

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

Due to technical difficulties, this meeting was not livestreamed on the District's YouTube Channel. However, a link to the Zoom meeting was provided on the District's Facebook page while the meeting was taking place, which enabled the public to attend the meeting and provide verbal comments.

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.

**MINUTES: BUDGET WORKSHOP AND REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**

WEDNESDAY, NOVEMBER 17, 2021, 3:00 PM

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

SWSSD1 Staff Present: Evan Tyrrell (Executive Director), Jessica Thacker (Program Manager/District Clerk), LJ Blackburn (Executive Assistant), Chris Scovill (Operations Director), Levi Crowe (Facilities & Operations Support Associate).

Others present: Sara Melnicoff (Moab Solutions).

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/>.

BUDGET WORKSHOP – CALL TO ORDER (3:00PM)

A. 2021 DRAFT AMENDED BUDGET

Kalen Jones called the budget workshop to order at 3:12pm.

Evan Tyrrell presented a comprehensive summary and explanation of how the amended 2021 budget was generated. He stated that his typical approach is to over-forecast expenditures and under-forecast revenues to provide buffers throughout the budget season, and stated that the purchase and acquisition of Monument Waste Services LLC's Utah-based operations (MWS) had significantly altered the projections that were contained in the original 2021 budget. Evan Tyrrell explained the process of how he forecasted payroll and fuel expenses for the remainder of the year. Moving to revenues through collection services, Evan Tyrrell stated that the District would be seeking out software capable of communicating with QuickBooks allowing for more accurate, timely, efficient, and streamlined financials. He provided a brief overview of special

line items such as the intra-agency revenue transfers, MWS acquisition-related expenses, and varying pricing for scrap steel.

Evan Tyrrell stated that projected revenues for the remainder of 2021 were conservative and were likely under-forecasted. He provided a brief summary of varying source-separated commodity pricing and the increased electronic waste diversion from the Moab Transfer Station stating that the development of the amended 2021 budget was very complex and time-consuming. Evan Tyrrell continued to provide explanations for several line items including specific payroll expenses, bank fees/credit cards transaction costs, and miscellaneous or ancillary items. He stated that projected revenues are positive and that the District's ability to fulfill its debt obligations are looking positive. Kalen Jones encouraged Evan Tyrrell to move to the next agenda item as time was limited to cover all needed discussion.

B. 2022 TENTATIVE BUDGET

Evan Tyrrell briefly presented a high-level summary of the 2022 draft tentative budget by indicating that payroll generated the largest change with the addition of three (3) full-time exempt employees along with a full-time hourly CDL driver and the re-classification of special events such as the Moab Landfill voucher cleanup program and Household Hazardous Waste events. Evan Tyrrell stated that the budget contained two new positions, including a full-time Education and Outreach Coordinator and an Environmental, Health, and Safety Specialist. He stated that he anticipated these positions would not be immediately filled and therefore payroll expenses were somewhat inflated in the tentative budget. Board members suggested the addition of a human resources position to be included in the 2022 draft tentative budget. Due to time constraints of the Budget Workshop, it was determined this agenda item would be further discussed later in the meeting. All Board members agreed to call the Regular Meeting to order.

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

Kalen Jones called the meeting to order at 4:02pm.

CITIZEN'S INPUT

The following comments were provided:

Sara Melnicoff verbally stated that she was extremely horrified, but not surprised, that glass was not being accepted by Salt Lake City [material recovery facility] and felt this was a perfect example of the inherent dangers of single-stream recycling. She stated that the District and community should continue to improve and support the beautiful and gem of a Community Recycle Center.

Pete Gross (written comment received via email):

I know a lot of people have switched to single stream recycling for the convenience. It's certainly an improvement over going to the landfill. I also witness a lot of contaminants put into single stream recycling barrels "just in case." What I prefer about taking my recycling directly to the recycling center is that I know a much higher percentage actually makes it to the recycler. I was sorry to see

Monument Waste convert Green Solutions to single stream recycling. Thank you for maintaining and improving the recycling center so that we still have that option.

APPROVAL OF MEETING MINUTES

C. OCTOBER 21, 2021 REGULAR MEETING

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to approve the draft minutes for October 21, 2021 as written in the November 17, 2021 Board Packet. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

D. NOVEMBER 2, 2021 SPECIAL MEETING

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to approve the draft minutes for November 2, 2021 as written in the November 17, 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

E. ACTION ITEM: APPROVAL OF EXPENDITURES FOR THE MONTH OF OCTOBER 2021

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the expenditures for the month of October 2021 in the amount of \$250,755.99. Roll call vote: Diane Ackerman, Kalen Jones, Mary McGann, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 5-0.

