**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road

Moab Utah 84532

**MINUTES—REGULAR MEETING**

THURSDAY, February 11, 2016

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair), Pam Hackley (Treasurer), Bob Greenberg, Kalen Jones, the new City Representative.

Other’s present: Deborah Barton (district manager), Shan Knighton (district clerk), Susan Thompson (administrative assistant), Sara Melnicof (Moab Solutions), William Love (private citizen)

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

**CALL TO ORDER:** By Chairman Mary McGann at 5:05 pm as quorum was present.

**CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).**

Sara Melnicof asked to address the board about her passion for recycling and her dedication to reducing before recycling and recycling before waste. She expressed concern about the district’s continued usage of water bottles for employees and asked the district to consider reasonable alternatives. She addressed her concern that Monument Waste is no longer sorting and pulling recyclables from the trash stream. She is working on redoing the Green Guide and was not asking for district payment as she will be posting it on Moab Solutions website. She expressed her desire that the city and county offer recycling bins during the tourist season near the trash bins to give options for our tourists.

Kevin Fitzgerald brought up a concern from a citizen that the cost for recycling refrigerators at the transfer station has gone from $10 per unit to $40 per unit. He recognized that the transfer station is not under district control but was asked to express the citizen’s concern.

William Love stated he wished to participate in the Moab Fees discussion.

The board discussed points brought up by Sara Melnicof regarding the bottled water. Shan Knighton, District Clerk indicated that bottled water was a safer alternative for the Klondike Landfill due to sanitary concerns from the flies and dirt. Alternatives for the Moab Landfill and recycling center such as a Gott container or assigned reusable water bottles may be feasible. Deborah Barton stated that employees do recycle the water bottles used. The board requested input from the district staff on how to reduce bottle water usage. Deborah Barton will have this as one of the points for discussion during the March 9 staff and safety meeting. Second discussion point regarded the separation of recyclables from the trash stream. Deborah Barton indicated the decision was driven by safety concerns for employees due to potential of “sticks” where the employees are hurt from needles or other sharp objects in the trash. The board recommended that the district develop educational outreach to encourage more sorting of material for recycling versus disposal at the transfer station.

**APPROVAL OF MINUTES:** Kevin Fitzgerald moved/Pam Hackley seconded to approve the January 14, 2016 board minutes. Motion carried unanimously by the five board members present.

**TREASURER/FINANCIAL:**

Expenditures: Pam Hackley moved/Kevin Fitzgerald seconded to approve the expenditures report for the period of January 14 to February 11, 2016 in the amount of $58,174.80. Kalen Jones asked for explanation of the Zion’s Bank expenditure as well as the Bank Card. Susan Thompson explained that Zion’s bank was the federal tax deposits whereas the bank cards are the district credit cards which are issued from Zion’s bank. Deborah and Susan are going through the Moab Landfill tickets and imputing a code that will make pulling and sorting data for specific material easier. The revenue for Moab is higher because of two demolition jobs which increases incoming material. The operators are also doing more consistent measurement of inbound loads. With no further discussion, the motion was carried unanimously by the five board members present.

**STAFF/BOARD REPORTS:**

District Manager: Deborah Barton report is attached to these minutes. She mentioned that a draft calculation on carbon impacts related to recycling transportation was prepared. She had also completed a draft calculation for the Klondike landfill as well as just for glass. Bob Greenberg recommended a press release be prepared to share the information for the public to be aware the district’s tracking of this information. Barton also reported that the D7 and the D8 are still under repairs. She is switching to ChemSearch company which produces a better product line and this should help extend the life of the machinery and lower maintenance costs. Deborah mentioned that a list of current state bills was not prepared for the board as listed in the report.

Administrative Assistant: No report.

Facilities Supervisor/Foreman: No report

Board/Other: No Report

Calendaring/Scheduling. District manager provided a four-month calendar for the board members annotating proposed board meetings, check signing dates/times, training schedules of personnel, planned absences of board members and district special events and deadlines. Mary McGann and Pam Hackley had recommended this become a bookmark on the monthly agendas to keep the board members informed.

**OLD BUSINESS:**

Employee Handbook: Deborah Barton requested permission to pursue assistance from Fabian Van Cott attornies to review the draft employee handbook which will incorporate the review comments by Bob Greenberg. She commented they work closely with UASD and are known for working with special districts as a result. The board by consensus agreed for Deborah to obtain estimated cost for review and will follow up with the board at the March board meeting.

