**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, February 9, 2017

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

Others Present: Deborah Barton (District Manager), Shan Knighton (District Clerk), Susan Thompson (District Administrative Assistant), Doug Folsom (Utah Trust), Joe Kingsley, Kelly Mike Greene, Brandon Mackay (Green Solutions), Eleanor Inskip

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 4:00 pm as there was a quorum.

**CORRECTION TO THE AGENDA:** District Manager noted a correction to the agenda that the next board meeting would be March 9, 2017 at 5 pm.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

# Doug Folsom with the Utah Trust made a presentation to the Board for meeting the 2016 Accountability Program for Safety. He detailed the requirements that were met to meet the award criteria and stated that the percentage of reimbursement and discount would increase each year (up to three years consecutively) if all requirements were met.

# Joe Kingsley discussed the implications of the appointment of a Grand County code enforcement officer. He and others are reinstituting a Citizen’s Action Committee to help citizens clean up their yard. Over ten years ago a similar program was adopted with the result of 450 “junk” cars picked up and sent in for recycling through the combined efforts of monetary donations and in-kind equipment and personnel support. He is proposing another cleanup effort and asked the board for assistance in having a special voucher program to be vetted by the action committee with the intent that citizens who could pay a portion of the cost would do so. He has talked to Monument Waste who have indicated they will provide support. He has also spoken to the District Manager about a program. Mary McGann and Bob Greenberg recommended Mr. Kingsley talk further with the District Manager. The board directed the District Manager prepare a proposal for a special clean up voucher to bring to the board at the March meeting.

# Kelly Mike Greene expressed concerns about the fee structure, the consistency of fees charged, and the problems with litter at the recycling center from wind storms. Several of the board members have received similar complaints about the litter from wind storms. Mr. Greene suggested building a large cage for citizens to bring their material to unload and maybe that would keep the material from blowing around. Board requested District Manager develop some proposals and scenarios on how to reduce litter and a safer way to recycle cardboard.

# Eleanor Inskip spoke about how to deal with trash and recycling in the area. She provided a copy of a Waste 360 article about Utah Revolve, a privately owned recycling operation in Cache Valley, Utah. She also referenced efforts in Park City for recycling. She also mentioned Rocky Mountain Power grants that may be possible to offset costs for improvements for recycling as well as other grants and loan options in the future.

# Kevin Fitzgerald spoke for a citizen who is concerned about the litter at the recycling center.

# APPROVAL OF MINUTES:

Kalen Jones moved/Kevin Fitzgerald seconded to approve the January 12, 2017. Hearing no discussion, Mary McGann asked for approval. Motion carried unanimously with five votes.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Kevin Fitzgerald seconded to approve the expenditures report for the period of January 13, 2017 through February 9, 2017 in the amount of $70,447.15. Kalen Jones asked if the fee for Max Technology was monthly or annual. District Manager stated it was annual. Hearing no further discussions, Mary McGann asked for approval. Motion carried unanimously with five 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. January 2017 profit/loss statement provided to the board showing a month loss of $26, 609.50 which was not unexpected due to several annual bills as well as typically lower revenue stream.
	3. Operational Workload: District Manager directed board’s attention to the bulletin board showing that the Klondike tonnages were higher than last year and Moab landfill significantly less than last year but within the average amount for a typical January.
3. Loader Loan Payoff: Bob Greenberg moved/Pam Hackley seconded to authorize the District Manager to pay off the loan prior to July 1, 2017. Discussion held that this allowed a few months of time in case of some unexpected expense occurring requiring payment. With no further discussion, Mary McGann asked for approval. Motion carried unanimously with five votes.
4. Staff/Board Reports
	1. District Manager: Deborah Barton had emailed her report previously but provided an updated copy showing additional equipment repairs. Discussion held that the District Manager was to develop a series of articles for the newspaper detailing what can and cannot be brought to the Moab Landfill and recycling center as well as changes in activities. No report from administrative assistant or District clerk.
	2. Board member reports. Kevin Fitzgerald and Pam Hackley discussed need to control litter at the recycling center. Discussion on idea of walk in large cages to retain material being delivered to reduce wind blown litter. District Manager was directed to look at options and solutions to reduce litter and cleanup the yard. Pam reported attendance at a new county planning process to discuss the country’s resource management plan. The district manager was directed to work with Zacharia Levine, Planning Director and the grandrmp.org on input from the district on solid waste, recycling and composting needs and future vision.
	3. Scheduling Updates. Mary McGann stated she would not be available for check signing on Wednesday,15 February. Pam Hackley volunteered to countersign checks on Thursday, 16 February before 10 am.
5. Policy Plan Reviews
	1. District Manager sent proposed purchasing policy to the board members to review and provide an editorial comments. To date, Bob Greenberg has returned comments. District Manager delineated her views on policy versus procedures and believed that the details on implementing the policy should be a standard operating procedure and not a policy. Pam Hackley, Bob Greenberg, and Kevin Fitzgerald commented that the policy should not be long and procedure detailed.
	2. Five Year Plan update detailing consideration of consolidation of solid waste and recycling operations within the district service area was emailed to the board members for their consideration and review. Discussion held that the board and District Manager should pick out achievable options and pursue them for the management plan. District Manager directed to provide a priority list of options for the Recycling Center, Moab Landfill and Klondike Landfill at the next board meeting using the four page report as a supporting document.
	3. Capitalization Policy: District Manager had emailed the proposed policy update to the board members. Discussion held that the two items should be changed. The first was to have a threshold amount of none for any items involving land instead of breaking out and setting threshold limits for easements or land use rights. The second change discussed was to increase threshold values for items related to computers by doubling from $1500 to $3000 for hardware, from $1000 to $2000 for purchased software and from $2500 to $5000 for software developed in house. Bob Greenberg moved/Kalen Jones seconded to adopt Capitalization Policy 105-1140 as presented with changes to convert all land to no threshold and to double items for computers. Hearing no further discussion, Mary McGann asked for approval. Motion carried unanimously with five votes.
6. Excess Equipment: None
7. Franchise Agreement (for Klondike Landfill): None.
8. District Manager Evaluation: Not all evaluations have been turned into Mary McGann to prepare a master evaluation. She has received input from Pam Hackley and herself. The other three board members requested copy be sent to them to review and send to Mary McGann. She has received only two employee evaluations. Board directed Shan Knighton, District Clerk, to help employees turn in evaluations so the board can finish their annual evaluation.

# CLOSED SESSION

1. No session held.

# CLOSING:

1. The next board meeting will be a Thursday, March 9, 2017 at 5 pm. Bob Greenberg noted that this needs to have notices published since it is a change in normal scheduled time.
2. Adjournment: Bob Greenberg moved/Kevin Fitzgerald seconded to adjourn the meeting at 5:21 pm. Motion carried unanimously with five votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager