**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

**1000 E. Sand Flats Rd., Moab, UT 84532**

**MINUTES: REGULAR MEETING**

Thursday, 8Nov2018

**BOARD MEMBERS PRESENT:** Mary McGann (Chair), Pamala Hackley (Member), Kevin Fitzgerald (Vice Chair), Kalen Jones (Treasurer; arrived 4:05 p.m.)

Others present: Annette Myers (Interim District Manager), Robin Dahm (District Clerk), Christopher Scovill (District Facilities Supervisor), Kirby Sorensen (Wheeler CAT VisionLink), Dan Kirkpatrick (Monument Waste Services), Bonnie Kirkpatrick

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

**CALL TO ORDER:** By Mary McGann at 4:04 p.m.

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

None today.

**APPROVAL OF MEETING MINUTES:**

**A. OCTOBER 11, 2018: REGULAR BOARD MEETING**

**B. OCTOBER 16, 2018: SPECIAL BOARD MEETING**

**C. OCTOBER 24, 2018: SPECIAL BOARD MEETING AND BUDGET WORKSHOP**

**MOTION Kevin Fitzgerald** **moved/Pamala Hackley seconded** to 1) table the minutes from meeting A (11Oct2018), 2) approve the minutes for meetings B (16Oct2018) and C (24Oct2018) after amending minutes for B (16Oct2018) to include the clock time for which the motion to end the closed session was passed. Motion passed unanimously.

**D. WHEELER CAT VISIONLINK: KIRBY SORENSEN**

Kirby Sorensen distributed folders with product information to the Board.

VisionLink provides equipment maintenance information via email or cellular devices.

Some of our equipment already has VisionLink on them. It would be a free charge up to $16/month (depending on how often we would want to utilize this product: monthly, weekly, daily, or multiple times throughout the day). We can receive free units through the end of the year. We can be notified of such things including but not limited to number of hours used, fuel consumption, idle time versus runtime, upcoming servicing needs, and engine codes indicating problems. Based on this troubleshooting, the specific parts can be identified and loaded onto the vehicle before the tech arrives to work on a given unit. Stolen equipment can be located. Parts lists and checklists can be printed for our employees to use. Things such as vandalism and maintenance performed can be documented and sent out electronically to those people who need to know about these things.

Kevin Fitzgerald said that we should probably request the free hardware and then choose which equipment should utilize the $6/month plan. Kirby Sorensen said there is no contractual obligation for number of machines or level of plan (such as $6 versus $16).

The hardware has integrated GPS and connects to the cell-phone network (except for the free plan).

Christopher Scovill said that the free policy is a tool that would obviously help with monitoring all the equipment.

A company representative (Will) will be in the area the week of Thanksgiving, and he could give a laptop presentation of about an hour. VisionLink can set up the equipment onsite before the presentation.

Kirby Sorensen left the meeting at this time.

This equipment might be able to let us work the equipment-hours used into cost accounting.

**D. (SIC) ACTION ITEM: EXPENDITURES 6OCT2018 THROUGH 5NOV2018**

**MOTION Kalen Jones** **moved/Kevin Fitzgerald seconded** to accept the expenditures in the amount of $85,248.25. Verbal vote: Pamala Hackley, Kevin Fitzgerald, Mary McGann, and Kalen Jones all voted in the affirmative. Motion passed 4 to 0.

It was noted that the unusual amount, of rain and the mud, plus improper gravel packing, required the purchase of more gravel than usual.

Dan Kirkpatrick stated that it was 10 days of not being able to utilize Klondike, which translated into about $14,000 of lost revenue for us. He also said that we should be in good shape for preparing for December and January precipitation.

**E. ACTION ITEM: 2019 BUDGET DRAFT APPROVAL**

**E.1. CURRENT REVISED 2019 BUDGET DRAFT AND 2019 RATES/FEES**

Annette Myers shared the document via Google Drive with the Board and Robin Dahm. It is a massive document. At this time, Annette Myers was unable to provide a bottom line or see if the budget is balanced. She believes we have a slight profit of $2,000 at the end of the year, using the proposed budget. And the changes that she made concerning the administrative salaries, the building (if it is to be replaced with a used building).

The office building’s lead-test result is negative. The non-friable asbestos was found in the building’s floor tiles. The mold and mildew tests came out positive. Sample(s) will be taken out of the wall interior. A decision will need to be made at some point about whether to save/remediate or replace the office building. The investigator could remediate the problems, but the office staff and equipment would be temporarily displaced (except for Chris Scovill). Annette Myers knows people with whom she could talk if a temporary relocation is needed.

Pamala Hackley suggested having a special meeting for working on the budget, before our next scheduled meeting of 13Dec2018.

