

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

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Per Executive Order 2020-5 issued by Governor Gary R. Herbert on March 18, 2020, this meeting was conducted electronically, and an anchor location was not provided.

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**MINUTES: REGULAR MEETING OF THE  
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

**THURSDAY, JUNE 25, 2020, 4:00 PM**

**BOARD MEMBERS PRESENT:** Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Mary McGann (Treasurer), Chad Harris (Member), and Diane Ackerman (Member).

**Others present:** Evan Tyrrell (District Manager), Jessica Thacker (District Program Manager/District Clerk), Chris Scovill (District Facilities Supervisor), and Annette Myers (District Administrative Assistant/Human Resources).

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The board packet is available on the District's website located here:

<https://swssd1.org/board-meetings-and-minutes/>.

**REGULAR MEETING - CALL TO ORDER (4:00 pm)**

Kalen Jones called the meeting to order at 4:07 p.m.

**CITIZEN'S INPUT (RECEIVED VIA EMAIL)**

No public comments were received.

**APPROVAL OF MEETING MINUTES**

**A. MAY 21, 2020 REGULAR MEETING**

**MOTION:** Mary McGann motioned/Diane Ackerman seconded to approve the draft minutes for May 21, 2020 as written in the June 25, 2020 Board packet. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.

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<b>TREASURER/FINANCIAL</b>
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**B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF MAY 6 TO JUNE 5, 2020**

Evan Tyrrell briefly provided a summary of the expenditures for the period of May 6 to June 5, 2020 and stated they contained standard District expenditures, back payment to Wheeler CAT, and three (3) two-week payroll periods.

**MOTION: Mary McGann motioned/Chad Harris seconded to approve the expenditures for the period of May 6, 2020 to June 5, 2020 in the amount of \$131,831.88. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**C. MAY 2020 AND MAY 2019 WORKLOADS COMPARISON**

Evan Tyrrell provided an explanation of District workloads and percentage variations in facility revenue in comparison with the 2020 forecasts. He provided a percentage breakdown between 2019 and 2020 along with an explanation of these percentage changes such as OCC tonnage prices rebounding, lack of monthly Electronic and Universal Waste Collection event income, revenue from mulch sales, and bad debt written off. Evan Tyrrell also stated that waste tires have accumulated at the Moab Landfill and are due for removal in the upcoming months, which was included in the adopted budget for Calendar Year 2020.

<b>OLD BUSINESS</b>
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**D. POSSIBLE ACTION ITEM: FINANCE OPTIONS AND APPROVAL TO ENTER INTO A LEASE AGREEMENT FOR A MOTOR GRADER**

Evan Tyrrell and Chris Scovill explained that the rental period for the Motor Grader at the Klondike Landfill facility is expired and the District identified a five (5) year, 1000-hour lease agreement with Wheeler CAT to retain the machine was the most economical path moving forward based on a series of quotes received by Wheeler CAT and Komatsu Equipment. Kevin Fitzgerald requested clarification on the available leasing options, specifically in regards to the allotted hours. Chris Scovill explained based on current hourly usage of the motor grader, the 1000-hour agreement provided an appropriate hour buffer to prevent exceeding equipment usage. Kalen Jones inquired on the difference in cost between a lease agreement and outright purchase of the motor grader. Chris Scovill stated that he approximated the cost at around \$395,000 but did not feel it was appropriate to consider that option due to potential budgetary constraints. Diane Ackerman pointed out that a piece of equipment, a skidsteer, was discussed at the May Board meeting and asked for an update to that process. Chris Scovill replied that the process had been approved and was moving forward. Evan Tyrrell added that it was a smaller piece of equipment and the District had already heavily invested in retaining the skidsteer. Kalen Jones asked what the payments would be should the District purchase the motor grader and the difference in monthly payments would influence his decision in whether to lease or purchase.

