

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

Special Meeting: <https://www.youtube.com/watch?v=gUs1SIVBJsA>

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: SPECIAL MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD
Thursday, June 30, 6:00 PM**

Board Members Present: Kalen Jones (Chair), Kevin Fitzgerald (Vice-Chair), Mary McGann (Treasurer), and Diane Ackerman (Member).

SWSSD1 Staff Present: Chris Scoville (Operations Director), LJ Blackburn (Executive Assistant), and Leanne Crowe (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/2022-agendas-and-minutes/>

SPECIAL MEETING – CALL TO ORDER (6:00 P.M.)

Kevin Fitzgerald called the meeting to order at 6:01 P.M.

OLD BUSINESS

A. ACTION ITEM: DISCUSSION AND APPROVAL OF TEMPORARY SALARY ADJUSTMENTS FOR STAFF DURING EXECUTIVE DIRECTOR VACANCY

Kalen Jones led the board in a discussion regarding compensation increases due to increased workload during the Executive Director role is vacant. The compensation recommended is within the previously approved budget and will remain in effect until some or all of the additional duties are taken over by another position, either through the hiring of an Executive Director, Project Coordinator(s), Education/Outreach Coordinator and/or other positions.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to increase LJ Blackburn and Chris Scovill's compensation to \$5,200 per pay period (two weeks), retroactive to the pay period beginning on May 15, 2022, and this shall continue until either an Executive Director (interim or permanent) is on the payroll fulltime ("ED is onboard"), OR, until additional personnel to perform executive tasks are engaged. At that time, their compensation shall revert to its former level unless changed as a result of other activities. In addition, LJ shall receive a bonus of \$340 / pay period, and Chris shall receive a bonus of \$85 per pay period, from May 15,

2022, until the date an ED is onboarded if the subject employee remains employed and in good standing for no less than 4 full pay periods following the ED being onboard. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

B. ACTION ITEM: DISCUSSION AND APPROVAL OF PROJECT COORDINATOR JOB DESCRIPTION AND COMPENSATION

Leanne Crowe and LJ Blackburn led a discussion with the board and staff regarding the development of the Project Coordinator job description and recommended compensation levels. Candidate sourcing was discussed, as well as prioritization of projects.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Project Coordinator job description, pay range, and to direct staff to recruit to fill these positions as needed. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

C. DISCUSSION AND UPDATE ON GLASS IN CO-MINGLED MATERIALS

Chris Scovill provided an update to the Board on the status of glass in co-mingled materials. The joint press release with the City has not been released due to significant changes and newly available information. Chris would like to see a new press release issued that would include a history/timeline on how this process evolved. Chris explained that Momentum Recycling has sold its location near Denver, Colorado, to Rocky Mountain Bottling. Rocky Mountain Bottling will still accept glass to be recycled at that location. However, more information and research is needed before additional operational decisions can be made. The District needs a clearer understanding of DOT regulations and how they apply to the District before any decision is made. Chris would like to see monthly recycling meetings held at the CRC with the District, the City, and the County, as well as other stakeholders who are interested in recycling. The Board also asked for a bi-weekly update from Chris and LJ as Interim Executive Directors, with one being provided via email to the Board, and the other provided at the monthly board meeting.

CLOSING ACTIONS AND ADJOURNMENT

D. FUTURE CONSIDERATIONS

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

E. ADJOURNMENT

MOTION: Mary McGann motioned/ Diane Ackerman seconded to adjourn the meeting. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

The meeting adjourned at 6:39 P.M.

Respectfully submitted to the Board,

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