**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, June 8, 2017

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair), Pam Hackley

Others Present: Deborah Barton (District Manager), Shan Knighton (District Clerk), Brandon McKay (Green Solutions)

Others Absent: Kalen Jones (Treasurer)

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

**CALL TO ORDER:** By Chair Mary McGann at 4:12 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). No comments

# APPROVAL OF MINUTES:

Kevin Fitzgerald moved/Pam Hackley seconded to approve the May 11, 2017 minutes. Hearing no discussion, Mary McGann asked for approval. Motion carried unanimously with three votes.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Kevin Fitzgerald seconded to approve the expenditures in the amount of $58,062.40 for the period of May 12, 2017 through June 8, 2017. Hearing no discussions, Mary McGann called for roll call vote. Motion carried with McGann, Fitzgerald, Hackley as aye and one absent (Jones). Bob Greenberg’s position as Castle Valley representative is vacant.
2. Financial and Analytical Reports
	1. PTIF accounting: The PTIF accounting was provided to the board showing current status of fund balances. The April MLF closure payment was coded to a different entity’s fund balance. The error was presented to the state treasurer who made a correcting entry effective 1 June 2017. They agreed the district can send all checks in one envelope with a memo clarifying what checks are to be placed in which funds even though the checks specify in the memo portion.
	2. May 2017 profit and loss and profit/loss for year to date was presented to the board. The first quarter TRT of $100,000 was received in May resulting in a profit for May. Without the TRT, a net loss of about $10,000 would have occurred.
	3. Operational Workload: District Manager directed board to observe the data posted to the operational workload blackboard. Again the recycling tons are larger than the previous year for the same month. Brandon McKay commented they are very, very busy also and at times making multiple trips in a week as call back.
3. Staff/Board Reports
	1. District Manager: Deborah Barton provided a written report on activities since last meeting. The report will be incorporated as an attachment to these minutes. Discussion held on the actions taken for various administrative changes after the departure of Susan Thompson as Administrative Assistant. Mary McGann added comments about the value for the Arbinger Workshop she attended in May and highly recommended board members and staff attend. Deborah was directed to provide information on the next two day workshop for board members to determine if they could attend.
	2. Board member reports: Discussion held by board members on the transition of Pam Hackley from at-large to Castle Valley representative. Castle Valley will have on their agenda on June 21, 2017. The district, in collaboration with Grand County, will advertise an opening for an at-large member. Debby was asked to research procedures and to implement them before the next board meeting. The board, by consensus, decided to have a July board meeting for the purpose of selecting and possibly swearing in new board member(s). By consensus, the board members would consider additional agenda items as needed, such as the management plan update and city of Moab solid waste activities.
	3. Scheduling Updates. Updates on activities for the next few months was presented. The board asked the District Manager to send any information to take online training for the open and public meetings training in lieu of physical attendance on June 22.
4. Policy Plan Reviews and Discussions : Five Year Plan. No actions taken. Debby Barton had not printed out the draft information on the WARM modeling conducted to date. She will forward via email.
5. Franchise Agreement (for Klondike Landfill: The request for High Desert Excavating to have a franchise agreement was presented to the board. Per the requester, they had a franchise agreement many years ago. We were unable to find a copy in the records and the requester was unable to find his copy. He agreed to submit a new agreement. Copy of his insurance was provided. The material will be predominantly construction type material. They currently have a charge account at the Moab Landfill. Pam Hackley moved/Kevin Fitzgerald seconded to approve and sign the Franchise agreement with High Desert Excavating, Inc. as presented. Motion carried unanimously.

# CLOSED SESSION

1. None held

# CLOSING:

1. The next board meeting will be a one agenda item regarding board approvals and appointments to be held Thursday, July 5, 2017 at 4 pm. The regularly business meeting of the board will be held on Thursday, August 10, 2017.
2. Adjournment: Kevin Fitzgerald moved/Pam Hackley moved to adjourn the meeting at 4:56 pm. Motion carried unanimously with three votes.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager