

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

***DBA Canyonlands Solid Waste Authority***

**Regular Meeting:** <https://youtu.be/QW5W3r0umXs>

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.

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**MINUTES: REGULAR MEETING OF THE  
SWSSD1 ADMINISTRATIVE CONTROL BOARD  
WEDNESDAY, JANUARY 26, 2022, 4:00 PM**

**BOARD MEMBERS PRESENT:** Kalen Jones (Chair), Mary McGann (Treasurer), Diane Ackerman (Member), and Chad Harris (Member). Kevin Fitzgerald (Vice Chair), joined the meeting at 4:15 P.M.

**SWSSD1 Staff Present:** Evan Tyrrell (Executive Director), LJ Blackburn (Executive Assistant), Jessica Thacker (Program Manager), and Leanne Crowe (District Clerk). Chris Scovill (Operations Director) joined the meeting at 4:08 P.M. Levi Crowe (Facilities & Operations Support Associate) joined the meeting at 4:29 P.M.

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/>

**REGULAR MEETING – CALL TO ORDER (4:00PM)**

Kalen Jones called the meeting to order at 4:05pm.

**CITIZEN'S INPUT**

No public comments were provided via email or during the Citizen’s Input portion of the meeting.

**ADMINISTRATIVE CONTROL BOARD (ACB) BUSINESS**

**A. DIANE ACKERMAN – OATH OF OFFICE**

Diane Ackerman recited the Oath of Office, renewing her commitment to the Administrative Control Board as the reappointed Castle Valley representative.

**B. ACTION ITEMS: CONSIDERATION TO REAPPOINT CERTAIN STAFF OFFICERS FOR 2022**

**MOTION: Mary McGann motioned/Diane Ackerman seconded to delegate the responsibilities of the Secretary position to Leanne Crowe effective January 10, 2022. Roll call vote: Kalen Jones, Mary McGann, Diane Ackerman, and Chad Harris each voted yes. Motion passed 4-0.**

**MOTION: Mary McGann motioned/Diane Ackerman seconded to appoint Leanne Crowe as District Clerk effective January 10, 2022. Roll call vote: Kalen Jones, Mary McGann, Diane Ackerman, and Chad Harris each voted yes. Motion passed 4-0.**

**MOTION: Mary McGann motioned/Chad Harris seconded to appoint Leanne Crowe as District Records Officer effective January 10, 2022. Roll call vote: Kalen Jones, Mary McGann, Diane Ackerman, and Chad Harris each voted yes. Motion passed 4-0.**

<b>APPROVAL OF MEETING MINUTES</b>
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**C. DECEMBER 15, 2021 REGULAR MEETING AND PUBLIC HEARING**

**D. DECEMBER 28, 2021, SPECIAL MEETING**

**MOTION: Mary McGann motioned/ Diane Ackerman seconded to approve the draft minutes for the December 15, 2021 Regular Meeting and for the December 28, 2021 Special Meeting as presented in the January 26, 2022, Board Packet. Roll call vote: Kalen Jones, Mary McGann, Diane Ackerman, and Chad Harris each voted yes. Motion passed 4-0.**

<b>TREASURER/FINANCIAL</b>
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**E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF DECEMBER 2021**

Evan Tyrrell provided a brief summary of the expenditures for the month of December 2021 stating expenditures were slightly higher due to having three payroll periods fall in the month, and the additional bonuses issued to all staff. There were also additional operational expenses incurred with rear load dumpster containers, some mechanical repair costs, and the final quarterly payment of the 980 Loader. Evan Tyrrell also explained that the PTIF payment is reflected as an expenditure, but is a fund transfers to the District's investment accounts that is not an actual expenditure.

**MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the expenditures for the month of December 2021 as \$630,072.07. Roll call vote: Kalen Jones, Chad Harris, Diane Ackerman, and Mary McGann each voted yes. Motion passed 4-0.**

## REPORTS FROM BOARD AND STAFF

### F. STAFF REPORTS

Evan Tyrrell provided a staff report stating that the management staff has been holding meetings to ensure everyone is up to date on operations plans and goals for 2022. This includes implementing the new fee structures at each facility and in TerraTrash for collections and hauling operations. Management has developed a list of priorities and goals by facility, as well as programs and educational goals for 2022. Evan Tyrrell and his team are working on completing staff evaluations for 2021 and so far, they have gone favorably.

Evan Tyrrell shared that he was able to meet with several residents of Thompson Springs and they expressed a desire to have us as a service provider for trash collection. He requested more time to ensure an adequate number of residents to ensure it makes financial sense given the distance for this community.