F. REVIEW AND DISCUSSION OF DISTRICT BALANCE SHEET ENDING SEPTEMBER 30, 2021

Evan Tyrrell stated Balance Sheet provided a year-by-year comparison along with a percentage change from the previous year (i.e., September 30, 2020). He stated that due to the purchase and acquisition of MWS several new line items had been added with no previous yearly comparison and increased assets and liabilities overall. Evan Tyrrell provided a brief review of adjustments that had been made within the PTIF General Funds, an item previously discussed in other Board meetings. He stated that the District has made full investments into its unrestricted PTIF account as presented to the Board during the August 2021 meeting. Evan Tyrrell provided a brief overview of total assets and liabilities with no further discussion from the Board.

G. REVIEW AND DISCUSSION OF 2021 YEAR-TO-DATE WORKLOAD REPORTS, UPDATED 2021 WORKLOAD PROJECTIONS, AND 2022 WORKLOAD PROJECTIONS

Evan Tyrrell provided a high-level overview of the 2021 year-to-date workload reports, updated 2021 workload projections, and 2022 workload projections with each page showcasing a

different facility's actual numbers, original forecast, and a year-to-date comparison. He stated that the 4th quarter forecasts and year-to-date actuals were used to generate the 2021 draft amended budget and were used as a tool for forecasting the 2022 workloads and revenues at the District's landfills and recycling center. Evan Tyrrell provided explanations for unusual percentage projections, such as the high volume of material received at the Moab Landfill from the Grand County Middle School demolition project. He provided brief anecdotes on trend variations for certain items such as electronic waste volume increases from new diversion programs at the Moab Transfer Station and a lack of public utilization of the used antifreeze disposal program.

H. REVIEW AND DISCUSSION OF 3RD QUARTER 2021 AND 2021 YEAR-TO-DATE FINANCIAL REPORTS (UNAUDITED)

Evan Tyrrell provided a high-level summary of an unaudited condensed one-page Profit & Loss statement for 3rd Quarter 2021 and 2021 year-to-date financials in which he explained that most expenses were separated out and classed by operations. He provided a line-by-line comparison for each facilities' current expenses while outlining a positive cash flow of \$450,993.82 (Earnings Before Interest, Taxes, Depreciation, and Amortization [EBITDA]), and a net income of approximately \$206,000 after EBITDA for the 3rd Quarter. Evan Tyrrell stated that cash flow was important for the purpose of investing in the District's savings and paying back its long-term debt obligations. Next, Evan Tyrrell briefly presented the full year-to-date 1st through 3rd Quarter Profit & Loss stating year-to-date positive cash flow at approximately \$911,000 EBITDA and an overall net income of approximately \$428,000 after EBITDA. He stated that the Moab Transfer Station and the Collections and Hauling operations provided noticeable positive financial gains. Evan Tyrrell suggested it would be beneficial to review internal billing practices the following year and stated that, moving forward, the financials could be generated much more efficiently and be more current for real-time financial analyses.

REPORTS FROM BOARD AND STAFF

I. DISTRICT STAFF REPORTS

Evan Tyrrell provided a staff report stating that the removal of the scrap steel pile and freon evacuation of waste refrigerators at the Moab Transfer Station was actively in progress, the District had received new rear-load dumpsters (costs at approximately \$65,000) in which the Board approved up to \$85,000, and the intent of the District to ship single-stream recycling to a materials recovery facility (MRF) located in Denver, Colorado. He stated that the District has finalized the purchase of a combo truck and transfer trailer to be used exclusively for the storage and transport of single-stream recycling.

Chris Scovill provided a brief staff report stating that the following day, operations would begin to open up a new working face at the Moab Landfill and confirmed Evan Tyrrell's report that the removal of waste refrigerators at the Moab Transfer Station was nearly complete.

Jessica Thacker provided a brief staff report in which she reported the number of participants, donations received, and approximate collected volume for the recent Household Hazardous Waste Collection and Cash For Cans events.

LJ Blackburn provided a brief staff report stating that she had met with Albert Foster, a representative from Gallagher Insurance, to discuss premium increases on employee insurance. She also stated that open enrollment for health insurance and other benefits were currently open.

J. BOARD REPORTS

No Board reports were provided.

