**SOLID WASTE SPECIAL SERVICE DISTRICT #1**

1000 E Sand Flats Road, Moab, UT 84532

**MINUTES—REGULAR MEETING**

Thursday, March 8, 2018

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

Board Members absent: Pam Hackley

Others Present: Deborah Barton (District Manager), Annette Myers (District Administrative Assistant), Adam Watkins (Senior Equipment Operator for District), Brandon McKay (District Facilities Supervisor) joined via telephone call at 4:24 pm.

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 4:04 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS). None present.

**APPROVAL OF MINUTES**

# Kalen Jones moved/Kevin Fitzgerald to approve the minutes of February 8, 2018 as written. Hearing no further discussion, Chair McGann called for a vote. Motion carried four to zero.

# TREASURER/FINANCIAL:

1. Expenditures: Kalen Jones moved/Kevin Fitzgerald seconded to approve the expenditures of $37,360.70 consisting of $17,822.21 for payroll and $19,548.49 for operating and other capital expenditures for the period of February 6, 2018 through March 5, 2018. Hearing no further discussion, Chair McGann called for a roll call vote. Motion carried by roll call vote four to zero.
2. Financial/Analytical Reports:
   1. February 2018 unaudited balance sheet and profit/loss statements were presented to the board as is.
   2. Five graphs were presented. Tonnages were higher than last year for Klondike, Moab, and Recycling operations.
3. Reports:
   * 1. District Staff:
     2. District Manager: Deborah Barton had previously sent her report to the board, a copy is attached to these minutes. Debby gave a report on the SWANAPalooza Zero Waste Conference she attended in Denver, March 5-7, 2018. She came home with many contacts for various aspects of the waste diversion plan as well as other creative ideas to consider as part of the overall management plan. A summary of her report is attached to these minutes.

**Action Item:** Kalen Jones moved/Kevin Fitzgerald seconded to approve the 2018 District Manager Goals initially dated December 17, 2017 and revised March 1, 2018. Discussion held on the board setting priorities with input from Debby. Debby commented that one of the goals that was listed is already completed for the compost permit approval. Debby directed to give input on priority at the April meeting. With no further discussion, Mary McGann called for a vote. Motion carried four to zero.

1. Administrative Assistance: Annette gave a report on the status of the audit and issues found during the audit with ongoing reports to be completed. A copy of her report is attached to these minutes.
2. Facilities Supervisor/District Clerk: No report.
   1. Board/Other: Janet Buckingham noted that some service groups are willing to pickup up litter if district has a “clean up day”. She will have interested parties contact the office to arrange for times and to get PPE as well as trash bags.
   2. Scheduling. The board quickly reviewed the calendar schedule. Kalen asked what the silver anniversary for the district would entail. Discussion held that there is not a logo for the district and this may be a good opportunity to develop a logo. Janet was volunteered to give some ideas for a logo at the April meeting. Debby stated she had some draft and would share. Consensus was to not include Arches as part of the Logo.
3. Management Plan Update. Kalen and Debby had met the previous week to go over the report to date and to flesh out ideas. Mary commented that the Table of Contents was very detailed. Debby is to take the operating cost per commodity and apply that to the Carbon footprint information she has developed for comparisons. She will also be accessing some of the contacts made during the conference to refine information, if possible.
4. Policy Review and Actions
   1. Kalen Jones moved/Janet Buckingham seconded to approve Policy 140-1050, Code of Ethical Conduct. Hearing no further discussion, Mary McGann called for the vote and the motion carried by roll call vote four to zero..
   2. Kalen Jones moved/Kevin Fitzgerald seconded to table action on policy 116.1-1240 Nepotism/Anti-Fraternization. Hearing no further discussion, Mary McGann called for the vote and the amended motion passed four to zero.
5. Klondike Franchise Agreements. None received.

# CLOSED SESSION

1. No session required..

# CLOSING:

1. Next regular scheduled board meeting: April 12, 2018 at 4:00 pm.
2. Adjournment: Kevin Fitzgerald moved/Kalen Jones seconded to adjourn the meeting at 5:31 pm pm. Motion carried 4 to 0.

Respectfully Submitted,

Deborah Barton, District Manager

For Brandon MacKay, District Clerk

Agenda Item D.1 Memorandum for March 2018 ACB Meeting

From: Deborah A Barton, District Manager

Meetings: Attended SWANA Beehive Chapter board meeting on 20 February and met with DEQ inspector afterwards. Attended phone conference calls on Rural Recycling: Metrics and measurements, Rural Recycling: Communication on metrics and measurements, Rural Recycling: Increasing Recycling participation and rates, and Rural Recycling: Policy making and issues

Equipment: Klondike: Compactor (816F) repairs and oil service completed and machine working much, much better. Muffler to be replaced. Scraper servicing completed and machine working much better. Repairs completed on D7 and it is also working better. Moab: D8T still on tag out as trying to determine the cause for transmission failure – Wheeler has not yet released machine to district to use. Have used the D6 but it is not as effective. Issues with 938 Loader may be related to alternator. Recycling: Motor mount to be replaced for Gehl. Other pieces are working okay.

