

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)
The Meeting Room, Hyatt Place Moab, 890 North Main St., Moab, UT

MINUTES: REGULAR MEETING OF THE SWSSD1 ADMINISTRATIVE CONTROL BOARD

THURSDAY, FEBRUARY 21, 2019

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

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Chad Harris (Board-member applicant), Sara Melnicoff (Board-member applicant, Moab Solutions).

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

CALL TO ORDER

Mary McGann called the regular meeting to order at 4:10 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)

No citizen comments were provided.

ADMINISTRATIVE CONTROL BOARD APPLICATIONS

A. DISCUSSION AND POSSIBLE ACTION ITEM: AT LARGE BOARD MEMBER INTERVIEWS/RECOMMENDATIONS

A.1. CHAD HARRIS

The Board asked Chad Harris a number of predetermined and ad-hoc interview questions.

A.2. SARA MELNICOFF

The Board asked Sara Melnicoff the same interview questions as it asked Chad Harris. Sara Melnicoff proposed that the Board consider her non-profit company, Moab Solutions, a partner as an alternative to becoming a Board member. She gave some examples of partner projects.

The two candidates voluntarily left the room after being invited to stay present.

MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to recommend to the county council that Chad Harris be approved and appointed to the Solid Waste Special Service District #1 Administrative Control Board. Motion passed unanimously.

The candidates returned to the room and were told that 1) the Board will file a request to Grand County that Chad Harris be appointed to the District Board.

Sara Melnicoff then departed, and Chad Harris sat with the Board Members at the Board table.

Chad Harris, once his appointment is approved by the Grand County Council, will be scheduled to take an Oath of Office at the next Board meeting.

TASK: The District will seek to establish a Memorandum of Understanding (MOU) with Moab Solutions. (Note that later in this meeting, Kalen Jones suggested that additional partnerships should be sought with other local public and private organizations).

TASK: The Board will review meeting procedure, as a committee.

APPROVAL OF MEETING MINUTES

B. DECEMBER 10, 2018

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to postpone the approval of the 10 Dec 2018 minutes. There are a number of information gaps remaining, including times, names of motioners, and names of seconders. Motion passed unanimously.

TASK: Mary McGann said she would review the draft 10 Dec 2018 minutes and fill in the missing information.

C. JANUARY 9, 2019

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the minutes of 9 Jan 2019. Motion passed unanimously.

It was noted that the alphabetized line items in the 9 Jan 2019 minutes did not reflect the agenda line items in the Public Meeting section.

TREASURER/FINANCIAL

D. ACTION ITEM (EXPENDITURES): FOR PERIOD OF JANUARY 6 TO FEBRUARY 5, 2019

MOTION: Kalen Jones moved/Kevin Fitzgerald seconded to approve the expenditures of 6 Jan 2019 through 5 Feb 2019, in the amount of \$77,393.39. A roll-call vote was taken, and Kalen Jones, Pamala Hackley, Mary McGann, and Kevin Fitzgerald all voted yes. Motion passed unanimously.

E. FINANCIAL REPORTS FOR CALENDAR YEAR 2018 (UNAUDITED)

Evan Tyrrell spoke. Nick Lundberg (accountant) and Annette Myers have been working on the 2018 year-end financials. Evan Tyrrell stated that both are hoping to have the final numbers in the next couple of weeks. He also stated that the figures in the current version of the report are close to what the final figures will be.

Evan Tyrrell discussed the current version of the report with the Board. The current report shows revenues exceeding expenditures by approximately \$258,000.

Annette Myers stated that some of the money we thought we would spend in 2018 did not get spent last year, due to the transition that occurred [previous District Manager resigned] during the 4th quarter of last year.

Evan Tyrrell mentioned that the Grand County Health insurance billings for the last quarter of 2018 (approximately \$24,000) have not been received, and that these monies will eventually be reflected in the final 2018 report.

REPORTS FROM BOARD AND STAFF

F. BOARD REPORTS

F.1. DISTRICT MANAGER PRIORITIES AND EXPECTATION FOR 2019

Evan Tyrrell distributed a preliminary handout of priorities to the Board members, who then read it silently. He then discussed this handout with the Board. The list is separated into two sections: immediate priorities and calendar-year priorities.

The SWSSD1 website URL has changed, and therefore the email addresses have also changed. The Recycling Center is now taking additional items. Evan Tyrrell would like to write a press release for the *Moab Sun News* and the *Times-Independent* about this, as well as our changes in hours of operation.

Mary McGann suggested adding an MOU with Moab Solutions to this DM list.

