

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

Regular Meeting: <https://www.youtube.com/watch?v=5gprXIdUxg8>

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, October 16, 2024, 4:00 P.M.

Board Members Present: Colin Topper (Vice-Chair/Moab City Council Representative), Diane Ackerman (Castle Valley Representative), Mike Duniway (At-Large Member), Ashley Wareham (At-Large Member), and LJ Blackburn (At-Large Member) were present. Mary McGann (Interim Chair/Treasurer) was not present.

SWSSD1 Staff Present: Chris Scovill (District Manager), Nick Lundberg (District Accountant), Lily Houghton (Administrative Manager), 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.)

Colin Topper called the meeting to order at 4:01PM.

CITIZEN'S INPUT

The following written public comment was received from Pippa Thomas:

Dear Esteemed Board Members,

Being adults, none of us are surprised by the fact that major changes in life do not occur according to a schedule. Yet, as I have recently become aware, Canyonlands Solid Waste District seems to think it is reasonable that I am allowed to adapt my life and financial resources to meet my needs only once a year. I cannot help but think that this is due to greed; greed for money or convenience or both. It definitely feels like a monopoly strong-arming my checking account.

Changes in my life have reduced my income, and, coincidentally, my solid waste removal needs significantly, creating, ironically, quite a bit of waste. I'd be paying hundreds of dollars for a service I don't need just to wait for an administrative convenience. Every other organization with whom I do business enables customers to make changes on either a monthly basis, or an agreed upon timeline. But I don't have a choice here, do I; thus the monopoly effect.

As a mental health counselor, I know beyond a shadow of doubt that I am not the only person in this county trying to adapt to financial changes. Hundreds of dollars can make the difference between having health insurance or not;

or adequate jackets for winter, etc. That we're wasting money waiting around for July, or even Feb, to make a change to service is beyond ridiculous. It feels very wrong.

I hope you will consider this perspective as you meet today with an eye toward making improvements. I am considering that my only current option is to have my water turned off so that I can open a new account that fits my needs.

Sincerely,
Pippa Thomas

OATH OF OFFICE

The Oath of Office was administered to LJ Blackburn and Mike Duniway. The Oath of Office was witnessed by Jessica Thacker (District Clerk).

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF AUGUST 21ST AND SEPTEMBER 26TH, 2024 REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/Mike Duniway seconded to approve the August 21, 2024 meeting minutes as presented in the Board Packet. Colin Topper, Mike Duniway, and Diane Ackerman voted yes. Motion passed 3-0. Ashley Wareham and LJ Blackburn abstained.

AMENDED MOTION: Diane Ackerman motioned/ Mike Duniway seconded to approve the September 26, 2024 meeting minutes as presented in the Board Packet. Colin Topper, Mike Duniway, Ashley Wareham, and Diane Ackerman voted yes. Motion passed 4-0. LJ Blackburn abstained.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE SEPTEMBER 2024 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of September 2024 stating that payroll expenses were down due to open staffing positions. She stated that no payment had been made to the PTIF as the transition to AMCS billing was in progress. Lily Houghton reported that operational expenses were higher in the month of September 2024 due to increased repair and maintenance costs as well as higher fuel expenses. A discussion regarding the employee loan program ensued.

MOTION: Ashley Wareham motioned/Diane Ackerman seconded to approve the expenditures of the month of September 2024 in the amount of \$323,809.70 as presented in the Board Packet. Colin Topper, Mike Duniway, Ashley Wareham, LJ Blackburn, and Diane Ackerman voted yes. Motion passed 5-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill provided a detailed staff report stating that hours of operation for the Moab Landfill, Transfer Station, and Community Recycle Center had been reverted back to its previous schedule with the exception of the Community Recycle Center remaining closed on Mondays. He also stated that Lily Houghton and himself had begun HR training, 3rd quarter reports had been submitted to the state, and suggested consideration for the development of executive committees within the Board. Chris Scovill also provided a brief status update regarding equipment and fleet. He provided a brief update on the AMCS software implementation stating that 2 candidates had been selected to exclusively onboard with the new program to reduce lack of training within staff on AMCS.

Lily Houghton provided a staff report with a brief update on the AMCS transition while stating that certain administrative policies had not been implemented due to staffing issues. She stated at the District had received multiple complaints regarding the change to the open enrollment period and echoed Chris Scovill's report on attending HR training. Lily Houghton stated that operational changes would be coming in the Customer Service Representative office. She also suggested a potential outreach of hosting a waste-related segment on KZMU, a local radio station in Moab.

Jessica Thacker provided a brief staff report stating that she had been focusing on the research and revision of the District's current By-Laws as well as the District's Operations Plan. She provided a brief update on changes that have been made to the current District website as well as progress on the new website that is currently being developed. District staff stated that by utilizing Ms. Thacker for website changes and development has reduced costs on website management and increased its online presence.

Nick Lundberg provided a brief staff report by summarizing the budget development process to the newest Board members and demonstrated a high-level projected 2025 budget. A detailed discussion on fluxes in net income, figures are determined, and the profitability of recycling revenues ensued.

D. BOARD REPORTS

Diane Ackerman provided a brief Board report stating she had met with Rikki Epperson of Community Rebuilds regarding permitting issues for their biannual pop-up yard sales and expressed appreciation to the organization with its focus on sustainability.

Ashley Wareham provided a brief Board report stating that she had met with Chris Scovill and Colin Topper regarding the development of job descriptions and learning how the District operates.

Colin Topper provided a brief Board report echoing the meeting with Chris Scovill and Ashley Wareham. He stated that he would be meeting with the City Manager with Chris Scovill.

No other Board reports were given.

OLD BUSINESS

E. *DISCUSSION ITEM: 2025 BUDGET*

The majority of this agenda item was discussed during Nick Lundberg's staff report. Nick Lundberg provided a brief recap of his staff report to the Board members while Chris Scovill encouraged District staff and the Board members to submit capital improvement suggestions.

NEW BUSINESS

F. *DISCUSSION ITEM: CONSIDERATION OF UPCOMING GRANT OPPORTUNITIES*

Jessica Thacker provided a detailed summary of several grant opportunities that recently become available for the District to apply to. She presented the three (3) grant opportunities that were available and requested the Board to discuss the most applicable grant opportunity and provide approval to move forward to pursuing them. During the discussion, it was determined that the Solid Waste Infrastructure for Recycling (SWIFR) grant was the most appealing grant opportunity.

G. *DISCUSSION/POSSIBLE ACTION ITEM: AMCS*

Chris Scovill provided a detailed summary of the issues that have been encountered since the AMCS implementation begin stating that due to staffing changes within both the District and AMCS staff, training proficiency in the program failed. He stated that there has been frustration at the lack of communication and assistance from AMCS despite continuing to receive invoices for services that had not been received. Chris Scovill stated that it is necessary to allocate funds to bring in new Customer Service Representatives to train on AMCS from the very beginning and provide "good faith" actions to correcting our errors during the program's implementation. Lily Houghton provided a summary of the issues that have been encountered while attempting to utilize the program as well as provide comparisons between it and the current billing softwares the District is utilizing. A detailed discussion on how the implementation difficulties ensued.

MOTION: Ashley Wareham motioned/LJ Blackburn seconded to allocate \$30,000 for temporary labor for AMCS training. Colin Topper, Mike Duniway, Ashley Wareham, and LJ Blackburn, voted yes. Motion passed 4-0. Diane Ackerman abstained.

FUTURE CONSIDERATIONS

H. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, NOVEMBER 20, 2024

ADJOURNMENT

I. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:22PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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