

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**  
***DBA Canyonlands Solid Waste Authority***  
**Streamed Online via Canyonlands Solid Waste Authority's YouTube Channel:**  
<https://www.youtube.com/watch?v=6jP-xogT14c>

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 and considering public health orders limiting in-person gatherings, 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**

**THURSDAY, OCTOBER 21, 2021, 4:00 PM**

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

**Others present:** Evan Tyrrell (District Manager), Jessica Thacker (District Program Manager/District Clerk), LJ Blackburn (District Executive Assistant), Chris Scovill (District Operations Director), and Community Rebuilds Representatives Rikki Epperson and Molly Gurney

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-minutes/>.

<b>REGULAR MEETING – CALL TO ORDER (4:00PM)</b>
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Kalen Jones called the meeting to order at 4:03pm.

<b>CITIZEN'S INPUT</b>
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No public comments were received via email or during the meeting.

<b>PRESENTATIONS</b>
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**A. COMMUNITY REBUILDS PARTNERSHIP PRESENTATION**

Community Rebuilds representatives provided a brief presentation in which they stated Community Rebuilds' mission is to construct energy efficient and affordable housing in the Moab community and beyond. They stated that securing funding has been difficult due to the COVID-19 pandemic and formally requested the Administrative Control Board (the Board) to continue providing in-kind donations of trash and recycling services that had historically been provided by Monument Waste Services LLC (MWS). Evan Tyrrell informed the Board that Community Rebuilds had provided an informational packet as well. The Community

Rebuilds representatives offered to assist in the development of a formal in-kind donation policy. Mary McGann agreed that a formal in-kind donation policy needed to be developed, but stated that the process might take some time. She stated that MWS, being a private entity, did not need to utilize an in-kind donation policy. Mary McGann also stated that a set of guidelines needed to be developed within the in-kind donation policy to determine which non-profit organizations would be eligible.

#### **APPROVAL OF MEETING MINUTES**

#### **B. AUGUST 24, 2021 REGULAR MEETING**

#### **C. SEPTEMBER 20, 2021 REGULAR MEETING**

**MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve the draft minutes for August 24, 2021 and September 20, 2021 as written in the October 21, 2021 Board Packet. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

#### **TREASURER/FINANCIAL**

#### **D. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF SEPTEMBER 2021**

Evan Tyrrell provided a brief summary of the expenditures for the month of September stating expenditures were typical such as payroll but also highlighted that PTIF transfers were coded as transfers rather than expenses and that the quarterly rental payment for the 980 loader had been sent out as well.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the expenditures for the month of September 2021 in the amount of \$283,272.55. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

#### **REPORTS FROM BOARD AND STAFF**

#### **E. DISTRICT STAFF REPORTS**

Evan Tyrrell provided a staff report regarding several meetings, activities, and presentations he had provided such as scheduling the removal of the scrap steel pile and freon evacuation of waste refrigerators at the Moab Transfer Station, rescheduling the November Board meeting for November 17<sup>th</sup>, presented at the Beyond Plastics event at the Helipad, and upcoming special events such as the Moab Landfill Fall Voucher Cleanup Program, Household Hazardous Waste Collection event, and Cash For Cans. He informed the Board that representatives from the Utah Department of Environmental Quality (UDEQ) had agreed to provide 100% reimbursement of costs associated with the removal and disposition of waste tires at the Moab Landfill via the Utah Waste Tire Recycling Fund.

A brief discussion about the possibility of scheduling a pre-public hearing budget workshop regarding the 2022 budget ensued and all agreed to hold the workshop prior to the meeting.

Chris Scovill provided a brief staff report stating that several new operators had been hired with some employees shifting to supervisory positions to assist in day-to-day operations. He gave brief updates on the status of operations for each facility.

Jessica Thacker provided a brief staff report stating that she had completed the fleet title registration submission process in Salt Lake City while giving the Board a brief explanation of the process and had ordered a copy of Title 49 that provided insight to Federal Motor Carrier Safety Administration (FMCSA) regulations and all work associated with maintaining U.S. Department of Transportation (USDOT) compliance. She stated that she had completed the quarterly fire extinguisher inspection for all facilities, completed a rough draft scope of services for the Klondike engineering design RFP, installed a garden box at the Sand Flats administrative office, and had also ordered new decals for all roll-off containers and polycarts that indicated the District's DBA of CSWA.

