**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road

Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, September 8, 2016

Board Members present: Mary McGann (chair), Pam Hackley (Treasurer), Bob Greenberg

Board Members absent: Kevin Fitzgerald (vice chair), Kalen Jones

Others Present: 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 4:04 pm as there was a quorum.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

None

# APPROVAL OF MINUTES:

Pam Hackley moved/Bob Greenberg seconded to adopt the minutes of the August 11, 2016 meeting. Pam requested that once draft minutes have incorporated revisions that the revised copy sent to the board for review show all the comments and changes made. Motion carried unanimously.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Bob Greenberg seconded to approve the expenditures report for the period of August 12 through September 8, 2016 in the amount of $122,492.64. Bob Greenberg asked for clarification on Atlas Scale bill which was for annual certification and new printer on order for two years and Century Equipment which was for the purchase of four foam filled tires for the Gehl which had been on order since June. With no further discussion, vote was held and motion carried by vote of 3 to 0. Deborah Barton presented August 2016 profit/loss comparison for comparable time period in 2015. She commented that repairs and maintenance to date have exceeded annual budget at 115%. PTIF accounting was also presented showing status of the five funds.
2. Preliminary Draft Budget & Presentation for Grand County: Deborah Barton presented the preliminary draft budget for the six cost centers: Klondike Landfill, Moab Landfill, Recycle Center, Shop/Maintenance, Administrative, and Compost. A summary was provided showing 2015 actual, current 2016 budget with annotation that line items will need to be amended by year end and draft preliminary 2017 budget. Bob Greenberg suggested district revise concept on the scale to include upgrade of entire infrastructure of the recycle center and Moab Landfill to make significant improvements.

# ONGOING/REGULAR BUSINESS:

1. Glass Recycling: Brad Woodford and Deborah Barton met the morning of September 8 to develop a quick memorandum on glass recycling versus reuse, a copy provided to the board. The two will meet September 16 for working lunch to discuss options on bulk glass pickup to use material at the Moab Landfill. Bob Greenberg recommended Deborah prepare powerpoint slides with quick, bullet points to hand out to the public.
2. Staff/Board Reports
3. *District Manager/Administrative Assistant/District Clerk*: Report is attached to these minutes. A copy of the contours for Klondike Landfill and Moab Landfill resulting from a drone overfly on August 17, 2016 was shared with the board members. No report from administrative assistant as she is on extended leave. No report from the District Clerk.
4. *Board/Other:* No reports.
5. *Calendaring/Scheduling.* December calendar provided to board members. Deborah stated she plans on preparing a notebook/calendar book for the board members to use in 2017.
6. Policy/Plan Reviews:
7. *Employee Handbook*: A copy of the attorney draft was sent to the board, comments received and changes incorporated and the final draft returned to the board for final review and included response/actions taken on review received. District Manager recommended the board adopt the current version of the employee handbook. A copy of the comments and responses attached to these minutes. Pam Hackley moved/Bob Greenberg seconded to approve Policy 116-1240, the Employee Handbook, with a revision date of September 8, 2016 and effective date of September 15, 2016 for the Solid Waste Special Service District Number 1. Motion carried unanimously.
8. *Purchasing Policy:* Bob Greenberg moved/Pam Hackley seconded to approve the purchasing limits for the following:
   1. Small purchases not to exceed $500 in any one purchase. This does not include for typical utility or service agreements (e.g. power, solid waste disposal, port-a-johns, phones, heat/cool, monthly welding tank rentals, fuel/oil/lubricant purchases)
   2. Emergency/Equipment repairs: Up to $7,500 for repairs, with notification to the board at the board’s next meeting, if the repairs will exceed $5,000. Emergency contingency will be documented. Written documentation by district manager or designee listing emergency conditions. Purchases may not exceed budget line item without prior board approval.
   3. Repairs exceeding $7,500.01 (or anticipated to exceed) will require approval of the board prior to
   4. Capital Purchases over $1,500 and less than $5,000, obtain three quotes, either verbally or in writing, and select based on quotes obtained and purchases made by purchase agent (DM or designee). Use of purchase order required.
   5. Capital Purchases over $5,000 and less than $10,000, obtain three written bids and present to board for approval. Must stay within approved budget. Upon board approval, use of purchase order required.
   6. Capital Purchases over $10,000. Must utilize a formal Request for Bid or Request for Proposal including bid opening dates. Member of the board will be present for bid opening. Recommendation for selection will be provided to the board for consideration and approval. If selection criteria is more than cost alone, development of a decision matrix will be developed prior to requesting bid/proposal. One board member to be involved in the development of the final selection criteria included percentage of consideration.
   7. Professional contracts, (e.g: engineer, auditor, surveyor, lawyer, IT/computer services, etc.) for specific projects or a multi-year basis.
      1. Estimated costs less than $5,000, district manager or designee will obtain quotes and bids and make recommendation for approval to the board.
      2. Estimated costs for more than $5,000.01 but less than $15,000, utilize a Request for Bid with bid opening and one board member present during bid opening

Estimated costs for $15,000.01 or greater, conduct request for proposal to include establishment of a selection criteria base and percentage of consideration prior to requesting bid and/or proposal.

1. *Management Plan:* Discussion held on hosting a workshop in November or December and invite the public in to discuss specific topics to then develop the management plan. The board directed Debby to provide a list of topics and talking points at the September meeting to begin planning for November evening public workshop.

