**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, January 12, 2017

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair)\*late, Pam Hackley (Treasurer), Kalen Jones

Board Members absent: Bob Greenberg

Others Present: Deborah Barton (District Manager), Shan Knighton (District Clerk), Susan Thompson (District Administrative Assistant

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

**CALL TO ORDER:** By Chairman Mary McGann at 4:02 pm as there was a quorum.

**CORRECTION TO THE AGENDA:** Deborah Barton noted a correction to the agenda that the expenditures report would be for December 9, 2016 through December 31, 2016.

# OATH OF OFFICE: Kevin Fitzgerald took oath of office upon arrival at 4:15 pm as attested by Shan Knighton, District Clerk.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). No citizens present

# APPROVAL OF MINUTES:

Kalen Jones moved/Pam Hackley seconded to approve the December 8, 2016 and the December 21, 2016 meeting minutes. Hearing no discussion, Mary McGann asked for approval. Motion carried unanimously with three votes.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Kalen Jones seconded to approve the expenditures reports for the period of December 9 through December 31, 2016 in the amount of $$55,923.41 and for the period of January 1 through January 12, 2017 in the amount of $31,736.98. Discussion was held on that the amount for insurance was an annual premium. No further discussion was held. Roll call vote held and motion carried unanimously with three votes.
2. Financial and Analytical Reports
	1. PTIF accounting: The PTIF accounting was provided to the board showing current status of fund balances. All balances are in good condition and there is adequate in the two capital funds to pay off the loader, if approved.
	2. 2016 Fourth Quarter profit and loss with budget comparison was provided to the board as district summary. District Manager stated this figures are draft as final reconciliation was being conducted by the administrative assistant
	3. Annual Profit/Loss: District Manager provided board with report showing actual (unaudited) income and expenses as compared to the initial budget and then to the amended budget. Discussion was held on if a second amended budget would be required to balance each line item as tipping fees still exceeded amended budget, whereas total expenditures were less than the amended budget though a few line items exceeded amended budget. District Manager was directed to find out requirements as to whether another budget amendment was required. Administrative Assistant noted there was more than $314,000 currently in the checking account. District Manager stated there are two major repairs plus purchase of new work truck needed which will bring the amount down significantly.
	4. Operational Workload: District Manager provided various graphs showing workload at Klondike Landfill, Moab Landfill, and Recycling Center.
3. Loader Loan Payoff: By consensus, the board tabled the discussion to the February meeting.
4. Board Officer Elections and Administrative Appointements:
	1. Board Officers:
		1. Chair: Kalen Jones moved/Pam Hackley seconded to elect Mary McGann to the Chair position. Discussion held that the position was for two years per the by-laws. Mary McGann had been elected last year to fill the term of office vacated by Greg Stucki when he no longer was on the Moab city council. Motion carried unanimously with four votes.
		2. Vice Chair: Pam Hackley moved/Kalen Jones seconded to elect Kevin Fitzgerald to the Vice Chair position. Discussion held that the position was for two years per the by-laws. No further discussion was held. Motion carried unanimously with four votes.
		3. Secretary: Discussion held on why the position had not been filled. Pam Hackley and Susan Thompson commented the decision had been made that the treasurer position was more important due to the financial responsibilities whereas the secretary duties were delegated out to the District Clerk, District Manager and Administrative Assistant. No action was taken to fill the position.
		4. Treasurer: Pam Hackley moved/Kevin Fitzgerald seconded to appoint Kalen Jones as the treasurer. Discussion held that the position has no term limit per the by-laws so an appointee will serve as long as on the board or they desire to step down. No further discussion held. Motion carried with four votes.
		5. ADA Coordinator: Kalen Jones moved/Kevin Fitzgerald moved to appoint Bob Greenberg as the ADA Coordinator for the district in accordance with the district by-laws. Discussion held that Bob would be a good choice based on his background in the event of an ADA need for the district. Motion passed with a vote of three (Kevin Fitzgerald, Pam Hackley, Mary McGann) to one (Kalen Jones).
	2. Administrative Appointments.
		1. Kalen Jones moved/Pam Hackley seconded to appoint Shan Knighton to serve as the District Clerk for a period of January 1, 2017 through January 31, 2018. A question was raised as to why the period was not December 31, 2017 then was answered the period covered to the first board meeting of the next year. No further discussion held. Motion carried unanimously with four votes
		2. Kalen Jones moved/Kevin Fitzgerald seconded to appoint the Chair Mary McGann of the District to also serve as the Chief Administrative Officer for a term of January 1, 2017 through January 31, 2018 in particular in accordance with Utah Code 63G-2-401 during appeals of any GRAMA denials.
