

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

**Regular Meeting:** <https://www.youtube.com/watch?v=qE7IcZ96rZQ>

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, November 15, 2023, 4:00 P.M.**

**Board Members Present: Kalen Jones (Chair), Kevin Fitzgerald (Vice-Chair), Mary McGann (Treasurer), Chad Harris (At-Large Member), and Diane Ackerman (Castle Valley Representative).**

**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).**

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 4:08PM.

**CITIZEN'S INPUT**

No Citizen's Input was received.

**APPROVAL OF MEETING MINUTES**

**A. ACTION ITEM: REVIEW AND APPROVAL OF OCTOBER 18, 2023 REGULAR MEETING MINUTES**

**MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the meeting minutes for October 18, 2023 as found in the packet. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0.**

**TREASURER/FINANCIAL**

**B. ACTION ITEM: REVIEW AND APPROVAL OF THE OCTOBER 2023 EXPENDITURES**

**MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve the expenditures for the month of October 2023 in the amount of \$387,805.63. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

**C. ACTION ITEM: REVIEW AND APPROVAL OF 2024 TENTATIVE BUDGET TO BE PRESENTED AT THE NEXT REGULAR BOARD MEETING**

Nick Lundberg and LJ Blackburn provided a high-level overview of the 2024 Draft Budget and how the proposed budget was generated as well as providing a comparison between the 2023 budget and proposed 2024 budget.

A detailed discussion between Board members and staff on which proposed financial scenario that had been provided by Raftalis would be the best scenario for the final development of the proposed 2024 budget.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Tentative 2024 Budget with rate increase as a Draft Budget to be presented at the next regular Board Meeting which will include a Public Hearing as presented in the Board Packet. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

**D. ACTION ITEM: REVIEW AND APPROVAL TENTATIVE FEE STRUCTURE CHANGES TO BE PRESENTED AT THE NEXT REGULAR BOARD MEETING**

LJ Blackburn and Nick Lundberg provided a brief overview of the 2024 Fee Structures and the reasoning behind the changes in pricing. Board Members viewed and discussed in detail each tentative Fee Structure while CSWA staff provided suggestions to address irregularities observed in the suggested pricings.

A detailed discussion ensued between Board Members and CSWA staff on the reasoning behind choosing to separate out pricing for rural trash and recycling rates and how the physical boundary between the Grand County and San Juan County routes was determined. A similarly detailed discussion regarding the suggested pricing increase for Special Event roll-off container services was held.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the Tentative 2024 Rate and Fee Schedule increase as a 2024 Proposed Rate and Fee Schedule Increase as presented in the Board Packet with changes that have been**

discussed. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.

**E. ACTION ITEM: SET TIME AND DATE OF PUBLIC HEARING TO BE HELD FOR THE PURPOSE OF ADOPTING THE 2024 BUDGET AND 2024 FEE STRUCTURE**

**MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to schedule a Public Hearing to receive public comments on the proposed 2024 Budget and proposed 2024 Fee Structures to commence at 6:00PM on Wednesday, December 13, 2023. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

<b>REPORTS FROM BOARD AND STAFF</b>
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**F. STAFF REPORTS**

Mike Kenerley provided a staff report indicating that the District is moving forward to the best of its abilities with the continued implementation of the new software while expressing appreciation to staff's efforts, changes and updates to staffing, and other minor operational events.

LJ Blackburn provided a brief staff report with an update on the transition of the AMCS software and requested the public's patience as the system is brought online, provided a summary of the holiday closure and collection schedule as well as general details and pricing for health insurance open enrollment that will be available to Canyonlands Solid Waste Authority staff.

Jessica Thacker provided a brief staff report stating that she had attended the RCU Fall Conference and gave a brief overview of the topics that had been presented, provided a summary of the Fall 2023 Voucher Cleanup Program, announced that the W.A.G. Bag prototype corral that had been placed at the Transit Hub had been relocated to the Community Recycle Center due to cases of vandalism and improper usage, attended the final brainstorming session of the Moab City Sustainability Action Plan Technical Advisory Committee, and renewed her certification as the Designated Records Officer.

**G. BOARD REPORTS**

Diane Ackerman provided a brief Board report stating that she was in collaboration with Kris Westrum at the Beacon school to provide recycling education, introduced the Board to Community Rebuilds' proposal concept of construction reuse pop-up stores, and requested Canyonlands Solid Waste Authority to consider sponsoring these efforts.

No other Board reports were given.

**OLD BUSINESS**

**H. ACTION ITEM: REVIEW AND APPROVAL AND APPROVAL OF COMPLETION OF THE GENERAL REVENUE & REFUNDING BOND SERIES 2021**

Mike Kenerley stated that this marked the end of the bond series from the acquisition and that the remaining funds would be moved to a principal and interest account.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to adopt the written certificate of completion of the Solid Waste Special Service District #1 (SWSSD1) in regards to the \$13,500,000 SWSSD1 General Revenue and Refunding Bond Series 2021. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

**NEW BUSINESS**

**I. ACTION ITEM: REVIEW AND APPROVAL OF SURPLUS OF 4 ITEMS**

**MOTION: Kevin Fitzgerald motioned/Mary McGann seconded to approve the surplus of the International 4300 side load recycle truck, the 1984 Case Loader, 4 tires from the 962 Loader, and the CRC old baler. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

**J. ACTION ITEM: REVIEW AND APPROVAL OF THE 2024 DISTRICT HOLIDAY SCHEDULE**

LJ Blackburn stated that the holiday schedule had been condensed down from previous years with Mike Kenerley stating that the proposed holiday schedule was designed to follow industry standard.

**MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the Canyonlands Solid Waste Authority's 2024 Observed Holiday Schedule as presented in the Board Packet. Kalen Jones, Kevin Fitzgerald, Mary McGann, and Diane Ackerman voted yes. Chad Harris voted no. Motion passed 4-1.**

**K. ACTION ITEM: REVIEW AND APPROVAL OF DISTRICT REGULAR BOARD MEETING SCHEDULE**

Chad Harris suggested the December meeting to moved to an earlier date since it is adjusted every year due to the upcoming Christmas holidays and budget development.

**MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the Canyonlands Solid Waste Authority's 2024 Regular Board Meeting Schedule as presented in the Board Packet.**

**AMENDED MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to approve the Canyonlands Solid Waste Authority's 2024 Regular Board Meeting Schedule with the December 18, 2024 meeting being moved to December 11, 2024. Kalen Jones, Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.**

<b>FUTURE CONSIDERATIONS</b>
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**L. APPROVAL OF DRAFT BUDGET FOR 2024**

**M. APPROVAL 2024 FEE STRUCTURE**

**N. DISCUSSION AND APPROVAL OF BOARD MEMBER APPLICATIONS**

**O. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, DECEMBER 13, 2023**

**P. ADJOURNMENT**

The meeting was adjourned by Kalen Jones at 6:18PM.

Respectfully submitted to the Board,

*Jessica Thacker*

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