

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

Regular Meeting: <https://www.youtube.com/watch?v=Bx7Ncl5NK9E>

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**
Wednesday, April 13, 2022, 4:00 P.M.

BOARD MEMBERS PRESENT: Kalen Jones (Chair), Mary McGann (Treasurer), Diane Ackerman (Member) and Chad Harris (Member).

SWSSD1 Staff Present: Evan Tyrrell (Executive Director), LJ Blackburn (Executive Assistant), Levi Crowe (Facilities 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 4:05 P.M.

CITIZEN'S INPUT

Sara Melnicoff and CCosta were both present at the meeting and expressed interest in watching the board meeting. They did not have any comments so were redirected to watch the live stream on YouTube. There were no written comments received.

PRESENTATIONS

**A. PRESENTATION FROM AMCS GROUP REPRESENTATIVE ON WASTE
MANAGEMENT AND RECYCLING SYSTEMS SOFTWARE**

Michael Schmidt from AMCS Group presented an overview of the AMCS software that is being considered for the district. AMCS provides an industry-specific platform for waste management that combines customer management, route management, logistics, scaling/grading, contract management, asset tracking, billing and payments, and reporting. The software is cloud based and uses tablets in the field to collect data in real-time and provide this information to the system of record. This software integrates with QuickBooks, our current accounting software. This software would allow for improved efficiencies in our processes, reducing costs and acting as a replacement system for Terra-Trash. Training is provided for all staff based on role and the expected implementation period would be three to

four months until go live. After the presentation, there was a question-and-answer period. Mike will follow up with Evan and LJ on several questions to confirm all details.

APPROVAL OF MEETING MINUTES

B. MARCH 2, 2022, REGULAR MEETING

C. APRIL 7, 2022, SPECIAL MEETING

MOTION: Mary McGann motioned/ Chad Harris seconded to approve the minutes from March 2, 2022, and April 7, 2022, as presented in the Board Packet. Roll call vote: Kalen Jones, Mary McGann, Chad Harris, and Diane Ackerman each voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF FEBRUARY 2022

MOTION: Mary McGann motioned/Chad Harris seconded to approve the expenditures for the month of February 2022 in the amount of \$300,583.99 as reported in the Board Packet. Roll call vote: Chad Harris, Diane Ackerman, Mary McGann, and Kalen Jones each voted yes. Motion passed 4-0.

E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF MARCH 2022

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures for the month of March 2022 in the amount of \$327,643. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

F. REVIEW AND DISCUSSION OF DISTRICT BALANCE SHEET ENDING DECEMBER 31, 2021

Evan Tyrrell provided a summary of the District Balance Sheet from December 31, 2021 and compared it to the Balance Sheet from December 31, 2020. Several of these items are carryovers from the acquisition of Monument Waste, with an increase in fixed assets. The Klondike Bond was dissolved into the General Bond Fund.

G. REVIEW AND DISCUSSION OF CALENDAR YEAR 2021 FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell provided a summary of the Calendar Year Financial Reports. The two reports are included in the board packets, and the financials performed better than expected after the

amended budget, with a positive cash flow sufficient to meet our debt obligations and a positive net revenue for the year. On the 2021 amended budget compared to actual expenses, we performed well financially with higher-than-expected revenues, and lower than expected expenses.

REPORTS FROM BOARD AND STAFF

H. STAFF REPORTS

Evan Tyrrell provided his staff report. The annual reports have been submitted to the Division of Waste Management. The Household Hazardous Waste Event was held on March 12th and was attended by 37 participants. The next event is scheduled for October 22, 2022. Evan, Chris, and Levi attended the SWANA conference in Springdale, UT on March 17 – 18. Evan presented at this conference on the acquisition of Monument and provided a copy of this presentation to the board. Evan also attended a Hazardous Waste conference in Las Vegas, NV, which provided regulatory updates, emergency planning, and networking with vendors as well. Evan has shared this info with other staff. The Moab Landfill Spring Voucher Program was from March 21 to April 2, and we had over 100 registrants. We are still processing the final data, but it appears to have been a very successful event. Evan recently met with the City of Moab Parks Department and Moab Solutions regarding the recycling at Lions Park. There are opportunities for improvement in public places such as the parks, and we are grateful to Sara at Moab Solutions for her work on this. We have seen an increase lately in human waste being disposed of in inappropriate manners. The district has ordered stickers to place on trash receptacles indicating no human waste and we will continue to work with tourists and residents on education on this matter. The Recycling Coalition of Utah received a tour of the Recycling Center and then held a half-day conference in which Evan presented on the past, present, and future of the recycling center. The district had a staff appreciation event on April 8th at the Bowling Alley. More than two-thirds of all employees attended with their families and friends, and it was well-received. Food and prizes as well as bowling were provided by the District. This was a good boost for staff morale. Evan is still working on quotes for the tire pile but learned that we may be eligible to register as our own tire hauler, and if so, the state may reimburse us for this. New poly carts have been ordered and should be here in 6-8 weeks. Interviews are underway for the Program Manager position, and we are hoping to select a candidate and get an offer out soon. Volumes at the Moab Landfill have increased, and we are evaluating the deliveries to Moab and Klondike Landfills to find the best use of the airspace and how to use our resources to optimize operational efficiencies. On Saturday, April 23rd the District is hosting an Earth Day celebration at the Recycling Center. The Castle Valley Spring Clean Up will also be held on that day and the District has made an in-kind donation to this event. The project with Thompson Springs is not moving forward at this time. We were not able to get a commitment and so we will revisit this after peak season. May 9-11 is the scheduled audit for 2021, and we will be working with the auditors to provide the needed information. The week of June 12th is National Waste and Recycling Workers Week. The District will be planning some events for staff again this year.

