**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

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

**MINUTES: REGULAR MEETING**

**Thursday, 13Dec2018**

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

Others present: Annette Myers (Interim District Manager), Robin Dahm (District Clerk), Sara Melnikoff (Moab Solutions)

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 4:08 p.m.

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

Sara Melnikoff discussed how she will formally request the City of Moab not to make a decision about recycling yet. She discussed how the community loves the recycling center; the center is part of the community. She explained how single-stream recycling is not a good solution for small communities. It is extremely wasteful and is also difficult to undo once it is in place. A longer view about recycling is needed. Perhaps Eco Cycle could perform an assessment. CRI could be a partner. She stated that she herself would do everything she can to see the recycling center succeed. She complimented the current SWSDD1 staff and how good a job the current group is doing. She suggested that if our group doesn’t want to run the center, that there would likely be a nonprofit group that would want to take over.

**A.1. Approve Draft 2018 Amended Budget**

**A.2. Approve Changes to Draft 2019 Fee Schedule**

**A.3. Approve Draft 2019 Budget**

Meeting minutes are stored in a shared Google Drive. Annette Myers is not seeing all the documents that Robin Dahm can see, including recent minutes. Annette Myers thought she did not have certain documents because she could not see them, but Robin Dahm can see them. Robin Dahm offered to assist Annette Myers with figuring out why each person is seeing a different list of documents.

**MOTION Kalen** **Jones** **moved/Pamala Hackley seconded to table approval of the 11Oct2018 minutes at this time. Motion passed unanimously.**

**MOTION Pamala Hackley** **moved/Kalen Jones seconded to approve the 8Nov2018 minutes. Motion passed unanimously.**

Annette Myers discussed how the baler is currently working well. Herman, a new employee, is specifically tasked with upkeep and cleanliness of this piece as well as other pieces of equipment.

Annette Myers said that the Christmas bonuses have been distributed. Annette Myers had explained bonus taxation to an employee who didn’t fully understand the taxation approach.

**MOTION Kalen Jones/Pamala Hackley seconded to approve the expenditures of 6Nov2018 through 5Dec2018. A roll-call vote was taken, with all responding aye/yes. Motion passed unanimously.**

**B. 2018 DISTINGUISHED BOARD MEMBER AWARD PRESENTATION (BOARD CHAIR MARY MCGANN TO PRESENT TO PAMALA HACKLEY)**

Mary McGann presented a plaque and a booklet resolution to Pamala Hackley, with a short speech of appreciation.

**BOARD REPORTS**

Kalen Jones discussed that David Everett had planned to propose a package to the City Council about Monument Waste Services, but this was not completed in time. The Council’s first meeting will be in Jan 2019. Kalen Jones sent an email with questions about volumetric pricing to the Board, as well as one with the same questions to Dan Kirkpatrick. Dan Kirkpatrick has responded, and Kalen Jones has sent the response to the Board. In short: Dan Kirkpatrick and another hauler have had negative bag-and-tag experience in Fort Collins, concerning a snow issue and glass/needles inside plastic bags injuring employees. Dan Kirkpatrick is open to the response in new fees and the diversion rates, and he would be open to making some changes now instead of waiting years to do so. Dan Kirkpatrick thinks that, based on Grand Junction customers, people like the large containers, even if they aren’t always filled up by customers. He may expand service to include comingled pickup.

Bag and tag is for trash. A particular-size bag is put out and tagged by the customer with the customer account info.

Mary McGann discussed how the recycling center is both loved by one group and hated by another group, and that some people say that we should retire the recycling center and others say that we are not recycling enough things.

Mary McGann discussed that Evan Tyrell will let us know by Monday if he will accept our offer for district manager. Mary McGann has discussed with Evan Tyrell a start date, salary, and how he can transition from his current job to the new one. Other details were shared during today’s closed session,

Kevin Fitzgerald discussed how he looked at the sheds in Salt Lake City and thinks that the model(s) would work very well for the District. Chris Scovill visited the company today, too.

Pamala Hackley thanked Annette Myers and Robin Dahm for setting up a fun Christmas holiday party. Pamela Hackley discussed how Mary McGann asked Pamala Hackley to do an interview with a county-contracted company that will perform efficiency planning. The interview was about a half hour in duration. Getting a better IT system, being housed in the same building, sharing equipment, and so on. Perhaps we could discuss this briefly at the next Board meeting. The overall goal is to reduce overhead costs by pooling resources within city and county governments.

Pamala Hackley discussed how the mountain of cardboard has been leveled.

**STAFF REPORTS**

Annette Myers discussed how employees addressing the cardboard buildup encountered lots of rodents. Doug from the Utah Local Governments Trust recently talked to employees about cleanliness and hygiene as it relates to safety. Robin Dahm attended. Series 2 HIV have been given out.

