**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, April 13, 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), Brad Woodford (Green Solutions), Brandon Mackay (Green Solutions)

Others Absent: 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 4:03 pm as a full quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). None

# APPROVAL OF MINUTES:

Pam Hackley moved/Kevin Fitzgerald seconded to approve the March 9, 2017 minutes. 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 March 10, 2017 through April 13, 2017 in the amount of $87,014.50. Hearing no 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. District Manager stated she will be sending a letter to DEQ stating monthly payment to the Klondike Landfill (KLF) closure/post closure will be dropped from $2,000 to $376.24 and the monthly payment to the Moab Landfill (MLF) closure/post closure will be increased from $376.24 to $2,000. Board asked what the required financial assurance for the two landfills. The balance required as of 31 December 2016 for KLF was 215,961.91 and for MLF was 152,433.86. Balances on hand as of 31 December 2016 were $391,317.27 and $121,805.06 respectively. Bob Greenburg moved/Kevin Fitzgerald seconded to increase the monthly deposit over a five year period to bring on hand balance equal to required balance for financial assurance for the Moab Landfill. Motion carried unanimously with five votes. Bob Greenburg moved/Kevin Fitzgerald seconded to reduce the monthly deposit over a five year period to bring the on hand bank amount equal to the required balance for financial assurance for the Klondike Landfill. Motion carried unanimously with five votes. District Manager was directed to notify DEQ of the district’s proposal to balance out the financial assurance balances.
	2. Quarterly profit and loss was provided to the board for review. Loss reflects no receipt of transient room tax for the first quarter which is expected to be $100,000.
	3. Operational Workload: District Manager showed the Board graphic charts detailing workload at the two landfills and the recycling center. Klondike and Moab is relatively stable showing no significant increases. The amount of recycling tons received is significantly higher than 2016. Tons shipped are not due to difficulty in coordinating trucks outbound.
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 emphasized the Castle Valley recycling tonnages. No report from Administrative Assistant or District Clerk.
	2. Board member reports: Bob Greenburg notified the board that he had spoken with the Castle Valley mayor about stepping down from the board as he is trying to reduce his activities and responsibilities. Castle Valley has sent out a notice asking if any are interested in serving on the solid waste board. Mary McGann expressed her appreciation for all that Bob has brought to the board over the years. Bob will not be present for the May or June board meetings. Kevin Fitzgerald and Mary McGann reported concerns about excessive plastic bags along the road near Klondike. Discussion held on plastic bag bans that may reduce impacts. District Manager stated an overtime Saturday would occur to pickup litter outside the Klondike fence as no seasonal parttime helps has been found to date. Mary McGann stated she has received compliments on the center looking better. Questions have been raised as to why glass is separated when it is mixed at the landfill. Shan Knighton and Brad Woodford both stated that if there was a time when certain glass had value, keeping people in tune with proper sorting would be beneficial. Debby Barton stated a few individuals look for specific color glass for their projects.
	3. Scheduling Updates. District Manager stated she would be taking a week of leave the end of May.
4. Recycle Center OCC Concrete Pad Repairs. District Manager stated only one bid was ever received and it was over $10,000. She was not sure if in house could remove the concrete and save about $3,800 on the bid. Pam Hackley moved/Kevin Fitzgerald seconded to repair and extend the existing concrete pad per the bid submitted by Red Valley Builders in the amount of $15,450 and authorize the District Manager to determine if the demolition/removal of the existing concrete can be done in-house to reduce the final bid by $3,800. Motion carried unanimously with five votes.
5. Policy Plan Reviews and Discussions
	1. Annual Goals List for 2017: District Manager provided a copy of the goals she set for herself for 2017 to provide discussion points for the management plan. No action taken.
	2. Five Year Plan.
		1. District Manager provided a draft composting operations task list. Pam Hackley moved/Kevin Fitzgerald seconded to table discussion on compost and administrative task lists to May and spend time in discussing the recycling plan. Kalen Jones provided a recommended wording for the Moab City Plan as pertains to Solid Waste and requested input from the District Board to draft wording to match to the district plan and goals. Bob Greenburg moved/Kevin Fitzgerald seconded to recommend the revision of Moab General Plan, Goal 6: Solid Waste Facilities read as follows:

