**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 East Sand Flats Road, Moab Utah 84532

**MINUTES—REGULAR MEETING**

Thursday, November 10, 2016

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

Others Present: Deborah Barton (District Manager), Shan Knighton (District Clerk), Brad Woodford

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 there was a quorum.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

Brad Woodford from Green Solutions wanted to give some input to the December 1 planned meeting as he will be gone and cannot attend. He stated he will no longer pick up glass beginning 1 January but will begin picking up food waste for the district’s compost project which was just approved. He plans on a periodic e-waste collection and recommended the district convert the current glass holding area for e-waste storage. He also would like the district to continue a semi-annual or quarterly meeting between Green Solutions and District staff as a joint safety/operations meeting stating the two held this year have greatly improved communications. The board suggested expanding the meeting to include other participants such as Monument Waste drivers and Moab Solutions personnel.

# APPROVAL OF MINUTES:

Kalen Jones moved/Bob Greenberg seconded to adopt the minutes of the September 8, 2016 meeting. There was no discussion and motion unanimously approved.

# TREASURER/FINANCIAL:

1. Expenditures: Pam Hackley moved/Kevin Fitzgerald seconded to approve the expenditures report for the period of October 14 through November 10, 2016 in the amount of $63,208.16. Motion carried unanimously. PTIF accounting was also presented showing status of the five funds. Profit and Loss Statement for the month of October as well as year to date as compared to year to date for 2015 was also presented.
2. Budget Update: District Manager presented the budget revised after discussed with Pam Hackley and Shan Knighton. Pam noted that draft budget did not include a payoff for the current loader loan. It also did not include staffing or contract work for an educational outreach program though the District Manager has been talking to Resilency Hub. The budget also did not include any consideration for costs saved with a change of operating hours which will be discussed later in the meeting. Bob Greenberg asked what COLA was being used and how it aligned with Grand County. COLA used in the budget was 1.5% as the county was proposing the same for their employees. District Manager was not able to get a firm amount to use for merit raises and had used a maximum of 3.5%. Discussion held on having a call out fee for Klondike usage for holidays or Saturdays. The district has had a fee in the past but has not enacted it as the current hauler has worked to not use the landfill on Saturdays. Discussion held on how to increase revenue sources for recycling to include a volunteer purchase of annual stickers. Recommendation was made to increase individual tire fees to $3 for small tires and $6 for larger tires as well as cubic yard fees as the cost for recycling has increased 42% in 2016.

# ONGOING/REGULAR BUSINESS:

1. Staff/Board Reports
2. *District Manager/Administrative Assistant/District Clerk*: Copy of District Manager report attached to the minutes. District Manager asked the board to consider a revision on leave policy for the district manager as there were weeks when she works 50 or more hours but the second week in a payperiod may be less. Currently leave hours are posted for those weeks of less than 40 hours. Bob Greenberg suggested that compensatory time policy be developed for exempt employees. District Manager will prepare and bring back to the December meeting. At the end of the meeting, District Manager gave the board members her planned 2017 goals list. Personnel thank you gifts for 2016 will be placed on the December agenda. No report from administrative assistant. No report from the District Clerk.
3. *Board/Other:* Bob Greenberg moved/Pam Hackley seconded to accept the application from Kevin Fitzgerald to serve another term on the board. Motion carried unanimously. Mary McGann signed the letter to be sent to the Grand County Council with the board’s recommendation to accept Kevin’s application for member at large.
4. *Calendaring/Scheduling.* District Manager presented proposed 2017 calendar for board meetings, holidays to be observed (facilities closed), special events planned, proposed e-waste collection days, and check signing/payroll dates. Bob Greenberg moved/Pam Hackley seconded to approve the 2017 board meeting dates and holiday schedule. Question was asked about the December meeting start time being posted as 5 pm to account for budget public hearing starting at 6 pm. With no further discussion, motion passed unanimously.
5. Policy/Plan Reviews:
6. *Purchasing Policy:* Kevin Fitzgerald moved/Kalen Jones seconded to table the purchase policy until 2017. Motion carried unanimously.
7. *Management Plan Topics:* Discussion held that the three major topics to be discussed at the December 1 meeting was glass recycling, recycle center operations/costs and compost operations and timeline.
8. Excess Equipment: None
9. Franchise Agreements: None
10. Community Compost Project: DEQ has approved the demonstration project. Copy of the letter was provided to the board. A question was asked as to what Mesa County charges for their compost. Bob Greenberg provided information as $33.36 plus tax per cubic yard for 1 to 9 cubic yards, greater than 10 cubic yards was $25 per cubic yard plus tax and bagged compost was charged $5 per 1.25 cubic feet.
11. Facility Operating Hours.
	1. Klondike Landfill hours are currently open from 8:30 am to 1 pm, Monday to Friday. On holidays, a staff member opens the facility for the municipal solid waste hauler’s transfer station. Discussion held that the hours would remain the same but the district manager was directed to determine the call out fee for opening the facility on a holiday or Saturday to include transportation time as well as equipment hours. Initial recommendation was to consider a $100 minimum fee. The call out fee is similar to the airport’s board for after hours landing of commercial aircraft to cover costs for emergency response personnel to be on site in accordance with federal requirements.
	2. Moab Landfill hours are currently 9 am to 5 pm, Monday to Saturday. Discussion held on reducing the Saturday hours to close by noon or 1 pm and to close one day entirely, such as Wednesday during the week, in order to reduce overtime. Discussion held on closing earlier during the week, such as at 3 or 4 pm. Question was asked as to what employees would do if not working at Moab. District Manager and Facilities Supervisor both responded that the time could be used to properly cover at the landfill as there would be no interruptions. Equipment maintenance could be conducted in a more efficient manner.
	3. Recycle Center is currently open 8 am to 5 pm Monday to Saturday. Discussion held on having split shifts to push production and clean up in the area. There is not a need to have a manned dropped point. The board concurred that no customer hours needed to be changed at this time, but the district manager was directed to give consideration to early closure to reduce overtime.