OLD BUSINESS

K. *POSSIBLE ACTION ITEM: DISCUSSION AND APPROVAL TO PURCHASE, RENT, OR LEASE A MOBILE OFFICE UNIT TO BE PLACED IN THE HIGHWAY COMMERCIAL ZONED PORTION OF 2295 SOUTH HIGHWAY 191*

Levi Crowe opened the discussion by providing a PowerPoint presentation regarding the potential approval to purchase, rent, or lease a mobile office unit for the Moab Transfer Station location. He provided a detailed comparative summary and pricing for each available mobile office unit currently available on the market. Levi Crowe stated that he had been in contact with the Grand County Planning & Zoning Department to confirm that re-zoning of the property was not necessary due to the mobile and temporary classification of the unit. A brief discussion between Levi Crowe and Board members ensued regarding potential configurations of the unit(s). Diane Ackerman suggested the possibility of utilizing the upstairs portion office/shop building located at the Moab Transfer Station property or creating permanent add-ons to the building itself. Levi Crowe provided an explanation stating that these suggestions were possible long-term solutions to potential future expansion, but stated that construction costs are high, contractor availability is low, and such an action would require re-zoning of the property. Evan Tyrrell provided further supportive statements to this explanation and stated that the purchase, rent, or lease of a mobile office unit(s) would allow the District to directly connect to existing utilities rather than undergoing the process of installing more utilities. He also stated that once capital improvements to the Moab Transfer Station commenced, an office space would still be needed for employees. Kevin Fitzgerald voiced support for this suggestion and no further discussion was held.

L. *POSSIBLE ACTION ITEM: DISCUSSION AND CONSIDERATION TO MODIFY THE NAME OF THE COMMUNITY RECYCLE CENTER*

Evan Tyrrell opened a discussion with the Board members suggesting that due to the variety of services available at the Community Recycle Center, a more encompassing name should be utilized to which he suggested “Canyonlands Resource Recovery and Recycling Center” and requested thoughts and feedback from the Board members. Diane Ackerman stated her preference for amending the suggested name to retain the word “recycling,” stating that the local community continues to see the facility definitively as a “recycling center.” Mary McGann

suggested involving the local community and seeking their input on the suggested name change as a form of educational outreach opportunity. Kevin Fitzgerald provided support for a potential name change and suggested designing a new logo with the proposed name along with Mary McGann’s local community educational outreach suggestion. Mary McGann expressed concern at the length of the name, citing potential confusion to the local community and suggested holding a retreat to brainstorm ideas. Diane Ackerman inquired to the purpose of a name change and Evan Tyrrell replied that the CRC provided services beyond recycling and had the possibility to shift the local community’s perception of the CRC to a more positive status (i.e., rebranding). Evan Tyrrell stated that the District rebranded to Canyonlands Solid Waste Authority (CSWA) and believed the CRC should follow suit. Diane Ackerman suggested simply changing the “Community” to “Canyonlands” which allows the CRC acronym to remain unchanged. Kevin Fitzgerald agreed with this suggestion and stated that it allowed the CSWA name to tie-in directly to the CRC. Evan Tyrrell suggested the possibility of tasking Jessica Thacker with spearheading a survey to gauge local opinion and interest. Kalen Jones agreed the discussion is necessary but felt it was not a priority at the time of the meeting. Mary McGann suggested keeping the current name with the addition of a tagline that addresses the expanded services.

M. REVIEW AND DISCUSSION OF UPDATED DRAFT 2022 FEE STRUCTURES FOR CANYONLANDS SOLID WASTE AUTHORITY FACILITIES

Evan Tyrrell opened a discussion with the Board members by highlighting revisions made to the draft 2022 Fee Structures for CSWA facilities since the previous Board meeting. He stated that the recent changes were relatively minor. Evan Tyrrell stated that the District is evaluating the half-day Wednesday schedule at the Moab Landfill and evaluating whether or not to change to a full day due to some feedback by local residents and businesses. Kalen Jones suggested that hours of operations are not a “locked” portion of the Fee Structure and can be adjusted at any time. Evan Tyrrell provided reasoning for the pricing changes and addition of materials at the Transfer Station such as “wag bags” and separation of residential and commercial pricing. A brief discussion on the handling and potential cost of “wag bags” occurred between the Board members.

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

Evan Tyrrell opened a discussion with the Board members stating that he had attempted to streamline the commercial and residential trash services Fee Structure while also allowing for expanded volumetric trash services to rural communities such as Castle Valley, Thompson Springs, and La Sal. He also stated that the District would begin to phase out the “three can service,” stating the service was labor intensive, unsafe, and inefficient. Evan Tyrrell stated that the “three can service” rate had been retained under MWS for several years and would be raised to the same cost as County 96-gallon polycart rates. He suggested that current “three can service” customers would receive a letter notifying them of this change along with encouragement to switch to polycart service. Chris Scovill stated that although the “three can service” is a safety hazard to District employees due to repetitive lifting and strain, overfilled containers that exceed appropriate lifting weights, that the containers are often of poor quality, changing the rate for

“three can service” would likely result in negative public feedback. Kalen Jones inquired if any City customers utilized the “three can service” and Evan Tyrrell responded that all 562 “three can service” customers resided in the County. Chad Harris suggested that the potential liability, both financially and safety-wise, then the service should have a definitive phase out date rather remain as a service. Evan Tyrrell agreed that a public relations campaign would be helpful to avoid negative public feedback.

