

**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. Electronic participation was available via Zoom Meeting

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**MINUTES: REGULAR MEETING OF THE  
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

***Wednesday, October 19, 2022, 4:00 P.M.***

**Board Members Present:** Mary McGann (Secretary/Treasurer), Chad Harris (At-Large Member), Kevin Fitzgerald (Vice-Chair), Diane Ackerman (Castle Valley Representative), and Kalen Jones (Chair).

**SWSSD1 Staff Present:** Leanne Crowe (Human Resources/District Clerk), LJ Blackburn (Co-Interim Director), Chris Scovill (Co-Interim Director), Jessica Thacker (Program Manager), and Nick Lundberg (District Accountant).

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 (4:00 P.M.)**

Kalen Jones called the meeting to order at 4:08 P.M.

**CITIZEN’S INPUT**

No Citizen’s Input was provided.

**APPROVAL OF MEETING MINUTES**

- A. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 27, 2022, REGULAR MEETING MINUTES**
- B. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 29, 2022, SPECIAL MEETING MINUTES**

**MOTION:** Mary McGann motioned/ Chad Harris seconded to approve the minutes from the September 27, 2022, Regular Board Meeting and the September 29, 2022, Special Board Meeting as presented in the Board Packet. Roll call vote: Mary

McGann, Chad Harris, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 5-0.

<b>TREASURER/FINANCIAL</b>
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**C. ACTION ITEM: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTH OF SEPTEMBER 2022**

LJ Blackburn led a brief discussion regarding the expenditures for September. We had two recycling trips to Denver, and payroll and fuel continue to run as normal. There was also an expense for our work comp audit. This audit is performed approximately every three to four years and is required but is not always done in September, so it is difficult to plan for. LJ will share the results of the audit with the Board.

**MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve expenditures for the month of September 2022 in the amount of \$428,837.33 as presented in the Board Packet. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.**

**D. DISCUSSION ITEM: REVIEW AND DISCUSSION OF THE FINANCIAL CASH FLOW REPORT**

Nick Lundberg and LJ Blackburn led the Board through the different financial statements and the cash flow report included in the board packet. The projected cash flow for the end of the year is approximately \$1.1 million. The District's debt service is \$1.09 million, so we are almost breaking even. This includes a set aside of \$117,000 per month to cover the 9 PTIF accounts. These include bond debts and additional savings for equipment and other needs. However, looking at the flow, the District needs to be at about \$1.4 million to continue operations. Nick recommended looking at a fee increase to increase revenue to meet the Districts needs. The rate sheets would need to increase between 10% and 20% for Moab Landfill, Klondike Landfill, and commercial collections, to make up the \$300,000 difference. These projections are based on Q1 through Q3 and are barring any major expenses such as repairs or additional rentals. There are also residual bond funds of about \$750,000 for additional equipment needs. LJ asked for feedback from the Board on the format of the reporting. The Board prefers the rolled-up version for monthly review and a detailed report for cost centers and profit centers during budget planning. Going forward, we will need to consider rising costs, as fuel and repairs are well over 10% of the costs. We also need to consider our wages, as increasing salaries also increases benefit costs, which are well over 50% of costs. The Board also discussed staggering the fee structure increases to increase them incrementally rather than a large amount all at once.

## REPORTS FROM BOARD AND STAFF

### E. STAFF REPORTS

LJ Blackburn provided a brief update on training. Savannah and Kelsi are both doing well and progressing in their training.

Chris Scovill provided an update to the Board. He has submitted the quarterly reports to the DEQ and has completed the quarterly inspections at KLF. MLF is scheduled to sell out of mulch in the next few weeks. MLF will be starting its fall voucher program soon, and we have a HHW event scheduled at CRC this Saturday. The TNS has been very busy with roll-offs and values are picking up. The District has lost a few drivers but has also made a few hires.

Leanne Crowe provided a brief update to the Board. We continue to work on our hiring processes both with entry-level positions as well as recruiting for the Executive Director. Leanne shared that we have posted the position in numerous locations and have worked with other local SWANA chapters in the Southwestern region to push this out to their members. We are also working to post the ED position to trade publications focused on Waste Management as well as newspaper advertisements for regional areas. We will evaluate these based on timing and cost to ensure the greatest return on our investment.

Jessica Thacker provided an update to the Board on her progress regarding promoting the HHW and MLF events. The District will also participate in the Trunk-or-Treat event on Halloween. Jessica has been working to get up to speed on the operations of the District including the WAG bags and will provide data analysis soon.

### F. BOARD REPORTS

Mary McGann shared that she would like to see the District establish a Friends of the Community Recycling Center non-profit to take on fundraising for the CRC.

Diane Ackerman encouraged the District to reach out to as many resources at SWANA for recruiting as possible. Diane also shared she will attend the open house at USU on Saturday evening, and is hoping to make a connection regarding potential candidates for the ED.

