

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**  
**DBA Canyonlands Solid Waste Authority**

**Regular Meeting:** <https://www.youtube.com/watch?v=0R1CXqatLxw>

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Administrative Control Board of the Solid Waste District has decided to hold hybrid meetings with the new CSWA office building as the Anchor Location. The CSWA new office building is located at 2295 Highway 191 south of the Transfer Station Office, Moab, UT 84532. Electronic participation was available via Zoom Meeting

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**MINUTES: REGULAR MEETING OF THE  
SWSSD1 ADMINISTRATIVE CONTROL BOARD**  
*Wednesday, January 17, 2024, 4:00 P.M.*

**Board Members Present: Kevin Fitzgerald (Vice-Chair), Mary McGann (Treasurer), Chad Harris (At-Large Member), Diane Ackerman (Castle Valley Representative), and Colin Topper (Moab City Council Representative).**

**SWSSD1 Staff Present: LJ Blackburn (Departing Administrative Director), Chris Scovill (Operations Director), Mike Kenerley (Executive Director), Nick Lundberg (District Accountant), Lily Houghton (Oncoming Administrative Director), and Jessica Thacker (Program Manager/District Clerk).**

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The board packet is available on the district's website located here:  
<https://swssd1.org/board-meetings-and-financials/2024-agendas-and-minutes/>

**REGULAR MEETING – CALL TO ORDER (4:00 P.M.)**

Kevin Fitzgerald called the meeting to order at 4:04PM.

**A. ACTION ITEM: ELECTION OF BOARD OFFICERS**

**MOTION: Mary McGann motioned/Colin Topper seconded to elect Kevin Fitzgerald as Chair, Chad Harris as Vice-Chair, and Mary McGann as Treasurer. Kevin Fitzgerald, Mary McGann, Colin Topper, and Diane Ackerman voted yes. Chad Harris abstained. Motion passed 4-0.**

**CITIZEN'S INPUT**

No Citizen's Input was received.

**APPROVAL OF MEETING MINUTES**

**B. ACTION ITEM: REVIEW AND APPROVAL OF NOVEMBER 15 AND  
DECEMBER 13, 2023 REGULAR MEETING MINUTES**

**MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the minutes for November 15, 2023, Regular Meeting and December 13, 2023 Public**

**Hearing and Regular Meeting as presented in the January 17, 2024 Board packet. Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 4-0. Colin Topper abstained.**

**TREASURER/FINANCIAL**

**C. *DISCUSSION ITEM: REVIEW OF NOVEMBER AND DECEMBER 2023 FINANCIALS***

**D. *ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTHS OF NOVEMBER AND DECEMBER 2023***

Agenda items C and D were discussed concurrently. LJ Blackburn provided an overall summary of expenditures for the months of November and December 2023 in which she stated payroll, fuel costs, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She stated, more specifically, that a third payroll in December as well as invoices for Curt’s Custom Welding for container repairs constituted a large portion. A brief discussion regarding the ongoing costs of container repairs ensued. Kevin Fitzgerald suggested that the District reach out to the University of Utah’s local welding program to potentially mitigate these costs. Colin Topper informed the Board of his expertise in welding, if needed.

LJ Blackburn noted two (2) typos in the December 2023 Expenditures summary page as provided in the Board packet.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures of the month of November 2023 in the amount of \$271,276.59. Kevin Fitzgerald, Mary McGann, Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 5-0.**

**MOTION: Chad Harris motioned/Colin Topper seconded to approve the expenditures of the month of December 2023 in the amount of \$368,854.87. Kevin Fitzgerald, Mary McGann, Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 5-0.**

**E. *DISCUSSION ITEM: 1-YD ACCIDENTALLY OMITTED FROM ORIGINAL 2024 FEE INCREASE SCHEDULE (22 CURRENTLY IN USE)***

LJ Blackburn stated that when the 2024 Roll-off Container Fee Schedule was being generated, one (1) cubic yard containers had been omitted as the District was attempting to phase them out. However, currently 22 containers were still currently in use and needed to be added into the 2024 Fee Schedule at their 2023 pricing.