Recycle Operations: Have sent full loads of mixed van trucks out and do not have enough on the ground to fill another truck so have gotten caught up on processed material. Working on getting OCC sent out.

Klondike: Litter issues have been noted. With working equipment to do proper cover, should reduce quantity leaving site. Sent personnel out on Friday to clean up the highway initially. Working on additional options.

Moab: Will be assigning people to clean up the area in and out of Moab Landfill. With D8T down, we have been unable to properly keep material from blowing.

Compost Project: Original lab to be used for testing no longer doing certified testing. Looking for alternative lab in Washington, California, or Nebraska as the closest labs.

Administrative:

*Policy Reviews and Updates:* Have made the recommended changes for the code of conduct to remove 100% and allowed for ensuring making every effort to meet conditions.

*Management Plan:* Have updated information from various sources to help craft decision. Will be meeting with individuals the week of March 5 in Denver who have experience with carbon footprint calculations, costing calculations, and various tools available. Kalen may have more to report during board reports.

*Staffing/Training:* Brandon going to Hazardous Waste Operations and Emergency Response (HAZWOPER)

*Audit:* Auditors on site 20-21 February. Annette will report more on issues found, raised, resolved or left open.

*Personnel:* Four individuals considered for the two openings. One declined as not enough time for his other projects, One declined as wanted higher level operator though did not have the experience, one started and quit after two days and the fourth took another job. Announcements are still out to seek for new staff. Our reputation is slowly changing and hence our labor pool is also shrinking as we have raised the bar for acceptance.

*Accounting/Filing:* Project ongoing and will be for several months.

Special Events/Projects/Miscellaneous

*CIB Loan/Grant Request:* Annette and Debby scheduled to take the class on April 13 in Price for CIB submittal in June. We may have a tap on another source of funding for the district. A summary request was sent in. Waiting for response before making further pursuit.

*Annual Reports:* The landfill reports, post closure report, recycling center report, and compost report completed with all attachments. Missed deadline for the annual fee required. Worked with DEQ on extension to 9 March for the fee.

*National Solid Waste Conference Planning:* Conference calls attended and follow up will be made in person with some of team in Denver, March 5-7. Several contacts made and network expanded to assist with our waste diversion plan.

Questions/Input

Memorandum for Record

Date: 8 March 2018

To: SWSSD Board

From: Deborah Barton, District Manager

Re: Report on SWANAPalooza/Zero Waste Conference, 5-7 March 2018

Overview: Over 1000 attendees from US and Canada. Met with old friends and made new friends and contacts. This was an excellent show with good sessions and lots of information.

Highlights from sessions/activities.

Monday

Repurposed Materials Tour: We were told to wear PPE. I was the only one in full gear. Fascinating and now have a contact to give to people that may have quantities of materials they want to recycle but this will allow the higher level of repurposing a subset of reuse. Also a resource for folks wanting slightly used materials for alternative uses (sweeper brooms used for horse, beef and cattle back scratchers, conveyor belts for walkways, swim pool covers for garden or alternative covers, etc.

Sustainable Materials Management Technical Division and Communications, Education and Marketing Technical Division meetings: Made contacts with folks who have worked on the WARM model – or who knew of good contacts to refine the data and inputs to something similar to Moab, ie. Eastern Oregon. Also a contact for an RFP for engineering services as well as potential resources for franchise agreement contract languages of all types involving recycling concepts. SWANA has a recycling task force to assist other organizations and EPA to develop standardization efforts and to try to get to policy makers thought processes that solid waste/recycling is a part of a public works infrastructure needing proper investment and management. The next SWANAPalooza is in Boston, Massachusetts in February 25-27, 2019. District Manager won a full paid registration to attend, if the economically possible with travel, lodging, per diem. SWANA is developing new technical standards for measurement of recycling to assist in consistency, transparency and “honesty” in reporting data. There is a new certification class on Zero Waste Planning which may be replacing or supplementing the Integrated Waste Management Certification.

Safety Ambassador meeting: Statistics for the industry are not good for fatalities, the primary are in the collection side, but landfills and material recovery facilities have had a large number of fatalities for 2018 alone. So far this year has been the deadliest in many, many years for January/February.

