

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

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

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, April 24, 2024, 4:00 P.M.

Board Members Present: Chad Harris (Vice-Chair), Mary McGann (Treasurer), Diane Ackerman (Castle Valley Representative). Colin Topper (Moab City Council Representative) arrived at 4:12PM.

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).

Public Present: Mike Duniway (At-Large Board Member Candidate)

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 4:03PM.

CITIZEN'S INPUT

No Citizen's Input was provided.

APPROVAL OF MEETING MINUTES

A. DISCUSSION ITEM: INTERVIEW APPLICANT FOR OPEN AT-LARGE BOARD MEMBER

The Board members and District staff provided a summary of the position and the duties and expectations of becoming an Administrative Control Board Member. Potential At-Large Board Member candidate, Mike Duniway, introduced himself and provided a list of qualifications and experiences that indicated his suitability for the position.

B. ACTION ITEM: VOTE FOR RECOMMENDATION OF APPLICANT TO GRAND COUNTY COMMISSION FOR APPOINTMENT TO SWSSD1 BOARD

MOTION: Mary McGann motioned/Ackerman seconded to recommend Michael Duniway to the Grand County Commission for appointment to Solid Waste SSD1's Administrative Control Board. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

C. ACTION ITEM: REVIEW AND APPROVAL OF MARCH 20, 2024 REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/Colin Topper seconded to approve the minutes for March 20, 2024 Regular Meeting minutes as presented in the April 24, 2024 Board packet. Chad Harris, Colin Topper, Mary McGann, and Diane Ackerman voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

D. ACTION ITEM: REVIEW AND APPROVE MARCH 2024 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of March 2024 in which she stated fuel costs, payroll, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She stated that expenses were lower in March 2024 than February 2024 due to reduced payroll, operational, and fleet fuel expenses. She also stated that a check to the PTIF fund had been printed in February but had yet to be sent due to cash flow issues. A brief discussion on the PTIF fund, cash flow issues, and considerations for further reducing costs ensued.

MOTION: Colin Topper motioned/Diane Ackerman seconded to approve the expenditures of the month of March 2024 in the amount of \$372,457.07. Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0.

REPORTS FROM BOARD AND STAFF

E. 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 has made slow progress with the hope that billing with the software will occur in May. He also provided an update on the renegotiation of the City contract stating that there had been a slight delay due to changes in Moab City upper management. Mike Kenerley provided updates on the Thompson Springs land sale. He announced that many cost savings moves would be implemented such as implementing a hiring freeze, reducing the number of staff at all facilities with a "floater" operator, and reducing hours of operations at the Moab Landfill and Community Recycle Center. A discussion regarding these changes ensued. Mike Kenerley also provided several more updates in regards to the Grand County Cease and Desist letter, attendance of the Recycling Coalition of Utah

Spring Conference, negotiations with Zion's Bank, and repairs to the Community Recycle Center baler.

Chris Scovill provided a brief staff report stating that he had attended the SWANA integrated solid waste training in Phoenix as well as an update on the development of an Operations Plan through HDR Engineering for the transfer station. He stated that a new stream of revenue had occurred at the Klondike Landfill outside of interagency revenue in the form of drill cuttings and petroleum-contaminated soils. A brief discussion ensued on the handling and testing requirements of these materials occurred.

Lily Houghton provided a brief staff report detailing upcoming actions regarding the AMCS software implementation and well as a summary of issues identified during the transition. She stated that she had been working to recoup sales tax that the District, as a tax-exempt entity, had been charged for. She stated that approx. \$2,00 had been recovered with an anticipated overall savings of \$10,000 - \$20,000. Lily Houghton provided a brief summary of methods and actions she is taking to reduce costs and capture funds that had previously been missed.

Jessica Thacker provided a brief staff report stating that she had attended the Recycling Coalition of Utah Spring Conference as well and provided the Board with a printed summary of the conference's key points, process of the removal of the old District number, and an overview of various administrative and programmatic tasks.

Nick Lundberg provided a brief staff report reminding the Board of the upcoming annual audit occurring in May and that he had met with Raftelis the previous week and they would provide more financial figures shortly.

F. BOARD REPORTS

Diane Ackerman provided a brief Board report stating that the Castle Valley Cleanup had gone well and provided a summary of her observations.

Colin Topper provided a brief Board report reiterating that he had been involved in the City contract negotiations with the District and invited District staff to attend an upcoming workshop with the Moab City Council to discuss the changes to the contract. A brief discussion on the different rate increase scenarios ensued. He stated that the Moab City staff and Council are heavily focused on the upcoming Walnut Lane Trailer Park closure and cleanup. A brief discussion on the District's involvement in this situation ensued.

Chad Harris provided a brief Board report stating in which he attended the SWANA training as well but attended the zero waste training (rather than the integrated solid waste management training Chris Scovill attended).

No other Board reports were given.

OLD BUSINESS

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

Lily Houghton provided a brief review of the agenda item and stated she had reached out to Chris Kauffman to establish the number of individuals who qualify as a “special population” and that should a discount be applied; it would cost the District approximately \$1,500 per month. Collectively, it was agreed to hold the vote on a later date to amass more data and when a full Board was available.

NEW BUSINESS

H. POSSIBLE ACTION ITEM: PTIF PUBLIC ENTITY RESOLUTION TO AMEND AUTHORIZE PTIF ACCOUNT USERS

Lily Houghton provided a brief summary on the purpose of this agenda item stating that the authorized users on the account contained historical Board members as well as Mary McGann (Treasurer of the Administrative Control Board). She stated that it was logical to add an authorized District staff member to alleviate tasks assigned to Mary McGann. Diane Ackerman suggested delaying the vote when Mary McGann was available to discuss the action.

FUTURE CONSIDERATIONS

I. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, MAY 15, 2024

ADJOURNMENT

J. ADJOURNMENT

The meeting was adjourned by Chad Harris at 5:29PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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