

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

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD AND BUDGET WORKSHOP**

THURSDAY, NOVEMBER 25, 2019, 8:30 AM

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Kevin Fitzgerald (Vice Chair), Mary McGann (Treasurer), Chad Harris (Member), Stephanie Hamborsky (Member)

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (District Administrative Assistant/Human Resources), Jessica Thacker (District Program Assistant), Sarah Melnicoff (Moab Solutions).

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 (8:30 am)
--

Kalen Jones called the meeting to order at 8:46 a.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
--

Sara Melnicoff expressed gratitude to the staff members of the District regarding the America Recycles Day events and is thrilled to continue collaboration between Moab Solutions and the District. She also stated that she would like to hold these events more often, perhaps two times per year with varying sponsors. Sara also said that she continues to be impressed with the conditions of the Community Recycle Center and Moab Landfill, and acknowledged the ongoing improvements to these operations throughout the year. She also expressed concern and confusion regarding Moab Solutions' inclusion on the City's draft Sustainability Plan for waste auditing. She noted this is not Moab Solutions' area of expertise and believes collaboration with the District would be more beneficial. Sara Melnicoff also discussed the free recycling pickups Moab Solutions continues to perform throughout town.

APPROVAL OF MEETING MINUTES

A. OCTOBER 10, 2019

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for October 10, 2019 as written in the November 25, 2019 Board packet. Motion passed unanimously.

TREASURER/FINANCIAL

B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF OCTOBER 6 TO NOVEMBER 5, 2019

MOTION: Kevin Fitzgerald motioned/Stephanie Hamborsky seconded to approve expenditures for the period of October 6 to November 5, 2019 in the amount of \$113,464.79 and to add the missing check next meeting. Roll-call vote: Mary McGann, Stephanie Hamborsky, Chad Harris, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed unanimously.

Discussion included two areas on page 11 of the Board packet. Evan Tyrrell provided clarification to the highlighted item and indicated that a check was inadvertently omitted from the expenditures list, which is presumably the 3rd Quarter 2019 UDEQ fee payment.

REPORTS FROM BOARD AND STAFF

C. DISTRICT STAFF REPORTS

EVAN TYRRELL (DISTRICT MANAGER)

Evan Tyrrell discussed his report with the Board, which detailed progress, recent tours, presentations, events, and upcoming events. The Board packet, as well as the District Manager's report is available for download on the District website located here: <https://swssd1.org/board-meetings-and-minutes/>.

Evan Tyrrell mentioned that we had received approval from the Utah Department of Environmental Quality to transfer \$200,000 from the overfunded Klondike Landfill PTIF account to the District's unrestricted PTIF account for landfill equipment upgrades. He also solicited a general condition assessment of the Klondike Landfill from an engineering group that will aid the District in next year's development of the Request for Proposal for the planning and design of a new disposal cell.

Stephanie Hamborsky and Mary McGann both inquired about the omission of the District's from the City's draft Sustainability Plan and the Moab Area Travel Council's YouTube sustainability video. Evan Tyrrell stated he met with Elaine Gizler of the Moab Area Travel Council about working together in the future and discussed his email and public comment to the Moab City Council.

Evan Tyrrell also congratulated Annette Myers for successfully completing the final Certified Public Manager (CPM) course and obtaining her CPM certificate.

ANNETTE MYERS (DISTRICT ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES)

Annette announced that she had completed her Certified Public Manager training and briefly presented her final project to the Board and District staff.

JESSICA THACKER (DISTRICT PROGRAM MANAGER)

Jessica Thacker presented the results from the America Recycles Day events held at the Community Recycle Center and the overwhelming positive community response. She also provided information on potential grants and funding opportunities the District is pursuing and/or monitoring. A copy of the District Program Assistant's report is available for download on the District website located here: <https://swssd1.org/board-meetings-and-minutes/>.

D. ADMINISTRATIVE CONTROL BOARD (ACB) REPORTS

Chad Harris reported that he had recently completed training as an "Asbestos Contractor Supervisor – Competent Person".

Stephanie Hamborsky stated that she submitted her quarterly report on the Solid Waste District to the Castle Valley town council and also forwarded them the results of the District's America Recycles Day events.

Kalen Jones reported meeting with Elaine Gizler, Executive Director of the Moab Area Travel Council, as the City Representative on their Board. He mentioned Ms. Gizler was excited about sustainability and that they discussed ideas on food waste reduction in the hospitality industry.

