**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road

Moab Utah 84532

**MINUTES—REGULAR MEETING**

THURSDAY, January 14, 2016

Board Members present: Kevin Fitzgerald, Bob Greenberg, Mary McGann

 Absent: Pam Hackley (excused)

Other’s present: Deborah Barton, Shan Knighton, Susan Thompson, Kalen Jones (prospective Moab Rep to the board), Dan Kirkpatrick (Monument Waste),Bonnie Kirkpatrick (Monument Waste).

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

**CALL TO ORDER:** By Vice Chairman Kevin Fitzgerald at 4:02 pm as quorum was present.

**OATHS OF OFFICE.** Shan Knighton, District Clerk administered Oaths of Office to Kevin Fitzgerald, Bob Greenberg and Mary McGann. Pam Hackley was absent and will take her oath at a later date. Kalen Jones has not been approved by the city of Moab council to be their representative.

**SELECTION AND APPOINTMENT OF OFFICERS.** Bob Greenberg/Kevin Fitzgerald moved/seconded the officer appointments of Mary McGann as Chair, Kevin Fitzgerald as Vice Chair and Pam Hackley as Treasurer. Motion carried unanimously by the three members present. By consensus Mary McGann chaired the remainder of the meeting.

**CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).** No comments received. The Kirkpatricks indicated they were present for the Franchise agreement approval.

**APPROVAL OF MINUTES:** Kevin Fitzgerald/Bob Greenberg moved/seconded to approve the December 10, 2015 board minutes. Motion carried unanimously by the three board members present.

**TREASURER/FINANCIAL:**

Expenditures: Two expenditure reports were provided to the board which reflected the last expenditures for Fiscal Year 2015. The second report was the first report for Fiscal Year 2016. Bob Greenberg/Kevin Fitzgerald moved/seconded to approve the expenditures report for the period of December 11 through December 31, 2015 in the amount of $52,828.97. Motion carried by the three board members present. Bob Greenberg/Kevin Fitzgerald moved/seconded to approve the expenditures report for the period of January 1 through January 13, 2016 in the amount of $31,353.43. Motion carried by the three board members present.

Financial Review: The three board members reviewed year to date actual versus budget 2015. Clarification was given on some costs that were not incurred due to not hiring a recycling education coordinator, payroll for landfills and recycling center transferred to administration and shop, decreased income for Klondike due to lack of drilling muds which is related to the decrease in exploration and production in the area, costs that were much larger such as for shop expenses as non operator hours are tracked for mechanic work, increase in insurance, and change of accounting for administrative and shop expenses. Debby stated that costs for shop and administrative would be charged back to the three operating centers based on 50% shop to Moab, 30% shop to Klondike and 20% shop to Recycle Center whereas the administrative costs were equally shared at 33% to each center. Plans are for better tracking in 2016 to refine overhead percentage to each center. Further discussion regarding budget 2015 amendments detailed below.

**STAFF/BOARD REPORTS:**

District Manager: Deborah Barton report is attached to these minutes. She provided the board copies of the current tickets to be used for Moab and Klondike landfills which reflect tracking by material type. She also provided graphs showing tonnage and cubic yard disposal for the 2015 as compared to previous four years for Klondike and previous two years for Moab. She also provided the board a list of bills being tracked by the Utah Association of Special Districts which may have impacts on their membership. She highlighted four of the bills that may have more direct impact on the solid waste district.

Administrative Assistant: Susan attended a webinar 6 hours before the board meeting which was an update as pertains to the Family Medical Leave Act. She noted there are several changes that may impact the district. Further discussion will be held as more details become available and the staff will make recommendations to the board on how to implement the requirements.

Facilities Supervisor/Foreman: No report

Board/Other: Mary McGann provided information on a compost group meeting that was held the morning of the board meeting. The district will be an integral part of the process as pertains to data collection and possible land source for the project. The next meeting will be 8 February and Debby has agreed to provide information on feedstock sources and quantities as well as the estimated cost to remediate the old shooting range south of the current Moab Landfill operations. Bob Greenberg offered his draft compost business plan and indicated it had some issues on sustainability. He recommended the group visit with Mesa County’s compost operations. Debby recommended working with the city of Aspen and Pitkin County Colorado as they have implemented a food waste composting project. Mary McGann also provided recommendations for district manager evaluation forms. Further discussion found below.

