

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

**Regular Meeting:** <https://www.youtube.com/watch?v=vbmdiWS-VBg>

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

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**MINUTES: REGULAR MEETING OF THE  
SWSSD1 ADMINISTRATIVE CONTROL BOARD**  
*Wednesday, August 21, 2024, 4:00 P.M.*

**Board Members Present:** Mary McGann (Interim Chair/Treasurer), Colin Topper (Vice-Chair/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 4:00PM.

**CITIZEN'S INPUT**

No Citizen's Input was provided.

**APPROVAL OF MEETING MINUTES**

**A. ACTION ITEM: REVIEW AND APPROVAL OF JULY 17, 2024 REGULAR MEETING MINUTES**

**MOTION:** Diane Ackerman motioned/Colin Topper seconded to approve the minutes for July 17, 2024 Regular Meeting minutes as presented in the August 21, 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 JULY 2024 FINANCIALS**

Lily Houghton provided an overall summary of expenditures for the month of July were similar to the expenditures of June 2024. She stated that a payment had been made to the PTIF fund with payroll expenses trending downwards. She also stated that operational expenses were similar to June 2024 with unique expenses such as the mailer for operational changes, roll-off container rentals, scale repair at Klondike Landfill, and capital improvements with the purchase of a conex for the Klondike Landfill as notable expenses.

**MOTION: Colin Topper motioned/Mike Duniway seconded to approve the expenditures of the month of July 2024 in the amount of \$483,247.43 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 the District continued to experience fleet issues, an update on the removal of glass from single-stream process, the replacement of a roll-off truck and purchase of a used semi, and indicating that the District would be holding off on further PTIF payment while the transfer of the City contract and billing occurs. He provided a brief update on the progress of billing through the AMCS program and indicating the legal counsel had been consulted due to the issues that have arisen with the software's implementation. Mike Kenerley provided an summary of equipment repairs and maintenance performed since the last regular meeting. He also stated that the new 65-gallon, 96-gallon, and single-stream recycling carts had been delivered and reiterated the City's financial assistance in this purchase.

Chris Scovill provided a brief staff report providing overall summary of each facility stating that the District was working with an engineering firm to design permitted cell expansion at Klondike Landfill, waiting on information from Red Desert Survey at Moab Landfill to calculate airspace utilization rates as well as the upcoming permit renewal, a brief overview of the proposed draft Transfer Station Operations Plan, and that the District had been penalized by the Department of Agriculture for improper scale usage. He provided a brief update on heavy equipment issues and emphasized the need for a heavy equipment mechanic to maintain these pieces of equipment as well as concerns regarding contamination rate charges for single-stream recycling despite the removal of glass from the program. A brief discussion regarding the process for transporting single-stream recycling, contamination rates, and consideration of satellite glass drop-off locations ensued.

Lily Houghton provided a brief staff report stating that she had met with Marcy and Sabrina from the Treasurer's Office at the City of Moab on how to streamline our accounts receivables and implement them as financial policies that will be brought to the Board at a later date. She provided an update regarding the issues on the AMCS software implementation, the development of a Master Fee Schedule for administrative fees, and a brief discussion on the development for the 2025 budget. A discussion on the trash and recycling billing process, the District's takeover of the City billing, and incompatibility of existing credit card processing programs ensued.

Jessica Thacker provided a brief staff report providing overall summary of programmatic and administrative functions performed such as the re-design of the District's website and existing fee schedules, the re-use artists work would be finalized and displayed and encouraged staff and Board Members to attend, the District's participation in the upcoming fall STEMonstrations with Grand County School District, and re-design of the service tags for the trash and single-stream recycling carts.

Nick Lundberg provided a brief staff report in which he stated he was working on reviewing the profit and loss statement and is hoping to present these items at the next meeting. He provided a brief overview of those numbers stating the District is currently operating in the positive. A brief discussion on fixed assets, the process for handling delinquent accounts, and how funding is organized within a special service district ensued.

#### **D. BOARD REPORTS**

Diane Ackerman requested a brief discussion on the terms and expectations as the Castle Valley Board member representative. An extensive discussion on the consideration of revising the existing By-Laws and consideration of expanding the Board from five (5) to seven (7) members ensued.

No other Board reports were given.

<b>NEW BUSINESS</b>
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#### **E. ACTION ITEM: REVIEW BOARD APPLICATIONS**

The District received two (2) applications for the vacant Board Member position: Ashley Wareham and LJ Blackburn. Each applicant was interviewed regarding their experience and suitability. Following detailed discussion and consideration, Ashley Wareham was selected. A brief discussion on the potential expansion of the Board ensued.

**MOTION: Mike Duniway motioned/Colin Topper seconded to recommend Ashley Wareham to the Grand County Commission. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

**F. ACTION ITEM: APPROVE TRANSFER STATION OPERATION PLAN**

Chris Scovill provided a summary on the process of this document’s creation as well as the process and individuals utilized. He stated that the Operations Plan hadn’t been updated since 1998 and indicated the action item was to recommend sending the plan to the Utah Department of Environmental Quality for final approval as they are the final authority on solid waste management plans.

**MOTION: Mike Duniway motioned/Diane Ackerman seconded to approve the Transfer Station Operations Plan to present to the Utah Department of Environmental Quality for final approval. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

**G. DISCUSSION/POSSIBLE ACTION ITEM: CITY OF MOAB AND CSWA COMPOSTING GRANT**

Mike Kenerley provided a brief summary of the grant’s purpose, the individuals involved, and requesting the Board’s support in pursuing this grant.

**MOTION: Diane Ackerman motioned/Mike Duniway seconded to move forward with applying to the USDA Grant for a pilot composting program with CSWA as the main applicant with support from the City of Moab. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

**FUTURE CONSIDERATIONS**

**H. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, SEPTEMBER 18, 2024**

**CLOSED SESSION**

**I. DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL**

**MOTION: Diane Ackerman motioned/Mike Duniway seconded to go into closed session to discuss the character, professional development, or physical or mental health of an individual. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

**ADJOURNMENT**

**J. ADJOURNMENT**

The regular meeting was adjourned by Mary McGann at 5:59PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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