LJ Blackburn provided a brief staff report stating that a new customer service representative (CSR) had been hired and invited the Board members to visit the Moab Transfer Station to meet them. She stated that she had been in discussion with Evan Tyrrell on how to delegate duties to the CSRs to assist in alleviating their workloads while providing praise for the work they had completed so far. LJ Blackburn informed the Board that she was currently working with financial institutions the District utilizes in regard to receiving payment under the District's DBA (doing business as) as Canyonlands Solid Waste Authority (CSWA). She suggested the possibility of moving the check signing schedule to the following Monday to allow more preparation time. A brief discussion between Board members on availability and scheduling conflicts occurred.

## **F. BOARD REPORTS**

Diane Ackerman provided a brief board report where she indicated gratitude to those that had attended the native seed swap event and volunteered in designing updated plant signage.

No other Board reports were provided.

<b>OLD BUSINESS</b>
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## **G. *POSSIBLE ACTION ITEM*: CONSIDERATION FOR CHANGING THE TITLE OF THE DISTRICT MANAGER**

**MOTION: Kevin Fitzgerald motioned/ Mary McGann seconded to change the title of the District Manager for the Solid Waste District to the Executive Director of Canyonlands Solid Waste Authority. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

<b>NEW BUSINESS</b>
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**H. POSSIBLE ACTION ITEM: REVIEW AND DISCUSSION OF DRAFT RESIDENTIAL GARBAGE AND RECYCLING SERVICE POLICIES CUSTOMER LETTER**

Evan Tyrrell opened a discussion with the Board members stating the drafted letter regarding residential garbage and recycling services would be used to re-establish standard polices and educate residents on proper trash and recycling habits, which were already in place with Monument Waste Services. He said this letter would assist in making collection services more efficient with a focus on county routes rather than city routes. The Board provided their support for staff to move forward with finalizing and distributing the letter.

**I. REVIEW AND DISCUSSION OF DRAFT 2022 FEE STRUCTURES FOR CANYONLANDS SOLID WASTE AUTHORITY FACILITIES**

Evan Tyrrell opened a discussion with the Board members regarding changes to the Fee Structure for CSWA facilities for 2022, stating there were several proposed price changes. He also introduced a proposal to re-brand the Community Recycle Center (CRC) to Canyonlands Resource Recovery Center, stating that the CRC provides services beyond just recycling. A brief discussion on the pros and cons of the proposed name change ensued between the Board members with some in agreement and others unsure of the potential change citing the local community's perception of the CRC. The discussion shifted to suggested fee schedule changes to the Moab Landfill with Board members asking for clarification between recoverable and non-recoverable green waste with regards to how landfill staff differentiate between the two. Kalen Jones suggested the possibility of incentivizing segregation of recoverable green waste for mulching/composting purposes by offering a lower disposal rate. Chris Scovill agreed that Kalen Jones' suggestion may be feasible for future composting activities at the Moab Landfill but was not applicable at this time. A brief discussion on repetitive text in fee structures footnotes and some pricing occurred. Evan Tyrrell also discussed the approach towards residential versus business rates at the transfer station and several residential price reduction proposals for the transfer station in 2022.

**J. REVIEW AND DISCUSSION OF DRAFT 2022 FEE STRUCTURES FOR CANYONLANDS SOLID WASTE AUTHORITY COLLECTION AND HAULING SERVICES**

Evan Tyrrell opened a discussion with the Board members regarding changes to the Fee Structure of hauling services offered by CSWA, stating that the original pricing had been retained during the acquisition of Monument Waste Services LLC Utah-based operations. A brief discussion occurred between Evan Tyrrell and Board members on differences in round-trip pricing and clarification of what is considered "in-town". Kalen Jones inquired if the roll-off pricing was not defined in the City of Moab's franchise agreement and Evan Tyrrell responded that the pricing was independent of the franchise agreement.

The discussion shifted to changes in trash and recycling services pricing where Evan Tyrrell stated there were not any pricing adjustments, but that the chart would be revised and reformatted for clarity. He also suggested the possibility of extending services to the La Sal community and explained updated pricing for long haul services to Castle Valley and Thompson Springs communities.

