

NOTICE OF REGULAR MEETING
SOLID WASTE SPECIAL SERVICE DISTRICT #1
DBA Canyonlands Solid Waste Authority
Thursday, June 16, 2022 at 4:00pm

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 will continue to hold meetings by electronic means.

The public is invited and encouraged to view this meeting, which will be streamed live on YouTube:
<https://www.youtube.com/channel/UCQvZRosmlr80RZPUW-fk2A> (SEARCH YOUTUBE FOR “Canyonlands Solid Waste Authority”). Meeting packets are made publicly available for download prior to commencing each publicly-noticed meeting at <https://swssd1.org/board-meetings-and-financials/>

REGULAR MEETING - CALL TO ORDER (4:00pm)

CITIZEN’S INPUT*

APPROVAL OF MEETING MINUTES

- A. **Action Item:** Review and Approval of May 23, 2022, Regular Meeting Minutes

TREASURER/FINANCIAL

- B. **Action Item:** Review and Approval of Expenditures for the Month of May 2022

REPORTS FROM BOARD AND STAFF

- C. Staff Reports
1. Chris Scovill
 2. LJ Blackburn
 3. Arba Adams
 4. Leanne Crowe
- D. Board Reports

OLD BUSINESS

- E. **Action Item:** Review and Approval of Executive Director Job Description
- F. **Action Item:** Discussion and Approval of allocation of Executive Director responsibilities to staff
- G. **Action Item:** Discussion and Approval of temporary salary adjustments for staff

NEW BUSINESS

- H. Discussion of acquisition bond updated budget, and prioritized list of capital improvements
- I. Discussion of contracting specific jobs while recruiting for a new Executive Director
- J. Discussion on RFP for Klondike
- K. Discussion of poly-cart/dumpster inventory and future purchases
- L. **Possible Action Item:** Update on Dozer rental for KLF
- M. **Action Item:** Discussion on contracting work on projects during recruiting period for an Executive Director

FUTURE CONSIDERATIONS

- N. Next Regularly Scheduled Meeting of the ACB is July 20, 2022
- O. Adjournment

***NOTE:** Due to the ongoing COVID-19 pandemic, public comments for the meeting record can be received in one of two ways. Please email swssd1@swssd1.org with the subject line “SWSSD1 Public Comment” by 4 P.M. on Wednesday, June 15, 2022, if you would like your comments to be heard as part of the Regular Meeting. Written comments are limited to 400 words. Alternatively, please join the Zoom meeting via the weblink below during the Citizen’s Input section of the Regular Meeting at 4:00 P.M. to provide verbal comments. Comments are limited to a duration of three (3) minutes in length. Members of the public can join the Zoom meeting here: <https://us02web.zoom.us/j/89211757271?pwd=SHhVNE5uSmtUUUY1WWNpaGJHQ2R3dz09>

Dated this 13th day of June, 2022 _____

Leanne Crowe, District Clerk

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

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

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**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Monday, May 23, 2022, 4:00 P.M.

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Diane Ackerman (Member), and Chad Harris (Member). Mary McGann (Treasurer) joined the meeting at 4:12 P.M. Kevin Fitzgerald joined the meeting at 4:28 P.M.

SWSSD1 Staff Present: LJ Blackburn (Executive Assistant), Chris Scovill (Operations Director), Arba Adams (Program Manager), 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/>

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

Kalen Jones called the meeting to order at 4:07 P.M.

CITIZEN'S INPUT

There were no members of the public in attendance and no written comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 13, 2022, REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/ Chad Harris seconded to approve the minutes from the April 13, 2022, Regular Board Meeting as presented in the Board Packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

B. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 28, 2022, SPECIAL MEETING MINUTES

MOTION: Diane Ackerman motioned/ Chad Harris seconded to approve the minutes from the April 28, 2022, Special Board Meeting as presented in the Board Packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

TREASURER/FINANCIAL

C. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF APRIL 2022

LJ Blackburn provided a summary of the expenditures for April 2022. Payroll and benefit expenses were as expected for the month. Major expenses included Lance Excavating for chipping and grinding the mulch at the Landfill. Fuel expenses continue to increase as fuel prices increase, which is an expected trend. There were additional expenses to Wheeler for several rentals and the replacement of tires for vehicles.

