

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

Regular Meeting: <https://www.youtube.com/watch?v=Kzhg-oUZvmw>

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 continue to hold electronic meetings without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic, the Solid Waste District has continued to hold meetings by electronic means.

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Monday, May 23, 2022, 4:00 P.M.

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Diane Ackerman (Member), and Chad Harris (Member). Mary McGann (Treasurer) joined the meeting at 4:12 P.M. Kevin Fitzgerald joined the meeting at 4:28 P.M.

SWSSD1 Staff Present: LJ Blackburn (Executive Assistant), Chris Scovill (Operations Director), Arba Adams (Program Manager), and Leanne Crowe (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/2022-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (4:00PM)

Kalen Jones called the meeting to order at 4:07 P.M.

CITIZEN'S INPUT

There were no members of the public in attendance and no written comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 13, 2022, REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/ Chad Harris seconded to approve the minutes from the April 13, 2022, Regular Board Meeting as presented in the Board Packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

B. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 28, 2022, SPECIAL MEETING MINUTES

MOTION: Diane Ackerman motioned/ Chad Harris seconded to approve the minutes from the April 28, 2022, Special Board Meeting as presented in the Board Packet. Roll call vote: Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.

TREASURER/FINANCIAL

C. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF APRIL 2022

LJ Blackburn provided a summary of the expenditures for April 2022. Payroll and benefit expenses were as expected for the month. Major expenses included Lance Excavating for chipping and grinding the mulch at the Landfill. Fuel expenses continue to increase as fuel prices increase, which is an expected trend. There were additional expenses to Wheeler for several rentals and the replacement of tires for vehicles.

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of April 2022 in the amount of \$327,643.31 as reported in the Board Packet. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

D. REVIEW AND DISCUSSION OF THE FINANCIAL STATEMENTS FOR THE FIRST QUARTER OF 2022

LJ Blackburn led the board in a discussion of the Q1 financial statements. Most of the revenue is coming from the commercial side including roll-offs. Expenses are primarily comprised of labor costs, as well as fleet repair and maintenance and facilities repair and maintenance. Comparing the P&L for the prior year, we are where we expected to be with the addition of Monument. We are historically slower in the Q1, so we predict better than expected revenues in Q2.

REPORTS FROM BOARD AND STAFF

E. STAFF REPORTS

Chris Scovill, Operators Director, provided a brief report to the board. He advised that he has been in contact with the Department of Environmental Quality, and we expect a site inspection sometime next week. We have discussed with them our current situation and Chris received information on classes he can take to be better prepared. The remaining three tarps for the transfer trailers have been ordered but not yet delivered so we are waiting for them to arrive. We are currently out of poly carts, but they have been ordered and are scheduled to arrive on June 1. Levi continues to work on the additional office building. The vendor requires a signature on some paperwork for us to move forward. Chris will forward to Kalen and/or Mary for review and signature. Operations are continuing as usual, and we continue to recruit staff to help with operations, especially on roll-off routes.

LJ Blackburn provided a brief update to the board. She is ready to begin the process with the new billing software with AMCS but needs some additional signatures from the board.

Leanne Crowe provided a brief report to the board. She had a kick-off call with Mike Sparrow at PSS to begin the job description project. The first step is to meet with staff to complete a survey and collect data on each position. We are currently revising the drug and alcohol policy and will present that to the board for review when complete.

Arba Adams has been working with Chris and LJ on several projects as she continues to onboard. She has been working in the community to promote the CRC sponsorship program with great results and has received six responses so far. Moonflower has agreed to be a platinum sponsor this year. Arba has been reviewing the franchise agreements to ensure they are up to date. Arba has also been appointed as the Designated Employer Representative for the District. She is working to complete the required training and has been reviewing our policies and practices to ensure compliance with DOT regulations. Arba is also overseeing a pilot project for Wag bags. We have been working on this to protect our collections workers and keep everyone safe. The district has partnered with many other community members to build out this program. So far, we have identified five sites for collection bins and partners who sell these bags to provide information on where to dispose of them. Bins are being prepared and we are working on community outreach and education. We plan to put these out on June 3 and will pilot the program for several months before reviewing the results and finalizing a policy.

No other District Staff reports were provided.

F. BOARD REPORTS

No Board Member reports were provided.

OLD BUSINESS

G. ACTION ITEM: REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR JOB DESCRIPTION.

Kalen Jones led a discussion with the Board and staff regarding the status of the Executive Director's Job Description. The description is close to being finalized. The Board would like to review it and provide input but would like to get this moving forward quickly.

MOTION: Mary McGann motioned/ Chad Harris seconded to direct the Board Chair and staff to finalize the job description and begin advertising for the Executive Director position, with the final job description to be ratified at the next board meeting in June. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

H. REVIEW AND DISCUSSION OF JOB DESCRIPTION PROJECT WITH PERSONNEL SYSTEMS.

Leanne Crowe led a discussion with the Board and staff regarding the status of this project. The first step in this process is to collect data on duties for each position. The District has received multiple survey options from PSS to use. We will need to select which survey tool to use, and

then develop a strategy to collect this data. Some staff may need to be interviewed, and others may be able to complete the survey on paper. We hope to complete this soon and get those back to Mike at PSS so we can continue to move forward.

