

**SOLID WASTE SPECIAL SERVICE DISTRICT #1  
1000 E. Sand Flats Rd., Moab, UT 84532**

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**MINUTES: REGULAR MEETING AND PUBLIC HEARING**

**WEDNESDAY, JANUARY 9, 2019**

**BOARD MEMBERS PRESENT:** Mary McGann (Chair), Kevin Fitzgerald (Vice Chair; arrived at 5:10 p.m.), Kalen Jones (Treasurer), Pamala Hackley (Member)

Others present: Evan Tyrrell (incoming District Manager; remote attendance via phone), Annette Myers (Administrative Assistant/Human Resources), Chris Scovill (District Facilities Supervisor), Robin Dahm (District Clerk), Nick Lundberg (accountant; VeloChase Group, LLC).

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

<b>CALL TO ORDER (REGULAR MEETING)</b>
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Mary McGann called the regular meeting to order at 5:04 p.m.

<b>CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)</b>
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No citizen input today during the regular meeting.

<b>ELECT AND SWEAR-IN OFFICERS TO BOARD</b>
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**MOTION:** Kalen Jones motioned/Pamala Hackley seconded to table the elections to later this meeting. Motion passed unanimously, 3 to 0. Kevin Fitzgerald had not yet arrived to participate in this vote.

<b>APPROVAL OF MEETING MINUTES</b>
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**A. NOVEMBER 29, 2018**

**MOTION:** Kalen Jones motioned/Pamala Hackley seconded to accept the minutes of November 29, 2018. Motion passed unanimously, 3 to 0. Kevin Fitzgerald had not yet arrived to participate in this vote.

**B. DECEMBER 10, 2018**

**MOTION: Pamala Hackley motioned/Kalen Jones seconded to postpone the approval of the December 10, 2018 minutes until the next regular meeting. Motion passed unanimously, 4 to 0.**

**C. DECEMBER 13, 2018**

**MOTION: Pamala Hackley/Kevin Fitzgerald seconded to approve the December 13, 2018 minutes. Motion passed unanimously, 4 to 0.**

**TREASURER/FINANCIAL:**

**E. DISCUSSION AND POSSIBLE ACTION ITEM[S]**

**E.1. 2019 FEE SCHEDULE**

**E.2. 2019 DRAFT BUDGET**

**E.3. 2018 AMENDED BUDGET**

These items were discussed. They will be reviewed and worked on by Evan Tyrrell, Chris Scovill, and Nick Lundberg. The goal is to pin down figures that accurately represent our needs for 2019.

**MOTION: Kalen Jones motioned/Pamala Hackley seconded that Mary McGann serve an additional term as chairperson, that Kalen Jones serve an additional term as treasurer, and Kevin Fitzgerald serve an additional term as vice-chairperson. Motion passed unanimously. Swear-in to follow after Annette Myers provides the speech.**

**F. ACTION ITEM: EXPENDITURES 6 DEC 18 THROUGH 31 DEC 2018,  
1 JAN 2019 THROUGH 5 JAN 2019**

Annette Myers mentioned that there was an unusual number of voided checks because the printer kept jamming. The Board then permitted Annette Myers to purchase a new printer to eradicate the jamming problem.

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the expenditures. Motion passed unanimously.**

Pamala Hackley asked about the Lance Excavating bill. Chris Scovill explained how this bill was associated with an equipment repair. Kevin Fitzgerald then asked if there are other invoices tied to this equipment damage; the answer was no. Annette Myers stated that there have been an unusual number of repairs because of maintenance issues.

Chris Scovill explained about the R&R repair (the contracted mechanic) in the amount of \$1,137.50.

**MOTION: A roll-call vote was taken. Motion passed unanimously.**

**G. ACTION ITEM: FINANCIAL/ANALYTICAL REPORTS AS OF  
13 DECEMBER 2018 (UNAUDITED)**

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to postpone action item G. Motion passed unanimously.**

**H. DISCUSSION AND POSSIBLE ACTION ITEM:  
APPROVE 2019 MEETING SCHEDULE**

**MOTION: Pamala Hackley motioned/Kalen Jones seconded to approve the meeting schedule. Motion passed unanimously.**

**I. DISCUSSION AND POSSIBLE ACTION ITEM:  
APPROVE 2019 HOLIDAY SCHEDULE**

**MOTION: Kevin Fitzgerald moved/Pamala Hackley seconded to accept the holiday schedule for 2019 as presented. Motion passed unanimously.**

One day off will be granted for Thanksgiving, instead of two days off. An additional day off in October will be granted.

**J.1. STAFF/BOARD REPORTS**

**J.1.A. CRC CLEANUP STATUS**

Chris Scovill spoke about how the Recycle Center is moving along quite well. It is caught up. Certain projects are planned for handling product efficiently when tourist season returns. He has ordered tarps to cover the cardboard. Temporary barriers are needed because the area is very open and people are wandering around. He will address safety concerns associated with the public approaching the machines, to explain that the public should not be in those areas.