Annette Myers discussed our two current claims:

1. *This building.* Mold and mildew not covered by the claim. Water damage is covered. Chris Scovill will put together a rough estimate of what it would cost if we were to redo/remediate our current building, and will submit it to Annette Myers and then to the Trust/insurance company. We can choose to put it toward a new building or to redo/remediate our current building.
2. *The damaged fencing.* The Trust and the insurance adjuster will release money to us now, to repair the fence, because we must secure the facility. The at-fault party who damaged it will reimburse us the full cost. The fence is not actually owned by us. This damage will not affect our own insurance. The adjuster and the Trust assured us that the fence, the gate, and the electrical and solar panels, and our security locks will be replaced. The young man who caused the damage with his vehicle has apologized and volunteered to help out with the rebuilding, plus community hours. Kalen Jones asked if having just one gate to serve the office, shop, materials processing, and other functions might be better served by separate gates. Annette Myers asked if Kalen Jones and/or Kevin Fitzgerald could meet with the contractor to make these suggestions. Kalen Jones reminded Annette Myers that we consult with Mosquito Abatement and Weed Control, as this would impact them. Annette Myers suggests considering an auto-open gate.

**TASK** **Kalen Jones and/or Kevin Fitzgerald** will meet with the contractor to make these suggestions.

Annette Myers suggests having a staff mechanic for taking care of the heavy equipment, one who is licensed. Chris Scovill has a person in mind and is available, and would come in less than what was budgeted for the staff position. We would implement a combination of having a part-time contractor and also someone on staff.

**APPROVE DRAFT 2018 AMENDED BUDGET**

**MOTION Pamala Hackley moved/Kevin Fitzgerald seconded to approve the draft 2018 amended budget. Motion passed unanimously.**

Some names on the PTIF need to be removed.

**TASK** Tomorrow 10:00 a.m. 14 Dec 2018, Mary McGann will update the PTIF account, specifically for names that need to be removed.

Kalen Jones asked about the $56,000 cost for composting. Annette Myers took into account last year’s figures entered on the budget worksheet that should be removed, and a new entry made for capital outlay.

**MOTION Kalen Jones moved/Kevin Fitzgerald seconded to amend the motion to let Annette Myers redo the numbers for the compost column, before 20 Dec 2018. Motion passed unanimously.**

**2019 FEE SCHEDULE**

**MOTION Pamala Hackley moved/Kalen Jones seconded to approve the 2019 Draft Fee schedule, the version that shows contaminated soils and bulk material at a rate of $24/ton, biosolids at a rate of $24/ton, and waste grease at $32/ton. A roll-call vote was conducted. Motion passed unanimously.**

Dan Kirkpatrick was a tremendous help to Annette Myers.

Mary McGann asked for clarification about the percentages under the UDOT section. Some information came from the memo that Chris Baird wrote.

**TASK Annette** **Myers** will create three separate categories of money: TRT, PELT, and UDOT.

Annette Myers explained that some items were carried over from 2018 without adjustment. Kalen Jones had noticed this. Annette Myers then made, with assistance from Pamala Hackley, general increases of 10 percent when other figures were not available, with the understanding that an amended 2019 budget can be done when the new district manager is on board.

Numerous other line items were discussed between the Board and Annette Myers.

**FUTURE CONSIDERATIONS**

None discussed.

**CLOSED SESSION**

 **MOTION Kalen Jones moved/Kevin Fitzgerald 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 5:47 p.m.

Robin Dahm remained during the closed session. Annette Myers left for the first part of the closed session and then returned for the rest.

 **MOTION Kevin Fitzgerald moved/Pamala Hackley seconded** **to end the closed session at 6:11 p.m. Motion passed unanimously.**

**END OF CLOSED SESSION**

**CLOSING ACTIONS AND ADJOURNMENT**

**FUTURE CONSIDERATIONS**

Annette Myers stated that UASD (Utah Association of Special Districts) sent her an update form for the membership information. She needs to know who will be in the role of general manager and who is the main contact (and it can’t be Annette Myers).

Annette Myers stated that she cannot make changes to the bank account unless she becomes an account administrator, which she feels would not be appropriate. A Board member or perhaps Chris Scovill could be in this role. Bank-account actions include removing and adding names, and updating credit-card information. Robin Dahm as a contractor is not a good choice.

Kevin Fitzgerald volunteered to become the contact for the time being. We will leave the general-manager spot on the paperwork open for right now.

Annette Myers will let the bank know that the district chair and treasurer should be authorized to make changes to the account.

Next special meeting including Public Hearing on Draft 2018 amended Budget, Draft 2019 Fee

Schedule, and Draft 2019 Budget at 6 pm: Thursday, 20 December, 2018.

The next scheduled ACB meeting will be held Thursday, 20Dec2018, at 5:30 PM.

**ADJOURNMENT**

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

Meeting adjourned at 6:12 p.m.

Respectfully submitted,

Robin Dahm, District Clerk