**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road

Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, June 9, 2016

Board Members present: Mary McGann (chair), Kevin Fitzgerald (vice chair), Pam Hackley (Treasurer)

Board Members absent: Bob Greenberg, Kalen Jones

Deborah Barton (district manager), Shan Knighton (District Clerk)

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 4:02 pm as three members were present.

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

None

**APPROVAL OF MINUTES:** Kevin Fitzgerald moved/Pam Hackley seconded to adopt the minutes of the May 12, 2016 with minor corrections. Motion carried unanimously by the three board members present.

**TREASURER/FINANCIAL:**

Expenditures: Pam Hackley moved/Kevin Fitzgerald seconded to approve the expenditures report for the period of May 13 through June 9, 2016 in the amount of $56,161.82. Motion carried unanimously.

Other Reports: Profit/Loss statement for January 1 through May 31, 2016 as compared to same period for 2015 was presented. Discussion was held on the activity graphics presented for showing tonnages are up for Moab Landfill, Klondike Landfill (significantly) and the recycling center processed materials.

**STAFF/BOARD REPORTS:**

District Manager: Report is attached to these minutes.

Administrative Assistant: No report as administrative assistant on leave.

District Clerk/Foreman: No report.

Board/Other: Discussion held on the annual training requirements on the open and public meetings versus financial audit training requirement only one time per term. The meetings training is available online for Kevin Fitzgerald and Pam Hackley. Mary McGann took the class earlier in the day. Kalen Jones had taken the course previously in the year. District manager was requested to send out training reminders to the board and include the online training link.

Calendaring/Scheduling. Proposed calendar for July through October was provided to the members present. Pam Hackley will not be available for check signing on July 20. Kevin stated he could sign checks after 5 pm due to work. Kevin Fitzgerald moved/ Pam Hackley seconded to suspend the July meeting pending input Bob Greenberg and Kalen Jones. Discussion was held that in the past the board had not met in July and last year was the first time the board had met. In May, some items were deferred to the July meeting but they are not urgent. The consensus of the discussion was if there was a need to have the meeting for urgent decision items, the board would meet. District Manager directed to gain input from Bob Greenberg and Kalen Jones about the meeting suspension and if they agreed, then the suspension would be posted to the public notice website and the mailing list would be notified. The motion was carried unanimously.

**ONGOING BUSINESS:**

Employee Handbook: The attorney has not returned the final copy.

Purchasing Policy: Action had been previously deferred to the July meeting and with the current proposed meeting suspension, further action will be deferred to the August meeting.

Management Plan: To date, only Kalen Jones has provided comments on the information posted to the collaborative internet documents. He had sent comments to the district manager just before the board meeting. Further action will be taken through collaboration leading to the August board meeting.

Excess Equipment: None

Franchise Agreements: None

Community Compost Project: The operating plan is at DEQ for their staffing.

Special Event Updates: The Household Hazardous Waste event went well on May 14.

**NEW BUSINESS**

Bid Awards (IT Upgrades): Only one bid was received which does not allow the board to consider any competitive bidding. The district manager contacted one of the vendors that had planned to submit. He indicated he had not had the time to complete his bid. Pam Hackley moved/ Kevin Fitzgerald seconded to not accept the bid for the IT upgrades from Computer Medics and to rebid the project with detailed specifications. Discussion held on giving more time for bid development. Motion carried unanimously. The District Manager was directed to notify Computer Medics of the board decision to rebid with detailed specifications and bid sheet for Computer Medics to also rebid the project.

Bid Awards (Loader Replacement): Three bids were received for a new loader. Bidders were Wheeler Machinery for a Caterpillar, Century Equipment for a Case, and Honnen Equipment for a John Deere. All bids were opened with the representatives from the three companies present. Representing the district were Pam Hackley, Shan Knighton, and Deborah Barton. Discussion held on the bids, the details provided for the bids, and the reason for purchasing a new loader rather than looking for used. Discussion held that the bids all exceeded the budgeted purchase amount which would require a budget amendment this fall. Discussion held on putting a downpayment of $100,000 and financing the remainder of the purchase price. Discussion held on trying to extend warranty due to the lower usage hours annually. Pam Hackley moved/Kevin Fitzgerald seconded to accept the Wheeler Cat bid in the amount of $279,003 and that we (district) will offer $100,000 down for financing the rest under Wheeler Cat’s offered financial plan and that we (district) also ask for an extended warranty time period determined by district manager because we have low hours on the machine and ask for a lower interest rate because of the significant down payment and authorize the district manager to negotiate any other way as the process unfolds to the benefit of the district. Deborah read back a rendering of the above motion as follows: moving to accept the Wheeler Cat bid in the amount of two hundred seventy nine thousand and three dollars and no cents and pay one hundred thousand down financing by Wheeler Cat finance plan for the remaining balance and the district manager will request extended warranty for the equipment due to low annual usage hours and request a lower interest rate for the financing and authorize the district manager to negotiate any other items with the dealer to the benefit of the district in the purchase of this equipment. Pam agreed to the reading and Kevin seconded the reading. Discussion held that a motion was required to accept the substitute reading by the district manager as there was a motion on the floor that required action first. Pam Hackley moved/Kevin Fitzgerald seconded to substitute the District Manager’s reading of the motion for the earlier motion and to adopt the language of the district manager’s presented during the discussion. Motion carried unanimously. Pam Hackley moved/Kevin Fitzgerald moved to adopt the substituted wording. Motion carried unanimously.

