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

\*Arrived after meeting called to order

Others Present: Deborah Barton (District Manager), Annette Myers, (Administrative Assistant), Robert Myers (Facilities Supervisor), Patrick Dean (City of Moab Public Works), Brad Woodford (Green Solutions), Nathanael Smith (Times Independent)

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

**CALL TO ORDER:** By Vice Chair Kevin Fitzgerald at 4:02 pm as a quorum was present.

# CITIZENS INPUT (OPEN FOR CITIZENS COMMENTS).

Patrick Dean spoke on behalf of the city of Moab clean up project along the creekbed behind the school bus barn asking for relief of the disposal fees charged in the amount of $4,936.25. He stated there will be additional areas for cleaning up. He was asked to submit a written request for the relief and proposed future mitigation plans for the Board to consider formally. District Manager reported over $18,000 disposal fees were waived as a contribution to the fire cleanup.

The email report from Sara Melnicoff dated August 8, 2018 was formally presented to the Board as Ms. Melnicoff was unable to be present and the District Manager had committed to bring to the Board meeting. A copy of her email will be appended to these minutes.

**APPROVAL OF MINUTES**

# Kevin Fitzgerald moved/Kalen Jones seconded to approve the minutes of July 3, 2018, July 12, 2018, July 26, 2018 and July 31, 2018 as available. Discussion ensured that the title of the minutes as listed in the agenda are not accurate. Kevin Fitzgerald amended/Kalen Jones seconded his original motion to remove approval of the July 26, 2018 and July 31, 2018. Hearing no further discussion, Chair McGann called for vote and amended motion passed five to zero. Direction given to staff to make corrections for the minutes titles for the September agenda.

# TREASURER/FINANCIAL:

Expenditures: ***Kalen Jones moved/Kevin Fitzgerald seconded*** to approve the expenditures for the period of July 6, 2018 through August 5, 2018 in the amount of $65,341.43 consisting of $19,539.93 for payroll and $45,801.50 for operating and other capital expenditures. Hearing no discussion, motion carried by roll call vote five to zero.

Budget Update: The preliminary draft 2019 budget summary was provided to the Board as part of the pre meeting packet. Questions were asked on why the differences on the recycling sales income from 2017 versus 2018. District Manager stated this includes compost and mulch sales projected for 2019. She stated neither the administrative assistant or facilities supervisor have had the time to review the rough data and that this still needed to be done to find inconsistencies or calculation errors and to ensure all the data presented for 2017 and 2018 are accurate and that the projections for 2019 are vetted. Board members noted the information was sent out very early the morning of August 9, 2018. District Manager stated she will be having to send TRT request to Grand County by 29 August 2018 along with her proposed presentation so the council can include in the budget workshops for their 2019 budget year. She will be meeting with the Administrative Assistant and Facilities Supervisor on 22 August 2018 to refine the presentation and budget/TRT requests. Discussion held on the need to have a special meeting prior to the September regular Board meeting to discuss in more detail the proposed budget in order to make any final changes prior to the District Manager making her presentation to Grand County Council on September 4 which will include the request for 2019 TRT funding. In addition, the District Manager was requested to develop talking points for Board members to use to discuss TRT and funding issues as related to the various activities of the District including the recycling center issues. The District Manager submitted a current state of expenses and revenues to date against the proposed annual 2018 budget. She also provided a breakout just for the recycling center per remark by Board member wanting to know operating costs for the center. Several questions were raised, including the inconsistency of the recycling center breakout to the total budget numbers for recycling sales. District Manager will review the formulas on the workbook for inconsistencies and will reconcile the report. She will also add a written explanation of line items. Board directed the information be provided to them by August 23, 2018.

Reports:

* + 1. District Staff:
    2. District Manager: Deborah Barton had previously sent her report to the Board, a copy is attached to these minutes which includes requested information on 2017 uncompleted tasks and 2018 goals with scheduled timeline completion
    3. Administrative Assistant provided information on employee handbook that needs to be revised. She commented about the compensatory policy is not in line with Utah law and was superseded with the revision of the employee handbook in 2017.
    4. A letter was received from Benson Hathway, the District’s attorney in response to an inquiry on Nepotism Risks triggered by questions that arose during the Office of the State Auditor’s training attended by Annette Myers and Mary McGann. Pam Hackley commented that the attorney’s response is not a 100% guarantee with the statement in the first paragraph nest to last sentence “it appears”. Discussion held on whether there were any potential candidates to take on the task of the District Clerk position as written by the District Manager. Mary McGann will reach out to an individual who may be interested in taking care of the minutes for the Board. Annette Myers stated that not hiring a District clerk would reduce payroll costs. Debby Barton stated that the duties of the District clerk were already included in the facilities supervisor job description if the person in that position was appointed so no revision of the existing job description was needed in her opinion. The District Manager stated she had not had the opportunity to fully read the letter as it was received via email while she was operating the landfill on top (Note: reference to the Moab Landfill). This discussion will be listed as an action item at the September Board meeting.
  1. Board/Other:
     1. Pam Hackley reported on her take away from the Employment Law Course she and Annette Myers attended. She explained that one message she received about Utah as an At-Will employment state but with exceptions is the analogy of a round of Swiss Cheese is not all cheese but has many holes. Another message she gathered from the class is that one method to significantly reduce fraud among employees is administering an annual ethical pledge. District Manager suggested that Board members also participate as members of the District which would supplement the existing Code of Ethical Conduct.
     2. Mary McGann reported on Jerry Ward’s verbal request for relief of disposal fees for disposal of a mobile home he inherited. She will be meeting at 3:30 pm, on Tuesday, August 14, 2018 with Tina Mercer, state Tire representative to see if there are funds for tire cleanups on private property in the county.

Management Plan Update. No report

Discussion and Possible Policy Action Item(s)

* 1. Organizational chart showing personnel and equipment with facility assignments given to the Board. No action taken and this will continue as a bookmark item.
  2. Drug and Alcohol testing – this is an ongoing project of the administrative assistant as time allows and was not ready for reporting. No action taken and this will continue as a bookmark item.
  3. Grievance policy update is listed as a bookmark item for report due at the September meeting. Discussion held that the entire employee handbook needs to be reviewed by the Employer Council to update for policies that were superseded such as for compensatory time allowance for salaried exempt employees.

Ponderosa Energy Consultants Action Item Consideration. Proposed contract received from Ponderosa Energy Consultants which was generated because the District joined the city of Moab Green to Gold program to look at methods to reduce energy consumption. Administrative Assistant explained she had reviewed the contract Questions raised on the amount of rebate available from Rocky Mountain Power for the proposed $12,010 contract as this was not specified. Question was raised if other electricians were contacted. Concerns raised about upcoming changes to the Moab city code on outdoor lighting being limited to 3000 K temperature to meet the dark sky initiative. **Kalen Jones moved/Janet Buckingham seconded** to table the action item to September. Discussion points that had been made prior to the motion will need to be addressed by the September meeting. With no further discussion, Chair McGann called for vote and motion passed five to zero.

Purchase of dump trailer: District Manager had initially planned to request purchasing two trailers but in reviewing the existing procurement policy, the procedures had not been met for that request. The purchase of one trailer is within the Procurement Policy for the District Manager to purchase. The purpose of the trailer would be to replace the existing glass bins with the trailer to decrease the amount of time to rotate material and to reduce the safety hazard the current trailer poses. **Kevin Fitzgerald moved/Pam Hackley** seconded to purchase a trailer under $10,000. Hearing no further discussion, Chair McGann called for the vote and the motion carried five to zero.

Klondike Franchise Agreements. No agreements received for consideration.

# CLOSED SESSION

**Pam Hackley moved/Janet Buckingham seconded** to close the regular meeting for the purpose of addressing the character, professional competence, or physical or mental health of an individual or individuals{UAC 52-4-205 (1)(a)}. Motion carried five to zero. Regular meeting suspended at 5:38 pm to enter closed session. Attending the closed session were Mary McGann, Kevin Fitzgerald, Kalen Jones, Pam Hackley, Janet Buckingham and Deborah Barton. **Kalen Jones moved/Pam Hackley seconded** to re-open the regular meeting at 6:00 pm. Motion carried five to zero.

# CLOSING:

Next regular scheduled Board meeting: September 13, 2018 at 4:00 pm.

Advanced Planning and Future Considerations:

District Manager will be making a formal presentation to the Travel Council on August 14 and will request support for 2019 TRT funding.

District Manager submitted request for annual leave for the week of September 17-21, 2018 to teach the Manager of Landfill Operations (MOLO) in Grand Junction as she is facing use or lose leave.

Board set a special meeting be held on August 29, 2018, at the District Offices starting at 3:30 pm for the purposes of conducting a 2019 Budget Workshop.

Adjournment: **Kalen Jones moved/Pam Hackley seconded** to adjourn the meeting at 6:07 pm. Motion carried five to zero.

Respectfully Submitted,

Deborah Barton

District Manager