

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, FEBRUARY 20, 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), Jessica Thacker (District Program Manager/District Clerk), Annette Myers (Administrative Assistant/Human Resources), Diane Ackerman (Castle Valley Resident).

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 4:08 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
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Diane Ackerman, a resident of Castle Valley, was present to observe the regular meeting. She mentioned that she was recently recommended by the Castle Valley Town Council to serve as the Castle Valley representative for the District's Administrative Control Board. No further comments were made.

ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS
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A. DISCUSSION OF ADMINISTRATIVE CONTROL BOARD APPOINTMENT PROCEDURES

Evan Tyrrell discussed that clarification was requested from Grand County regarding the procedures for appointing representatives to the Board, specifically a Castle Valley Town Council representative, as outlined in Grand County Resolution #2350 titled "A Resolution of the Grand County Council Amending County Resolution No. 2153-A and Restructuring the Grand County Solid Waste Special Service District No. 1 Administrative Control Board" dated July 21, 1997. Diane Ackerman was introduced as the nomination from the Castle Valley Town Council Solid Waste District liaison. Kalen Jones expanded on the reasoning for electing a Grand County Council representative and a Moab City Council representative. Chris Baird and Christina Sloan of Grand County were solicited for their opinion regarding the interpretation.

Kalen Jones suggested to wait regarding Grand County Attorney Christina Sloan's legal opinion and pursuing from there. Evan Tyrrell suggested potentially revising the resolution for better clarity. All Board members and District personnel agreed on the ambiguous nature of the document and to consider reaching out to the District's attorney for a potential legal review of the document. Diane Ackerman pointed out that Castle Valley Town Council members have a large workload and would be overwhelmed if given another task.

APPROVAL OF MEETING MINUTES

B. JANUARY 16, 2020

MOTION: Mary McGann motioned/Chad Harris seconded to approve the minutes from the Solid Waste Special Service District Administrative Control Board meeting of Thursday, January 16, 2020 and authorize the Chair to sign all associated documents. Motion passed unanimously.

TREASURER/FINANCIAL

C. DISCUSSION REGARDING A POTENTIAL TRANSITION FROM QUICKBOOKS PRO TO QUICKBOOKS ENTERPRISE

Evan Tyrrell explained chronic issues with the District's current version of QuickBooks Pro and the District's would like to transfer to a more suitable version called QuickBooks Enterprise. The District has outgrown the current software based on the amount of District data saved on the current program. Annette Myers detailed the upgrades that QuickBooks Enterprise would provide such as enhanced payroll, premier customer service package, and more robust processing capabilities along with free QuickBooks Enterprise training. Annette Myers stated this transition would be relatively easy with the help of ProVelocity (3rd-party IT consultants) and supplied the cost and credit of switching from QuickBooks Pro to QuickBooks Enterprise. Kalen Jones agreed the additional cost of QuickBooks Enterprise will be offset by the labor needed to recover the crashed QuickBooks Pro system. Evan Tyrrell stated that other accounting software were evaluated but they did not fit our needs. The Board expressed support in moving to QuickBooks Enterprise and were pleased that other options were explored prior to selecting this software. Annette Myers stated that Dell would be on-call during the transition in case of any encountered computer issues. Chad Harris asked if training would be provided for the new software and Annette Myers stated that a year of training had been included. No further discussion was held.

D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF JANUARY 6, 2020 TO FEBRUARY 5, 2020

Evan Tyrrell stated that the expenditures were included independent of the board packet and asked if the Board needed any further clarification. Evan Tyrrell provided clarification to some highlighted items and no further discussion was held.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the expenditures for the period of January 6, 2020 to February 5, 2020 in the amount of \$197,969.33 and authorize the Chair to sign all associated documents. Roll-call vote: Kevin Fitzgerald, Chad Harris, and Kalen Jones each voted yes. Mary McGann abstained (temporarily absent). Motion passed unanimously.

E. PRELIMINARY DRAFT FINANCIALS REPORTS FOR CALENDAR YEAR 2019 (UNAUDITED)

Evan Tyrrell stated that due to some items on the Financial Report moving around a final draft report would be presented during the March meeting along with the 4th Quarter Financials should the Board be interested. Evan Tyrrell provided explanation of highlighted items on the balance sheet such as movement of funds between accounts, the PTIF transfer for down payment of the compactor, pre-paid expenses of rental equipment and insurance into Calendar Year 2020 and outlined comparisons between financials of 2018 and 2019. The Board had no further questions regarding the balance sheet. Evan Tyrrell described the District workload printout and the modifications made such as accounting code changes for all facilities, waste diversion of scrap steel, in-kind donated services at Moab Landfill, and revenue adjustments based on the agreement with the Grand County School District.

Evan Tyrrell provided clarification on workload at the Community Recycle Center, specifically in regard to OCC (old corrugated cardboard). He stated OCC prices had dropped significantly in 2019, resulting in shipping less material and freight being a large cost. For Klondike Landfill workload, waste tracking volumes were adjusted to tons and new categories of tracking were introduced. Kevin Fitzgerald pointed out that waste tracking had improved throughout 2019. Kalen Jones asked for clarification on green waste tracking category tracking and how it might be handled in the future. Evan Tyrrell briefly highlighted the Profit & Loss statement and no further discussion was held.

