

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

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

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, July 17, 2024, 4:00 P.M.**

Board Members Present: Mary McGann (Treasurer), Colin Topper (Moab City Council Representative), Diane Ackerman (Castle Valley Representative), and Mike Duniway (At-Large Member) were 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).

Two members of the public were present.

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.)

Mary McGann called the meeting to order at 4:01PM. She requested a moment of silence from all in attendance to honor the memory of Board Member, Chad Harris, following his recent passing.

ELECTION OF OFFICERS

MOTION: Colin Topper motioned/Diane Ackerman seconded to elect Mary McGann as Interim Chair and Colin Topper as Vice Chair. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.

CITIZEN'S INPUT

Sara Melnicoff (Moab Solutions) provided the following public comment by expressing condolences to the passing of Board Member Chad Harris while also stating appreciation to the staff at the Community Recycle Center (CRC) for their hard work. They also voiced concern over the new hours of operations at the CRC stating it caused strain on their operations. Sara Melnicoff stated that previous directors had provided Moab Solutions with access to the CRC outside of normal hours of operations and requested similar access from current management.

She suggested the District consider adopting a dual recycling curbside collection system to avoid losing control of the waste stream to private entities.

Ashley Wareham introduced herself stating that she had no comments to provide and was there to observe the meeting.

No other Citizen's Input was provided.

APPROVAL OF MEETING MINUTES

A. ***ACTION ITEM: REVIEW AND APPROVAL OF JUNE 19, 2024 REGULAR MEETING MINUTES***

MOTION: Colin Topper motioned/Diane Ackerman seconded to approve the minutes for June 19, 2024 Regular Meeting minutes as presented in the July 17, 2024 Board packet. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

B. ***ACTION ITEM: REVIEW AND APPROVE JUNE 2024 FINANCIALS***

Lily Houghton provided an overall summary of expenditures for the months of June 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 the changes in hours of operations in July should lower expenses and that both operational and fuels expenditures were lower for the month of June. Lily Houghton outlined unique expenses such as a payment to the PTIF Fund, the roll-off rental, and payment to the District's yearly financial audit.

MOTION: Diane Ackerman motioned/Colin Topper seconded to approve the expenditures of the month of June 2024 in the amount of \$510,483.64 as presented in the Board Packet. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.

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 stating that June 2024 had proven to be a difficult month especially with multiple equipment and fleet breakdowns, minor pushback received regarding the earlier fleet start times due to current noise ordinances. He provided an update on the effects and response from the community with the removal of glass from single-stream recycling. A brief discussion on glass recycling, specifically source-separated glass recycling, ensued. Mike Kenerley stated that he had received two direct complaints regarding the changes in hours of operations at certain District facilities. He

stated that the Board needed to be aware of future major expenses such as repair of the baler and other various pieces of equipment, scale replacement at the Community Recycle Center, replacement of the power washer, purchase of polycarts and roll-off truck chassis system, and engineering costs for the permit renewals of both the Klondike and Moab Landfills. A brief discussion on the necessity and design of the roll-off chassis system ensued.

Lily Houghton provided a brief staff report stating that she had reached out to two (2) individuals regarding the current open Board vacancy as well as the upcoming end of term for Diane Akerman and a brief update on the implementation of the AMCS software. She stated that she had reached out to the District's auditor regarding the potential action of allowing the Executive Director as an alternative signer for when Board Members are unavailable. Mary McGann reiterated a conversation she held previously regarding this potential action and stated that the auditor had not favorably recommended this action. She stated that assigning the Executive Director as an alternative signer only in specific situations that would be outlined when the Board By-Laws were revised would be an ideal method to move this action forward. Diane Ackerman suggested that all Board Members should be trained to sign off on checks to avoid the situation of unavailable Board Members. Mike Duniway offered to electronically sign any financial authorization forms to speed up the training process. No further discussion on this item was held.

Jessica Thacker provided a brief staff report with updates regarding the delivery of the redesigned single-stream recycling deals, the continued informational campaign on the changes in hours of operations, a complete redesign of the District website on a new platform, a summary of the storm debris cleanup event, and other completed programmatic tasks. She also stated that the Fall Re-Use Artists had been selected and would be touring the facilities soon as well as the potential grant opportunity regarding composting in tandem with other governmental entities.

Nick Lundberg provided a brief staff report in which he stated he was in discussion with the auditor regarding items needed from District staff to complete the audit report.

D. BOARD REPORTS

Mary McGann provided a brief update stating that the Board had neglected to provide a one-year evaluation for the Executive Director, and she provided a summary of the process and historical precedence. She stated that she had expressed appreciation to Bill Jackson during a Grand County Commission for allowing the District the use of the water truck during the 4th of July fireworks display for fire suppression methods.

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 \$1,300 if the District moved forward with this discount. She reached out to the Utah Association of Special Districts and stated they had agreed that it is within the District’s legal rights to provide such a discount, but it must be clearly outlined prior to implementation and the ultimate decision be left with the Board whether to implement the discount or not. Mary McGann expressed favor in moving forward once the policy had been outlined, a resolution drafted, and not implemented until the new year after the city contract had been in place for a period of time. A brief discussion on the costs and potential policy ensued. Nick Lundberg suggested ways to avoid confusion when billing such as adding a separate line item on a customer’s bill. Mary McGann directed District staff to begin drafting the policy and associated resolution of this action item for future approval.

F. *POSSIBLE ACTION ITEM: EXECUTIVE DIRECTOR AS SIGNER ON SWSSD1 BANK ACCOUNTS*

This discussion and possible action item took place during Lily Houghton’s Staff Report. Please refer to those notes for further information. It is noted that Mary McGann directed District staff to begin drafting the policy and associated resolution of this action item for future approval.

NEW BUSINESS

G. *DISCUSSION ITEM: EXECUTIVE DIRECTOR ANNUAL REVIEW*

The discussion for this agenda item took place during Mary McGann’s Board Report. Please refer to those notes for further information.

FUTURE CONSIDERATIONS

H. *NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, AUGUST 21, 2024*

ADJOURNMENT

I. *ADJOURNMENT*

The meeting was adjourned by Mary McGann at 5:10PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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