**K. *POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL OF 2022 PEHP HEALTH INSURANCE RENEWAL OPTION***

Evan Tyrrell opened a discussion with the Board members regarding renewing the PEHP health insurance provided to CSWA staff. LJ Blackburn provided a brief summary of changes between the 2021 and 2022 premiums and recommended moving forward with retaining the current plan.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the 2022 renewal option with PEHP for the District's health insurance benefits, including a 6.9% premium increase for the Star HSA Option 2 medical insurance plan, a 1.71% premium increase for the Premium Dental plan, a 0.51% increase in the Standard Optical Select Vision plan, and no change in the basic life, AD&D, long-term disability premiums, and to approve the 90% employer/10% employee contribution for 2022 as detailed on page 30 of the October 21, 2021 Board packet. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, and Kevin Fitzgerald each voted yes. Motion passed 4-0. Chad Harris was not present to vote.**

**L. *POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL TO PURCHASE A USED SEMI-TRUCK AND WALKING FLOOR TRANSFER TRAILER FOR THE TRANSFER AND HAULING OF SOLID WASTE***

Evan Tyrrell opened a discussion with the Board members regarding the potential purchase of a used semi-truck and walking floor transfer trailer available from MWS. He stated that increasing volumes required expanding available hauling and storage capacity. Evan Tyrrell stated the fair market appraisal of the used semi-truck and walking floor transfer trailer was valued at \$133,000. He stated that staff had visually inspected the semi-truck and walking floor transfer trailer, collected fluid samples, and were awaiting lab results from the fluid samples. Evan Tyrrell stated that if problematic fluid results were returned, the District would continue to look for other options to enhance fleet capacity. Chris Scovill indicated support for expanding fleet capacity and that it postpones the expansion of the Moab Transfer Station. He stated that it would be more costly to move forward with a physical expansion of the Moab Transfer Station and that an increased fleet addresses operational needs.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to authorize District staff to move forward with the purchase of a used semi-truck and walking floor transfer trailer for the transfer and hauling of solid waste in an amount not to exceed \$165,000. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

**M. PRELIMINARY DISCUSSION FOR THE CONSIDERATION TO PURCHASE, RENT, OR LEASE A MOBILE OFFICE UNIT TO BE TEMPORARILY PLACED IN THE HIGHWAY COMMERCIAL ZONED PORTION OF 2295 SOUTH HIGHWAY 191**

Evan Tyrrell opened a discussion with the Board members regarding the necessity of expanding available office space at the Moab Transfer Station, stating that with ongoing growth the limited space is negatively affecting productivity. In order to avoid re-zoning and immediately address the situation, a mobile office unit was suggested to the Board to alleviate lack of office space. Kevin Fitzgerald confirmed that office expansion would be included in future capital improvements and Evan Tyrrell confirmed. He stated this mobile office unit would be a temporary solution while the District developed the bidding process and located available consultants and engineers. Chris Scovill agreed with Evan Tyrrell's statement, stating that contractors were not currently available and current construction material costs were very high. Diane Ackerman inquired if the trailers located at the CRC could be used in place of a mobile office space and Chris Scovill stated those units would also require re-zoning, building permits, engineering requirements, and building upgrades. He stated the mobile office units are identified as "temporary structures," therefore would not require any zoning updates.

**MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to enter into closed session for a strategy session to discuss pending or reasonably imminent litigation and discussion of the character, professional competence, or physical or mental health of an Individual(s). Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

The closed session began at 5:48pm.

<b>CLOSING SESSION</b>
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**N. STRATEGY SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION**

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

**MOTION: Diane Ackerman motioned/Chad Harris seconded to go out of closed session. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.**

The closed session ended at 6:59pm.

<b>ADJOURNMENT</b>
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**P. FUTURE CONSIDERATIONS**

The next Regular ACB meeting is scheduled for November 17, 2021, beginning at 4:00 pm.

**Q. ADJOURNMENT**

**MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to adjourn.**

The meeting adjourned at 7:00 p.m.

Respectfully submitted to the Board,

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Jessica Thacker  
District Clerk, Solid Waste Special Service District #1