

**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**  
*Tuesday, September 27, 2022, 2:00 P.M.*

**Board Members Present:** Mary McGann (Secretary/Treasurer), Chad Harris (At-Large Member), Diane Ackerman (Castle Valley Representative), and Kalen Jones (Chair). Kevin Fitzgerald (Vice-Chair) joined the meeting at 2:29 P.M.

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

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 (2:00 P.M.)**

Kalen Jones called the meeting to order at 2:07 P.M.

**CITIZEN'S INPUT**

There were no citizens present, and no written comments were received.

**APPROVAL OF MEETING MINUTES**

- A. ACTION ITEM: REVIEW AND APPROVAL OF THE AUGUST 24, 2022, REGULAR MEETING MINUTES**
- B. ACTION ITEM: REVIEW AND APPROVAL OF THE AUGUST 26, 2022, SPECIAL MEETING MINUTES**
- C. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 1, 2022, SPECIAL MEETING MINUTES**

**D. ACTION ITEM: REVIEW AND APPROVAL OF THE SEPTEMBER 7, 2022, SPECIAL MEETING MINUTES**

**MOTION: Mary McGann motioned/ Diane Ackerman seconded to approve the minutes from the August 24, 2022, Regular Board Meeting, the August 26, 2022, Special Board Meeting, the September 1, 2022, Special Board Meeting, and the September 7, 2022, Special Board Meeting as presented in the Board Packet. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 4-0.**

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

LJ Blackburn led a brief discussion with the Board. LJ noted there was one correction of the summary of expenses regarding Motive Technologies dash cameras. The three-year plan is \$26,700 and the yearly amount is \$8,208.24 this year, and approximately \$9,000 for the next two years. Also, there were some higher expenses for the new building including payments to Moab Land Works and A&E electric. These will be requisitioned from the acquisition fund. Other notable expenses were two loads of the single stream taken to Denver. Fuel costs continue to be high, as well as rentals, service, and labor from Wheeler Cat. We did not make a PTIF payment for August, but the District will need to make up this payment later. LJ explained this payment was delayed due to slower billing and receivables.

**MOTION: Mary McGann motioned/ Chad Harris seconded to approve expenditures for the month of August 2022 in the amount of \$364,413.51 as presented in the Board Packet. Roll call vote: Mary McGann, Chad Harris, Diane Ackerman, and Kalen Jones each voted yes. Motion passed 4-0.**

**F. DISCUSSION ITEM: REVIEW AND DISCUSSION OF THE YEAR-TO-DATE (AS OF AUGUST 31, 2022) FINANCIAL REPORTS (UNAUDITED)**

LJ Blackburn and Nick Lundberg led a discussion regarding the year-to-date financials. This is broken out by class and by month. Overall, income versus budget is down quite a bit. The budget shown is the prorated budget through August, which is different than how it has been presented in the past. LJ recommended using a five-year look back to prepare the 2023 budget, as this may give us a more accurate view as we look month by month or by quarter to ensure we are on track. The primary driver for the lower income is roll-offs. The residential collections are helping to make this up. The District has also not received approximately \$4,000 in Mineral Lease funds that is due to the District but has not yet been received in the PTIF account as of earlier today. Diane Ackerman expressed concerns about how we can ensure the district is in a stable financial position and asked for a cash flow analysis or other documents to better understand this. Diane also

expressed concerns about the missed PTIF payment for August, and the District's ability to repay these. LJ acknowledged that this is a concern, but that revenues being down is out of our control. Overall, tourism is down, but the movie filming here is helping to bridge that gap. LJ and Nick hope to bring an amended budget back to the October meeting, and a proposed fee increase. There is a large amount of research and data gathering that is required for this, and there is also a learning curve for LJ as she has not previously been tasked with preparing the fee increase or budget on her own. However, LJ stated she is confident with assistance from the resources available, that she can do it. LJ also pointed out that expenditures were down, in part due to the work of Levi Crowe, Fleet and Facilities Manager, which helps to balance the lower revenue. The expenses were approximately \$140,000.00 less than budgeted for the year to date. . Leanne Crowe recommended that she and LJ work together to provide some education on basic financial statements and get this together for the Board. Due to time constraints with budget season, LJ will find some additional webinars and resources to share with the team prior to the workshop. Kalen inquired about what resources LJ has been using and recommended that she reach out to find out how other local governments present this in a way that is more usable for the Board instead of traditional business metrics. Kalen recommended reaching out to the City of Moab's Finance Director, to break it down and provide some Key Performance Indicators to understand the financials more easily. LJ also noted that this is not the first time that the District has missed a PTIF payment, and later made it up. Kalen asked for information on what is in the reserve, as a percentage, so that we can use this as buffer for the ups and downs in revenues. Nick and LJ will review the PTIF balances and send this out later.

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## REPORTS FROM BOARD AND STAFF

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### G. STAFF REPORTS

LJ Blackburn provided her staff report to the board. The District did receive TRT funds in the amount of \$400,000.00, the same as last year. LJ has also purchased water bottles for the staff, to end the use of plastic water bottles. We have leased water coolers and compostable cups for each location, along with hand sanitizer. Employees also received water bottles for the employee appreciation event. The new office will have a meeting space, and LJ is working to furnish it, and it should be ready soon. The District was able to obtain free tablets to use with the Motive tracking and the billing software, and the first two arrived today. The District has ordered mounts to allow drivers to use them hands-free. The total software process is expected to be completed by the beginning of the year, so the staff is looking forward to this. For 2023, the focus will be on employee education and safety. LJ has worked on cross-training employees and has identified training for the managers, as many of them are new and have not been managers before. We are also working on community education, with the addition of the education and outreach coordinator, Jessica Thacker. Her first task will be on the Household Hazardous Waste, and progress from there.