Kevin Fitzgerald and Mary McGann did not have anything specific to report during this meeting.

OLD BUSINESS

E. ADMINISTRATIVE OFFICE

E.1. STATUS OF BUILDING UPGRADES

Evan Tyrrell stated that the building permit has been submitted to Barry Ellison of the City and the next steps are being planned.

A creative reuse group has been formed largely by Stephanie Hamborsky. Stephanie Hamborsky stated that she and other members of the community and organizations have come up with a basic mission statement/purpose for the group, which has been evaluating the potential use of the second building that is planned at the CRC. She also said that she will be discussing this group in depth on KZMU at 5:00 p.m. this evening.

F. COMMUNITY RECYCLE CENTER (CRC)

Evan Tyrrell discussed that community responses continue to be positive on the improvements and overall conditions of the CRC and that traffic/use of the CRC appears to be continually increasing.

F.1. STATUS OF CARDBOARD SHIPMENTS AND TRANSPORTATION

Evan Tyrrell says shipping of cardboard to a domestic mill located in Oregon has begun and two (2) trucks have already been loaded. The CRC is working on how to maximize the recovery of the older material that has been staged at the CRC this year while staying within stringent quality guidelines (avoiding rejected bales). He also mentioned the cost and profit of shipping this material.

F.2. RESULTS OF AMERICA RECYCLES DAY EVENTS

Events were held at the Community Recycle Center for America Recycles Day.

Friday, November 15 – Free Document Shredding Day (Colorado Document Security). Approximately 200 cubic feet of paper shreds were produced from this well-attended event.

Saturday, November 16 – Cash for Cans (sponsored by Moab Solutions). 1,854 pounds of aluminum cans were received in a 4-hour timeframe. Moab Solutions graciously paid \$0.30 per pound of aluminum received, or approx. \$560.

G. MOAB CLASS IVB LANDFILL (MLF)

G.1. STATUS OF LANDFILL IMPROVEMENTS

Evan Tyrrell said that the District has identified a new way to manage incoming waste tires at the landfill. A staging area will be developed and once we have enough waste tires stockpiled, Liberty Tire will load the tires with a grapple truck, which is anticipated to occur one time per year.

Inadvertently, staff at the Moab Landfill accepted material that turned out to be slaked lime, a by-product of acetylene gas production (produced by Moab Bit and Tool). Operators originally believed the product to be poor quality concrete. The lime material was sampled, hauled to Klondike Landfill, and tarped while awaiting lab results for waste characterization. Staff was educated on more accurately recognizing unusual waste and procedures for waste screening.

Evan Tyrrell announced the completed cleanup of the old, contaminated green waste pile. Chris Scovill stated that exploratory digging has begun to validate where waste was historically buried at the Moab Landfill while a new landfilling area is developed. He also discussed exploring new methods for maximizing the use of landfill space.

H. KLONDIKE CLASS I LANDFILL (KLF)

H.1. STATUS OF ROAD IMPROVEMENTS AND CULVERTS

Evan Tyrrell recognized Chris Scovill's hard work at Klondike Landfill and the positive impacts of his actions. He stated the rental of the motor grader has been invaluable in maintaining the roads and drainage. He also stated that with recent rain events, no delivery issues were encountered with customers accessing the Klondike Landfill.

I. EQUIPMENT AND VEHICLE STATUS UPDATE

I.1. STATUS OF EXISTING EQUIPMENT, RENTAL EQUIPMENT, AND DISTRICT FLEET VEHICLES

Chris Scovill presented the equipment tracking system and stated that data monitoring of all facilities has been implemented in order to better track equipment usage. Kalen Jones asked for more information on the lifespan of the scraper used at the Klondike Landfill. Chris Scovill explained that the hour meter on the scraper had been replaced and is not an accurate indicator of the remaining lifespan of the scraper. A discussion regarding the potential loss of the scraper would affect operations ensued and it was determined that a loss of the scraper would be inconvenient rather than detrimental.

I.2. STATUS OF CAPITAL IMPROVEMENT PRIORITIZATION SCORING MATRIX

Evan Tyrrell stated no progress has been made on the capital improvement prioritization scoring matrix and that meetings with Kevin Fitzgerald and Chad Harris need to be scheduled to begin developing the matrix. Stephanie Hamborsky inquired what the new green waste procedures would be now that the old green waste pile was gone. Evan Tyrrell stated that the procedure is still in the works but, equipment was being researched and more stringent training and screening is continually being implemented.

