**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

Grand County Council Room, 125 E Center St, Moab, UT 84532

**MINUTES—REGULAR MEETING and PUBLIC Hearing**

Thursday, December 14, 2017

Board Members present: Mary McGann (Chair), Kevin Fitzgerald (Vice Chair)\*, Kalen Jones (Treasurer), Janet Buckingham, Pam Hackley

\* Arrived after the meeting was called to order

Others Present: Deborah Barton (District Manager), Brandon McKay (District Facilities Supervisor), Annette Myers (District Administrative Assistant), Laresha Bell, Bonnie Kirkpatrick (Monument Waste), Dan Kirkpatrick (Monument Waste), Libby Nance (Moab Mosquito Abatement District Manager)

Others Present during Public Hearing: Rose Egelhoff (Moab Times Independent Reporter), Charles Nelson, Ed Nelson, Bob Myers, Susan Thompson

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

**CALL TO ORDER:** By Chair Mary McGann at 4:30 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). Mary McGann asked visitors to state name after introducing board members and district staff present. Libby Nance stated she was listening as a citizen and wanted to learn more about board meetings as she is the new District Manager for the Moab Mosquito Abatement District. No other comments offered.

# APPROVAL OF MINUTES:

Pam Hackley moved/Janet Buckingham seconded to approve the minutes for November 9, 2017. Kalen Jones asked for clarification on minutes for Item I.4. Scheduling regarding listening government run versus public if public meant private or public. Mary McGann confirmed that public was intended to be private as compared to government. Hearing no further discussion, Mary McGann called for vote and motion carried unanimously with four votes.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Pam Hackley seconded to approve the expenditures of $86,562.19 consisting of $22,027.45 for payroll and $65,534.74 for operating and other capital expenditures for the period of November 10, 2017 through December 14, 2017. Kalen Jones stated he had spot checked expenditures for the period. Deborah Barton stated the annual bond payment was included in the expenditures. Hearing no further discussion, Mary McGann called for roll call vote: Janet Buckingham, Kalen Jones, Pam Hackley, and Mary McGann voted aye. Kevin Fitzgerald was absent. Motion carried 4 to 0.
2. D8T Transmission repair quote: Kalen Jones moved/Pam Hackley seconded to approve the D8T quote for $26,580.04 with the provision that final repair costs are not to exceed $28,000 without prior notification to the Board of increased costs. Brandon Mackay explained the repairs may be less as the damage is in the rear of the unit and may not require complete rebuild. Janet Buckingham asked what the cost for replacing the D8T would be. The purchase price for the D8T purchased used was $385,000, a new one would be $500,000 to $750,000. Kevin Fitzgerald arrived during the discussion on this agenda item. Hearing no further discussion, Mary McGann called for the vote. Motion carried unanimously 5 to 0.
3. Financial/Analytical Reports:
	1. November 2017 Balance Sheet and PTIF balance was presented showing the financial health of the district and comparing it to the November 2016 report.
	2. November 2017 Profit and Loss presented. The information was compared to the same period in 2016. Kalen Jones asked for clarification on the $24,924, Reconciliation Discrepancies. Annette Myers stated that the three (3) months bank reconciliations in QuickBooks is most likely the reason for the Reconciliation Discrepancies entry as it reflects outstanding banking activity in the reconciled month versus what the Zions’ bank statement shows, which is downloaded into QuickBooks. She also stated that she went back to the earliest records of Quick Books to review activity and has been making the adjusted postings necessary in 2017 for those invoices/payments that were not properly allocated. Further she verified corrections for prior years have been entered as a journal entry(s) for profit/loss. The end result is not changing each annual audit but trying to make all the entries balance in quick books. The end result being sought is to start with a full, fresh clean slate on 1 January 2018 and ensure posting is completed correctly to reduce confusion. The selected Auditor will be in the office at 8 am, Tuesday, December 19 to review and discuss accounting principles and QuickBooks in general. Any Board members available were invited to attend and participate with especial encouragement given to the Treasurer.
	3. Graphs showing the workload for Klondike, Moab and the recycling center were given to the board. Workload closeout for the e-waste for 2017 was given to the board showing the district has received/diverted 4.3 tons of electronic waste.
4. 2018 Administrative Staff Salary Report: Annette Myers reviewed her summary report and the data previously submitted. Confusion on the format was discussed. Annette Myers will reformat the summary table to try to address the confusion on her recommendations. Deborah Barton stated she used the recommended salaries and corresponding benefits in the 2018 budget development. Janet Buckingham moved/Kevin Fitzgerald seconded to table further discussion until the January 2018 board meeting on the conversion of the two administrative positions to salaried, and related compensation for that conversion and any decisions made during the January board meeting would be retroactive to January 1, 2018. Hearing no further discussion, Mary McGann called for the vote. Motion carried 5 to 0.
5. Reports:
	* 1. District Staff:
		2. District Manager: Deborah Barton provided her written memorandum on activities and verbally reviewed it as the Board meeting packet sent to the Board members was only openable by Kalen Jones and no additional hard copies were brought to the meeting. She stated she submitted a review of her 2017 accomplishments as compared to her proposed goals. She also included a copy of the current filing system being implemented which would tie computer directories, policy numbers and all related documentation to make it easier to find and file items. She also included her proposed 2018 goals list.
6. Administrative Assistance: Annette Myers presented proof of the Utah State withholdings per payroll in response to the notice for non-filings for 2017/quarter 3 as mailed by Utah. All documents and Zion Statements showing filings and payments will have to be faxed. ULGT settlement resulted in the District receiving a credit/refund on worker comp insurance and bond payment. Drug screening will commence in 2018 with Annette Myers becoming certified to perform the oral screenings to allow for truly random male testing as well as for female employees. Annette Myers briefly discussed the number of over-time hours due to personnel and human resources issues that were never anticipated and shared how policies were being put into place to protect the District for consistency in how incidents were being addressed and resolved. She also mentioned the District’s awareness of community perception and what the District was doing to shed a positive light on its operations, i.e.: Welcome letters being generated and mailed to new customers.
7. Facilities Supervisor/District Clerk: No report.
	1. Board/Other: None
	2. Operational Updates: Deborah Barton provided a proposed work calendar for 2018 which included Board meeting dates, check signing dates, payroll dates, proposed holiday and other facilities closures, and e-waste collection dates. Kalen Jones moved/Kevin Fitzgerald seconded to adopt the 2018 calendar for Board meeting dates, e-waste collection dates, and holiday closure dates. Hearing no further discussion, Mary McGann called for the vote. Motion carried 5 to 0.
	3. Scheduling. Janet Buckingham is not able to attend the Zero Waste conference in Denver, March 5-7, 2018. Deborah Barton stated that the Board registration fees are $199 instead of the member/staff rate of $850. Pam Hackley and Kalen Jones will notify Deborah Barton by Tuesday if they are able to attend so she can register them to receive the early bird rate.
8. Review of policies. Drafts of the recommended policies were sent in the board meeting packet but most of the board members were unable to download the documents. Janet Buckingham moved/Pam Hackley seconded to table the polices, possible action items G 1 through 6 until the January Board meeting. The members asked that the policies be sent via e-mail in their original Word and Excel documents and in separate attachments. Hearing no further discussion, Mary McGann called for the vote. Motion carried 5 to 0.
9. Klondike Franchise Agreements. None received.