Chris Scovill explained that between the initial payment, monthly payments, and revenue from selling the equipment back to Wheeler CAT would technically void each other out. He agreed that outright purchasing the motor grader is a better deal but could not justify the initial cost due to potential budgetary constraints. Evan Tyrrell suggested that the discussion could be postponed allowing for further research but reminded the Board that the motor grader was beyond its rental term period. Chris Scovill stated that Wheeler CAT could potentially work with us on other options such as extending the rental term and purchasing in the future. Kalen Jones expressed support for moving forward on discussing lease versus purchase options.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Solid Waste District to enter into a 5-year financed lease agreement with Caterpillar Financial for the 2014 140M motor grader with a fixed interest rate of 3.35%, an annual allotment of 1,000 hours per year, and ten (10) semiannual payments of \$12,560 totaling \$125,600 over a 5-year period. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**E. *POSSIBLE ACTION ITEM: APPROVAL TO AWARD A PROFESSIONAL LAND SURVEYING SERVICES CONTRACT TO RED DESERT LAND SURVEYING IN AN AMOUNT NOT TO EXCEED \$9,500***

Evan Tyrrell and Chris Scovill stated that moving forward with the land surveying services is necessary in advancing the District's solid waste management facilities by providing accurate, scaled figures, identifying legal boundaries, and proper delineation of site features. Evan Tyrrell stated he understood the potential budgetary constraints but felt this survey is necessary to greatly improve future landfill planning. Diane Ackerman inquired on what the information from the survey is used for, specifically the drawings. Evan Tyrrell explained that the current figures are more conceptual than realistic and do not provide an accurate depiction of the landfills while surveys provide critical information. He also stated that a second phase of aerial phase where information such as lifespan analysis, compaction rates, and airspace usage can be determined thus providing information for landfill engineer studies and permit renewals. Kalen Jones asked if a survey of the Community Recycle Center would be appropriate and also if the Moab Landfill included a legal survey. Evan Tyrrell responded stating that the Moab Landfill legal survey would be added as a Change Order to the contract and that the CRC survey was not a necessity at this time.

**MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to award a professional land surveying services contract to Red Desert Land Surveying in an amount not to exceed \$9,500. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**F. *POSSIBLE ACTION ITEM: CONSIDERATIONS FOR CANCELLING THE 2020 ANNUAL HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT***

Evan Tyrrell provided the figures from the 2019 Annual Household Hazardous Waste (HHW) Collection Event to the Board. He stated that the event cost approximately \$10,000 (equaling

roughly \$250 per vehicle) and due to potential budgetary constraints this year, recommended that the event either be postponed or cancelled for 2020. Evan Tyrrell also suggested potentially introducing a minimum charge for the HHW Collection Event to offset costs to the District. Mary McGann suggested that the event be postponed to October or November and revisit the discussion at a later date. Both Chad Harris and Kevin Fitzgerald were in agreement with Mary McGann's suggestion. Kevin Fitzgerald supported the minimum charge idea and suggested the District start advertising that concept. Diane Ackerman also voiced support for a minimum charge, specifically a \$20 per vehicle charge. Kalen Jones supported that idea of a minimum charge but felt the suggested \$20 minimum charge amount might dissuade customers from utilizing the program. Evan Tyrrell suggested potentially soliciting sponsors for the HHW Collection Event to offset costs. He agreed that we should postpone the event and will contact Veolia to reschedule at a later date. Diane Ackerman suggested the District solicit input from the public.

**G. *POSSIBLE ACTION ITEM: CONSIDERATIONS FOR HOSTING WEEKLY ELECTRONIC AND UNIVERSAL WASTE RECYCLING EVENTS AT COMMUNITY RECYCLE CENTER***

Evan Tyrrell stated prior to the COVID-19 pandemic, the Board had discussed the possibility of a three-month trial for weekly Electronic and Universal Waste Recycling Events rather than once a month. He stated the reasoning behind this transition as less confusing to the public, reduces traffic, potentially increase participation from the community, and capture more material (landfill diversion). Kalen Jones inquired about the potential increase in staffing, scheduling, and expenditure increase due to holding more collection events. Evan Tyrrell stated it is difficult to predict those numbers due to lack of precedent. Chris Scovill said it would not be difficult to restructure the employee schedule if moved to a weekly basis while limiting staff overtime hours.

