

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

**THURSDAY, MARCH 19, 2020, 4:00 PM**

**BOARD MEMBERS PRESENT:** Kalen Jones (Chair), Mary McGann (Treasurer), and Chad Harris (Member). Note that Kevin Fitzgerald (Vice Chair) was unable to attend.

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

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 4:14 p.m.

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

**Pam Hackley and Bob Lippman**

My husband and I express our thanks to the District for taking proactive steps to limit the potential exposure of COVID-19 to the public and staff at all District facilities. We hope your foresighted efforts are successful. Thank you for all you do for our community especially at this extra-ordinary time. We extend well wishes to each of you and your families and circle of friends as we all work together to support our community.

**Sara Melnicoff (Moab Solutions)**

I applaud the District's careful research of the impacts of the virus, and their thoughtful consideration of potential health and safety risks to staff. I understand why the center is currently in shut down mode.

Although information about SARS-CoV-2 is constantly evolving, the top experts estimate that it could be 12 to 18 months until we see real relief, when a vaccine is available to the public.

Here in Moab, and in countless places around the world, shops like Moonflower Market, a community gem, are adapting to meet the needs of the community, safeguard staff, and remain open. The Community Recycle Center, with its almost 30 years of service, is another vital community gem. I believe the center could service the community's recycling needs while maintaining the safety of staff and the public. My thoughts on how this could be done:

- To begin with, limit hours to 4 hours a day, twice a week. Saturday and one weekday.
- Have staff stage empty bags/Gaylords. That way the receptacles can be left untouched until they are safe to process.
- Moab Solutions will provide staff to take items directly from the cars of recyclers and deposit the correct items, and the correct items only, in the staged bags. We will sign waivers in whatever form the District would feel comfortable with.

I realize logistics regarding numbers of cars allowed in, and other factors, would need to be worked out, but I feel this is very doable with minimal risk.

When we did the 4 hours, once a month, to collect chipboard, (before the center accepted it), we got up to 16 tons in those 4 hours.

I believe the community would be most grateful for the opportunity to recycle, the CRC would benefit from the products coming in, the time span between recycle days would allow for germs to die off, and everyone wins! I am more than happy to discuss details at your convenience.

No additional public comments were received.

<b>ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS</b>
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**A. DISCUSSION OF ADMINISTRATIVE CONTROL BOARD APPOINTMENT PROCEDURES AND GRAND COUNTY RESOLUTION 2350**

Evan Tyrrell discussed that clarification was requested from Grand County regarding the procedures for appointing representatives to the District's Administrative Control Board. Mary McGann had talked to the Grand County Attorney regarding the County's duty to review the Resolution to provide clarification and/or redraft the document.

**B. KALEN JONES (REAPPOINTED MOAB CITY REPRESENTATIVE) – OATH OF OFFICE AND SWEARING IN**

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

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

Diane Ackerman was unable to attend and therefore, official Oath of Office and Swearing In is deferred to the April 16, 2020 meeting.

<b>APPROVAL OF MEETING MINUTES</b>
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**D. FEBRUARY 20, 2020**

**MOTION: Mary McGann motioned/Chad Harris seconded to approve the minutes of February 20, 2020 and authorize the Chair to sign all associated documents. Roll call vote: Kalen Jones, Mary McGann, and Chad Harris each voted yes. Motion passed unanimously.**

<b>TREASURER/FINANCIAL</b>
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**E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF FEBRUARY 6, 2020 TO MARCH 5, 2020**

Evan Tyrrell provided clarification on the larger cost items included on the expenditures such as equipment rentals and the PTIF deposit. No further discussion was held.

**MOTION: Mary McGann motioned/Chad Harris seconded to approve the expenditures of \$106,468.89 and authorize the Chair to sign all associated documents. Roll-call vote: Kalen Jones, Mary McGann, and Chad Harris each voted yes. Motion passed unanimously.**

**F. FINANCIAL PROJECTIONS FOR CALENDAR YEAR 2020**

Evan Tyrrell provided an explanation of the District Workload reports and a breakdown of how the benchmark percentages were determined. Mary McGann asked if the lack of tourists and their generated waste/recyclables would affect the District, specifically in regard to employee layoffs. Evan Tyrrell stated we do have a substantial safety net in place with plenty of work for employees and suggested holding off on ancillary projects that are budgeted in 2020 such as the aerial survey if needed. Mary McGann expressed interest in how the COVID-19 pandemic would affect the District total solid waste intake and income. Kalen Jones asked if the difference between units alters the combined totals values of commodities received. Evan Tyrrell stated that since there are variations in the units of measurement for certain commodities the totals numbers are somewhat meaningless but can still be used as a potential indicator for evaluating total quantities received in comparison with forecasted quantities. Kalen Jones asked how this could affect the income of District employees. Evan Tyrrell stated there is a backlog of projects that employees can work on and there is no anticipated effect on employee income at this time. Evan Tyrrell also stated that with recent upgrades to the District's quantity tracking and invoicing process, projected incomes can be predicted more efficiently, and workload quantities are more current.

Evan Tyrrell informed the Board that the District will be submitting a bid with a COVID-19 qualifier to the National Park Service’s Arch Recycling Services Request for Quotes (RFQ). If awarded this bid, the Arch Recycling Service would provide additional revenues to the CRC. Evan Tyrrell briefly explained the difference between the 2019 and 2020 January through February workload quantities and revenues and solid waste commodity type breakdown between facilities. No further discussion was held.

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

**G. SAFEGUARDS AND MEASURES TO REDUCE POTENTIAL EXPOSURES OF COVID-19 TO WASTE, RECYCLING, AND CLEANING/SANITATION WORKERS**

Evan Tyrrell explained the reasoning behind temporarily closing the Community Recycle Center to the public due to the COVID-19 pandemic and steps that had been taken so far to prevent direct contact between staff and recyclables. He explained that staff meetings have been held to discuss preventative measures such as proper sanitation methods, instruction on the use of disposable gloves, methods of facility and equipment disinfection, and other environmental controls. The Solid Waste District also published a Safety Notice on March 16, 2020 titled “Safeguards and Measures to Reduce Potential Exposures of COVID-19 to Waste, Recycling, and Cleaning/Sanitation Workers” in an effort to raise public awareness regarding the higher risks of infectious disease exposures to waste, recycling, and sanitation workers, to provide recommendations and guidance on how to protect, safeguard, and mitigate infectious disease exposures to workers in the waste and sanitation industry, and to minimize the spread of COVID-19. Both Kalen Jones and Mary McGann expressed their gratitude at the level of research. No further discussion was held.

**H. POSSIBLE ACTION ITEM(S): CONSIDERATIONS FOR CANCELLING DISTRICT EVENTS/PROGRAMS AND FACILITY CLOSURES DURING THE COVID-19 PANDEMIC**

Mary McGann read the citizen’s comments received, specifically Moab Solutions’ suggestion of re-opening the Community Recycle Center and all present agreed that keeping the Community Recycle Center temporarily closed to the public is the best path forward at this time. All present discussed the critical importance of keeping the Klondike Landfill open, monitoring staff health, and re-evaluating a potential opening of the Community Recycle Center at a later date. Mary McGann suggested a bi-weekly or monthly evaluation since it appears that COVID-19 cases have not peaked. Kalen Jones agreed with this suggestion.

The consideration of potentially closing Moab Landfill to the public should COVID-19 cases increase was discussed, and Kalen Jones inquired on what the risk to the Moab Landfill would be. Evan Tyrrell explained that interaction between staff and the public at the gatehouse along with cash/check handling were the main sources of concern. He stressed that staff has been informed to wear gloves, disinfect frequently touched surfaces routinely, and utilize hand sanitizer between customers. Chad Harris inquired if closing the Moab Landfill ahead of potential future closures could result in savings for the District. Evan Tyrrell stated that would be difficult to determine. Mary McGann inquired as to the biggest source of exposure at Moab Landfill and Evan Tyrrell stated the handling of money. Kalen Jones suggested the potential suspension of cash sales and move to a credit card only basis or incorporating other methods of payment collection such as Venmo. Jessica Thacker stated Venmo and other cash handling/transfer applications are not valid due to the District's status as a tax-exempt organization and as a governmental entity. Kalen Jones suggested researching other solid waste facilities to see what they have implemented in lieu of cash handling.

