

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

**Regular Meeting:** <https://www.youtube.com/watch?v=E28GU5ognCg>

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

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

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

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 4:06 P.M.

**CITIZEN'S INPUT**

No Citizen's Input was provided.

**APPROVAL OF MEETING MINUTES**

**A. ACTION ITEM: REVIEW AND APPROVAL OF JANUARY 31, 2023 REGULAR MEETING MINUTES**

Diane Ackerman suggested that when correcting errors on meeting minutes, it might be helpful to identify the corrections and make them more descriptive. She stated this might prevent confusion.

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

**MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to adopt the January 31<sup>st</sup> and February 15<sup>th</sup> minutes as written in the Board packet. All voted in favor. Motion passed 5-0.**

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| <b>TREASURER/FINANCIAL</b> |
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**C. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF FEBRUARY 2023**

LJ Blackburn provided a brief summary of expenditures that occurred in the month of February 2023 stating major expenses such as the January and February PEHP premium payments, PPE and safety supplies for the Household Hazardous Waste Collection Program, monthly fuel costs, the Bomag loan payment, and two (2) invoices for welding repair work on metal containers. Diane Ackerman inquired about the status of the PTIF account and LJ Blackburn stated that CSWA was slightly behind but had plans to bring it back to current status.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of February 2023 in the amount of \$443,049.07 as written in the Board packet. All voted in favor. Motion passed 5-0.**

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

Mike Kenerley reminded the Board that this study was started per the City of Moab's request and stated that the consultant, EFG Consulting, had failed to maintain the timeline and deliverables originally agreed upon. He stated that CSWA had requested EFG Consulting to cease its study and send any documents that had been generated up to that point. Mike Kenerley stated that the study would continue in the future as part of a larger project beyond a rate study increase. He indicated that a Request for Proposal (RFP) would be drafted in the future. LJ Blackburn stated that she had reached out to a contact with the Utah Procurement Office for documentation on beginning the procurement process.

**E. DISCUSSION ITEM: REVIEW OF REQUISITION #14**

LJ Blackburn provided a brief summary of Requisition #14's purpose of capital improvements via the purchase of six containers to enable CSWA to better service the community of Grand County and stated that the initial payment for this requisition was taken out of the bond account since it pertained to the acquisition. Diane Ackerman requested further clarification, stating the invoices did not match. A minor discussion ensued in which clarification was provided. Mike Kenerley explained the reasoning for utilizing a more expensive, but local vendor in which overall costs were justifiable. He also provided further invoices to the Board for review. LJ Blackburn stated that the purchase of these containers was in anticipation of future demand. She stated that CSWA ran out of containers the previous year. Kevin Fitzgerald inquired if the containers were being built similarly to previous containers designs and Mike Kenerley answered in the

affirmative. Mary McGann expressed appreciation to CSWA for supporting the local economy and taking measures to reduce its carbon footprint.

#### **F. DISCUSSION ITEM: COLA WAGE INCREASE**

Mike Kenerley stated that a 4% COLA increase had been factored into the budget for the year and would be active starting the first pay period in April. He stated this increase could potentially increase employment opportunities at CSWA with the biggest need being CDL drivers. Chad Harris inquired if a higher COLA increase could be provided with Mary McGann stating that Grand County had approved an 8% COLA increase. Mike Kenerley stated that since only a \$5 increase had been budgeted, CSWA could not provide a higher percentage. Chris Scovill stated that CSWA was one of the only places in town that offered an educational component (CDL assistance). Chad Harris suggested if educational assistance is being offered then a potential guaranteed length of employment should be utilized. Chris Scovill stated that CSWA is not paying for the educational assistance. He explained the education is available through USU via a grant. Kalen Jones inquired if bonuses would be an option this year and LJ Blackburn stated they had not been factored into the budget. Mike Kenerley stated that CSWA needed to continue refining its operations and financial stability so higher COLA increases, bonuses, and other financial raises can be offered. He stated that the Moab City rate increase will take effect in April and provide CSWA with an additional \$190K in revenue. Mike Kenerley stated this new funding would be directed towards repairs and maintenance of CSWA's collection fleet. A brief discussion was held on the processes for COLA increase approval at various governmental entities. No Board member voiced disagreement with the COLA increase.

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| <b>REPORTS FROM BOARD AND STAFF</b> |
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#### **G. STAFF REPORTS**

Mike Kenerley provided a staff report in which he summarized actions he had taken since onboarding six weeks ago such as visiting each facility to learn how operations progressed, observing a UDEQ inspection, and attempting to streamline single-stream transportation issues. He stated that he was identifying "low-hanging fruit" to make CSWA more efficient and make an impact upfront such as the elimination of the 3-can service, standardizing carts to industry standards, and generating a wish list for long-term planning as well as facility and equipment repair and maintenance. Mike Kenerley stated that he was looking into the CIB program for additional funding as well.

