**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, November 9, 2017

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

\* Arrived after the meeting was called to order

Others Absent: Kalen Jones (Treasurer)

Others Present: Deborah Barton (District Manager), Brandon McKay (District Facilities Supervisor), Annette Myers (District Administrative Assistant), Adam Watkins (District Equipment Operator), 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 4:04 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). None

# APPROVAL OF MINUTES:

Kevin Fitzgerald moved/Pam Hackley seconded to approve the minutes for October 12, 2017. Question was asked if the motion should be amended to include approving the minutes for October 13, 2017 Special Meeting. Both parties agreed to the amendment. Hearing no further discussion, Mary McGann called for vote and motion carried unanimously with four votes.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Kevin Fitzgerald seconded to approve the expenditures of $48,428.82 consisting of $20,609.37 for payroll and $27,819.45 for operating and other capital expenditures for the period of October 13, 2017 through November 9, 2017. With little discussion, Mary McGann called for roll call vote. Motion carried with four votes of aye: Janet Buckingham, Kevin Fitzgerald, Pam Hackley, and Mary McGann. Kalen Jones was absent.
2. Employee Gift Award. Deborah Barton presented recommendation for holiday/year end gift of $200 for each employee, excluding herself. Pam Hackley moved/Janet Buckingham seconded to award a net $200 payment to each district employee and include District Manager to receive the award to be issued on November 22, 2017. Annette Myers asked if the award should be higher for the District Manager in recognition of her work during the past year. As the money is a gift and not a bonus, the motion remained as presented. Hearing no further discussion, Mary McGann called for the vote. Motion carried unanimously.
3. Audit Proposal Acceptance. Deborah Barton provided the Board members the review summary of the two proposals received. Pam Hackley moved/Kevin Fitzgerald moved to accept the proposal of Smuin, Rich and Marsing for the financial audit of the district for the financial periods of December 31, 2017 through December 31, 2021. Discussion was held on the reported experience of the suggested auditor for small districts in the Grand county area. Hearing no further discussion, Mary McGann called for a roll call vote. Motion carried with four votes of aye: Janet Buckingham, Kevin Fitzgerald, Pam Hackley, and Mary McGann. Kalen Jones was absent. Annette Myers will contact the winning auditor and set up a time to go over expectations for the next year with a goal to clean up the Quick Books database and bring the account codes into a better organized structure in line with the filing and record keeping system being implemented for the district.
4. Zion’s Bank Signature Card. Mary McGann had obtained the signature form required by Zion’s bank. All but Kalen Jones have now signed the document. Upon Mr. Jones return, Annette Myers will contact him to obtain his updated signature and file with the bank. At that time, Janet Buckingham will be able to sign checks along with any of the other four Board members.
5. Financial/Analytical Reports:
   1. October 2017 Profit and Loss presented. The month was compared to October 2016 as a comparison.
   2. Balance Sheet as of 31 October 2017: Deborah Barton presented the information to the Board as this has not typically been done in the past two years. She asked the Board how frequently they wished to see the information beyond the audited balance sheet. The consensus among the Board was a quarterly presentation was adequate.
   3. Graphs showing the workload for Klondike, Moab and the Recycling Center were given to the Board. A major uptick noted for Klondike as well as the increase of recycled material received at the center, even with the diversion project between Green Solutions and Monument Waste. The information had been given to Mary McGann for her use in the TRT and Grand County budget discussions.
6. 2018 Budget discussion:
   1. 2018 Administrative Staff Salary, Compensation and budget Impacts: Annette Myers had not completed the compilation of the data for the Board’s information. The proposed 2018 budget did include the increases noted for the administrative staff. Kevin Fitzgerald moved/Janet Buckingham seconded to table the report to the December 2017 Board meeting. Hearing no further discussion, Mary McGann called for a vote and the motion carried unanimously.
   2. Proposed 2018 budget provided to the Board for consideration. Mary McGann stated the county has not yet decided how much Transient Room Tax (TRT) will be invested with the district. Janet Buckingham and Pam Hackley both noted that it is difficult for the district to make a budget without the county decision. The county has approved a tentative budget with the potential to modify in the next month or so based on their salary compensation study as well as concerns about income and other expenses. No formal consensus was reached on approving the tentative budget, however the District Manager will provide updated information to the Board as soon as information from the county is received and attempt to modify the budget. She did provide a copy of the 2016 approved final budget, the 2017 unamended approved budget, and the proposed 2018 budget for consideration.
   3. Deborah Barton provided a copy of the proposed fee structure which included GRAMA costs as well as a carry forward from the previous year’s fee structure that was waived. Discussion held with Dan Kirkpatrick of Monument Waste regarding imposing a holiday/Saturday fee for incoming material to help offset overtime costs. He stated he would not pay the fee in light of the amount of times that the district employees were late at Klondike costing him 27 hours of employee costs. The Board requested he provide the dates for the past three months of late arrivals. He conceded that the timeliness has improved in the past two months. Discussion held on having a time clock at the site to verify time arrival of district staff. Consensus reached to leave proposed fee structure as is and consider negotiating a waiver for Municipal Solid Waste delivery on holiday/Saturdays.