OLD BUSINESS

F. ADMINISTRATIVE OFFICE

F.1. STATUS OF BUILDING UPGRADES

Evan Tyrrell stated that road base has been stockpiled, general location identified, and that Jessica Thacker is currently developing a Request for Proposal (RFP) to solicit proposals for a contractor that will manage the building upgrades and utility installations. No further discussion was held.

G. COMMUNITY RECYCLE CENTER (CRC)

G.1. CONTINUED DISCUSSION OF POTENTIAL RECYCLING SERVICES AT THE OLD SPANISH TRAIL ARENA

Evan Tyrrell summarized the discussion from last month's ACB meeting and asked Mary McGann if any progress had been made. Mary McGann asked Evan Tyrrell to remind her to follow up on this discussion the following week.

G.2. CONTINUED DISCUSSION OF CARDBOARD PRODUCTION TIME AND COST ANALYSIS

Evan Tyrrell stated that the analysis itself had not changed but wanted the Board's opinion on the "gentleman's agreement" with Monument Waste Services (MWS) regarding OCC drop off and the discrepancy between declared and actual quantities. Diane Ackerman asked where the OCC from Monument would go if it was not being recycled. Evan Tyrrell replied that more than likely it would be transported to Alpine (Denver) or Grand Junction, Colorado. Kalen Jones stated we provide the most economical solution to MWS for OCC and essentially prevent OCC diversion to Colorado. Kalen Jones believes that pursuing this is not the highest priority right now as there are more valuable recycling resources and we should focus our efforts on recycling services such as composting. Evan Tyrrell agreed with Kalen Jones but also stated that the Community Recycling Center is suffering losses with each OCC shipment. He stressed that we need to be more affirmative regarding future OCC pricing and suggested evaluating the tipping fees regarding OCC tipping in the future. Kalen Jones and Mary McGann both suggested the possibility of a workshop or sub-committee to create a plan of action. Evan Tyrrell stated that a similar action has been developed within the District's administrative team to prioritize administrative and operational activities for the overall District plan of action. Evan Tyrrell suggested holding a workshop at the end of the year and the Board was receptive to that idea. Annette Myers provided additional support to the administrative priority task list. No further discussion was held.

H. MOAB CLASS IVB LANDFILL (MLF)

H.1. STATUS OF LANDFILL IMPROVEMENTS

Evan Tyrrell stated that the Moab Landfill has consistently improved visually, and public perception is positive through active planning. The Board agreed with this statement.

I. KLONDIKE CLASS I LANDFILL (KLF)

I.1. STATUS OF LANDFILL IMPROVEMENTS

Evan Tyrrell expressed that the Klondike Landfill is the next focus in operations through re-establishing slopes and areas to improve along with fill sequencing. He stated that he and Chris Scovill have weekly operations meetings to keep staff on target and are planning on beginning a

new test area to calculate compaction density with the new compactor. Evan Tyrrell also stated that a plan of action has been implemented to address the high wall that was present prior to his and Chris' tenure and how safety is the main priority.

I.2. REVIEW OF EXISTING FRANCHISE AGREEMENTS

Evan Tyrrell explained the preliminary list of potential active and inactive franchise agreements for Klondike Landfill with the intent to present a finalized list at the March Board meeting and formally redact inactive and non-valid agreements. The Board stated they are looking forward to the results of the final list. No further discussion was held.

J. EQUIPMENT AND VEHICLE STATUS UPDATE

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

Evan Tyrrell stated the overall condition of our equipment is good with minimal downtime and preventative maintenance on schedule. He stated that some computer issues were encountered with the baler and that a new screen had been ordered. Kevin Fitzgerald inquired about the warranty on the baler and Evan Tyrrell stated that we did not have an extended warranty with the baler since it was bought used. The original 90-day warrantee provided by the seller has expired, but some work did occur when the baler was still covered under this short-term warrantee.

K. UPDATE ON POTENTIAL DISTRICT-STAFFED RECYCLING DROP-OFF COLLECTION SERVICE IN CASTLE VALLEY

Evan Tyrrell briefly discussed the email he sent to the Castle Valley Town Clerk regarding the need to cover the District's cost for remote recycling services and that we have not heard back from the town at this time. No further discussion was held.

NEW BUSINESS

L. DISCUSSION OF DRAFT 2020 DISTRICT CALENDAR OF EVENTS

Evan Tyrrell presented the drafted 2020 District Calendar of Events and mentioned that we will be adding operational dates such as quarterly cover and inspection dates. He pointed out that the April E-Waste collection day is during Jeep Safari week and this may need to change. Evan Tyrrell informed the Board of the upcoming Recycling Coalition of Utah conference in April and the Board expressed interest in attending. Evan Tyrrell introduced changes to the upcoming Spring Voucher clean-up program, primarily the inclusion of tires as an option for disposal. No further discussion was held on the Draft 2020 District Calendar of Events.