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of April 2022 in the amount of \$327,643.31 as reported in the Board Packet. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

D. REVIEW AND DISCUSSION OF THE FINANCIAL STATEMENTS FOR THE FIRST QUARTER OF 2022

LJ Blackburn led the board in a discussion of the Q1 financial statements. Most of the revenue is coming from the commercial side including roll-offs. Expenses are primarily comprised of labor costs, as well as fleet repair and maintenance and facilities repair and maintenance. Comparing the P&L for the prior year, we are where we expected to be with the addition of Monument. We are historically slower in the Q1, so we predict better than expected revenues in Q2.

REPORTS FROM BOARD AND STAFF

E. STAFF REPORTS

Chris Scovill, Operators Director, provided a brief report to the board. He advised that he has been in contact with the Department of Environmental Quality, and we expect a site inspection sometime next week. We have discussed with them our current situation and Chris received information on classes he can take to be better prepared. The remaining three tarps for the transfer trailers have been ordered but not yet delivered so we are waiting for them to arrive. We are currently out of poly carts, but they have been ordered and are scheduled to arrive on June 1. Levi continues to work on the additional office building. The vendor requires a signature on some paperwork for us to move forward. Chris will forward to Kalen and/or Mary for review and signature. Operations are continuing as usual, and we continue to recruit staff to help with operations, especially on roll-off routes.

LJ Blackburn provided a brief update to the board. She is ready to begin the process with the new billing software with AMCS but needs some additional signatures from the board.

Leanne Crowe provided a brief report to the board. She had a kick-off call with Mike Sparrow at PSS to begin the job description project. The first step is to meet with staff to complete a survey and collect data on each position. We are currently revising the drug and alcohol policy and will present that to the board for review when complete.

Arba Adams has been working with Chris and LJ on several projects as she continues to onboard. She has been working in the community to promote the CRC sponsorship program with great results and has received six responses so far. Moonflower has agreed to be a platinum sponsor this year. Arba has been reviewing the franchise agreements to ensure they are up to date. Arba has also been appointed as the Designated Employer Representative for the District. She is working to complete the required training and has been reviewing our policies and practices to ensure compliance with DOT regulations. Arba is also overseeing a pilot project for Wag bags. We have been working on this to protect our collections workers and keep everyone safe. The district has partnered with many other community members to build out this program. So far, we have identified five sites for collection bins and partners who sell these bags to provide information on where to dispose of them. Bins are being prepared and we are working on community outreach and education. We plan to put these out on June 3 and will pilot the program for several months before reviewing the results and finalizing a policy.

No other District Staff reports were provided.

F. BOARD REPORTS

No Board Member reports were provided.

OLD BUSINESS

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

Kalen Jones led a discussion with the Board and staff regarding the status of the Executive Director's Job Description. The description is close to being finalized. The Board would like to review it and provide input but would like to get this moving forward quickly.

MOTION: Mary McGann motioned/ Chad Harris seconded to direct the Board Chair and staff to finalize the job description and begin advertising for the Executive Director position, with the final job description to be ratified at the next board meeting in June. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

H. REVIEW AND DISCUSSION OF JOB DESCRIPTION PROJECT WITH PERSONNEL SYSTEMS.

Leanne Crowe led a discussion with the Board and staff regarding the status of this project. The first step in this process is to collect data on duties for each position. The District has received multiple survey options from PSS to use. We will need to select which survey tool to use, and

then develop a strategy to collect this data. Some staff may need to be interviewed, and others may be able to complete the survey on paper. We hope to complete this soon and get those back to Mike at PSS so we can continue to move forward.

I. DISCUSSION OF THE CURRENT STATE OF GLASS RECYCLABLES

Chris Scovill led a discussion with the Board about the need to put out a press release with the City to provide information regarding what is happening with glass recycling. This will address the concerns in the community. The expected period to publish this is relatively short, within about a week.

NEW BUSINESS

J. ACTION ITEM: DISCUSSION AND APPROVAL FOR UPDATED POINTS OF CONTACT FOR THE SAFETY DEPOSIT BOX.

LJ Blackburn led a discussion with the Board regarding the need to update the points of contact for the safety deposit box at Zion's Bank. The officers and staff listed are no longer with the organization. The bank recommended that the District update contacts to include the current Board Chair and Board Treasurer. The bank will require a record of this in the minutes to allow this change.