I. DISCUSSION OF THE CURRENT STATE OF GLASS RECYCLABLES

Chris Scovill led a discussion with the Board about the need to put out a press release with the City to provide information regarding what is happening with glass recycling. This will address the concerns in the community. The expected period to publish this is relatively short, within about a week.

NEW BUSINESS

J. ACTION ITEM: DISCUSSION AND APPROVAL FOR UPDATED POINTS OF CONTACT FOR THE SAFETY DEPOSIT BOX.

LJ Blackburn led a discussion with the Board regarding the need to update the points of contact for the safety deposit box at Zion's Bank. The officers and staff listed are no longer with the organization. The bank recommended that the District update contacts to include the current Board Chair and Board Treasurer. The bank will require a record of this in the minutes to allow this change.

MOTION: Kalen Jones motioned/ Diane Ackerman seconded to remove Deborah Barton and Annette Meyers from access to the safety deposit box at Zions Bank, and to add Kalen Jones as Board Chair, and Mary McGann as Board Treasurer to the safety deposit box at Zions. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

K. ACTION ITEM: DISCUSSION AND APPROVAL OF ALLOCATION OF EXECUTIVE DIRECTOR RESPONSIBILITIES TO STAFF.

Chris Scovill led a discussion with staff and the Board regarding the division of duties previously completed by the Executive Director. The staff has been working from a running task list and spreadsheet which has been shared with the Board. The staff has been adding to this sheet as projects progress to include assignments and due dates, but it is not an all-inclusive list. Diane Ackerman asked about the status of the Klondike RFP. Chris Scovill explained that this deadline has passed, and we are now moving in a different direction with this to address it as best we can. We are trying to adhere to the correct procurement procedure as we look to get bids and address the needs of the Klondike site.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the allocation of ED responsibilities until the next meeting in June. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

L. ACTION ITEM: DISCUSSION AND APPROVAL OF TEMPORARY SALARY ADJUSTMENTS

The Board and staff discussed potential temporary salary increases given the added responsibilities being taken on by staff during the Executive Director position's vacancy. Chris Scoville discussed adding a percentage of the previous Director's salary to each person's current salary while the staff is performing additional work until a new Director is in place. The Board discussed making these changes effective retroactively to ensure staff are paid for their time and work.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the decision on salary adjustments until the next meeting in June, with any adjustments being made retroactively. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

M. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF A WAG BAG DISPOSAL POLICY.

LJ Blackburn explained that there is nothing to approve at this time. The project is currently being piloted and the staff will bring this back to the board in September when there is a policy and potential costs/fees to approve.

N. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF RENTING A 938 FRONT-END LOADER

Chris Scovill opened a discussion with the Board and explained that our current loader at the Transfer station is old and tired and is from the 1970's. We have been waiting for one to become available for purchase, but there is not a current option available. Our immediate need is for an annual rental so we can retire the existing equipment and retain it as a backup. The long-term goal is to purchase a replacement, but in the interim, we need to have functional equipment. We are exploring options that include a waste package and could potentially turn a long-term lease into a purchase, but right now the District needs to get adequate equipment for the Transfer Station, specifically this loader and appropriate tires.

MOTION: Mary McGann motioned/ Chad Harris seconded to approve the district staff for the annual rental of a 938 front-end loader in the amount of \$25,000.00 and for district staff to purchase tires for the 938 in an amount not to exceed \$30,000.00. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

O. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF RENTING A DOZER

Chris Scovill led a discussion with the board. Chris explained that we have exceeded our permitted area at Klondike Landfill, and we need to rent a dozer to correct this error. Chris has

discussed this with the DEQ inspector and has received approval to continue operations while we make the needed corrections. Chris believes that we can get this taken care of within about 6 weeks once we have the equipment.

MOTION: Mary McGann motioned/ Chad Harris seconded to approve the District staff for the rental of a D6 Dozer or compatible equipment in an amount not to exceed \$25,000.00 Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

P. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF THE SALE OF EXCESS EQUIPMENT

Chris Scovill led a discussion with the Board and provided an update on the list previously provided to the Board regarding the status of each piece of equipment. The District is looking to sell or trade its excess equipment as it acquires newer equipment to maintain or further operations. This is an evolving process as heavy equipment is difficult to come by, and things may need to move quickly when items do come available. The Board expressed its trust in Chris to do what is best for the District.

MOTION: Diane Ackerman motioned/ Mary McGann seconded to approve the District staff permission to sell, trade-in, or consign the excess equipment including the 613 Scraper, D7 Dozer, 816 Compacter, 938 Front End Loader, JCB Load All, International Roll-Off Truck, Case Front End Loader. Roll call vote: Diane Ackerman, Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

CLOSING ACTIONS AND ADJOURNMENT
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Q. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for Wednesday, June 15, 2022, beginning at 4:00 P.M.

R. ADJOURNMENT

MOTION: Mary McGann motioned/ Diane Ackerman seconded to adjourn the meeting. Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

The meeting adjourned at 5:33 PM.

Respectfully submitted to the Board,

Leanne Crowe
District Clerk, Solid Waste Special Service District #1

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