

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**  
**Streamed Online via the Solid Waste Special Service District #1 Facebook Page:**  
<https://www.facebook.com/SolidWasteSSD1/videos/677086863184463>

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Administrative Control Board of the Solid Waste District has decided to continue to hold electronic meetings without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, the Solid Waste District will continue to hold meetings by electronic means. The public is invited and encouraged to view this meeting, which was streamed live on the Solid Waste District's Facebook Page

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

**THURSDAY, SEPTEMBER 17, 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 (District Facilities Supervisor), and LJ Blackburn (District Administrative Assistant/Bookkeeper).

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 4:04 p.m.

<b>CITIZEN'S INPUT (RECEIVED VIA EMAIL)</b>
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No public comments were received.

<b>APPROVAL OF MEETING MINUTES</b>
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**A. AUGUST 31, 2020 REGULAR MEETING**

**MOTION:** Mary McGann motioned/Chad Harris seconded to approve the draft minutes from August 31, 2020 as written in the September 17, 2020 Board packet. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

**TREASURER/FINANCIAL**

**B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF AUGUST 2020**

Evan Tyrrell briefly provided a summary of the expenditures for the month of August and stated they contained standard District expenditures and payment of the final two Liberty Tire Recycling waste tire pick-up invoices for the year. Evan Tyrrell stated that due to the cost of waste tire removal, potentially updating the 2021 fee structure regarding waste tires should be considered. He also stated that strict spending protocols had been put in place to curb unnecessary expenses.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of August 2020 in the amount of \$94,408.37. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**C. DISCUSSION OF GRAND COUNTY FUNDING ALLOCATIONS FOR 2021**

Evan Tyrrell stated that Grand County did pass a favorable allocation amount to the District for 2021 but was slightly concerned regarding the forecasted mineral lease amounts since 2020 numbers have come in well below original and current Grand County projections. Evan Tyrrell stated that he had initially asked Grand County for a much higher allocation amount due to the concern that our allocations for 2021 would be cut substantially.

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

**D. DISCUSSION OF COMMUNITY RECYCLE CENTER DRAFT SURVEY FOR THE PURPOSES OF OBTAINING PUBLIC INPUT ON A FUTURE MEMBERSHIP OR SPONSORSHIP PROGRAM**

Evan Tyrrell explained that two surveys, residential and commercial, had been created to obtain feedback and determine potential interest in a Community Recycle Center Membership or Sponsorship program. He stated the survey, once finalized, will be posted to the District's social media and website. Diane Ackerman suggested that CRC users also be informed of the survey via personal interaction. Evan Tyrrell agreed and stated that flyers would be designed for residential and commercial handout. Mary McGann stated that sponsorship is better nomenclature rather than membership. Kalen Jones expressed concern on the inclusion of question No. 11 on the proposed survey (the "perks" question) and suggested reducing this section of the survey to a single question regarding potential interest in a sponsorship program. Evan Tyrrell explained the necessity of keeping all the questions to determine CRC usage and

community support but agreed that question No. 11 should be removed. Kalen Jones asked for clarification on question No. 1 (the “location” question). Jessica Thacker explained the difference between the provided answers. Evan Tyrrell suggested a broader range of locations could be included. Mary McGann asked why this information, specifically the demographics section, was being collected. Evan Tyrrell stated that this information could provide background data and frequency of use. He asked the Board for their opinion on the commodity volumes listed on the survey. Kalen Jones stated he understood the volume types. Kevin Fitzgerald suggested providing equivalent trashcan sizes to assist residents with commodity volume conversions. Chad Harris suggested also expanding the volume sizes to include larger amounts such as truck-bed sizes and voiced support of calling the program a sponsorship rather than membership. Mary McGann further elaborated on the sponsorship program language by suggesting that a sponsorship would encourage residents and businesses more effectively than a membership. Kalen Jones suggested including a question on interest in paying a tipping fee per trip and by volume which equalizes payment between all CRC users. Evan Tyrrell agreed and stated that the survey would provide useful insights. Kevin Fitzgerald voiced support in moving forward with the survey. Kalen Jones asked for clarification on question No. 3 of the commercial survey (the “business industry” question). Jessica Thacker provided distinction between the provided answers.