There have been several articles in the newspaper regarding CSWA which were discussing the new and reduced fee structures at the transfer station, and it has been perceived positively by the public. Evan also shared that there has been some discussion regarding COVID outbreaks, and planning for worst case scenarios, including updating the District's internal COVID-19 contingency plan. However, despite the challenges COVID-19 has presented within the organization, there have been no disruptions in services provided or any reductions in services. All routes including routine collections, recycling, and landfill operations have continued without interruption, and no future interruptions are expected.

Evan Tyrrell provided information on the new DOT entry level driver training rule which takes effect on February 7, 2022. This rule requires all new CDL drivers who apply for a CDL permit to obtain minimum federal training requirements prior to being eligible to take the CDL skills or knowledge test. Currently, the team is researching the requirements of this rule to determine the financial and operational impacts to the organization. The impacts are unknown at this time, but it could potentially lead to additional costs to send staff to training and cause a delay in having CDL drivers ready. Evan Tyrrell stated that even though we are adequately staffed, we have started a hiring campaign to recruit addition staff in anticipation of the busy season. Given the growth of certain areas including Southern Grand County and Northern San Juan County with the addition of new businesses and residential areas, the District may need to add an additional route soon.

Evan Tyrrell expressed that he has some concerns regarding the ability to recruit new staff, given the limited work force in the area, the excess seasonal job openings, the limited housing in Moab, and the overall high cost of living in the area. He stated that the District is trying to provide competitive wages as much as possible within our financial constraints and are planning to initiate the development of an RFP for a compensation study by March to get this moving forward as soon as possible. Given all of that, and the cost of everything such as fuel, freight, parts, etc. which are all increasing, Evan Tyrrell stated that there is a possibility we may need to increase our service rates this year to meet the cost of inflation or to increase staff wages to keep

up with local market conditions and staff wages. Evan Tyrrell mentioned the national shortage of CDL drivers, especially in our rural location and in competition with other local businesses that we compete with for recruiting and retaining CDL drivers. Evan Tyrrell expressed that he does not feel we are at high risk currently, but we do need to be mindful of this.

Removal of the scrap metal pile was completed at the transfer station and going forward removal is planned two times per year. The removal was a profitable venture for us, removing 638 tons of scrap metal. Evan has continued to attempt to obtain quotes to remove the waste tires at Moab Landfill. A few upcoming events include a report due to the City of Moab at the end of January as per the collection franchise agreement. Evan Tyrrell stated that he has a meeting scheduled with the acting City Manager on Friday. There are several training events coming up as well. Chris, Evan, and Mike will be attending SWANA training from February 9 through February 11 in Las Vegas, Nevada, and taking multiple classes to ensure comprehensive training and provide the resources, skills, and knowledge to maintain and enhance operations as best we can. There is a report due to the State of Utah on March 1, 2022. There are some other conferences coming up in March. The local SWANA Beehive or Utah chapter symposium is scheduled for March 17 and 18 in Springdale, UT. Three or four staff will attend. Evan Tyrrell stated that this is a great opportunity to network with other local districts in our field and obtain continuing education for staff to retain their MOLO (Manager of Landfill Operations) certifications and other certifications they may have. Finally, the Recycling Coalition of Utah will be holding their spring conference in Moab from March 31 through April 1, 2022. They have requested a tour of the Recycling Center on Thursday, March 31, 2022, and then will hold a half day conference on Friday.

A brief discussion regarding the new entry level driver training rule ensued, and Mary McGann offered to reach out to the USU campus in Moab to see if they could offer the training here in Moab as opposed to only offering it at the Blanding campus. There was also discussion on the positions we are currently recruiting for, including route helpers, laborers and CDL drivers, equipment operators, and diesel mechanics. Job descriptions are in the works for some new roles as discussed including one for Environmental Health and Safety, Education Outreach, and Human Resources. Mary McGann asked about the review and potential rewriting of the District's Bylaws. This is a project slated for this year and can use templates provided from the Utah Association of Special Districts (UASD) and then send them for appropriate reviews.

LJ Blackburn provided a brief staff report in which she shared that the year-end items were going well. W-2's have been completed and sent out. 1099's will be done tomorrow, and for year-end items, they will be working on the transparency report, and expect it to be completed and uploaded next week. LJ Blackburn shared the phone message has been updated with an automated attendant to simplify customer interactions. This includes options on hours of operations, information on Monument Waste, and an option to press 9 and speak directly with a live customer service representative. This has helped to minimize the number of calls received and has increased front office staff productivity.

LJ Blackburn shared that she has been researching new billing software. The current software is outdated and investing in a new software will be beneficial to the District and its customers.

