

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, August 24, 2022 5:30 PM

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

SWSSD1 Staff Present: Leanne Crowe (Human Resources/District Clerk), LJ Blackburn (Co-Interim Director), and Chris Scovill (Co-Interim Director).

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 (5:30 P.M.)

Kalen Jones called the meeting to order at 5:37 P.M.

CITIZEN’S INPUT

Pam Hackley and Sara Melnicoff were present to observe the meeting and were redirected to watch the meeting on YouTube.

APPROVAL OF MEETING MINUTES

- A. ACTION ITEM: REVIEW AND APPROVAL OF THE JULY 20, 2022 REGULAR MEETING MINUTES**
- B. ACTION ITEM: REVIEW AND APPROVAL OF THE JULY 27, 2022 SPECIAL MEETING MINUTES**

MOTION: Mary McGann motioned/ Diane Ackerman seconded to approve the minutes from the July 20th and July 27th meetings, as presented in the Board Packet.

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

TREASURER/FINANCIAL

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

LJ Blackburn led a brief discussion regarding expenses. She pointed out that for the Utah Public Treasurers fund, they sent a check instead of transferring the funds. This resulted in two deposits to the PTIF fund. Expenditures continue to rise, especially fuel costs. Another large expense was for Moab Land Works for our new building. The District is holding several smaller expenses, and once all are paid, the District will do another requisition to cover those funds. We added RelaDyne as a new fuel supplier but continue to use Rhinehart

MOTION: Mary McGann motioned/ Chad Harris seconded to approve expenditures for the month of July 2022 in the amount of \$625,473.53 as presented in the Board Packet. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, Kevin Fitzgerald, and Kalen Jones each voted yes. Motion passed 5-0.

D. REVIEW AND DISCUSSION OF Q2 FINANCIAL STATEMENTS

LJ Blackburn led a discussion of the second quarter financials including a Profit and Loss Statement comparison to the prior year by class. She pointed out that in Q2 of 2021 we had just acquired Monument Waste, so the numbers are a little skewed. Nick Lundberg, the District accountant, noted one item, containers, needs to be reclassified from freight to a capital expense, which will slightly increase depreciation. Nick also outlined the recent vehicle purchase of the mechanic's truck.

REPORTS FROM BOARD AND STAFF

E. STAFF REPORTS

Chris Scovill provided an update to the board. The District has resumed shipping recyclables to Denver and has also just recycled ¾ of a million pounds of metal, for which we should be receiving a check. Going forward the District will try to recycle the metal pile twice per year. Chris and the Transfer Station Supervisors are working on maintaining the self-regulated standards to mimic the DOT and will continue training. The Baler at the CRC was down for a week, but it has been repaired and staff worked extremely hard to get caught up. Great job to Herman Herrera and Brandon Bertwell for setting a new record of 19 bales in one day. The issues at Klondike are still a work in progress, and we have been working with a consultant to develop a plan for the DEQ. The new building has been set, and Willscot will come back to fix the ramp. Power will

be in next week, and communications are pending. Levi Crowe has been working on a new software called Motive for tracking trucks and assisting with driver safety. It provides GPS tracking, video, safety alerts, pre-trip inspections, drive time, run time, and maintenance of the vehicles. The demo of the software has gone well, and this will be an asset to the District. This item will be brought back to the Board for approval at another meeting. Finally, Chris provided an update on operations regarding the flood debris. We are accepting the debris for free at the Moab Landfill and we are tracking those volumes. This has been posted to Facebook and will also be shared on the District's website.

LJ Blackburn shared an update with the Board. Things went smoothly while LJ was out of town and working remotely. Kelsi Garcia and Savannah Humphrey's training are progressing well, and LJ shared she is pleased.

F. BOARD REPORTS

Mary McGann thanked Chris and LJ for attending the emergency meeting regarding the flood, and also the staff, Adam Watkins and Mike Randall, who opened Moab Landfill on Sunday to allow UDOT and several citizens to dispose of flood debris.