# CLOSED SESSION

No session held.

# CLOSING:

1. Management Plan Public Meeting. No action required. Board reemphasized the three areas to be discussed during the open meeting on 1 December. District Manager stated several entities have offered to publicize the information about the meeting.
2. Budget/Fee Schedule Public Hearing. Bob Greenberg moved/Kevin Fitzgerald seconded to adopt the 2017 draft budget to include the changes discussed during this meeting. The motion carried unanimously. Kalen Jones moved/Kevin Fitzgerald seconded to hold public hearing on the 2017 budget including the fee structure to start at 6 pm, Thursday, 8 December 2016. Motion carried unanimously.
3. With no further business before the board, Bob Greenberg moved/Kevin Fitzgerald seconded to adjourn the meeting at 5:32 pm. Motion carried.

Respectfully submitted

Shan Knighton

District Clerk

In conjunction with

Deborah Barton

District Manager

Memorandum for November 2016 ACB Meeting, Agenda Item D.a.

From: Deborah A Barton, District Manager

**Operational Highlights**

Meetings: Met with Resiliency Hub (formerly CCR) Members Jeff Adams, Lara Gale and Shiree Duncan. They are interested in collaborative efforts for education and will submit a 2017 budget proposal. Conducted interview with Lara Gale (Sun Times) and Molly Marcello (Times Independent) with several follow up questions. The journalist with Desert Times wrote back with request that I be one of her resources for additional articles on solid waste. Will be teaching Waste Screening on March 9 in Moab as part of a SWANA training/site visit in Moab on 9 and 10 March 2017. Had site visit from San Juan County (Utah) landfill manager on 8 November.

Equipment: Had initial training on the 962M on 13 October. Follow up training will be held in November or December with Caterpillar. Starter and batteries replaced in Compactor (816F), finished installing U-Joint in Dodge Truck, issues with 938 fuel plugging – replaced fuel filter, new door track in recycling center hit by operator and repairs made in-house, glass trailer upgrade completed,

Recycle Center: Able to send out several loads of material. Having to adjust weights and commodities sent to Salt Lake City as glass is no longer being shipped which frees up weight allowance. Commodity prices still incredibly soft. The current OCC pricing is improving.

Klondike:

Moab: Worked with Liberty Tire as they raised rates in July from 1400 to 2000 per load (now about $10 per yard of tires). Will need to reconsider costs for tire disposal in 2017. Working with another vendor that may be less price and who will work with the local tire dealers for collection of tires.

Compost Project: Began preparing ground for compost project per the email “approval”.

Administrative:

National SWANA has asked if District Manager would be available to teach the compost certification class in Reno 26-29 March, 2017. They will let us know if they select her or not. I am planning on sending at least one person plus self to the conference training occurring in Reno 28-31 March 2017

Computers installed, users/passwords for file server being installed and tablets are being programmed.

Requesting leave/time off prior to Thanksgiving to be with son in South Dakota

Requesting consideration by board for 2017 that leave hours for manager will be based on a 80 hours per payperiod rather than 40 hours per work week. This would apply only to manager as a FLSA exempt employee.

Special Events/Projects

Fall Voucher Program finished on 29 October. A few folks expressed some disagreement that the clean up is not year around as in the past and a very few were upset that we did not accept previous year’s vouchers which had expired. Total fall cubic yards vouchers collected totaled 78 for 106.12 cubic yards with a value of $801.55. Adding spring cleanup, a total of 125 out of 234 vouchers issued were redeemed for a grand total of 165.92 cubic yards valued at $1,333.80. Add costs for advertising for both events of approximately $1,000.

E-Waste Event completed. Will be proposing year round monthly collections with charges. MeTech is on board with the idea. Collected 7,939 pounds of e-waste which includes about 170 pounds of batteries. Collected $1,020.30 from most of those participating and have one invoice due in for $667.25 for a total of $1,687.55. Total disposal charges are estimated as $2,300.

Marc Art Walk Program, 12 November. District has been asked to participate in the recycle art walk event. We will be providing diagrams on making a child’s igloo out of milk jugs plus information on recycling in general. We have plastic jug cutters that may be demonstrated to make plastic thread for some intrepid artist. Also ideas on using plastic bags for crocheting.

**Previous Carry Forwards:**

Purchasing Policy – Recommend tabling to 2017.

Management Plan – Discussed with various sources about the December 1 meeting. Information will be distributed by several entities.

**Board directives?**