There are many IT issues with TerraTrash regarding invoicing customers, and the downtime and IT costs present several issues. The current software also is very slow running billing reports, and does not integrate with QuickBooks, so there is lost efficiency with data entry. The current software does not provide customer interface for paying bills, or requesting services, or GPS integration. Instead, we must rely on phones or CB radios, and often they may not be in an area where they receive service. In researching new software there are many things that will help the District and the community. These benefits include increased efficiency and decreased errors, integration with QuickBooks, online account management for customers, real-time communications with Drivers with GPS tablets. Drivers could take pictures of collection issues like overflows, damaged containers, etc. These would be uploaded to the software and be retained in the account history. There is a possibility of integrating scales, including the District's landfills and recycling center, into the billing system in the future. A new system would also allow for the streamlining of credit card processors from two processors and a gateway system down to 1 processor, which would simplify the process and reduce the District's administrative costs as well. The implementation process would take about 4-5 months, so this is preliminary at this time, but LJ will continue to research and identify the best options that will be presented to the Board in the future.

There was a short discussion by the Board regarding their support to identify and implement new billing software in order to modernize District administrative functions, save time, and enhance efficiencies.

Jessica Thacker provided a brief staff report in which she reported the management staff has been working together to streamline and identify projects that need to move forward. Jessica has shifted her focus to more programmatic functions. They have generated a list that breaks down tasks and provides deadlines. These programs include waste diversion and educational outreach among others. Jessica Thacker also shared that she has moved her office from the Sand Flats office to the Transfer station office.

Jessica Thacker reported that the RFP for the Klondike design is moving along, and a final draft is nearing completion. Final review is in process and hopes to be out in the next month or so. Jessica Thacker shared that, unfortunately, the district did not receive the grant for the household hazardous waste collection facility that we applied for several months ago.

Jessica Thacker reported that she has also been working on a renewal program for the CRC Sponsorship program. They are all coming up for expiration within the next two months, so she is researching how to refine the program and make it more attractive for sponsors. The goal is to gain more sponsors than last year. Jessica is also completing a chemical audit of all the chemicals located at the transfer station and creating a safety data sheet binder available for staff. Jessica has also contributed to updating the COVID-19 contingency plan.

A brief discussion by the board was had regarding the renewal of the CRC Sponsorship process and options. Jessica may send out a survey to request feedback, and then send a renewal letter out once details are finalized. It was also recommended that commercial sponsors receive in-person visits and targeting environmentally conscious businesses in the community.

Chris Scovill shared that at the next board meeting he will have a comprehensive list of the status of all the facilities. He did add himself to the DOT Clearinghouse so he will be available as a CDL licensed driver if needed as a back-up and to support operations and enhance operational abilities.

Leanne Crowe thanked the staff and board for the opportunity to work with the District. The Board introduced themselves and welcomed her.

Levi Crowe shared they have been busy with moving vehicles in and out and keeping them operational.

No other District staff reports were provided.

## **G. BOARD REPORTS**

Kevin Fitzgerald shared that he continues to receive positive accolades throughout the community regarding the recycling center, and the progress that has been made. He thanked the staff for keeping the site clean and the positive impression it has made in the community. He also thanked the staff for their efforts during the recent COVID outbreak.

No other Board Member reports were provided.

<b>OLD BUSINESS</b>
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## **H. REVIEW AND DISCUSSION OF PRELIMINARY 2021 WASTE DIVERSION ANALYSIS**

Evan Tyrrell provided a high-level overview on this topic and the analysis provided in the Board packet. Once the District acquired Monument Waste, it provided the opportunity to collect data on a holistic level and determine, within our service area, what has been reclaimed or diverted from our landfills. There are other businesses in the area that divert their own material and the District does not necessarily have these data for the purposes of this evaluation. The report provided in the Board packet shows each waste or recycling type. Highlights include green waste diversion between 55-60%, and the diversion for Moab Landfill facility at about 17%. The 2021 Middle School Demolition added to volume of the waste. Overall, the diversion rate for the year is at 11% and Evan Tyrrell stated that there are several opportunities for improvement. Our goal is to increase these diversion rates as we continue to grow, especially with the addition of the education outreach coordinator. The board expressed thanks for the development of this data, and also the addition of composting options, as this will increase our diversion options more than what is currently offered with the mulch program.

## **I. UPDATE ON HEAVY EQUIPMENT RENTALS, LEASES, AND ACQUISITION-RELATED RESEARCH**

Evan Tyrrell opened a discussion with the Board members by sharing a schedule of the current rentals and leases over time. These are relatively minor compared to the Bond payment, which is

our largest obligation and is associated with the acquisition of Monument Waste Services' Utah-based operations in May of 2021. However, Evan Tyrrell stated that as the Board is aware, the current equipment is well used, and may need to be evaluated in the future. Evan Tyrrell shared the tracking sheet used to monitor the maintenance and repairs for each vehicle in the fleet, including preventative maintenance and all repairs. Evan Tyrrell discussed the truck that recently caught fire. The truck repair will cost almost as much as the value of the truck, so an insurance claim will be filed for that vehicle. The Board asked some questions regarding the tracking, and Levi Crowe explained that each truck has its own separate tracking sheet that is used to track and estimate costs and needed repairs on each vehicle.