**MOTION: Mary McGann motioned/Diane Ackerman seconded for the District to start hosting weekly Electronic and Universal Waste Recycling Events every Saturday from 8am to 1pm at the Community Recycle Center beginning on July 11, 2020 and to reevaluate the event's frequency during the October 2020 Regular Board meeting. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

<b>NEW BUSINESS</b>
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**H. *PRELIMINARY CONSIDERATIONS FOR A COMMUNITY RECYCLE CENTER MEMBERSHIP PROGRAM***

The concept of a Community Recycle Center (CRC) membership program discussed at previous Board meeting and Evan Tyrrell was tasked with developing a preliminary concept for this meeting. Evan Tyrrell presented a preliminary draft conceptual framework for a potential CRC membership program to the Board for discussion. Diane Ackerman suggested that public outreach and input would be necessary to avoid negatively impacts regarding the community's

use of the CRC. Kalen Jones agreed that public outreach and input is important and should be an ongoing effort. Diane Ackerman suggested reaching out to the group originally researched to create the template and see how they implemented their membership programs. Evan Tyrrell agreed with Diane Ackerman's suggestion. Diane Ackerman expressed some confusion at the membership program (located in Colorado) information sent out by Kalen Jones. Kalen Jones explained that this particular program setup in Colorado could be applicable to Moab in terms of type of community and geographic similarities (isolated and tourism-related) and also stated that many communities don't have centralized recycling drop-off locations and typically run on recycling subscription services or scheduled pickups. He stated a center without a fee to use makes it challenging to track costs and by introducing a membership program it allows the CRC to become economically sustainable. Mary McGann suggested creating a survey to gauge the community's opinion on a membership program while also educating them on the costs to run the CRC. Chad Harris supported the idea of a community survey but is concerned about the occasional user and how to treat those who do not want to purchase a membership to the CRC. Kevin Fitzgerald suggested a "punch card" and have employees suggest CRC donations to non-members. Chad Harris again stated concern over how the District would handle customers who only use the CRC once or twice a year. Evan Tyrrell stated this idea is conceptual as of now and requires more in-depth discussion with a more fully defined plan. Mary McGann suggested moving this discussion to a Board workshop. Kalen Jones expressed appreciation of the work completed so far and suggested maybe incorporating groups like SWANA for more input. Mary McGann suggested a date be secured to further workshop this discussion. Evan Tyrrell suggested Jessica Thacker contact similar communities such as Park City, Utah and Sedona, Arizona for information on implementation of their public recycling programs.

#### **I. CONSIDERATIONS FOR RESUMING IN-PERSON ADMINISTRATIVE CONTROL BOARD MEETINGS**

Evan Tyrrell asked for the Board members thoughts on resuming in-person Administrative Control Board meetings since this had been mentioned during the last Regular ACB Meeting. Diane Ackerman stated she preferred the Zoom meetings. Kevin Fitzgerald was in support of resuming in-person meeting so long as preventative measures/precautions were taken (physical distancing, masks, hand-sanitizing, etc.). Chad Harris believes the state reopened too quickly and would prefer Zoom meetings continue. Mary McGann stated they were torn as they struggle with poor internet connection but believe we need to wait before resuming in-person meetings due to the recent increases in COVID-19 cases in the State. Kalen Jones echoed Chad Harris's sentiments and believes we should err on the side of caution. Annette Myers stated she attended a webinar that contained information from the state epidemiologist and would send to the Board for reading. All were in agreement to continue moving forward with online Zoom meetings.

#### **J. *POSSIBLE ACTION ITEM*: CONSIDERATIONS FOR DELIVERING MULCH TO RESIDENTS AND BUSINESSES AND ASSOCIATED DELIVERY SURCHARGES**

