

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

Special Meeting: <https://www.youtube.com/watch?v=6QW9UfqJ2gg>

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: SPECIAL MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD
Monday, June 5, 2023, 8:00 A.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), 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/>

SPECIAL MEETING – CALL TO ORDER (8:00 A.M.)
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Kalen Jones called the meeting to order at 8:04 A.M.

A. DISCUSSION OF THE FINANCIAL PLANNING RFP SUBMISSIONS AND RESULTS

Mike Kenerley expressed appreciation to staff and involved Board members for their efforts in the selection process and provided a summary of the selection process. He indicated that Raftelis Financial Consulting had been chosen as the preferred consultant. Diane Ackerman requested clarification on the applicants' timeline and Mary McGann indicated that the timeline had been outlined in the proposal. Kalen Jones and Mike Kenerley provided an overview of the project schedule and consultant interaction of the preferred consultant.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to accept the RFP provided by Raftelis. Roll-call vote: Kalen Jones, Mary McGann, Kevin Fitzgerald, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.

NEW BUSINESS

B. ACTION ITEM: ENGAGEMENT OF A FINANCIAL PLANNING TEAM

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to accept the RFP provided by Raftelis. Roll-call vote: Kalen Jones, Mary McGann, Kevin Fitzgerald, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.

C. ACTION ITEM: REVIEW AND SIGN ANNUAL FRAUD RISK ASSESSMENT

Mike Kenerley provided a brief overview of the annual Fraud Risk Assessment and stated that CSWA had scored within the moderate category as assessed by the auditor. Kalen Jones inquired if this score could potentially affect financing options and Mike Kenerley stated that it potentially could with a low or failing score, but the process is a formality. Mary McGann requested that CSWA staff distribute the assessment to the Board members for further review.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to accept the fraud assessment. Roll-call vote: Kalen Jones, Mary McGann, Kevin Fitzgerald, Chad Harris, and Diane Ackerman voted yes. Motion passed 5-0 unanimously.

CLOSING ACTIONS

D. FUTURE CONSIDERATIONS

A. REGULARLY SCHEDULED BOARD MEETING ANF PUBLIC HEARING WEDNESDAY, JUNE 21ST, 2023 AT 4:00 P.M.

E. ADJOURNMENT

The meeting was adjourned by Kalen Jones at 8:20 A.M.

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)