

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, MAY 9, 2019

BOARD MEMBERS PRESENT: Mary McGann (Chair; arrived at 4:07 p.m.), Kevin Fitzgerald (Vice Chair), Kalen Jones (Treasurer), Pam Hackley (Member), Chad Harris (Member; left the meeting at 5:49 p.m.).

Others present: Evan Tyrrell (District Manager), Chris Scovill (District Facilities Supervisor), Annette Myers (Administrative Assistant/Human Resources), Robin Dahm (District Clerk), Doug Folsom (Loss Prevention Manager, Utah Local Governments Trust; left after the award presentation), Sara Melnicoff (Moab Solutions; left after the Citizen's Input segment), Nick Lundberg (VeloChase Group; by phone for agenda items E and F).

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

CALL TO ORDER

Kevin Fitzgerald called the meeting to order at 4:06 p.m.

CITIZEN'S INPUT (OPEN FOR CITIZEN COMMENTS)
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Sara Melnicoff of Moab Solutions said that the Recycle Center is in great shape, and that she hears many compliments from the public daily. She stated that the new staff have made huge improvements to the facility. She would like to know about the status of the MOU between SWSSD1 and Moab Solutions. She is working with Easter Seals to identify a retired person to help greet people at the Recycle Center. She hopes that anyone from the SWSSD1 Board will pledge to use the Recycle Center instead of the single-stream recycling, which travels to Denver. She is concerned that single-stream is not working well but hopes that it can be successfully done. She will be meeting with the incoming city manager. Sara Melnicoff then left the meeting after providing her remarks.

PRESENTATIONS

A. 2018 TAP (TRUST ACCOUNTABILITY PROGRAM) AWARD PRESENTATION - DOUG FOLSOM, LOSS PREVENTION MANAGER, UTAH LOCAL GOVERNMENTS TRUST

Doug Folsom gave a short speech about the 2018 TAP award and then presented it to the SWSSD1. He said the \$670 component of the award has already been given separately.

Pam Hackley acknowledged Chris Scovill for removing the trip-hazard stairway outside the office door and for making strides toward improving the SWSSD1 safety programs.

APPROVAL OF MEETING MINUTES

B. AUGUST 14, 2018

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve the meeting minutes of August 14, 2018 and April 11, 2019. Motion passed 4 to 0, with Chad Harris abstaining.

C. APRIL 11, 2019

See agenda item B.

TREASURER/FINANCIAL

D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE PERIOD OF APRIL 6 TO MAY 5, 2019

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve expenditures for the period of April 6 to May 5, in the amount of \$198,079.05. Roll-call vote: Kevin Fitzgerald, Pamala Hackley, Chad Harris, Kalen Jones, and Mary McGann voted yes. Motioned passed unanimously.

Evan Tyrrell, Pam Hackley, and Annette Myers discussed certain line items, including how some employees are inappropriately choosing to use their personal vehicles instead of the District vehicles.

E. CALENDAR YEAR 2018 REVISED FINANCIAL REPORTS WITH CORRECTED ASSETS AND DEPRECIATION SCHEDULES (UNAUDITED)

Evan Tyrrell called Nick Lundberg (VeloChase Group, LLC) an accountant who has been helping the District optimize its accounting systems, and added him to the meeting via phone. Evan Tyrrell stated that the current (revised) 2018 calendar year P&L amount is now showing revenues exceeding expenditures by \$171,000, and that it was previously \$207,000. Nick

Lundberg described how he has cleaned up and recategorized certain line items to appropriate categories (particularly for repairs and maintenance). The group discussed the report. Nick Lundberg and Annette Myers stated that they feel that the current version of the report can be considered the final version.

Annette Myers asked if the break between asset capitalizing and expensing should be increased from \$500 (the current amount) to \$1,000. Nick Lundberg suggested keeping it at \$500, and also to wait until after the 2018 audit to see if it should be increased.

F. 1ST QUARTER 2019 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell stated that we were underspent last year, and that as of March 31, we have ample funds in both our banking accounts (about \$538,000 combined) and our unrestricted PTIF accounts (\$470,000). He added that from 31 March 2018 to 31 March 2019, we have increased our total assets by approximately \$200,000.

