

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

Regular Meeting: https://www.youtube.com/watch?v=DP6F8B_AGWU

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 18, 2023, 4:00 P.M.**

Board Members Present: Kevin Fitzgerald (Vice-Chair), Mary McGann (Treasurer), Chad Harris (At-Large Member), and Diane Ackerman (Castle Valley Representative). Kalen Jones was not present. Mary McGann left the meeting at 5:17PM.

SWSSD1 Staff Present: LJ Blackburn (Administrative Director), Chris Scovill (Operations Director), Mike Kenerley (Executive Director), Savannah Humphreys (District Bookkeeper/Assistant), Nick Lundberg (District Accountant), and Jessica Thacker (Program Manager).

Others Present: Todd Cristiano (Raftelis Representative) and Thierry Boveri (Raftelis Representative)

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/2023-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (4:00 P.M.)

Kevin Fitzgerald called the meeting to order at 4:10PM.

CITIZEN'S INPUT

No Citizen's Input was received.

APPROVAL OF MEETING MINUTES

**A. ACTION ITEM: REVIEW AND APPROVAL OF SEPTEMBER 20, 2023
REGULAR MEETING MINUTES**

MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the meeting minutes for September 20, 2023 as found in the packet. Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

B. DISCUSSION ITEM: RAFTELIS PRESENTATION AND UPDATE ON FINANCIAL CIP

Todd Cristiano provided a detailed update and subsequent PowerPoint presentation regarding the process and progress of a financial plan for Canyonlands Solid Waste Authority. He detailed several scenarios (developed in tandem with Zions Bank) regarding potential considerations for revenue adjustments, actions to be taken to secure long-term financial feasibility and stability for the District, and evaluation and development of proper approaches to the District's bonds. A brief discussion the importance of including growth rate for San Juan County, as well as Grand County, in the Financial Plan assumptions was held. Todd Cristiano provided a detailed explanation of how the different financial plan scenarios were developed through comparison of similarly funded trash systems in other cities. He finished the update with preliminary conclusions and potential recommendations for which financial plan the District should consider moving forward with.

A discussion regarding bond restructuring, 2024 budget development, and timelines for public hearing for the budget and City Franchise Agreement negotiations as well as the scheduling of a Board Workshop for budget development was held.

C. DISCUSSION ITEM: PRELIMINARY BUDGET WIP

A detailed discussion regarding the process for the development of the 2024 preliminary budget was held. Nick Lundberg and LJ Blackburn provided a high-level overview of the 2024 Draft Budget indicating that some information from the Raftelis financial study had been utilized. Several breakout discussions regarding the reasoning behind the preliminary figures and so on were held throughout the presentation. The Board expressed their appreciation to LJ Blackburn and Nick Lundberg for their efforts in the development of the preliminary budget.

D. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF SEPTEMBER 2023

LJ Blackburn provided a brief overview of the expenditures for the month of September 2023 citing costs such as typical payroll and employee benefits, a payment to AMCS for employee training and final product launch, payments made to Nick Lundberg for auditing assistance, and typical repair, maintenance, and fuel costs. She indicated expenditures were down for the month of September 2023.

MOTION: Chad Harris motioned/Diane Ackerman seconded to approve the expenditures for the month of September 2023 in the amount of \$388,723.76. Kevin Fitzgerald, Chad Harris, and Diane Ackerman voted yes. Motion passed 3-0 unanimously.

REPORTS FROM BOARD AND STAFF

E. STAFF REPORTS

Mike Kenerley provided a staff report indicating that the District is experiencing staffing and vehicle/fleet issues, changes to AMCS management, an update on the waste tire removal at the Moab Landfill, efforts to advertise and fill current employment openings, and that he and Jessica Thacker would be attending the Fall 2023 Recycling Coalition of Utah Conference in Sandy, Utah in November.

Chris Scovill provided a brief staff report stating that the District had undergone UDEQ inspections on all facilities and had gone well, quarterly reports had been submitted, and had completed initial site consultation with engineers on life expectancy of the Moab Landfill as well as the process for opening new cells at the Klondike Landfill.

LJ Blackburn provided a brief staff report indicating progress with the implementation and launch of the AMCS software as well as her continued work with the development of the draft 2024 budget.

Jessica Thacker provided a brief staff report stating that the W.A.G. Bag prototype corral had been completed and placed at the Transit Hub with a potential second design being considered, the District's role during the Red Rocks Arts Festival by providing trash and source-separated recycling services during the event, upcoming meetings and conference she would be attending, and that the Fall 2023 Voucher Cleanup program was currently underway.

F. BOARD REPORTS

Diane Ackerman stated that the Moab City Sustainability Action Plan Open House and final Technical Action Committee events were upcoming.

No Board reports were given.

OLD BUSINESS

G. *ACTION ITEM*: REVIEW AND AMEND THE 6.28.2023 BOARD APPROVAL OF THE PURCHASE OF A 2023 938M LOADER

Chris Scovill provided a brief explanation for the need to amend the original Board approval for the purchase of a 2023 938M Loader at the Canyonlands Transfer Station citing a slight increase in expense that had exceeded the original amount (as approved during the June 28, 2023 Board Meeting). He also provided a refresher to the Board as to why the loader is necessary to increase efficiency of operations at the Canyonlands Transfer Station.

AMENDED MOTION: Chad Harris motioned/Diane Ackerman seconded to amend the approval of the purchase of a 2023 938M Waste Handler Loader from the initial approval in the June 28, 2023 Board meeting that was not to exceed \$275,000 to not exceed \$285,000 and authorize our Executive Director to sign all appropriate documents. Kevin Fitzgerald, Chad Harris, and Diane Ackerman voted yes. Motion passed 3-0 unanimously.

FUTURE CONSIDERATIONS

H. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, NOVEMBER 15, 2023.

I. ADJOURNMENT

The meeting was adjourned by Kevin Fitzgerald at 6:13PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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