Chris Scovill provided his staff report to the board. The flood relief donations were over \$16,500 in tipping fees and labor. While this has been a great service to the community,

it has raised additional concerns about how we donate services as a government entity. Chris and LJ will research this and develop a policy regarding this. Chris also shared that the market has dropped significantly for cardboard, and the District is now taking a loss on this item. However, the District will continue to ship to our vendors, as we have developed good relationships with them, and there is no good way to store these items to better time the market. The motive hardware and software have been installed, and we are in the process of training the managers on how to use it. The software has already proven useful in initiating discussions regarding driver safety, and this has been a positive effect already. The second shipment of recyclables was sent to Denver. The working face at Klondike remains a work in progress, but we have time and room to continue to work on this. Finally, at the CRC building, we have some insulation falling from the ceiling. We have a contractor coming to provide a quote for a fix to this, so we can address it. We anticipate removing the old insulation. We have also installed some fake owls at the CRC to deter the other birds from continuing to nest in the roof, and we hope to see results from that. At Klondike, the ravens continue to be a challenge as they dig up the working face and trash blows from the landfill to the road. Chad questioned why the price of OCC is so volatile, and Chris explained the market shifts for varying reasons in this, partially related to COVID and the large influx of home deliveries related to the holidays as well. Mary inquired about the trailers that were purchased at the CRC. After purchase, it was determined that remodeling them would be more expensive than purchasing new. If they were to be used as storage, they would need to be secured. Chris mentioned they may be able to use some items, like the HVAC, but they may be able to sell them. It is cost prohibitive to reuse the tin siding or otherwise repurpose the materials.

Leanne Crowe shared a brief report on her work. We have been focused on recruiting additional labor for the District and have had great success with the tourist season ending and local workers looking for more stable employment. Leanne has worked with LJ and Chris to develop a process and document these processes. This includes a new hire checklist and an interview checklist. These are ongoing projects, but we continue to move forward. The Board also discussed a high-level recap of the Executive Director recruiting process. Although we did not hire anyone yet, we did make great progress in developing a process and a lot of the leg work was done in developing interview questions and scenarios. Kalen Jones also asked about onboarding. Leanne explained the process she would like to implement to provide consistent and efficient training for new hires and retain the knowledge and skills of long-term employees, as well as better support employees to integrate them as part of the team and document these items as well.

## **H. BOARD REPORTS**

No Board reports were provided.

## OLD BUSINESS

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

LJ Blackburn requested to postpone this item due to additional information she discovered and asked to bring this item back at the next meeting for consideration.

**MOTION: Mary McGann motioned/ Diane Ackerman seconded to postpone the review and approval of policy number 111-1520, Purchasing Policy, until a later date to allow for revisions. Roll call vote: Mary McGann, Diane Ackerman, Chad Harris, and Kalen Jones each voted yes. Motion passed 5-0.**

## NEW BUSINESS

### J. **DISCUSSION ITEM: DISCUSS PURCHASE OF D7 DOZER WITH WASTE PACKAGE**

Chris Scovill led a discussion with the Board regarding the need for a D7 Dozer. Chris explained this will come from the Acquisition fund but wanted to make the Board aware of the cost, which is approximately \$748,500. This includes a 5-year lease with annual payments of \$145,000. Chris is working to figure out a way to make the numbers work with a down payment, longer or delayed lease options and potential rentals. The District lost its Dozer in 2020 and has faced challenges, including those at Klondike, without this equipment. Chris will work on this item and bring this back to the Board later. This equipment is part of the longer equipment list Chris had previously presented to the Board. The total wish list is about \$7 million, and the District has about \$1 Million to spend, so we need to prioritize these to maintain operations. The Board also discussed the long-term needs of the district and financing, and Chris will resend the list of equipment needs to the Board. Chris has worked to develop a mast list of equipment needs, and a master list of needs, and will work to develop a schedule to meet these needs. LJ Blackburn explained that there is approximately \$1.2 Million in the PTIF funds, and this is broken down into three accounts with two of those accounts being restricted funds set aside for landfill closing. The third account is divided into 9 sub-accounts. These accounts are set-aside funds for various needs and include an equipment fund, a contingency fund, a bond repayment fund, a capital improvements fund, a debt service fund, a KLF excavation fund, a collection and hauling fund, and a landfill technology services fund. “

Lj Blackburn explained that the Zions Trust Fund Account or Acquisition Fund is separate from the PTIF accounts. , The approximate balance in the acquisition fund is around \$856,000 This is where the funding for the new software, and other costs for the new building will come from. We have until March 2024 to utilize these funds or the balance remaining will come off of what we owe.

**CLOSED SESSION**

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

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

The Board entered closed session at 3:29 P.M.

Kevin Fitzgerald left the meeting at 3:53 P.M.

Diane Ackerman left the meeting at 5:19 P.M.

**MOTION: Mary McGann motioned/ Chad Harris seconded to exit closed session. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.**

The Board exited closed session at 5:39 P.M.

**CLOSING ACTIONS AND ADJOURNMENT**

**L. FUTURE CONSIDERATIONS**

**MOTION: Mary McGann motioned/ Chad Harris seconded to hold a special meeting on Thursday, September 29, 2022, between 11 A.M. and 1 P.M. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.**

The next regular ACB meeting is scheduled for October 19, 2022, beginning at 4:00 P.M.

**M. ADJOURNMENT**

**MOTION: Mary McGann motioned/ Chad Harris seconded to adjourn the meeting. Roll call vote: Mary McGann, Chad Harris, and Kalen Jones each voted yes. Motion passed 3-0.**

The meeting adjourned at 5:44 P.M.

Respectfully submitted to the Board,



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