

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

Regular 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 hold hybrid meetings with the County Commission Chamber as the Anchor Location. The Grand County Commission Chambers are located at 125 E Center St #2429, Moab, UT 84532.

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD
Wednesday, July 20, 2022 4:00 PM**

Board Members Present: Kalen Jones (Chair), Kevin Fitzgerald (Vice-Chair), Diane Ackerman (Member), and Mary McGann (Treasurer).

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

SPECIAL MEETING – CALL TO ORDER (4:00 P.M.)

Kalen Jones called the meeting to order at 4:01 P.M.

CITIZEN'S INPUT

Sara Melnicoff shared a brief statement outlining the mission of CSWA and also of Moab Solutions. Sara then shared how she has worked over the past 20 years to divert recyclable materials from the trash and take them to the CRC. She began this at Lions Park and continued at other locations throughout the area. Sara proposed converting the CRC to a multi-stream facility and proposed a recycling coordinator be hired in partnership with the City and the County to take over efforts once Sara retires. Sara requested to be added to the next agenda to present her proposal in full.

APPROVAL OF MEETING MINUTES

- A. ACTION ITEM: REVIEW AND APPROVAL OF THE JUNE 16, 2022 REGULAR MEETING MINUTES**
- B. ACTION ITEM: REVIEW AND APPROVAL OF THE JUNE 30, 2022 SPECIAL MEETING MINUTES**

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve the minutes from the June 16th and June 30th meetings, as presented in the Board Packet. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

C. REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF JUNE 2022

LJ Blackburn provided a brief overview of the expenditures. Labor continues to be the highest expenditure. Rinehart Fuel is another significant cost, with the rising costs of fuel. Insurance premiums were also due in June, since the company switched from calendar year to fiscal year billing. The expense to Gearheads was clarified as the gifts for employees for waste workers week.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve expenditures for the month of June 2022 in the amount of \$ 481,178.70, as presented in the Board Packet. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

REPORTS FROM BOARD AND STAFF

D. STAFF REPORTS

Chris Scovill provided a report to the board. All quarterly reports have been completed and submitted with applicable fees. The inspections are being finalized now and will be submitted soon. Chris has been working on the Klondike RFP with the engineers and the DEQ Inspector, and feels that we are able to construct additional cells as needed until the permit renews in 2025. Now is the best time to develop and document these plans to support future needs. Work with the rental dozer has been completed and was very successful. The employees worked very hard to make this happen within the timeframe allotted. Red Desert has come out to resurvey the site since there have been significant changes with the dirt work. Chris will email these items to the Board for review. Chris has also been working on the DOT compliance concerns. After further investigation, we are not required to have a DOT number. Instead, we are able to self-regulate, which removes significant barriers to our operations. Ron Bogart and Paul Chacon will monitor the DOT drivers for self-inspections, and Arba will train them to take over this internally. We will now continue to ship the single stream containing glass to Denver, to Rocky Mountain Bottling. This fulfills our contractual obligations to the City. Chris also shared he has just returned from Ogden, where he met with a private party who has sorting equipment and has made a successful business of recycling. Chris looks forward to continuing to learn and work with this individual. Finally, Chris shared his desire to continue to improve time management within the District and with the administrative staff. He is concerned that the staff's

hours and efforts are not sustainable, and we are operating in crisis mode. As we move forward, we need to address this.

LJ Blackburn provided a report to the Board. She shared that Kelsi and Savannah's training has been moving forward and the training has been going well. The CSR position is a difficult position, and Kelsi has been doing well. Savannah is now ready to start taking over some bookkeeping duties. The software bid has been turned over to the Procurement Office at the state to finalize. The District does not have a formal Procurement Officer, and LJ shared that we are not able to generalize this process. We are required to follow the State of Utah Procurement Code, but each project is different and requires specific information on the items to be purchased.

Arba Adams has been busy working on the DOT regulations. She shared she has also been in contact with USU and they are open to partnering with CSWA and having their students working on several of our projects including human waste and composting. USU also suggested having a Citizen's Advisory Committee to take on specific issues as needed. The WAG bags are still seeing a positive response. A map of human waste dump sites is being developed in partnership with the Health Department. Arba has also been working on community outreach to develop educational materials and curricula related to specific issues for the businesses. She has asked for feedback from the drivers and staff and will continue to develop this as issues arise. Finally, Arba has been researching different options for websites, as ours is not very user-friendly. This may be a larger process, but she will continue to research.

Leanne Crowe shared a brief update with the Board. She has been working on recruiting for the Executive Director. We have narrowed it down to seven candidates to interview, and candidates will be scheduled as soon as the schedule is confirmed. The Board will also schedule training for interviewing and hiring prior to interviews.

Levi Crowe shared that he has been working hard on fleet management. He shared a success in that the leased loader at the Transfer Station has been swapped with the one at Moab Landfill to avoid having to purchase new tires at a cost of \$30,000. The Board had previously approved this expense, but we were able to save that cost due to this swap. Truck 129 was declared a total loss due to the fire, and Levi has been able to negotiate the cost and payout from the insurance to receive more money for the District. Levi shared that our fleet is aging and so there continue to be repairs and replacements made. Finally, Levi shared a presentation with the Board and staff on the new mobile office building. The project is ongoing, but we were able to purchase the building and negotiate contracts for site work. The building is expected to be delivered on August 9th, and the site work completed shortly after. The project came in at a total cost of \$245,000 which is \$5,000 under the approved cost for just the building.

No other staff reports were provided.

E. BOARD REPORTS

Kalen Jones shared he has been busy helping staff with the hiring process for the Executive Director.

Diane Ackerman shared that she had received a call from a Castle Valley Resident regarding single-stream versus multi-stream recycling. Diane suggested adding information and education to the website and the community on this topic.

Kevin Fitzgerald shared that he had met with a vendor and Sara Melnicoff at the CRC regarding recycling options, and he is excited to see where that may lead.

No other board reports were provided.

OLD BUSINESS

F. UPDATE ON POLY-CARTS AND 2-YARD DUMPSTERS

Chris Scovill shared a brief update on the Poly-Carts. These have been in use for about a month but we are starting to have concerns about their wear. These may be able to be retrofitted, but this will be a time-consuming task as some have already been distributed. This creates a safety issue for the staff. The bigger issue is tied to the budget, as we have already spend the budgeted amount for poly-carts and 2-yards, and we are still out of these.

NEW BUSINESS

G. *POSSIBLE ACTION ITEM*: REVIEW AND DISCUSSION OF AN UPDATED PURCHASING POLICY

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to postpone this item until the policy is ready for review. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.

CLOSED SESSION

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

No Closed Session was held.

CLOSING ACTIONS AND ADJOURNMENT

I. FUTURE CONSIDERATIONS – SPECIAL MEETING

The District may need to hold a Special Board Meeting to discuss a possible amended budget. Potential date for the Special Meeting of August 3, 2022. The dates and times for the special meeting and board training will be determined and sent to the board once finalized.

J. FUTURE CONSIDERATIONS – REGULAR MEETING

The next Regular ACB meeting is scheduled for August 17, 2022, beginning at 4:00 P.M.

K. ADJOURNMENT

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

The meeting adjourned at 5:14 P.M.

Respectfully submitted to the Board,

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