**E. DISCUSSION OF PROGRAMMATIC, OPERATIONAL, AND FINANCIAL PRIORITIES FOR THE REMAINDER OF 2020 AND CALENDAR YEAR 2021**

Evan Tyrrell explained that the redline updates to the programmatic priorities document that was presented during the September 2019 Board retreat were presented as an informal update to each item and asked the Board to provide feedback. Kalen Jones stated he was pleased with the administrative accomplishments. Kevin Fitzgerald agreed and expressed appreciation at how the District has navigated through recent challenges and made substantial improvements. Evan Tyrrell acknowledged there are priorities the Board has mentioned that are not necessarily on the current programmatic priorities list (e.g., reinstate a pilot composting program at the Moab Landfill). However, some of those items requires infrastructure development and extensive planning that may not be currently feasible. Mary McGann suggested that Jessica Thacker develop a priority ranking list to distribute to each Board member. Mary McGann stated she would assist in the development of this ranking system. Kevin Fitzgerald expressed support of this idea. Kalen Jones suggested the discussion of possible trash collection outside of the City in relation to Grand County. He also expressed an opinion on the District resolution terminology of “otherwise managing all solid waste” and suggested this should be a shared cooperative effort. Kalen Jones also mentioned that another goal that should be added to the holistic priority list is to keep District tipping fees competitive.

**F. POSSIBLE ACTION ITEM: APPROVAL TO EVALUATE ALTERNATIVE USE(S) FOR MODULAR UNITS DONATED TO THE SOLID WASTE DISTRICT FROM THE GRAND COUNTY SCHOOL DISTRICT**

Evan Tyrrell stated that he intended to discuss the commodity pricing portion of this agenda item at the August Board meeting. He presented quotes from an alternative recycling broker and

explained the pricing the District receives with the current recycling broker, including freight and trailer rentals costs. The alternative recycling broker would eliminate some costs and substantially increase revenue from recycling commodities. Evan Tyrrell presented a financial scenario if the District switched to the alternative recycling broker. However, infrastructure such as building a loading ramp and purchasing a forklift also need to be considered.

Evan Tyrrell suggested that the modular units donated by the school district could be used as recycling commodity storage areas rather than as District office and administrative units. He stated that Chris Scovill and Kevin Fitzgerald have been involved in planning for building placement and upgrades. Through many discussions and meetings with an engineering subcontractor and Moab City inspection and planning officials, it was determined that upgrading the buildings for administrative purposes was not cost effective and could be repurposed into operational infrastructure more effectively with little to no additional cost. Evan Tyrrell stated that reusing the modular units as storage structures would pass on financial savings to the District, allow for higher quality commodity volume and value tracking, and assist in CRC revenue and solvency. Chris Scovill stated that he understood any concerns about how the repurposing of these modular units could be compared to the historical perception of the CRC, specifically the visual aspect. Diane Ackerman expressed concern on how the buildings would be structurally competent regarding strong winds. Chris Scovill acknowledged her concern and stated that a discussion with a structural engineer could address this issue. Kevin Fitzgerald asked what foundation would be used to stabilize the modular units. Chris Scovill replied that road base would be used to assist in drainage, but the modular units would essentially be set directly on the ground. Kevin Fitzgerald expressed support of moving forward with repurposing the modular units as recycling commodity storage areas.

Evan Tyrrell suggested a secondary point of cost savings in purchasing a prefabricated office and he could acquire quotes to present. Kalen Jones expressed confusion on the suggested cost savings of converting the modular units into recycling commodity storage areas. He stated that a comparison on the true costs of utilizing as office structures versus an undeveloped alternative should be presented to reflect the claim of cost savings. Chris Scovill stated that it would cost approximately \$35-\$75 per square foot to upgrade the modular units and would cost the District a large sum. Mary McGann stated the modular units had originally been offered to the County but were declined due to large cost, especially since they would have had to pay for the relocation costs. She asked Evan Tyrrell to reiterate the original trade agreement for the modular units. Evan Tyrrell explained that \$25,000 in tipping fees were waived to the school district for demolition costs and they agreed to pay for the breakdown, relocation, and reset of the units, which was quoted at a fixed cost of \$25,000. He stated the school has not yet paid the second portion of the resetting costs and that Bleggi Transport could set the modular units for the proposed CRC storage setup at approximately \$6,000, resulting in a savings of \$6,500.

Evan Tyrrell stated that due to the financial losses from COVID-19, it would not be financially feasible to begin upgrades on the structures if they were placed at this time. Evan Tyrrell stated that a plan could be created, quotes acquired, and a tour of a prefabricated office unit scheduled. Kevin Fitzgerald reiterated his agreement regarding the potentially exorbitant cost of upgrading the modular units for office space and repurposing them as recycling commodity storage areas.

