

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

Regular Meeting: <https://www.youtube.com/watch?v=f0JyUNNUv0&t=45s>

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, May 17, 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), Savannah Humphreys (Administrative Assistant), Nick Lundberg (District Accountant), and Mike Kenerley (Executive Director).

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.)

Kalen Jones called the meeting to order at 4:08 P.M.

CITIZEN'S INPUT

No comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF APRIL 19, 2023 REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve the April 19, 2023 minutes. All voted in favor. Motion passed 5-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF MARCH 2023

LJ Blackburn provided a brief summary of expenditures that occurred in the month of March 2023 stating major expenses such as continued payroll expenses, typical repair and maintenance costs, AMCS project management software March payment, Lance Excavating for mulch chipping and grinding operation, fuels costs, down payment for roll-off containers, and payment for a used trailer.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approval the expenditures for the month of March in the amount of \$473,972.95. All voted in favor. Motion passed 5-0.

C. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF APRIL 2023

LJ Blackburn provided a brief summary of expenditures that occurred in the month of April 2023 stating major expenses such as continued payroll expenses, the April PEHP premium payment, AMCS project management software March payment, lease payment to CAT Financial for the motor grader, and typical fuel costs.

MOTION: Mary McGann motioned/Chad Harris seconded to approval the expenditures for the month of April in the amount of \$527,749.40. All voted in favor. Motion passed 5-0.

D. DISCUSSION ITEM: REVIEW OF RFP FOR FUTURE FINANCIAL PLANNING

Mike Kenerley stated that the RFP had closed at 3:00PM that afternoon and that three proposals had been received through the proper procurement process. He stated that the proposals need to be reviewed prior to selection and provided a brief summary of the proposals that had been received. A discussion on the optimal time frame to complete the process was held in which Mary McGann suggested scheduling a Special Meeting to select and approve the final proposal. Mary McGann and Kalen Jones were selected to be a part of the selection committee and assist in the decision-making process.

E. DISCUSSION ITEM: DISCUSS INCREASE IN E-WASTE RATES

Mike Kenerley provided a summary of the reasoning behind a recommendation for raising rates for electronic and universal waste disposal. He stated this was due to the rising cost of electronic waste disposal through CSWA's state-certified electronic waste contractor, TAMS. Mike Kenerley suggested an increase of \$0.50 per pound for residential and \$1.00 per pound for commercial disposal and stated that a Public Hearing period of a month would be implemented. He stated that similar rate increases are needed for refrigerator and air conditioning units due to similar overall rising costs and that these increases are necessary for CSWA to become more financially solvent. A brief discussion

regarding annual volumes generated for electronic waste as well as electronic waste disposal in other locations ensued. Mike Kenerley requested the Board's support in moving forward with these increases and no Board members voiced opposition.

REPORTS FROM BOARD AND STAFF

F. STAFF REPORTS

Mike Kenerley provided a detailed staff report that summarized his efforts since the previous Administrative Control Board meeting stating his continued efforts to make operational adjustments such as adjusting the cash box procedures, reducing overtime expenses, and daily cleanups of the transfer station floor. He stated that he had met with Orion Roger (Southeast Utah Health Department) to discuss Household Hazardous Waste (HHW) procedures and concerns and that the landfill aerials had been received with updated landfill life expectancy in progress. Mike Kenerley stated the two (2) new rear load trucks had been ordered and an update on their progress in transit. He stated that CSWA continues to struggle with staffing deficiencies, especially in regard to certified drivers. He also provided a brief update on the implementation of the new software program (AMCS) with a tentative date of June 2023. Mike Kenerley stated that tentative confirmation had been received from the State of Utah that CSWA will be reimbursed for the proper disposal of the waste tires at Moab Landfill. A discussion regarding the management and disposal of the metal pile ensued between Board members and CSWA staff.

Chris Scovill provided a brief staff report stating that he had been working with supervisory staff to prioritize and plan major permitting, RFPs, and other major procedures that would occur in the future. He also provided an update on the bi-annual HHW Collection Event as well as provided reason for the implementation for the HHW Storage Facility Program managed by CSWA.

LJ Blackburn provided a brief staff report stating that CSWA would undergo its annual financial audit the following week and that she had been working with Nick Lundberg to prepare the auditor's requested documentation.

G. BOARD REPORTS

Diane Ackerman provided a brief report on her efforts to connect with the Grand County School District on their available recycling program and education.

A discussion regarding improper disposal management at Lion's Park and Transit Hub roll-off containers ensued between CSWA staff and Board members.

No other Board reports were provided.

OLD BUSINESS

H. DISCUSSION ITEM: DISCUSSION AND REVIEW OF REQUISITION #18 – PURCHASE OF FIRST NEW REAR LOAD TRUCK FOR FLEET

No discussion was held on this agenda item.

I. DISCUSSION ITEM: DISCUSSION ON COMPOSTING

Mike Kenerley stated that this item had been added per Diane Ackerman’s request and handed over the discussion. Diane Ackerman stated she had been made aware of this grant through the Youth Garden Project and expressed concern at a perceived lack of coordination between entities, specifically between CSWA and the City of Moab. She stated that more effort and time should be dedicated to composting grants. LJ Blackburn stated that Jessica Thacker had worked diligently on the grant in collaboration with several CSWA staff and submitted the grant to the best of her ability. Chris Scovill provided a summary of CSWA’s current composting permit at the Moab Landfill and the legalities and logistics behind starting a full-scale composting program.

OLD BUSINESS

J. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, JUNE 21, 2023

ADJOURNMENT

K. ADJOURNMENT

The meeting was formally adjourned by Kalen Jones.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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