***GOAL 6: SOLID WASTE FACILITIES***

*¬ Provide the most cost-effective and environmentally sustainable systems for the disposal, compost, reuse or recycling of solid waste.*

*Policy 1: Work with Grand County, Solid Waste Special Service District, and private service providers for waste diversion, collection, and disposal.*

*Action Steps:*

1. *Reduce solid waste to maximize landfill lifespan, through:*
	1. *Supporting true cost pricing (full cost accounting) of all stages of waste disposal*
	2. *Supporting cost, energy, and resource efficient waste diversion strategies, which may include recycling, composting, reuse*
	3. *Protect land within the city from hazardous and electronic waste contamination through code enforcement, and partner collection and disposal programs.*
	4. *Promote partnerships with local and regional organizations and individuals to encourage fiscally sound programs for value added reuse recovery production, recycling (plastics, aluminum, cardboard, etc.), composting (organic/biodegradable waste from homes and restaurants), reuse (household goods, electronics), and cleanup in Moab.*
	5. *Demonstrate leadership by adopting best practices for waste management at city operations.*
	6. *Require solid waste management and waste diversion plan at city permitted special events*

Motion carried unanimously with five votes. The District Manager was directed to draft a letter expressing the board’s recommendation for Kalen Jones to use in the Moab’s plan development.

* + 1. Question was asked on what the 2017 loss for the recycling center was. District Manager stated gross income was list as $84,391 (without TRT money) and gross expenses were $195,622 resulting in a net loss of $111,231. Some of the loss is a result of delays in product payment received in a timely fashion. Discussion ensued on the need for a true cost or full cost accounting on the recycling center by commodity or in general with consideration given for carbon footprint for options. Pam Hackley stated we also need to include cost avoidance costs at the landfill which have been difficult to obtain. District Manager was directed to provide some draft cost accounting numbers for discussion during the May board meeting.
1. Excess item: Item was withdrawn.
2. Franchise Agreement (for Klondike Landfill): None.

# CLOSED SESSION

1. None

# CLOSING:

1. The next board meeting will be a Thursday, May 11, 2017 at 4 pm.
2. Adjournment: Kalen Jones moved/ Kevin Fitzgerald seconded to adjourn the meeting at 5:40 pm. Motion carried unanimously with five votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager

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

From: Deborah A Barton, District Manager

Meetings: Attended Training Center in Reno, NV, Shawn took Recycling Course and Exam, Debby taught two landfill classes and took Recycling Exam. Scheduled to present to Grand County on 18 April and Moab city on May 9 (tentative). Attending Toastmasters on 1st and 3rd Wednesdays. Debby and Adam Watkins attended Recycling Coalition of Utah annual meeting at Moab Valley Inn on 31 March.

Equipment: Continuing to research preventative maintenance software – cost will be less than $5,000. Several repairs, some accidents requiring repairs. First scheduled service (250 hour) for 962M loader completed by Wheeler. Wheeler has completed Scraper repairs for the elevators, cutting edges, and chain. Repairs begun on D8T by Wheeler on 6 April with anticipated 10 day or less window. Windows repaired/replaced on D7G, 904 and scheduled for 938. D7G were pre-existing breaks. 904 was a combination of existing cracks (prior to 8 Jun 2015) and new major breakage. The 938 had two preexisting cracks and a new broken window replaced. Gehl returned from Grand Junction in good condition – fly wheel replaced, engine mounts replaced, air intake hose (wear/tear item) replaced and general maintenance. Dodge driveline yoke broke, again from temporary repair made last summer. New yoke replaced and brakes adjusted. D7G brakes adjusted. Accident by district operator caused damage to customer vehicle, estimate to repair is $1,854.25. Incident investigated, report completed. Old floor scale damaged by equipment operator in recycle center. New scale on ground one week prior to the accident. New truck is now on order as have Fleet Identification Number (FIN).

Recycle Operations: Requested quotes for the concrete and only received one quote. Believe we can do the prep work and save $3,800 from the bid, however it is over $10,000 and will require approval from the board (refer to Agenda Item E). Note the March income amount was 136 tons of material. Working on verifying cubic yards to tonnages conversions as this seems high. In the past used state average tonnage of 1000 pounds per cubic yard. We may have been low on actual incoming tonnages.

Klondike: Obtaining fencing material to erect additional litter fences. Have been unable to secure a temp hire for litter pickup. Option will be detailing an overtime Saturday for operators to do a full litter patrol.