Purchasing Policy: Pam Hackley and Deborah Barton worked on reviewing the draft policy and had three questions for the board that need to be addressed. Board members were asked to forward their comments to Pam via email for consideration by the March board meeting. In particular the three questions to be addressed by the board are:

What is the reasonable consideration for real purchase authorization for district manager/purchasing agent?

What monetary value or consideration for surplus or salvage equipment should be adopted as the draft policy lists $2,000.

What level of board involvement is wanted/expected in the procurement process? Deborah indicated for sealed bids should have board approval.

Management Plan: No report. Pam Hackley requested this be a monthly bookmark for the board’s information.

**NEW BUSINESS:**

Franchise Agreements: There were none for consideration.

Review of 2016 Moab Fee Structure: Deborah Barton provided a review of the landfill fee structures provided by Mr. Love in his email, a copy is attached to these minutes. She also provided some additional landfill fee structures for consideration. In addition she provided an analysis of 2015 Moab residential versus commercial volumes and income by material types. In addition, the analysis showed the impact of the current fee structure, especially as pertains to the increase for residential volumes. The analysis also provided a cost comparison for various rates for clean yard waste. She defined clean yard waste as having no contaminants such as cardboard, construction debris, trash, rock, dirt. Mr. Love was asked for his input and indicated he was impressed with the detailed analysis but had not received a copy before the meeting to review. He was given a copy of the one page summary. Bob Greenberg moved/Kevin Fitzgerald seconded to adopt $7 per cubic yard for clean yard waste disposal fees for the Moab Landfill to be effective by 1 March 2016 if a public hearing was not required and as soon as reasonably possible after a public hearing provided approval for the lower rate was made. Deborah Barton stated she was not sure if a public hearing was required when a fee was decreased as the emphasis has been on increased fees. She will research and notify the board if a public hearing needs to be held in conjunction with the next board meeting. With no further discussion, the motion was carried unanimously by all five board members present.

Community Compost Project: Deborah Barton provided a quick update on the project stating she would be researching Green Mountain Technologies for the in vessel composting as well as windrow composting options to present for the next scheduled meeting on February 22 at 5:15 pm at the library. She thanked Kalen Jones for his assistance in developing a site plan for the Moab Landfill. She stated she had been in discussion with the state regarding permit or operational requirements to use the Moab Landfill area for a composting operation.

Listing of Excess/Surplus Equipment. District Manager requested this become a bookmark under old business for the future. There are some pieces of equipment that will need to be listed this year.

**PERSONNEL MATTERS:**

District Manager Evaluation: Bob Greenberg moved/Kevin Fitzgerald seconded to table the evaluation of the district manager to the next meeting to allow her to travel for family emergency. The motion passed by the five board members present.

.**PUBLIC HEARING:**

Kevin Fitzgerald moved/Bob Greenberg seconded to open the public hearing at 6 pm to allow for public comments on the proposed 2015 budget amendments. The motion was carried unanimously by the five board members present. As there was no citizen present and no comments had been received, Kevin Fitzgerald moved/Bob Greenberg seconded to close the public hearing. The motion carried by five board members present. Upon closure of the public hearing, Mary McGann read the proposed resolution 2016-3 regarding the adoption of the amended 2015 budget. Robert Greenberg moved/Kevin Fitzgerald seconded to accept the resolution to amend the 2015 budget. The motion passed unanimously by a roll call vote of the five board members present. The resolution was signed by Mary McGann and certified by Shan Knighton, District Clerk. A copy of the resolution has been attached to these minutes.

**CLOSING:**

Next monthly board meeting will be Thursday, March 10, 2016 at 4 pm unless determination is made that a public hearing is required to review the Moab landfill fee restructuring. With no further business to discuss, Bob Greenberg moved/Kevin Fitzgerald seconded to adjourn the meeting. The meeting adjourned at 6:15 pm.

Respectfully submitted

Susan Thompson

Administrative Assistant

**District Manager Memorandum for February 11, 2016 ACB Meeting**

**Operational Highlights**

Meetings: Compost meeting on 8 February, follow up meeting on 22 February at 5:15 pm, Library. Further discussion under Agenda Item

Equipment: D7 turbo rebuild is still underway as Tucker also having to make other repairs. Gehl in Grand Junction at Century Equipment (Wheeler unable to repair). Found head gasket is not the issue, injector and water pumps with repair cost estimated at $4,791.40 and should be back by next Wednesday. Plan to have specs ready and out requesting bid for replacing 950G loader by 15 March with anticipated purchase made by the middle to the end of May and delivery in the summer. Found potential savings for equipment maintenance utilizing ChemSearch which guarantees their lubricants will reduce maintenance costs. Tucker familiar with the grease product and speaks highly of the product’s quality. There are some equipment items that we need to sell as surplus/salvage in order to remove from our property and our insurance as well as assets list, even though they are fully depreciated. Agenda Item N.