Levi Crowe provided a brief staff update. The District purchased a hot water pressure washer trailer from Watts Steam Store. We located a used diesel model which resulted in significant

savings for the District. We also purchased a used service truck from OT Truck and Tractor Sales in El Reno, OK. CAT formerly used this truck so has excellent service records, low miles, and is in good condition. The truck came in under budget as well and should allow us to save additional costs of rentals and repairs that we will now be able to do ourselves. New skirting has been installed on the back of the recycling center and has greatly improved the appearance of the office building. The new tarping system was installed on the first of our trucks and has been a great asset so far.

LJ Blackburn provided a brief staff report. She has been working to improve communications with the Customer Service staff and has implemented a daily briefing with them to allow for better communication and faster resolution of customer orders and issues.

No other District Staff reports were provided.

I. BOARD REPORTS

Diane Ackerman provided a brief report on her meeting with the Town of Castle Valley and citizens regarding the Castle Valley Clean Up. This was an opportunity to begin conversations, educate on waste diversion, and build a great relationship between the two organizations.

Chad Harris shared that he has heard very positive feedback from staff on the employee appreciation event recently held at the bowling alley. He encouraged the District to do this more often.

No other Board Member reports were provided.

OLD BUSINESS

J. *POSSIBLE ACTION ITEM*: CONSIDERATION FOR THE ADOPTION OF A RESOLUTION TO ENTER INTO A GOVERNMENTAL EQUIPMENT LEASE-PURCHASE AGREEMENT WITH CATERPILLAR FINANCIAL TO PURCHASE A 980 FRONT-END LOADER.

Evan Tyrrell opened a discussion with the board regarding the previously approved lease agreement discussed at the March 2, 2022, Board Meeting. The costs came in less than expected, but the lease agreement included a resolution for the board to review.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to adopt the resolution to enter into a governmental equipment lease-purchase agreement with Caterpillar Financial as contained in the April 13, 2022, Board Packet, to purchase a Caterpillar 980 front end loader and to authorize the Chair to sign all associate documents. The principle for the Caterpillar 980 front end loader is \$424,479.08. The total cost will end up being \$483,782.32. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

K. POSSIBLE ACTION ITEM: CONSIDERATION FOR THE ADOPTION OF A RESOLUTION AUTHORIZING AN AMENDED AND RESTATED GENERAL INDENTURE IN CONNECTION WITH THE ISSUANCE OF 2021 GENERAL REVENUE BONDS AND RELATED MATTERS.

Evan Tyrell explained that during a review of the general indenture bond, the trustee of the account identified some language that was accidentally left in the bond regarding the payment structure. The bond identifies two principal payments and two interest payments per year. However, the schedule presented had one principal payment per year and two interest payments per year. There is no financial impact on the bond, and the bank agrees with this. However, if we do adopt this it will allow the board to bank the additional payment and accrue interest on these funds between payments while banking those funds on a monthly basis.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to adopt Motion to adopt Resolution 2022-0401, a resolution authorizing and approving the execution of an amended and restated general indenture of trust. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

NEW BUSINESS

L. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL TO ENTER INTO A CONTRACT WITH THE EMPLOYERS COUNCIL TO EVALUATE, UPDATE, AND DEVELOP JOB DESCRIPTIONS.

