

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**

THURSDAY, AUGUST 29, 2019, 4:00 PM

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Stephanie Hamborsky (Member), Chad Harris (Member), Mary McGann (Treasurer). Note that Kevin Fitzgerald (Vice Chair) was unable to attend this meeting.

Others present: Evan Tyrrell (District Manager), Robin Dahm (District Clerk), Chris Scovill (District Facilities Supervisor), Sarah Melnicoff (Moab Solutions). Note that Annette Myers (District Administrative Assistant/Human Resources) was unable to attend this meeting.

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

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

Kalen Jones called the meeting to order at 4:03 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)

Sara Melnicoff discussed how she believes very little cardboard is coming into the recycling center, because Monument Waste has not been delivering cardboard. She said that single-stream recycling is going the way of the dinosaur, and that some town residents do not know that single-stream materials are being sent out of town. She complimented a number of people about how wonderful the CRC is being run. She said that she has set up The Virginian hotel with a new recycling program.

APPROVAL OF MEETING MINUTES

A. JULY 11, 2019

MOTION: Mary McGann motioned/Chad Harris seconded to approve the 11 July 2019 minutes. Motion passed unanimously.

TREASURER/FINANCIAL

B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF JULY 5 TO AUGUST 5, 2019

MOTION: Mary McGann motioned/Chad Harris seconded to approve expenditures for the period of July 6 to August 5, 2019 in the amount of \$122,544.23. Roll-call vote: Mary McGann, Stephanie Hamborsky, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

Note that the agenda contained a typo and that July 5, 2019 expenditures were approved during a previous meeting. The correct timeframe for the approval of expenditures is from July 6 to August 5, 2019, as approved in the motion above.

C. 2ND QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell reviewed the 2nd Quarter 2019 (2Q19) financial reports with the Board. He noted that this time last year, our total liabilities and equity were about \$100,000 less than they are currently. He and the Board discussed numerous report items. Because Annette Myers was not present at this meeting, he suggested that Board members can email him questions about the report, for discussion at the next meeting.

Evan Tyrrell stated that our expenses exceeded our revenues in 2Q19, but that we have the money to cover our expenses. He said that our primary operational centers, which are typically profitable, were not profitable this quarter due to numerous equipment repairs and maintenance, material costs, and purchases that have been necessary to manage the District's operations. He discussed the cost associated with the recent baler acquisition.

REPORTS FROM BOARD AND STAFF

D. DISTRICT STAFF REPORTS

EVAN TYRRELL (DISTRICT MANAGER)

Evan Tyrrell presented about the topics on his report, which detailed progress, recent tours, presentations, events, and upcoming events.

Kalen Jones said he would like to see more transparency in the recycling industry, the District, and the City about where recyclable materials are being sent.

CHRIS SCOVILL (DISTRICT FACILITIES SUPERVISOR)

Chris Scovill stated that the trash compactor at the Klondike Landfill has been down for about two months.

E. ADMINISTRATIVE CONTROL BOARD (ACB) REPORTS

Mary McGann and Chad Harris had nothing specific to report.

Stephanie Hamborsky said that she has submitted her first report to the Castle Valley town council.

Kalen Jones said that the City Council adopted some revisions to the City Code concerning recycling and trash pickup.

OLD BUSINESS

F. ADMINISTRATIVE OFFICE

F.1. UPDATE ON GRAND COUNTY SCHOOL DISTRICT MODULAR UNITS

Evan Tyrrell stated that the Grand County School District has signed the agreement for our acceptance of the two modular units now staged at the Community Recycle Center. He said we will issue disposal fee credits for the pending middle-school demolition up to \$25,000, which is associated with the cost of moving and resetting the units. Part of the agreement also provides the School District with grandfathered disposal rates through October 2019, and some free perks (i.e., scrap metal, aluminum, clean fill). The next step will be to obtain approval from the Grand County Council for placing these units permanently or semi-permanently at the Community Recycle Center.

F.2. POSSIBLE ACTION ITEM: APPROVE THE AGREEMENT TERMS FOR THE ACCEPTANCE OF TWO MODULAR UNITS FROM THE GRAND COUNTY SCHOOL DISTRICT AND MOAB LANDFILL DISPOSAL FEES AND CREDITS

MOTION: Mary McGann moved/Stephanie Hamborsky seconded approve the agreement terms for the acceptance of two modular units from the Grand County School District and Moab Landfill disposal fees and credits and authorize the Chair and/or District Manager to sign the agreement and execute a title transfer for the two units. Roll-call vote: Stephanie Hamborsky, Chad Harris, Kalen Jones, and Mary McGann each voted yes. Motion passed unanimously.

