

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

**The Grand Center, 182 North 500 West, Moab, UT**

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

**THURSDAY, SEPTEMBER 19, 2019, 8:00 A.M.**

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

**Others present:** Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Jessica Thacker (District Program Assistant), Robin Dahm (District Clerk), Pam Hackley (public; past ACB member), Kaine Allred (intern; arrived around 11:00 a.m., left before the end of the meeting)

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

**CALL TO ORDER (8:00 a.m.)**

Kalen Jones called the meeting to order at 8:27 a.m.

**CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)**

No citizen comments were made at this time.

**OLD BUSINESS**

**A. COMPACTOR UPGRADE OPTIONS FOR THE KLONDIKE LANDFILL**

Evan Tyrrell stated that we have spent about \$100,000 on compactor repairs and work this year, with significant amounts of downtime and lost airspace. He said that he and Chris Scovill want to purchase a new Bomag compactor (versus a CAT compactor). He and Chris Scovill presented numerous reasons why they prefer the larger and more expensive of the two considered models. He said that we have ample funds in our PTIF account to cover a substantial down payment for this purchase. Evan Tyrrell suggested we move forward with a down payment after further research to pinpoint all the specifics of purchasing this particular model. He will present this additional information to the Board at the next meeting.

**A.1. POSSIBLE ACTION ITEM: APPROVE THE PURCHASE AND FINANCING TERM OF A COMPACTOR FOR THE KLONDIKE LANDFILL**

**MOTION, ORIGINAL, RESCINDED: Kevin Fitzgerald motioned/Mary McGann seconded to pursue the purchase of Bomag 772 for \$570,000.**

**MOTION, SECOND, RESCINDED: Mary McGann motioned/Kevin Fitzgerald seconded for the staff to look into the purchase of a Bomag 772, the year 2019 and be prepared to offer the information about down payment, financing, and warranty at the October meeting.**

**MOTION, SUBSTITUTE/FINAL: Chad Harris motioned/Kevin Fitzgerald seconded for the staff to look into the purchase of a Bomag 772, model year 2019 or newer; and to be prepared to offer the information about down payment, financing, and warranty at the October meeting. Motion passed unanimously.**

<b>DISTRICT VISION AND PLANNING SESSION</b>
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**B. ORGANIZATIONAL STRUCTURE AND STAFFING**

Evan Tyrrell discussed preliminary thoughts about 1) adding a Program Manager position and 2) breaking the District Facilities Supervisor position into two distinct positions: an Operations Manager and a Facilities Supervisor. He said that Chris Scovill would likely become the Operations Manager, and that perhaps someone currently on the operations staff would be promoted to the Facilities Supervisor position. Discussion ensued about potential salary increases, higher salaries, and reduced overtime secondary to these new positions. Evan Tyrrell suggested this change be considered during the development of the 2020 budget. Some discussion ensued about sustainable workloads. The Program Manager might provide the most overtime relief and could possibly pay for itself over time through grant application awards.

**C. CAPITAL IMPROVEMENT PLANS (CIP)**

Evan Tyrrell discussed what he deemed the most important items on this list.

He said that the Klondike bulldozer is on its last leg, meaning that its useful life is nearing its end. He stated that this equipment relieves other pieces of equipment from being overworked.

He explained that the road in the Klondike Landfill was not built effectively and needs ongoing repairs, and that redoing the road would require excavating and rebuilding from the bottom up and would be a very expensive job. He restated that the road will need either constant, ongoing maintenance or a rebuild from the bottom up.

**C.1. PRELIMINARY CIP LIST BY OPERATIONAL CENTER**

Evan Tyrrell created a preliminary CIP list for each site and discussed these with the Board. Discussion ensued about how we will need to prioritize these tasks based on what we can afford,

and then determine how to budget for them. Evan Tyrrell pinpointed specific tasks that he currently feels are high priorities, based on such things as current inefficiencies, inability to manage certain materials (e.g., green/yard waste), opportunities to improve procedures and sell old equipment, and safety issues.