Pamala Hackley said she could “see for miles” across the property when she arrived for today’s meeting, as a testament to how clean and empty of product the yard is. Chris Scovill said the staff is doing a great job.

**J.1.B. CRC BALER (REPLACEMENT OPTION[S])**

The baler status is the same as for Chris Scovill’s last presentation. The baler is successfully handling its workload right now. Everyone is keeping it well maintained. Evan Tyrrell will make the next baler decisions with Chris Scovill.

### **J.1.C. MLF BUILDING REPLACEMENT PURCHASE AND DELIVERY AGREEMENT**

Payment arrangements and a delivery date are being considered. The cost for the new building is \$15,773. The building's placement has not yet been decided; things such as flow of traffic need to be considered. Chris Scovill will discuss these considerations with Evan Tyrrell. A pad will need to be placed for the new building.

**TASK: Chris Scovill will send Evan Tyrrell photos if necessary.**

### **J.1.D. CUSTOMER CHARGE AGREEMENT STATEMENT DATE CHANGE**

Annette Myers discussed the benefit of having a credit-card swiper, for example a "Square" for the Moab landfill, that the reduction in cash handled at this site would be good.

### **J.1.E. ADMINISTRATIVE BUILDING REPLACEMENT OPTIONS**

We as a group are still unsure if we should buy or lease. Chris Scovill will discuss these options with the salesperson. We may have an opportunity to have other government entities collectively share work space in a building. We are still in the preliminary stages of this project.

### **J.1.F. EMPLOYEE HANDBOOK AND POLICIES 2019 REVISIONS**

A draft exists of the 2018 policies that weren't part of the handbook. The new handbook, which is in the draft stage, contains some policy clarifications. Annette Myers said that Evan Tyrrell will need to approve the new handbook to be effective 1 January 2019.

<b>J.2. BOARD/OTHER REPORTS</b>
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### **J.2.A. DISTRICT MANAGER HIRE**

Evan Tyrrell has been hired as the incoming District Manager with a start date of January 28, 2019.

### **J.2.B. STATUS OF CITY OF MOAB RFP—KALEN JONES**

Kalen Jones stated that the project lead has been on vacation, and that perhaps he can get an update on January 22, 2019.

Kalen Jones said that we have recovered the Facebook account. He has discussed obtaining a password-management system with Annette Myers, for keeping track of numerous account passwords. Further discussion and decision with Evan Tyrrell, District Manager.

The regular meeting ended at 6:00 p.m.

## PUBLIC HEARING (BUDGET AND FEE SCHEDULE)

### CALL TO ORDER

The public hearing began at 6:00 p.m.

### K. HEAR PUBLIC COMMENT

Charlie Nelson discussed a fee increase for Monument Waste pickup. He was informed the Board and the District staff are not Monument Waste. Kalen Jones stated that the Monument Waste fee schedule includes pickup for our landfills, though. The City will discuss the fees with Monument Waste on January 22, 2019 at City Hall.

### L. ADOPT RESOLUTION TO APPROVE THE 2019 FEE STRUCTURE

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to adopt the 2019 fee structure. A roll-call vote was taken. Motion passed unanimously.**

### M. ADOPT RESOLUTION TO APPROVE THE 2019 BUDGET

**MOTION: Kalen Jones motioned/Pamala Hackley seconded to adopt this resolution. A roll-call vote was taken. Motion passed unanimously.**

### N. ADOPT RESOLUTION TO AMEND THE 2018 BUDGET

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to adopt this resolution. A roll-call vote was taken. Motion passed unanimously.**

## FUTURE CONSIDERATIONS

Mary McGann suggested field trips to appropriate sites.

Annette Myers stated that Chris Scovill will work with Evan Tyrrell at the Moab and Klondike landfills to ensure we are performing our coverages and duties there, according to permit and SWANA MOLO best practices.

We could use another member on our Board. We may want to place a call for a Board member on our Facebook page.

**TASK: Kalen Jones will post a call for a Board-member on our Facebook page.**

**TASK: Everyone will try to think of candidates for the open Board-member position.**

Annette Myers suggested that Chris Scovill work with Tom Perkins for migrating all the District emails from .org to .com per the incoming suggestions to use .com.

**TASK:** Chris Scovill will work with Tom Perkins for migrating all the District emails from .org to .com.

Chris Scovill said that equipment is expensive to maintain, and that we should keep this in mind when developing future budgets. He is currently running numbers per piece of equipment, so that we can keep ahead of the curve for expected equipment expenses (maintaining and fixing).

Chris Scovill says that he is helping to rebrand the District. A new logo to be used on the shopping bags; only was passed around.

Kevin Fitzgerald was sworn in for a new term as Vice-Chair.

<b>CLOSING ACTIONS/ADJOURNMENT</b>
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**O. NEXT REGULAR AC MEETING**

Our next meeting will be Thursday, February 14, 2019. Pamala Hackley stated that she will not be able to attend the next meeting.

**P. ADJOURNMENT**

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to adjourn the meeting. Motion passed unanimously.**

The meeting adjourned at 6:20 p.m.