**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, August 10, 2017

Board Members present: Mary McGann (Chair), Kevin Fitzgerald (Vice Chair)\*, Kalen Jones (Treasurer), Pam Hackley

\* Arrived after the meeting was called to order

Others Absent: None

Others Present: Deborah Barton (District Manager), Janet Buckingham, Brandon McKay (Green Solutions), Adam Watkins (Solid Waste SSD1)

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

**CALL TO ORDER:** By Chair Mary McGann at 4:00 pm as a quorum was present.

# SWEARING IN

Pam Hackley, appointed Castle Valley representative, and Janet Buckingham, appointed at-large member were both sworn in to fill out their terms of office.

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

Janet Buckingham read Sara Melnicoff’s email for the record. A copy of the transcript is in attachment A to these minutes. Deborah Barton played the short video that Sara Melnicoff made at 6:30 am, August 7, 2017 regarding the recycling center and which was embedded in her email.

# APPROVAL OF MINUTES:

Pam Hackley moved/Kalen Jones seconded to approve the minutes as presented of the last regular meeting held on July 13, 2017 and the minutes of the special meeting held on July 29, 2017. 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 of $48,106.90 consisting of $14,813.62 for payroll and $33,293.28 for operating and other capital expenditures for the period of August 11, 2017 through September 14, 2017. Hearing no discussions, Mary McGann called for roll call vote. Motion carried with Buckingham, Fitzgerald, Hackley, Jones, and McGann as aye. Motion carried unanimously with five votes.
2. Audit Presentation by Doug Rasmussen of Smuin, Rich and Marsing. He pointed out the areas needing some improvement, particularly in ensuring the training is taken by all board members on an annual basis. He also discussed the findings from the Legislative Audit with highly encouraged standards. He noted a few will be very difficult for small districts to achieve. He also stated that the financial treasurer bond was not adequate for the district’s operations.
3. Status on Financial Treasurer Bond: The request has been forwarded to increase the bond to a higher level as recommended by the auditor.
4. Financial/Analytical Reports
   1. PTIF: District Manager Barton presented the PTIF reports showing the interest breakout in the subaccount for the capital investment fund.
   2. Profit/Loss by Function through 30 June 2017 showing breakout by the landfills, recycling center, shop, compost, and administration was presented. July 2017 profit/loss as compared to July 2016 was provided to the board.
   3. Board was provided charts showing the significant increase in recycling tonnages which has had a significant impact on the center and operations.
5. Budget discussion. The district has not received any guidance from Grand County on the COLA they will be recommending. Deborah Barton recommended for the time to a 2% COLA. Board by consensus agreed. Capital expenditure list was not finalized. The information on the budget was very tentative in order to develop response for the Grand County Council on the Transient Room Tax presentation the district manager is to give on Tuesday, 5 September 2017 at 4 pm. Discussion was held on budgeting items for key positions for the district and comparing to the current salary comparisons developed by the city of Moab. Grand County is also developing a salary survey.
6. Staff/Board Reports: Deborah Barton provided her written memorandum on activities. The memorandum is attachment B to these minutes. There were no board reports. Discussion held that a workshop needs to be held prior to the next board meeting to discuss recycling functions, center, and mission. The workshop needs to be held prior to the next board meeting. Deborah Barton was directed to survey the board members and determine the best date possible and set up the arrangements.
7. Moab Landfill Fee Discussion. Kevin Fitzgerald mentioned he has been approached by some individuals who are concerned that the rates seem to have been climbing as they are paying three times as much this year as last year. Deborah Barton explained that she has been emphasizing the requirement to measure each load, invite the customers to come out and check measurements and math prior to calculating the amount owed.
8. Five Year Plan Update. Due to the pending workshop and discussions on the recycling center, no discussion was held on this topic.
9. Action Items. Deborah Barton brought to the board discussions on probationary periods of time, when leave was credited and other items as pertains to the employee handbook. She recommended section 601.2 of the Employee Handbook regarding the use of private owned vehicles and compensation be further clarified as she was observing potential abuse as written. Kevin Fitzgerald moved/Kalen Jones seconded that Section 601.2 of the employee handbook on the Use of Private Owned Vehicles and Compensation be modified as presented. The motion carried unanimously. Deborah Barton brought to the board a recommendation to change the introductory period (section 205) and sick leave (section 405) be amended. Kalen Jones moved/Kevin Fitzgerald seconded to approve the wording of Paragraph 205 as drafted and to approve the strike through in paragraph 405 but not the addition. Hearing no further discussion, a vote was taken and the motion carried unanimously with five votes. A copy of the amendments is at attachment C.
10. No franchise agreements were received for review