Kalen Jones said he is concerned about unit #2. Evan Tyrrell responded that the second unit's usage is not specific yet, but that he sees a number of options for it, such as artist studio space, reuse center, and/or storage.

G. COMMUNITY RECYCLE CENTER (CRC)

Evan Tyrrell said that this information was contained in his District Manager report.

H. MOAB CLASS IVb LANDFILL (MLF)

Evan Tyrrell said that the waste tires are being removed. He said that the excavator has been useful for a number of tasks.

I. KLONDIKE CLASS I LANDFILL (KLF)

Evan Tyrrell said there was a backing accident at KLF earlier in the month and that the damaged truck will be towed and repaired. No personnel injuries were incurred.

J. EQUIPMENT AND VEHICLE STATUS UPDATE

J.1. STATUS OF EXISTING EQUIPMENT, RENTAL EQUIPMENT, AND COMPACTOR UPGRADE UPDATE

Evan Tyrrell stated that the current compactor has chronic problems and that we should start to think about replacing it in the near future. Chris Scovill provided more detail about how different parts of the compactor have been breaking. Evan Tyrrell discussed compactor quotes from CAT.

Evan Tyrrell said that the compactor and bulldozer are critical pieces of equipment. He said that the bulldozer has been performing extra work while the compactor has been down and is being overworked.

Chris Scovill suggested purchasing a bigger machine that would keep up with larger loads. Evan Tyrrell said larger units have better resell values and that we can get parts more easily for them. He said he will prepare a comparison table with true costs of ownership.

J.2. POSSIBLE ACTION ITEM: APPROVE THE FINANCING OF AN UPGRADED COMPACTOR FOR THE KLONDIKE LANDFILL

All agreed that we are not yet ready to initiate the purchase of a new trash compactor at this time, as more information and quotes are needed.

K. PLANNING FOR A JOINT ADMINISTRATIVE CONTROL BOARD AND DISTRICT ADMINISTRATIVE STAFF RETREAT

K.1. POSSIBLE ACTION ITEM: APPROVE THE SCHEDULING OF A SPECIAL ACB MEETING ON SEPTEMBER 19, 2019

MOTION: Mary McGann motioned/Chad Harris seconded to approve the schedule of the special ACB meeting on September 19, 2019 at the Grand Center. Motion passed unanimously.

Kalen Jones said that he and Mary McGann have met to set an agenda and have secured the Grand Center for 8:00 a.m. to 1:00 p.m.

K.2. POSSIBLE ACTION ITEM: CANCELLATION OF THE SEPTEMBER 12, 2019 REGULAR ACB MEETING

MOTION: Mary McGann moved/Stephanie Hamborsky seconded to cancel the September 12, 2019 regular ACB Meeting. Motion passed unanimously.

NEW BUSINESS

L. CONSIDERATIONS FOR SUPPORTING FUTURE FIRE MITIGATION EFFORTS

Mary McGann said that she met with Kara Dorrigan (corrected: Dohrenwend) and Kurt Brewer (corrected: Monte Curtis) the fire chief. She said other entities must identify a way to support the financial components to support future fire mitigation efforts. She is therefore in the process of writing a resolution to create an official committee that can accept grants. In the future, she explained, fire mitigation should not be a financial burden on the SWSSD1 or Monument Waste. She suggested making it invitation only, because some people participating in the last event brought other and commercial materials that were not part of fire mitigation. She said an MOU with Rim to Rim, which has this kind of collection in its mission statement, might be a potential goal. Kalen Jones said that perhaps another entity might already be able to do this kind of collection, to partner with us for this kind of event.

M. DISCUSSION ON THE ROLES OF ACB MEMBERS

Kalen Jones said he reviewed our bylaws and that how the Board functions at this time is different from how the bylaws described. He said that the paper trail for any past amendments is not well established. He suggested that the Board review its current bylaws as a baseline, review them, and move forward from this point. Mary McGann suggested having a subcommittee to perform this task.