Evan Tyrrell stated that for Klondike, we are seeing \$138,000 in revenues, a little short compared to last year, because of truck diversions secondary to bad weather. He said that Moab revenue is higher this year than last year. He continued that we are about \$24,000 in the red for expenditures with respect to revenue based on the current 1st Quarter 2019 financial reports. Annette Myers said that some monies were spent on safety and training, and to get the shop into proper shape and have a quality mechanic.

Evan Tyrrell mentioned creating an operations category, which could simplify how these expenditures would be tracked.

TASK: SWSSD1 will present the 1st Quarter 2019 financial reports to the Board during the next regular meeting.

Nick Lundberg then disconnected from the meeting.

REPORTS FROM BOARD AND STAFF

G. DISTRICT STAFF REPORTS

Evan Tyrrell, District Manager

Evan Tyrrell distributed the “District Manager Report” supplemental handout to the group. He discussed his trainings, interviews, and partner meetings that took place during the months of April and May to date. He said that he receives many positive comments from the public and that the CRC is in excellent shape. He stated that even with the compactor down, Chris Scovill problem-solved the situation. He continued by mentioning that he is updating SWSSD1 website information and that the gate house at Moab has been placed.

Evan Tyrrell discussed upcoming events.

Evan Tyrrell, Annette Myers, and Chris Scovill, have initiated weekly staff meetings on Tuesdays.

The following summary provided by Evan Tyrrell was taken from the final five minutes of this meeting: Evan Tyrrell said that we been making continuous improvements to all of our operations, but that we still have a long way to go, that the equipment is still well used and requires maintenance, that the compactor is up and running at this time, that the dozer is back at Moab, and that Curtis Hill is a new, full-time employee.

Chris Scovill, District Facilities Supervisor

Chris Scovill said that he is cautiously optimistic and that everything is working. He stated that we have had a significant increase of waste volumes being delivered at the Moab landfill, from commercial entities, and that we might want to discuss this and possible diversion in the future.

Annette Myers, Administrative Assistant/Human Resources

Annette Myers said that the staff seems to feel comfortable and appreciative of their competent and knowledgeable administration.

H. BOARD REPORTS

Pam Hackley asked about our check-signing process and stated that the Board members should not have signed checks on April 24, 2019, since the District Manager was not given an adequate amount of time to review and approve them prior to the scheduled Board member reviews. Annette Myers stated that we will be broadening the time gap between the check review and check signing process.

Kalen Jones stated that Rosemarie Russo said that Lions Park recycling containers had very little contamination, even with a lack of signage. Mary McGann said that Dan Kirkpatrick said that his first load to Denver had an extremely low contamination rate. Mary McGann continued that she sees people who are very happy about it and has not heard anything negative about the Monument Waste recycling program.

Kalen Jones said that for the last pay period, Evan and Chris are working a lot of overtime, and that he appreciates this, but that it is not sustainable. Evan Tyrrell added that some of this overtime was work to reverse deficit situations resulting from the past several years of operational deficiencies at SWSSD1 facilities.

Kevin Fitzgerald

Kevin Fitzgerald reported that Dan Kirkpatrick has told him that Dan Kirkpatrick is pleased with how this single-stream collection is being enacted.

Mary McGann

Mary McGann said that she does not want people to burn out, that perhaps prioritizing needs is a good strategy to avoid this, and that everyone should take care of themselves. Evan Tyrrell added that we are trying to accomplish a lot, are prioritizing tasks and time-sensitive items, and are also hindered by frequent day-to-day items that require immediate attention. Mary McGann said that perhaps there should be an additional staff member perform these interruptive needs, and that we must have time to focus on our own work without interruptions from the public. She stated that people at the Grand County Council members are pleased with the improvements SWSSD1 has been making.

MOTION: Kalen Jones motioned/Pamala Hackley seconded to move to New Business agenda items (N, O, P, Q, and R) at this time, before discussing Old Business agenda items (I, J, K, L, and M), time permitting. Motion passed unanimously.

Discussion moved to agenda item N at this time.

OLD BUSINESS

I. COMMUNITY RECYCLE CENTER (CRC)

I.1. UPDATE ON PLANNED BALER UPGRADES

Evan Tyrrell said that the baler manufacturer is building a conveyor for the unit, and that Altitude Recycling stated that we are about 6 to 8 weeks from delivery and installation.

I.2. THANK YOU TO THE UTAH NATIVE PLANTS SOCIETY CANYONLANDS CHAPTER

Evan Tyrrell gave accommodations to this group for the garden work its volunteers have performed to build and maintain our native landscaping. He mentioned that the *Times-Independent* and *Moab Sun News* have written articles about this.

I.3. CURRENT COMMODITIES PRICING

Evan Tyrrell stated that the fiber markets continue to suffer and are not currently favorable. He said that we have sold some cardboard for a low price, and that we have eight truckloads sitting in the yard while we wait for prices to increase.

J. MOAB CLASS IVB LANDFILL

J.1. GATE HOUSE REPLACEMENT UPDATE

Evan Tyrrell stated that the gate house has been placed. He said that Chris Scovill is digging a trench into which electricals will be installed, but that a lot of work is still needed to set up new traffic patterns and waste screening processes at the facility until we can begin using the new gate house.

J.2. UPDATE ON CONSIDERATIONS FOR ENFORCING A BAN ON CARDBOARD

No update provided at this time.

J.3. WASTE TIRE PILE UPDATE

Evan Tyrrell says that he has received one bid. He said that the next step is for him to write the state a letter requesting support from the tire recycling fund. He added that new regulations mean that we might get reimbursed up to 100%.

K. KLONDIKE CLASS I LANDFILL

K.1. UPDATE ON PLANS FOR ROAD IMPROVEMENTS

Evan Tyrrell said that we have been maintaining the roads, and that we have been prioritizing on the Klondike road improvements, but have not installed culverts yet. This is due to the fact that the equipment is being used to support the delivery of the Moab gatehouse, which was time sensitive and that we need the motor graded to facilitate the road improvements concurrent with the culvert installations. The motor grader we wanted to rent is being serviced, and the renter will give us a free month of equipment rental because of the delay.

K.2. POSSIBLE ACTION ITEM: PRELIMINARY CONSIDERATIONS FOR A LITTER VACUUM

This agenda item was discussed after a vote to postpone agenda item Q.

Evan Tyrrell discussed color photos of trash inside and outside the Klondike perimeter fences. He also discussed poles not currently in use on the property, suggesting we place them elsewhere and add litter fences to them. He pointed out that the current litter problem at Klondike is too large for manual labor and has identified equipment that will help to clean it up. He discussed the Madvac litter vacuum, which costs \$18,900 at a reduced Sourcewell member rates. He stated that we would need to add about \$10,000 if we purchase the diesel model. Pam Hackley inquired about the decibel levels and air-filtration mechanism associated with the machine that could relate to exposure risks to District staff operating the machine. Evan Tyrrell was tasked with researching these associated health and safety implications.

TASK: Evan Tyrrell will let the Board know about the Madvac's decibel levels and air-filtration mechanism.

MOTION: Kevin Fitzgerald motioned/Pamala Hackley seconded to pursue the purchase of a Madvac LP61 Compact Portable Litter Collector up to a maximum amount of \$30,000, and investigate the possibility of a lease. Roll-call vote: Kevin Fitzgerald, Pamala Hackley, Kalen Jones, and Mary McGann voted yes. Motion passed. Chad Harris was not present for this vote.

L. EQUIPMENT AND VEHICLE STATUS UPDATE

L.1. STATUS OF EXISTING EQUIPMENT

Discussed elsewhere in this meeting.

L.2. RENTAL EQUIPMENT UPDATE

Discussed earlier during this meeting.

L.3. COMPACTOR UPGRADE UPDATE

No update at this time.

