

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

**Regular Meeting:** <https://www.youtube.com/watch?v=QvaIy5wXrTk>

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 21, 2024, 3:00 P.M.**

**Board Members Present: Chad Harris (Vice-Chair), Mary McGann (Treasurer), Diane Ackerman (Castle Valley Representative), and Colin Topper (Moab City Council Representative). Kevin Fitzgerald (Chair) was not present.**

**SWSSD1 Staff Present: LJ Blackburn (Departing Administrative Director), Chris Scovill (Operations Director), Mike Kenerley (Executive Director), Nick Lundberg (District Accountant), Levi Crowe (Facilities Supervisor), 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 (3:00 P.M.)**

Chad Harris called the meeting to order following a quorum of Board members.

**CITIZEN'S INPUT**

Sara Melnicoff (Moab Solutions) provided a brief statement detailing her historical contributions to recycling efforts in the local community as well as her current operations through Moab Solutions and its relationship to the Community Recycle Center. She also expressed appreciation to LJ Blackburn for her efforts and dedication.

**APPROVAL OF MEETING MINUTES**

**A. ACTION ITEM: REVIEW AND APPROVAL OF JANUARY 17, 2024 REGULAR MEETING MINUTES**

Chad Harris noted an incorrect motion and subsequent vote in regards to the Agenda Item labeled "Election of Board Officers". Jessica Thacker stated she would make the corrections as discussed.

**MOTION: Diane Ackerman motioned/Colin Topper seconded to approve the minutes for January 17, 2024 Regular Meeting as presented in the February 21,**

**2024 Board packet. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.**

**TREASURER/FINANCIAL**

**B. DISCUSSION ITEM: REVIEW OF JANUARY 2024 FINANCIALS**

**C. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF JANUARY 2024**

Agenda items B and C were discussed concurrently. Lily Houghton provided an overall summary of expenditures for the month of January 2024 in which she stated payroll, Bomag and PTIF payment, fuel costs, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She stated, more specifically, that payroll expenditures were higher due to multiple paid holidays (Christmas and New Year's).

**MOTION: Colin Topper motioned/Diane Ackerman seconded to approve the expenditures of the month of January 2024 in the amount of \$628,376.69. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.**

**REPORTS FROM BOARD AND STAFF**

**D. STAFF REPORTS**

Mike Kenerley provided a staff report indicating appreciation to LJ Blackburn for her hard work and efforts at the District and informing the Board of her independent contractor role starting in March as well as a status update on the implementation of the AMCS software. He stated that he had met with the City of Moab and had a discussion regarding negotiation of the upcoming franchise agreement. A detailed discussion regarding the removal of the 65-gallon container request, potential lack of recycling incentive, and curbside collection methods employed by other entities ensued between staff and the Board members. Mike Kenerley provided an update on both the Raftalis and HDR studies, the status of the fleet and staffing needs, busy season preparation progress, and a variety of other daily operational and administrative tasks necessary to the function of the District.

Chris Scovill provided a brief staff report stating that the mulch grinding operation had been completed while indicating some damage had occurred to the subcontractor's tub grinder as a result of District oversight as well as a drone survey over Klondike that provides essential information for addressing key operational challenges and facilitates informed decisions. He stated that a meeting had been scheduled between the engineering consultants and representatives from the Utah Department of Environmental Quality (UDEQ) to discuss the upcoming permit renewal process. Chris Scovill also expressed appreciation to LJ Blackburn for her efforts and oversight of the District throughout her tenure.

Lily Houghton provided a brief staff report detailing billing issues encountered through the AMCS software.

LJ Blackburn provided a brief staff report with an update on the bulk mailing permit and issues that continue to be encountered through the implementation of the AMCS software, specifically the software's inability to round invoices to the correct pricing.

Jessica Thacker provided a brief staff report with a summary of the free battery recycling event (Take Charge held on February 16, 2024), attendance for an upcoming conference in April, participation and summary of the District at HMK's STEMonstrations event, training on the AMCS software, and the distribution of the monthly newsletter as well as an update of upcoming programmatic and administrative items.