MOTION: Mary McGann motioned/Chad Harris seconded to hold a five-minute recess at this time. Motion passed unanimously.

Recess was held at 5:55 p.m. and ended with the opening of the public hearing.

PUBLIC HEARING - CALL TO ORDER (6:00 pm)

PURPOSE OF MEETING - REVISIONS TO THE 2019 FEE SCHEDULE AND HOURS OF OPERATIONS

Kalen Jones opened the public hearing at 6:06 p.m.

N. PUBLIC COMMENTS

No public comments were made. Email correspondence related to the Public Hearing was shared with the Board and contained in the Board packet. Note that the Public Hearing was closed after agenda item Q was discussed.

O. ACTION ITEM: ADOPT RESOLUTION TO APPROVE THE REVISED 2019 FEE STRUCTURE AND HOURS OF OPERATIONS AT THE KLONDIKE LANDFILL TO BE EFFECTIVE SEPTEMBER 1, 2019

MOTION: Mary McGann moved/Chad Harris seconded to adopt Resolution 2019-0801, to adopt the revised 2019 fee structure and hours of operation at the Klondike Class I Landfill. Roll-call vote: Mary McGann, Stephanie Hamborsky, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

Evan Tyrrell asked what discretion he has as District Manager to waive certain fees (e.g., overtime fees) on a case-by-case basis. Kalen Jones replied that he prefers written criteria beforehand as to what the fees are. Evan Tyrrell discussed how the fees are written clearly on the fee structure handout. All discussed that there should at some point be a written document that describes the District Manager's discretionary abilities concerning this topic.

Kalen Jones and Evan Tyrrell discussed concrete pricing and concrete-rubble usage, as well as mattress pricing, based on an email correspondence from Dan Kirkpatrick of Monument Waste.

P. ACTION ITEM: ADOPT RESOLUTION TO APPROVE THE REVISED 2019 FEE STRUCTURE AND HOURS OF OPERATIONS AT THE MOAB LANDFILL TO BE EFFECTIVE SEPTEMBER 1, 2019

MOTION: Mary McGann moved/Stephanie Hamborsky seconded to adopt Resolution 2019-0802, to adopt the revised 2019 fee structure and hours of operation at the Moab Class IVb Landfill. Roll-call vote: Mary McGann, Stephanie Hamborsky, Chad Harris, and Kalen Jones each voted yes. Motion passed unanimously.

Q. ACTION ITEM: ADOPT RESOLUTION TO APPROVE THE REVISED 2019 FEE STRUCTURE AND HOURS OF OPERATIONS AT THE COMMUNITY RECYCLE CENTER TO BE EFFECTIVE SEPTEMBER 1, 2019

MOTION: Mary McGann motioned/Chad Harris seconded to adopt resolution 2019-0803 to adopt the revised 2019 fee structure and hours of operation at the Community Recycle Center. Roll-call vote: Kalen Jones, Mary McGann, Stephanie Hamborsky, and Chad Harris each voted yes. Motion passed unanimously.

Evan Tyrrell discussed some of the changes in this updated fee structure and how they could help extend the remaining capacity of the Moab Landfill.

The Public Hearing was now closed.

CLOSED SESSION

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

MOTION: Mary McGann moved/Stephanie Hamborsky seconded to go into closed session 1) to discuss the character, professional competence, or physical or mental health of an individual in accordance with Utah Code 52-4-205(1)(a) and 2) to have a strategy session to discuss pending or reasonably imminent litigation in accordance with Utah code 52-4-205(1)(c). Motion passed unanimously.

Mary McGann left the meeting at 6:45 p.m., due to a pending appointment.

S. STRATEGY SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION IN ACCORDANCE WITH UTAH CODE 52-4-205(1)(C)

The closed session ended at approximately 7:31 p.m.

FUTURE CONSIDERATIONS

No future considerations were discussed after closed session ended.

CLOSING ACTIONS / ADJOURNMENT

T. NEXT REGULAR ACB MEETING: TBD BASED ON AGENDA ITEM K.2

Due to the cancellation of the September 12, 2019 Regular ACB meeting, the next Regular ACB meeting will be held on October 10, 2019, beginning at 4:00 pm.

U. ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

Respectfully submitted to the Board,

Robin B. Dahm
District Clerk, Solid Waste Special Service District #1