TASK: Evan Tyrrell will add the establishment of an MOU with Moab Solutions to his list of priorities and expectations for 2019.

Kalen Jones suggested that this MOU include the partnering of additional entities, such as the Resiliency Hub, to broaden the MOU.

TASK: Kalen Jones and Evan Tyrrell will work together to seek additional partnership opportunities with the District.

Pamala Hackley said that we have a filed umbrella contract (possibly expired) with Moab Solutions, and that we have used this contract as a way to create and enact specific work orders

with Moab Solutions, such as outreach events. She said that Abby Scott conducted an educational outreach at HMK via this pathway.

TASK: Annette Myers will look for the filed contract (possibly expired) with Moab Solutions.

Pamala Hackley inquired about the baler, which is mentioned on the handout. Evan Tyrrell responded that he wants to see commercial cardboard drop-off continue. Evan Tyrrell has a concern that if we don't procure a new baler before tourist season, the Center will become backlogged. He mentioned that the baler broke down last week.

Kevin Fitzgerald suggested that for financial reasons, we should consider leasing a baler as a stop-gap action. Chris Scovill responded that there is a considerable initial investment with a minimum contracted time period with leasing a baler.

Annette Myers stated that some of the revenue not spent last year was supposed to go toward a baler. She also said that we spent tens of thousands of dollars to fix the baler a number of times last year.

Mary McGann said that a good resale value might be better than the cost of a used piece of equipment.

The Community was unhappy with the visually large mound of cardboard that collected in the yard as a result of baler downtime in the past. The Board wants to keep Community relations in good standing.

F.2. STATUS OF CITY OF MOAB RFP

Kalen Jones spoke. On either 1 April or 1 March, the first commercial billing under the new rates will take place. On 1 June, residential recycling will occur.

There is an opt-out option for residents and an opt-in for commercial businesses. There is also a biweekly trash pickup option available.

Pamala Hackley, who is the Castle Valley representative, said that Evan Tyrrell will be introduced to the Castle Valley Town council during its March 2019 meeting. Castle Valley will likely express interest in recycling pickup as a regular event there.

Pamala Hackley also stated that she has given notice to the Board and would like to resign by June 2019, but will stay on as long as she is needed, because it may be difficult to find a replacement for her. Mary McGann and Annette Myers each told Pamala Hackley how much they appreciate her and all that she has done for the Board.

G. DISTRICT STAFF REPORTS

G.1. DISTRICT MANAGER

Evan Tyrrell spoke. He had attended a meeting facilitated by Sara Melnicoff on February 1, 2019, along with Chris Scovill, two City Council members, and others. Much of the discussion pertained to the recycling done by Mesa County and Grand Junction. Opt-in and opt-out was also discussed. There were favorable responses related to the current conditions of the Community Recycling Center, which has seen significant improvements. Grand Junction is capturing methane from the wastewater treatment center, to fuel the city's vehicles. Evan Tyrrell and Chris Scovill would like to tour facilities in Grand Junction. Kalen Jones said that the Board has discussed methane conversion in the past, but this did not go anywhere because it was reported that not enough methane would be generated from a Wastewater facility in Moab based on wastewater volumes and the regional climate.

Evan Tyrrell has met with all the staff members during one-on-one meetings and believes the District has a good team.

On 11 Feb 2019, Evan Tyrrell and Chris Scovill attended the Moab Business Summit. He stated that this was a positive experience. Kevin Fitzgerald also attended.

Also on 11 Feb 2019, Evan Tyrrell participated in a live KZMU radio show about recycling in Moab with City representatives and Sara Melnicoff.

On 13 Feb 2019, Evan Tyrrell held a Staff Safety meeting that was very interactive and positive. Pamala Hackley and Kalen Jones also attended. Employees took a safety pledge.

Evan Tyrrell will meet with the Resiliency Hub next week.

He and Chris are registered to take grant-writing courses at USU in March and May.

Evan Tyrrell plans to join the 11 Mar 2019 panel discussion on recycling hosted by the Moab League of Women Voters.

USU is putting together a Paint the Town Blue initiative, which might be of interest to us.

Evan Tyrrell stated that he and Chris Scovill are addressing some ongoing IT issues. He stated that our current IT support company has not provided quality support to resolve ongoing, recurring IT issues, and as a result the District has incurred large bills for IT support and a lot of downtime. The District is seeking alternative IT support providers to move the District towards a more appropriate network setup and IT support services.

The company ProVelocity was mentioned. ProVelocity also manages the city's network.

Annette Myers mentioned that when we have had Internet problems, these problems have caused data corruption, and that a lot of the data corruption is associated with QuickBooks data. Chris

Scovill said that he has also experienced numerous recurring IT-related issues since he started with the District.

Per a discussion between Pamala Hackley and Annette Myers, some of the QuickBooks issues are also related to how Intuit manages QuickBooks upgrades.

Evan Tyrrell thanked Chris Scovill and Annette Myers for how they have supported the District throughout the District Manager transitional period.

G.2. FACILITIES SUPERVISOR

Chris Scovill spoke. He said that he is focused on maintaining operations without losing focus on the continual improvements that need to be addressed. He also discussed the continual promotion of a safe work environment. Evan Tyrrell said that a spreadsheet is in the process of being developed to identify activity needs at each operation, and that this spreadsheet information will identify priorities.

G.3. ADMINISTRATIVE ASSISTANT

Annette Myers spoke. As mentioned previously, she is working to finalize the 2018 numbers and the transparency report. Then an audit will take place, and that Nick Lundberg's involvement will help during the audit.

OLD BUSINESS

H. MERCHANT SERVICES UPDATE

Evan Tyrrell spoke. We are looking into how to accept credit cards as payment at the Moab Landfill and Recycling Center. Payments would sync directly with QuickBooks and provide time savings. However, the Moab landfill does not have internet at this time. Evan Tyrrell will give an update in the future about this.

I. ADMINISTRATIVE BUILDING REPLACEMENT UPDATE

Evan Tyrrell spoke. He is working on how to limit downtime during a future transition between the current administrative building and the new one. Evan Tyrrell wants to table this discussion until he gets additional info and has more of a transition plan developed.

Kalen Jones asked about discussing a multi-entity administrative-building setup with the current Grand County neighbors. Evan Tyrrell has met with Libby, who is with Grand County Mosquito Abatement District.

Evan Tyrrell suggests that we get a long-term office space for the Facilities Supervisor.

J. COMMUNITY RECYCLING CENTER (CRC)

J.1. BALER

The baler was discussed previously during this meeting.

K. MOAB CLASS IV-B LANDFILL

K.1. GATE HOUSE REPLACEMENT UPDATE

Chris Scovill spoke. The payment check for purchasing the replacement building is approved and cut. He wants to deliver it in person and view the actual building as well as wanting to determine a delivery date. The building is completed.

L. KLONDIKE CLASS I LANDFILL

L.1. PRELIMINARY PLANS FOR ROAD IMPROVEMENTS

Chris Scovill spoke. He distributed a preliminary-estimates handout to each Board member. The numbers on this handout, divided into two options, are still preliminary. The improvement handout is specific to the Klondike area where ponding happens. The goal is to install a culvert that will direct storm water through the established drainage ditch to the engineered evaporation pond.

Chris Scovill said that customers have asked for a better access road into the Klondike landfill. A lot of that road may be torn out in the future, though. He is looking into purchasing or renting maintenance equipment for maintaining this road, such as a motor grader. Maintenance on the road leading from Highway 191 to the landfill entrance was also discussed. Chris Scovill was asked to contact the County Road Department to identify if they perform maintenance on the road and, if so, what frequency.

M. EQUIPMENT AND VEHICLE UPDATE

M.1. STATUS OF EXISTING EQUIPMENT

Chris Scovill spoke. He distributed a handout to each Board member. He stated that he is having some trouble getting certain pieces of raw data, which he needs to make his predictions, like yearly operating cost.

Chris Scovill stated that the newer the equipment, the easier to predict associated future expenditures for that equipment. He also stated that the older the equipment, the higher the repair cost.

Chris Scovill stated that we have only two pieces of equipment that are currently running without problems, and that the rest are running with problems or are beyond repair. His Preliminary Equipment Management Model handout, distributed to each Board member, showed the status of each piece of equipment in terms of running, running with problems, running with serious issues, or out of service.

Chris Scovill said that the future expenditures should be predictable amounts, and that these amounts will be high because in the past money was not spent as it should have been to maintain the equipment.

Chris Scovill said that we should bank a certain amount of dollars based per operational hour each piece of equipment is ran. Evan Tyrrell says we may need to pull some money out of our unrestricted PTIF accounts to meet our needs.

Disciplinary actions may be needed if equipment maintenance is not properly administered by District operators.

M.2. ACQUISITION OF GREEN SOLUTIONS' VEHICLES AND TRAILERS

Evan Tyrrell spoke. Monument Waste Services has acquired Green Solutions. We are procuring some of Green Solutions' vehicles. The purchase check was signed today for two trucks and trailers.

