**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road

Moab Utah 84532

**MINUTES—REGULAR MEETING**

THURSDAY, March 10, 2016

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair), Pam Hackley (Treasurer), Bob Greenberg (left meeting at 6:17 pm), Kalen Jones

Other’s present: Deborah Barton (district manager), Susan Thompson (administrative assistant), Sara Melnicoff (Moab Solutions), Daniel Crouch (District employee)

The minutes are presented in the order of the agenda and not necessarily in the order of discussion, except the Public Hearing was held before the evaluation of the District Manager which was held during a closed session.

**CALL TO ORDER:** By Chairman Mary McGann at 5:04 pm as quorum was present.

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

Sara Melnicoff mentioned that the district in the past has worked with her in the cleaning the interior of the fence lines along Potato Salad Road for the Moab Landfill. She brought in two 40 gallon reusable trash bags she and Linda Windham spent three hours filling from material in the arroyo/gully to the east of the landfill to demonstrate the amount of material outside the fenced area. She asked if she could bring the material in at no charge. District Manager stated as the litter was from the landfill there would be no charge to dispose. She expressed her plans to publicly address the lack of segregation of recyclables from trash by Monument Waste and her concern about single stream recycling taking over segregated recycling. She discussed concerns about the costs for disposing of tires that she picks up in her cleanup efforts and hoped that the district could again allow free disposal of tires. The board thanked Ms. Melnicoff for her continued efforts to keep Moab and the area clean.

Kalen Jones spoke briefly about the current city contract with Monument Waste and it has nothing in the agreement about recycling. Any changes would have to be negotiated at the next renewal.

Discussion held by the board on ways to help find funding to sponsor or offset costs for disposal of tires by Moab Solutions or other non-profits that cleanup litter in the community. District Manager was directed to evaluate options.

Pam Hackley commented that a sign was posted that spoke of the dump instead of the landfill and she requested the District Manager follow up with the contact for the Moab Area Watershed Partnership to correct the language.

**APPROVAL OF MINUTES:** Bob Greenberg moved/Pam Hackley seconded to approve the February 11, 2016 board minutes with two corrections. 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 February 11, 2016 to March 10, 2016 in the amount of $83,713.24. Bob Greenberg asked for clarification for the Zion’s Bank charges of $3,042.06. Susan explained this was the payment of federal taxes through the ACH of Zion’s Bank. Bob Greenberg asked that the memo would reflect the line item as a federal tax deposit just as the other Zion’s bank line items reflect credit card payments. 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.

Administrative Assistant: No report.

District Clerk/Foreman: No report

Board/Other:

Calendaring/Scheduling. District manager provided the June 2016 calendar. District Manager and Board members went through available check signers through June. District Manager informed the board of the need for one week of FMLA leave in May to assist with grandson’s further medical care.

**OLD BUSINESS:**

Employee Handbook: Deborah Barton reported that Fabian Van Cott gave an estimate of 3 to 5 hours of work for a potential total of $1,575. There may be a 10% discount as we are UASD members. She also reported that the attorney indicated the draft was well crafted. Bob Greenberg moved/Kevin Fitzgerald seconded expenditure up to $1,575 with Fabian Van Cott for the review of the proposed employee handbook. The motion was carried unanimously by the five board members present.

Purchasing Policy: Pam Hackley has not received any input from the board members regarding the draft policy. Board directed District Manager to contact Mark Anderson of Fabian Van Cott to determine costs to review and draft a purchasing policy and to report back on potential costs.

Management Plan: No report. Pam Hackley commented the plan should be addressed with goal to finish this year as it was due last year. The consensus of the board was to form a committee with two board members and the District Manager to review and draft an updated management plan. Appointment of committee will be made at the April board meeting.

Excess Equipment: No equipment listed.

**NEW BUSINESS:**

Franchise Agreements: District Manager brought request to revoke Legrand Johnson franchise agreement as the ownership has changed. We are required to work with the new owners, Kilgore Companies on payments for receivables as well as payables. Susan and Debby have been trying to get new agreements with Kilgore Companies since October but have had no response. Bob Greenberg indicated similar situations are being addressed by the Airport District Board. Bob Greenberg moved/Kevin Fitzgerald seconded to recognize that Legrand Johnson has relinquished the current franchise agreement due to change of ownership of the company. Motion carried unanimously by the five board members present.