Evan Tyrrell outlined the concept of potentially providing reclaimed green waste delivery services as a source of revenue and requested a discussion from the Board regarding this consideration. He also stated that the District does have a dump trailer, but it does not have the

capacity for larger deliveries. Kalen Jones asked if this would result in a change to the fee schedule. Evan Tyrrell stated there is a potential since the current fee schedule only addresses “Equipment Usage Fee”, but more research must be done to determine the appropriate fee structuring for deliveries. Kalen Jones stated that a surcharge based on distance is more appropriate. Evan Tyrrell asked if it would be better to attach the delivery cost to the total cubic yard price or as a standalone cost. Kalen Jones stated that a standalone price seemed a better option and inquired if there were any commercial services the District could utilize for hauling purposes. Evan Tyrrell stated a local construction firm had offered their services. Kalen Jones asked for further clarification on the necessary staff times and delivery scheduling that would be most cost-effective. Evan Tyrrell replied that the option of a delivery day could be implemented and schedule staff appropriately. Diane Ackerman suggested the District do more intensive outreach on the mulch to the community. All Board members were in agreement about active public education and moving forward with reclaimed green waste as a source of revenue. Kalen Jones mentioned that the District makes every effort to educate the public on the material they will be receiving. Chris Scovill reiterated this is green waste recovery that is unscreened, therefore, it is not technically mulch or compost, but constitutes “unscreened” mulch. Evan Tyrrell stated adjustments would be made to current advertisements to reflect the proper status of the material.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to table Item J (Considerations Delivering Mulch to Residents and Businesses and Associated Delivery Surcharges) and discuss at a later date. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**K. *POSSIBLE ACTION ITEM: APPROVAL FOR EVALUATING TRADE-IN OPTIONS FOR THE DISTRICT’S JCB LOADALL FOR AN INDUSTRIAL FORKLIFT WITH PNEUMATIC TIRES AT THE COMMUNITY RECYCLE CENTER***

Evan Tyrrell presented the preliminary trade-in options and the reasoning for the necessity of an industrial forklift such as a wider variety of uses beyond the JCB’s capabilities. He stated that we could potentially sell the JCB for up to \$10,000 and that the District no longer uses it at the District facilities. Diana Ackerman inquired which piece of equipment is used to compensate for the JCB. Evan Tyrrell stated the Gehl is being used in place of the JCB, but it also has some limited movements despite being more fuel efficient than the JCB. Diane Ackerman expressed confusion at the Gehl’s abilities, why the JCB is being presented for sale if it serves some function at the CRC, and why a replacement machine is needed if the Gehl is capable. Chris Scovill explained that despite the Gehl’s abilities, it does not fully serve all the CRC’s operational needs and the JCB is essentially a larger and much older version of the Gehl. He explained an industrial forklift (specifically one with telescopic abilities) replaces the reduced abilities of both the Gehl and the JCB, is more fuel efficient, assists in operations that neither the Gehl or the JCB can accomplish, and allows for a larger variety of commodity brokers due to expanded commodity loading capabilities. Diane Ackerman asked if the sale of the JCB means it will be scrapped or eventually landfilled and if that is the case, we should not get rid of the JCB.

Chris Scovill stated that the JCB can be refurbished and used by a buyer. Diane Ackerman asked what would happen to the Gehl with the introduction of an industrial forklift. Chris Scovill explained that with an industrial forklift, CRC operations could be streamlined and the Gehl used for expanded operations and backup piece of equipment. Evan Tyrrell explained that both pieces of equipment have different purposes at the CRC facility and can be used in tandem therefore making the CRC more cost-effective, fuel-efficient, and safer by using appropriate equipment. Kalen inquired about ramps being necessary for the use of this new piece of equipment and what would be the plan for installing a ramp at the CRC facility. Both Evan Tyrrell and Chris Scovill stated that there are affordable ramps that can be installed. Kalen Jones stated this needs to be discussed later.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the District to evaluate trade-in options for the District's JCB Loadall for an industrial forklift with pneumatic tires at the Community Recycle Center and present options at a subsequent Administrative Control Board meeting. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

**L. *POSSIBLE ACTION ITEM: CONSIDERATIONS FOR PROCURING A WATER TRUCK FOR USE AT THE DISTRICT'S SOLID WASTE MANAGEMENT FACILITIES***