# CLOSED SESSION

1. Pam Hackley moved/Janet Buckingham seconded to close the meeting for the purposes of a strategy session to discuss pending or reasonably imminent litigation. Meeting was closed at 5:48 pm. Motion carried unanimously with five votes. Open meeting was reconvened at 5:57 pm.

# CLOSING:

G. Next regular scheduled board meeting will be September 14, 2017 at 4 pm.

H. Adjournment: Kalen Jones moved/Janet Buckingham seconded to adjourn the meeting at 5:59 pm. Motion carried unanimously with five votes.

Respectfully submitted

Deborah Barton

District Manager

**Attachment A: Transcript of email sent by Sara Melnicoff, August 10, 2017, 2:42 pm**

Dear Friends,

I am not able to attend the board meeting this afternoon, so ask if it is possible for you to read this email into the minutes, and to watch the very short video, (link below, about 2 minutes long), that we had made.

Moab Solutions would like to explore the possibility of restarting volunteer efforts aimed at getting the grounds cleaned up and keeping the drop-off area tidy and welcoming. If you decide that you would like us to get this going again, I can coordinate with the recycle center supervisor and will contact potential volunteers from a list of those who have been calling me about wanting to lend a hand at the center.

We ran the Wednesday Morning Recycle Club for over 7 years (started in 2007). We volunteered weekly, (or more),  year round. We had a lively, experienced, and careful group of volunteers dedicated to helping support the staff through our efforts.

Our work could include: keeping the drop-off area free of debris and nicely organized, picking up windblown recycling and placing it in the proper collection bins, and other organizing work that the center may find helpful. We could also encourage sponsors to help offset the cost of shipping lower value items until the markets experience an uptick.

The video may give you an idea of what we can accomplish through volunteer efforts.

<https://www.youtube.com/watch?v=I0BruRX91_I&feature=youtu.be>

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Thank you for your consideration.

Sincerely,

Sara Melnicoff

Attachment B: Memorandum for August 2017 ACB Meeting, Agenda Item H.1.

From: Deborah A Barton, District Manager

Meetings: Made a presentation at the Tea and Topic Garden on Jun 29. Met with Dan Kirkpatrick on July 18 regarding clean up of the recycling yard. Upcycle/Creative Reuse meeting today, August 10.

Equipment: Scraper tires delivered on 17/18 July, but one had hole so still not operational on time. Grand tire sending tire back, hope to have replacement tire by 24 August so we can move the dirt needed to reduce windblown litter. Dodge in house repairs finished on 8 August and enroute for safety inspection, developed new issues. Grand Tire will be fixing the Dodge and completing safety inspection. Compactor 816F had a failed serpentine belt replaced on 20 July, had to use the D7 dozer for about a week so lost some compaction. Staff learning how to document work accomplished at Klondike to be consistent in material placement and working face development. Have had two flat tires on 904, one caused by employee’s accident, two result of material on the pad and in the yard. Will be looking at putting solid rubber tires on in 2018 as most recycling yards and scrap yards have gone to for operating equipment.

Recycle Operations: Tonnages have begun to drop off as we continue to push production to catch up. OCC pile has been significantly reduced, though not as noticeable on the west side since we operate on the east side. Much cleanup has been made with the assistance of Monument Waste. Have a few more pulls to be sent to Klondike as we continue to cleanup. Working with Red Valley Builders to get baler on outside of building properly anchored so can rewire and then use it in conjunction with baler inside. Working to divert stormwater run-on from the Sand Flats Road. Access road on north side and uphill from the recycle center has a culvert that is plugged and collapsed and therefore the water is no longer running down the north side of the road but crosses over and into the recycling center. Similar issues near the main gate. Have put up a small retention dike to slow water down to help drop sediment before washing through the new gravel placed.

