS), the provider of single stream recycling collection in our area, (and after consulting with a colleague in Grand Junction), I don't feel confident that much of the single stream recyclable materials from Moab are even making it past the Mesa County Landfill. At the very least, having two options is better than removing one, especially if something were to happen at Alpine, the Materials Recovery Facility where Moab's single stream recyclables are reportedly delivered. For instance, are they even operating now, with the virus so prevalent in CO, and with their shifts of 55 workers in close proximity?

I hope the board will support acting as cheerleaders for our amazing recycle center, so that we can grow and adapt to a changing world at a time when the world, more than ever, needs us to engage in healthy practices.

Most Sincerely,

Sara Melnicoff  
Moab Solutions  
[www.moab-solutions.org](http://www.moab-solutions.org)  
PO Box 1549  
Moab, UT 84532  
435.259.0910 or 435.401.4685

**From:** [orcabay.sisna.com](http://orcabay.sisna.com)  
**To:** [Solid Waste Special Service District 1](#)  
**Subject:** SWSSD1 Public Comment  
**Date:** Thursday, April 16, 2020 4:00:48 PM

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[EXTERNAL]

I'm relieved to see the recycling center open again. We have single stream recycling through our homeowners association. Despite the arguments in favor of single stream, primarily convenience, I find I easily spend more time ensuring I avoid including any non-recyclable contaminants. In fact, I routinely remove non-recyclable contaminants from our barrels that other residents have tossed in probably "just in case" it is recyclable. I've done that many times. Ironically, those good intentions probably cause more waste instead of less.

What I like about the recycling center is that you know what is and isn't recyclable by direct observation. If there's a designated place for it, it's recyclable. You don't have to read through the fine print and sometimes ambiguous, semi-comprehensible label on the lid of the barrel describing what does and doesn't belong in the single stream barrel.

I've exchanged comments with the owner of Monument Waste on social media to clarify some of my concerns, especially how contamination affects the viability of recycling the contents. He claimed a 95% clean rating from the facility where he delivers his recyclables in Denver. Since that figure seemed surprisingly high based on my first hand observations, I inquired about documentation. Ever our presumably our "green" homeowners association is better informed and more conscientious than most. Yet, we've been green tagged on occasions. My inquiries were met with ridicule rather than substance.

In short, I fully support our local recycling center and am skeptical of our single stream alternative.

Thank you for your consideration.  
Sincerely,  
Pete Gross