

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Special Meeting: <https://www.youtube.com/watch?v=gUs1SIVBJsA>

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: SPECIAL MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

Thursday, April 28, 5:30 PM

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

SWSSD1 Staff Present: Chris Scoville (Operations Director), LJ Blackburn (Executive Assistant), and Leanne Crowe (District Clerk). Evan Tyrrell (Executive Director) joined the meeting at 6:07 PM.

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/>

SPECIAL MEETING – CALL TO ORDER (5:32 P.M.)

Kevin Fitzgerald called the meeting to order at 5:32 P.M.

OLD BUSINESS

A. 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 provided an updated quote regarding the AMCS software and led a discussion with the board on the changes included in the updated quote including updated rates for credit card processing to streamline billing. The software would have a four-to-six-month implementation period with an estimated go-live date in four to six months. This will allow for integration with QuickBooks to create more efficiencies within the administrative functions, and on the routes for drivers with real-time reporting.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve the acquisition from Advanced Manufacturing Control Systems for the purchase and integrations of updated billing and tracking software to support route collections, facility quantities tracking and customer billing service in an amount for the first

year to be no more than \$100,000.00. The Board thanked LJ for her time on this and recognized the gain in efficiencies with labor costs. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.

B. *POSSIBLE ACTION ITEM: DISCUSSION AND POSSIBLE APPROVAL TO ENTER INTO A CONTRACT TO EVALUATE, UPDATE, AND DEVELOP JOB DESCRIPTIONS.*

Kalen Jones led a discussion with the board and staff regarding the quote from Mike Swallow at Personnel Systems and Services. Kalen Jones requested a quote for the development of job descriptions and a compensation study. The City of Moab and Grand County have recently used Personnel Systems for similar projects, which will be helpful to benchmark against comparable public services positions. The quote is included in the Board Packet. The quotes provided were for both the development of job descriptions and a compensation study. In this process, the board would like to consider the scope of each position, specifically the Executive Director position, to ensure the workload is sustainable and appropriate for the culture of the organization.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to authorize staff to enter into an agreement with Personnel Systems and Services to evaluate, update, and develop job descriptions in an amount not to exceed \$6,500.00. Staff and the board both expressed support for getting this project started as soon as possible with the pending staff changes. Roll call vote: Kevin Fitzgerald, Chad Harris, Diane Ackerman, Mary McGann, and Kalen Jones each voted yes. Motion passed 5-0.

NEW BUSINESS

C. *POSSIBLE ACTION ITEM: DISCUSSION AND POSSIBLE APPROVAL OF AMENDED EXECUTIVE DIRECTOR JOB DESCRIPTION FOR ADVERTISING PURPOSES.*

Kalen Jones led a discussion with the Board regarding the review of the Executive Director Job Description.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to postpone this item until more information can be gathered. Roll call vote: Mary McGann, Kevin Fitzgerald, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 5-0.

D. *DISCUSSION OF REALLOCATION OF EXECUTIVE DIRECTOR RESPONSIBILITIES DURING ED RECRUITMENT PERIOD.*

Kalen Jones led a discussion with staff and the board regarding the expected changes in staffing, and Evan's last day as a full-time employee will be May 13, 2022. Evan is willing to offer support as a part-time consultant as available around his new position. Most of the decisions will fall to Chris as Operations Director and LJ as Executive Assistant until the position is filled. The board would also like more information regarding the tasks for the Program Manager to evaluate current duties and tasks.

MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the discussion on the reallocation of Executive Director responsibilities until more information can be gathered. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed 5-0.

E. DISCUSSION OF MINIMUM QUALIFICATIONS OF INTERIM EXECUTIVE DIRECTOR

Kalen Jones opened a discussion on the consideration of minimum qualifications of an interim Executive Director. Evan shared his plan to transition knowledge and tasks to LJ and Chris over the next few weeks. The RFP for the Klondike Landfill Engineering Study and the Field Audit from May 9-11 are the most pressing items. The Board requested a list of items Evan feels he may be able to support after his resignation on a part-time basis.

F. DISCUSSION OF EXECUTIVE DIRECTOR RECRUITMENT STRATEGY AND RESOURCES

Mary McGann opened a discussion with the Board on recruitment for the Executive Director Position. Evan shared that there is no single staff member who holds responsibility for recruiting and there is not a single point of contact for candidates. These duties are currently split between several staff members. Recruitment of passive candidates was also discussed as well as resources to source candidates.

CLOSED SESSION

G. DISCUSSION OF STRATEGY REGARDING THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY

H. DISCUSSION OF PENDING OR REASONABLY IMMINENT LITIGATION

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

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to go into a closed session to discuss strategy regarding the purchase, exchange, or lease of real property, the

discussion of pending or imminent litigation, and discussion of the character, professional competence, or physical or mental health of an individual. Roll call vote: Diane Ackerman, Mary McGann, Chad Harris, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed 5-0.

The board entered a closed session at 6:30 P.M.

The board ended the closed session and re-entered an open session at 8:24 P.M.

NEW BUSINESS (CONTINUED)

J. POSSIBLE ACTION ITEM: DISCUSSION AND POSSIBLE APPROVAL TO RELEASE ESCROW ON THE PURCHASE OF UTAH ASSETS OF MONUMENT WASTE.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to release the escrow between \$200,000.00 to \$400,00.00 and to authorize the District Staff and Chair to reach a final number. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.

CLOSING ACTIONS AND ADJOURNMENT
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K. FUTURE CONSIDERATIONS

The district will need to discuss the recent concern with wag bags.

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

L. ADJOURNMENT

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

The meeting adjourned at 8:27 P.M.

Respectfully submitted to the Board,

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