Klondike: Have hired seasonal, temp hire to pick up litter at Klondike. Staff is doing a much better job of getting material off wind fence and reducing one of sources. Still very much behind.

Moab: Asbestos abatement completed on the trailer. There are problems regarding getting reimbursement from owners of the trailer as they are in the middle of an estate disagreement and working with two separate realtors. One has stated they never gave permission to remove trailer from the property and therefore refuse to pay. The other owners refuses to accept the bill, even though they are the one that signed the original ticket at the landfill. Bill for the abatement will be processed next week. The friable asbestos was removed and taken to permitted facility, the non friable (approximately .79 tons) was taken to Klondike which is allowed to receive the material.

Compost Project: Compost is cooking on the south side of the windrow. Has been turned twice. Looking at better means of evenly distributing water across the windrow. Second pad ready for windrow two to be placed.

Administrative:

*Management Plan:* Have not done anything on the plan beyond the initial data collection and putting into the WARM model which was given to the board in July.

*Staffing/Training:* Have attended the July and August safety trainings given by the trust. Have been providing mentor training to Adam to prepare him to take the MOLO exam on August 27. November training and seminar by UASD – I highly recommend Janet attend. Any other board members will find it beneficial. I have been asked to co-train a recycling management class in Reno, NV October 16-20, they will reimburse my travel, lodging and meals expenses.

*Personnel:* As mentioned previously on the results of the Landfill Equipment Road-E-O, Adam took third place on dozer operations and Louis did well on the pre-trip maintenance inspection portion. Shan Knighton was released from district employment effective 14 July 2017. Have made recommendation for Administrative Assistant and working on details. Foreman position closes on 11 August. Only one application on hand to date.

*Accounting/Filing:* Staying relatively current on quick books receivables, payables, and check processing. Filed all accounts payable and accounts receivable through August 5 in file cabinets. Still behind on administrative filing. One of first jobs of new administrative assistant is to set up a file numbering system, implementing and notifying state.

Special Events/Projects/Miscellaneous

*Vouchers:* Receiving phone calls about the program..

*CIB Loan/Grant Request:* Have not completed follow up.

*Gear Heads/Propane Tank Recycling:* We have begun working with them on the propane tank recycling having set up a box for this project. Our broker will take and process as metal.

**Administrative Assistant Transition Actions taken**

PTIF

Error found from April: State put check in another entity’s account. Error found and corrected 7 June

Changed master password online

Completed form – required Chair’s signature to change contacts. Kalen had not been added as authorized to access accounts. He will be added along with Debby as District Manager and Pam as backup board member.

URS

Changed master password & updated contact

Spent over hour with staff on making updates on account.

Was recently notified a payment was not made in May for an error correction on liabilities. They re-sent the invoice which will be processed as a written check next week.

State Auditor

Notified auditor of change of personnel. They sent five documents to become familiar with and requested updated contacts and about one hour training time for replacement. The 2015 submittal was completed and accepted with no problem. The second quarter transmittal was initially sent in on the template but it had six coding errors due to changes of account codes. The errors were found, corrected, the program re-ran and the district has successfully posted the second quarter financial reports and we are in full compliance with all posting requirements with the state auditor at this time that I know of.

With Pam’s timely assistance, completed the 30 June deposit and investment report and corrected the 31 December 2016 report. Sent copies to the state auditor as well as our auditor before the end of July. No input back yet.

Zion’s Bank

Have kept the account reconciled. Our auditors assisted in July to correct our Quick Books accounting, especially with payroll liabilities, but there are several actions still needed to be taken to bring the accounts all current. Training on Quick Books is needed as well as guidance.

Health/Dental/Vision/Life Insurance Updates

Notified John West of changes and actions through end of July. Debby’s insurance was changed in June to spouse only which reduced insurance costs for the district. Susan’s terminated end of June and Shan’s terminated end of July.

Various Vendor Accounts

Continue to work with various vendors on contact personnel as well as updating websites, user ID and passwords.