**PERSONNEL MATTERS:**

None

**CLOSING:**

Next monthly board meeting is scheduled for Thursday, August 11, 2016 at 4 pm. Meeting adjourned at 5:19 pm.

Respectfully submitted

Deborah Barton

District Manager

For

Susan Thompson

Administrative Assistant

Memorandum for May 2016 ACB Meeting, Agenda Item C

From: Deborah A Barton, District Manager

**Operational Highlights**

Meetings Presentations to Grand County, city of Moab and Travel Council given. Met with Rebecca Davidson, city Administrator and we have agreed to meet quarterly on trash subjects. Have agreed to meet with Castle Valley in a workshop to discuss 2017 clean up event and HHW. See attached printout of the ppt slides

Equipment: Gehl repaired for solenoid which prevents the equipment from moving. At no charge, have obtained the parts and repairs manual to assist with in-house repairs for the future, we hope. LoadAll has developed some hydraulic leaks. Began deep clean of compactor wheels, requires about 4 to 5 hours to remove each wheel, clean out the axles and drives then reinstall the wheels. Will investigate potential for final drive guards to install to reduce wear/tear.

Recycle Center: Made additional improvements for cardboard delivery. Developed additional signs. Heavy impacts from wind events in April. E-waste day held 6/7 May. Received about $727.25 in donations from people to help defray costs. Green solutions had only 4 pickups. Three entities made direct usage of Metech for pickup and billing.

Klondike: Began litter pickup on 13 April. Work overtaken by significant wind event on 22/23 April and again on 6 May.

Moab: Only 48 of 163 vouchers used during the two week spring cleanup period. D7 may be operational by end of May.

Compost Project: Agenda Item N.

Events: E-waste on 6 May was mixed as Green Solutions only had four pickups though MeTech had three large pickups scheduled separately from the district sponsored event. District did have four business deliveries to the center.

Administrative:

Training: Greg Tucker and Adam Watkins (in place of Shan Knighton) went to Wheeler sponsored mechanics update training on 27 April. Debby still on tap to provide certification training for landfill operations in Alamosa, Colorado as well as evaluating a potential faculty instructor. GRAMA/Open meeting board training now available online. From information received, appears only Pam is required to take the update as she has a newly appointed term.

Personnel: Shan Knighton returned to light duty and limited hours based on how he is feeling (doctor’s release). Dan Crouch did not arrive to work on Friday, 6 May 2016, on 11 May, Dan contacted Shan giving verbal resignation due to expected long term incarceration. Position will be advertised for Equipment Operator I – starting salary $10 with consideration for experience. One year probation for landfill operations before consideration to Equipment Operator II. Operator Level II has a 5 month probabtionary/break in period with 3 evaluation points and related incremental pay raise during the five months going from “apprentice” to “intermediate” to “technical”. Upon successful completion of MOLO class and exam, small incremental pay adjustment will be made.

Request for Bids: (budgeted) Computer upgrades including server and internal network.

**Previous Month Carry Forwards:**

Employee Handbook –Agenda Item H. Sent recommended decision changes to board via email.

Purchasing Policy –Agenda Item I. Pam, Mary and Debby had conference call on 11 May with Mark Anderson.

Management Plan –Agenda Item J. Not completed.

Request for Proposals (RFP) for Engineering and Survey Services. On hold - will be based on new purchase policy.

Request for Bids: (budgeted) Replacement 950 (Klondike) has been completed and is being reviewed by Admin Assistant and District Clerk before placing ad in paper. Will send to interested parties: Caterpillar, Case, Volvo, Komatsu in addition to ad. Consideration will be given for price as well as repair response and availability of parts for ordering, maintenance and repairs, and finally to warranty. Recommend repair response and parts availability is weighted at 20% of consideration, warranty/replacement at 10% and cost is 70% of bid consideration. Goal is to have bids ready for board review/approval by 8 June board meeting. Anticipate lead time for replacement is 3 to 4 months.

**Board directives?:**