

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

Regular Meeting: <https://www.youtube.com/watch?v=Kzhg-oUZvmw>

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 continue to hold electronic meetings without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic, the Solid Waste District has continued to hold meetings by electronic means.

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Thursday, June 16, 2022, 4:00 P.M.

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Kevin Fitzgerald (Vice-Chair), and Diane Ackerman (Member).

SWSSD1 Staff Present: LJ Blackburn (Executive Assistant), Chris Scovill (Operations Director), and Leanne Crowe (District Clerk). Arba Adams joined the meeting at 4:11 PM.

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/2022-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (4:00PM)

Kalen Jones called the meeting to order at 4:04 P.M.

CITIZEN'S INPUT

Sara Melnicoff provided the board with feedback regarding the Executive Director job description and job postings. Sara gave the district her feedback on the content, noting that there are two different items, a formal job description on the District's website, and a job advertisement found on Indeed.com. Sara also expressed concerns about the job description's description of customer interactions. Sara expressed her hope that we will be able to find a viable candidate for the Executive Director. Sara also urged the district to do away with single-stream recycling and follow best practices to continue to divert waste. Sara and Kevin also discussed setting up a meeting with Replentysh.com, a recycling broker, regarding closed-loop recycling, and clamshell recycling.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF MAY 23, 2022, REGULAR MEETING MINUTES

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the minutes from the May 23, 2022, Regular Board Meeting as presented in the Board Packet. Roll call

vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

TREASURER/FINANCIAL

B. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF MAY 2022

Kevin Fitzgerald noted several expenses that were higher than expected including the rising fuel costs, and the payment to Caterpillar Financial. Chris and LJ confirmed this payment was for the 980 Loader. The payments are billed twice annually for the 5-year lease, with options to purchase at the end of the term. Kalen Jones also had a question regarding a check. LJ Blackburn clarified this check was for the release of Escrow for Monument Waste.

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the expenditures for the month of May 2022 in the amount of \$415,554.89 as reported in the Board Packet. Roll call vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill provided the Board with an update on operations. The on-site inspection from DEQ has been completed, and the inspector is aware of and understands the non-compliance issue. The inspector provided a verbal ok for us to continue operations. The litter is an ongoing issue due to the high wind, and the inspector reviewed the waste grease to ensure it is within permitting, which it is. All the District's facilities passed inspection. The District did not finish the Q1 internal inspections, but we received approval to get these caught up in Q2. The Transfer Station was also inspected by DEQ and the Division of Water Quality. In March, the District submitted a SWIPP, which was accepted, so they were not concerned with the current situation, however, the District will be held to the standards listed in the SWIPP. We have received one quote on this work so far and are continuing to obtain additional quotes to address all needs. This is a large project to address all drainage at the facility, and this project will be brought back to the Board when complete information is available. The District received the required bids for the metal pile at the Transfer Station and work will begin on this on July 1st. The inspector that came out is also in charge of the tire program for the state of Utah, so the District was able to gather some information on this and identify a potential contractor to transport these soon. Chris has been working to update the official name with DEQ to the DBA, but to do so requires the District to submit operations plans for each facility. These plans need updated or developed if there is not a current plan in place, like at the CRC. Chris has been in contact with the DOT regarding our compliance issues, and Arba has been a great asset in helping the District move closer to compliance. A safety audit may not be needed if there is no interstate transport. LJ and Chris met with Carly and Ben at the City of Moab regarding issuing a joint statement on glass in

recycling. The City was surprised to hear glass was no longer being transported to Denver, and stated they had no prior knowledge of this. Overall, the meeting was constructive, but further conversations is needed. Chris has spoken to the GM at Momentum, and he was very willing to work with the District. Diane expressed concern regarding the delay with this process and will reach out to Chris and LJ to help move this forward. Chris shared that the new office building is tentatively scheduled to arrive on July 26th. The District is working with several contractors to prepare the site, and Levi Crowe will provide a more detailed update at the next meeting. Chris is still working on getting pricing for the excessed equipment. Finally, the District is working with the community regarding the fire at Pack Creek. The materials are waiting for asbestos testing to be completed so that we will know if we can accept those materials. Chris has also been working with the City on property clean-up and abatements, as well as bidding out the Raptor State Park collection. Chris has also been in discussions with Green River on a recycling program there.

LJ Blackburn shared an update with the board. This week is Waste and Recycling Workers week, so the district has provided small gifts for all staff each day. On Friday, the District will provide pizza for staff at various times and locations, and all staff will receive a thank you card. Morale seems to be better than it has been in the past. The URS audit has gone well, and we have two Work Comp audits coming up soon. A new CSR has been hired, and once she is trained, Savannah will be moved into a bookkeeping role to further assist LJ. This process should take about 2 months. The District experienced an internet outage when Emery Telecom inadvertently cut our line, so we received an unexpected upgrade to fiber-optic service. LJ discussed moving back to Emery, as they have provided service in the past, and this may be an appropriate time to switch since the new building will need to be wired for phone and internet. Diane shared concerns she has heard from the public regarding the ability and ease of paying customer bills online. LJ explained that the new software will help with this issue, but that it is moving slowly due to the requirements of the procurement process.