LJ Blackburn provided a brief staff report stating that CSWA is short-staffed, but it was making everything work to the best of their abilities. She also stated that AMCS had provided access to their training webinars and that the software should be launching in mid-April with a goal of full migration by end of April.

Jessica Thacker provided a brief staff report stating that she and Chris Scovill would be attending the RCU Spring Conference at the end of the month as well as informing the Board of special upcoming events such as the Household Hazardous Waste Collection

Event on April 22<sup>nd</sup>, the Spring Voucher Program, the Billboard Art Contest, the Artist in Residence collaboration with the MARC, and the re-opening of the Wag Bag discussion with several interested entities.

No other staff reports were given.

## **H. BOARD REPORTS**

Diane Ackerman provided a brief Board report stating that she would be offering a composting workshop at the Youth Garden Project as well as hosting a castle Valley cleanup in April. She stated that she had worked with the library to repurpose five-gallon buckets to bring awareness to the program.

*Corrected Minutes (per Diane Ackerman's request at the April 19, 2023 ACB Meeting):  
Diane Ackerman provided a brief Board report stating that she would be offering a composting workshop at the Youth Garden Project. She stated she repurposed 5-gallon buckets to bring awareness to the 3 R's Workshop (Reduce, Reuse, Recycle). She had prepared to preface the annual Castle Valley Cleanup to help get the message out and divert items from the landfill.*

No other Board reports were given.

## **OLD BUSINESS**

### **I. DISCUSSION ITEM: UPDATE AND REVIEW OF HOUSEHOLD HAZARDOUS WASTE PROGRAM**

Chris Scovill and Jessica Thacker gave a detailed summary of the newly expanded Household Hazardous Waste (HHW) Collection Program while presenting all the educational materials that had been created, how the fee schedule had been determined through thorough research, and the implementation of the program operations. Chris Scovill stated he had spoken with Veolia, the third-party environmental services contractor CSWA utilizes for the bi-annual HHW collection events, on how to expand this service to the local community that was effective and followed current regulations. Jessica Thacker provided an in-depth presentation on how the program had been developed and provided answers to questions posed by the Board. She stated the program would be launched the following week and would be an excellent addition to the services provided by CSWA and had the potential to increase diversion of hazardous materials from the waste stream.

## **NEW BUSINESS**

### **J. ACTION ITEM: APPROVAL OF EXCESS OF TRUCK 'S 120, 121, AND 122**

Chris Scovill stated that trucks 120, 121, and 122 were classified as "parts" trucks and that CSWA had been approached by a buyer interested in purchasing the vehicles. He

stated the vehicles no longer work and encouraged the Board to support the excess of these items.

**MOTION: Mary McGann motioned/Chad Harris seconded to approve the surplus of parts trucks 120, 121, and 122. All voted in favor. Motion passed 5-0.**

**K. ACTION ITEM: PURCHASE OF TWO NEW OR USED REARLOAD TRUCKS**

Mike Kenerley stated the funds for these potential purchases would be taken from the bond account and stated the current average fleet age at 13 years old. He stated that eight of the vehicles were over 20 years old and 2 of them were over 30 years old. Mike Kenerley stated that this causes higher repair and maintenance costs with a higher potential for breakdowns. Kalen Jones inquired if an electric, or alternative fuel, option could be purchased. A minor discussion on moving the entire fleet towards alternative fuel options ensued. Mike Kenerley stated that this discussion was for pre-approval purposes as affordable and well-maintained rear load trucks go off market quickly. A brief discussion on fluctuating market costs for rear load trucks ensued.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to spend up to \$500,000 (out of remaining Bonds funds) to purchase two rear load vehicles. All voted in favor. Motion passed 5-0.**

**L. ACTION ITEM: APPROVAL OF NON-FOR-PROFIT SERVICE FEE WAIVER POLICY**

Mike Kenerley stated that CSWA had continued to receive constant requests for discounted or free services. He stated that the previous owner, as a private entity, had the ability to grant these requests but indicated that as a governmental entity, CSWA is much more limited. Mike Kenerley stated that a policy needed to be developed to help address these requests in a fair and responsible manner. Kalen Jones provide some insights on how Moab City handles these requests. A discussion ensued on the difficulties of determining a requester's eligibility and finding balance between granting and denying requests. The Board members indicated that a much larger conversation would be needed to make such a determination and decided that denying all requests would be a more favorable decision. Diane Ackerman suggested the use of some wording she had recently seen on another special service district's website regarding charitable donations.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to not provide discount rates for not-profits and special events. All voted in favor. Motion passed 5-0.**

**FUTURE CONSIDERATIONS**

**M. DRAFT BUDGETS/CASH FLOW FOR FACILITIES, PTIF FUND, AND ACQUISITION FUND**

**N. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, APRIL 19, 2023**

**ADJOURNMENT**

**O. ADJOURNMENT**

The meeting was adjourned at 6:17 P.M.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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