**PUBLIC HEARING:** Mary McGann opened the public hearing at 6:01 pm for public comment on the following three items. About 6:10 pm, several members of the public came into the meeting room stating that all doors were locked and they finally got the attention of an individual inside the building that let them inside. Brandon MacKay left the meeting to check on other possible entrances to see if other individuals were still trying to obtain access to the meeting. He found no one and returned to the meeting.

1. 2017 Budget Amendment: No questions or comments were received
2. 2018 Fees and Charges: Mr. Charles Nelson requested explanation of the fees and why the increases. Deborah Barton explained that she had researched back to 2000 and could find no record of the Klondike fees being increased at all. The purpose of the Klondike fee increase was to cover higher costs for operations as well as earmarking a certain portion to offset the costs of recycling. She also reviewed the Moab Landfill increase of fees as well as the breakout of the types of finished compost assuming such became available in 2018. Recycling charges would not change for commercial, but she is proposing the ability to charge for residential materials received. No proposed changes for e-waste or light bulbs. She added the GRAMA fees which had not been previously listed on the fees and charges sheet but had been as a separate policy. She recommended putting on fees and charges in a single document. She noted that the fees had been presented during the November board meeting and the discussion with Monument Waste had led to a change in the call out fee for holiday/Saturday at Klondike being applied to non MSW loads which would include Biosolids, special wastes and waste grease but not the MSW loads coming from the transfer station. No other questions were raised by any member of the audience.
3. 2018 Budget. No questions or comments were received.

Mary McGann stated that public comments were welcome until 5 pm, Wednesday, December 20, 2017. Such comments are to be received via email at gcswmss@gmail.com or in writing to the District’s mailing address of PO Box 980, Moab, UT 84532.

# RESOLUTION ACTION ITEMS: As public comment period is remaining open until December 20, 2017, the Board discussed tabling the resolutions to a special meeting for consideration. Kevin Fitzgerald moved/Janet Buckingham seconded to hold a special meeting on December 21, 2017 to begin at 4 pm to discuss any comments received and to consider resolutions 2017-2, 2017-3, and 2017-4. Hearing no further discussion, Mary McGann called for the vote. Motion carried 5 to 0.

# Resolution 2017-2: 2017 Budget Amendments

# Resolution 2017-3: 2018 Fees and Charges

# Resolution 2017-4: 2018 Budget

# CLOSED SESSION

1. No closed session was held.

# CLOSING:

1. Special meeting. Per motion under resolution action item above, a special meeting will be held December 21, 2017 beginning at 4 pm at the District’s offices at 1000 E Sand Flats Road.
2. Next regular scheduled board meeting: January 11, 2018 at 4:00 pm.
3. Adjournment: Janet Buckingham moved/Kevin Fitzgerald seconded to adjourn the meeting at 6:36 pm. Motion carried 5 to 0.

Respectfully Submitted,

Brandon MacKay

District Clerk