		3. Kalen Jones moved/Pam Hacked seconded to appoint Susan Thompson to serve as the Records Officer for the term of January 1, 2017 through January 31, 2018 as specified in Utah Code 673G-2-103 to work under the supervision of the Chief Administrative Officer and in particular work with the State Archives in the care, maintenance, scheduling, designation, classification, disposal and preservation of records as well as handling any Governments Records and Management Act requests. No discussion held. Motion carried unanimously with four votes.
		4. Kalen Jones moved/Kevin Fitzgerald seconded to appoint Deborah Barton to serve as the Purchasing Officer for the district for a term of January 1, 2017 through January 31, 2018. Susan Thompson stated she had never been the purchasing officer in the past. No further discussion held. Motion carried unanimously with four votes.
5. Staff/Board Reports
	1. District Manager: Deborah Barton provided the board members a detailed report which is attached to these minutes which included a total compensated salary and benefits value for each employee. She verbally added information on a proposed bill, HB115, which she received in the morning. As worded, the bill’s fee structure changes would have significant impact on the district’s annual budget. Based on the 2016 tonnages at Klondike, the district’s fees would increase from $1,450 fee to about $3,822. She stated the Solid Waste Association of North America (SWANA) Utah chapter woul be weighing in on the bill. She stated she had notified Legrand Bitter with the Utah Association of Special Districts about the bill and the impacts for our district. She stated the fences have been repaired at the recycling center and the Moab north gate as of 12 January 2017. She stated she is still working on breaking purchasing apart into policy versus operating procedures. The board requested District manager begin researching with similar entities (landfill and recycling) across the state. Discussion held that city of Moab just completed their salary survey and Grand County would be conducting one soon and the district should work with both entities to obtain some cost comparisons. No report from administrative assistant or District clerk.
	2. Board member reports. Kalen Jones mentioned that Best Buy had a buy back program for electronics as an alternative to the district providing the service Kalen Jones discussed the current city hauling franchise was expiring in September 2017 and he wondered if the district wished to bid on the franchise. Pam Hackley commented this had been part of a study conducted prior to the last five year management plan. The District manager was directed to develop a conceptual plan and proposal to work or obtain a third party consultant to help determine if this viable and what would be required to proceed if viable. Kalen Jones and Pam Hackley brought up Biochar as a possible alternative for organic materials.
	3. Scheduling Updates. District Manager provided a spreadsheet showing board meeting dates, holidays, events, special days and proposed check signing dates. Discussion held on changing checking signing time from 11:30 am to 1:30 pm as both the chair and treasurer had commitments on the first and third Wednesday of the month. District Manager stated the proposed SWANA waste screening class to be held in Moab on March 9, 2017 was also the same date as the board meeting. The board members present by consensus agreed to start the March 9 board meeting at 5 pm to allow the district manager and facilities supervisor to attend the training as well as the board meeting.
6. Policy Plan Reviews
	1. List of current policies and recommendations to continue or convert to operating procedures was provided to the board. Discussion held briefly that many of the named policies did appear to be procedural instead of policy.
	2. Exempt Employee Compensatory Time and Leave draft procedure was provided to the board detailing how to implement the procedures adopted at the last meeting.
	3. Purchasing Policy: District manager did not have a draft written policy versus procedure prepared for the board.
	4. Five Year Plan: District manager has listed various options including status quo for facilities and with the new guidance on the franchise agreement discussion, this will be added to the plan and developed. No formal written information was provided.
7. Excess Equipment: None
8. Franchise Agreement (for Klondike Landfill): None. District Manager stated there may be up to three for the next board meeting.
9. Community Compost Project: Liner being prepared and compostable material set aside for starting actual compost in April.
10. District Manager Evaluation: Not all evaluations have been turned into Mary McGann to prepare a master evaluation. She recommended continuing the discussion at the February meeting. . Pam Hackley discussed the intent of the COLA in the budget for payroll, was a blanket approval for all employees once a budget was approved, whereas merit pay required approval.

# CLOSED SESSION

1. No session held.

# CLOSING:

1. The next board meeting will be a Thursday, February 9, 2017 at 4 pm.
2. Adjournment: Kevin Fitzgerald moved/Kalen Jones seconded to adjourn the meeting at 5:28 pm. Motion carried with four votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager