**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, October 12, 2017

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

\* Arrived after the meeting was called to order

Others Absent: Kevin Fitzgerald (Vice Chair),

Others Present: Deborah Barton (District Manager), Brandon McKay (District Facilities Supervisor), Annette Myers (District Administrative Assistant), Bonnie Kirkpatrick (Monument Waste), Dan Kirkpatrick (Monument Waste),

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). None

# APPROVAL OF MINUTES:

Janet Buckingham moved/Pam Hackley seconded to approve the minutes for September 7, 2017 Workshop, September 13, 2017 Regular Board Meeting, and October 5, 2017 Workshop. Hearing no discussion, Mary McGann called for vote and motion carried unanimously with three votes. Note: Kalen Jones was not present.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Janet Buckingham seconded to approve the expenditures for September 15, 2017 through October 12, 2017 for a total of $64,856.56 consisting of payroll of $18,856.56 and all other expenses of $40,00.39. With little discussion, Mary McGann called for roll call vote. Motion carried with four votes of aye: Janet Buckingham, Pam Hackley, Kalen Jones, and Mary McGann. Kevin Fitzgerald was absent.
2. Financial/Analytical Reports:
	1. PTIF: District Manager Deborah Barton presented the PTIF report showing status of the funds.
	2. Third Quarter report showing status of third quarter expenditures against budget as well as year to date expenses. Pam Hackley asked if the reason for increased training and dues expenses was because of new personnel. Deborah Barton stated training opportunities on equipment diagnostics which was a week long course as well as the compost class for Adam Watkins contributed to the increased training costs. Deborah Barton also stated the repairs and maintenance costs were much higher than originally budgeted.
	3. Graphical presentation on workloads was presented showing the direct correlation of tourism impacts on Klondike tonnages. Growth rate is about 3% from the previous year which was confirmed with Dan Kirkpatrick. Recycle tonnages received has steadied.
3. 2018 Budget discussion:
	1. Personnel/Staffing: Annette Myers presented information on salary comparisons for District Manager, Administrative Assistant and Facilities Supervisor positions. She made a recommendation that the three positions be converted to exempt, salaried with a salary commensurate with current earnings which includes overtime. She stated this would allow more flexibility of the senior staff to accomplish the goals of the district without concerns of a time clock and overtime. As proposed, the three positions would not be eligible for merit pay for the 2018 budget year. Salary range for comparable manager position ranged from a low of $54,810 for the district to $222,679 in Wasatch County. She recommended a salary increase to $69,600. There are very few comparable positions to the Facilities Supervisor. She recommended a salary of $51,524 which is comparable to the current salary projected with the overtime being generated by the current position holder. The administrative assistant ranges from $27,066 in Timberlakes to $148,678 for Timpanagoes. She recommended a salary of $54,072 with is approximately $4,848 less than the projected earnings with overtime the current position holder is earning. The current salaries of the equipment operators appear to be comparable to similar duties throughout the state considering the positions are not full time heavy equipment operators but have other duties requiring a different type of skill set. She showed overall impacts on district payroll to be an increase of $9,940.92 for salary and related benefits with the proposed changes. Pam Hackley and Mary McGann asked for clarification on the one position that was listed without a name in the package presented. Deborah Barton stated that position had been a part time position with the consideration of a full time position in 2018, pending decisions on the recycling operations of the district.
	2. Deborah Barton presented the current draft budget showing revenue streams, operating expenses and capital expenditures. She commented that she has several pages of backup documentation leading to the breakout of costs for each facility. The proposed major capital expenditures were incorporated into the budget. The recycling center is based on current status quo operations until final decision is reached on what future path the district will be taking. A quick summary analysis of cost per unit was provided showing the reasoning for proposed fee structure. A draft copy of a fee structure was provided. Pam Hackley asked if the budget proposed included increased fees and how were the fees developed. Deborah Barton explained that she initially developed the expenses by category to provide guidance on potential fees to develop for the revenue stream. Kalen Jones commented that the budget showed a $400,000 TRT and asked if this was a known amount. Deborah Barton and Mary McGann will be meeting with Curtis Wells to explain in more detail district operations and cost of operations. The final draft proposed budget will be presented at the November 9, 2017 board meeting to approve to present during a public hearing for the December board meeting. Administrative staff will forward the draft budget to the board by 1 November including the backup documentation for their review prior to the November 9 board meeting