Email and telephone accounts

Changed password for both yahoo and gmail accounts and updated notification phone number to district manager cell phone for the future instead of an employee’s private number. Had difficulty initially accessing the foreman cell phone as did not have the password. Will be using that phone for Klondike personnel communication needs for the immediate future.

Password and User Name updating

Updating user names (when able) and passwords for various sites accessed, such as transparency web, various vendors, PTIF, URS, IRS, etc. Just recently ran into a problem on the public notice website as it is not under the master Utah.gov, instead there is no such thing as a master user id or password. Spent an hour with the public notice website IT folks to get the updates posted. We have now have a Utah.gov id for the public notice website which is different than the auditor’s transparency website which is not compatible with the unemployment website which is not the same as for posting job announcements and of course the URS has a separate accounting. I guess this protects us, somehow, from hacking, however the IT folks can all access and check on a master database for the user ID and passwords, apparently.

Utah Public Trust

Updated driver list

Signed contract with them allowing us to continue to receive MVR on all employees on a monthly basis. Each employee completed agreement for us to access MVR (in accordance with the employee handbook). Agreements are in the employee folders.

Notified them of insurance broker information to have cost comparisons between Grand County Cigna and other sources – have not completed follow up with them at this time.

**Attachment C to August 10, 2017 Minutes. Two changes to the Employee Handbook**

Change 1:

### **601.2 Use of Private Owned Vehicles and Compensation**

Use of private automobiles may be used in official travel and mileage will be paid at a rate per mile as set from time to time by the Board. ~~Generally,~~ Employees are required ~~expected~~ to use District provided vehicles instead of their own for travel to/from Klondike landfill or to meetings outside the Moab area, unless written justification is provided to the District Manager and the District Manager approves the use of an employee’s vehicle. Such approval is not necessarily an approval for reimbursement of such use unless it is reasonable, necessary to properly conduct District business, and no district vehicle was readily available for use. Expenses reimbursed by the District include those pre-approved as reasonable and necessary to properly conduct District business. Seatbelts must be worn by the driver and all passengers in a District-owned vehicle and private vehicles used while being used for official travel.

Change 2:

## **205 Introductory (Probationary) Period**

The introductory (probationary) period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend the introductory period by the length of the absence. Employees who are promoted or transferred within the District must complete a new introductory period of the same length with each reassignment to a new position. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended at the District’s sole option for a specified period by written notice to the employee.

In cases of promotions or transfer within the District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new introductory period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable position for which the employee is qualified, depending on the availability of such positions and District’s needs.

Upon satisfactory completion of the initial introductory period, employees enter the “regular” employment classification as either full time or part time. Passing the introductory period does not change the employee’s “at-will” status.

During the initial introductory period, new employees ~~are covered by any benefits or programs as required and regulated by law such as Social Security.~~ ~~After the end of three (3) months and satisfactory completion of work to date, employees may be eligible for District provided benefits, such as leave and insurance, subject to the terms and conditions of the benefits as detailed in this handbook.~~ are eligible to enroll in the District provided benefits, such as insurance, subject to the terms and conditions of the benefits as detailed in this handbook on the first day of the month after hire date. For example, hire date is June 15, eligibility would be July 1. Employees will begin accruing sick and annual leave upon date of hire.

Benefits eligibility and employment are not changed due to promotions or transfers within the District.

## **405 Sick Leave**

Sick leave is a privilege and employees should use it responsibly and appropriately. Intentional misuse of sick leave may be grounds for disciplinary action, up to and including termination. ~~Employees are entitled to request sick leave after completing ninety (90) calendar days of employment.~~ Sick leave will be used when the employee or their immediate family member is incapacitated by sickness or injury, for medical treatment or exposure to a contagious disease when attendance at work would jeopardize the health of others. For purposes of sick leave, immediate family is defined as wife, husband, children, parents, grandparents, grandchildren and siblings. References to family members shall include step-family members and legally adopted family members. The district reserves the right to deny use of sick leave during the first six months (180 days) of employment under the introductory period.

Highlighted area was not adopted by the board.