Evan Tyrrell suggested the possibility of potentially postponing or outright cancelling several District events such as the Spring Voucher Clean-Up Program, Household Hazardous Waste Collection event, and the 50<sup>th</sup> Earth Day Celebration in anticipation of the unknown course of COVID-19 in Grand County and the state of Utah. All present Board members were in agreement to postpone these events. All present discussed the postponement of upcoming events such as the Recycling Coalition of Utah conference in April and the potential postponement of the Castle Valley Town Clean-Up.

Evan Tyrrell asked for the ability to have full discretion moving forward to cancel events and limit facility access without the expressed permission from the Board and all present Board members agreed. No further discussion was held.

## **I. DISCUSSION OF DISTRICT FEE SCHEDULES AND TIPPING FEES**

Evan Tyrrell provided a general breakdown of the District's projected revenues via the transient room tax (TRT) and Mineral Lease Funds that were allocated by Grand County along with tipping fees and other revenues generated from all District facilities. He expressed concern about how the COVID-19 pandemic and the lack of tourism could potentially impact funds for the District. Evan Tyrrell suggested opening discussion to potentially raise tipping fees should the funds allocated by the TRT tax and the Mineral Lease Fund no longer be feasible. Mary McGann expressed discomfort at holding a discussion on raising fees during this time but consider it in the future once COVID-19 has passed. Chad Harris echoed Mary McGann's sentiments. Evan Tyrrell clarified that this was just to open the discussion of tipping fees and that the District needs to identify ways to become financially self-sustainable in the future, especially since TRT and other Grand County allocations have been declining for the past several years. Kalen Jones suggested monitoring costs closely, keep the option of raising tipping fees in mind for future discussion, and educating the public on the true costs of running these facilities. Kalen Jones suggested no further discussion on the topic of tipping fees and revisit when more definitive numbers are available. No further discussion was held.

**J. DISCUSSION OF THE DISTRICT’S PROPERTY TAXING CAPABILITIES**

Evan Tyrrell clarified the District’s ability to levy taxes on property in Grand County and open a discussion on how this could be a viable option for the District in the future. All Board members agreed this discussion should be revisited at a later time as they did not feel it was an appropriate topic to discuss at the moment. No further discussion was held.

**REPORTS FROM BOARD AND STAFF**

**K. DISTRICT STAFF REPORTS**

Evan Tyrrell provided a brief description of the SWANA Regional Symposium he and Chris Scovill attended in Springdale, Utah at the beginning of March. Chris Scovill expressed that he has been pleased with the improvements and progression of operational standards at all facilities. Annette Myers provided a summary of the webinar she attended regarding public meeting requirements on items such as transcripts, closed sessions, and call-in methods. No other District Staff Reports were provided.

**L. BOARD REPORTS**

Mary McGann stated she would send correspondence regarding recycling practices at the Old Spanish Trail Arena to Evan Tyrrell. No other board member reports were presented.

**FUTURE CONSIDERATIONS**

No future considerations were discussed.

**CLOSING ACTIONS / ADJOURNMENT**

**M. NEXT REGULAR ACB MEETING: THURSDAY, APRIL 16, 2020 AT 4:00 PM**

The next Regular ACB meeting will be held on April 16, 2020, beginning at 4:00 pm.

**N. ADJOURNMENT**

**Mary McGann motioned/Chad Harris seconded to adjourn the meeting. Motion passed unanimously.**

Kalen Jones adjourned the meeting at 5:50 p.m.

Respectfully submitted to the Board,

Jessica Thacker  
District Clerk, Solid Waste Special Service District #1