**OLD BUSINESS:**

Budget 2016: Debby provided copies of proposed resolutions which would ratified the motions made during the December 10, 2015 public hearings approving the 2016 budget as well as the updated Fee structure. Bob Greenberg/Kevin Fitzgerald moved/seconded to adopt Resolution 2016-1, Adoption of Fiscal Year 2016 Budget. Motion carried with roll call vote of three yes: (McGann, Fitzgerald, and Greenberg), one absent (Hackley). Bob Greenberg/Kevin Fitzgerald moved/seconded to adopt Resolution 2016-2, Adoption of Fiscal Year 2016 Fee Structure. Motion carried with roll call vote of three yes: (McGann, Fitzgerald, and Greenberg); one absent (Hackley).

**NEW BUSINESS:**

Klondike Franchise Agreement: The franchise agreement for Monument Waste to utilize Klondike was presented to the board. Monument Waste purchased Bob’s Sanitation and is taking over the operations. Bob Greenberg/Kevin Fitzgerald moved/seconded to approve the franchise agreement. Bob Greenberg recommended that all future agreements have two original signed copies so each party would have one. Dan Kirkpatrick requested a copy showing approval of the franchise agreement as well as utilization of the Moab landfill be provided as soon as possible as well as the formal fee structure.

City of Moab Representative: Kalen Jones has not been formally appointed to represent the city of Moab council. The final appointment will be made by the next city council meeting scheduled for January 26, 2016. He stated he is looking forward to working on the board.

Proposed Amended Budget 2015: Bob Greenberg/Kevin Fitzgerald moved/seconded to hold public hearing for the proposed amendment of the 2015 Budget on Thursday, February 11, 2016 at 6 pm and to reschedule the regular board meeting from 4 pm to 5 pm for Thursday, February 11, 2016. Questions were raised on the income for recycling which was due to 52 loads versus 30 loads typically sent out which resulted in more income, but the commodity prices are depressed so per average load income less than previous years. Questions raised on some individual line item costs with explanations given on what factors impacted the expenses. As no recycling educator coordinator was hired, those costs were not obligated and therefore that is reflected in the amended budget. With no further discussion, the motion was acted upon. Motion carried by the three board members present.

Employment Handbook Revision. The draft copy had been sent to the board members for review. Bob Greenberg is only board member to date to provide comments. Debby will obtain a legal review based on input and assistance from UASD to make final review before bringing the handbook back to the board for their final consideration of approval.

Open Charge Account Status: The District Manager provided a list of the 2015 charge accounts used as well as the approximate amount spent with each vendor. She commented this was to provide the board an opportunity to review the list. She had no recommendation to disbar or not use any vendor for any reason. No action requested and no action taken.

**PERSONNEL MATTERS:**

District Manager Evaluation: Mary McGann provided the board members a copy of the proposed evaluation form. She asked that the board members provide input on the format so that evaluation comments would be obtained for final evaluation by March. She commented that they are recommending obtaining evaluation from staff in general and from Susan as the administrative assistant and Shan Knighton as District Clerk/Foreman in particular.

**CLOSING:**

Next monthly board meeting will be Thursday, February 11, 2016 at 5 pm per motion previously taken during this meeting. With no further business to discuss, Bob Greenberg moved/Kevin Fitzgerald moved/seconded to adjourn the meeting. The meeting adjourned at 5:04 pm.

Respectfully submitted

**District Manager Memorandum for January 14, 2016 ACB Meeting**

**Operational Highlights**

Meetings: Met with Castle Valley on 16 December to discuss spring cleanup issues. Dan and Bonnie Kirkpatrick of Monument Waste and Pam Hackley from the board were also in attendance. The town wishes to have a spring cleanup and will work with us to develop a voucher for their residents to use during the cleanup. They are looking to have a dumpster for C&D waste and want Green Solutions to work on the recycling again this year. In the past, the district paid entire cleanup and recycling costs. The town is aware they may have to pay a portion of the cleanup charges this year. Monument Waste (Kirkpatricks) will work with District (Barton) and the town for the event.

Equipment: D7 is being slowly worked on to bring back into operational condition. Have had various repairs needed on equipment such as a new starter for the Gehl, retrofitting the baler hopper, issues with cold starts for the 950, and finishing repairs on the D8. Glass crusher beater bar (item to break glass into smaller pieces) has to be replaced. New replacement is $552. In-house should be significantly less.

Recycle Center: OCC pad cleared and areas to be repaired identified. Appears no reinforcement (rebar or fibermesh) was used in the pad. Diesel tank area also refurbished to prepare for a concrete pour. Commodities prices sinking lower, anticipate $0 for plastics first quarter of 2016. Metals also weak for first quarter 2016. OCC is remaining around $115 to $120. Paper still steady, but domestic mills are full. China economy is dropping and is the “elephant in the room” for global recycling.

