

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

***DBA Canyonlands Solid Waste Authority***

**Regular Meeting:** <https://www.youtube.com/watch?v=-2Vb4rNiGYQ>

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, February 15, 2023, 4:00 P.M.***

**Board Members Present: Kalen Jones (Chair), Chad Harris (At-Large Member), and Diane Ackerman (Castle Valley Representative). Kevin Fitzgerald (Vice-Chair) attended at 4:21pm. Mary McGann was not present.**

**SWSSD1 Staff Present: LJ Blackburn (Executive Assistant), Jessica Thacker (Program Manager), Savannah Humphreys (Administrative Assistant), Mike Kenerley (Executive Director), and Levi Crowe (Facilities Manager).**

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/2023-agendas-and-minutes/>

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

Kalen Jones called the meeting to order at 4:05 P.M.

**CITIZEN’S INPUT**

No Citizen’s Input was provided.

**TREASURER/FINANCIAL**

**A. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF DECEMBER 2022**

LJ Blackburn provided a brief summary of expenditures that occurred in the month of December 2022 stating major expenses such as three (3) pay periods and end of year bonuses resulting in higher payroll expenses, usual fleet fuel costs, and two (2) payments to PEHP invoices. She stated that this was due to internal changes at PEHP.

**MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the expenditures for the month of December 2022 in the amount of \$476,292.93 as written in the Board packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.**

**B. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF JANUARY 2023**

LJ Blackburn provided a brief summary of expenditures that occurred in the month of January 2023 stating expenses such initial implementation costs of the new ACMS software, money utilized in the reimbursement request request, typical fleet fuel costs, and the Veolia invoice from the Fall 2022 HHW collection event.

**MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the expenditures for month of January 2023 in the amount of \$404,185.43 as written in the Board Packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.**

**C. DISCUSSION ITEM: DISCUSSION OF PRESENTATION TO THE CITY OF MOAB FOR A REQUEST TO INCREASE RATES WITHIN CITY LIMITS**

LJ Blackburn indicated that both her and Mike Kenerley presented to the City Council the previous evening regarding a request to increase rates within the City limits. Mike Kenerley indicated the City Council appeared receptive to the presentation. LJ Blackburn stated she had been in contact with City representatives and was working to provide further information to the City Council as requested. Mike Kenerley stated that the City Council had voted to table the discussion until the 28<sup>th</sup> and Kalen Jones stated the information should be provided to the City Council by Thursday at the latest. LJ Blackburn stated that she had included Jessica Thacker on the development of these items in order to move them forward faster.

**D. DISCUSSION ITEM: UPDATE ON RATE STUDY BY EFG CONSULTING**

LJ Blackburn provided an update regarding the status of the EFG Consulting study stating that they had been unable to meet the deadline and would require an additional two (2) months to the gather the necessary information for the rate increase. She stated that adding some additional informational data points would make the study more detailed. A minor discussion ensued regarding details of the study. Diane Ackerman requested more information on the status of the removal of glass from single-stream discussion as part of this study and Mike Kenerley agreed that this discussion is necessary for future contract negotiations, but is not considered a part of the rate increase study. LJ Blackburn stated that this discussion would take some time to negotiate and that both District and City lawyers would need to be involved moving forward. Diane Ackerman requested a higher level of transparency regarding glass and referenced a newspaper article from 2021. No further discussion was held regarding the EFG Consulting rate study.

## REPORTS FROM BOARD AND STAFF

### E. STAFF REPORTS

Mike Kenerley provided a brief staff report in which he stated that he had been closely observing daily operations, interacting with staff, and learning how the District operates. He stated that he is working with Nick Lundberg to interpret budgets effectively.

LJ Blackburn provided a brief staff report indicating that she is developing individual budgets for each facility in order to give staff an idea of their financial capabilities/limits. She also stated that they will be developing consistent customer charge accounts lists for all locations through the implementation of the new operational software.

Jessica Thacker provided a brief staff report stating that she had successfully submitted the SWIFR grant and had been working on an increased social media presence for the District's education and outreach program. She also stated that she has been developing the operational plan and other associated documents from the upcoming HHW program implementation. A brief discussion ensued between Board members and District personnel on why food waste composting had not been included on the EPA grant submission.

Levi Crowe provided a brief staff report stating that the new fuel tank system setup had arrived and would assist in streamlining operations and prevent any bottle neck issue. He stated that the District is currently preparing for the upcoming season by working with a local welder to repair broken containers as well as addressing the broken fence located at the Canyonlands Transfer Station. Levi Crowe stated the D7 Dozer had arrived and that older, unusable equipment had been traded into to CAT Wheeler. A brief discussion ensued on the recyclability of these older machines.

### F. BOARD REPORTS

No Board reports were given.

## OLD BUSINESS

### G. ACTION ITEM: REVIEW AND FINAL APPROVAL OF CATEPILLAR FINANCIAL CONTRACT FOR D7 DOZER

LJ Blackburn stated that the remaining balance before trade and initial \$200,000 deposit left a series of payments and a final balloon payment for the acquisition of the D7 dozer. She stated that the contract does not clearly indicate the total costs, so she provided a verbal statement of accurate costs.

**MOTION: Kalen Jones motioned/Kevin Fitzgerald seconded to approve and accept the contract with Caterpillar Financial to purchase the 2022 D7 Dozer in the remaining balance amount of \$446,000.00. Roll call vote: Kevin Fitzgerald, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.**

**NEW BUSINESS**

**H. DISCUSSION ITEM: DISCUSSION ON POSSIBLE USE OF PTIF EQUIPMENT FUNDS FOR REPLACEMENT OF SKID STEER TRACKS**

Levi Crowe stated that the skid steer tracks had been slowly deteriorating through the usual wear and tear. He stated that the repairs had gone out to bid and had been valued at approximately \$3,600. LJ Blackburn stated that normally the District wouldn't request the Board's input for a small item. However, since the funds are being pulled from the PTIF account, they determined full transparency was needed.

**I. DISCUSSION ITEM: DISCUSSION ON REQUISITION #14 FOR FENCE REPAIR**

LJ Blackburn stated the fence discussion fell into a similar situation as the skid steer tracks that since the funds are being pulled from the PTIF account, they determined full transparency was needed.

**J. DISCUSSION ITEM: DISCUSSION ON REQUISITION #15 TO REIMBURSE OPERATIONS ACCOUNT FOR MONEY SPENT ON FURNITURE, FIXTURES, IMPROVEMENTS, AND SOFTWARE**

LJ Blackburn stated that since the funds are being pulled from the PTIF account, they determined full transparency was needed. She provided a brief summary of the items that were included as part of this requisition such as items for the new building and parking curbs.

**FUTURE CONSIDERATIONS**

**K. DRAFT BUDGETS FOR FACILITIES AND ACQUISITION FUND**

**L. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, MARCH 15, 2023**

**ADJOURNMENT**

**M. ADJOURNMENT**

The meeting was adjourned at 5:02 P.M.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

*Interim District Clerk, Solid Waste Special Service District #1*