Evan Tyrrell and Chris Scovill presented a list of capital improvements and equipment that will be needed in the short, medium, and long term for each facility. Evan Tyrrell explained the lease regarding the 980 loader and its current lease options and will bring this back to the Board next month. Chris explained this list is an overview of the entire operation and future needs. The list is broken down into 1 year, 3 year, and future needs. This list will continue to be updated with pricing as things develop, and prices are listed as if equipment was purchased new, so the total costs are likely higher than they will actually be in the future. For example, not all equipment will be purchased new. There are options for purchasing, rebuilds, and others. The most urgent need is the 980 loader, which is about \$450,000.00. The purchase will include a credit of about \$60,000.00 for the current rental agreement, and Wheeler CAT has been a good partner in this. We continue to get government pricing which is about a 30% discount as well. As we move through this process, we will look at developing scoring criteria to determine what is more crucial for each facility and help prioritize certain procurements over others. The Board issued their support in purchasing leased equipment that has been well maintained. Chris also advised that some equipment may not be readily available so we will need to plan ahead in the purchase of these items.

#### **J. REVIEW AND DISCUSSION OF UPDATED INTERNAL COVID-19 MITIGATION MEASURES AND CONTINGENCY PLAN**

Evan Tyrrell opened a discussion with the Board members by sharing the updated contingency plan. Evan and Jessica have revised the COVID policy as a resurgence of COVID-19 cases in Grand County and within the organization. Evan shared mitigation procedures as well as a contingency plan to ensure the continuity of the most critical services that the District provides in the case of acute staffing shortages. The Board expressed support for this policy and issued their support that it should be implemented administratively to allow for a rapid response to the ever-changing conditions of COVID-19 on a local and national level.

<b>NEW BUSINESS</b>
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#### **K. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF A COVID-19 SICK LEAVE POLICY**

Evan Tyrrell opened a brief discussion regarding the need for a COVID-19 sick leave policy. This policy is comparable to other local agencies in the area and helps to provide for staff that may have been exposed to, or contracted COVID-19.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve Policy Number 2022-0126, COVID-19 Sick Leave Policy, with a retroactive effective date of January 1, 2022. Roll call vote: Kalen Jones, Kevin Fitzgerald, Diane Ackerman, Mary McGann, and Chad Harris each voted yes. Motion passed 5-0.**

**L. POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL FOR THE PURCHASE OF AUTOMATED TARPING SYSTEMS FOR THE ORGANIZATION’S WALKING FLOOR TRANSFER TRAILERS.**

Evan Tyrrell opened a brief discussion regarding the need for these systems. The Board was able to witness the associated safety concerns that this item is meant to address during their tour of the Transfer Station last year in October. After brainstorming fixes for this issue, this is the most readily available and cost-effective option. Evan Tyrrell shared that the District has already ordered one of these tarps and plans to install it on one truck to ensure that it will work as intended prior to ordering more. However, the team believes this is the best way to resolve this ongoing safety issue. This system is compatible with the rear doors on our trucks and allows for large loads. Levi Crowe shared that one truck needs a new tarp system anyway, that he has researched these systems, and he feels this will meet our needs and prevent any future safety concerns. Levi Crowe explained these tarps are motorized and designed to not be damaged by large loads protruding out of the top. These will be installed in house and retrofitted to each of our trucks. The other options are to reconfigure the transfer station or to install catwalks in the station which would cost over \$100,000.00.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the purchase of four automatic tarping systems for the District’s walking floor transfer trailers in an amount not to exceed \$16,500.00. Roll call vote: Kalen Jones, Kevin Fitzgerald, Diane Ackerman, Mary McGann, and Chad Harris each voted yes. Motion passed 5-0.**

**CLOSED SESSION**

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

No closed session was held during this meeting. Mary McGann recommended that this item be listed on the agenda only if needed.

**CLOSING ACTIONS AND ADJOURNMENT**

**N. FUTURE CONSIDERATIONS**

Evan Tyrrell addressed the need for a sign on bonus policy and staff retention policy. He would like to bring this to the Board next month.

The next Regular ACB meeting is scheduled for February 23, 2022, beginning at 4:00pm.

**O. ADJOURNMENT**

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

The meeting adjourned at 5:31pm

Respectfully submitted to the Board,

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