   4. Setting public hearing for December 14. Kevin Fitzgerald moved/Pam Hackley seconded to set a public hearing for December 14, 2017 at 6 pm with the regular Board meeting to begin at 5:00 pm. The discussion that was held requested the motion be amended to start the Board meeting at 4:30 pm. Fitzgerald and Hackley agreed to the amendment. The amended motion advanced was to set a public hearing for December 14, 2017 at 6 pm with the regular Board meeting to begin at 4:30 pm. Hearing no further discussion, Mary McGann called for the vote and the motion carried unanimously.
7. Reports:
   * 1. District Staff:
     2. Deborah Barton provided her written memorandum on activities. She had sent the report via email. An addendum to her report was provided detailing information on the current USU studies. Items particularly noted: Dodge still not repaired, scraper tire is holding, inbound tonnages at recycling center increased, Klondike tonnages increased significantly in October, litter still a problem at Klondike but with a working scraper the problem will continue to be addressed, non-friable asbestos trailers to be taken to Klondike, two of the three parties for the Moab asbestos trailer have made payments, UASD conference was a success, voucher program update shows a cost avoidance of around $8000 using the current method as opposed to previous efforts and there is a pending hearing with the Utah unemployment to be held by phone conference on Wednesday, 15 November regarding a dispute with a former employee.
     3. Administrative Assistant: Annette Myers gave an update on the presentation of the 2017 Distinguished Manager of the Year award to Debby received at the UASD conference. She thanked Janet Buckingham for covering the phone on November 2 & 3, 2017.
     4. Facilities Supervisor/Clerk: No report.
   1. Board/Other: Janet Buckingham had been reviewing the website and has a list of suggestions. She will work with Annette Myers and Deborah Barton on making some changes to the website. A suggestion was made to invite Michelle Hill and the girl scouts to a meeting to discuss their presentation at the Folk Festival on recycling. Pam Hackley mentioned that Gearheads propane tank recycling has been increasing and they were using the center for their effort. Deborah Barton confirmed that a special box was set up for the tanks to be included in recycling sent out. Adam Watkins mentioned his completion of the compost course in Fort Collins the previous week. He offered to bring the Board up for a tour of the site and what he will recommend for improvements. A recommendation was made to invite the media to the composting area and give a brief demonstration on the composting project and lessons learned by Adam Watkins.
   2. Operational Updates:
   3. Recycle Center. No significant work had been completed.
   4. Appointment of Records Officer. Deborah Barton presented information to the Board which requires the appointment of a Records Officer per state law, regulation and the Board bylaws. In the past the position was delegated to the Administrative Assistant as contained in the job description. Since the district has a new Administrative Assistant, a formal appointment was recommended. Janet Buckingham moved/Kevin Fitzgerald seconded to appoint Annette Myers as the Records Officer effective immediately and to complete a GRAMA policy incorporating procedures for record keeping, requesting information from records retained by the district, an appeal process for records. Hearing no discussion, Mary McGann called for the vote and the motion carried unanimously. Janet Buckingham moved/Kevin Fitzgerald seconded to affirm that the Chari of the Administrative Control Board is also the Chief Administrative Officer. Hearing no discussion, Mary McGann called for the vote and the motion carried unanimously.
   5. Review of administrative staff job descriptions. No discussion held on this topic as it is considered part of the 2018 salary discussion which was tabled to the December 2017 Board meeting.
   6. Scheduling. Mary McGann requested Deborah Barton prepare information on the pros and cons for government run solid waste versus public run solid waste as well as updating what the district is doing for the November 21, 2017 presentation to Grand County Council. Several Board members expressed interest in attending the Zero Waste conference. Two Board members will be signed up. Deborah Barton will check to see if a discount can be provided for small districts and non SWANA members. She may be teaching classes at the conference though she has not received any invitations yet.
8. Review of policies. Drafts of administrative control Board appointment policy, electronic meeting policy and code of ethical conduct policy were previously sent to the Board for review. The existing GRAMA policy was provided as written which shows it is inadequate to meet the current Utah requirements. Pam Hackley had begun review and recommended that a standard format be developed for the policies. She asked about the numbering system. The first three numbers are used for sequence of policies developed. The four digits reflect the filing and record keeping system being implemented. By consensus, the Board agreed to suggestions to be prepared by Pam Hackley to be incorporated into the proposed polices and for future policy development. No actions were taken.
9. No franchise agreements were received for review.

# CLOSED SESSION

1. No closed session was held.

# CLOSING:

1. Next regular scheduled Board meeting will be December 14, 2017 at 4:30 pm with public hearing for 2017 budget amendment, 2018 fee structure increase and 2018 budget considerations at 6 pm.
2. Adjournment: Pam Hackley moved/Kevin Fitzgerald seconded to adjourn the meeting at 6:25 pm. Motion carried unanimously with four votes.

Respectfully submitted

Brandon MacKay

District Clerk