Kevin Fitzgerald shared that he learned about how recycling is done in India after his recent travels, and that he is glad to be back home.

Kalen Jones asked for feedback on Board meeting dates for 2023. The December meeting is scheduled for the 20<sup>th</sup>, and given the Christmas holiday, it may make sense to move the meeting date. This may be difficult based on budget hearings as well. The Board agreed to continue meetings on the third Wednesday of each month and adjust as needed. Kalen also recently attended a climate conference. Kalen shared that the City of Moab has hired a new sustainability director, and their current focus is on clean transportation and fleet inventory for use of electric vehicles. Kalen will work with Chris and LJ on this topic.

## OLD BUSINESS

### **G. ACTION ITEM: REVIEW AND APPROVAL OF REVISED PURCHASING POLICY**

LJ Blackburn led a discussion with the Board reviewing the changes in the updated purchasing policy. The main changes include terms of credit cards, and updated purchasing limits/amounts. The adjusted amounts were based on the experiences of the district's current purchases. Kalen Jones questioned the language in the policy as far as who has the authority to make purchasing decisions, specifically who is the purchasing agent? The intent was to have the Executive Director act as the purchasing agent, with the option for the ED to assign other purchasing agents as needed if expenses are less than \$50,000 and the Board must approve any expenses over \$50,000. There was a discussion about the emergency provisions as well. LJ will update the policy to clarify the language and resend the policy.

**MOTION: Mary McGann motioned/ Diane Ackerman seconded to approve policy number 111-1520, Purchasing Policy, with an effective date of November 1, 2022. Roll call vote: Mary McGann, Chad Harris, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 5-0.**

### **H. DISCUSSION ITEM: UPDATE AND DISCUSSION ON THE POSSIBLE EXPENDITURE OF THE D7 DOZER**

Chris Scovill led a discussion with the Board regarding the purchase of a Dozer. Chris has been working with Wheeler to develop several scenarios to present to Nick and LJ regarding purchasing. They will work together to add this to the 2023 budget.

## NEW BUSINESS

### **I. ACTION ITEM: REVIEW AND APPROVAL OF THE PURCHASE OF TWO TAG AXLES FOR DISTRICT VEHICLES**

Chris Scovill led a discussion on the need for two tag axles for the District. The District has been overweight when hauling biosolids to KLF, and this creates liabilities for the District. We have been working with the facility, but even with them reducing the size of the loads, we are still overweight by about 50%. This has increased the costs for the City of Moab. The facility does not have scales to measure the weights for each load. Levi Crowe has been researching these and has found a set for about \$15,000.00. These axles will enable us to haul full and heavy loads legally. Chris Scovill and the managers will provide training for drivers on how to safely operate equipment with the tag axles.

**MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve the purchase of two tag axles for district vehicles in an amount not to exceed \$20,000.00 Roll call vote: Mary McGann, Chad Harris, Kevin Fitzgerald, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 5-0.**

**J. DISCUSSION ITEM: REVIEW AND DISCUSSION OF THE TENTATIVE 2023 BUDGET**

LJ Blackburn and Nick Lundberg led a discussion with the Board regarding the tentative 2023 Budget. They are using the projection for 2022 as the basis of the 2023 tentative budget. It is evident that the District needs to increase rates to meet its financial needs in the future. Major future considerations include wage increases, fuel costs, and additional capital needs. The District needs to increase wages for current staff, as well as consider hiring additional positions. The District may need to add 2 additional routes, as well as replace or repair existing equipment. The District will work to develop a list of capital purchases needed for 2023. Once those needs have been identified, LJ and Nick will work to provide several scenarios to bring to the Board for review and decisions. The Board also recommended implementing the increases in stages, starting with the landfill tipping fees and then moving into negotiations with the City of Moab. LJ will look at the proposed jobs and prioritize additional administrative needs to ensure we are working as efficiently as possible to limit overtime. Kalen and Kevin volunteered to be on a subcommittee to review information prior to the District presenting a preliminary budget at the November Board meeting.

**CLOSED SESSION (IF NEEDED)**

**K. CLOSED SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL(S)**

No closed session was held.

**FUTURE CONSIDERATIONS, CLOSING ACTIONS, AND ADJOURNMENT**

**L. APPROVAL OF TENTATIVE BUDGET AT NOVEMBER MEETING**

**M. PROPOSE FEE AND RATE INCREASE**

**N. THE NEXT REGULARLY SCHEDULED MEETING OF THE ADMINISTRATIVE CONTROL BOARD IS SET FOR WEDNESDAY, NOVEMBER 16, 2022, AT 4:00 P.M.**

**O. ADJOURNMENT**

The meeting was adjourned at 6:06 P.M.

Respectfully submitted to the Board,



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