Annette Myers suggested presenting a 1-page report, similar to the budget report sent to the state for our transparency reports. It would include revenue, expenses, operating expenses, capital expenses.

We are unclear about the deadline for when the draft budget must be made available to the public, before the Board meets to approve it.

**TASK Someone** will find out the deadline for making the draft budget available to the public: 7, 10, or 14 days before the meeting where the Board will vote on the draft budget.

Maybe a minimal special meeting with one Board member at this location and everyone else phones in, to approve the draft budget. Perhaps only emails are needed, instead of a meeting. Last week in November, by 28Nov2018?

Announcement of a special meeting, if it is decided to hold a special meeting, must be announced in the paper by 28Nov2018. Kalen will be traveling and will return to Moab by 29Nov2018 and wants to be part of the discussion.

**MOTION Kalen Jones** **moved/Kevin Fitzgerald seconded** to postpone the 2019 draft budget and rate fees approval until 29Nov2018. Motion passed 4 to 0.

Need to approve an amended budget for 2018 before the end of the year. The amended budget needs to be part of 29Nov2018 meeting.

Dan Kirkpatrick stated that he was okay with the proposed 2019 KLF tipping fees.

Discussion took place about holidays and not having an operator present. Dan Kirkpatrick’s staff might need to have a key to Klondike, but safety issues must be considered. Having two operators present at any given time is desirable.

**E.2. GRAND COUNTY FUNDING REQUEST STATUS FOR TRT, MINERAL LEASE, STATE PILT**

Kalen Jones feels the Board has addressed this and does not need to discuss it further.

**E.3. SET PUBLIC HEARING FOR DEC 13 MEETING**

**MOTION** **Kalen Jones motioned/Kevin Fitzgerald seconded** to have the public hearing at the 13Dec2018 regular meeting, at 6:00 p.m. The regular meeting will start at 4:00 p.m. Motion passed unanimously.

**F. ACTION ITEM: RESOLUTION REGARDING PUBLIC TREASURER’S
INVESTMENT FUND (PTIF) AUTHORIZED INDIVIDUALS**

This action item is to remove Deborah Barton’s name. Mary McGann completed the Utah State Resolution form today. A Board member will need to remove Deborah Barton’s name from the fund.

**MOTION Kevin Fitzgerald** **moved/Pamala Hackley seconded** to accept the ratification of removing Deborah Barton’s name as an authorized individual from the public treasurer’s investment fund. Motion passed unanimously.

**G. INTRODUCTION: CHRISTOPHER “CHRIS” SCOVILL, DISTRICT FACILITIES SUPERVISOR**

Chris Scovill is familiarizing himself with our processes. An overall good general housekeeping and maintenance schedule needs to be set up.

His big projects include getting bids and estimates for the ticket booth, and deciding on a baler (which seems to be up in the air because of the cost and the future of the recycling center).

Chris Scovill has a list of December 1 items that he will make a priority to get done, which includes the stairs in front of the admin building, fortified railing, working on the entrance to the Moab landfill, and installing security cameras.

Annette Myers has the resume of a person interested in the equipment operator 1 opening. Chris Scovill said the applicant has completed an application.

For the other two operator positions: Keith and DeShawn have been training at Moab and Klondike, and they are currently cross-training between Klondike and Moab.

We are down three people. One person needed is a level-1 operator, and another person needed is a level-2 operator. We also need a district manager.

**H. STAFF/BOARD REPORTS**

**H.1. DISTRICT STAFF (DISTRICT MANAGER/ADMINISTRATIVE ASSISTANT/FACILITIES SUPERVISOR)**

**H.1.a. CRC CLEANUP STATUS**

Annette Myers said that Brandon and crew have done a tremendous job. Product is organized by type. Green Solutions agreed to follow the District's lead to empty and organize their product by how the District has established the materials. Brandon and Adam have emptied and baled the gray bins, which keeps the yard cleaner. The horizontal baler is up and running.

A number of residents are still including bags of household waste inside their recyclables.

We have a goal of getting the security system up and running by 1Dec2018, to see perpetrators and gently talk with them.

**H.1.b. CRC BALER (LEASE VS. PURCHASE OPTION)**

We will discuss this after receiving some reports next month.

**H.2. BOARD/OTHER REPORTS**

**H.2.a. STATUS OF CITY OF MOAB RFP: KALEN JONES**

The Council will discuss this at its Tuesday meeting next week. Discussion will include opt-in or mandatory recycling.

**H.2.B. REPORT ON CENTENNIAL RECYCLING VISIT: SARA MELNICOFF AND BOARD CHAIR MARY MCGANN**

Mary McGann stated that the visit was good but should wait until we have a district manager and an RFP. When we have a district manager, Mary McGann will give info to this person.