4. Actions Items
	1. Pam Hackley moved/Kalen Jones seconded to appoint Brandon MacKay as the district clerk. Janet Buckingham asked for clarification of duties and requirements. Deborah Barton explained the person was to be appointed per bylaws and could be a board member, a staff member or someone else. The individual was responsible for ensuring minutes were completed accurately, that expenditures were reviewed against the budget and checking account to ensure compliance and before they were presented for signature, and to work for the board as their clerk. Currently, the job description for the Facilities Supervisor includes the duties of the district clerk. With no further discussion, vote was held. Motion carried unanimously with four votes.
	2. Pam Hackley moved/Kalen Jones seconded to appoint Janet Buckingham to replace Bob Greenberg as a signatory on the Zion’s Bank Account for the Solid Waste Special Service District #1. Janet Buckingham was recused from discussion and voting. There was no discussion. Mary McGann conducted roll call vote. Motion carried with three ayes, one abstain, one absent: Ayes: Pam Hackley, Kalen Jones, and Mary McGann. Abstain: Janet Buckingham. Absent: Kevin Fitzgerald.
5. Reports:
	1. District Staff:
		1. District Manager: Deborah Barton provided her written memorandum on activities. A copy is attached. She provided a copy of the draft study to date that the USU study project for recycling had provided in the afternoon. They are emphasizing just the city of Moab. They will be doing follow up work with Monument Waste and Green Solutions. She explained the Dodge repairs had been completed but when the truck was moved, more repairs were needed for parts that are now obsolete. Her plan is to obtain a replacement in two years.
		2. Administrative Assistant: Annette Myers presented to the board her recommendation to nominate Deborah Barton for the UASD Distinguished Manager award. The nomination is due October 14 and requires a resolution by the board. Kalen Jones requested a special meeting be held, Friday, October 13, 2017 at 5:15 pm to have the formal resolution read and adopted by the board. Deborah Barton stated there was not a pressing need to have a special meeting as the nomination could be considered next year if the board would like to consider delaying the nomination and any meeting needed to adopt a resolution. Unanimously the board agreed to hold a special meeting on Friday, October 2017 to adopt a resolution for the nomination. Annette Myers was directed to immediately post the special meeting announcement.
	2. Board/Other: Janet Buckingham asked if any of the board members were aware of the statement by Mike Duncan at a public forum for city election regarding his intent to push the recycling center to only accept profitable items. Mary McGann will follow up with Mr. Duncan and invite him to discuss options and ideas with the district manager as well as become more familiar with the current recycling markets.
	3. Operational Updates:
		1. Recycle Workshop. Deborah Barton provided the initial draft outline of three options currently considered. She has not completed any analysis nor completed the pros and cons for each option nor is she ready to make any recommendation. She provided a short analysis of the impacts of recycling diversion on Klondike operations based on current operations. Pam Hackley had worked with Deborah Barton to review calculations and make recommendations on material to present.
		2. Compost/Mulch: Advertising is needed.
	4. Calendar of upcoming training and events was presented to the board. Deborah Barton noted that Janet Buckingham will be in the office during administrative staff absence to attend the UASD conference in Salt Lake City, 1-3 November, 2017. Janet Buckingham requested a sheet of common questions and answers to assist her when called.
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 November 9, 2017 at 4 pm.
2. Adjournment: Pam Hackley moved/Kalen Jones seconded to adjourn the meeting at 5:30 pm. Motion carried unanimously with four votes.

Respectfully submitted

Brandon MacKay

District Clerk