Tuesday

China’s Effect on North America Recycling: The Chinese will not be backing away from the 0.5% contamination rate. Single stream contamination averages 15 to 20% or higher. Some processors believe they might be able to get down to 10%. So emphasis is now on reducing contamination rate. Single stream will still exist but there will be changes. Glass will have to be removed from single stream collection. Some entities going to the Fab Five (OCC, Plastics 1 & 2, Aluminum, Steel Cans, High grade paper). Need to emphasize education, education, education, and communication. Need to develop a national consistency in messaging (what is a plastic 1 recyclable item?). Need to be transparent and consistent in metrics. One message that needs to be emphasized is to not produce a waste stream (use it up or refuse it). Need to develop understanding on full environmental impacts on decisions. Need to develop influence on upstream (manufacturers/markets) but also need to retrain the consumer to not be waste based. Need to develop demand domestically as well as supporting entrepreneurship. Need to train the consumer that recycling costs money and needs to be financially supported at the generator level. There will be new technologies, foreseeable use of robotics but the downside is decrease in jobs/labor. Will be a very tough three to five years.

Zero What?, case studies from communities with Zero Waste Plans: All three case studies were from large cities (Toronto, ON; Bexley, OH (suburb of Columbus, OH); and City/County Denver, CO). Several links for tools to be used as well as templates for zero waste plans which incorporate a goal of 70 to 90% reduction of material to landfills. Denver is 34% based on trying to meet average goal. I was given a contact name in Oregon that may have ability to assist in developing Greenhouse Gas calculations relevant to Moab. One of fellow attendees (she was from Island of Maui, Hawaii) handed me a possible slogan to use in the future for our tourist based businesses, *“Don’t take a vacation from Recycling”*.

Hands-On Communication Worship: This was literally a working session for almost 2 hours on how to research and develop steps for planning. A quick series of presentations given on developing plans based on past Excellence Award winners for communication research and planning. The brief presentations emphasized the need for goal setting based on SMART = **S**pecific. **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound. We were given some additional links to communications and research resources. The following was briefly discussed before we broke into work groups.

1. What do you hope to accomplish (program goal)
2. What actions are needed to be taken to achieve the goal?
3. Who needs to take the actions?
4. What are the barriers to take the actions
5. When/where/how can we reach the target audience
6. What messages/tools/channels are most appealing to reach out? (discussion on social media is only one avenue and we need to target several avenues to reach biggest audience)
7. How will we measure response to our campaign – in otherwords, what would success look life?

The attendees were broken into six groups of 10 people each. Each group was given a different scenario and then developed answers to the questions. My group was given a scenario that pretty closely mirrored Moab, except no tourism/transient impacts. Developed some ideas for funding mechanisms, research assistance, etc. I was the designated spokesperson for our workgroup as everyone else had a population base of over 15,000 in a small geographic area. Experience at Toastmasters was a definite assistance is representing Moab. In particular, the groups were to address

1. What research will be used to address our problem/situation? Summarize the research methods to be used.
2. Who is the target audience(s) and which communication education marketing (CEM) tool (or combination of tools) would be utilized to reach the intended audience?
3. What are the goals and objectives for the CEM tool(s) and the tactics used to meet the goals?
4. What is the timeline for implementation, in terms of objectives and benchmarks we plan to complete. Describe the timeline broadly.
5. Discuss the budget, including any funding leverage or strategies to be employed.
6. How will we measure the results of the communications plan?

Airspace Operations: Landfill operations with some ideas on how to better utilize our cover soils and regain some air space. Also ideas to implement in the redesign of cells 2 and 5-6 for phase 1. Cell 1 might not be eligible. This is part of the RFP process.

Math Tutoring: I “volunteered” to help some students taking the Landfill Certification course. Started with one person who I met Tuesday morning on elevator. Ended up with three students and the Faculty instructor from Canada. I used the tutorial I developed 4 years ago. The instructor told me he had seen it having gotten it from the British Columbia chapter. I shared the tutorial with a Canadian student last year (Reno) as well has have sent it two years ago to National. Nice that it is useful.

Wednesday

Plastics: This was the most disappointing session of conference. Case study on how Culver City, CA went about banning Plastics #6 (Styrofoam/Polystyrene). They are home to 50 some movie studios, as an aside. They have a contamination problem going directly into ocean and they are surrounded by Los Angeles. They worked with various groups to find alternative plastics (# 5 – Polypropylene) or organic (wheat straw, etc.). They developed a marketing campaign and have also included exceptions. One of attendees commented that there is a need to work with corporate headquarters for large retailers as she has 2000 stores which means 2000 programs with different criteria. The second speaker was from Salt Lake City representing Renewology which does pyrolysis of plastics 3-7. Technology is not exactly new, but has been improving and becoming less costly. I was unable to speak much with him to get feel for costs to make biodiesel and what level of plant to meet our criteria as well as production. I have contact and will follow up with him. He is much better at one to one than in his presentation skills.

