

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, JANUARY 16, 2020, 4:00 PM

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

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

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 4:05 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
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Sara Melnicoff provided a summary of Moab Solutions' "Opt Out" ad and explained her reasoning for creating the ad. She stated that due to the lack of transparency and potential environmental impacts from private commercial entities' recycling services, the "Opt-Out" ad was intended to provide more information to the public and encourage participation at the Community Recycle Center. Sara Melnicoff stated that the Opt Out ads were not created to be "mean" and questioned whether future Moab City contracts could separate waste hauling from recycling. In response to the inquiry on transparency, Kalen Jones stated that the District should strive to be a model for the industry. Sara Melnicoff left the meeting after the Citizen's Input portion of the agenda.

ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS
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A. CHAD HARRIS (REAPPOINTED AT LARGE MEMBER) – OATH OF OFFICE AND SWEARING-IN

Kalen Jones presented the Oath of Office to Chad Harris and all in attendance witnessed the official swearing-in. Chad Harris and Jessica Thacker both affirmed the execution of the Oath of Office.

B. CASTLE VALLEY ADMINISTRATIVE CONTROL BOARD REPRESENTATIVE VACANCY

Evan Tyrrell stated that Stephanie Hamborsky has official tendered her resignation from the Solid Waste Special Service District #1 Administrative Control Board (ACB) effective January 14, 2020. Evan Tyrrell attended the Castle Valley town meeting on January 15, 2020 and spoke to the Town Council about appointing a Castle Valley Town Council representative to the District Board per Grand County Resolution 2350, which stipulates that the Board Castle Valley representative shall consist of one representative from the Castle Valley Town Council. Mary McGann suggested evaluating the appropriateness of appointing a delegate from the Castle Valley Town Council and assigning a proxy in their stead due to potential traveling and availability concerns. Kalen Jones disagreed on this being a viable alternative and stated we should follow pre-existing board policy as a first resort and then consider approaching Grand County to consider changing the composition of the District’s Board through a new Resolution. Mary McGann suggested the possibility of call-in attendance, which is allowed under District policies. Kalen Jones reasoned that District Board representatives from the City of Moab and Grand County are appropriate due to the financial assurance agreements for the District’s landfills.

Kevin Fitzgerald brought up the concept of potential jurisdiction expansion into San Juan County and if that would allow for an expansion of Board representatives. Evan Tyrrell agreed at the possibility of jurisdiction expansion into a portion of northern San Juan County and Annette Myers offered support of incorporating San Juan County into future discussions. Kalen Jones expressed concern at the expansion of our jurisdiction into San Juan County being perceived as “stepping on toes” of other San Juan districts. Mary McGann suggested reaching out to the management in San Juan County and starting a conversation. Evan Tyrrell summarized the plan of action moving forward and no further discussion was held.

C. POSSIBLE ACTION ITEMS: ELECTION OF 2020 ACB OFFICERS

No discussion regarding this possible action item was held with the exception of clarification of election time period from Board members to Evan Tyrrell.

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to leave officers in the position they are in at this time. Motion passed unanimously.

APPROVAL OF MEETING MINUTES

D. DECEMBER 12, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the minutes from the Solid Waste Special Service District Administrative Control Board meeting of Thursday, December 12, 2019 and authorize the Chair to sign all associated documents. Motion passed unanimously.

TREASURER/FINANCIAL

E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF DECEMBER 6, 2019 TO JANUARY 5, 2020

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the expenditures for the period of December 6, 2019 to January 5, 2020 in the amount of \$125,133.74. Roll-call vote: Mary McGann, Kevin Fitzgerald, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

OLD BUSINESS

F. ADMINISTRATIVE OFFICE

F.1. STATUS OF BUILDING UPGRADES

Evan Tyrrell stated that the building permit has been received by the City of Moab and that he and Chris Scovill have begun selecting the best location for the buildings. Evan Tyrrell stated the previously selected location for one of the buildings was not ideal. Evan Tyrrell described the timeline for moving offices. District staff and Board members discussed items and fixtures they would like to incorporate with the new buildings, specifically the use of renewable energy sources such as solar panels and wind turbines; Mary McGann mentioned that a government CPACE program could help with the finances of these installations. Evan Tyrrell stated that a Request for Proposal (RFP) will be developed to solicit proposals for a contractor that will manage the building upgrades and utility installations.

G. COMMUNITY RECYCLE CENTER (CRC)

G.1. ANALYSIS OF CARDBOARD PRODUCTION TIME AND COSTS

Evan Tyrrell presented a spreadsheet containing a breakdown of cardboard cost analysis through data tracking and evaluation. This spreadsheet provided information on OCC costs, alternative freight costs (van trailers versus flatbeds), and the concept of variable rate structure development. Evan Tyrrell pointed out that the District will need to consider options for reducing costs and increasing revenues when it comes to OCC such as replacing old equipment. Given the low cardboard sales prices, high freight costs, and average cost per District employee, under the current best scenario the cost to the District to process one cubic yard of cardboard is approximately \$16; the District currently charges customers \$4 per cubic yard. Evan Tyrrell highlighted that the best way to increase revenues in the current recycling markets is through collection services. Evan Tyrrell mentioned the potential National Park Service contract and tying cardboard into that bid.