Evan opened a discussion with the Board regarding the need for the organization to update and/or develop job descriptions and to complete a compensation study. The organization has received a quote for each of these services through the Employers Council. These quotes are included in the Board Packet. The descriptions would include a RACI/RACIC chart to provide clarification on who is responsible for tasks and signoffs at each level. The estimated cost for the job description project is approximately \$4,200.00 plus travel expenses. The board agrees that these projects need to be done. The board recognizes it is a significant undertaking that should be contracted out, and that there is a synergy with the two projects. Concerns were expressed regarding the ability to obtain benchmarking data specific to Moab and the waste management industry for the compensation study. The board would like to see additional quotes from other vendors before deciding.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to assign Kalen Jones as Board Chair, and one other board member to find additional companies to provide a quote to evaluate, update and develop job descriptions for the District. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

M. POSSIBLE ACTION ITEM: CONSIDERATION FOR THE PURCHASE OF A DOUBLE WIDE TRAILER TO ENHANCE OFFICE SPACE AND MOVE FORWARD WITH ASSOCIATED ZONING AND PERMITTING ACTIVITIES AT 2295 SOUTH HIGHWAY 191.

Evan opened a discussion with the Board regarding the ongoing need for additional office space. Levi has been working to identify additional space for the district and as this project has evolved, the scope of the project and the size of space needed has grown. However, Levi has identified an available building from Wilscott which is extremely affordable and available immediately, which would meet our needs. Grand County has approved the addition of the building at the Transfer Station location without a zoning change, provided we follow the appropriate guidelines regarding setbacks, etc. There are some concerns regarding following appropriate procurement procedures, but Wilscott shared they are working with Omni Partners to be contracted with the State of Utah, which may alleviate these concerns. The building is a 60' x 24' double-wide trailer which includes four offices, two restrooms, and a common or conference area. The building is ADA compliant and would meet those guidelines with the addition of a metal ramp. The quote provided by Wilscott is \$199,243.32 and includes delivery and set. Grand County would consider the addition of a supporting office building a newly permissible non-confirming use, so no changes are required. Additional site costs would be incurred to provide utilities such as electricity, water, sewer, and communications to the building. As this building is already built and ready to go, this is a time-sensitive issue.

MOTION: Mary McGann motioned/ Chad Harris seconded to authorize District Staff to move forward with the purchase and installation of a 1,440 square foot double-wide modular office unit from Wilscott utilizing funds from the District's construction trust fund account in an amount not to exceed \$250,000.00 Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

N. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL FOR THE ACQUISITION AND INTEGRATION OF UPDATED BILLING AND TRACKING SOFTWARE TO SUPPORT ROUTE COLLECTIONS, FACILITY QUANTITIES TRACKING, AND CUSTOMER BILLING SERVICES.

LJ Blackburn opened a discussion with the Board regarding the need for updated billing software. LJ presented a summary of her research and a comparison of the features and costs of four different software options she has researched: TerraTrash (our current software), RouteWare, AMCS, and TrashFlow. The board expressed support for this project.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to have LJ Blackburn to move forward with investigating the possibilities of contracting with AMCS Group. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

O. DISCUSSION OF THE DEVELOPMENT AND IMPLEMENTATION OF INCREASED SERVICE RATES AND LANDFILL TIPPING FEES DUE TO INFLATION, SUPPLY CHAIN DISRUPTIONS, INCREASED FUEL COSTS, AND LOCAL WAGE COMPETITION.

Evan Tyrrell opened a discussion with the Board regarding the need to consider increasing rates. Evan shared that the District is seeing significant increases in costs in all areas of the organization. Fuel costs alone have gone up 63% since January. Also, the necessary wage increases the District has implemented to recruit and retain staff are a significant cost. These increased costs create a strain on the District's budget, so Evan would like feedback from the board on raising the rates between ten to thirty percent. If there is an increase of greater than five percent, the District would be able to renegotiate its contracts such as with the City. The Board would like staff to develop an amended budget to project costs through the end of the year to determine if a fee adjustment is needed prior to holding a Public Hearing on the matter.

CLOSED SESSIONS

P. STRATEGY SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION

Q. DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL(S)

MOTION: Mary McGann motioned/ Diane Ackerman seconded to enter into a closed session to discuss reasonable or pending imminent litigation and the discussion of the character, professional competence, or physical or mental health of an individual. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.

The board entered a closed session at 6:38 P.M.

The board ended the closed session and re-entered an open session at 7:42 P.M.

CLOSING ACTIONS AND ADJOURNMENT
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R. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for May 18, 2022, beginning at 4:00 PM.

S. ADJOURNMENT

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

The meeting adjourned at 7:43 PM.

Respectfully submitted to the Board,

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