Evan Tyrrell briefly presented the changes made to the single-stream recycling collection services such as added rates for rural communities. However, single-stream recycling collection services are not currently offered in La Sal or Thompson Spring (only Castle Valley, Moab City/Valley, and parts of Spanish Valley). He stated no major changes had been made to the roll-off hauling and collection services since the draft rates were last presented. Evan Tyrrell stated that efforts had been made to support consistent pricing for roll-off collection service based on distance and commodity type.

Mary McGann left the meeting following the end of this agenda item.

NEW BUSINESS

O. *POSSIBLE ACTION ITEM: REVIEW AND APPROVAL OF A DRAFT AMENDED BUDGET FOR CALENDAR YEAR 2021*

MOTION: Diane Ackerman motioned/Kevin Fitzgerald seconded to approve the draft 2021 amended budget as presented in the November 17, 2021 Board packet. Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

P. *POSSIBLE ACTION ITEM: REVIEW AND APPROVAL OF A TENTATIVE BUDGET FOR CALENDAR YEAR 2022*

Evan Tyrrell opened a high-level discussion with the Board members regarding the draft budget for fiscal year 2022 and stated that expenditures were likely somewhat over-forecasted while revenues were likely somewhat under-forecasted. He stated this would allow the District to remain capable of fulfilling debt obligations and ensuring sustainable financials throughout the budget year. Kalen Jones provided clarification on the budget approval process to the Board stating that the draft 2022 budget would continue to be worked on until the scheduled public hearing for final approval. Evan Tyrrell continued to provide a high-level summary of additions and subtractions to the draft 2022 budget such as repair & maintenance costs, addition of three (3) salaried full-time positions, marginal wage increases to hourly staff, and retainment of professional services such as a composting consultant. Evan Tyrrell stated that the draft 2022 budget was tight but allowed for the fulfillment of all bond payments and debt obligations.

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to approve the tentative 2022 budget as presented in the November 17, 2021 Board packet. Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

Q. POSSIBLE ACTION ITEM: SCHEDULING A PUBLIC HEARING FOR PUBLIC COMMENTS ON THE PROPOSED AMENDED 2021 BUDGET, PROPOSED 2022 BUDGET, AND 2022 FEE STRUCTURES

MOTION: Kevin Fitzgerald motioned/Diane Ackerman seconded to schedule a public hearing to receive public comments on the proposed amended 2021 budget, proposed 2022 budget, and proposed 2022 Fee Structures to commence at 6pm on Thursday, December 16, 2021. Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

R. POSSIBLE ACTION ITEM: DECLARING CERTAIN ASSETS AS EXCESS INVENTORY AND SETTING MINIMUM SALE PRICES

Evan Tyrrell stated that the District's 1988 Dodge D350 pickup truck was originally approved as an excess item by the Board in the amount of \$3,000. He stated that someone has indicated interest in purchasing the truck but at a lower price. Chris Scovill stated the individual offered between \$600 and \$1,000 for the truck, but suggested a sale price of \$800. Evan Tyrrell stated that the truck had been fully depreciated for 25 years.

MOTION: Diane Ackerman motioned/ Kevin Fitzgerald seconded to revise the declared excess inventory for the 1988 Dodge truck and authorize its sale for no less than \$800. Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

MOTION: Mary McGann motioned/Kevin Fitzgerald seconded to enter into closed session for a strategy session to discuss the character, professional competence, or physical or mental health of an Individual(s). Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

The closed session began at 6:08pm.

CLOSED SESSION

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

MOTION: Kevin Fitzgerald motioned/Chad Harris seconded to go out of closed session. Roll call vote: Diane Ackerman, Kalen Jones, Chad Harris, and Kevin Fitzgerald each voted yes. Motion passed 4-0.

The closed session ended at 7:06pm.

ADJOURNMENT

T. FUTURE CONSIDERATIONS

The next Regular ACB meeting is scheduled for December 16, 2021, beginning at 4:00 pm.

U. ADJOURNMENT

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

The meeting adjourned at 7:07 p.m.

Respectfully submitted to the Board,

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