Klondike: Annual tonnages for Klondike are about 250 tons less than last year. Handout chart shows our tonnage workload from 2011 through 2015. Unable to determine cause for significant reduction of tons in October this year..

Moab: Have had no major complaints about the fee structure from any customers but then we have had few cash customers to date. New tickets developed and ordered reflecting better tracking of material type and consistency in spelling. Workload chart is attached to this report.

Administrative:

Insurance program goals for 2016. The district almost met the criteria for the Trust Accountability Program which would have led to receipt of 5% of our premium in a reimbursement check and a potential 1.5% reimbursement of our worker’s comp premium. We lacked a formal written Return to Work policy. The documentation and promotion of safety, including requirement to wear safety equipment met the program criteria as do the documented monthly safety staff meetings held second Wednesday of the month. Member of the Utah Trust will be on site, 21 January to review our safety program and give recommendations for improvements with a goal to earn the premium next year.

Budget/Financial: Need to set up a public hearing for amending the 2015 budget as purchase of the D8 was not in the originally approved 2015 budget. Draft amendment is part of tonight’s packet. More information is provided for the 2015 amended budget as Agenda Item J.

Electronic meeting alternative (e.g Go To Meeting): Have received the purchase order for the OmniJohn internet meeting capability which can be used by board members in case of physical absence from the board meetings. The big requirement will be access to internet and computer by absent members. This will also allow interaction between the office and any of the traveling staff when needed.

Internet/Network: The office had no internet/network capability on beginning 11 January. Frontier came out at noon on 12 January and replaced the new modem/router they installed last summer. Restablished connection with HP printer.

2015 Audit: Our auditors have tentatively scheduled for February 23-24. Susan will be working with them for the 2015 year and has already begun sending them the required information.

Miscellaneous:

Requesting a change of work schedule so I can assist in settling my father-in-law’s estate in Aurora, Colorado as well as closing out aunt-in-law’s properties in Evans, Colorado. I would like the option of working a 4-10 work schedule where I work Monday-Thursday in week 1 and Tuesday through Friday for week 2 or possibly Wednesday through Saturday for week 2.

Have “slaved”/forwarded recycling center phone to the main office and during off hours, the phones are forwarded to district manager cell phone. Seems to be working well, especially for Friday and Saturday operations.

2016 Legislative Session: UASD has provided a list of 2016 legislative bills currently proposed for this year’s session. A copy is provided to the board.

**Follow Up Last Month’s Goals:**

Bank: All incumbent board members were requested to sign the signature card at the bank for the checking account to allow prompt double signature capability for bill payment including payroll.

Replacement board member (Moab): The city council will adopt their representative at their January 26, 2016 city council meeting. Application form has been sent to the city for the approved representative to complete.

Employee Handbook –Draft plan is provided with goal of enacting at the February board meeting. Any board member that would like to work with DM with any additional comments is welcome. Note that the Return to Work policy has been incorporated in the handbook as well as recommendations on driving records tied to disciplinary actions. Copy provided as Agenda Item K.

Purchasing Policy – The draft policy was sent to Pam Hackley but we have not been able to finish review to present to the board for final consideration. A SOP to implement the policy is 80% complete. Due to the changes made the past two years as pertains to sealed bids, the draft template from UASD as well as materials received from the November conference are being used extensively.

**New Goals/Business:**

Request for Proposals (RFP) for Engineering and Survey Services. A draft RFP is at 20% completion for the engineering and 10% completion for surveying needed for the district. Engineering services will include redesign of the Klondike Landfill to include survey requirements to establish an appropriate bottom of the cell as well as redesign of the storm water detention pond. Engineering services for Moab will include a multi-year redesign of final cover to include appropriate remedies for north slope of the landfill as well as proper sloping and final closure slopes for the entire landfill including any storm water diversion berms and calculations. At this time no ground water monitoring or air quality monitoring is required. Survey services will be to obtain current grading and topography of both landfills with a goal of cut/fill staking for existing cells. Second survey will be dependent on engineer redesign.

Request for MOLO Trainer; Have received request from the Nevada SWANA chapter to provide a trainer for the Manager of Landfill Operations (MOLO) certification class and exams for 21-25 March. The chapter will pay for all travel, lodging and meals so there would be no out of pocket expenses for the district except for my pay. I will still be available via telephone and if needed the internet meeting software for any issues that come up.

**Board directives?:**