**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

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

**MINUTES: Special Budget Board Meeting**

**Thursday**, **29Nov2018, 5:00 p.m.**

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

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

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 5:11 p.m.

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

**A.1. MOAB LANDFILL: TICKET BOOTH FOR INCLUSION IN DRAFT 2019 BUDGET**

Chris Scovill presented a number of ticket-booth options from different companies. He distributed handouts that detail these options. Dimensions, insulation, plumbing, heating, cooling, windows, storage, delivery cost, placement pads, warrantees, and other features were discussed. The entire group discussed the options.

Annette Myers mentioned that we are tax exempt.

Chris Scovill favors Pac-Van, particularly for the price and design flexibility.

Kevin Fitzgerald has requested that Chris Scovill will ask Mini Mobile to send us a video. This company is in Salt Lake City, Utah. Chris Scovill also offered to go to Mini Mobile and take his own videos.

**TASK**  **Chris Scovill** will get and share videos with the Board.

**TASK Kevin** **Fitzgerald** will be in Salt Lake City tomorrow and will try to meet with Carmen of Mobile Mini company. He will try to take some pictures.

Pamala Hackney asked about the size, if we want it to be as large as shown in the paperwork. Christopher Scovill stated that the company has other sizes and can be flexible with the floor plans. Likes the 20 x 10 and use half as dry storage, but not flammables.

The budget for this booth is $25,000. We can trim this figure later if necessary.

**MOTION Kevin Fitzgerald motioned/Kalen Jones seconded to approve the $25,000 budget item for the new booth. Motion passed unanimously.**

**A.2. ADMINISTRATION BUILDING FOR INCLUSION IN DRAFT 2019 BUDGET**

Chris Scovill and the group discussed a number of options from different companies. He distributed handouts that detail these options. Discussion focused on the following options:

* *Option 1: Remodel:* Would not include mold remediation, which would have already been completed. A basic remodel, which includes thicker walls, would cost about $15,000. The data sheet shows $15,247, up to $70 a square foot, for the basic remodel. A full remodel would likely be upward of $50,000. Certain people would be displaced. But could temporarily work in the shop. The City likely has some vacant space for displaced people, but it would have an associated cost. If we remediate the current building, we could auction it. Pamala Hackley recommended retiring the current building. Annette mentioned that the claims adjuster will be here next week, and perhaps replacing the building would be covered by the claim.
* *Option 5:* *Buy a used building:* Doesn’t make as much sense as keeping the current unit and remodeling it. We would save on moving costs.

Annette Myers believes that our needs will be covered by the claim, and her budget item is about $6,000.

Health and safety were discussed.

**MOTION Kalen Jones motioned/Kevin Fitzgerald seconded to amend the admin-building budget line from $5,790 to $16,000, to cover additional related costs. Motioned passed unanimously.**

The location of the final choice does not have to be in the same footprint as where the current building is.

**A.3. RECYCLING CENTER: BALER FOR INCLUSION IN DRAFT 2019 BUDGET**

Chris Scovill and the group discussed four baler options: buy a new one, buy a used one, lease one, and keep the current unit. He distributed handouts.

Dan Kirkpatrick mentioned mandatory curbside for single homes and how it will affect cardboard collection. Cardboard requires separate transportation and separate containers; where would hotels and other organizations put all these containers? Perhaps the recycling center would have a drop-off area for cardboard. We need to feel confident that we will stay in the recycling business before acquiring a baler.

The budget includes $45,000 for procuring a leased or a good used baler.

**A.4. APPROVE DRAFT 2019 FEE SCHEDULE**

Whenever possible, the facility should change calculations from gallons (volume) to pounds or tons (weight). Someone needs to verify the weight per gallon. Should we clock by gallons or pounds? If we don’t have to determine the gallons, we should do it by weight. Kalen Jones suggested we use the smallest unit that gets measured, or maybe by the weight used by the scale.

**TASK Someone** needs to verify the weight per gallon.

**TASK Annette Myers** will find out at the state level what is expected of us when we submit our reports.

**MOTION Pamala Hackley motioned/Kalen Jones seconded to accept draft 2019 fee schedule as is and authorize the acting district manager to investigate ways to express grease as weight instead of volume, and this can be part of the public hearing on 13Dec2018. Passed unanimously.**

Annette Myers mentioned how the public needs more education about what “clean waste” means. Chris Scovill gave an example of how a piece of equipment was recently broken by a metal-blade contaminant.

**A.5. APPROVE DRAFT 2019 BUDGET**

Annette Myers discussed the 2019 budget with the group. She said we could suggest to employees that they at a far less payroll deduction could increase their contributions to HSA, to cover medical needs. In mid-2018 salaries for all positions were increased, without simultaneously adjusting health benefits. Annette Myers spoke with John West to compare our district against others.

We would save over $9,000 a month. These changes have already been presented to employees. A meeting with the employees is scheduled for next Tuesday.

This adjustment will affect three employees. For exempt employees, the treatment has to be the same across the board for a class.

Mary McGann stated that each employee must understand very clearly how it will affect him or her. The concern is that these employees might not understand or remember why their take-home pay may be reduced.

Kalen Jones suggested providing an example of what the pay stubs will look like, including gross pay versus net pay.

Approaches discussed: A step-down strategy for the cost of the coverage; suggesting employees budget their take-home pay to include money for their future medical needs; being very clear about how take-home pay and coverage relate to each other.

Annette Myers discussed how the file of source figures for the budget is difficult to utilize, contains some incorrect formulae, and so on. She is confident with the parts she created herself.

 **MOTION Kalen Jones motioned/Kevin Fitzgerald seconded to table approval of the 2019 draft budget until the regular ACB meeting on 13Dec2018. Motion passed unanimously.**

We will have a special meeting on 20 Dec 2018. We would need to post by 6 Dec 2018 that the budget will be available.

**A.6. APPROVE DRAFT 2018 AMENDED BUDGET**

 **MOTION Pam Hackley motioned/Kevin Fitzgerald seconded to table the 2018 amended budget until the regular 13Dec2018 meeting. Motion passed unanimously.**

**FUTURE CONSIDERATIONS**

None discussed today.

**CLOSED SESSION**

No closed session today.

**CLOSING ACTIONS AND ADJOURNMENT**

B.Next regular ACB meeting: Thursday, 13Dec2018, 5:00 p.m.

C. Next public hearing on draft 2019 fee schedule, draft 2019 budget, and draft amended 2018 budget: Thursday, 13Dec2018, 6:00 p.m.

D. Adjournment

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

Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Robin Dahm, District Clerk