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### SOLID WASTE SPECIAL SERVICE DISTRICT #1

Meeting Anchor Location: Solid Waste District Administrative Office; 1000 Sand Flats Rd, Moab, UT 84532

Meeting to be streamed live on the Solid Waste District's Facebook Page:

<https://www.facebook.com/SolidWasteSSD1/>

Thursday, April 16, 2020 at 4:00pm

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### **Program Manager Report – Jessica Thacker**

Since the March 19<sup>th</sup> Board meeting, I have continued to work remotely and limit my exposure to District staff. During that time, I have been answering all office phone calls via call forwarding to my cellular phone, continued tracking facility quantities, contract development and review, an in-depth revision and task list development of the District's Health and Safety Plan (HASP), developed a comprehensive list of existing District forms and procedures, updated/created advertisements, and lastly, refreshed myself on special service district rules and guidelines via the Little Manual developed by the Utah State Auditor's Office (*Utah Code* 17B-1-309 and 17B-1-631 through 17B-1-638).

An interesting section regarding the Board Members Responsibilities caught my attention, specifically regarding expenditure approvals. According to page 4, the Board Members have the ability to approve expenditures (i.e. check signing) but “may authorize a district manager or other official to act as the financial officer for the purpose of approving 1) payroll checks, if the checks are prepared in accordance with a schedule approved by the board, and 2) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.” I believe this guideline, if in accordance with our established by-laws, can open up a discussion in regards to the check signing process. A further look into the specifics of the Utah Code and our previously established by-laws will be executed and I would encourage everyone to read the Little Manual for a quick refresher on their responsibilities, meeting regulations, and other various special service district policies.

Link to the most recent version of the Little Manual:

[https://auditor.utah.gov/wp-content/uploads/sites/6/2019/10/Little-Manual-for-Local-and-Special-Service-Districts\\_October-2019\\_10\\_17\\_2019.pdf](https://auditor.utah.gov/wp-content/uploads/sites/6/2019/10/Little-Manual-for-Local-and-Special-Service-Districts_October-2019_10_17_2019.pdf)

**Jessica Thacker**

*Program Manager/District Clerk*