**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, March 9, 2017

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair) (arrived after meeting called to order), Kalen Jones (Treasurer), Pam Hackley, Bob Greenberg

Others Present: Deborah Barton (District Manager), Shan Knighton (District Clerk), Susan Thompson (District Administrative Assistant), Brad Woodford (Green Solutions), Brandon Mackay (Green Solutions)

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 5:06 pm as Kalen Jones, Pam Hackley, Bob Greenberg and Mary McGann were present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). None

# APPROVAL OF MINUTES:

Kalen Jones moved/Kevin Fitzgerald seconded to approve the January February 9, 2017 as edited. Hearing no discussion, Mary McGann asked for approval. Motion carried unanimously with five votes.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Pam Hackley seconded to approve the expenditures report for the period of February 10, 2017 through March 9, 2017 in the amount of $63,313.06. Hearing no discussions, Mary McGann asked for approval by roll call. 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.
	2. February 2017 profit/loss statement provided to the board showing a month loss of $ 11,539.21. . Comparison provided showing February 2016 as well as year to date expenditures.
	3. Operational Workload: District Manager provided graphic charts for Klondike and Moab Landfill tonnages showing increase from last year for Klondike. Moab is about equal to last February.
3. Staff/Board Reports
	1. District Manager: Deborah Barton provided a written report on activities since last meeting. The report is incorporated as an attachment to these minutes. She particularly noted the meeting between the Weed District, the Mosquito District and the Solid Waste District as all are tenants on the 1000 Sand Flats Road with concerns on traffic safety and parking. She also noted that the recycle yard had been litter free until the wind storm on Sunday, March 5. Brad Woodford discussed his research in obtaining larger bins for picking up the more economical recycling commodities without having a special use truck. Bob Greenberg expressed concern about going outside Grand County boundaries for recycling services. No report from Administrative Assistant or District clerk.
	2. Board member reports: Pam Hackley asked the status of Mr. Kingsley request for vouchers on community cleanup. Mary McGann stated this will be a long process as one of the major hurdles to meet is developing a 501c3 entity to accept donations.
	3. Scheduling Updates. Pam Hackley asked if the Public Trust classes would be offered or would be available online because of distances and time involvement. Deborah stated some safety classes are offered monthly as webinars but she did not believe the leadership type classes were but she would check. Pam asked Debby if she believed the classes were worthwhile and which board members should attend Debby stated they were of value and the May class was geared towards elected officials and that either Mary McGann or Kalen Jones may profit the most as they served as elected council members as well as on the solid waste board. Pam Hackley requested the district manager forward copy of flyer on the May Arbinger class being hosted by the Utah Public Trust.
4. Caterpillar D8T Dozer Repairs. District Manager provided the repair quote from Wheeler Machinery concerning the D8T which was for $14,191.26. She stated the 2017 budget planned for $5,000. Scraper repairs at Klondike had been estimated at $14,000 but the quote was for $5,332. She asked for approval to make the dozer repairs, transferring the excess from Klondike to Moab and would absorb the remaining balance from the remaining portions in the budget. Bob Greenberg moved and Pam Hackley seconded approving repairs to the D8T dozer. Motion carried unanimously.
5. Replacement Work Truck. District Manager stated 2017 budget had estimated $75,000 for complete work truck. Three quotes had been obtained which included two for Chevrolet Trucks and one for a Ford Truck. All three would require an additional $8,000 to $9,250 to retrofit the bed for work truck use. Total proposed purchase with retrofit and licensing for any of the bids was significantly below the budgeted amount. Pam Hackley moved and Bob Greenberg seconded to purchase the Ford F350, authorize the retrofit of the bed and allow for licensing fees in a total amount of $52,015.
6. Policy Plan Reviews and Discussions
	1. Purchase Policy: District Manager emailed edits purchasing policy to the board. Bob Greenberg moved and Kevin Fitzgerald seconded to adopt the purchasing policy with the following changes:
		1. Paragraph 140 – strike reference to “UAC 64, Chapter 2” and leave GRAMA as the regulation.
		2. Remove the typographical error in paragraph 430
		3. Paragraph 500, third paragraph, change “witness” to “board member”.
		4. Strike paragraph 930 as these issues are part of the employee handbook.

Discussion was held. The following additional items were added as recommended changes:

1. Paragraph 920 change “felony” to “violation of this policy”.
2. Paragraph 200, add definitions of relatives as listed in the stricken paragraph 930, changing the last of the sentence to read “… step-sisters, step-brothers and household members.
3. Paragraph 910, change “immediate family members” to “relatives”.

Bob Greenberg and Kevin Fitzgerald agreed to the additional changes as being added as amendments to their original motion. Hearing no further discussion, Mary McGann called for the vote and motion carried unanimously.