G.2. DISCUSSION OF POTENTIAL DISTRICT RECYCLING SERVICES FOR THE OLD SPANISH TRAIL ARENA

Evan Tyrrell provided a quick summary of the discussion from the December 12, 2019 ACB meeting and stated he reached out to Steve Swift of the Old Spanish Trail Arena (OSTA) about potentially offering recycling services during special events at the OSTA. OSTA appeared to have a very limited budget and cannot afford substantial costs associated with recycling services. Evan Tyrrell suggested potentially revisiting this discussion, doing a site visit, and possibly provide self-service bins during special events and collect them afterwards. Mary McGann said that she spoke with a representative of the Moab Area Travel Council (MATC) and stated that special events are already charged for recycling services, but those services are not currently being provided. Board members agreed that this should be investigated and we should look at providing recycling services at special events.; Mary McGann volunteered to follow up on this item. Evan Tyrrell said this is a feasible option based on current staffing. Annette Myers brought up the possibility of composting through the manure generated at the OSTA. Kevin Fitzgerald asked where the manure is being transported now and Evan Tyrrell and Chris Scovill confirmed that some has been delivered to the Moab Landfill in the past. Kalen Jones suggested we look at how to generate revenue on recycling services at special events.

H. MOAB CLASS IVB LANDFILL (MLF)

H.1. STATUS OF LANDFILL IMPROVEMENTS

Evan Tyrrell said that quarterly cover has been completed, waste fluids have been removed, and the old gatehouse emptied out. Future considerations and actions such as soliciting a composting consultant through an RFP, green waste mulch planning, connection of a water source, and enhancing the screening process for green waste are planned for 2020. Evan Tyrrell stated that a new tire pile has been staged and is being managed properly. Kevin Fitzgerald inquired on the status of scrap metal collection and Evan Tyrrell provided some approximate numbers regarding collected amounts. Mary McGann suggested reaching out to Steve White about partnering up for the Rubicon clean-up project.

I. KLONDIKE CLASS I LANDFILL (KLF)

I.1. STATUS OF ROAD IMPROVEMENTS AND CULVERTS

Evan Tyrrell and Chris Scovill expressed that ongoing maintenance on the roads at the Klondike Landfill continues to be performed, but stated that even with the recent inclement weather that access to the facility has not been an issue.

I.2. FINDINGS AND RECOMMENDATIONS OF HDR'S GENERAL CONDITION ASSESSMENT

Evan Tyrrell stated that the Findings and Recommendations of HDR's General Condition Assessment of Klondike Landfill was not included in the public packet but discussed the findings with the Board members. Evan Tyrrell stated that he felt that the District is going in the right direction with the planned surveys in 2020 and that the report overall substantiated the findings and recommendations that he and Chris have identified thus far while providing for additional valuable recommendations. However, the planned RFP will need to be reconsidered carefully and the allocated funds in the 2020 budget probably won't cover the true landfill engineering needs at the facility. Evan Tyrrell stated the District does not have a dirt management plan and should also considered re-evaluating the Master Management Plan. Evan Tyrrell discussed how updating the site operations plans can increase the landfill's lifetime and noted that the existing operations plan was developed in the 1990s when the landfill received a much smaller volume of trash. Evan Tyrrell also discussed the District's 5-year plan that was developed in 2010 that discussed the need to excavate deeper cells at the landfill, which hasn't appeared to have occurred. A historical timeline for both the Moab and Klondike Landfills is being developed by Jessica Thacker. Kevin Fitzgerald suggested the possibly recompacting Cell 1 and 2 with the new compactor that is pending delivery. Chris Scovill stated this is possible, but that we would only be able to compact the top layer. All were in agreement that some operational changes such as appropriate grading and reducing the number of working faces is necessary.

J. EQUIPMENT AND VEHICLE STATUS UPDATE

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

Chris Scovill stated he is working with the operators to be more consistent with equipment monitoring and reporting. This information will be used to provide more accurate costs. Chris Scovill stated that the District is caught up on preventative maintenance for its equipment. Additionally, the 1985 D7 dozer is no longer a working piece of equipment and that it will be removed from the equipment tracking spreadsheet. The District is looking into potential support to effectively excess old equipment that could be used to support other equipment repairs and upgrades. Kevin Fitzgerald stated this tracking could be useful in charting landfilling events. No further discussion was held.

K. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF A RESOLUTION TO ENTER INTO A FINANCIAL AGREEMENT WITH ZIONS PUBLIC FINANCES, INC. FOR THE FINANCING OF A BOMAG 772 COMPACTOR

Evan Tyrrell provided a brief explanation of the Financial Agreement to the Board. No further discussion was held.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Lease Purchase Agreement with Zion’s Bancorporation dated as of January 23, 2020 in the amount of \$252,961.44 with a fixed interest rate of 2.31% for a 5-year term, including annual payments ranging from \$54,151.70 to \$54,151.71 commencing in January 2021, to adopt the *Resolution of Governing Body* as contained in Exhibit C of the Agreement effective January 16, 2020, and authorize the Chair to sign all associated documents. Roll-call vote: Mary McGann, Kevin Fitzgerald, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

NEW BUSINESS

L. DISCUSSION OF POTENTIAL DISTRICT-STAFFED MONTHLY RECYCLING DROP-OFF COLLECTION SERVICE IN CASTLE VALLEY

Evan Tyrrell stated that that Town Clerk of Castle Valley, Jocelyn Buck, reached out to him regarding monthly recycling collection in Castle Valley. Evan Tyrrell pointed out that Castle Valley has not confirmed their ability to support the costs to the District for these events (perhaps on a donation basis) and suggested a potential trial period. Mary McGann proposed drop-off bins for selected commodities and scheduled pick-ups. Evan Tyrrell agreed that satellite collections are possible but have been problematic in the past. Kalen Jones expressed concern over the cost effectiveness of providing this service and that since the residents of Castle Valley choose to live in a remote, secluded area, the District shouldn’t be poised to provide a free service. Annette Myers suggested designed a highly specific collection bins to reduce trash. Mary McGann suggested the District provide Castle Valley with a cost estimate and move forward from there. The Board informally agreed that the District will need to at least cover its costs to provide recycling services in Castle Valley. No further discussion was held.

M. DISCUSSION OF DISTRICT RECYCLING PRIORITIES IN 2020

Kalen Jones requested the addition of this agenda item and stressed the need to educate our customers on proper recycling processes along with potentially providing signage on recycling transparency. Evan Tyrrell stated that signage had been incorporated into the 2020 budget. Evan Tyrrell also provided some ideas of how to obtain these goals such as an annual newsletter and website development. Kalen Jones suggested the District also monitor and create cost breakdowns for other recycling commodities.

N. DISCUSSION OF POTENTIAL OPERATOR SWAP TRAINING PROGRAM WITH OTHER UTAH SOLID WASTE DISTRICTS

Evan Tyrrell stated that he spoke with the manager of the Trans-Jordan Landfill regarding a potential “operator swap cross-training” and provided details of this exchange, which would be very beneficial to the District’s operators and the District as a whole. Kevin Fitzgerald stated there should be a continued employment caveat to operators interested in this program. All board members expressed support of this program.

REPORTS FROM BOARD AND STAFF

O. DISTRICT STAFF REPORTS

Evan Tyrrell provided his staff report which included the following: staff evaluations are completed and went very well, the Request for Quote for a Physical Land Survey for both landfills is nearly complete, notification that all District facilities will be closed for Martin Luther King Day (January 20, 2020), the District is now a member of the Moab Tailings Project Steering Committee, the Bomag compactor is projected to be delivered to Klondike Landfill in February and would like the Board members to be there for the delivery or training, Evan Tyrrell and Jessica Thacker are registered to attend the Canyonlands Business Summit in February, and connected with Beau Peck of the Recycling Coalition of Utah in regards to partnering for an upcoming local event. Evan Tyrrell also presented the yearly waste tracker for municipal solid waste delivered to the Klondike Landfill through 2019 to the Board members.

Jessica Thacker presented her staff report which included the following: attended a grant-writing workshop and registered to attend a Branding & Loyalty workshop the following week, downloaded all necessary training documents to earn GRAMA/Records Officer certification, and completed the District’s SAMS registration.

Annette Myers presented her staff report which included the following: overview of the success of the District 2019 holiday party, informed the Board of Quickbooks data corruption and planned movement to a more sophisticated version of Quickbooks (Enterprise), beginning the process of TSheets implementation with administrative staff, and presented our Utah Local Government Trust safety score of 96%.

P. BOARD REPORTS

Mary McGann stated that she would like to be present for the delivery of the new compactor. Kevin Fitzgerald stated there appeared to be some public kickback from Moab Solution’s “Opt-Out” ad. No other board member reports were presented.

FUTURE CONSIDERATIONS

No future considerations were discussed.

CLOSING ACTIONS / ADJOURNMENT

Q. NEXT REGULAR ACB MEETING: THURSDAY, FEBRUARY 20, 2020 AT 4:00 PM

The next Regular ACB meeting will be held on February 20, 2020, beginning at 4:00 pm.

R. ADJOURNMENT

Kalen Jones adjourned the meeting at 6:32 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1