

**SOLID WASTE SPECIAL SERVICE DISTRICT #1  
1000 E. Sand Flats Rd., Moab, UT 84532**

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**MINUTES: SPECIAL MEETING**

Wednesday, 10/24/2018

Grand County Courthouse, Council Chambers

**MEETING OPENING**

**BOARD MEMBERS PRESENT:** Mary McGann (Chair), Kevin Fitzgerald (Vice Chair), Kalen Jones (Treasurer), Pamala Hackley

Others present: Robin Dahm (Clerk), Annette Myers (Acting District Manager)

Janet Buckingham was not present.

**CALL TO ORDER:** By Mary McGann at 3:06 p.m.

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

**ITEM A: RATIFYING INTERIM DISTRICT MANAGER OF SOLID WASTE DISTRICT #1  
POSITION AND SALARY**

**MOTION Pamala Hackley moved/Kevin Fitzgerald seconded** that Annette Myers be appointed interim manager, with the salary associated with this interim position. Motion passed 3 to 0.

Clarification: This item was discussed and approved during our October 16, 2018 meeting, to become effective October 18, 2018. It did become effective October 18, 2018. Its ratification and formal approval have now taken place during today's meeting.

**ITEM B. 1. DISCUSSION OF TASKS TO BE COMPLETED: DEBORAH BARTON'S MFR TASKS ITEMS  
DATED 15 OCT 18**

Mary McGann met with a Tyler Francis of Altitude Recycling Equipment whose product (either new or used) would not require the electrical infrastructure to be changed. Tyler Francis provided information. A new bailer would cost about \$150,700 and take 180 to be delivered because the product is custom built. Mary briefly discussed the product features. We now have information about more than two different bailers.

**TASK Annette Myers**, based on discussion about Kalen Jones’s list, will set up a Google Sheet that shows all these tasks, their statuses, who has made comments on the tasks, and so on so that everyone can stay up to date. In this way, Annette Myers will not need to send out email updates. The Board likes the current format.

Pamala Hackley mentioned that permit review wasn’t mentioned, but Rob Powers should be made aware of this.

**ITEM B.2. DISCUSSION OF TASKS TO BE COMPLETED: ANNETTE MYERS TASK CHALLENGES  
EMAIL DATED 22 OCT 18**

Annette Myers suggested a site tour during a busy time at the site.

The monthly report is similar to the Google Sheets doc mentioned for Item B.1., and that perhaps we could use the cloud version instead of a report/graph. Kalen Jones discussed a PDF format for this report, with thumbnails and bookmarks. We would like to move to electronic format instead of paper format.

ACB meeting agenda: Pamala Hackley volunteered to help Annette Myers. Mary McGann will help Annette Myers with the financial report for the next meeting.

Because Annette Myers has a lot of tasks to perform at this time, this report will be created quarterly for the time being.

The Board says that Annette Myers no longer needs to perform these two tasks: 1) contact DQ and the health department about the mud-contaminated cardboard, to see if it can be delivered to the landfill without a problem; 2) create two agreements: one with the district and Monument Waste (Dan Kilpatrick and his staff will have access when our own staff is not onsite), and one with the mechanic as a contractor.

Robin Dahm will assist Annette Myers with GRAMA-request and other work.

Annette Myers volunteered not to attend the 2018 annual UASD convention, and the Board agreed.

Annette Myers has broadcast the open position on a national site and will be investigating additional sites and pathways.

Annette Myers is working with our own staff and Monument Waste staff about safety and dump-site concerns if our own staff is not present during deliveries. She has explained to people that Dan Kilpatrick is a great asset to us.

**ITEM C DISCUSSION AND ACTION ITEM: INTERMEDIATING ROLE BETWEEN STAFF AND BOARD**

The staff continues to be reassured that their jobs are secure as long as they are doing their work properly. Because Annette Myers is performing as the human-resources person, administrative assistant, and interim manager, employees should be sure to tell her in what capacity they are utilizing her when they come to speak with her. The employee handbook does not cover this current situation.

The Board should remain in its role as an appeals board, and employees should follow the proper chain of command. John West is part of the chain of command.

#### **ITEM D: ACTION ITEM: SELECT DISTRICT EMERGENCY CONTACT**

Until we have a permanent manager, Kenny Keys, a part-time employee, has been asked to be the first contact in case of emergency, specifically for non-medical emergencies. People should call 911 directly for medical emergencies, fires, and so on. Kenny Keys has not yet accepted this role. If he does not accept, we should cover the emergency phone numbers on our signage, and it should be changed on our website. At this time, no one knows the password for making changes to the website.

#### **ITEM E.1. MOAB LANDFILL: TICKET BOOTH**

We are holding off for the one Adam found, because the company is outside the country. It is not critical to complete the booth task at this time, because it is the end of the year and we want to make sure we make a proper decision.

#### **ITEM E.2. KLONDIKE LANDFILL ROAD CONDITIONS**

More gravel has been delivered and compacted properly.

#### **DISCUSSION OF 2019 BUDGET**

**TASK Annette Myers will see if the Moab Ticket Booth is part of the 2018 budget. If not, it should be added to the 2019 budget.**

#### **FUTURE CONSIDERATIONS**

Mary McGann had volunteered to work the Trunk or Treat event, but since we have already donated all our candy to the event, Mary McGann will not participate in the actual event. All our bracelets went with the candy.

We have a lot of bracelets. Perhaps we can use them for events in 2019.

We need to ensure we have enough gravel on hand in the future before the next big rain.

**TASK Annette Myers** will see if we have enough money in the 2019 budget for the extra gravel.

**TASK Annette Myers** will send the spreadsheet to Pamala Hackley so that Pamala Hackley can help.

Discussed how a new or used bailer will result in cost savings, and that users will need to keep up with the maintenance.

**START OF CLOSED SESSION**

**MOTION Pamala Hackley moved/Kalen Jones seconded** to enter into a closed session about the character, professional competence, physical and/or mental health of individuals. Robin Dahm stayed but did not record the session. Motion passed unanimously.

Closed session began at 4:15 p.m.

**MOTION Kalen Jones moved/Pamala Hackley seconded** to end the closed session at 4:30 p.m. Motion passed unanimously.

**END OF CLOSED SESSION**

Regular session reopened at 4:32 p.m.

**CLOSING**

**Future considerations:** The next regular scheduled Board meeting will be held December 13, 2018, at 4:00 PM.

**Adjournment:** **MOTION Pamala Hackley moved/Kalen Jones seconded** to adjourn.

Meeting adjourned at 4:32 p.m.

Respectfully submitted,

Robin Dahm, District Clerk