Mary McGann recognized Pamala Hackley for help while Mary McGann was ill. Pamala Hackley performed her own work and also took over decision-making with Mary’s permission.

**H.2.C. MLF SHACK REPLACEMENT: CHRIS SCOVILL**

Discussed earlier during this meeting.

**H.2.D. ADMINISTRATIVE OFFICE TRAILER UPDATE: ANNETTE MYERS**

Pamala Hackley discussed going out with Dan Kirkpatrick from Monument Waste, Dan Bellum, and Chris Scovill to tour the Klondike landfill earlier this morning. This tour gave Chris Scovill a good heads up about Dan Kirkpatrick’s concerns. Dan Kirkpatrick also has some suggestions to share with Annette Myers and Chris Scovill getting a construction engineer to do an assessment sooner rather than later, before going further with an engineering services contract.

Pamala Hackley stated that Klondike’s litter pickup is in pretty good shape. Dan Kirkpatrick agreed, and he stated that the fences used to be full all the way to the top and are now clean.

Kalen Jones suggested we figure out the minimum amount of material we need in order to justify a new baler, as a criterion for making this decision.

Pamala Hackley discussed how glass is a valuable asset, but if we go to single-stream collection, glass can’t be pulled out. We use the glass as interim cover at the Moab landfill.

Annette Myers: Brad of Green Solutions has asked her to mention that he is in wait-and-see mode.

**I. DISCUSSION AND POSSIBLE ACTION ITEM(S)**

**I.1. PAMALA HACKLEY HAS BEEN AWARDED UASD BOARD MEMBER OF THE YEAR**

LeGrand will make a public announcement at the convention. Mary McGann will present something later to Pamala Hackley in an official context.

**I.2. POSSIBLE ACTION ITEM: DISTRICT MANAGER HIRING PROCESS: CREATE SUBCOMMITTEE WITH RESPONSIBILITY TO DEVELOP A PROCESS TO REVIEW RESUME/QUALIFICATIONS, INTERVIEW QUESTIONS, AND EMPLOYMENT HISTORY AND REFERENCE CHECKS**

Pamala Hackley mentioned that she and Bob Greenberg were appointed the subcommittee once about 11 applications had been received. Maybe a couple of Board members plus Annette Myers and Robin Dahm should form a subcommittee. The ad for district manager is national and local, and it is posted on the state-jobs website. Perhaps the ad should be less formal, to garner interest. We should delete the current ad on our Facebook page and replace it with the new one.

Pamala Hackley and Mary McGann will be the subcommittee members who will come up with a process. Kevin Fitzpatrick offered to help if the volume of applications increases.

**I.3. BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN UPDATE**

Annette Myers said on 14Nov2018, the southeastern health department will send a nurse to us, to administer hepatitis, HIV, tetanus, and flu shots. Annette Myers wrote a waiver for those who refuse the shot(s).

**I.4. RECYCLING PLANNING TO INCLUDE DISCUSSION ON THE IMPACT OF THE CITY OF MOAB’S WASTE PROPOSAL**

Discussed earlier during this meeting.

**I.5. ACTION ITEM: BALER PROCUREMENT**

Discussed earlier during this meeting.

**J. START OF CLOSED SESSION**

**MOTION** **Kevin Fitzgerald moved/Kalen Jones seconded** to enter into a closed session to discuss the character, professional competence, physical and/or mental health of individuals in accordance with Utah Code 52-4-205.Motion passed unanimously.

Closed session began at 5:50 p.m.

Annette Myers and Robin Dahm remained during the closed session. Others left for the closed session and did not return after the closed session ended.

**MOTION** **Kevin Fitzgerald moved/Pamala Hackley seconded** to end the closed session at 6:22 p.m.Motion passed unanimously.

**END OF CLOSED SESSION**

**K. AND L. CLOSING ACTIONS AND ADJOURNMENT**

Return to the regular session began at 6:22 p.m.

**TASK Kalen Jones** will make change(s) to the contact information on the website, per a request from Annette Myers requested.

**TASK Annette Myers** will create a Doodle poll for a couple of dates for the Board tour.

Kevin Fitzgerald asked if we have approved the employee Thanksgiving bonuses. Mary McGann says we can ratify the approval. We can do the bonuses the same way we did them last year.

**K. FUTURE CONSIDERATIONS**

The next regular scheduled ACB meeting will be held Thursday, 13Dec2018, at 4:00 PM.

The public-hearing meeting will be held Thursday, 13Dec2018, at 6:00 p.m.

Holidays affecting operations: 12,22,23Nov2018.

**L. ADJOURNMENT**

**MOTION** **Kalen Jones moved/Kevin Fitzgerald seconded** to adjourn.Motion passed unanimously.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Robin Dahm, District Clerk