## **C.2. CIP PRIORITIZATION CRITERIA**

Evan Tyrrell said that we need to start working on a prioritization scoring matrix that will help to determine a time-phased capital improvement plan.

Kevin Fitzgerald and Chad Harris agreed to be part of a committee that will assist with these prioritizations with District staff. Kalen Jones suggested some Board engagement outside of meetings.

Kalen Jones called for a recess at 9:54 a.m. The meeting reconvened at 10:10 a.m.

## **D. FINANCIAL PLANNING**

### **D.1. OPERATIONAL EXPENSES**

Evan Tyrrell presented the profit-and-loss statement and District workload reports from 2014 through June 2019. He discussed concepts related to economies of scale and “business as usual,” referencing that the operations were historically undermanaged and that we are now paying the price to get everything in order.

### **D.2. PAYROLL-RELATED EXPENSES**

Evan Tyrrell presented employee payroll data from 2014 through June 2019 and explained that payroll expenses have shown relatively steady increases over the years. He pointed out that although we had a list of 20 employees for 2018, the total number of hours worked only equated to 8.06 full-time employees (FTEs), which was the lowest number of FTEs since 2014. In 2019, the District has been able to retain staff and has developed a full staff that will effectively support the District’s operations. Evan Tyrrell said that he has asked Annette Myers to obtain quotes from different health insurance providers and research ways we could decrease our insurance costs.

### **D.3. DISCRETIONARY SPENDING**

Discussion about discretionary spending is pending additional work on the budget.

## **E. PROGRAMMATIC PRIORITIES**

Evan Tyrrell discussed point by point the memo he created for the Board, which was developed in three sections: holistic, administrative, and operational priorities.

Under Holistic Priorities, discussion ensued about item #1D's considerations for the levying of taxes, and how we might be able to do so for calendar year 2021. However, Kalen Jones stated that we should not necessarily pursue prioritizing the levying of taxes at this time. Kalen Jones also agreed that the District should be identified as the leader in integrated waste management in Grand County and that we should seek to collaborate more effectively with other public and private entities within the area.

### **E.1. ADMINISTRATIVE**

Evan Tyrrell and the Board discussed administrative programmatic priorities. He said that we are revising our network and filing structures, and that Jessica Thacker has already presented some great ideas on how to do this.

Under Administrative Priorities, discussion ensued about item #5. Kalen Jones suggested we immediately find a health and safety plan that we will modify over time to meet our needs and immediately put into place, so that we have something in place and then finalize the plan at a later time. Jessica Thacker is currently working on this task; she is reviewing other companies' plans that Evan Tyrrell provided to her. Evan Tyrrell hopes we can have a provisional plan in place by 10 October 2019. Chad Harris offered to provide the Intrepid Potash plan as an additional reference.

### **E.2. OPERATIONAL**

Evan Tyrrell and discussed operational priorities per his memo to the Board, which prioritized health, safety, and environmental compliance, a robust hazard recognition and mitigation safety program, and establishing reliable operating equipment at the District's operations.

## **F. CONSIDERATIONS FOR EXPANDING THE SCOPE AND SERVICES OF THE SOLID WASTE DISTRICT**

Kalen Jones presented a slideshow about holistic prioritization and waste reduction.

Discussion turned to considerations for expanding the District's scope and services.

Note that part 1 of the meeting recording stopped at exactly 3:00:00. Part 2 of the meeting recording begins shortly thereafter.

<b>FUTURE CONSIDERATIONS</b>
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No future considerations were discussed during this portion of the meeting.

<b>CLOSING ACTIONS / ADJOURNMENT</b>
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**G. NEXT REGULAR ACB MEETING: THURSDAY, OCTOBER 10, 2019 AT 4:00 P.M.**

Location: The Board Room, Hyatt Place Moab, 890 North Main St., Moab, UT

**H. ADJOURNMENT**

Kalen Jones adjourned the meeting at 12:43 p.m.

Respectfully submitted to the Board,

Robin B. Dahm

District Clerk, Solid Waste Special Service District #1