**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, September 14, 2017

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

\* Arrived after the meeting was called to order

Others Absent: None

Others Present: Deborah Barton (District Manager), Brandon McKay (District Facilities Supervisor), Annette Myers (District Administrative Assistant), Bonnie Kirkpatrick (Monument Waste), Dan Kirkpatrick (Monument Waste), Dean Patrick (City of Moab Public Works), Adam Watkins (Solid Waste SSD1), Martin Hamaker (Citizen), Patrick Dean (Moab Public Works Director)

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 4:02 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). Martin Hamaker spoke up on ideas for handling the cardboard pile believing other options should be considered to “buzz” material into boxes and send in vans to mills or use the compressed cardboard as road base or insulation material. No other citizens were present.

# APPROVAL OF MINUTES:

Janet Buckingham moved/Kalen Jones seconded to approve the minutes for August 10, 2017. Pam asked if her edits had been incorporated in the final draft and was assured they had been. With no further comments, the motion carried unanimously with five votes. Janet Buckingham moved/Kalen Jones seconded to approve the September 7, 2017 workshop meeting minutes. Pam had several recommended edits and requests for clarification on the minutes provided. In reviewing the minutes, a discrepancy was found in the draft sent to the board for review compared to the current revision held in the office. Janet Buckingham and Kalen Jones withdrew their motion. Kevin Fitzgerald moved/Pam Hackley seconded to table further discussion on the workshop minutes until the staff reviewed, edited, updated and provided a current copy to the board for review. Procedure question was raised by Kalen Jones regarding tabled motions, withdrawing motions and making motions for tabling. Mary McGann offered to bring the short hand version of Robert’s Rules of Order for the next board meeting for these questions. Motion carried unanimously with five votes.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Kevin Fitzgerald seconded to approve the expenditures of $77,862.99 consisting of $24,855.20 for payroll and $53,007.79 for operating and other capital expenditures for the period of August 11, 2017 through September 14, 2017. Pam asked clarification on the A1 Abatement bill being related to the asbestos trailer at Moab Landfill that is currently filed with the county sheriff. Hearing no discussions, Mary McGann called for roll call vote. Motion carried unanimously with Janet Buckingham, Kevin Fitzgerald, Pam Hackley, Kalen Jones, and Mary McGann voting aye.
2. Status on Financial Treasurer Bond: The bond has been increased per the auditor’s recommendation to meet Utah law.
3. Financial/Analytical Reports:
	1. PTIF: District Manager Deborah Barton presented the PTIF reports showing the interest breakout in the subaccount for the capital investment fund.
	2. Profit/Loss for the month of August was provided to the board as well as year to date through the end of August 2017. Overall the district financial health is good.
	3. Board was provided graph for the recycling tonnages. Deborah Barton stated for the period of 1 September through 13 September, the center has received 30 tons total of recyclable commodities and 38 tons have been processing. In particular, 11 tons of cardboard were received and 22 tons have been processed making headway on the cardboard mound.
4. Budget discussion. The board was provided a current rough draft list of capital expenditures planned for the next five years concerning equipment replacement scheduling. Deborah Barton has not yet reviewed the proposal with either the administrative assistant or the facilities supervisor to refine. The information was provided for the board’s information.
5. Reports:
	1. District Staff: Deborah Barton provided her written memorandum on activities. She emphasized the various entities she has been in contact with concerning outreach and education including the upcycle & creative reuse meeting held on September 14, 2017. She is scheduled to present at the Castle Valley town meeting on September 20 and the city of Moab on September 26. Janet Buckingham asked about the problems with the equipment and asked for clarification on the Gehl, Scraper and Dodge Truck. A copy of the report is attached to these minutes.
	2. Board/Other: Mary McGann stated Grand County may be reducing the TRT to be awarded to the district because of decrease revenue from decreased visitations this year. She asked that Deborah Barton provide the last year and this year’s breakout of TRT between the functions. She will need before her meeting on Tuesday, September 19, 2017. Janet Buckingham provided the board the draft survey questions based on the September 7 workshop. Discussion was held on what is the purpose of the survey, ie. what information is the board wanting to obtain from the results? Discussion held on needing a demographic component to any survey. Deborah Barton provided a graphical analysis of the results from the 2013 survey that the district had conducted. By consensus, the board agreed to move questions on the survey to the October 5 workshop with the following four items to be addressed:
		1. What specific information does the district want/need to know?
		2. What purpose for the data to be collected?
		3. How to incorporate an educational component?
		4. How the survey will be disseminated and then collected?
	3. Operational Updates:
		1. Compost: Material is changing color and cooking. Adam Watkins reported that the temperatures are beginning to stabilize and we may be able to place the first windrow into curing. Adam Watkins is scheduled to attend the Compost Boot Camp 40-hour training in Fort Collins, Colorado the end of October.
		2. Klondike: No significant activity
		3. Moab: No significant activity
		4. Recycling Center: Deborah Barton provided an update on the seven items reached as consensus during the September 7, 2017 workshop. A copy of the report is attached to these minutes.
6. No franchise agreements were received for review.

# CLOSED SESSION

1. No closed session was held.

# CLOSING:

1. Next regular scheduled board meeting will be October 12, 2017 at 4 pm.
2. Adjournment: Pam Hackley moved/Kevin Fitzgerald seconded to adjourn the meeting at 5:08 pm. Motion carried unanimously with five votes.

Respectfully submitted

Annette Myers

Administrative Assistant

Deborah Barton

District Manager