**M. NATIONAL PARK SERVICE - RECYCLING COLLECTION SERVICE
REQUEST FOR QUOTE**

Evan Tyrrell said that he has received an email that the NPS has awarded this contract to a different vendor.

NEW BUSINESS

**N. PRELIMINARY PLANS FOR RESTRUCTURING THE COMMUNITY RECYCLE
CENTER AND DISTRICT ADMINISTRATIVE OFFICE**

This topic is discussed in agenda item O.

**O. POSSIBLE ACTION ITEM: APPROVAL TO ACCEPT THE DONATION OF TWO
MODULAR UNITS FROM THE GRAND COUNTY SCHOOL DISTRICT**

Evan Tyrrell discussed the two modular units owned by the Grand County School District. Per our lease agreement, we need to get approval from the Grand City Council before we can make improvements or additions/modifications at the current SWSSD1 office location. Evan Tyrrell and Chris Scovill will not be available to attend the next council meeting, because of training. Annette Myers will stand in for them, and Mary McGann has offered to be there with Annette Myers. Evan Tyrrell listed the questions that need to be answered. Kalen Jones added that in

order to receive the new buildings, they must be stored somewhere. Discussion ensued about potential places to store them.

TASK: Mary McGann will call Zachariah Levine tomorrow to find out more about the process, to see if this is what we want to do.

Chris Scovill said it would cost \$25,000 to move the buildings and approximately \$30,000 to remodel them. May 31 is the date by which the school district is requiring them to be removed from the property. Discussion ensued about the amount of work required to obtain these buildings, and where to place the buildings on the property.

Chris Scovill said that we must ensure that we can do everything we need to do before we accept the buildings.

MOTION: Kevin Fitzgerald motioned/Kalen Jones seconded to accept the donation of two modular units from the Grand County School District, pending the feedback from the county and city planning-and-development staff, not to exceed \$28,000 to move the buildings, as described in the previous motion. Roll-call vote: Kevin Fitzgerald, Pamala Hackley, Kalen Jones, and Mary McGann voted yes. Motion passed. Chad Harris was not present for this vote.

P. POSSIBLE ACTION ITEM: APPROVAL TO SOLICIT THIRD PARTY RESEARCH ON HISTORIC LAND USE AND OTHER RELATED PROPERTY INFORMATION AT THE COMMUNITY RECYCLE CENTER AND MOAB LANDFILL

Evan Tyrrell said that an environmental-resources report, specifically a Phase I Environmental Site Assessment, would provide us with information we are having some trouble obtaining at the Moab Landfill and Community Recycle Center. He wants to solicit bids from third-party companies. Evan Tyrrell cautioned the Board about the potential ramifications related to the results of the Phase I ESAs since SWSSD1 is not the official property owner of the Moab Landfill and Community Recycle Center properties.

MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to solicit bids for Phase I Environmental Site Assessments (ESAs) at the location of the Community Recycle Center, District Office and Shop, and Moab Landfill and enter in an agreement with a qualifying firm for an amount not to exceed \$6,500 to perform Phase I ESAs. Roll-call vote: Kevin Fitzgerald, Pamala Hackley, Kalen Jones, and Mary McGann voted yes. Motion passed. Chad Harris was not present for this vote.

Q. POSSIBLE ACTION ITEM: APPROVAL TO INSTITUTE AUTOPAYMENTS TO THE MOAB SUN NEWS FOR DISTRICT ADVERTISEMENTS

MOTION: Pamala Hackley motioned /Kevin Fitzgerald seconded to postpone agenda item Q. Motion passed. Chad Harris was not present for this vote.

The group then discussed agenda item K.2.

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

Mary McGann said that perhaps in the fall, the staff should meet and discuss forward-thinking ideas and visionary ideas not covered in our regular meetings, to create a roadmap for the District.

FUTURE CONSIDERATIONS

No future considerations were discussed.

CLOSING ACTIONS / ADJOURNMENT

S. NEXT REGULAR ACB MEETING: THURSDAY, JUNE 13, 2019 AT 4:00 PM

T. ADJOURNMENT

Mary McGann adjourned the meeting at 6:42 p.m.