Arba Adams provided an update to the Board. Arba shared that an ad was run in the Moab Advertiser and local newspapers to recognize District staff and their longevity. This was run in conjunction with Waste and Recycling Workers Appreciation Week. Arba has been working hard on the WAG Bag project, and there was a recent newspaper article on this, as well as detailed information on the Discover Moab page. She is collecting and tracking data to help support this project. As the program grows, a budget and possible grant funding will be explored to help support it, along with community partnerships. Arba has completed the required training to become the Designated Employer Representative (DER) for the District and will work with supervisors and managers on additional training regarding drug and alcohol policies. She is also working hard on the CRC sponsorships. Kevin Fitzgerald requested that Herman and Arba visit some commercial sites to provide education to local businesses on what the CRC can accept, as well as a need for public education. Diane Ackerman also recommended that the District look at updating our website as well as potentially working to add recycling information to the Discover Moab page. Arba agreed and will also utilize our Facebook page.

Leanne Crowe provided a brief report to the Board. The drug and alcohol policy is still in process. The Executive Director position has been posted in many different locations and Leanne is working on screening applicants as they come in. The position is set to close on July 10th.

After the position closes, resumes will be shared and reviewed, and then the District can plan for interviewing and moving the process forward. Diane Ackerman recommended we also contact the Utah Recycling Coalition to advertise this position, and Leanne will follow up on this.

No other District Staff reports were provided.

D. BOARD REPORTS

Kevin Fitzgerald provided a brief report. He shared that he has received very positive feedback from the community regarding the transition in leadership. Kevin was also interested in exploring newspaper recycling at the CRC if it is not contaminated and may help reduce waste and add revenue. Kevin noted that staff morale has been high during his site visits. Kevin also asked about adding a staff person of the month with some recognition and a reward attached to it. Staff will work on developing this.

No other Board reports were provided.

OLD BUSINESS

E. ACTION ITEM: REVIEW AND APPROVAL OF THE EXECUTIVE DIRECTOR JOB DESCRIPTION.

Leanne Crowe led a discussion with the Board regarding this item. Two different items were developed, a formal job description, as well as a job advertisement, to help promote this position. Diane shared some feedback and concerns regarding the job description and asked for specific edits regarding the ED acting as the DOT and DER to be less duplicative. Leanne and LJ will review this and then resend this to the Board. As part of this process, the Board recognized that each staff member has different skill sets and strengths and that this job description is a working document with minor changes that may need to be made as the organization changes with staffing and skills. This will be true for all job descriptions organization wide.

MOTION: Kevin Fitzgerald motioned/ Diane Ackerman seconded to approve the Job Description as included in the Board Packet. Roll call vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

F. ACTION ITEM: DISCUSSION AND APPROVAL OF ALLOCATION OF EXECUTIVE DIRECTOR RESPONSIBILITIES TO STAFF

Kalen Jones led a discussion with the Board and staff regarding ED duties. At this time, it will be a 50/50 split, and Kalen expressed concern that there is no singular person to make HR decisions if needed. While this may not be an issue right now due to staffing, Kalen recommended that District staff review our grievance procedures with employees needed.

MOTION: Kevin Fitzgerald motioned/ Diane Ackerman seconded to approve Chris Scoville and LJ Blackburn to act as interim Executive Director and assume duties as

needed to maintain operations for the CSW. Roll call vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

G. ACTION ITEM: DISCUSSION AND APPROVAL OF TEMPORARY SALARY ADJUSTMENTS FOR STAFF

Kevin Fitzgerald and Kalen Jones led a discussion regarding salary increases for Chris Scovill and LJ Blackburn for their increased duties as interim Executive Directors. Previous motions were made to backdate the salary to the beginning of the timeframe of work, however, no specific dollar amounts were provided. Additional exempt time accruals and rates were also discussed.

MOTION: Kevin Fitzgerald motioned/ Diane Ackerman seconded to table this item until a Special Meeting can be held with pay being retroactive to May 15, 2022, as previously noted. Roll call vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

NEW BUSINESS

H. DISCUSSION OF ACQUISITION BOND UPDATED BUDGET, AND PRIORITIZED LIST OF CAPITAL IMPROVEMENTS

Chris Scovill led a discussion with the Board regarding the excess funds from the bond issued when we purchased Monument Waste. Based on discussion with accounting, the team would like to create a separate budget for capital improvement and the sooner we are able to utilize these things, the more purchasing power the District will have. There is interest accruing on these funds, but there is also a need to move forward with some of the capital improvement needs. The Board is supportive of developing a working list and a capital improvement plan to help keep open communications and guide decisions.

I. DISCUSSION OF CONTRACTING SPECIFIC JOBS WHILE RECRUITING FOR A NEW EXECUTIVE DIRECTOR

LJ Blackburn led a discussion with the Board regarding contracting out specific work. A list of potential projects has been compiled, and a potential contractor, Ben Fredregill, has been identified. LJ asked for feedback from the board to confirm the duties and pay rate. LJ recommended utilizing the proposed monthly rate and will research the requirements for URS if he is working for the District. Supervision of this role was also discussed. The Board recommended additional discussion and project tracking of this item.

J. DISCUSSION OF RFP FOR KLONDIKE

Chris Scovill provided an update on the RFP for Klondike. Chris explained that the deadline previously discussed was a self-imposed deadline, and the purpose of the RFP and information

provided was to provide a high-level overview of long-term needs and utilize this as a 5-year plan leading up to the permit renewal in 2025-2026. However, the RFP did not address the immediate needs at Klondike, which is the lack of space. The District has been aware of this for several years, but it was delayed long enough that it now, to go through the process, it would not address the immediate need. Chris discovered that the boundaries reported by previous managers were incorrect, and once Chris discovered this, he self-reported this to the DEQ, and advised them of our plan to correct this. The DEQ approved this plan. To remediate the non-compliance, Chris has determined the District needs to modify its permit. This would require a major modification, and this is a lengthy process. At this time, Chris is working to get cell 4 open now to get us back in compliance, and then at that time, we can seek the major modification and tie that into the RFP for permit renewal. Diane Ackerman expressed confusion about the delay in completing the RFP and the timelines previously presented. Chris explained the RFP is only the request for proposal, and that even if that document is completed, it would be a much longer process of about 1 year, to get these items implemented. There was also some difference of opinions on the direction that the RFP should go. Chris is approaching this in two ways: first, working to address the immediate need regarding space at Klondike, and looking at the long-term modifications needed.

K. DISCUSSION OF POLY-CART/DUMPSTER INVENTORY AND FUTURE PURCHASES

Chris Scovill led a discussion with the Board on the status of our inventory of poly-carts. The District recently ran out of poly-carts and had customers waiting for service and no carts available to issue them. The original order was delayed, so an emergency order was placed. When the orders were received, we had 600 carts available, and the demand was 900 carts. Through this process, it was discovered that the District has no record or inventory of the carts the District has out in service. Chris also discovered the District also ran out of carts last year. This does not account for the replacement of old or broken carts and dumpsters. There is also a significant lack of 2-yard dumpsters and a high demand for them. Staff is working backward to try to determine the number of carts and dumpsters owned by the District, determine which are in service or in need of repair, and ensure all items are accounted for and billed for. Chris wanted to make the Board aware of this issue and hopes to eventually increase the budget for these items to purchase additional stock and maintain an adequate inventory to meet demand. The Board is supportive of creating an accurate inventory and identifying what is the priority for the District to determine how this can fit into the budget and address these needs via budget modification if needed. The software the District is working to implement will also help with this issue once it is in place.

L. *POSSIBLE ACTION ITEM*: UPDATE ON DOZER RENTAL FOR KLF

Chris Scovill provided an update on the need for the Dozer rental at Klondike. The Board previously approved the rental to address the immediate need at Klondike. Chris had difficulty sourcing the equipment, and when one was located, the rate came back higher than expected. So, Chris is requesting to increase the previous approval from \$25,000 to \$28,000 so we can utilize it

for the full month. This will move us closer to address the non-compliance for cell 3, and get us closer to open cell 4

MOTION: Kevin Fitzgerald motioned/ Kalen Jones seconded to approve the district staff to move forward with renting a Dozer for one month in the amount of \$29,000.00. Roll call vote: Kevin Fitzgerald, Kalen Jones, and Diane Ackerman each voted yes. Motion passed 3-0.

M. POSSIBLE ACTION ITEM: DISCUSSION ON CONTRACTING WORK ON PROJECTS DURING RECRUITING PERIOD FOR AN EXECUTIVE DIRECTOR R

MOTION: Kevin Fitzgerald motioned/ Diane Ackerman seconded to table this item until the special meeting can be held. Roll call vote: Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

CLOSING ACTIONS AND ADJOURNMENT
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N. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for Wednesday, July 20, 2022, beginning at 4:00 P.M.

O. ADJOURNMENT

MOTION: Kevin Fitzgerald motioned/ Diane Ackerman seconded to adjourn the meeting. Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 3-0.

The meeting adjourned at 6:31 PM.

Respectfully submitted to the Board,

Leanne Crowe
District Clerk, Solid Waste Special Service District #1