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

Board Members absent: Janet Buckingham

Others Present: Deborah Barton (District Manager), Annette Myers (District Administrative Assistant), Brandon McKay (District Facilities Supervisor), Kenny Key (Citizen), Brad Woodford (Green Solutions), Brett Hancock (Mountain America Credit Union), Tara Richardson (Mountain America Credit Union), Chris Coady (The Recycling Partnership)

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 4:02 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

Kenny Key made a presentation on purchasing the aluminum cans, crushing them on site and then selling them. He believed it would reduce employee hours as removing processing for aluminum and he would be able to offer a higher price than the district currently receives to offset transportation costs. The District Manager was directed to work with Mr. Key to obtain a more formal presentation with options and then bring back to the board for recommendations. Brad Woodford, Green Solutions, requested to have his employees meet with the district employees as they had in the past to discuss operational issues. He agreed to a joint meeting on Wednesday, 16 May, 3 pm in the district offices to review operations to increase efficiency and understandings.

**RECYCLING PARTNERSHIP AND RECYCLING COALITION.** Chris Coady, representative for the Recycling Partnership, introduced his group and the source of their funding. He will be making a formal presentation during the Rural Recycling Workshop on May 11, 2018 at the Grand Center. He stated they are supporting educational efforts to decrease contamination of materials. He has experience in material recovery facilities. They are also looking at supporting multi-family housing recycling efforts. They serve in three key areas: Operations, Communications Outreach, and Technical Assistance.

**APPROVAL OF MINUTES**

# Kevin Fitzgerald moved/Pam Hackley seconded to approve the minutes of April 12, 2018 with two amendments. The first was in paragraph D 1 ii changing Assistance to Assistant. The second change was changing Kalen to Kevin in D 3 under scheduling as Kalen was absent for the board meeting. 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 $62,671.04 for the period of April 6, 2018 through May 5, 2018. Hearing no further discussion, Chair McGann called for a roll call vote. Motion carried by roll call vote four to zero.
2. Mountain America Credit Union Presentation: Brett Hancock and Tara Richardson of Mountain America Credit Union made a presentation to the board about the benefits of opening a banking account with the credit union. Among the offerings would be checking accounts available for staff which would allow direct paycheck deposit and eliminate paper checks. Kalen asked Debby why a second account was being sought. She stated the $250,000 insurance limit for deposits per banking institute would allow the district to build an insured reserve. When asked if the Zion’s Bank account would be closed, she stated no, that account would remain open to allow for the night cash deposits to improve efficiency in reconciling cash deposits. Hearing no further discussion, Chair McGann asked for a motion. ***Pam Hackley moved/Kevin Fitzgerald seconded*** to open a banking account with Mountain American Credit Union with all board members being active signatures on the account and requirement of two signatures required on all issued checks. Hearing no further discussion, Chair McGann called for roll call vote. Motion carried four to zero.
3. Financial/Analytical Reports:
   1. April 2018 unaudited balance sheet and profit/loss statements were presented to the board as is.
   2. Four graphs were presented for the activity at the Klondike and Moab Landfills. A corrected sheet was given to the board members as an error was found in Quick Book entries which cascaded into all the reports. The newest mandatory update to the Quick Books held by the district coupled with the various journal entry changes during 2017 and the 2017 audit, has created more work for the administrative assistant. The District Manager and Administrative Assistant will continue to work on the Quickbooks issues and refine data to match to the budget as well as accurate reporting for payroll and expenses.
4. Reports:
   * 1. District Staff:
     2. District Manager: Deborah Barton had previously sent her report to the board, a copy is attached to these minutes. She emphasized that of the 65 vouchers issued, only 27 were redeemed. The Household Hazardous Waste event was well attended with 69 loads overall received plus donations totaling $428.34. The proposed Grand County briefing powerpoint slides was given to the board, a copy of those slides are appended to these minutes as part of the district manager’s report.
5. Administrative Assistant: Public Treasurer’s Investment Fund (PTIF) has enacted a new requirement which will require a formal resolution by the board and a copy provided to the PTIF to allow access to the district’s accounts. Annette Myers provided a proposed draft was provided to the board for their review. A copy will be provided prior to the next meeting for consideration of approval. Annette stated an unemployment claim has been filed from a prior employee and she will be filing paperwork to contest the claim. The staff meeting conducted on 9 May had a presentation by the Director of the Employee Assistant Program and appeared to be well received.
6. Facilities Supervisor/District Clerk: Brandon MacKay gave a recommendation on how to better control the recycling center as more customers are bringing trash or not properly sorting their materials. He suggested hiring a paid attendant who would be able to charge commercial accounts, oversee the reduction of contamination, address safety issues, provide educational assistance, and would be able to charge a sorting fee for those customers unwilling or lacking ability to sort their materials. Board suggested additional information be provided at the next meeting.
   1. Board/Other: Pam Hackley gave a quick update on her attendance at the staff meeting on Wednesday 9 May.
   2. Scheduling. The board quickly reviewed the calendar schedule as presented in the agenda. No discussion held.
7. Sale of D6. Three bids were received and opened in the presence of Brandon MacKay, Pam Hackley, Annette Myers and Deborah Barton. The highest bid was the Taylor Livestock. They will be notified on Friday, May 11 so arrangements can be made to transfer the dozer into their ownership upon receipt of payment.
8. Management Plan Update. Copies of the powerpoints as presented during the Moonflower series had been provided to the board and had a breakout of unit costs and carbon impacts for each commodity. A separate table has not been completed. The meeting on 11 May may give some greater guidance and ideas on the best method to proceed for recycling in the area. Additional actions will be completed prior to the June board meeting.
9. Policy Review and Actions

Annette Myers informed board of the updated information received during the training meeting on May 3 held by UASD at the Grand Center. Annette is working with LeGrand to address issues in rural areas exceeding the township thresholds of 3500 as pertains to nepotism/fraternization issues when the work force is as limited as in Moab. The current proposed policy is very comprehensive at seven pages and the consensus was reached to limit to one page. Issues regarding drug and alcohol impairments as addressed in the current policy were raised. The board agreed that the district should continue to reinforce and enforce the policy especially as pertains to impairment of individuals taking drugs – prescription or otherwise or imbibing in alcohol.

1. Klondike Franchise Agreements. None received.

# CLOSED SESSION

1. Kalen Jones moved/Pam Hackley seconded to close the regular meeting for the purpose of addressing the character, professional competence, or physical or mental health of an individual {UAC 52-4-205 (1)(a)}. Motion carried four to zero. Regular meeting suspended at 6:08 pm to enter closed session. Attending the closed session were Mary McGann, Kevin Fitzgerald, Kalen Jones, Pam Hackley, and Deborah Barton. Kalen Jones moved/Kevin Fitzgerald seconded to re-open the regular meeting at 6:19 pm. Motion carried four to zero.

# CLOSING:

1. Next regular scheduled board meeting: June 14, 2018 at 4:00 pm.
2. Adjournment: Pam Hackley moved/Kevin Fitzgerald seconded to adjourn the meeting at 6:20 pm. Motion carried four to zero.

Respectfully Submitted,

Brandon MacKay, District Clerk