Nick Lundberg provided a brief staff report stating that he was nearly finished with preparation for the upcoming audit to be held in May by wrapping up the 2023 financials and also expressed appreciation to LJ Blackburn for her service to the District.

Levi Crowe provided a brief staff report stating the difficulties of being short-staffed, specifically in regards to mechanics, and expressed appreciation to Greg Tucker for his efforts in keeping the District fleet in working order. He also stated that the truck that had experienced a fire had been totaled out and provided an update on how the District would attempt to salvage the damaged vehicle as well as an updated on a truck that had been involved in an accident. Levi Crowe stated that the District had begun seeking out more permanent infrastructure for the operators at the Klondike Landfill.

## **E. BOARD REPORTS**

Colin Topper provided a brief Board report stating that he would be meeting with Carly Castle (City of Moab) to discuss the upcoming franchise agreement negotiations.

Diane Ackerman provided a brief Board report stating that the "Recycled Garden" at the Community Recycle Center was in need of mulch chips to beautify the area as well as activities, along with two volunteers, she is providing to the students of the recycling program through HMK's BEACON afterschool program.

No other Board reports were given.

<b>OLD BUSINESS</b>
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## **F. ACTION ITEM: ACCEPT AND SIGN MACU BUSINESS CREDIT CARD APPLICATION**

Lily Houghton briefly re-summarized the company credit cards and corresponding credit limits that were presented at the last Board meeting and recommended the Board move forward with approval.

**MOTION: Diane Ackerman motioned/Colin Topper seconded to approve the MACU Business Credit Card Application Letter authorizing Treasurer Mary McGann to apply for a combined credit limit of \$41,000 for staff credit cards as presented in the February 21, 2024 Board packet. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.**

**G. ACTION ITEM: APPROVE ELECTRONIC PAYMENT FOR ROCKY MOUNTAIN POWER, EMERY TELCOM, UT LOCAL GOVERNMENT TRUST**

Lily Houghton summarized the reasoning for changing to electronic payments from physical checks and recommended the Board move forward with approval.

**MOTION: Diane Ackerman motioned/Colin Topper seconded to approve electronic payment for Rocky Mountain Power, Emery Telcom, and Utah Local Government Trust. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.**

**NEW BUSINESS**

**H. DISCUSSION ITEM: REVIEW PROPOSED UPDATES TO SWSSD1 EMPLOYEE LOANS**

**I. ACTION ITEM: APPROVE SWSSD1 EMPLOYEE LOAN CONTRACT UPDATE**

Agenda items H and I were discussed concurrently. Lily Houghton provided an overall summary of the purpose of the employee loan program, some issues that had been identified, and suggested changes to mitigate the loan program's potential negative impact on the District. Discussion regarding the necessity of this policy and the suggested changes ensued between Board members and District staff.

**MOTION: Diane Ackerman motioned/Colin Topper seconded to approve updates to the SWSSD1 Employee Loan Contract as presented in the February 21, 2024 Board packet. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.**

**FUTURE CONSIDERATIONS**

**J. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, MARCH 20, 2024**

**CLOSED SESSION**

**K. CLOSED MEETING IN ACCORDANCE WITH UTAH §52.4.205**

The closed meeting was held at the beginning of the regular meeting. Mary McGann left the meeting following the conclusion of the closed session. The 2<sup>nd</sup> to the motions are

unknown as recordings are unavailable during closed session and the notes taken during the meeting are unavailable.

**MOTION: Mary McGann motioned/(unknown) seconded to enter into closed session. Chad Harris, Mary McGann, Colin Topper, and Diane Ackerman voted yes. Motion passed 4-0.**

**MOTION: Mary McGann motioned/(unknown) seconded to exit the closed session. Chad Harris, Mary McGann, Colin Topper, and Diane Ackerman voted yes. Motion passed 4-0.**

<b>ADJOURNMENT</b>
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**L. ADJOURNMENT**

The meeting was adjourned by Chad Harris at 5:13PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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