Kevin Fitzgerald asked about the interviewing and hiring process. Leanne Crowe will follow up with Kevin directly on this.

Diane Ackerman shared that she and Kevin met with Sara Melnicoff and the City of Moab and Grand County regarding her proposal for the recycling position. Diane explained that the City and County were supportive, but that the District would be responsible for this role, and that the next step would be to develop a job description. Mary clarified that the County will not fund the position directly. As in years past, the District may be awarded TRT funds, and it is up to the District as to how to spend it. Diane asked for permission to work with Sara to develop the job description, and the Board was supportive, if it doesn't fall to the staff. Mary requested to wait on a decision until the District's budget has been determined to see if the District can afford to hire an additional position.

OLD BUSINESS

G. RECAP ON EXECUTIVE DIRECTOR INTERVIEWS

Leanne Crowe provided an update on the recruiting for an Executive Director. Our first candidate, Mike Kenerley, will be on site in Moab on Friday, and will receive a site tour starting with Klondike, then lunch with staff and the board. His interview will be on Friday about 1:30 PM, beginning with his presentations, and then moving to the panel interview. We will provide dinner with staff and dinner on Friday evening, and then Saturday, Mike will tour the remaining facilities, and then have an opportunity to do a meet and greet with the staff. The schedule and interview materials will be sent out via email as well.

H. REVIEW AND DISCUSSION OF PROPOSED AMENDED DRAFT BUDGET FOR 2022

LJ Blackburn and Nick Lundberg led a discussion with the Board regarding the budget. Individual costs like fuel and repair parts are up, and overall revenues are down. However, overall expenses are lower which helps keep us in a positive cash flow. We will need to project if expenses will stay high, and plan for that. Other expenses include a potential wage increase to remain competitive. Kalen inquired about the job description project, and the project has been put on hold due to bandwidth and cost. The District had budgeted for several positions which were not filled, and Kalen inquired about the availability of these funds as a buffer. LJ will research this and get back to the board on this as several positions that were not budgeted for have been hired including drivers, CSR's and an additional mechanic. The Board and staff discussed options for recruiting and options regarding wages. Kalen observed that the budget vs actual is minimal, and the forecast for the remainder of the year ends with the district making money. The Monument Waste items are on the balance sheet, they are not on the Profit and Loss Statement. The sale has been included in the initial bond, and the payments are sent from the PTIF accounts. Kalen asked about the projections and cash flow and if they warrant an amended budget and a fee increase. LJ and Nick will work on a cash flow analysis to assist the Board in determining what direction to take in the future.

NEW BUSINESS

I. **POSSIBLE ACTION ITEM: REVIEW OF COMMUNICATIONS EQUIPMENT PROVIDER QUOTE**

LJ Blackburn led a discussion with the Board regarding communications for the District. We are currently using Frontier as a service provider, as we were the legacy service provider when we took over Monument. The current system does not allow for calls to be transferred between extensions without call forwarding. With the addition of the new building, it may be an opportunity for the District to save money and receive better service. LJ requested a quote from Tuck Communications, but they did not respond, and the quote from Emery is included in the board packet, including a lease and a purchase option.

MOTION: Mary McGann motioned/ Kevin Fitzgerald seconded to approve District staff to lease a new phone system for all offices with a monthly cost not to exceed \$300.00 and an up-front cost that includes installation and training in the amount not to exceed \$1400.00. Roll call vote: Mary McGann, Kevin Fitzgerald, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.

CLOSED SESSION

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

No Closed Session was held.

CLOSING ACTIONS AND ADJOURNMENT

K. FUTURE CONSIDERATIONS

The ACB will hold a special meeting next Regular ACB meeting is scheduled for September 21, 2022, beginning at 4:00 P.M.

L. 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 7:01 P.M.

Respectfully submitted to the Board,



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