Moab: Have been doing litter patrol along fence line, but winds have created some issues. Have begun filling the “north neck” with goals to bring to grade and install more permanent litter fencing. Asbestos inspection conducted on mobile home and we are awaiting report on status of asbestos before proceeding. Customer brought up a tank that was to be clean and was rejected for containing inappropriate waste. After working with the customer, he took the entire load to Klondike for disposal. Operator commended for paying attention to the details and standing firm on permit requirements. Generator was surprised that his load had inappropriate material for Moab when district manager and another operator took apart and showed the material that was present. Will be closed Saturday, 15 April 2017.

Compost Project: Have requested quotes for chipping services. One verbal quote received is $8,000 to $10,000 for the 1200 cubic yards (more or less) on the ground. As soon as the chipping is completed, we will place in shortened windrows and also better mark locations for limbs/branches apart from leaves/clippings for future composting.

Administrative:

*Legislative:* DEQ will be hosting a workshop on impending fees for solid waste facilities in Moab on 17 May. The district was asked to find a room and reserved one at the Grand Center. The state is taking lead on all notices.

*Management Plan:* Additional drafts to hand out to board later in the meeting. Have begun incorporating some of Kalen Jones ideas for discussion later in the meeting.

*Staffing/Training:* Shan completed 8 hour HAZWOPER annual refresher training on March 17. Shan took recycling course and exam in Reno, March 27-29, Debby finished recycling class webinar and took exam in Reno on 29 March. Test results still pending. Debby completed recycling webinar course and took exam in Reno, NV. Final results not known. Debby teaching landfill webinar classes throughout April and May and will be co-instructing landfill management class end of April in Gunnison, Colorado.

Special Events/Projects/Miscellaneous

Vouchers are being issued at about the same rate as last year. Two individuals brought vouchers early to the landfill and were allowed in. Cleanup event held at Castle Valley. Per reports received: 70 loads in 4 rolloffs (District waived disposal fees for three of them), 2,021 pounds of recyclables collected (see attached memo).

CIB Loan/Grant Request: Have contacted CIB and am to receive assistance in the next few weeks, including updated downloads on forms and applications

Replaced light ballasts in Admin Assistant office and main office – wiring was less than good. Cost is around $1300. Back office will need new ballasts by end of summer.

Establishing a till for E-waste in the amount of $75 (change) rather than rely on petty funds to operate. Increasing petty fund amount to $162 from the $100 established several years ago by the Administrative Control Board.

Memorandum

Date: 11 April 2017

To: Administrative Control Board

From: Deborah Barton

Re: Report on Castle Valley Recycling Collection by Green Solutions, April 8, 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Commodity** | **Quantity(cy)** | **Weight (pounds)** | **Value** |
|   Newsprint | 0.5 | 125 | $ 3.75 |
|   Mixed (junk) paper | 1.5 | 660  | $11.75 |
|   OCC (cardboard) | 5.0  | 540 | $40.50 |
|   Plastic #1  | 0.5 | 33 | $ 0.66 |
|   Plastic #2 Natural  | 0.25  | 8 | $ 0.96 |
|   Plastic #2 Color  | 0.25  | 8 | $ 0.40 |
|   Plastic #3-7  | 0.5 | 17 |  ($0.45)   |
|   Glass (mixed)  | 1.0 | 600 | $ 5.25 |
|   Aluminum Cans  | 0.5 | 30 | $10.50 |
|   Steel Cans  | 0 |  |  |
| TOTAL |  | 2,021 | $73.12 |

**EXPENSES:**

Travel (equipment – Green Solutions) $26.75

Processing (loader/baler/supplies/non labor) $25.00

Total Expenses $51.75

**NET VALUE LESS EXPENSES $21.37**

**LABOR COSTS**

Hours to collect (include travel to/from Castle Valley 7

Hours to finish sort, store then process (estimated) 1.5

Total Hours 8.5

Net Value per hour   ($21.37 / 8.5 hours) = $2.51 per hour.

Note: Minimum Wage $7.25

Add minimum for employer taxes (SSI/Medicare, etc.) $1.81

Hourly Labor Costs $9.06

Net Value per hour $2.51

Loss/(Gain) per hour $6.55

Total Loss for 8.5 hours $55.68 (at minimum wage)