State of the Solid Waste Industry: Speaker spent a bit of time at first explaining the stock market “corrections” and put that in historical context. He then talked about various aspects and forecasts for the industry: collection, disposal, waste diversion. Some of his highlights: Need to start charging for real cost of recycling which averages a minimum of $7 to $8 per household but in reality is closer to $16 per household. Need to do full cost accounting and transparency on the real costs. Industrial sector had recession in 2015 to early 2017 as they overbuilt based on 60 year history of housing starts, but current has not followed history. He provided a list of 10 items for 2018.

1. A lot more little brown boxes that anyone anticipated (referring to Amazon’s delivery strategy to deliver on time and reduce the amount of material. They are going to mailer bags which are not recyclable at this time.
2. China is not kidding about cutting imports based on contamination level. China is a much bigger economic factor than has been given credit. The number of their middle class is equivalent to the total population of the US.
3. Technology will be impacting solid waste and will impact the customer/consumer (IoT – Impact of Technology)
4. Autonomous vehicles for off road, ie. will start seeing them in landfill applications (there was a lot of disagreement on this assessment out in the lobby)
5. Alternatively fueled vehicles will make up 50% of the collection fleet. They run cleaner and drivers are liking them better. Referring to CNG.
6. Anticipate tipping fees will increase dramatically. National Average of $50 per ton will increase to $80 or more per ton
7. Increased desire for sustainability and being transparent on recycling versus diversion. This will happen with the increased pressure to decrease contamination and figure out what is actually being done and using common metrics.
8. Recycling will account for 35 to 40 % of the waste stream, WTE (waste to energy) for 10%, and the remainder will be landfilled.
9. Solid Waste generation (production) will remain at about 4.4 pounds. This has leveled off during the past several years and does not look to change much (Note, this was not the discussion in some sessions in that we need to start emphasizing reducing the initial generation).
10. Organic diversion/recycling is not economical without subsidies – ever.

Zero Waste Tools: Three speakers who have experience with various management tools, including the US EPA tool on 100 Managing and Transforming Waste strategies that we have downloaded. Received more information on other resources including contracts, plans, analysis, etc. The UL representative was interesting though not directly impacting us in Moab. UL has been in existence since 1894 with the Chicago World Fair. They are now looking at environmental accreditation which will work with the ISO 9000, 14000, and 14001 standards which require third party audit for environmental audits and are currently being revised. The third speaker may be a candidate for future contract considerations as she has experience with smaller communities developing, refining and implementing various types of waste management plans. She is very strong in zero waste resources and was highly recommended by several that I spoke with during the conference.

I did not stay for the session on Reduce and Reuse in the Waste Management Heirachy in order to leave before the heavy rush hour traffic from downtown Denver on I-70 through mountains.

Administrative Assistant Report

**Audit Issues/Findings**

1. We were told we would receive a request for documents 2 weeks in advance of the Audit scheduled on 20 Feb 2018, after a 3-day holiday weekend.
2. 13 Feb, Tuesday Received email request for audit documents, which I provided information I was able to, and asked for further clarification.
3. 14 Feb, Wednesday received sheet showing list of 50 checks to pull, while Debby worked on other requested documents, i.e.: All ACB Meeting Agendas & Public Notices
4. 14 & 15 Feb spent both days matching the checks list with Vendor and Date so I could locate them (while also doing regular District tasks and answering phones)
5. 16 - 19 Feb I was off and did not work in the office - this was a scheduled three day weekend.
6. 2017 Bank Statements and QBKs Check Register did not balance. I have been working on each month's reconciliation but it is not complete. A large part of why the balance was off was due to the initial journal entries not being entered for the end of 2016 and moving into 2017, which I had not way of knowing. Therefore, hours were spent reconciling Jan17 before I could move on to Feb17.
7. The Credit Card Registers need to be reconciled for 2017. There are 3 registers.
8. The 3 PTIF registers need to be reconciled for 2017.
9. 20 Feb SMR Auditors arrived at SWSSD1. We had 3-days to find, compile and submitt all requested documents to SMR.
10. 2 Void Checks Missing
11. 2 RePrinted Checks Missing
12. SWSSD1 QBKs Balance vs SMR 2016 Year-End Audit Balance were different. SMR found the Journal Entries had not been made by SMR Note: Debby sent entire QBKS database to SMR after 30 June as reconciliation was not working. She assumed it was resolved when it was returned.
13. Difficulty in locating files
14. Another large list of documents to find and submit was requested after the Auditors left.

**Grand County Issues**

1. URS is missing extra contributions for employees
2. HSA Cards - Taking too long to receive. Annette has not received her card as of March 2018. Kevin has not received his replacement card as requested twice.
3. Cobra Election for terminated employee was never received; no calls, no contact info as promised, twice.
4. Employee Contribution Amounts missing or wrong
5. Monthly Invoices - Requesting multiple times for invoice and breakout of premium detail. We just received Jan 18 after several requests and they included Feb 18 and prepayment invoice for March 18.