Evan Tyrrell stated that this discussion may not be appropriate due to potential budgetary constraints but explained that an exorbitant amount of dust is being generated at the District's solid waste management facilities and is causing equipment and compliance issues. Chris Scovill requested the Board members review the provided materials and consider how valuable of an asset a water truck would be to the District's operations. Kevin Fitzgerald inquired about the timetable of the auctions containing these water trucks. Chris Scovill stated he has been keeping an eye on the auctions' progress but is not necessarily focused on a singular auction. He stated that water trucks are high demand due to the amount of construction currently ongoing. Kevin Fitzgerald suggested that if the water truck can be obtained for a fair price through auction, the District should move forward. Mary McGann asked if the purchase of a water truck is within budget capabilities. Evan Tyrrell stated it is a discretionary item and was not originally built into the 2020 budget but wouldn't be detrimental to the District from a financial standpoint. Chris Scovill said that water trucks may also be more readily available once more construction projects are completed. He also stated that the presence of a water truck would provide a variety of purposes such as dust control, reducing equipment issues and repairs due to dust, and potentially assist in composting projects and fire suppression. Diane Ackerman inquired if the water truck could be used for hand-washing purposes. Evan Tyrrell replied that the District is looking into obtaining portable hand-washing stations via portable sanitation companies. Kalen Jones asked what the procurement policy regarding auctions for the District. Evan Tyrrell stated the policy needs to be updated to include language on auctions. Mary McGann left the meeting following the motion at 6:09pm.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the purchase of a used, fully-functioning water truck that will serve the District’s current and perceived future needs at the sole discretion of the District’s Facilities Supervisor in consultation with the District’s Master Mechanic and District Manager during a live equipment auction in an amount not to exceed \$25,000. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

<b>REPORTS FROM BOARD AND STAFF</b>
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**M. DISTRICT STAFF REPORTS**

Evan Tyrrell provided a brief staff report in which he notified the Board that the District will no longer have an IT provider at the end of the month with IT offboarding scheduled for next week, underwent a UDEQ inspection and the annual audit, mulch grinding operations have begun up at the Moab Landfill, and that operations have been planned for the annual 4<sup>th</sup> of July fireworks display through staff scheduling for fire watch and a borrowed water truck from the Grand County Roads Department. He also stated that staff has been scheduled for CPR and First-Aid training, reported on incidents that had occurred at District facilities, and that a monthly staff safety meeting had been held discussing continued COVID-19 precautions and heat stress monitoring. Lastly, Evan Tyrrell stated that a property appraisal with the Utah Local Government Trust (ULGT) had been scheduled.

Annette Myers reported that she had attended a Zoom meeting regarding National Benefit Services (NBS) deposit procedures with Renee Baker of Grand County. She also reported that the annual audit went smoothly, noting the higher number of documentation requests.

Jessica Thacker stated that she had been unable to apply for the federal composting grant due to severe time constraints, intensive grant requirements, and a lack of a complete and comprehensive composting plan of operations and associated budget.

Chris Scovill voiced his appreciation of the Board’s questioning regarding equipment purposes, financing, and purchasing. This line of questioning allows him to move forward properly when pursuing equipment.

**N. BOARD REPORTS**

Kevin Fitzgerald stated he had received exceptional feedback from the community regarding the resuming of normal CRC hours of operations. Diane Ackerman brought the previously discussed concept of a community reuse center and that she reached out to the original organizers for more information. No other board member reports were presented.

<b>FUTURE CONSIDERATIONS</b>
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Evan Tyrrell inquired whether or not it was preferred to move the ‘Reports from Board and Staff’ section towards the top of the agendas during future meetings. This item will be determined at a later date.

<b>CLOSING ACTIONS / ADJOURNMENT</b>
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**O. NEXT REGULAR ACB MEETING: THURSDAY, JULY 16, 2020 AT 4:00 PM**

The next Regular ACB meeting will be held on July 16, 2020, beginning at 4:00 pm.

**P. ADJOURNMENT**

**MOTION: Diane Ackerman motioned/Chad Harris seconded to adjourn the meeting. Roll call vote: Diane Ackerman, Chad Harris, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed unanimously.**

Kalen Jones adjourned the meeting at 6:31 p.m.

Respectfully submitted to the Board,

Jessica Thacker

District Clerk, Solid Waste Special Service District #1