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

Board Members absent: Mary McGann (Chair)

Others Present: Deborah Barton (District Manager), Annette Myers, (Administrative Assistant), Robert Myers (Interim District Facilities Supervisor), Patrick Dean (City of Moab Public Works), Dan Kirkpatrick (Monument Waste), Bonnie Kirkpatrick (Monument Waste), Brad Woodford (Green Solutions), Rose Egelhoff (Times Independent)

The minutes are presented in the order of the agenda and not necessarily in the order of discussion. At 6:05 pm, Vice Chair Fitzgerald called for a break of the meeting and reconvened at 6:12 pm.

**CALL TO ORDER:** By Vice Chair Kevin Fitzgerald at 4:00 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

None.

**APPROVAL OF MINUTES**

# Kalen Jones moved/Pam Hackley seconded to approve the minutes of June 14, 2018 with corrections for Item B that the motion carried three to zero with one abstaining and Item L corrected name to Janet Buckingham moved/Kalen Jones seconded to reopen the regular meeting. Hearing no further discussion, motion carried four to zero.

# Pam Hackley moved/Janet Buckingham seconded to table the minutes of July 3, 2018 as there were significant errors in the motion as well as not placing information about setting standards for volunteers work requirements and PPE expectations. Hearing no further discussion, motion to table the minutes passed four to zero.

# TREASURER/FINANCIAL:

1. District Clerk Vacancy: With the resignation of Brandon MacKay, the District Clerk position was vacated. Historically, the District Clerk position was filled by the District Manager until February 2015. The Board appointed the Facilities Supervisor as the District Clerk with the intent of this being a part of their duties. As the current Interim Facilities Supervisor and Administrative Assistant have close relationship ties, this is not a recommended action at this time. By the District bylaws, the position can be filled by a Board member or a District employee. If the Board elects to hire a District Clerk this fills the bylaw requirements. By consensus the Board determined to leave the position open as the current operations has three additional checks and balances in place to verify expenditures and to concentrate efforts on the operations of the District with the current personnel shortage.
2. Expenditures: ***Kalen Jones moved/Pam Hackley seconded*** to approve the expenditures for the period of June 6, 2018 through July 5, 2018 in the amount of $82,547.93 consisting of $27,196.42 for payroll and $55,351.51 for operating and other capital expenditures. Hearing no discussion, motion carried by roll call vote four to zero.
3. Financial/Analytical Reports: June 30, 2018 Summary Balance Sheet, the Profit & Loss Summary with comparison to the previous year, PTIF worksheet detailing breakout of interest, payment and current on hand balance, Landfill workload graphs for Klondike and Moab, and Recycling Center production graphs were presented. Janet asked if the reports could show actual to budget versus date comparis4on. This has been done manually in the past and was not ready for this meeting. For future reports, this will be included.
4. Reports:
	* 1. District Staff:
		2. District Manager: Deborah Barton had previously sent her report to the Board, and a copy is attached to these minutes.
	1. Board/Other: No reports
5. Management Plan Update.
	1. Email from Brad Woodford was discussed between the Board and Mr. Woodford, who was present. His concerns are the need for cohesion to find a solution for the recycling center. He would like certainties and resolution on the future for short and long term. He would like the City to be prodded to move forward with single-stream. He would like the Board to advocate for a single business to handle recycling in the community.
	2. Recycling Partnership Draft Proposal was provided to the Board as a draft report which advocates curbside recycling. Clarification was asked by Dan Kirkpatrick if the offering had to go through a non-profit or government. Debby Barton stated she understood that the money would have to go through the District per the investors request on the proposed grant offering.
	3. Monument Waste Draft proposal. Debby Barton updated the Board that Dan Kirkpatrick would investigate what expansion would be needed or possible at the transfer station. He cannot expand the existing building and it would be a major investment to build a new building adjacent to the existing facility. He did state that charges do need to be imposed on recycling to meet financial obligations. He provided additional contacts for used (good condition) balers. Additional meetings will need to be conducted to flesh out options and costs for the future.
	4. Status of personnel and CRC operations. Recommendation by Patrick Dean was to use the League of City and Towns to announce need for personnel that may be interested in moving to Moab. Discussion held on salary, benefits, and lack of housing. Monument Waste offered they pay 75% of their employees’ insurance as their concern is to minimize potential workers’ compensation claims for medical reasons. Board requested District Manager develop proposed options on the insurance and send to the Board via email to further discuss options. Consensus was to go forward but stay within the current payroll and benefits budget line. Patrick Dean commented the District should operate from 7 am to 4 pm.
6. Discussion and Possible Policy Action Item(s)
	1. Request from the City of Moab to reduce fees for creek mitigation project. The District Manager stated this is a mitigation project and is something that should be conducted annually as a part of ownership requirements. Currently clean limbs and branches received a $4 per cubic yard discount and that would hold for this project. Dirt and other debris would be charged the regular construction rate of $12 per cubic yard. By consensus the Board agreed to hold to the current rate structure for the mitigation project. Further, discussion ensued regarding temporarily changing the open days/hours to the public at the Recycling Center and possibly the Moab Landfill to accommodate the lack of personnel and until the District is fully staffed and trained. Patrick Dean advocated the District tell the Customers how things will be instead of allowing Customers to dictate to the District when the site facilities are open for operation.
	2. As of the meeting, a total of 1,422.375 cubic yards of material from the Cinema Court/Pack Creek Fire disaster area had been received by the Moab Landfill as well as 10 cubic yards of tires and the Klondike Landfill received the 40 pounds of asbestos containing material which was paid by Orion Rogers for the $1.00 owed. The disposal fee waiver will end Sunday, July 15, 2018.
	3. Organizational chart for the operations was presented. The Board requested that the District Manager be listed as the liaison between the Board and the other functions.
	4. Drug and Alcohol testing for personnel under court orders. The District is working with the court liaison to obtain a waiver that would allow the District to perform the necessary tests in order to utilize employees to fuller capacity. A written detail of the District procedures will need to be provided to the court for their consideration.
7. Klondike Franchise Agreements. Kalen Jones moved/Janet Buckingham seconded to approve the Franchise Agreement for J W Nelson Construction. Hearing no discussion, the motion passed by roll call vote four to zero.

# CLOSED SESSION

1. **Pam Hackley moved/Kalen Jones 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 7:00 pm to enter closed session. Attending the closed session were Kevin Fitzgerald, Kalen Jones, Pam Hackley, Janet Buckingham and Deborah Barton. **Kalen Jones moved/Janet Buckingham seconded** to re-open the regular meeting at 7:20 pm. Motion carried four to zero.

# CLOSING:

1. Next regular scheduled board meeting: August 9, 2018 at 4:00 pm.
2. Adjournment: Kalen Jones moved/Pam Hackley seconded to adjourn the meeting at 7:20 pm. Motion carried four to zero.

Respectfully Submitted,

Deborah Barton

District Manager