Recycle Center: Held joint safety/staff meeting with Green Solutions on Wednesday, 10 February to work on improving operational efficiencies. On 10 February, poured concrete for diesel tank area, glass crusher area and OCC back stop area by the building. Broken pad front will be scheduled in future after finishing the fence retrofit and moving the drop off to the south as planned. Prices continue to plummet. OCC is now $110 per ton with first break even estimate between $125 to $130 per ton. Price for #3-#7 is ***minus*** $50 per ton, we have to pay to send material to be recycled. Have not determined actual break even price, but believe it is higher than cardboard as it is lightweight and takes more to make a ton of bales. Still need to conduct quick time/motion viewing to determine cost. Looking at alternatives including reuse at Klondike with forward thought to maintain bales in event we can sell in future. Shan and Susan conducted some carbon footprint analysis for last years recycle loads and gave to DM to review. Result is in attachment 1 to this report. This non monetary cost is often not considered in making recycling/waste decisions.

Klondike: Monument Waste working with us to reduce Saturday and Holiday disposal needs at Klondike, at least during winter season. There is some increase in tonnage as the transfer station is no longer sorting as much yard waste and construction debris from the tip floor. Problems developed with Solar Battery plug causing problems to run scale. Had to make some temporary repairs and estimated tonnages for one load received while the power was unavailable.

Moab: Received email from William Love and forwarded to the board regarding charges for residential users. Further discussion reserved for the agenda item L. Have had significant disposal of demolition from Red Rock Inn and the Thompson Depot and outbuilding demolition.

Administrative:

2015 Audit: Our auditors are scheduled to be present February 23-24.

Thompson Closed Landfill: Per request of a property owner, visited site and found illegal dump located on the citizen’s private land and the neighboring BLM land, not the district’s landfill. I agreed district will survey the corners and post No Dumping/No Trespass signs. Assistance provided in contacting DEQ to notify them of the growing dumping problem. Also contacted BLM to alert them to the dumping issue on their land. At this time, there is no further involvement of the district until such time as the material is cleaned up and is transported to our landfill(s).

Miscellaneous:

2016 Legislative Session: Attached is list of bills tracked by UASD that may impact district. Also provided is a list of “Boxcar” bills. Only one title may have significant impact once the text is filled in.

**Follow Up Last Month’s Goals:**

Employee Handbook –Will report under Agenda Item H.

Purchasing Policy – Will report under Agenda Item I.

MOLO Trainer: Will be training April 5-8, 2016 in Winnemucca, NV. Tucker will attend as a student.

Request for Proposals (RFP) for Engineering and Survey Services. Progressing slowly.

**New Goals/Business:**

**Board directives?:**

Attachment

Quick Spot Analysis for 2015 on Carbon Footprint Impacts

**For recycling loads**

Each load to California makes 1.2 tons of CO2

Average load shipped weighed 23.14 tons of material.

27 loads sent to California for a total of 32.48 tons CO2 produced and 624.71 tons material shipped

Each load to Salt Lake City makes .66 tons of CO2

Average load shipped weighed 20.21 tons of material

23 loads sent to Salt Lake City for a total of 15.26 tons CO2 produced and 464.90 tons material shipped

Calculations for a load glass (average weight of 3000 pounds per box)

CO2 produced to ship to Salt Lake City (estimated 15 boxes per load) = 88.44 pounds per box

CO2 produced to take to Moab Landfill and use as cover – one box = 9.90 pounds per box

**For Klondike impacts in 2015**

Includes transportation from haulers (transfer station, Waste Water Treatment Plant, Various places in Moab

Includes processing time of equipment on site to place material in cells or on site and cover.

Does not include tonnages for waste grease or biosolids converted, only MSW tonnages is listed.

Total Tons to Landfill in 2015 was 9,375 tons

Annual CO2 267.42 tons

The above are based on Carbon Calc and should not be taken as absolute but more as an estimate based on various assumptions that could change.