

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

Regular Meeting: <https://www.youtube.com/watch?v=BbLZAr0F5b0>

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, June 19, 2024, 4:00 P.M.

Board Members Present: Chad Harris (Vice-Chair), Mary McGann (Treasurer), and Colin Topper (Moab City Council Representative). Mike Duniway and Diane Ackerman were not present.

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).

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 4:08PM.

CITIZEN'S INPUT

Diane Ackerman provided written comment in advance of this meeting and a copy of those comments are attached. No other Citizen's Input was provided.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 24, 2024 REGULAR MEETING MINUTES

MOTION: Mary McGann motioned/Colin Topper seconded to approve the minutes for April 24, 2024 Regular Meeting minutes as presented in the June 19, 2024 Board packet. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE APRIL AND MAY 2024 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the months of April and May 2024 in which she stated fuel costs, payroll, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She explained the difference between these costs for each month, indicating any unique expenditures such as equipment loan payments, PTIF payments, and roll-off truck rental. Lily Houghton stated that payroll expenses were higher in May 2024 due to three (3) payrolls.

A brief discussion on the process for the bond payment into the PTIF ensued.

MOTION: Colin Topper motioned/Mary McGann seconded to approve the expenditures of the month of April 2024 in the amount of \$352,651.65 and May 2024 in the amount of \$787,305.97. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Mike Kenerley provided a staff report by providing an overall summary of fleet, operations, and staffing status. He stated the progress that had been made on the Interlocal Agreement between Canyonlands Solid Waste Authority and the City of Moab as well as the upcoming major operational change such as the removal of glass from single-stream recycling and changes in operating hours. Mike Kenerley also provided updates on unexpected expenses such as the repair of the Community Recycle Center's baler. A detailed discussion on the costs associated with running the Community Recycle Center and how those costs could potentially be lowered and other potential facility consolidation/operation solutions. He stated that they had met with Zion Corporation to discuss the PTIF payments, associated interest rates, and mapping a pathway to managing the bond payment.

Chris Scovill provided a brief staff report stating they had been working with an engineering firm to update the Canyonlands Transfer Station Operation Plan as well as cell design for the Klondike Landfill. He also provided an update on the scrap metal pile that had been recently removed at the Canyonlands Transfer Station. Chris Scovill expressed appreciation to Bill Jackson and the Grand County Roads Department for allowing Canyonlands Solid Waste Authority to utilize their water truck for road maintenance. He stated that the Household Hazardous Waste Program had moved from the Community Recycle Center to the Canyonlands Transfer Station.

Lily Houghton provided a brief staff report detailing a progress update on the AMCS software issues and stated that a hard deadline of August 1st had been implemented. She stated that she had also been recovering past due balance accounts and had acquired

ownership of the Google business accounts from a previous District employee to update incorrect information. Lily Houghton provided a brief summary of the audit that had recently been performed.

Jessica Thacker provided a brief staff report stating that she had been focusing primarily on the outreach regarding the upcoming operational changes such as the Household Hazardous Waste and removal of glass from single-stream recycling as well as other educational and outreach activities regarding daily operations. She stated that Canyonlands Solid Waste Authority would also be participating in the 4th of July parade.

Nick Lundberg provided a brief staff report in which he expressed appreciation to the District and the Board for another successful audit and had now redirected his focus on developing the upcoming budget.

D. BOARD REPORTS

Mary McGann provided a brief update stating that the County Administrator had left her position at the County.

No other Board reports were given.

OLD BUSINESS

E. *POSSIBLE ACTION ITEM: VOTE FOR SPECIAL POPULATION SERVICE DISCOUNT*

Lily Houghton provided a brief review of the agenda item and stated that it would cost the District approximately \$1,200 if the District moved forward with this discount. She stated that another governmental entity had indicated that providing this discount could be construed as “favoritism”. A brief discussion on the legality and how to potentially approach this issue ensued.

MOTION: Mary McGann motioned/Colin Topper seconded to move Agenda Item E, the Special Population Service Discount, to the next scheduled meeting. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

F. *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. Mary McGann recommended the District Clerk be appointed as a secondary authorized user.

MOTION: Mary McGann motioned/Colin Topper seconded to appoint the District Clerk as an authorized user to maintain correct information on Solid Waste SSD1's PTIF account. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

NEW BUSINESS

G. ACTION ITEM: ELECTION OF BOARD OFFICERS – OPEN VP SEAT

A brief discussion on whether to delay to Vice Chair appointment until the following meeting as well as the intent to revise the By-Laws at a later date.

MOTION: Mary McGann motioned/Colin Topper seconded to appoint Chad Harris the Chair and Mike Duniway as Vice Chair.

AMENDED MOTION: Mary McGann motioned/Colin Topper seconded to appoint Chad Harris as Chair and wait to appoint the Vice Chair. Colin Topper and Mary McGann voted yes. Chad Harris voted no. Motion passed 2-1.

H. ACTION ITEM: CAPITOL PURCHASE OF CHASSIS FOR ROLL-OFF TRUCK

Mike Kenerley provided a detailed summary of the necessity of this purchase as truck 100 had developed an oil leak which resulted in the engine seizing up. He stated that this vehicle was unique in its design and would need to be specifically fabricated. A discussion on why a specialty truck was more cost effective than purchasing a regular roll-off truck ensued.

MOTION: Mary McGann motioned/Colin Topper seconded to approve purchase of a used chassis and frame to replace truck 100 up to the amount of \$75,000.00. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

I. ACTION ITEM: REVIEW 2023 AND 2024 FRAUD RISK ASSESSMENT

Lily Houghton provided a brief summary on the purpose of this agenda item stating that a Fraud Risk Assessment had not been completed for 2023 and the auditors had suggested methods in way to reduce fraud. She recommended accepting the 2023 Fraud Risk Assessment and postponing the 2024 Fraud Risk Assessment. Chad Harris inquired the costs associated with implementing the auditors suggestions.

MOTION: Mary McGann motioned/Colin Topper seconded to accept the Fraud Risk Assessment Questionnaire for fiscal year 2023 and postpone the 2024 Fraud Risk Assessment to a later date. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

J. DISCUSSION/ACTION ITEM: ENFORCEMENT OF GRAND COUNTY RESOLUTION 3230

Lily Houghton provided a brief summary on the purpose of this agenda item summarizing the contents of Resolution 3230 that states that waste generated within Grand County cannot be removed from Grand County and indicated some contractors have been observed violating this Resolution. She requested input on how this Resolution would be enforced and a brief discussion ensued.

K. DISCUSSION/ACTION ITEM: REVIEW AND ACCEPT PROPOSED INTERLOCAL AGREEMENT WITH THE CITY OF MOAB

Mike Kenerley provided a brief summary on the contents and major points of the Interlocal Agreement and its benefits to the District's longevity. A discussion on the main changes such as the glass removal, rates increases, and opt-in ensued.

MOTION: Colin Topper motioned/Mary McGann seconded to approve the Interlocal Agreement between the Solid waste District and the City of Moab. Chad Harris, Colin Topper, and Mary McGann voted yes. Motion passed 3-0.

L. DISCUSSION ITEM: EXECUTIVE DIRECTOR AS SIGNER ON SWSSD1 BANK ACCOUNTS

Lily Houghton provided a brief summary on the purpose of this agenda item suggesting adding the Executive Director as an authorized signer (rather than reviewer) for check signing would reduce the tasks and time required of the Board Members. Mary McGann stated this suggestion had been put forward to the auditors previously, but it had been determined that this method could potentially increase the risk of fraud. She suggested reaching out to the auditors again to revisit the topic.

FUTURE CONSIDERATIONS

M. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, JULY 17, 2024

ADJOURNMENT

N. ADJOURNMENT

The meeting was adjourned by Chad Harris at 5:44PM.

Respectfully submitted to the Board,

Jessica Thacker
Jessica Thacker

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