* 1. Five Year Plan. District Manager provided hard copy draft task lists for Klondike Landfill, Moab Landfill and Recycle Center and requested board member input on any additional items or suggested edits. She did not have any lists to provide for compost or administrative functions..
1. Excess Equipment:
	1. District Manager had emailed the list of items that were no longer in possession of the district including items that had been reported stolen but had not been removed from the asset list at that time. Bob Greenberg moved and Kevin Fitzgerald seconded to declare the assets listed as no longer in possession of the district. Motion carried unanimously. The list will be incorporated as an attachment to the minutes.
	2. District Manager had emailed the list of equipment that she recommended be sold, if possible or scraped if no bids were received to sell the equipment. Pam Hackley moved and Kalen Jones seconded to declare the assets listed as excess and to be sold or disposed of by December 31, 2017. Motion carried unanimously. The list will be incorporated as an attachment to the minutes.
2. Franchise Agreement (for Klondike Landfill): None.
3. District Manager Evaluation See Closed Session below.

# CLOSED SESSION

1. Bob Greenberg moved and Kevin Fitzgerald seconded to adjourn the meeting into a closed session for the purpose of discussing the character and professional competence of the District Manager. Motion carried unanimously and meeting moved to closed session at 6:10 pm. Kevin Fitzgerald moved and Bob Greenberg seconded to move out from the closed session. Motion carried unanimously and meeting resumed at 6:17 pm.

# CLOSING:

1. The next board meeting will be a Thursday, April 13, 2017 at 4 pm. Kalen Jones moved/ Kevin Fitzgerald seconded to adjourn the meeting at 6:20 pm. Motion carried unanimously with five votes.
2. Adjournment: Kalen Jones moved/ Kevin Fitzgerald seconded to adjourn the meeting at 6:20 pm. Motion carried unanimously with five votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager

Memorandum for March 2017 ACB Meeting, Agenda Item D.1.

From: Deborah A Barton, District Manager

Meetings: Met with Weed District (twice) and Mosquito Abatement regarding traffic flow, employee parking, customer congestion on site, and general information exchange. Weed District is installing a carport to the south of the district as they have gotten approval from City of Moab to erect one. Came to agreement on staff parking areas and which areas are to be kept free for traffic flow. May try for a joint bbq of the three districts later in summer. Attended Leadership Seminar in Salt Lake City on 23 February – very good class.

Equipment: See agenda item for the D8T. Scraper jumped chain off elevator. This will be taken care of when the scraper repairs are made by Wheeler. Gehl parts arriving. Scheduled to send to Grand Junction to get final decision on starter problem issues (electrical). Researching preventative maintenance software. Two of the six considered to date are top contenders and include building and facility maintenance (such as winterizing swamp coolers, documenting litter patrols, documenting propane usage for heat, etc.). Costs have ranged from $3,500 to $15,000.

Recycle Operations: Had completely cleaned center area and removed litter, tied down and netted problem bags until wind came in on Sunday 5 March. Staff fabricating mini wind fences to use on site. Green Solutions working with staff to better tie off bags. Have requested quotes for concrete pad repair and extension to include rebar/reinforcement and a 6-inch slab instead of 4-inch as originally poured. After pour, will prepare a “slot” for the OCC to address some of the wind and drop off concerns. Met with Brad, Green Solutions, to discuss how to reach out and become a hub and spoke entity for Grand and San Juan Counties. He is looking to expand operations and upgrading to a pulled recycle bin container for “remote” areas such as Castle Valley. Will be meeting with Brad and Monticello in near future.

Klondike: Will hire a temp seasonal for litter pickup as wind has caused a lot more litter than usual, even with the increased emphasis on covering and relocating loose trash to bottom of cell 3. Will be installing internal litter fences (chicken wire) at top of slopes in the next few months to have another location to collect litter.

Moab: Will be changing fill plans to fill in the northern area of the landfill and bring to grade and final capping to assist with aesthetic concerns for the approved Lionsback development area. Have received some suggestions for the compost area. Have stepped up litter patrols on the slopes but the winds have been creating issues. Working on area to move shack and propane tank on top – partially in preparation of installing a scale when obtained.

Compost Project: Pad is almost ready. Will be sending out RFQ for chipping services.

Administrative:

*Audits:* Have letters for Mary to sign as the Chairman.

*Policy:* Purchasing policy (copy provided with the edits received) – recommending approval.

*Legislative:* Have seen nothing significant to impact our operations or district nor have we been called to testify.

*Management Plan:* Klondike draft to date will be handed out. Revising Moab ideas to reflect approval of Lionsback and therefore do not have a draft to present as there will be different options to be considered. Recycle Center has some additional items for consideration. Have not finished draft for composting as trying to determine options to consider at end of the demonstration project in fall of 2017. Have not begun administrative portion which will include educational/outreach.

*Reports:* Susan completed and submitted to DEQ the annual landfill, recycling, closure/post closure, and compost reports by the 1 March deadline.

*Staffing/Training:* Shan to 8 hour hazwoper annual refresher on March 17 in Salt Lake City. Debby taking recycling course online. Shan and Debby to Reno, NV end of March – Shan to take recycling certification class and Debby to teach landfill management certification classes (will be rotating through two classes). Utah Recycling Association in Moab on 31 March with Adam Watkins and Debby Barton presenting.