M. DISCUSSION OF PERMANENT COMMUNITY IMPACT FUND BOARD (CIB) CAPITAL IMPROVEMENT PROJECT LIST

Evan Tyrrell stated that the listed items were essentially the same and stated that it was determined that CIB, for solid waste services, is a loan and not a grant. Jessica Thacker then briefly summarized what the CIB is, what purposes it can be used for, and the extensive process needed to apply to the CIB. Jessica Thacker stated that the CIB is not a priority to obtain when other options are available. Mary McGann agreed that pursuing the CIB loan is not effective at this time. Evan Tyrrell mentioned that solid waste studies, however, could be considered grants and not loans, and that the District should consider adding a solid waste study to the CIB list. Evan Tyrrell stated that the District is actively registered through the SAMS program thus allowing the District to apply to government grants and bid on projects. Mary McGann suggested potentially removing our items from the CIB list. Evan Tyrrell explained that by exploring grant ventures, we can potentially expand our services and landfill lifespans. No further discussion was held.

N. REVIEW AND DISCUSSION OF 5-YEAR INTEGRATED SOLID WASTE MANAGEMENT PLAN FROM 2010

Evan Tyrrell stated this topic was a preliminary re-introduction to this plan that provided some historical background on the District and could help develop a future management plan. He summarized some findings, plans, and goals contained within the plan including acknowledgements of Cisco and Thompson Springs closure with the BLM. Kalen Jones asked if this five (5) year plan is a requirement for the Solid Waste District. Evan Tyrrell stated that at the time of this document, it was a requirement but was unsure if it is a requirement now. Kalen Jones stated that it may be a good idea to create an updated plan and whether a consultant should be included as support in the creation of this document. Evan Tyrrell pointed out the yearly “solvency/financial assurance” requirements need some further clarification and Kalen Jones agreed. Evan Tyrrell stated that despite not meeting the goals set out in the 5-Year Integrated Solid Waste Management Plan (2010), the District has made notable improvements and changes since then and that some goals from the historic plan are already being pursued. He stated this plan could be kept as an open discussion item for future Board meetings and used as a basis for future strategic planning. No further discussion was held.

O. POSSIBLE ACTION ITEM: RETRACTION OF INDEPENDENT ACCESS AGREEMENT WITH MONUMENT WASTE SERVICES TO THE KLONDIKE LANDFILL

Evan Tyrrell summarized his discussion with Dan Kirkpatrick of Monument Waste Services and why the Independent Access Agreement was initially created. He stated that the agreement appears to no longer be necessary and asked the Board to consider retracting the agreement. The Board agreed and no further discussion was held.

MOTION: Chad Harris motioned/Mary McGann seconded to approve the retraction of the Independent Access Agreement with Monument Waste Services to the Klondike Landfill in accordance with the *Indemnification, Hold Harmless, and Release of Liability Agreement* dated November 13, 2018. Motion passed unanimously.

P. POSSIBLE ACTION ITEM: APPROVAL TO EXCESS SELF-TIPPING METAL BINS FORMERLY USED AT THE CRC

Evan Tyrrell stated that he and Chris Scovill agree to excess off items that were no longer needed including thirty (30) self-tipping metal bins that are fully depreciated. Evan Tyrrell spoke with IWP and found an interested buyer who underbid at \$300 per bin. He preferred to ask the Board's opinion on the bins price point. Chad Harris asked for clarification on \$500 being the set price and what happens if the buyer requests lower. Kalen Jones suggested a call-in meeting to approve a lower price if that occurs. No further discussion was held.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the excess of twenty-five (25) self-tipping metal bins formerly used at the CRC in an amount no less than \$500-\$600 per unit and authorize the Chair to sign all associated documents.

AMENDED MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the excess of thirty (30) self-tipping metal bins formerly used at the CRC in an amount no less than \$500 per unit. Motion passed unanimously.

REPORTS FROM BOARD AND STAFF

Q. DISTRICT STAFF REPORTS

Evan Tyrrell provided his staff report which included the following: the historical tracking of biosolids, evacuated all the historic and current used oil that was consolidated from all facilities, the SWANA Symposium he and Chris Scovill will be attending in March, and revenue trackers.

Jessica Thacker briefly provided her staff report which included the following: the active registration of SAMS, attendance by her and Evan Tyrrell to the Canyonlands Business Summit, and have begun the process of redesigning the District's ads and develop new methods of public outreach and education via social media.

R. BOARD REPORTS

No board member reports were presented.

FUTURE CONSIDERATIONS

No future considerations were discussed.

CLOSING ACTIONS / ADJOURNMENT

S. NEXT REGULAR ACB MEETING: THURSDAY, MARCH 19, 2020 AT 4:00 PM

The next Regular ACB meeting will be held on March 19, 2020, beginning at 4:00 pm.

T. ADJOURNMENT

Kalen Jones adjourned the meeting at 6:28 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1