**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, May 11, 2017

Board Members present: Kevin Fitzgerald (vice chair), Kalen Jones (Treasurer), Pam Hackley

Others Present: Deborah Barton (District Manager), Susan Thompson (District Administrative Assistant), Janet Buckingham

Others Absent: Mary McGann (chair), Bob Greenberg, Shan Knighton (District Clerk)

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

**CALL TO ORDER:** By Vice Chair Kevin Fitzgerald at 4:09 pm as a full quorum was present. As Mary McGann absent, Kevin Fitzgerald conducted the meeting in her absence.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). Ms Blackburn stated she was interested in applying for the board vacancy and was present to observe the meeting.

# APPROVAL OF MINUTES:

Pam Hackley moved/Kalen Jones seconded to approve the April 13, 2017 minutes. Hearing no discussion, Kevin Fitzgerald asked for approval. Motion carried unanimously with three votes.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Pam Hackley seconded to approve the expenditures in the amount of $109,316.48 for the period of April 14, 2017 through May 11, 2017. Hearing no discussions, Kevin Fitzgerald called for roll call vote. 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. District Manager stated the May PTIF payment to the Klondike and Moab restricted funds have been adjusted per the April board meeting directive. Explanations of the PTIF was given to Janet Blackburn.
	2. April 2017 profit and loss and profit/loss for year to date was presented to the board. The current year to date loss is stated as $115,713.49. The first quarter TRT of $100,000 has not yet be received from Grand County which is reflected in the year to date loss.
	3. Operational Workload: District Manager directed board to observe the data posted to the operational workload blackboard. She explained the large tonnage for April was due to large quantity of glass from Synergy so reflect a pass through of the glass tonnages.
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. Pam asked for clarification from the board regarding individuals removing glass especially as the district has a no scavenging policy for Moab Landfill. District Manager directed to develop a waiver release for individuals wishing to reclaim glass and other items. She mentioned that the district has always allowed customers to retrieve cardboard boxes for other use.
	2. Board member reports: Kalen Jones opened discussion on compost options for the future as there has been contact by folks wanting compost to take compostable materials. Discussion held on status of the compost project being delayed due to chipping needs and costs proposed to date for chipping. Kalen asked if the district should consider purchasing a used tub grinder instead of seeking to rent or contract out chipping with idea that mulch could be produced if composting was not feasible. He expressed concerns that some individuals appear to have a perceived notion the district should purchase an in-vessel composting option. He asked for verification on costs for an in-vessel system which was based on the one in use at Logan, Utah on the college campus. Further discussion held on composting with suggestion to District Manager to contact the Utah Forestry and State Lands agency that was currently conducting chipping for fire mitigation in Castle Valley to see if they could chip the pile or have recommendations for the district. Any further discussion was deferred to later in the meeting during the management plan discussion. (See item E 2 below).
	3. Scheduling Updates. Kalen Jones asked the District Manager to investigate the possibility of bringing the half day training opportunities to Moab instead of classes held in Salt Lake City. She will work with city and county to see if there is a potential for some of the managerial level classes being brought locally. She was asked to continue sending information on the training out to the board members.
4. Policy Plan Reviews and Discussions
	1. Annual Goals List for 2017: Pam Hackley moved/Kalen Jones seconded to accept the 2017 District Manager’s Goals dated November 16, 2016 as included in the board packet. With no further discussion, the motion was approved unanimously with three votes. Copy of the goals list is attached to these minutes.
	2. Five Year Plan.
		1. Copies of the Klondike, Moab, Compost and Recycle Center Task Lists were previously provided to the board. Extracts of the recycling costing were scanned and provided as part of the board packet. The full excel workbook for costing analysis will be sent to the entire board by Friday, May 12, 2017. The District Manager stated the costs are very rough and do require some additional review, questions, and edits. However, they appear to show the manual nature of the recycling center which contributes to a significant cost per ton for all the commodities. District Manager was asked how the information on recycling costs could be better gotten out to the public.

Question was asked and discussed by the board on what direction the district wants to pursue for recycling as the city is developing their RFP for waste management services for the city. Discussion held on single stream versus source separated curbside services, what companies currently exist that could provide waste services to pick up and haul trash, what companies currently exist that could provide collection of recyclable materials. District Manager was directed to continue to work on costing analysis of recycling taking into account cost avoidance potential at the landfills as well as climate and carbon footprint impacts. She will research various solid waste avenues with a goal of providing draft information by Friday, 26 May for the board to review.

1. Franchise Agreement (for Klondike Landfill): None.

# CLOSED SESSION

1. Pam Hackley moved and Kalen Jones seconded to adjourn the meeting into a closed session for the purpose of discussing the character and professional competence of district employees. Motion carried unanimously with three votes. Kevin Fitzgerald stated the closed meeting would be held with Kalen Jones, Pam Hackley, Deborah Barton and Kevin Fitzgerald at the District Offices located at 1000 Sand Flats Road beginning at 5:53 pm. Pam Hackley moved and Kalen Jones seconded to move out from the closed session. Motion carried unanimously with three votes and meeting resumed at 6:16 pm.

# CLOSING:

1. The next board meeting will be a Thursday, June 8, 2017 at 4 pm.
2. Adjournment: District Manager offered to show a compactor video provided by Wheeler Caterpillar after the meeting adjourned for anyone interested. Pam Hackley moved and Kalen Jones seconded to adjourn the meeting at 6:18 pm. Motion carried unanimously with three votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager

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

From: Deborah A Barton, District Manager

Meetings: Attended and taught Landfill certification class in Gunnison, Colorado – 20 students. Taught two webinars on landfill management to students from across US and Canada. Presented at Grand County Council on April 18 and to Moab Council on May 9. Attended the Moab Futures Workshop on May 2, 12 to 1 pm, which was based on the USU Master’s program on developing a regional biodiversity plan.

Equipment: Scraper picked up mattress which wrapped around driveline. Friction caused overheating and two tires had to be replaced. Waiting for price quote on good used tires – anticipate $8000 per tire and hopefully less. Dodge truck repairs on driveline.

Recycle Operations: Negotiated cost reduction of $180 for disposal costs with Red Valley Builders on the concrete pad. Most of the $3800 for disposal included site preparation work such as forms and compaction. Private citizen that is using blue glass for projects sent some pictures of his artwork. He is also building a medicine wheel using glass. Has taken about 4600 pounds for his projects since the beginning of January and has agreed to submit a monthly accounting of amount used.

Klondike: Temporarily hired Greg Tucker for up to four weeks to pick up litter at KLF. Litter pickup party “hosted” on Saturday, 29 April, 7 employees and one community service individual (one employee at CRC and one at MLF). Fall litter pickup will reach out to youth groups looking for paid community service project. District Manager picked up 40 pounds along ¾ mile ROW by Klondike road on Friday, 14 April. Only four grocery bags in the pickup. Lots of Bread loaf bags, ice bags, toilet paper wraps, Brew City Fries, brown beer bottles, Arizona tea cans, plastic bottles, contractor plastic sheeting/bags, and plastic from a car bumper and license plate holder. Picked up about 20 pounds on Monday, 16 April – mostly trash bags or candy wrapper type bags – no grocery bags. Have been taping each operator doing compaction as part of training and determining improved management practices as well as looking to costing analysis.

Moab: Owner of the mobile home that contained significant asbestos has stepped forward and agreed to all charges for handling the material properly (inspection and mitigation) as well as any additional charges. Inspection charges were $570. Inspector talked with DM and commented he is getting 3 to 5 calls per week on how to best check for asbestos and handle the material. He is overwhelmed with work but happy that Moab citizenry is on board.

Compost Project: Ran into glitch on chipping. Triassic changed ownership hands and the tub grinder that was to be here this year to assist is permanently in Texas and is not part of Triassic. They quoted $22,000 to $24,000 to chip the 1200 cubic yards and suggested we burn it instead. Waiting for formal quote from Lance Construction as verbally they quoted $10,000 or less. Will be rethinking and revising this for the future, one of the reasons for this being a pilot or demonstration project – find out the challenges and potential solutions.

Administrative:

*Management Plan:* Worked on draft costing analysis for recycling center. Lost both ongoing workbook and backup – unable to find on computers or external drives. Rebuilt equipment and personnel hourly costs and developed draft for recycling commodity breakeven. Still needs work. Have begun template for operating costs for KLF and MLF to lead to determining cost avoidance costs for recycling programs. Will test with sensitivity analysis for waste diversion tonnage increase/decrease.

*Staffing/Training:* Shan and Mary attending Arbinger Workshop at Trust building in Salt Lake City, May 10, 2017. Have changed monthly staff meeting from 7:45 am on second Wednesday to 3 pm on second Wednesday of every month. I will no longer be preparing breakfast for staff. Perhaps summer will include burgers/brats with the meeting. Looking for incentives to reward improved efficiencies, documentation, etc.

Special Events/Projects/Miscellaneous

*Vouchers:* Total vouchers issued through spring event: 113 Total vouchers redeemed: 38 Total cubic yards brought in with vouchers: 52.46 CY Value of vouchers redeemed: $460.75 Excess cubic yards brought in with vouchers: 13.386 CY for $125.66 paid for excess. Estimated cost avoidance by direct to MLF by generators estimated at $427.25. Costs avoided for printing and mailing estimated at $1000. Advertising is considered a wash as advertising was done for year round voucher. Will determine year end value by 30 November at the end of the Fall cleanup.

*CIB Loan/Grant Request:* Still waiting for paperwork from CIB.

*HHW Roundup:* .Total cars: 54 “Donations” received: $305 from 43 vehicles which is 79% participation rate or an average of $5.65 per vehicle ($7.09 per paying vehicle). Similar events charge $5 or $10 per car up front, so the donation level is about equal to mandatory payment.

*Gear Heads/Propane Tank Recycling:* Call from Gearheads asking for assistance on recycling empty, punctured propane bottles (camping). Worked with our broker and we will be able to put in a gaylord box and send to Salt Lake City as long as there is assurance the bottles are punctured. Potentially low cost effort (no processing costs for us).

Memorandum for the Board

Date: 10 November 2016

From: Deborah Barton, District Manager

Re: 2017 Personal Goals List

**Administrative/Management**

Oversee the updating of files to Utah Archive Standards

Determine policies to review for 2017 then make recommendations for updating or eliminating or combining

Complete Five year management plan and begin next cycle data collection

Complete draft purchasing policy by February 2017

Develop CIB grant for scale and related infrastructure.

Continue to develop and analyze cost centers for district. Search for cost saving mechanisms

Continue to develop and improve PM program documentation with end goal to have per equipment operating costs to implement into replacement scheduling of equipment

Provide oversight to website, actual webmaster duties to be handled by Administrative Assistant.

**Educational/Outreach**

Work with Resilency Hub to sponsor at least two events for 2017 (request is for $1000 for year)

Work with schools and become involved in spring and fall events involving environmental and waste diversion topics

Semi annual briefings to City of Moab and Grand County Council (March/April and September/October) and annual briefings to Castle Valley (October/November)

Prepare a minimum of six articles on solid waste/recycling/composting and submit to local papers for publication

**Landfills**

Prepare RFP for engineer and survey services IAW purchasing policy

Implement formal random load inspection for Klondike

Refine and implement random load inspection update for Moab

Oversee completion of windbreak for maintenance area at Klondike

Develop policy/operations plan to implement scale operations for Moab in conjunction with recycle center

Research and determine feasibility of credit/debit card payments at Moab Landfill using tablets/satellite feeds

Work with Monument Waste Transfer Station to conduct annual household hazardous waste event in May.

**Compost**

Follow approved plan for demonstration project.

Prepare and submit first report by 1 March 2017 (IAW Utah regulations)

Train staff on operational requirements

Prepare Report on project and present to board and interested parties (November/December) and make recommendations on next steps

**Recycle Center**

Oversee repairs to OCC concrete pad – ensure proper reinforcement is installed

Review and determine split schedule for heavy production season (April – October)

Write and implement Stormwater Management Plan IAW with Utah requirements (currently there is no documented plan for the center). Includes developing areas for stormwater diversion and sampling

Continue to research for potential waste diversion locally and value added projects locally

Implement monthly e-waste collection on a pay as you throw (or pay as you recycle) basis. Work with Green Solutions and MeTech to coordinate collection efforts for business and governmental agencies to meet certificate of destruction requirements.

Implement battery and fluorescent lamp waste diversion on a pay as you throw (PAYT) to cover costs of low level household hazardous waste collection/diversion

**Public Relations**

Continue to work with Thompson Springs on transfer station and solid waste issues for their area

Refine voucher program for spring and fall cleanup. Special cleanup event for Thompson Springs and Castle Valley

Continue to attend LEPC meetings

Serve as Safety Ambassador for Utah SWANA Beehive Chapter

**Training/Personnel Development**

Offer MOLO and MOCO certification level training after hours for any employee (or others) interested in the coursework

Consider obtaining Integrated Waste Management Certification from SWANA.

Prepare two individuals for MOLO re-examination by March 1, 2017

Attend one major Solid Waste conference with one other staff member

Continue to utilize Utah Public Local Trust monthly safety and administrative web and on site training

Work to obtain TAP certification from Trust and obtain credit for annual worker’s compensation insurance and liability insurance costs.