**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

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

**MINUTES—REGULAR MEETING**

Thursday, January 11, 2018

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

Others Present: Deborah Barton (District Manager), Brandon McKay (District Facilities Supervisor), Annette Myers (District Administrative Assistant), Brad Woodford (Green Solutions)

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 4:05 pm as a quorum was present.

**SWEARING IN OF NEW MEMBER**: The Oath of Office was presented to Pamala Hackley as the reappointed Castle Valley Representative to the Administrative Control Board for a four year term ending December 31, 2021.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). Brad Woodford expressed his concerns about an email generated by Dr. Rozlynn Brain McCann and Sara Melnicoff. He confirmed he is no longer accepting glass from residential and will cease collecting glass from commercial at the end of January.

**APPROVAL OF MINUTES**

1. December 14, 2017: Regular Board Meeting: Pam Hackley moved/Kalen Jones seconded to approve the minutes for the December 14, 2017 regular board meeting. Hearing no discussion, Chair McGann called for a vote. Motion carried five to zero.

# December 21, 2017, Special Board Meeting: Janet Buckingham moved/Kalen Jones seconded to approve the minutes for the December 21, 2017 special board meeting. Hearing no discussion, Chair McGann called for a vote. Motion carried five to zero.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Kevin Fitzgerald seconded to approve the expenditures of $69,264.90 consisting of $19,869.50 for payroll and $49,395.00 for operating and other capital expenditures for the period of December 15, 2017 through January 5, 2018. Kalen Jones queried the memo on some of the payroll checks that stated “2 hours paid for Christmas Party” as the amount paid appeared excessive. Annette Myers explained that was a memo meaning that 2 hours was included in the pay for the time off to attend the district’s Christmas/Award potluck. Deborah Barton stated that the staff’s goal was to cut off the expenditures report by the 5th of each month in order to send the expenditures report to the board a few days before the meeting. Hearing no further discussion, Chair McGann called for a roll call vote. Motion carried five to zero.
2. Financial/Analytical Reports:
	1. December 2017 unaudited balance sheet and profit/loss statements were presented to the board as is. Query was asked as to why there was a much greater loss for December 2017 as compared to December 2016. Brandon MacKay pointed out that the TRT fourth quarter had not been received and posted to the account.
	2. Graphs showing the workload for Klondike, Moab and the recycling center were given to the board. Recycling rate, diversion rate, and waste generation based on permanent residents for Grand County was presented to the board. They requested a written summary of the statistics and how the numbers were derived for their own use and to explain to their councils in the future.
3. 2018 Administrative Staff Salary and Compensation: Janet Buckingham asked why the board was involved in the setting of the administrative staff salaries. As the board had requested information on salary compensation for the three administrative staff positions and the staff is recommending a change of employment type from non exempt to exempt for the administrative assistant and the facilities supervisor, the staff is recommending formal action on the pay increases as well as position change type. Kalen Jones moved/Kevin Fitzgerald seconded to approve effective 1 January 2018 exempt salaries of $69,600 for District Manager, $55,000 for Administrative Assistant and $52,525 for Facilities Supervisor. Janet recommended going to a vote as the information had been provided the past two meetings. Hearing no further discussion, Chair McGann called for a vote. Motion carried five to zero.
4. Reports:
	* 1. District Staff:
		2. District Manager: Deborah Barton provided an updated copy of her report to include actions taken in the past few days. The updated copy will be appended to these minutes. She stated that the district has obligated themselves to teach some recycling and composting classes at Moonflower. Moonflower pays their instructors which district employees cannot accept as they are governmental employees representing the district in teaching the classes. Moonflower will instead provide a financial donation to the recycling center, which has been done in the past for other individuals and entities. The board concurred with accepting donations. Moonflower will also collaborate with the district in posting e-waste and household hazardous waste events as well as updating their clientele on recycling information. She began the discussion on the approval of P Cards which are only offered by US Bank. The intent is to have them issued to staff for approved travel purposes and handle as a controlled item. Annette further explained that the P cards are now a merger of the old P cards used for travel and debit cards used for specific purchases and is now called a One Card. Signatures required of the Chair, Treasurer, and District Manager to set up cards. Annette will control the cards and issue based on approval of the district manager. No formal action required. She explained this is similar to the city of Moab’s system for travel.
5. Administrative Assistance: Annette Myers stated she will get the internet to work for the board by the next board meeting. She has been working on updating Quick Books, having had to go back to the beginning of the year to correct some of the reconciliation errors. Attachments to the board have been a problem as some board members are unable to open. Kalen Jones has offered to assist in getting application installed and staff informed on how to scan the documents into a manageable size for distribution. Discussion held on potentially using google docs for future downloads to the board. Annette also reported on the very successful work of the University of Kansas students in collaboration with Wabi Sabi and Moab Solutions. She has sent an article to the paper. She has invited the director of the Employee Assistance Program (EAP) to the March staff meeting to present a topic of interest and hopeful assistance to the staff. She encouraged board members to participate in one of the staff meetings during the year. Staff meetings are held the second Wednesday of every month beginning at 3 pm. Mary had attended the January meeting to obtain evaluation input for the District Manager’s annual evaluation report.
6. Facilities Supervisor/District Clerk: Brandon MacKay stated the biggest hurdle currently for the district is labor and what is going to happen on whether we will be open for recycling center and in what configuration. A lot of the district’s operations are pending on the direction the city of Moab will be taking on their RFP for collection and recycling services. He also commented that the public traffic at the drop off has significantly increased.
	1. Board/Other: Mary McGann will be sending out evaluation forms for the board members to complete regarding the District Manager’s annual evaluation.
	2. Operational Updates: None
	3. Scheduling. No discussion held.
7. Review of policies. Kevin Fitzgerald moved/Kalen Jones seconded to table action on Agenda Item G, Policy Reviews. Discussion held on the best way to collaborate from the board and staff. The consensus was reached to put the policies into google docs, share with the board, and request a deadline of January 31 to allow staff the chance to finalize the policies and send out prior to the February board meeting for approval.
8. Klondike Franchise Agreements. None received.

# CLOSED SESSION

1. Deborah Barton asked for the board to enact a closed session to discuss a personnel matter. Kalen Jones moved/Kevin Fitzgerald seconded to move the meeting into a closed session for the purposes of addressing the character, professional competence, or physical or mental health of an individual {UAC 52-4-205 (1)(a)}. Motion carried five to zero. Regular meeting suspended at 5:33 pm to enter closed session. Attending the closed session was Mary McGann, Kevin Fitzgerald, Kalen Jones, Janet Buckingham, Pam Hackley, Annette Myers, Brandon MacKay, and Deborah Barton. Pam Hackley moved/Kevin Fitzgerald seconded to re-open the regular meeting at 5:37 pm. Motion carried five to zero.

# CLOSING:

1. Next regular scheduled board meeting: February 8, 2018 at 4:00 pm. The District Manager was requested to send out her report on the status of best management practices 27 point checklist by January 31, 2018 for the board to review and provide comments on at the meeting.
2. Adjournment: Kevin Fitzgerald moved/Pam Hackley seconded to adjourn the meeting at 5:40 pm. Motion carried 4 to 0 as Kalen Jones had left the meeting at 5:38 pm.

Respectfully Submitted,

Brandon MacKay

District Clerk