MOTION: Kalen Jones motioned/ Diane Ackerman seconded to remove Deborah Barton and Annette Meyers from access to the safety deposit box at Zions Bank, and to add Kalen Jones as Board Chair, and Mary McGann as Board Treasurer to the safety deposit box at Zions. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

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

Chris Scovill led a discussion with staff and the Board regarding the division of duties previously completed by the Executive Director. The staff has been working from a running task list and spreadsheet which has been shared with the Board. The staff has been adding to this sheet as projects progress to include assignments and due dates, but it is not an all-inclusive list. Diane Ackerman asked about the status of the Klondike RFP. Chris Scovill explained that this deadline has passed, and we are now moving in a different direction with this to address it as best we can. We are trying to adhere to the correct procurement procedure as we look to get bids and address the needs of the Klondike site.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the allocation of ED responsibilities until the next meeting in June. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

L. ACTION ITEM: DISCUSSION AND APPROVAL OF TEMPORARY SALARY ADJUSTMENTS

The Board and staff discussed potential temporary salary increases given the added responsibilities being taken on by staff during the Executive Director position's vacancy. Chris Scoville discussed adding a percentage of the previous Director's salary to each person's current salary while the staff is performing additional work until a new Director is in place. The Board discussed making these changes effective retroactively to ensure staff are paid for their time and work.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the decision on salary adjustments until the next meeting in June, with any adjustments being made retroactively. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

M. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF A WAG BAG DISPOSAL POLICY.

LJ Blackburn explained that there is nothing to approve at this time. The project is currently being piloted and the staff will bring this back to the board in September when there is a policy and potential costs/fees to approve.

N. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF RENTING A 938 FRONT-END LOADER

Chris Scovill opened a discussion with the Board and explained that our current loader at the Transfer station is old and tired and is from the 1970's. We have been waiting for one to become available for purchase, but there is not a current option available. Our immediate need is for an annual rental so we can retire the existing equipment and retain it as a backup. The long-term goal is to purchase a replacement, but in the interim, we need to have functional equipment. We are exploring options that include a waste package and could potentially turn a long-term lease into a purchase, but right now the District needs to get adequate equipment for the Transfer Station, specifically this loader and appropriate tires.

MOTION: Mary McGann motioned/ Chad Harris seconded to approve the district staff for the annual rental of a 938 front-end loader in the amount of \$25,000.00 and for district staff to purchase tires for the 938 in an amount not to exceed \$30,000.00. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

O. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF RENTING A DOZER

Chris Scovill led a discussion with the board. Chris explained that we have exceeded our permitted area at Klondike Landfill, and we need to rent a dozer to correct this error. Chris has

discussed this with the DEQ inspector and has received approval to continue operations while we make the needed corrections. Chris believes that we can get this taken care of within about 6 weeks once we have the equipment.

MOTION: Mary McGann motioned/ Chad Harris seconded to approve the District staff for the rental of a D6 Dozer or compatible equipment in an amount not to exceed \$25,000.00 Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

P. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF THE SALE OF EXCESS EQUIPMENT

Chris Scovill led a discussion with the Board and provided an update on the list previously provided to the Board regarding the status of each piece of equipment. The District is looking to sell or trade its excess equipment as it acquires newer equipment to maintain or further operations. This is an evolving process as heavy equipment is difficult to come by, and things may need to move quickly when items do come available. The Board expressed its trust in Chris to do what is best for the District.

MOTION: Diane Ackerman motioned/ Mary McGann seconded to approve the District staff permission to sell, trade-in, or consign the excess equipment including the 613 Scraper, D7 Dozer, 816 Compacter, 938 Front End Loader, JCB Load All, International Roll-Off Truck, Case Front End Loader. Roll call vote: Diane Ackerman, Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

CLOSING ACTIONS AND ADJOURNMENT
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Q. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for Wednesday, June 15, 2022, beginning at 4:00 P.M.

R. ADJOURNMENT

MOTION: Mary McGann motioned/ Diane Ackerman seconded to adjourn the meeting. Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

The meeting adjourned at 5:33 PM.