Special Events/Projects/Miscellaneous

Vouchers prepared for spring cleanup is approaching, 26 April – 29 April 2017, closed Wednesday. First ads in paper by mid March. Have agreed to waive the equivalent of 3 30-yard roll off containers of yard waste/construction debris for Castle Valley, value is $900 ($10 per cubic yard). Monument Waste is working directly with Castle Valley on cleanup day on 8 April. Green Solutions will be offering recycling services.

Worked with local newspapers on having monthly or consistent small notices about the e-waste monthly collection. Some phone calls received asking for district to pickup, they have been referred to Green Solutions. Will begin follow up on periodic articles on operations, limitations, expectations and related.

Trashion show – Personal business came up so was unable to attend. I sent my apologies to the Resilency Hub.

Special Waste Review: Contacted by Bill Jackson about possible septic tank cleanup from tank found at Mill Creek Drive and Spanish Valley Drive intersection. Worked with Orion Rogers (local health department) and others as to what would be required for disposal at Klondike. Alternative options found and no material brought to the district.

CIB Loan/Grant Request: Have downloaded documents but not yet started for the scale request.

**Agenda Item H1:**

LIST OF ASSETS NO LONGER IN THE DISTRICT’S POSSESSION AS OF 31 DECEMBER 2016

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asset** | **Date Acquire** | **End Date Depreciation** | **Basis** | **Value Remain** | **Comments** |
| KONICA COPIER | 06/30/94 | 06/30/01 |  1,642.46  | 0.00 |  DECLARED LOST  |
| CANON NP 6025 COPIER | 01/31/00 | 01/31/07 |  2,000.00  | 0.00 |  EWASTE NOV 15  |
| CAN CRUSHER | 01/06/94 | 01/06/01 |  500.00  | 0.00 |  DECLARE SCRAPPED  |
| GLASS CRUSHER | 01/06/94 | 01/06/01 |  1,707.75  | 0.00 |  INOPERABLE  |
| LODEC SCALE | 01/20/94 | 01/20/01 |  4,750.00  | 0.00 |  DISPOSED 2015  |
| RADIO SYSTEM | 03/17/94 | 03/17/01 |  1,196.00  | 0.00 |  REPORTED STOLEN 2009  |
| AERIAL CAMERA | 01/16/04 | 01/16/09 |  1,000.00  | 0.00 |  REPORTED STOLEN 2009  |
| EDM DISTANCE MEASURING DEVICE | 01/16/04 | 01/16/09 | 7,988.53  | 0.00 |  REPORTED STOLEN 2009  |
| LIFT GATE (1988 DODGE TRUCK) | 01/06/94 | 01/06/01 |  1,900.00  | 0.00 | DECLARE SCRAP 2017  |
| WELD LIFT GATE (1988 DODGE TRUCK) | 03/21/96 | 03/21/03 | 837.53 | 0.00 | DECLARE SCRAP 2017  |
| LAPTOP COMPUTER | 05/12/95 | 05/12/00 | 1,559.00  | 0.00 |  NOT FOUND  |
| COMPUTER PARTS AND ITEMS (STORED IN SHOP) | 10/31/03 | 10/31/08 |  2,464.41  | 0.00 |  EWASTE APR 17  |
| COMPUTER ACCESSORIES (FOUND IN SHOP) | 08/15/11 | 08/15/16 |  1,052.71  | 0.00 |  EWASTE APR 17  |
| COMPUTER ACCESSORIES (FOUND IN SHOP) | 09/01/11 | 09/01/16 |  1,227.70  | 0.00 |  EWASTE APR 17  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item (Make/Model)** | **Serial Number** | **Suggested Value** | **Reason** |
| FORD RANGER TRUCK, 1994 | 1FTCR10U3RPB31665 | 500.00 | Repair costs exceeds value, have other transport vehicles |
| KAWASAKI ATV, 1997 | JKALF8B10VB553642 | 750.00 | No longer used |
| TRAILER, TITON, 2003 | 4TCSU10492HV2227 | 500.00 | Trailer to carry ATV |
| CHEVY SERVICE TRUCK, 1995 | 1GCHK39N0SE161838 | 1,285.00 | Transmission failed, cost to repair high |
| FIAT ALLIS FR20B WHEEL LOADER,1990 | 501241 | 1,500.00 | No longer needed as replaced by Cat 938 Loader |
| MICHIGAN CLARK LOADER 275B, 1979 | 482S216C | 10,500.00 | Cost to repair excessive, replaced by Cat 962M |
| CATERPILLAR 816 COMPACTOR, 1980 | 57U00881 | 10,500.00 | Engine seized, replaced by a “newer” compactor |

The above items will be listed for sale as excess property in as-is condition. If no one bids or offers to purchase, will find offers to send equipment as scrap.