Discussion held on board member activity in paragraph 6. District manager will develop the actual purchase policy based on the approved limits and will include language on involvement of a board member during activities listed in paragraph 6. With no further discussion, the vote was held and the motion passed unanimously.

1. Excess Equipment: None
2. Franchise Agreements: None
3. Community Compost Project: District Manager is waiting for final DEQ approval.
4. High School Job Training Collaboration. The presenter asked to defer this until the October board meeting.

# PERSONNEL BUSINESS

No business brought before the board.

# CLOSING:

1. Next monthly board meeting is scheduled for Thursday, October 13, 2016 at 4 pm. At the close of the regular meeting, the board will be in a budget workshop for the 2017 District budget.
2. Meeting adjourned at 5:12 pm.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager

Memorandum for September 2016 ACB Meeting, Agenda Item E.a.

From: Deborah A Barton, District Manager

**Operational Highlights**

Meetings: Attended the USU meeting on August 18. Bob Greenberg also attended. Discussion on various commodities, status of costs and options and good discussion on glass. Attendees were not fully aware of the costs to recycle various commodities. Dr. Brain emailed at 4 pm, August 17 a copy of the proposed handout and asked District Manager’s assistance in updating the twelve page document by end of business day. Debby can email a copy of the document to any board member interested. Will be meeting with 10 students in a master’s degree program on bioregional planning (USU) on September 14 at Fisher Towers Picnic area to discuss solid waste, composting, and recycling infrastructure issues for the Moab area. September 15 Shan and Debby will be attending the annual SWANA Utah Beehive Chapter Member meeting in Salt Lake City. Met with Brad Woodford today regarding glass recycling bullet points and we will be meeting on Friday, September 16 to continue dialog. Our staffing, work schedules and work load prevented us even seeing each other except to wave at the gates until this morning. He extends his apology. Will attend CIB training workshop on Friday, 9 September.

Equipment: Baler rams returned, liner welding completed and baler is again operational. Seeing greater compaction but still having some issues in alignment and wearing off the new metal plates. Still have cutting edges to flip and install. Gehl tires replaced in Grand Junction for cost of over $4,000 for the four foam filled tires. No charges for transportation or installation of the tires. Anticipate glass crusher tagged out for at least one month or longer so taking glass to MLF, stockpiling and then incorporating with soil as cover. The boxes with crushed glass will be sent to Salt Lake City by the middle of September. Still working on other aspects to include proper documentation so we can better track costs and anticipated repairs. Expenses for repairs will still be high in 2017 for anticipated repairs for the scraper in particular. Anticipate new loader to come in by end of September. Will be transferring $100,000 from capital and equipment accounts to the checking account as well as documenting proposed change to the 2016 budget.

Recycle Center: Working on the backlog of material from the baler being down almost four weeks. Inventory system is being refined.

Klondike: Senior staff and district manager took copies of contours received from the drone fly over and estimated where to place stakes and tape to mark in next lift access road as well as the edge of cell 3. Will be able to hold off on ground survey until redesign of cells is made and an amendment to permit initiated in 2017.

Moab: Have been able to track quantity of organic waste (clean) since May to get better idea for composting options. Have relocated some of access road to the working face as we begin next lift. Planning for long term access road and utilization of remaining air space. Received burned van trailer which has been placed to side for at least two weeks before incorporating into the working face. Getting new signs and will be posting some education signs at MLF.

Compost Project: Still waiting for DEQ approval through their chain of command

Administrative:

Training: Adam Watkins and Greg Tucker will be tutored over the next four months with goal of retaking the MOLO exam. When the exam is administered, may need to request a board member be the proctor since I am their direct supervisor and SWANA may consider that a conflict of interest. UASD conference is November 2-4. Potential Leadership Training in October in Salt Lake – information sent to Board members. Currently Debby registered.

Personnel: Susan scheduled back to 32 hour work week beginning the week of September 11. Adam received the second of three pay increments for equipment operator II. His goal is to be at full level by October 1. Louis Manson has been able to operate Moab Landfill at about 75% level and catching on quickly. Kevin Anderson will be receiving next level of Moab Training. Job Descriptions rewritten for Administrative Assistant and Facilities Supervisor – currently out staffing. URS contribution rates are not projected to change for either Tier 1 or Tier 2.

Security: Locks changed for front door to the main office as well as to the administrative assistant’s office. Key control documentation is being implemented and an accounting of keys issued.

Request for Bids: No IT bids received.

**Previous Carry Forwards:**

Employee Handbook –Draft forwarded to board. Discussion points addressed and changes made per input received from board members. Final draft forwarded. See agenda item F a.

Purchasing Policy – Will write up policy upon decision of purchase limits.

Management Plan – Room at MARC reserved for December 1, 2016 from 5 pm to 8:30 pm, cost will be $65 for room rental and screen to use with laptop/projector (provided by DM). Topic is listed as Solid Waste and Recycling Vision for five years to include composting.

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

**Miscellaneous:**

Copy of contours resulting from the Drone attached for board’s information. Typical cost would be $1000 to $1500 for use of a drone in the future. Positive was obtaining current contours of working areas, did not properly delineate Moab west boundary so missed some contours. Unable to complete a drone fly over for the Recycling Center. Will still need on ground construction type survey once design completed. However, now have better working documents to plan operations more efficiently.

**Board directives?:**