J. POSSIBLE ACTION ITEM: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN MONUMENT WASTE SERVICES AND THE SOLID WASTE SPECIAL SERVICE DISTRICT #1

Evan Tyrrell explained that a legal review of the Memorandum of Understanding (MOU) has been completed and is currently supported by him and Dan Kirkpatrick of Monument Waste Services. Kalen Jones expressed approval of the process and the question of whose signature would represent the District on the MOU was raised. Mary McGann expressed that both Evan Tyrrell as District Manager and Kalen Jones as Chair should both sign the document.

MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the Memorandum of Understanding between Monument Waste Services and the Solid Waste Special Service District #1 as written in the November 25, 2019 Board Packet and authorize

the Chair and District Manager to sign all associated documents. Motion passed unanimously.

K. POSSIBLE ACTION ITEM: APPROVE THE FINANCING TERMS OF A BOMAG 772 COMPACTOR

Evan Tyrrell explained the difference between financing options between Zions Public Finance and Komatsu noting that Zions Bank offered lower interest rates. Evan stated that the previously-approved down payment is currently pending with annual payments not starting until January 2021 if Zions financing is selected. Evan presented a spreadsheet with detailed financing terms from each institution. Kalen Jones questioned the cost of wheels and whether there was an option to forego premium wheels in favor of standard wheels. Evan Tyrrell stated that premium tires are the only option and come with an acceptable warranty. There was no further discussion or questions.

MOTION: Chad Harris motioned/Mary McGann seconded to approve financing terms of a Bomag 772 compactor in the amount of \$252,961.44 with a 2.31% interest rate for a 5-year term, including annual payments not to exceed \$54,151.70, and a closing date of January 2020, and authorize the Chair to sign all associated documents. Motion passed unanimously.

NEW BUSINESS

L. POSSIBLE ACTION ITEM: SCHEDULING A 2020 BUDGET PUBLIC HEARING

Evan Tyrrell stated that the 2020 budget public hearing would be scheduled for December 12, 2019. Kalen Jones asked if we can meet the requirements for public notice. Evan Tyrrell and Annette Myers both agreed that we would and a call was placed to a representative at the Times-Independent for public notice submission deadline. Evan Tyrrell expressed his confidence in the draft 2020 budget. Kalen Jones asked for further clarification on public notice procedures for the draft 2020 budget and 2020 fee schedule. Evan Tyrrell and Annette Myers explained the changes that had been suggested. Kalen Jones suggested removing the date from the fee schedule and adding a sub-note stating “current as of” to avoid releasing a public notice each year.

Discussion was briefly tabled at 9:56 a.m. to place a phone call to the Times-Independent.

MOTION: Mary McGann motioned/Stephanie Hamborsky seconded to schedule a Public Hearing for the Solid Waste Special Service District’s 2019 Amended Budget, 2020 Budget, and associated 2020 Fee Structures and Hours of Operations on December 12, 2019 beginning at 6pm.

AMENDED MOTION: Mary McGann motioned/Stephanie Hamborsky seconded to schedule a Public Hearing for the Solid Waste Special Service District’s 2019 Amended Budget, 2020 Budget, and 2020 Fee Structures on December 12, 2019 beginning at 6pm. Motion passed unanimously.

M. POSSIBLE ACTION ITEM: AT LARGE ADMINISTRATIVE CONTROL BOARD MEMBER APPLICATIONS/RECOMMENDATIONS FOR 2020

Kalen Jones stated that applications for members of the Administrative Control Board are open until December 1, 2019. Kalen Jones and Mary McGann questioned whether we should wait to approve Chad Harris in case other residents apply but determined there was a high probability of no other qualified applicants. All parties agreed to proceed with motion.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to recommend to the Grand County Council that Chad Harris continue to serve as an At-Large Administrative Control Board member for the Solid Waste Special Service District #1. Motion passed unanimously.

N. POSSIBLE ACTION ITEM: SCHEDULING A 2019 HOLIDAY PARTY FOR DISTRICT STAFF

Evan Tyrrell stated that the holiday party is tentatively scheduled for December 20, 2019 at the Grand Center. Annette Myers brought up concern if we need to follow public notice procedures for the holiday party. Mary McGann stated she did not believe that was necessary and District staff were to continue the planning process. Board members are encouraged to attend.

BUDGET WORKSHOP – CALLED AT 10:06 AM

O. DRAFT 2019 AMENDED BUDGET

Evan Tyrrell provided a quick overview of the January through October 2019 revenues and expenditures and stated that a more defined draft Amended 2019 Budget will be ready for approval at the next Administrative Board Meeting.

Kalen Jones directed discussion back to scheduling a public hearing for the 2020 budget and Annette Myers confirmed that if the public notice was submitted by 1:00 p.m. that afternoon, it would follow the required two weeks public notice requirements.

P. DRAFT 2020 BUDGET

Evan Tyrrell provided overview of the draft 2020 budget. Stephanie Hamborsky asked for further clarification on composting and mulch forecast and Kalen Jones suggested contacting applicable city departments for forecasting construction and demolition waste at the Moab Landfill. Mary McGann suggested collaborating with the Rubicon Cleanup group. All parties discussed working with the city and/or fire department on training and use of a grinder for composting/mulch purposes.

Evan Tyrrell provided justifications for future activities at operations such as survey costs, landfill planning, and legal ownerships studies. Kevin Fitzgerald and Mary McGann gave suggestions on legal ownership resources within the city.

Kalen Jones called for a brief break at 10:40 a.m. The meeting resumed at 10:50 a.m. and continued discussion of the draft 2020 budget. Evan Tyrrell gave a brief explanation of how the draft 2020 budget numbers were generated. Evan Tyrrell asked if grant and awarded funding revenue could be inserted into the draft 2020 budget. Kalen Jones stated that is potentially could be but was unsure. Evan Tyrrell and Kalen Jones discussed the categorization of the TRT between administrative versus operational revenue.

Note: Kalen Jones expressed the need to leave the meeting at 11:30 a.m. and the remainder of the Board members also stated a need to leave by noon.

Q. DRAFT 2020 FEE SCHEDULE AND HOURS OF OPERATION AT THE DISTRICT'S OPERATIONS

Evan Tyrrell explained there would be no changes to the hours of operation for all facilities and provided reasoning for the proposed changes to the fee schedule. Stephanie Hamborsky asked for a green waste processing timeline and Evan Tyrrell stated that it is a priority but has not been fully developed at this time. Stephanie Hamborsky suggested the use of a local woodchipper but it was determined that particular piece of equipment would not feasibly fit our needs. Kalen Jones suggested using the EcoCycle Roadmap to Zero Waste as a model to “jumpstart” the process.

R. DRAFT 2020 ADMINISTRATIVE CONTROL BOARD REGULAR MEETING DATES

Evan Tyrrell provided the draft 2020 Administrative Control Board Regular meeting dates and welcomed discussion from the board members. All agreed a preference for the third Thursday of each month instead of the fourth Thursday.

S. DRAFT 2020 DISTRICT HOLIDAY SCHEDULE

All parties were in agreement with the draft 2020 District holiday schedule. No further discussion was held.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to end the budget workshop and begin the closed session. Motion passed unanimously.

Open meeting and budget workshop ended at 11:27 a.m.

CLOSED SESSION – CALLED AT 11:30 A.M.

T. DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL IN ACCORDANCE WITH UTAH CODE 52-4-205(1)(A)

MOTION: Mary McGann moved/Kevin Fitzgerald seconded to go into closed session to discuss the character, professional competence, or physical or mental health of an individual in accordance with Utah Code 52-4-205(1)(a). Motion passed unanimously.

Kalen Jones left the meeting at 11:48 a.m., due to a pending appointment.

The closed session ended at approximately 12:16 p.m.

FUTURE CONSIDERATIONS

No future considerations were discussed after closed session ended.

CLOSING ACTIONS / ADJOURNMENT

U. NEXT REGULAR ACB MEETING: THURSDAY, DECEMBER 12, 2019 AT 4:00 PM

The next Regular ACB meeting will be held on December 12, 2019, beginning at 4:00 pm.

V. ADJOURNMENT

The meeting was adjourned at 12:16 p.m.

Respectfully submitted to the Board,

Jessica Thacker

Program Assistant, Solid Waste Special Service District #1