## REPORTS FROM BOARD AND STAFF

### F. STAFF REPORTS

Mike Kenerley provided a staff report indicating changes and updates to staffing, stated that one of the roll-off trucks had caught fire the previous week and that the purchase of another truck is necessary to prevent interruptions to services, a brief summary of operations, and progress of the IPL cart replacement program. He stated that the tire removal from the Moab Landfill had been successful with approximately 396 tons of tires removed with costs to be covered by the Utah Department of Environmental Quality. Mike Kenerley reported that integration of the AMCS software continued to prove difficult with staff training on the scale function to begin within the next two weeks. He also reported he would be meeting with Carly Castle, Moab City Manager, to discuss the upcoming franchise agreement negotiation and options to potential changes in services and billing that are being considered. A detailed discussion ensued between District staff and Board members about a particular recycling option that had been suggested as well as the inclusion of glass in single-stream and community education efforts.

Chris Scovill provided a staff report introducing and providing a summary of the provisional Operations Plan he had generated and distributed to both District staff and Board members. He explained each facility's purpose, main operations that occur, equipment and staffing requirements, and items that need to be addressed at each location.

LJ Blackburn provided a brief staff report with an update on the transition of the AMCS software indicating dissatisfaction regarding lack of communication and training not provided by the company as well as issues being encountered with the District's bulk mailing permit.

Lily Houghton provided a brief staff report informing the Board that the Utah Local Government Trust (the District's insurance provider) had requested ACH payments from the District and that the Board's approval would be necessary. She stated that moving forward she'd like to begin digitizing items to reduce paper waste and increase efficiency. Mary McGann suggested that the insurance ACH approval could be ratified if there were time constraints.

Jessica Thacker provided a brief staff report with information on ongoing and upcoming events at the District, the January 2024 newsletter had been distributed, the creation of a "Calendar of Events" that allows her to monitor community activities and important reminders for enhanced community participation, the Veolia (HHW environmental subcontractor) quarterly pickup summary,

Nick Lundberg provided a brief staff report stating that he was preparing for the upcoming audit to be held in May by wrapping up the 2023 financials and working with both LJ Blackburn and Lily Houghton to organize the schedule. He provided a brief update on quarterly and annual reporting deadlines for several transparency financial reports including those that had already been submitted. Nick Lundberg stated that the

\$100,000 set aside for the PTIF was imperative to maintain in order to make the 2025 bond payment. A brief discussion on the employee loan program ensued.

## **G. BOARD REPORTS**

Diane Ackerman provided a brief Board report stating that she held her first afterschool recycling program at HMK's BEACON Program the previous week as well as presenting at a community forum hosted by Grand County's Economic Development Department.

A brief discussion on community reaction to the 2024 fee increases ensued.

No other Board reports were given.

<b>OLD BUSINESS</b>
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## **H. MACU BUSINESS CREDIT CARD APPLICATION**

Lily Houghton summarized the company credit cards and corresponding credit limits that were presented in the Board packet and needed final approval by the Board. As the agenda item was not designated as an "Action Item", approval action could not be taken during the meeting. Mary McGann suggested this item could be ratified at a later date.

<b>NEW BUSINESS</b>
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## **I. *DISCUSSION ITEM*: EASEMENT FOR THOMPSON SPRINGS PROPERTY**

Mike Kenerley reminded the Board that the District owned approximately 20 acres of property in Thompson Springs and that he had been contacted by an individual who had bought the adjacent property. He stated that an official easement had never been recorded. Therefore, the property owner's lawyer will be handling the process for creating an easement at no cost to the District.

<b>FUTURE CONSIDERATIONS</b>
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## **J. 2023 YEAR END REPORTS DUE 3/1/24**

## **K. CLOSURE/POST-CLOSURE ESTIMATES**

## **L. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, FEBRUARY 21, 2024**

## **M. ADJOURNMENT**

The meeting was adjourned by Kevin Fitzgerald at 6:00PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

*District Clerk, Solid Waste Special Service District #1 (d/b/a Canyonlands Solid Waste Authority)*