Community Compost Project: Deborah Barton, Mary McGann, and Kalen Jones presented status on the project. A demonstration project is being proposed for this summer using the Moab Landfill. The District Manager has already checked with Utah DEQ on requirements and will be drafting the proposed demonstration operating plan. Questions were raised on the costs for equipment and operations. Kalen Jones stated the demonstration would be looking at windrow type composting and use the loader bucket to turn the material. This was being done to look at as a comparison for in-vessel type of composting. Among concerns for operation include water and moisture content as well as marketing of final product. Next meeting of the compost study group is scheduled for Monday, April 11, 2016.

Moab Closure for Saturday, March 26, 2016: Deborah Barton reported that the Moab Landfill has historically been closed the Saturday of the Jeep Safari due to heavy traffic as well as some non-customer usage of the landfill for parking as well as off road travel. No action was requested of the board as this is an administrative decision for matters of operational efficiency.

**PUBLIC HEARING:**

Bob Greenberg moved/Kevin Fitzgerald seconded to open the public hearing at 6 pm to allow for public comments on the proposed disposal fee for clean organic/green waste at the Moab Landfill. The motion carried unanimously by the five board members present. The District Manager reported that no comments had been received verbally or in writing since the posting of the notice. A copy of the proposed resolution was provided to the board. At 6:15 pm, as there were no public comments or public input, Kevin Fitzgerald moved/Bob Greenberg seconded to close the public hearing. The motion carried unanimously by the five board members present. Upon closure of the public hearing, the District Manager read the proposed resolution 2016-4 regarding the establishment of new fee for clean yard waste/green waste at the Moab Landfill. Bob Greenberg moved/Kevin Fitzgerald seconded to adopt resolution 2016-4 that a Green Waste/Yard Waste Fee of seven dollar ($7.00) per cubic yard with a five dollar ($5.00) minimum fee be effective March 15, 2016. The motion passed unanimously by a roll call vote of the five board members present. The resolution was signed by Mary McGann and attested by Deborah Barton, District Manager.

**PERSONNEL MATTERS:**

District Manager Evaluation: Pam Hackley moved/Kevin Fitzgerald seconded to close the meeting to discuss District Manager’s evaluation as it relates to a discussion of a the District Manger’s character, professional competence, or health as specified in Utah 52-2-203 and Utah 52-2-204. The motion carried unanimously by the four board members present. Pam Hackley moved/Kevin Fitzgerald seconded to open the closed session to the public. Pam Hackley requested the District Manager develop a set of goals for herself to be evaluated against at the one year mark which will be in December 2016. The board discussed that the district should also have generic goals for the district which would be reflected with the District Manager’s goals.

**CLOSING:**

Next monthly board meeting will be Thursday, April 14, 2016 at 4 pm. As there was no further business before the board, the meeting adjourned at 6:45 pm.

Respectfully submitted

Susan Thompson

Administrative Assistant

Memorandum for March 2016 ACB Meeting, Agenda Item C

From: Deborah A Barton, District Manager

**Operational Highlights**

Meetings: Compost meeting held on 29 February. Next meeting scheduled on 11 April, 5:15 pm, district offices. More details will be presented under Agenda Item M. Household Hazardous Waste Planning Meeting scheduled for 9 am, 15 March at district offices. Meeting with WabiSabi on Friday at 1 pm.

Equipment: Gehl repaired by Century Equipment and returned on Monday, 29 February. Cost was $4,777.16. Cat 950 loader at Klondike has #2 intake valve needing repair – estimated cost is $5,373.60. Compactor 816 water pump had to be replaced on Saturday 5 Mar requiring about 6 hours overtime for Tucker plus cost of part. D7 is about 80% complete. Per 2016 budget, specs and request for bids will be out by end of March to purchase a new loader for Klondike to replace the 950 as a primary loader. The Clark will be declared excess to be sold or traded in.

Recycle Center: Meeting with Green Solutions seems to have resolved some operational issues for both parties. Area looks better. Water break by office repaired using in-house staff and renting backhoe for the day. Had all utilities marked IAW Utah law before digging to fix water leak. Interesting to find where utilities are running underground. Had to shut water off to entire facility to effect repairs as one of leaks was before the office and recycling center valve. Inefficient design. Consideration being given to closing the recycle center on Saturday, March 26 due to traffic congestion from the Jeep Safari.

