

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

Regular Meeting: <https://www.youtube.com/watch?v=tDQea6DKL60>

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

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Wednesday, March 20, 2024, 4:00 P.M.

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

SWSSD1 Staff Present: Chris Scovill (Operations Director), Mike Kenerley (Executive Director), Nick Lundberg (District Accountant), Lily Houghton (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.)

Chad Harris called the meeting to order at 4:00PM.

CITIZEN'S INPUT

No Citizen's Input was provided.

APPROVAL OF MEETING MINUTES

**A. ACTION ITEM: REVIEW AND APPROVAL OF FEBRUARY 21, 2024
REGULAR MEETING MINUTES AND MARCH 1, 2024 SPECIAL MEETING
MINUTES**

MOTION: Mary McGann motioned/Colin Topper seconded to approve the minutes for February 21, 2024 Regular Meeting and March 1, 2024 Special Meeting as presented in the March 20, 2024 Board packet. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE FEBRUARY 2024 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of February 2024 in which she stated fuel costs, payroll, PTIF payment, and costs associated with repairs, service, and maintenance as the main bulk of the expenses.

MOTION: Diane Ackerman motioned/Mary McGann seconded to approve the expenditures of the month of February 2024 in the amount of \$592,184.13. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Mike Kenerley provided a staff report by providing an overall summary of fleet, operations, and staffing status. He stated that the implementation of the AMCS software continues to progress with the intention of billing through the software in the upcoming month. Mike Kenerley stated that the discussion regarding the potential removal of glass from the single-stream recycling, specifically in the Moab City limits, had been opened with the City. A detailed discussion between CSWA staff and Board members on how to approach the issue, operational and transportation needs, potential costs, and methods for education and outreach efforts ensued. Mike Kenerley also reported that he and Chris Scovill met with the solid waste/public works representatives from San Juan County, the green waste reclamation program was now available at the Moab Landfill, and that the District had received a “Cease and Desist” from the Grand County Attorney’s Office regarding implied encroachment of Grand County property known as the “Old Shooting Range”. A discussion regarding the circumstances regarding the Cease and Desist ensued. Mike Kenerley provided an update on the process for filling the Board vacancy and a brief discussion on potential candidates ensued.

Chris Scovill provided a brief staff report stating that he had attended the Beehive Chapter Symposium and would provide a written summary to the Board with a specific update on the District’s involvement in the UDEQ’s upcoming state-wide waste characterization study.

Lily Houghton provided a brief staff report detailing upcoming actions regarding the AMCS software implementation and well as a summary of the current billing system during the transition.

Jessica Thacker provided a brief staff report with a summary of upcoming events and programmatic collaborations such as the MARC’s Re-Use Artist Program, the Spring Voucher Cleanup Program, and the Green Waste Reclamation Program as well as attending a meeting with Moab City’s sustainability department regarding potential composting grants and the District’s participation in Earth Day events. She also provided

a summary of previously attended events and programs as well as an update on various administrative and programmatic duties in progress.

Nick Lundberg provided a brief staff report stating that he was nearly finished with preparation for the upcoming audit to be held in May.

D. BOARD REPORTS

Colin Topper provided a brief Board report reiterating that he had been involved in the City contract negotiations with the District.

Diane Ackerman provided a brief Board report stating that the Castle Valley Cleanup had been scheduled for the 13th and requested more information on acceptable wastes in regards to roll-off containers, specifically construction and demolition debris. She also stated her encouragement of Community Rebuilds presence at the cleanup to accept items potentially slated for disposal.

No other Board reports were given.

OLD BUSINESS

E. ACTION ITEM: RATIFY STRAW POLL FROM 3.1.24 SPECIAL MEETING

Lily Houghton briefly re-summarized the need to ratify the straw poll from the March 1, 2024 Special Meeting in regards to the land owned by the District in Thompson Springs. Diane Ackerman requested clarification on the purpose and function of a “straw poll”.

MOTION: Mary McGann motioned/Colin Topper seconded to recommend moving forward on investigating and potentially selling the land the District owns in Thompson Springs. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

F. DISCUSSION ITEM: SPECIAL POPULATION SERVICE DISCOUNT

Lily Houghton provided reasoning for the introduction of this agenda item stating that due to the District’s pricing increases to trash and recycling services as well as Grand County’ status as a low-income community, specifically the senior community, she requested the Board to consider approval of a “Special Population Service Discount”. A discussion regarding which “special populations” would be eligible for the discount as well as gathering further data prior to implementing the discount ensued.

G. POSSIBLE ACTION ITEM: VOTE FOR SPECIAL POPULATION SERVICE DISCOUNT

No action was taken on this item.

H. ACTION ITEM: RATIFY ACH PAYMENT TO FAMILY AUTO COLLISION

Agenda items H and I were discussed concurrently. Lily Houghton provided a brief summary of the purpose for this agenda item stating increased security and streamlined payment in future financial transactions. Diane Ackerman requested clarification on the difference between ACH payment for this particular vendor (Family Auto Collision) and ACH payments for all vendors.

MOTION: Mary McGann motioned/Colin Topper seconded to approve electronic payment for the Family Auto Collision. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

I. POSSIBLE ACTION ITEM: ACH/ELECTRONIC PAYMENTS FOR VENDORS

MOTION: Colin Topper motioned/Diane Ackerman seconded to approve electronic payment for vendors of Solid Waste Special Service District #1. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

NEW BUSINESS

J. POSSIBLE ACTION ITEM: GLASS RECYCLING – CITY OF MOAB

This agenda item was largely discussed during Agenda Item C. No further discussion was held nor was any action taken on this agenda item.

FUTURE CONSIDERATIONS

K. OFFER STIPEND FOR NON-COUNTY/CITY REPRESENTATIVE BOARD MEMBERS

Mary McGann stated that this item is important to consider due to the level of commitment needed from Board members. Diane Ackerman suggested a “job description” also be generated to provide a clear list of expectations and duties for Board members. A brief discussion on an appropriate amount/figured as well as potential stipulations in order to receive the stipend ensued.

L. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, APRIL 17, 2024

Chad Harris requested the Board to consider moving the regularly scheduled April Board meeting from April 17 to April 24, 2024 at 4:30PM due to scheduling conflicts. The Board agreed unanimously to change the meeting to the new date and time. No further discussion was held.

CLOSED SESSION

M. CLOSED MEETING IN ACCORDANCE WITH UTAH §52.4.205

No closed session was held during this meeting.

ADJOURNMENT

N. ADJOURNMENT

The meeting was adjourned by Chad Harris at 5:34PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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