Respectfully submitted to the Board,

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

DRAFT

Solid Waste Special Service District #1
Expenditure Detail by Account
May 2022

11:27 AM
06/16/2022
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
1100 · OPERATING ACCOUNTS						
1101-1 · MACU Checking						
Bill Pmt -Check	05/06/2022	1125	Public Employees Health Program	VOID: 1291	0.00	0.00
Bill Pmt -Check	05/06/2022	1126	PEHP Long-Term Disability	LTD premium payment for May 06th Paydate 2022	-357.87	-357.87
Bill Pmt -Check	05/06/2022	ACH	Cardconnect	Credit card fees from 4/01/2022 to 4/30/2022	-2,480.86	-2,838.73
Bill Pmt -Check	05/06/2022	1127	Public Employees Health Program	Health Insurance Monthly Premiums for April 22	-36,983.29	-39,822.02
Bill Pmt -Check	05/20/2022	1128	PEHP Long-Term Disability	LTD premium payment for May 20th Paydate 2022	-360.65	-40,182.67
Bill Pmt -Check	05/20/2022	ACH	Health Equity	HSA monthly Admin Fees ID #id70g35 May	-72.00	-40,254.67
Check	05/02/2022	ACH	NMI	NMI fees April-19-22 to April-30-22 Invoice #280167738	-20.20	-40,274.87
Check	05/24/2022	ACH	NMI	NMI fees May-01-22 to May-23-22 Invoice #280400758	-53.20	-40,328.07
Check	05/20/2022	ACH	Health Equity	HSA monthly Admin Fees IDahv33kk May	-5,756.46	-46,084.53
General Journal	05/06/2022	ACH	Autopaychecks	OPERATING ACCOUNTS:MACU Checking	-75,355.40	-121,439.93
General Journal	05/06/2022	ACH	Autopaychecks	Third Party ACH	-845.08	-122,285.01
General Journal	05/20/2022	ACH	Autopaychecks	OPERATING ACCOUNTS:MACU Checking	-76,644.81	-198,929.82
General Journal	05/20/2022	ACH	Autopaychecks	Third Party ACH	-845.08	-199,774.90
Total 1101-1 · MACU Checking					-199,774.90	-199,774.90
1101 · Zions Bank Checking						
Bill Pmt -Check	05/06/2022	ACH	Dominion Energy 0421860000 Ofc	0421860000 March 24, 2022 - April 23, 2022 Svc	-20.30	-20.30
Bill Pmt -Check	05/06/2022	ACH	Dominion Energy 2524170000 Shop	2524170000 March 24 , 2022 to May 23, 2022 Svc Shop	-22.73	-43.03
Bill Pmt -Check	05/06/2022	ACH	Dominion Energy 5523721573 TNS	Acct#5523721573 Mar 24, 2022 - Apr 23, 2022 -TNS, Shop & HQ	-105.45	-148.48
Bill Pmt -Check	05/06/2022	ACH	Dominion Energy 8288403095 CRC	8288403095 March 24, 2022 to April 23, 2022 Src CRC	-44.81	-193.29
Bill Pmt -Check	05/06/2022	101013	AWebStudio	Inv#9252, Smart grid-layout design, updates, etc	-170.00	-363.29
Bill Pmt -Check	05/06/2022	101014	Canyonlands Copy Center & Advertising	INV#36533 PO #DM2204-1101 Vinyl banner / Layout design	-110.00	-473.29
Bill Pmt -Check	05/06/2022	101015	Caterpillar Financial Services Corp	Customer # 2175536 - Lease pmt 980M Medium Wheel Loader	-29,521.47	-29,994.76
Bill Pmt -Check	05/06/2022	ACH	Grand Water & Sewer Service Agency	Monthly Service - April	-66.91	-30,061.67
Bill Pmt -Check	05/06/2022	101016	Certified Laboratories (ChemSearch)	PO #FM2203-1801 Oil & Solvant for stock at both shops	-4,083.53	-34,145.20
Bill Pmt -Check	05/06/2022	101017	Department of the Treasury	Taxes due from 2019	-1,997.76	-36,142.96
Bill Pmt -Check	05/06/2022	101018	Desert West Office Supply	2 Inv's - Office supplies	-185.96	-36,328.92
Bill Pmt -Check	05/06/2022	101019	Frontier Communications	Acct No. 435-259-7585-050121-8 Srvc from Apr 22 - May 21, 22	-470.31	-36,799.23
Bill Pmt -Check	05/06/2022	101020	GJ Computer Center, Inc.	May 22 Monthly Service fees	-918.18	-37,717.41

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/06/2022	101021	Grainger	INV-9292682953 PO#FM2204-2603 Needle air valve for floor jack	-10.61	-37,728.02
Bill Pmt -Check	05/06/2022	101022	H.H.H Incorporated	INV-42503 PO#FM2204-1301 No plastic bags decals	-375.87	-38,103.89
Bill Pmt -Check	05/06/2022	101023	Henderson Leasing Co	VOID: IN#925 PO #FM2205-04041 oxygen bottle exchange	0.00	-38,103.89
Bill Pmt -Check	05/06/2022	101024	Herman Herrera	VOID: Reimbursement for Batteries for CRC safe	0.00	-38,103.89
Bill Pmt -Check	05/06/2022	101025	Inland Truck Parts & Service Company	IN-1127494 Brakes and Drums for TT3, 4 Exhaust clamps for 141	-1,818.04	-39,921.93
Bill Pmt -Check	05/06/2022	101026	McCandless Truck Center	Inv#P105078263:01 PO#DM2205-0405/AC Dryer,Expansion,O-ring	-400.59	-40,322.52
Bill Pmt -Check	05/06/2022	101027	Moab Auto Parts (Car Quest)	5Inv's Parts for Trucks and fleet	-721.86	-41,044.38
Bill Pmt -Check	05/06/2022	101028	Moab Recreation & Aquatic Center	Annual Family membership for 1 employee	-440.00	-41,484.38
Bill Pmt -Check	05/06/2022	101029	Occupational Health Care International	Random Drug test for Driver	-57.00	-41,541.38
Bill Pmt -Check	05/06/2022	101030	Peterbilt	2 Inv's Parts for trucks	-299.04	-41,840.42
Bill Pmt -Check	05/06/2022	101031	Rhinehart Oil Co., LLC	6 Inv's feet and delivered Fuel	-20,343.68	-62,184.10
Bill Pmt -Check	05/06/2022	101032	Rick's Glass, Inc.	4 Inv's -Windshields for trucks	-1,383.14	-63,567.24
Bill Pmt -Check	05/06/2022	101033	River Canyon Wireless	Service from April 26th, 2022 to May 25 2022 Invoice#78112	-34.99	-63,602.23
Bill Pmt -Check	05/06/2022	101034	Robert Hollahan	Refund of 3 months of recycling that was double billed	-36.00	-63,638.23
Bill Pmt -Check	05/06/2022	101035	Rocky Mountain Power 3816	Monthly service Mar 2022 - April 2022	-1,766.50	-65,404.73
Bill Pmt -Check	05/06/2022	101036	StateFire DC Specialties LLC	Inv#12461736 -Fire Extinguisher Annual Svc, Valve Stem, O Rings	-413.55	-65,818.28
Bill Pmt -Check	05/06/2022	101037	Times-Independent, Inc.	April22 Advertising - Earth Day 4/1, 4/21	-78.00	-65,896.28
Bill Pmt -Check	05/06/2022	101038	Track Your Truck Inc.	Monthly Vehicle service fee - April22	-106.55	-66,002.83
Bill Pmt -Check	05/06/2022	101039	Tuck Communcation Services, Inc.	Updated system for immediate answer,record new greetings	-288.75	-66,291.58
Bill Pmt -Check	05/06/2022	101040	UniFirst	2 Inv's - mats and uniforms svc	-178.88	-66,470.46
Bill Pmt -Check	05/06/2022	101041	Walker's True Value Hdwe., Inc.	2 Inv's parts & shelf -Hwy office+ parts for toilet -Sandflats office	-86.95	-66,557.41
Bill Pmt -Check	05/06/2022	101042	Waste Management	INV#IAC2992885 Single Stream Recycling Disposal	-92.29	-66,649.70
Bill Pmt -Check	05/06/2022	101043	Wheeler Cat - PRINT Invs SEPARATELY	2 Inv's - parts for equipment	-289.32	-66,939.02
Bill Pmt -Check	05/06/2022	101044	Zunich Bros Mechanical	8 Inv's - monthly service	-399.00	-67,338.02
Bill Pmt -Check	05/06/2022	101045	Rick's Glass, Inc.	Inv#17417 PO#FM2204-2102 1 windshield for 101	-194.00	-67,532.02
Bill Pmt -Check	05/06/2022	101046	Henderson Leasing Co	IN#925 PO #FM2205-04041 oxygen bottle exchange	-24.48	-67,556.50
Bill Pmt -Check	05/06/2022	101047	Herman Herrera	Reimbursement for Batteries for CRC safe	-12.55	-67,569.05
Bill Pmt -Check	05/20/2022	ACH	Revco (Les Olson) Leasing	Inv#634460 Mary22 Lease PMT Sharp MX-4071 Digital Printer	-240.71	-67,809.76
Bill Pmt -Check	05/20/2022	ACH	Revco (Les Olson) Leasing	Inv#634708 May22 Lease PMT Sharp MX-4071 Digital Printer	-300.05	-68,109.81
Bill Pmt -Check	05/20/2022	101048	Ad-Vertiser - 1003AP	Inv#A202204401 Full pg Ad 4/20/22	-360.00	-68,469.81
Bill Pmt -Check	05/20/2022	101049	Altitude Recycling	Inv#A4931 Parts for CRC baler PO#FM2204-1402	-215.00	-68,684.81
Bill Pmt -Check	05/20/2022	101050	AWebStudio	Inv#9267, Smart grid-layout design, updates, etc	-340.00	-69,024.81
Bill Pmt -Check	05/20/2022	101051	Dell Buisness Credit	Monitor, Warranty, Exchange service	-363.26	-69,388.07

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/20/2022	101052	Emery Telcom 2120AP	Account No. 3458100 04-01 to 05-31 2022 Svc	-189.92	-69,577.99
Bill Pmt -Check	05/20/2022	101053	GFL Environmental	VOID: INV#0054701783 SSR tipping fees	0.00	-69,577.99
Bill Pmt -Check	05/20/2022	101054	GJ Computer Center, Inc.	April 22 Monthly Service fees	-750.00	-70,327.99
Bill Pmt -Check	05/20/2022	101055	Grainger	8 Inv's - gloves for Staff, Hooded coverals, parts for fleet	-1,228.37	-71,556.36
Bill Pmt -Check	05/20/2022	101056	Grand Tire PRO a/k/a Chip's	8 Tires for fleet, 4 tires TT3	-5,136.44	-76,692.80
Bill Pmt -Check	05/20/2022	101057	H.H.H Incorporated	INV-42650 PO#FM2204-1 No Human Waste decals	-1,171.25	-77,864.05
Bill Pmt -Check	05/20/2022	101058	Henderson Leasing Co	VOID: IN#25814 PO #FM2205-0404 1 oxygen bottle exchange	0.00	-77,864.05
Bill Pmt -Check	05/20/2022	101059	InterWest Paper, Inc 2122	SWSSD1	-350.00	-78,214.05
Bill Pmt -Check	05/20/2022	101060	Jack's Tire & Oil	Inv#B70657-14 PO #FM2205-1101 2 retread 11R24.5	-594.14	-78,808.19
Bill Pmt -Check	05/20/2022	101061	Kirton & McConkie	INV#1855788 Review of Evan's escrow release, theft issue	-3,500.00	-82,308.19
Bill Pmt -Check	05/20/2022	101062	McCandless Truck Center	Inv#P105078277:01 PO#DM2205-0407 1 seat belt retractor	-264.42	-82,572.61
Bill Pmt -Check	05/20/2022	101063	Moab Auto Parts (Car Quest)	4 Inv's - parts for fleet	-449.16	-83,021.77
Bill Pmt -Check	05/20/2022	101064	Napa/Canyonlands Auto & Mining	Inv#635426 PO#FM2205-1801 5 gal bucket, 2 bucket lids	-24.14	-83,045.91
Bill Pmt -Check	05/20/2022	101065	Packard Wholesale & Distributing	PO #EA2205-1801 TP, Paper Towel, Trash Bags	-178.63	-83,224.54
Bill Pmt -Check	05/20/2022	101066	Peterbilt	3 Inv's parts for fleet	-1,358.24	-84,582.78
Bill Pmt -Check	05/20/2022	101067	Rhinehart Oil Co., LLC	3 Inv's fleet and delivered fuel	-6,927.25	-91,510.03
Bill Pmt -Check	05/20/2022	101068	UniFirst	2 Inv's service for mats and Uniforms	-154.77	-91,664.80
Bill Pmt -Check	05/20/2022	101069	Walker's True Value Hdwe., Inc.	2 Inv's-parts-Swamp Cooler/TNS&Wht spray paint -Wag bag cans	-112.89	-91,777.69
Bill Pmt -Check	05/20/2022	101070	Wheeler Cat - PRINT Invs SEPARATELY	RS0000209673 PO#FM2205-0901 316 Ex Rental for KLF	-6,591.00	-98,368.69
Bill Pmt -Check	05/09/2022	ACH	Verizon Wireless	Mnthly Serv - March - April 2022	-242.16	-98,610.85
Check	05/16/2022	EA11453	Revco (Les Olson) Leasing	Platnm Monthly Base Contract - Adj. for 2295 S HWY 191 Copier	-90.55	-98,701.40
Check	05/20/2022	101071	Utah Public Treasurers' Inv Fd	May 2022 Deposit - ACCOUNT 5817	-117,012.64	-215,714.04
Check	05/20/2022	ACH	Grand Water & Sewer Service Agency	Monthly Service - May	-65.95	-215,779.99
Total 1101 · Zions Bank Checking					-215,779.99	-215,779.99
Total 1100 · OPERATING ACCOUNTS					-415,554.89	-415,554.89
TOTAL					-415,554.89	-415,554.89

MACU Subtotal Payroll (197,220.64)
MACU Subtotal Operations (2,554.26)
MACU TOTALS (199,774.90)

Zions Subtotal Payroll -
Zions Subtotal Operations (98,767.35)

Type	Date	Num	Name	Memo	Amount	Balance
				ZIONS TOTALS	<u>(98,767.35)</u>	
				PAYROLL GRAND TOTAL	(197,220.64)	66.1%
				OPERATIONS GRAND TOTAL	<u>(101,321.61)</u>	33.9%
				EXPENDITURES GRAND TOTAL	<u>(298,542.25)</u>	100%
				FUND TRANSFERS TO PTIF	(117,012.64)	
				TOTAL EXPENDITURES & TRANSFERS	(415,554.89)	



JOB DESCRIPTION

Job Title: Executive Director
Department: Administration
Classification: Permanent, Full Time
FLSA status: Exempt (Salaried)

GENERAL PURPOSE

The Executive Director (ED) manages all operational, administrative, and financial aspects of CSWA and serves as CSWA's Public Information Officer. The ED establishes goals, priorities, and provides direction to all solid waste facility, collection, and hauling operations with direct support from a Operations Director, Operations Managers, and Facilities Manager. The ED is responsible for ensuring conformance with Agency Policies and Procedures, Utah State and Administrative Code, operation plans, facility permits, and applicable federal, state, and local rules and regulations.

REPORTING RELATIONSHIPS

Supervision Received: The Executive Director reports to the Administrative Control Board (ACB) and works under the broad policy and budget guidance and direction of the ACB.

Supervision Exercised: The Executive Director is responsible for effective management and performance evaluation of all administrative personnel and contractors. The Executive Director creates and maintains the organizational reporting structure of all Agency employees.

ESSENTIAL FUNCTIONS

- Plans, coordinates, supervises, and manages the operations of solid waste collection, disposal, and reclamation facilities with direct support from District managers and directors
- Prepares and recommends budgets and fee schedules, and monitors operating expenses and revenue
- Serves as the Public Information Officer
- Serves as the primary purchasing agent
- Supervises staff which includes hiring, orienting, training, assigning, performance evaluation, discipline, and compensation adjustments.
- Develops effective relationships with public and private entities



- Sees that facilities, equipment, practices, and recordkeeping are conducted and documented in compliance with plans, and regulatory and permit requirements.
- Attends all ACB meetings, helps prepare ACB agendas and reviews packets, and works closely with the ACB on planning, policy and budgeting.
- Identifies and implements short-, medium-, and long-term goals and visions for the District through the development of strategic plans and other organization-wide initiatives.
- Reviews the preparation of payroll and quarterly taxes; end of year employee and non-employee tax information; spreadsheets, data entry, and billing procedures, including a list of the existing investments, their purpose, amount, terms, date, and place payable.
- Oversees the development of and approves operating plans, requests for proposals, and bid proposals.
- Serves as the Designated Employment Representation for the District's Department of Transportation (DOT) drug and alcohol program and ensures compliant recordkeeping
- Monitors construction projects undertaken by the District to ensure compliance with contracts and applicable codes, with direct support from a Facilities Manager.
- Maintain inventory control system of District property.
- Serves as the primary point of contact for and responds to emergencies at District facilities during and outside normal business hours.
- Sets priorities to ensure business continuity in the event of disasters, emergencies, and unanticipated needs.
- In the absences of the Operations Director and/or Operations Manager, supervises work of contractors to ensure they meet the needs of the District and contractual obligations.
- In the absence of the Environmental, Health, and Safety Specialist:
 - determines the acceptability of special wastes and approves special waste profiles and manifests;
 - prepares technical and non-technical reports, and maintain records;
 - oversees the development and implementation of staff training, safety protocols, and incident documentation;
 - serves as the Designated Employment Representation for the District's Department of Transportation (DOT) drug and alcohol program and ensures compliant recordkeeping

MINIMUM QUALIFICATIONS

Education and Experience:

- Education – Bachelor’s degree from an accredited institution, preferably in environmental science, civil or environmental engineering, Business Administration, Public Administration, or other closely related field, and
- Four years of related experience, of which one year must have been in a solid waste supervisory and administrative role;
- OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory or administrative experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Local government and fiscal budgeting and accounting principles, practices and procedures.
- Goal setting, strategic planning, and project management.
- Performance management tools and practices to measure and provide feedback on employee productivity and effectiveness.
- HR management best practices, staff facilitation, and task delegation.
- Ethics in leadership generally, and specifically in Utah local governments.
- State laws as they apply to special district management practices.
- Occupational and environmental hazards and standard safety practices.
- Ordinances, regulations, policies, and procedures relevant to solid waste management.
- Waste materials, their potential dangers, and acceptable methods of disposal.
- Solid waste landfill, transfer station, recycling, and collection and hauling design, operations, and best management practices.
- Concepts related to integrated solid waste management, including waste reduction and diversion programs, natural resource conservation, and conventional recycling methods.
- Equipment operation, maintenance, and repair.

Skills & Abilities:

- Communicate effectively orally and in writing; at the technical and lay-person levels.
- Ability to distill and explain complex financial and operational concepts to non-experts by simplifying and organizing information and using clear and succinct language.
- Ability to coordinate inter-governmental policy matters.
- Ability to resolve disputes and complaints from the public.
- Ability to develop and analyze budgets and strategize financial planning to make decisions.
- Ability to plan, organize, direct, and supervise the work of professional and administrative subordinates.
- Ability to interpret land survey, building, and engineering plans and specification.
- Ability to identify, research, and interpret interrelated rules, regulations, and scientific information.
- Ability to characterize special and potentially-hazardous waste.
- Proficiency with the Microsoft and Google Office Suites, including statistical data analysis, pivot charts, graphs, and presentation slides

ENVIRONMENTAL AND PHYSICAL FACTORS

Work is performed in both an office and field environment where there is exposure to extreme weather conditions, noise, potentially hazardous materials/wastes, dust, odors, and fumes. Work environments include office, open buildings (recycling center and transfer station), landfills, and exterior storage/parking areas.

Tasks may entail muscular strain, including walking, standing, stooping, sitting; lifting, pushing, pulling of weights up to 50 pounds, use of ladders, ramps and scaffolding, use of tools. Work conditions may expose incumbent to possible bodily injury from mechanical parts, tools or machinery.

Talking, hearing and seeing are essential to performing job requirements. Common eye, hand and finger dexterity is required for most essential functions.

While performing the duties of this job, the Executive Director will use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with the ACB members, staff, customers, the public and, some of whom may be dissatisfied or abusive individuals.



MANDATORY PROGRAM PARTICIPATION

This position requires:

- Certified landfill operator under the Solid Waste Association of North America or equivalent within one (1) year of hire (unless certification already held). Other certifications recommended to obtain within five (5) years of hire date (but not required): Recycling Operations, Transfer Station Operations, Compost Operations, Construction and Demolition Debris Operations, Integrated Waste Management
- Use of safety and personal protective equipment,
- A baseline auditory test and annual inspection paid by the district,
- May require participation in a drug and alcohol testing program.
- Must obtain and maintain First Aid and Cardiopulmonary Resuscitation (CPR) certifications.
- Possess valid driver's license with a clean driving record of at least three (3) years.
- Must have own vehicle (mileage will be reimbursed at standard rates).

Recommended Motions

- A. Motion to approve the Minutes from the May 23, 2022, Regular Meeting as included in the Board Packet.
- B. Motion to approve the expenditures for May 2022 in the amount of \$xxx as included in the Board Packet.
- E. Motion to approve the Executive Director Job Description as included in the Board Packet.
- F. Motion to approve Chris Scoville and LJ Blackburn to act as interim Executive Director and assume duties as needed to maintain operations for CSWA.
- G. Motion to approve a salary increase for staff in the amount of _____ as additional compensation for additional duties performed while acting as interim executive directors. This increase shall be retroactive to May 15, 2022 and shall remain in effect until a new Director is hired and onboarded.
- M. Motion to approve a contract with Ben Fredregill to complete specific work on projects for the District until a new Executive Director has been hired in the amount of \$8,500.00 per month.