NEW BUSINESS

N. CASTLE VALLEY SPRING CLEANUP

Evan Tyrrell spoke. An email from Jocelyn Buck (the Castle Valley clerk) proposed the Castle Valley spring cleanup for Saturday, 6 Apr 2019. Monument Waste is interested in collaborating for this effort.

Evan Tyrrell and Pamala Hackley clarified a statement in this email: We have in the past discounted, not waived, the tipping fees.

O. ANNUAL HOUSEHOLD HAZARDOUS WASTE EVENT (MAY 2019)

Evan Tyrrell spoke. Veolia Environmental Services has contacted Evan regarding the event and he is waiting to hear back from them on specifics. Monument Waste has asked us for a date in May 2019. Evan Tyrrell stated that 4 May 2019 (first Saturday in May) would be the date for this event based on when these events have been held in the past. He is not yet sure how the contract with Veolia is set up for this event, and he stated that he wants to understand this better before he commits to a specific date.

P. EMPLOYEE PAYCHECK DIRECT DEPOSIT CONSIDERATIONS

Evan Tyrrell spoke. He stated that we spend a lot of time performing payroll tasks. He suggested that we consider direct deposit for employee paychecks. Evan Tyrrell also said that we might need to amend the bylaws (because there may be a section mandating that two Board members sign each paycheck) or create a resolution to allow direct deposit. Annette Myers said that we probably do not need to do either, because we can probably enact direct deposit the same way we do our ACH, ECH, EFTS, and other online transactions.

Q. CONSIDERATIONS FOR BLAKET BOARD APPROVALS FOR RECURRING INVOICE PAYMENTS (PRELIMINARY)

Evan Tyrrell spoke. For recurring payments, such as for Verizon Wireless and our monthly utilities, Evan Tyrrell suggested we identify a threshold amount for each recurring account, creating a list containing these cost caps, and making payments via online banking. If a given bill is less than the cost cap we have assigned for the billing entity, then the Board will not need to approve the bill payment prior to payment, which payment information will continue to be included on the Check Review List. Any bill exceeding its entity's cost cap will need Board approval before payment.

R. CRC LOGISTICAL UPDATE AND RESTRUCTURING CONSIDERATIONS (PRELIMINARY)

Evan Tyrrell spoke. He stated that he received some communications today regarding the Recycling Center. He has noticed that we have inconsistent, old signage. He also discussed a different traffic flow for dropping off materials.

Kalen Jones suggested that Evan Tyrrell check into the CRI setup located in Grand Junction, Colorado, with repeated station types.

Evan Tyrrell suggested that we start loading bales directly onto a trailer to keep them out of the weather and that tarps have been ordered to cover baled cardboard.

S. CRC COMMODITIES ACCEPTANCE CONSIDERATIONS (PRELIMINARY)

S.1. CURRENT COMMODITIES PRICING

Evan Tyrrell spoke. Prices for baled cardboard have drastically dropped. Evan Tyrrell would like to wait for prices to go back up before we ship our cardboard bales. Kalen Jones suggested that perhaps there are other markets or brokers for our baled products.

Evan Tyrrell stated that the pricing for the other recyclables has not changed.

He also said that creating mixed-paper bales means a little less money per ton, but that doing so would save us the time and effort we have been putting into sorting, and that it therefore might create a net monetary gain.

Evan Tyrrell stated that sorted glass is currently valued at \$17.50 per ton. He also said that we are receiving a large amount of glass. Evan Tyrrell is planning to perform additional analysis on this commodity prior to further discussion.

T. CONSIDERATIONS FOR SCRAP METAL ACCEPTANCE (PRELIMINARY)

Evan Tyrrell spoke. He questioned why we are not capitalizing on the scrap-metal revenue stream. He stated that we could probably set up a 30- to 40-yard dumpster that can be filled with existing material at the CRC and Moab Landfill.

Evan Tyrrell stated that there is a vendor that would provide round-trip delivery to Grand Junction, for \$200 a round trip, and that we would get full market price for our product.

Chris Scovill said that any diversions away from the Moab landfills are a good idea. Evan Tyrrell wants to communicate with the Community, and also have a scrap-metal area, and train employees to pull out scrap metal to put into this spot.

FUTURE CONSIDERATIONS

No future considerations were discussed during this section of the meeting.

CLOSING ACTIONS/ADJOURNMENT

U. NEXT REGULAR ACB MEETING

Our next meeting will take place 4:00 p.m., Thursday, 14 Mar 2019. The location will be the Board Room on the second floor of the Hyatt Place Moab, 890 North Main St., Moab, UT or unless otherwise noticed.

V. ADJOURNMENT

The meeting adjourned at 6:45 p.m.