Klondike: Action Item L: LeGrand Johnson delivered material for a special waste generator in February. The generator paid the disposal bill directly. At issue is Legrand Johnson is under new ownership and we have repeatedly asked for new franchise agreement as well as charge contract for Moab from the new owners. To date, they have not complied. Due to this issue as well as reviewing historical documents with a recognition that companies can and do change, I am recommending we set a policy to conduct full reviews of agreements every five years. This is not the same as what we do annually in requiring annual insurance policy copies.

Moab: Public Hearing for new fee on green waste established at $7.00 per cubic yard. No comment or request for information from public has been received through 9 March 2016. Will close the Moab Landfill for Saturday, March 26, 2016 because of adverse impacts and trespass issues during Jeep Safari. Worked with a towing company responding to a trailer full of poly (plastic) sheeting that burned up. Material is being handled as construction debris and mobile home destruction. Material is inert and meets the criteria for the Moab Landfill waste acceptance.

Administrative:

2015 Audit: Auditors were on site 23-24 February and completed a few hours early due to Susan’s effort to organize and have all material ready and handy. Initial findings have been received. A response sent back regarding website postings as well as financial projection audit. Same recommendation as in previous years that board take active role in reviewing statements, deposits, expenses, documentation.

Training: Shan/Susan to SLC 16/17 March for management leadership training at Utah Trust. Debby taking class on CIB on 17 March in Moab. Susan/Debby to Risk Management training 29/30 March in SLC. Susan detailed to take part II on FMLA (webinar) on 31 March. Tucker/Debby to Winnemucca for MOLO training (Tucker as student, Debby as instructor). All operators will take Forklift/Boom Truck training June 22 (Price) or June 23 (Moab) at no charge (except travel related to/from Price). June will also be the annual board GRAMA and Open Meeting training. The date has not been announced by UASD, yet.

Miscellaneous:

2016 Legislative Session: Session ends today. See attached for specific notes.

Customer issues. On Saturday, 7 February, a verbal confrontation occurred between Ms. Melnicoff and Mr. Knighton when Mr. Knighton was on site volunteering to work on the protective barrier by south door. An incident report was completed by Mr. Watkins who was a witness to the confrontation. According to Mr. Watkins, Ms. Melnicoff returned later in the day offering an apology to Mr. Watkins but Mr. Knighton had already left the work site. On Monday, 29 February 2016, I observed Ms. Melnicoff demand staff immediately attend to the drop point bags and in fact diverted one staff from his duties to sort stored bags which was scheduled for later that day. She and another individual then left bagged paper in the processing area which will require more district labor to prepare for processing. I am bringing this to the attention of the board as I intend to work with our customers to reduce impacts on staff workloads. Any request for assistance should come to the main office so we can make workload adjustments. I will be expecting our staff to notify me of any special assistance requests so I can intervene and spend time educating folks that duties are assigned by district manager or district supervisory staff, not customers.

Call from individual in Mississippi wanting to know why we sent bad soil to her mother. Took about 15 minutes to converse. Appears someone with PO Box 980 in Delta, UT sent some compost or soil out. I did a bit of research and found a soil service company in Delta, UT but they don’t send out soil sample nor did they have anybody named Pat Patterson. The Mississippi contact stated she had googled the address and soil and found our website so called the phone number. She did not grasp the distance between Delta and Moab.

**Previous Month Carry Forwards:**

Employee Handbook –Will report under Agenda Item H.

Purchasing Policy – I defer to Pam to report under Agenda Item I on status. For the board’s information, Mark Anderson of Fabian Von Cott, who was directly involved in writing the current rules for Utah’s purchasing regulations, can review our purchasing policy, if we feel a need. As he is a principal, I anticipate his hourly charges are much higher than for the employee handbook.

Management Plan – Agenda Item J. No action taken since February board meeting.

Water Bottle Staff Input – There is a Gott five gallon water container that was used at the recycle center but unable to keep clean in the dirty/dusty environment. Bottled water allows employees to drink clean water. The idea of a water cooler placed in recycling center was broached but concerns about cleanliness issues as experienced with the Gott Water container were raised. Suggestions to have refillable water containers with water cooler in the office was discussed but concerns are distance to the office from recycle center taking extra time from processing. Staff all stated they at least recycle their bottles.

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

**Board directives?:**