Kalen Jones expressed uncertainty at not using the modular units as administrative buildings, especially since there was an issue of mold in the current administrative office. Chris Scovill stated the source of the mold was removed and no further issues have been observed. Diane Ackerman agreed that a presentation of cost savings between the two potential plans would be helpful. Evan Tyrrell agreed about the CRC lease concerns and explained that a request for extending the lease into a longer-term agreement was presented to Grand County staff last year, but no response has been received. Mary McGann suggested moving the lease discussion to future considerations and that research be completed before adding to agenda items. Kalen Jones agreed and stated his reluctance on making incremental decisions regarding major infrastructure changes.

Evan Tyrrell discussed that the CRC historically operated with major chronic deficiencies, but those issues have and continue to be aggressively addressed and that the CRC is in the best shape it has ever been. He mentioned that these recommended improvements are intended to make the CRC more financially solvent by optimizing its overall operations. Kalen Jones questioned why we should continue funding a sinking ship, expressed concerns that under this plan we would only lose less money, and suggested that converting the CRC to a cardboard only processing facility could be a viable alternative with no need to repurpose the modular units as recycling commodity storage areas, especially when those costs have not been articulated effectively. He urged the Board members to consider tabling this agenda item. Mary McGann clarified that her motion was simply to move forward with financial evaluations and considerations, but also mentioned that Grand County is becoming more resistant to supporting the District financially.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Solid Waste District staff to move forward with evaluating alternative use(s) for modular units donated to the Solid Waste District from the Grand County School District for the purposes of storing processed recyclables and certain types of construction and demolition debris for reuse and repurposing. Roll call vote: Diane Ackerman, Chad Harris, Mary McGann, and Kevin Fitzgerald each voted yes. Kalen Jones voted no. Motion passed 4-1.**

## REPORTS FROM BOARD AND STAFF

### G. DISTRICT STAFF REPORTS

Evan Tyrrell provided a brief staff report in which he stated that he had received guidance and FAQs regarding COVID-19 CARES Act funding from Grand County. He stated he would review the reimbursement guidance and evaluate how to prepare for funding requests for the District. Evan Tyrrell reported that the District is continuing to evaluate expenses and a potential depreciation schedule for the ongoing excavation at Moab Landfill. He stated the intent to move approximately \$55,000 of year-to-date expenses associated with this work into a 'construction in progress' fund and depreciate over 20-30 years once active for landfilling. He noted the motor grader lease was approved in June and that Caterpillar Financial is now asking for a Board Resolution that will be presented during the October Regular meeting. Evan Tyrrell reported that Red Desert Land Surveying submitted the land survey deliverables and the District received quality topographic maps as well (beyond requested deliverables). The deliverables are being

reviewed in accordance with the District's Scope of Work and Contract for Professional Services and the surveys would be presented to the Board at a future meeting. He stated that he had also been working closely with LJ Blackburn (District Administrative Assistant/Bookkeeper) to familiarize her with the District and the nuances of Special District requirements in the State of Utah, and to clean up past discrepancies in QuickBooks and get caught up on bank reconciliations. Evan Tyrrell reported that distribution of the Revised Klondike Landfill Agreements has begun, the 2020 Household Hazardous Waste Collection Event has been postponed to March 6, 2021, declared excess equipment is being cleaned up prior to posting for sale, he attended a meeting with Moab City staff regarding open dumping, and expressed interest in scheduling District facilities tours for the Board members.

No other staff reports were presented.

## **H. BOARD REPORTS**

Mary McGann reminded everyone that Board member training needs to be completed and asked Evan Tyrrell to provide the training links to the other Board members. She stated the training must be completed prior to January 1, 2021.

Kalen Jones reported that he attended a couple of meetings that were related to the District: an ongoing conversation with City Manager Joel Linares about flow control and mentioned that Joel is not particularly supportive of the District-proposed resolution, and a Travel Council discussion on sustainability. One topic discussed was the challenges hotels face when attempting to implement recycling programs. He suggested that some support from some entity might be useful, including standardized resources for guests and educational campaigns.

No other board member reports were presented.

<b>CLOSING ACTIONS / ADJOURNMENT</b>
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## **I. FUTURE CONSIDERATIONS**

The next Regular ACB meeting will be held on October 15, 2020, beginning at 4:00 pm.

## **J. ADJOURNMENT**

**MOTION: Diane Ackerman motioned/Mary McGann seconded to adjourn the meeting.**

Kalen Jones adjourned the meeting at 5:30 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1